



# University of St. Thomas

2115 Summit Avenue  
St. Paul, Minnesota 55105

## Catalog of the College 1998-2000

Telephone: (612) 962-5000 or (800)-328-6819

**Website:**

<http://www.stthomas.edu>

**Notice:**

All students are reminded to read carefully the sections of the catalog that concern them, as ignorance of the material contained in it will not be accepted as an excuse.

## Calendars

### Fall Semester

Classes begin  
Last day to register or add a class  
Last day to drop a class without notation on record  
Last day to designate grading option  
Mid-term grades due  
Mid-term break  
January and spring term registration  
Last day to withdraw from a class without a grade of “F” or “R”  
Thanksgiving recess begins  
Classes resume  
Incompletes due spring and summer  
Classes end  
Study day  
Final examinations  
Winter commencement  
Final grades due

### January Term

Classes begin  
Last day to register or add a class  
Last day to drop a class without notation on record  
Last day to designate grading option  
Martin Luther King holiday (no classes)  
Last day to withdraw from a class without a grade of “F” or “R”  
Classes end/exams  
January term grades due

### Spring Semester

Classes begin  
Last day to register or add a class  
Last day to drop a class without notation on record  
Last day to designate grading option  
Mid-term grades due  
Mid-term/Easter break begins  
Classes resume  
Last day to withdraw from a Class without a grade of “F” or “R”  
Early registration for fall  
Incompletes due fall and January term  
Classes end  
Study day  
Final examinations  
Commencement  
Final grades due

### 1998

September 9  
September 22  
September 22  
October 14  
October 28  
October 30  
November 16 - December 4  
November 18  
November 26  
November 30  
December 1  
December 11  
December 14  
December 15 - 18  
December 18  
December 28

### 1999

January 4  
January 8  
January 8  
January 13  
January 18  
January 19  
January 28  
February 5

### 1999

February 1  
February 12  
February 12  
March 3  
March 26  
March 29  
April 6  
April 15  
April 19 - 30  
May 3  
May 14  
May 17  
May 18 - 21  
May 22  
May 28

**Students are required to attend the first day of class in order to secure their place in the course. If the instructor chooses to drop a student from his/her class roster because of non-attendance on the first day, the student is still responsible for officially withdrawing from the course in the Office of the Registrar.**

**Fall Semester**

Classes begin  
 Last day to register or add a class  
 Last day to drop a class without notation on record  
 Last day to designate grading option  
 Mid-term break  
 Mid-term grades due  
 January and spring term registration  
 Last day to withdraw from a class without a grade of "F" or "R"  
 Thanksgiving recess begins  
 Classes resume  
 Incompletes due spring and summer  
 Classes end  
 Study day  
 Final examinations  
 Winter commencement  
 Final grades due

**1999**

September 8  
 September 21  
 September 21  
 October 13  
 October 22  
 October 25  
 November 15 - December 3  
 November 17  
 November 25  
 November 29  
 December 1  
 December 10  
 December 13  
 December 14 - 17  
 December 17  
 December 28

**January Term**

Classes begin  
 Last day to register or add a class  
 Last day to drop a class without notation on record  
 Last day to designate grading option  
 No classes (Martin Luther King day)  
 Last day to withdraw from a class without a grade of "F" or "R"  
 Classes end/exams  
 January term grades due

**2000**

January 3  
 January 7  
 January 7  
 January 12  
 January 17  
 January 18  
 January 27  
 February 4

**Spring Semester**

Classes begin  
 Last day to register or add a class  
 Last day to drop a class without notation on record  
 Last day to designate grading option  
 Mid-term break begins  
 Classes resume  
 Mid-term grades due  
 Last day to withdraw from a class without a grade of "F" or "R"  
 Easter break begins  
 Classes resume  
 Early registration for fall  
 Incompletes due fall and January term  
 Classes end  
 Study day  
 Final examinations  
 Commencement  
 Final grades due

**2000**

January 31  
 February 11  
 February 11  
 March 1  
 March 20  
 March 27  
 March 27  
 April 13  
 April 21  
 April 25  
 April 17 - May 2  
 May 1  
 May 12  
 May 15  
 May 16 - 19  
 May 20  
 May 26

**Students are required to attend the first day of class in order to secure their place in the course. If the instructor chooses to drop a student from his/her class roster because of non-attendance on the first day, the student is still responsible for officially withdrawing from the course in the Office of the Registrar.**

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## General Information

### Mission

The University of St. Thomas is a comprehensive, co-educational, Catholic university. It seeks to develop morally responsible individuals who combine career competency with cultural awareness and intellectual curiosity. In its undergraduate program, the university is committed to the development of the student through a liberal arts education within the living Catholic tradition and through a high degree of personal attention in a spiritually and intellectually stimulating campus environment. Graduate programs emphasize the integration of theory with practice, enhance the professional competence and ethical judgment of their students, and foster personal growth and an appreciation of life-long learning. In all of its academic programs and other educational enterprises, the university is committed to meeting the diverse, changing needs of the community. Throughout, the university fosters in the student a tradition of service to the public welfare and an energetic, thoughtful approach to the challenges of contemporary life.

### Convictions

1. The University of St. Thomas is a Catholic, diocesan university, founded on belief in God and commitment to a life of worship leading to active participation in the mission of Christ and the Church to the world. In that context and as an important part of its religious witness, the university welcomes and respects faculty, staff and students who do not share this faith tradition. The Catholic tradition fosters a value-oriented education needed for complete human development and for responsible citizenship in contemporary society.
2. The university's educational program provides a liberal arts education as well as education for a career. It strives to give a student a foundation for clear thinking and expression; a sufficient understanding to read intelligently in fields with which an educated person ought to be acquainted; and proficiency in an area of specialization.
3. The university's curriculum emphasizes a search for and discovery of truth and judgments of value as well as preserving and transmitting enduring truths and values.
4. The university seeks to create an international perspective among its students including an appreciation of cultural diversity.
5. The university strives to anticipate and respond appropriately to changes in its environment.
6. The university emphasizes excellence in teaching. It also is committed to scholarship and encourages service to the univer-

sity and broader community through-out its faculty.

7. The university welcomes diversity among its students with respect to age and intellectual talents, financial resources, and credal, racial, and geographic characteristics.
8. The university fosters the total development of the student through close interaction with faculty, staff and other students within a supportive campus environment.
9. The university's metropolitan setting challenges it to participate in community life and to develop innovative programs for persons of all ages within the community.
10. The university, through its educational programs, student services, and other resources, assists its students in the transition to further education and employment.
11. The university cultivates lifelong personal contact and communication with its friends and former students.
12. The university embraces its role in independent liberal arts education because diversity is essential to the health of our educational system, to our national life, and to our responsibilities in the world community.

Within this context, the objectives of the undergraduate curriculum are: liberal learning, moral and ethical development, and career preparation.

### College Vision Statement

The university's mission and convictions and our objectives for undergraduate education provide the framework for the College Vision Statement, which was endorsed by the College Faculty Senate in December 1995.

The strengths of the undergraduate College are embodied in four commitments:

1. A commitment to the Catholic identity that informs its liberal and professional education;
2. A commitment to a common liberal arts foundation that serves as the core of the education in which all St. Thomas undergraduates participate;
3. A commitment to the integration of the liberal arts and career preparation, fostering in students a dedication to work for the common good;
4. A commitment to the underlying unity of the human person with an emphasis on the spiritual, intellectual, ethical and social development of all students.

These commitments are manifested in the following features of the College:

- a. A strong core curriculum for all students that exposes them to enduring, transcultural human truths, provides for multicultural exploration, and encourages integration that crosses disciplinary boundaries;

## General Information

- b. A comprehensive and strong set of major and minor fields that meet the increasing demands of career competency and interdisciplinary development, while maintaining a common liberal arts core curriculum;
  - c. An energetic, expert and diverse faculty who show their concern for the total development of students through extensive time and effort spent with them, and through their eagerness to involve students in the work of their fields through joint research projects, practicums, and service to the community;
  - d. A faculty who model for students a love of learning through continual efforts to enhance teaching effectiveness, ongoing professional engagement, and collaboration with their colleagues in teaching, research and other program initiatives;
  - e. A faculty who demonstrate a commitment to service through their willingness to serve as role models for students, demonstrating that compassion for others and lifelong dedication to service are ordinary aspects of being an educated, responsible citizen;
  - f. A strong support and professional staff throughout the university committed to fostering the social, spiritual, and intellectual development of students through co-curricular activities, with a special focus on cultivating leadership ability.
- g. Continue our strong emphasis on preparing students to think analytically, write and speak clearly, reason quantitatively, participate in a democratic society, contribute to the health of their communities and the environment, and know the natural world and their own and other cultures;
  - h. Continue to foster in our students an appreciation for the dignity of all human persons, created in the image of a just and loving God.

## History

The University of St. Thomas was founded in 1885 by Archbishop John Ireland, less than a year after he was installed as St. Paul's third bishop. What began as the St. Thomas Aquinas Seminary – with 62 students and a faculty of five – has grown to be Minnesota's largest independent university with four campuses and over 10,000 students.

Built near a river bluff on farmland that was still considered “far removed from town” in the late 1800s, the university's main campus is nestled today in a residential area midway between the downtowns of St. Paul and Minneapolis.

In its first decade, St. Thomas was a high school, college and seminary; students enrolled in either the classical or theological departments. In 1894 the theological department moved to an adjacent campus where it became The Saint Paul Seminary. The classical department, meanwhile, remained on the original campus and became the College of St. Thomas.

The classical department gradually grew to a four-year college curriculum. The first baccalaureate degrees were conferred in 1910 and St. Thomas was officially accredited in 1916. The classical department's first four years became the St. Thomas Military Academy, a high school that moved to a suburban campus in 1965.

After 92 years of all-male enrollment, St. Thomas became coeducational in 1977. Today, 50 percent of the undergraduates and more than 40 percent of the graduate students are women.

Coeducation, coupled with new graduate programs as well as new campuses, contributed to St. Thomas' growth over the past two decades. Enrollment increased from under 2,500 students in 1970 to over 10,000 today. The undergraduate College currently enrolls approximately 4,500 students.

Adult students at the undergraduate level were served through New College, which opened in 1975. The School of Continuing Studies, established in 1998, will continue to serve adult, part-time, and non-traditional students at both the undergraduate and graduate levels with degree and

As it looks to the future, the undergraduate College seeks to maintain these distinctive manifestations of its key commitments and to:

- a. Build on the strengths of our Catholic identity by promoting dialogue between faith and reason and by enabling students to acquire an organic vision of reality which integrates faith and secular learning;
- b. Increase efforts to cross departmental and disciplinary boundaries in order to enhance further the integration of liberal arts and professional education, faith and practice, principles and techniques, and education and service;
- c. Emphasize more the preparation of students for a life of service in an increasingly diverse world through the development of integrated service learning opportunities for students;
- d. Stress the importance of global awareness by encouraging study abroad opportunities, increasing participation in faculty and student exchanges, and increasing involvement with the university's urban community;
- e. Increase efforts to diversify the student body, the faculty, the staff, and the curriculum to reflect the diversity of the broader society;
- f. Emphasize the integration of technology

## General Information

non-credit programs.

Graduate programs in Education, Human Development and Professional Psychology were first established in 1950, and now offer degrees at the masters, specialist, and doctoral levels. The School of Education and the School of Social Work were both established in 1996.

Graduate programs in Management, begun in 1974, have developed into the Graduate School of Business, which offers a wide range of business-related masters degrees.

The Graduate School of Applied Sciences and Engineering offers masters degrees in software engineering and in manufacturing systems engineering.

St. Thomas' original "classical" and "theological" departments came together once again in 1987 through an affiliation between the seminary and university. Together they created The School of Divinity which offers graduate degrees in pastoral studies, divinity and theology.

In 1990, recognizing the many changes and the addition of graduate programs to the institution, the name of the College of St. Thomas was changed to the University of St. Thomas.

The Graduate School of Arts and Sciences begun in 1991, offers masters-level programs in art history, English, and music education.

Many non-degree programs are offered by St. Thomas through a number of specialized centers devoted to management and business, senior citizens, life-care, creative studies, Jewish-Christian dialogue, and music.

St. Thomas also is home to the undergraduate St. John Vianney Seminary, and to The Catholic Digest, the largest-selling magazine of its kind in the world.

## Locations

St. Thomas' main, 78-acre campus anchors the western end of St. Paul's historic Summit Avenue. In 1992 the university built a permanent campus in downtown Minneapolis, which is the home of the Graduate School of Business. In 1999, the School of Education and the graduate department of Professional Psychology will be located on the Minneapolis campus.

The university also offers a wide range of programs at its Owatonna-based Gainey Conference Center, established in 1982 and at a number of satellite locations, including the Mall of America.

## Vital Statistics

The University of St. Thomas is a private, coeducational, Catholic, liberal arts university located in St. Paul, Minnesota. The university awards the B.A., B.S., B.S.M.E., D.Min., Ed.S., Ed.D., M.A., M.B.A., M.B.C., M.Div., M.I.M., M.M., M.M.S.E., M.S., M.S.D.D., M.S.W., and Psy.D. degrees.

Enrollment figures for fall semester 1997 were: the undergraduate College 4,643; New College 484; School of Divinity 133; School of Education 1,060; School of Social Work 163; Graduate School of Business 2,921; Graduate School of Applied Sciences and Engineering, 766; Graduate School of Arts and Science, 83; Graduate Department of Professional Psychology 183. There were 339 full-time faculty.

## Accreditation and Memberships

The University of St. Thomas is accredited by the North Central Association of Colleges and Schools (800.621-7440), the Association of Theological Schools (412.788-6505), the National Council for the Accreditation of Teacher Education (202.466-7496).

All University of St. Thomas education licensure programs are approved by the Minnesota Department of Children, Families and Learning (651.296-2046).

Programs in chemistry are approved by the American Chemical Society (800.227-5558); the Social Work program is accredited by the Council on Social Work Education (703.683-8080); the masters programs in engineering are accredited by the Accreditation Board for Engineering and Technology (410.347-7700); the music programs are approved by the National Association of Schools of Music (703.437-0700).

The university is a member of the:

- American Association of Colleges for Teacher Education
- American Council on Education
- Association of American Colleges and Universities
- Association of Catholic Colleges and Universities
- Council on Undergraduate Research
- Institute of International Education
- International Federation of Catholic Universities
- Minnesota Private College Council
- National Association of Independent Colleges and Universities
- National Catholic Educational Association

The university is an associate member of the American Assembly of Collegiate Schools of Business

### Assessment of Programs

The program to assess student learning is an integral part of the university's commitment to excellent teaching and effective learning. The assessment effort is sustained by the faculty and is fully supported by the administration. Information is systematically collected and examined both to document and improve student learning. The assessment program itself is routinely updated, and the information gained from the assessment process becomes part of curricular development.

As a result, students are asked from time to time to participate in testing, surveys, interviews, or other methods of collecting data for the assessment of the academic programs.

### Admission Policies

The University of St. Thomas desires to provide an environment in which people of varied backgrounds can learn and grow through shared experiences. Therefore, we welcome all applicants without regard to race, religious preference, or national origin.

### Information and Visits

All correspondence and telephone calls concerning undergraduate day admissions should be directed to the Office of Admissions, Mail #32F-1, University of St. Thomas, St. Paul, Minnesota 55105-1096. The toll free number is (800) 328-6819, Ext. 2-6150.

Our e-mail address is:

*admissions@stthomas.edu*

Our web site address is:

*www.stthomas.edu*

When writing, inquirers should be sure to include their full name, address with zip code, telephone number and social security number.

The Office of Admissions is located at 32 So. Finn Street. It is open from 8 a.m. to 4:30 p.m., Monday through Friday, and 9 a.m. to noon on most Saturdays. Personnel are available during those times for counseling and campus tours. Please contact the Office of Admissions for an appointment.

### Application Procedures

Candidates for admission should complete the following steps.

1. The official application form should be filled out by the applicant and the appropriate high school authorities. It should be sent to the Office of Admissions with the application fee.
2. The admissions committee considers each student's academic record, non-academic recommendations and essay. Applicants are then notified whether they have been accepted officially by the university.
3. Each accepted applicant should make a \$100 standing (confirming) deposit. This standing deposit is refundable upon written request until May 1.
4. A resident applicant must also make a \$100 room deposit. The room deposit will be refunded if written notice of cancellation is received prior to June 15.
5. Each accepted applicant will receive a health form which is to be filled out by the family physician and returned to the Office of Admissions.

As of July 1, 1990, all students born after 1956 who are enrolled in a Minnesota public or private college or university are required by Minnesota law to be immunized against diphtheria, tetanus, measles, mumps, and rubella. These immunizations must have been done within a certain time frame. Questions about this requirement and

## Admission Information

exemptions allowed for by the law should be addressed to the Health Service. A record of immunization form is available from the Office of Admissions or the Health Service.

### Admission Credits

Students entering St. Thomas as first-time college students may have high school credits, advanced placement credits, or informal education that allows them to gain credit by examination. These various supplementary programs are explained in this section.

### High School Credits

It is recommended that an applicant's high school transcript include four units in English, four units in one foreign language, four units of mathematics (three units required), two units in natural sciences and two units in history or the social sciences. Some programs require additional courses in the above-mentioned fields.

Graduates of accredited high schools are admitted on the basis of their academic rank in their graduating class, recommendation of their high school staff and their scores on one of the following: the Scholastic Aptitude Test (SAT), or the American College Test (ACT).

The university's SAT code number is 6110. The ACT code number is 2102.

Students with a Graduate Equivalency Diploma should submit the GED, including scores, in lieu of a high school transcript.

### Advanced Placement

Unless otherwise noted, a student earning a score of three or higher on an Advanced Placement Examination sponsored by the College Entrance Examination Board will receive four credits and an "S" grade. This examination must be taken prior to matriculation to a college or university.

**Art History** – score of 3 or higher = ARTH 199 (may fulfill Fine Arts requirement; evaluation on individual course basis)

**Biology** – score of 3 or higher = BIOL 101 (fulfills Natural Science requirement)

**Chemistry** – score of 3 or higher = CHEM 100 (fulfills Natural Science requirement)

**Computer Science** – score of 3 or higher in Computer Science A or B = QMCS 237 score of 3 or higher in Statistics = QMCS 220 (fulfills third Math/Science requirement)

**Economics** – score of 4 or higher in macroeconomics = ECON 251; score of 4 or higher in microeconomics = ECON 252 (either course fulfills Social Analysis requirement)

**English** – score of 3 or higher in English Language/Composition = ENGL 100; score of 3 or higher in English Literature/Composition = ENGL 104;

(if both tests are taken, English Language/Composition = GNST 199)

**French** – score of 3 = FREN 211 (fulfills Language and Culture requirement); score of 4 = FREN 212 score of 5 = FREN 300

**German** – score of 3 = GER 211 (fulfills Language and Culture requirement); score of 4 = GER 212 score of 5 = GER 300

**Government** – score of 3 or higher in Government & Politics: U.S. = POL 199 (does not fulfill Social Analysis requirement);

score of 3 or higher in Government & Politics: Comparative = POL 105 (fulfills Social Analysis and Human Diversity requirements)

**History** – score of 3 or higher = HIST 199 (fulfills Historical Studies requirement)

**Latin** – score of 3 or higher = LAT 212 (fulfills Language and Culture requirement)

**Mathematics** – score of 3 or higher in Calculus AB = MATH 113 (fulfills Mathematical Reasoning requirement); score of 3 or higher in Calculus BC = MATH 113 and MATH 114

**Music Theory** – score of 3 = MUSC 113; score of 4 or higher = MUSC 212 (does not fulfill fine arts requirement)

**Physics** – score of 3 or higher = PHYS 101 (fulfills Natural Science requirement)

**Psychology** – score of 4 or higher = PSY 111 (fulfills Social Analysis requirement)

**Quantitative Methods** – see Computer Science above

**Spanish** – score of 3 = SPAN 211 (fulfills Language and Culture requirement); score of 4 = SPAN 212 score of 5 = SPAN 300

### International Baccalaureate

Students who pass the International Baccalaureate Examination(s) in subjects included in the St. Thomas curriculum with a score of 4 will ordinarily receive 4 credits toward graduation. Students who receive a score of 5, 6, or 7 will ordinarily receive 8 credits toward graduation. The specific courses for which credit would be awarded will be determined by the appropriate academic department. With the exception of Foreign Language, the examinations referred to are at the *higher level*.

Following is a list of guidelines according to which credit may be obtained by examination in specific departments. In each case the decision as to whether or not it is suitable to seek credit by examination for a particular course will be made by the chair of the department.

Credit awarded will be assigned an "S" grade (satisfactory).

**Biology** – score of 4 or higher = one

course. Students with scores of 5 or above should consult with the department chair about possible placement/credit beyond one course. All students who intend to major in biology should consult with the department chair.

**Chemistry** – A score of 4 or higher usually equals CHEM 111. Students with scores of 5 or above should consult with the department chair. Students should consult with department chair if they intend to major in science, especially chemistry.

**English** – score of 4 or higher usually equals one course, but students should consult with the department chair. The exact course and placement will be determined at that time.

**Foreign Language** – score of 4 or higher (in the subsidiary examination) usually equals 211 or 212 depending on the results of the departmental placement examination.

**History** – score of 4 or higher = one course. Students with *very high* scores should consult with the department chair about placement/credit beyond one course.

**Mathematics** – score of 3 or 4 will allow MATH 113 to be waived as a prerequisite (but no course credit will be given). Students are encouraged to take the departmental examination to receive credit for MATH 113.

– score of 5 or higher = MATH 114 (but no course credit will be given). Students are encouraged to take the departmental examination to receive credit for MATH 114.

**Physics** – score of 4 or higher will be considered for the awarding of credit on a case by case basis.

### Post-Secondary Option Credits

The Post-Secondary Enrollment Options program is a Minnesota State program which allows qualified high school students to earn credit toward their high school diplomas by attending colleges, universities, vocational-technical institutes and other post-secondary institutions. In order to participate, a student must be enrolled as a junior or senior at a Minnesota public high school and must meet the admissions requirements set by the post-secondary institution. Legislation passed by the State of Minnesota in 1997 allows students in private and home schools to participate in the same program as alternative pupils.

The University of St. Thomas has participated in the program since its inception in the fall of 1985. Students of high ability who need a greater academic challenge than their high school provides may take a maximum of six courses through the PSEO program at St.

Thomas. The university considers for admission students who are in the top 10 percent of their high school class and who have pursued a rigorous academic program including honors or accelerated coursework.

High school juniors may register for a maximum of eight credits at St. Thomas. High school seniors may register for a maximum of sixteen credits at St. Thomas. Since PSEO students are considered non-degree, the maximum number of credits that may be applied toward a degree program at St. Thomas is twenty-four.

The program allows for registration in fall and spring semesters. January term and summer sessions are not included.

Students are allowed to enroll in any course for which they have adequate preparation, provided that there is space available after the degree-seeking students have registered. There are some courses which are not offered for PSEO students. For instance, they may not enroll in theology courses, since the state will not pay for religion courses. Applied music courses, such as instrumental or vocal lessons, are also not included in the program. PSEO students must register for credit; they may not audit a course.

Students must maintain at least a 2.50 grade point average in order to continue in the program. The ordinary probation and suspension rules outlined in this catalog do not apply to post-secondary students.

Students enrolled in the program receive University of St. Thomas I.D. cards and may participate in college activities and use campus facilities. They may not live in college residences, nor participate in off-campus programs (such as music ensemble tours, study abroad, varsity athletics, volunteer projects, etc.).

### College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) was conceived to serve post-secondary students who have acquired certain kinds of knowledge outside the usual formal educational channels.

There are two kinds of CLEP Examinations, General Examinations and Subject Examinations.

#### General Examinations

If a student scores at the 50th percentile or above, the university will award 4 credits for each of these five General Examinations: English Composition (the essay component of this examination *must* be taken to be considered for credit); Mathematics; Natural Sciences; Social Sciences; History and Humanities.

These General Examinations should be taken before or during the first semester of college work.

Credit awarded for these examinations may be used to meet the requirements of

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the core curriculum with the following qualifications:

- The Natural Sciences Examination does not fulfill the laboratory science requirement, but would fulfill the third course requirement in math/science.
- The Humanities Examination does not fulfill the fine arts requirement. It would, however, be accepted as an elective course.
- The Social Sciences and History examination fulfills neither the social analysis nor the historical studies requirement.

### Subject Examinations

If a student scores at the 50th percentile or above, the university will award course credit for those Subject Examinations of CLEP that have been approved by the department in which the subject is usually taught.

Credit will not be awarded for a CLEP Examination if a student has already taken a college-level course in an equivalent subject area.

Special arrangements may be made to take the General or Subject CLEP Examinations by contacting the Office of Personal Counseling and Testing at the University of St. Thomas.

### Department Examinations

Certain departments of the College allow students to obtain credit for specific courses if they can demonstrate that they have mastered the content and method of the courses in question. Those interested in seeking credit in this fashion should contact the department chair of the appropriate department.

The examining faculty member offers no special instruction to the student except to furnish the syllabus of the course. If this is unavailable or of insufficient assistance to the student, the course should be taken as a regular semester offering or on an Individual Study basis.

A student may attempt to earn credit by examination only once for a particular course. Grades for courses taken in this way are usually given on an S/R basis unless the department has decided that a letter grade should be awarded.

Only courses for which credit is awarded will be posted on the transcript. A fee is charged for credit earned in this fashion.

The following departments offer the availability of credit by examination for selected courses. Departments not included in the list do not offer any courses under this option.

**Art History** – examinations might be given for certain courses. Each case will be considered individually by the chair of the department.

**Biology** – examinations may be given for certain courses. Each case will be consid-

ered individually by the chair of the department.

**Division of Business** – examinations may be given with the consent of the chair of the department. Listed below are the courses in the departments of the Division of Business for which credit may be obtained by examination:  
ACCT 211 Financial Accounting  
ACCT 213 Managerial Accounting  
BLAW 365 Business Law  
FINC 321 Financial Management  
MGMT 340 Fundamentals of Management  
MGMT 345 Operations Management  
MKTG 300 Principles of Marketing

### Chemistry

Examinations may be given for CHEM 111 and/or CHEM 112. Each case will be considered individually by the department chair.

**Economics** – all courses, if circumstances warrant it, with the *exception* of:  
ECON 315 Empirical Methods in Economics  
ECON 494 Research

**Engineering** – all courses, if circumstances warrant it, with the *exception* of:  
ENGR 480 Engineering Design I  
ENGR 481 Engineering Design II  
Each case will be considered individually by the department chair.

**English** – under special circumstances, and with the consent of the department chair, credit by examination may be sought for English courses with the following *exceptions*:

ENGL 111 Critical Reading & Writing I  
ENGL 112 Critical Reading & Writing II  
ENGL 190 Critical Reading & Writing  
ENGL 200 Written English  
ENGL 300 Advanced Writing: Theory and Practice  
ENGL 484 Literary Magazine Practicum  
ENGL 485 Senior Seminar

**Foreign Language** – examinations may be given for certain courses. Each case will be considered individually by the department chair.

### Geology

GEOL 111 Introductory Geology I

**History** – by consultation with the department chair, any regular course (*i.e.* excluding Topics courses, Individual Study courses, Experiential Learning courses) could be taken by examination if circumstances were to warrant it.

**Journalism & Mass Communication** – in special circumstances, credit by examination could be sought for courses in journalism with the following *exceptions*:  
JOUR 230 Photojournalism  
JOUR 311 Persuasion in Writing  
JOUR 312 Critical Writing  
JOUR 410 Advanced Reporting

## Admission Information

JOUR 450 Advanced Public Relations  
JOUR 480 Media Ethics Seminar

**Mathematics** – a departmental examination is available for MATH 113 Calculus I with the following qualifications:  
score of 0 - 59 = no credit;  
score of 60 -79 = no credit but MATH 113 will be waived as a prerequisite;  
score of 80 - 100 = credit for MATH 113

**Music** – no courses are available. Tests in music theory and auditions for Performance Studies are used to determine placement and do not entail the awarding of credit.

**Political Science**

POL 105 Politics and Government in Comparative Perspective

**Psychology** – in special circumstances, and with approval of the department, credit by examination may be sought for PSY 111 General Psychology

**Quantitative Methods** – under special circumstances and with the approval of the department chair, credit by examination could be sought for courses with the following *exceptions*:

QMCS 420 Systems Analysis and Design I

QMCS 421 Systems Analysis and Design II

**Sociology**

SOC 100 Introduction to Sociology

**Theology** – credit by examination may be sought for THEO 101 and all 200-level courses. Each request for credit requires the approval of the department chair.

### Transfer Students

In addition to following the general application procedures, students wishing to transfer from another college should have official transcripts of their high school and college work sent to the Office of Admissions as soon as possible. Previous college work and other academic information will be reviewed in the admission decision. A minimum GPA of 2.30 (4.0 scale) is required in *transferable* previous college work to be considered for admission. *All* transferable coursework, regardless of grade, is considered when calculating the GPA used to determine admission. *Only* coursework in which the student earned a grade of C- or higher will be recognized for credit at St. Thomas.

Besides fulfilling the core curriculum requirements, transfer students must maintain a GPA of 2.00 in courses taken at St. Thomas and must successfully complete thirty-two of their last thirty-six credits at the university.

The deadline for application for the fall semester is August 1. Applications for the spring semester must be received by January 1.

In order to stay within enrollment goals, the university reserves the right to adjust published application and standing deposit deadlines when necessary.

Students interested in transferring to the university should request a copy of the brochure, *Transfer Student Guidebook*, from the Office of Admissions.

### International Students

The university welcomes applications from prospective international students.

In addition to the Application for Admission, the Test of English as a Foreign Language (TOEFL) is required of all students for whom English is not their native language. The minimum acceptable score for this examination is 550. The TOEFL *Bulletin of Information* and registration form can be obtained through American embassies and consulates, offices of the United States Information Service (USIS) and various binational centers. Students unable to obtain the TOEFL *Bulletin* and registration form locally should write well in advance to: TOEFL Services, P.O. Box 6151, Princeton, NJ 08540-6151, U.S.A.

All international students must verify that they have sufficient funds to cover all educational costs for the first year of study and to provide evidence that funds will be available for the duration of the degree.

The University of St. Thomas has very limited funds for scholarships for international students and awards only a few partial tuition grants to incoming students. Selection is based on outstanding merit and need. To qualify for consideration for the following academic year, students must apply to the University of St. Thomas and have submitted an Application for International Financial Aid no later than April 1.

For more information, please contact the Coordinator, International Admissions, International Education Center, University of St. Thomas #44C-1, 2115 Summit Avenue, St. Paul, MN 55105-1096, or visit the university's Web site at [www.stthomas.edu](http://www.stthomas.edu), or e-mail at [icc@stthomas.edu](mailto:icc@stthomas.edu).

### Veterans

The University of St. Thomas has been approved for the education and training of veterans. It is the responsibility of students who are veterans to familiarize themselves with the procedures and regulations concerning satisfactory standards of progress in order to insure proper and prompt payment of benefits due.

Veterans will receive credit as recommended by the American Council on Education for courses completed through USAFI and for courses from accredited colleges when the proper documents have been supplied to the university.

## Admission Information

Specific questions should be addressed to the registrar who serves as Coordinator of Veterans Affairs.

The University of St. Thomas uses *The Guide to the Evaluation of Educational Experiences in the Armed Services* when evaluating work done in these areas. The DD214 or DD295 is required to document these experiences.

### Non-Degree Students

Non-degree students attend classes without intending to complete the work required to obtain a degree. They are admitted to the institution through the Office of the Registrar. As they are not seeking a degree, they are not obliged to present their previous academic work for evaluation.

Non-degree students are not classified as freshman, sophomore, junior, or senior. Neither are they classified as part-time or full-time.

The academic status, "non-degree," is available to undergraduate students only for three semesters and for a maximum of eight credits in each semester. Exemptions to this policy may be made by appeal to the Dean of the College. This policy does not apply to PSEO students or those who have previously received a baccalaureate degree.

Should a non-degree student wish to change status and pursue a degree program, a formal application for admission must be made through the Office of Admissions of the University of St. Thomas. Only 24 credits taken as a non-degree student may be applied to a degree program.

Academic sanctions (probation, suspension, dismissal) apply to degree and non-degree students alike.

### Parents-on-Campus Program

Parents of full-time students in the undergraduate day program are eligible to take undergraduate courses on a space-available basis in fall and spring semesters without tuition charge.

The following requirements must be met:

The son or daughter is a full-time day student taking at least twelve credits. Parents of New College students are not eligible for this program.

Graduate courses, courses at ACTC schools, courses in the HECUA program, and courses taught in January term or summer sessions are not part of this program.

Parents may audit courses or take them for credit. Parents may be non-degree or degree-seeking students. If the parent chooses to become a degree-seeking student, an application must be made through the Office of Undergraduate Admissions.

Fees will be charged for books, music lessons, laboratory charges, individual study projects, and experiential learning.

Further information on the program can be obtained from the Office of the Academic Dean.

### Readmission Policies

Students who were formerly enrolled in the university, but are not currently attending, must request reinstatement by calling or writing to the Office of the Registrar at St. Thomas. The student will be reinstated if the registrar verifies that the student left St. Thomas in good academic standing, and if the student is eligible to return to the university as certified by the Dean of Student Life.

However, if the student has been enrolled at another college after initial enrollment at St. Thomas, an official transcript of work done at that institution is required. The student will then be reinstated by the registrar if the transcript indicates work of a C average or better.

A student who discontinues his/her enrollment in the university for four consecutive academic years must re-enroll under the terms of the catalog in effect at the time of re-enrollment.

### College Expenses

The cost of a college education is of vital concern to students, their parents, and the educational institutions they attend. This section identifies many sources of financial aid available to the student seeking a college education. Whenever possible, students will want to take advantage of opportunities such as the Minnesota State Grants and the Federal Pell Grants. It is important that proper application for aid be made before the deadlines.

### Financial Aid

The primary responsibility of financing an education rests with the students, their parents, and/or private sources available to them. However, the university does recognize that there are students who need financial assistance.

For this reason, St. Thomas offers scholarships, grants, loans and campus work to students with need who show promise of contributing to the welfare of the College and whose academic records indicate that they will do satisfactory college work.

### Applications

The Committee on Scholarships and Student Aid exercises full jurisdiction over all financial aid. To be considered for aid, applicants must complete their applications for admission to the College, pay application fees, and be accepted.

Students wishing to apply for financial aid should complete a financial aid needs analysis form (FAFSA). This service subscribes to the principle that the amount of financial aid granted to a student should be based upon financial need as determined by federal regulations.

This form may be obtained from a high school guidance office or from the university's Office of Student Financial Services.

### Awards and Renewals

Aid to students is for one year only, unless specified otherwise. Students must reapply each year.

All financial aid is applied to the final payment of fees or other charges for each semester. Awards will be adjusted if the student withdraws from the university before the end of the year, or if they are taking less than a normal load. Students must maintain a cumulative grade average of C (2.00) or better to be eligible for assistance.

### Satisfactory Academic Progress

All applicants must meet the conditions for Satisfactory Academic Progress for Financial Aid to remain eligible for financial aid.

1. Students are eligible to receive financial aid for a maximum of 176 *attempted* credits.

2. Students must successfully complete 75 percent of all attempted credits each year.
3. Students must maintain a cumulative GPA of 2.00 after their second year of attendance.

A detailed copy of the Financial Aid Satisfactory Academic progress policy is available from the Office of Student Financial Services.

### Scholarships

#### Academic Scholarships

The University of St. Thomas is pleased to offer non-need based academic scholarships to incoming freshmen who are chosen on the basis of college examination scores, high school record and high school class rank. *Distinguished Scholarships* range from \$3,800 to \$7,250 and are renewable for four consecutive years of full-time attendance if a 3.20 grade point average (GPA) is maintained. *University Scholarships* range from \$2,500 to \$3,750 and are renewable for four consecutive years of full-time attendance if a 3.00 GPA is maintained. *Recognition Scholarships* range from \$600 to \$2,450 and are renewable for four consecutive years of full-time attendance if a 2.75 GPA is maintained. For specific information concerning qualifications, please contact the Office of Student Financial Services. All incoming freshmen accepted for admission will be considered for academic scholarships. The awards are competitively based on the applicant pool.

#### Access Scholarships

Scholarships are awarded annually to 30 incoming freshman applicants who have exhibited leadership potential. Awards are not based on need, but are competitively based on the merits of the applicants. Awards range from \$500 to \$1,000 per year and may be received for four consecutive years for recipients who maintain a 2.70 GPA while attending St. Thomas. Recipients must apply for an Access Scholarship. An application may be obtained from the Office of Admissions.

#### Build Your Own Recognition Scholarships

The University of St. Thomas believes that students with a desire to attend college should have reasonable access to scholarship awards. By virtue of high school academic performance, students may "build your own recognition" into a scholarship at St. Thomas. Graduating high school students who are U.S. citizens or permanent residents who are accepted for admission as regular, degree-seeking students are eligible for this program. St. Thomas academic scholarships may be received for a maximum of four consecutive years provided the student main-

## Student Financial Services

tains full-time attendance and meets the necessary renewal criteria. These scholarships are based on high school rank, grade point average and highest college bound test score. "BYOR" recipients are identified as Recognition, University, or Distinguished scholarships.

### City of Minneapolis Scholarships

The University of St. Thomas has a scholarship program for graduating seniors at public and private high schools in the city of Minneapolis. Eight scholarships covering tuition and fees for four years at St. Thomas are awarded annually. A scholarship is awarded to one graduating senior from each public high school, and one scholarship is awarded to one applicant from all Minneapolis private high schools. These scholarships are awarded to the student with the highest financial need from each of seven public high schools and one of three private high schools. Applications are available from the guidance counselors in the Minneapolis high schools or from the St. Thomas Office of Admissions. Recipients must apply annually for financial aid to renew this scholarship.

### Recognition Scholarship Program for Minnesota Community College Students

This is a competitive scholarship that is awarded to the top students transferring from Minnesota community colleges who meet the following criteria: have earned 56 semester credits at a community college with a cumulative GPA of 3.20 or higher. Twelve \$2,000 Recognition Scholarships will be awarded to new transfer students annually. For more information, contact the community college liaison.

### Music Scholarships

The University of St. Thomas offers scholarships each year on the basis of musical performance and academic achievement. Scholarships are available to incoming freshmen and transfer students who meet the criteria for acceptance into St. Thomas and intend to major in music. Scholarships may also be available for current music majors. Contact the Department of Music for application and deadline information.

Elective half-hour lesson scholarships are available to freshmen in Symphonic Band, Symphonic Wind Ensemble, Concert Choir, Liturgical Choir and Women's Choir.

### Science, Mathematics and Engineering Scholarships

The St. Thomas Division of Science and Mathematics awards two full-tuition and eight \$2,000 scholarships each year. These awards are renewable and may be received for four consecutive years. Renewal criteria includes maintaining a 3.50 GPA in a science major.

Students wishing to be considered for a science, mathematics or engineering scholarship must complete the application process by December of their senior year in high school. Applicants will be tested at St. Thomas (usually in January) of their senior year. Based on the test evaluations, finalists are selected and asked to return to campus for personal interviews. Recipients of a full-tuition scholarship are not eligible for funds from the Build Your Own Recognition Scholarship program.

### Traditions Scholarships

Traditions Scholarships are provided to incoming freshmen through the generosity of alumni and friends of St. Thomas who want to make it possible for all students to "continue the tradition" and experience all that St. Thomas has to offer. Awards are based on need and the merits of the applicants. Awards range from \$500 to \$1,000 per year. Traditions Scholarships may be renewed but are not guaranteed due to the potential changes in family financial circumstances. An application may be obtained from the Office of Admissions.

### Restricted Scholarships

The University of St. Thomas is pleased to offer the opportunity for students to be considered for many scholarships that are the result of generous gifts by friends, alumni, corporations and foundations. The results from the FAFSA will be used to select recipients for each of these scholarships:

Alliss Educational Foundation  
Alumni Association Scholarship  
Alumni Class Scholarship  
Joseph B. Connors Scholarship  
Louella Cook Scholarship  
Dain Bosworth Scholarship  
M. and J. Cashman Scholarship  
Denis J. Dickinson Scholarship  
Amy Mertes/Dingman Memorial Scholarship  
Ecolab Scholarship  
Farmers Insurance Scholarship  
Charles W. Field Scholarship  
William F. Foss Scholarship  
First Bank System Scholarship  
Bryant Fritz Scholarship  
Collins Family Scholarship  
E.T. Foley Scholarship  
Gardner Foundation Scholarship  
Gertrude Hill Gavin Fund  
John Gearen Memorial Scholarship  
Christine Goob Scholarship  
Lelia Gross Scholarship  
Haggerty Memorial Scholarship  
Robert E. and Frances W. Hall Scholarship  
E.W. Hallet Trust Scholarship  
Reuel Harmon Scholarship  
George and Winifred Herder Scholarship  
Mrs. J.J. Hill Scholarship  
Memorial/Honors Scholarship

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Hormel Foods Scholarship  
Hotchkiss Scholarship  
P.M. Johnson Minority Scholarship  
Edward Kelly Scholarship  
Dr. Thomas J. Kinsella Scholarship  
Koester Family Scholarship  
Francis Kosmerl Scholarship  
J. Patrick Lannan Scholarship  
Larkin-Harrington Scholarship  
Floyd R. Laska Scholarship  
Donald Leyden Scholarship  
Logar Memorial Scholarship  
Harry and Adelaide McNeely Scholarship  
John R. McQuillan Scholarship  
McQuillan Burse Scholarship  
Medtronic Science Scholarship  
Josephine Benz Millard Scholarship  
Minnegasco Scholarship  
Minnesota Power Scholarship  
Gerald Mullin Scholarship  
Minnesota Mutual Life Scholarship  
Major Patrick Murray Scholarship  
Dr. William Norman Scholarship  
Northern States Power Scholarship  
Msgr. O'Donnell Scholarship  
Casey Albert T. O'Neill Scholarship  
Opus Corporation Scholarship  
Thomas J. O'Rourke Scholarship  
Blanche O'Shaughnessy Scholarship  
Samuel M. Paine Navy V-12 Memorial  
Scholarship  
John Pates Scholarship  
Pentair Scholarship  
Reader's Digest Scholarship  
Hans and Helen Reiss Accounting  
Scholarship  
James and Chriss Renier Scholarship I and II  
St. Paul Foundation Scholarship  
Clarence and Georgette Sampair Scholarship  
Pete J. Schmelz Scholarship  
Joseph P. and Marjorie E. Schmit Scholarship  
Schoenecker Foundation Scholarship  
R.F. Sheehan Memorial Scholarship  
Joseph and Jane Shiely Scholarship  
Irving L. Shores Scholarship  
Herbert Slusser Scholarship  
Harold and Margarette Sneller Scholarship  
James and Janina Springer Scholarship  
William and Anne Stocks Scholarship  
Dr. John and Margaret Sudor Scholarship  
Fund  
James R. Thorpe Scholarship  
Donald and Dolores Traxler Scholarship  
UPS Foundation Scholarship  
John Vachon Scholarship  
Rev. Vashro Memorial Scholarship  
St. John Vianney Scholarship  
Wasie Family Foundation Scholarship  
James T. Williams Scholarship  
3M Scholarship - Liberal Arts

*The following St. Thomas scholarships are awarded based on recommendations by the appropriate departments or individuals:*

Air Force Association Scholarship  
Arthur Andersen Scholarship

Charles Bailly Accounting Scholarship  
Boulay Accounting Scholarship  
Cargill Accounting Scholarship  
Coopers and Lybrand Scholarship in memory of Jerry Paul  
Coopers and Lybrand II Scholarship  
Elaine E. Dangers Mathematics Scholarship  
Deloitte and Touche Scholarship  
Entrepreneur Scholarship  
Ernst and Young Accounting Scholarship  
John C. Gessner Scholarship  
Green Bay Diocese Scholarship  
General Mills Accounting Scholarship  
Dr. Paul Germann Scholarship  
Robert W. Hejny Memorial Scholarship  
Honeywell Accounting Scholarship  
Hoverson Scholarship  
Koch Scholarship for Catholic Studies  
KPMG Peat Marwick Scholarship  
Kuchera Scholarship  
William D. Larson Scholarship  
LAWCO Scholarship  
Sr. M.A. Maher Scholarship  
Marso Foundation Scholarship  
Minnesota Society of CPAs Scholarship  
Dennis and Barbara Murphy Scholarship  
Terrence J. Murphy Scholarship  
McGladery and Pullen Accounting  
Scholarship  
James and Kathleen O'Phelan Scholarship  
David A. Renelt Scholarship  
G.W.C. Ross Scholarship  
Peter J. Schmelz Scholarship  
Shapira Scholarship  
Sioux Falls Diocese Scholarship  
Grant Thornton CPA Scholarship  
Roxanne Zeug Scholarship  
3M Chemistry Scholarship  
Rev. James Whalen Scholarship

### **Scholarships Not Awarded by the University**

#### **Tozer Foundation Scholarships**

These scholarships are available to residents of Pine, Kanabec and Washington counties. They are based on need and academic qualifications. Apply to: Tozer Foundation, Inc., 104 N. Main Street, Stillwater, MN 55082.

#### **Anna Kuhl Scholarships**

Available to residents of St. Paul or suburbs on the basis of character, need and academic qualification. Apply to: Citizen's Scholarship Foundation of America, P.O. Box 297, St. Peter, MN 56082-9988.

#### **Air Force ROTC**

The Air Force offers four-, three- and two-year college scholarships. The purpose of the AFROTC Scholarship Program is to attract and retain students whose academic specialties and potential career areas are essential to Air Force needs. In this regard, AFROTC scholarship offers are based on merit and not on financial need. Students in any academic major may compete for these scholarships,

## Student Financial Services

but the projected needs of the Air Force influence the number and type of scholarships awarded in the various majors (traditionally, in scientific and technological areas of study).

High school juniors and seniors can obtain the College Scholarship Information Booklet eligibility requirements and application by writing the Regional Director of Admissions, University of St. Thomas, Mail #5016, 2115 Summit Ave., St. Paul, MN 55105-1096. The deadline for completed packages is Dec. 1 of the year preceding college entrance.

St. Thomas offers its student who are winners of Air Force ROTC Scholarships up to full subsidy (room and board and remaining tuition) on almost every Air Force ROTC Scholarship awarded. To receive the UST subsidy, students must complete the FAFSA each year.

### Grants

#### Federal and State Assistance

The University of St. Thomas participates in the following federal and state programs:

#### Pell Grant

The Pell Grant is a need-based federal program that currently offers up to \$3,000 per year to meet educational expenses. The application is part of the Financial Statement (FAFSA).

#### Minnesota State Grant

Minnesota residents may be eligible for up to \$6,180 per year through this need-based grant program.

### Loans

#### Federal Subsidized Stafford Loan

Subsidized Stafford loans are long-term, low-interest variable-rate loans. Currently, the federal government is responsible for the interest on the loan as long as the student is enrolled in a post-secondary institution on at least a half-time basis. Eligibility for the Stafford Loan is based on demonstrated financial need. Applications are available from the St. Thomas Office of Student Financial Services or from a local lender.

The aggregate limit for undergraduate borrowers in the Stafford Program is \$23,000. The Stafford Loan interest rate is variable and will not exceed 8.25 percent for new borrowers effective July 1, 1994. The interest rate will change each July 1 thereafter, and will be based on the 52-week T-bill rate plus 3.1 percent. The interest rate on this loan does not have an impact on students until they complete their education or drop below half-time enrollment status. Students normally begin repaying the Stafford Loan six months after they graduate or cease to be half-time students. As long as the student is enrolled in

school, no interest accrues. Repayment of the Stafford Loan normally is completed within 10 years of graduation. Note: Federal guarantee-and-origination fees are deducted from the proceeds of the Federal Stafford Loan prior to disbursement. Effective July 1, 1994, maximum fees deducted from the proceeds of the Federal Stafford Loan will be 4 percent.

#### Federal Unsubsidized Stafford Loan

The Unsubsidized Stafford Loan is available to all students regardless of demonstrated financial need. The only eligibility criteria is that the student may not borrow in excess of the loan limit for her or his grade level. Students may borrow a combination of Federal Stafford Loan and Unsubsidized Federal Stafford Loan as long as the maximums are not exceeded. For example: a first-year student is eligible for a maximum of \$2,625. If the student had been awarded a \$1,000 need-based Federal Stafford Loan, he or she would be able to borrow \$1,625 in the Unsubsidized Stafford Loan Program. If a student is not awarded need-based aid or a need-based federal Stafford Loan, he or she may borrow the full amount of eligibility for their grade level in the Unsubsidized Stafford Loan Program.

The Unsubsidized Stafford Loan has a variable interest rate which will not exceed 8.75 percent. The interest rate is based on the 52-week T-bill rate plus 3.1 percent and will be set annually on July 1. To apply for the Unsubsidized Stafford Loan, students must complete an application for Federal Student Aid.

The federal government does NOT cover any interest costs on the Unsubsidized Stafford Loan while the student is enrolled in school. The student is responsible for the interest on the loan from the date of disbursement. Students have the option of paying the interest or deferring the interest while enrolled in school. If the interest is deferred, it may be capitalized, but not more than quarterly.

#### Federal Perkins Loan Program

St. Thomas participates in the Perkins Loan Program. Responsibility for the administration of the funds rests with the university, which selects student recipients and arranges the loans. The law requires that borrowers be citizens of the United States, be enrolled or accepted for enrollment as at least half-time undergraduate students, be in need of the amount of the loan to pursue their courses of study, and be, in the opinion of the university, capable of maintaining good standing in their chosen courses of study.

Repayment of principal and interest begins nine months after graduation or termination of enrollment on at least a half-time

basis. The interest is to be paid at the rate of 5 percent per year.

**Student Education Loan Fund**

The Student Education Loan Fund (SELF) program makes available to students variable interest rate loans from the state of Minnesota. Students do not have to demonstrate need to qualify for SELF loans, but they must exhaust all other sources of financial aid before they will receive consideration under this program.

To receive information on current interest rates, or to obtain application materials, contact the University of St. Thomas Office of Student Financial Services.

**Federal PLUS loan for Parents**

The PLUS loan is a loan for parents of dependent students. The PLUS loan allows parents to borrow as much as is necessary to cover the expected family contribution and/or any unmet need in the financial aid package.

Currently there is no limit on how much parents may borrow in the PLUS loan program for any one academic year with one exception: total aid (from all sources including the PLUS loan proceeds) may not exceed the total cost of attendance.

The PLUS loan has a variable interest rate which is capped at 9 percent. The interest rate is based on the T-bill rate and will change annually each July 1. Applications are available at the St. Thomas Office of Student Financial Services.

Parents who are borrowing for the first time in the PLUS loan program must begin repayment within 60 days of disbursement of the PLUS loan. Payments are based on both interest and principal. The minimum monthly payment on a PLUS loan is normally \$50. Parents have a maximum of 10 years to repay the PLUS loan.

**Student Work Program**

Through a combination of federal, state and institutional funds, St. Thomas provides its students with the opportunity to apply for campus work to help pay college expenses. Our commitment is to the need-based student first, but there are non-need student employment positions as well.

Job openings are posted in the Office of Student Financial Services. Student wages are paid every two weeks by payroll check, direct deposit to a checking account, or direct payment to the UST bill.

**Baccalaureate Degrees**

The University of St. Thomas grants the degrees Bachelor of Arts (B.A.), Bachelor of Science (B.S.) and Bachelor of Science in Mechanical Engineering (B.S.M.E.) to individuals who successfully complete its undergraduate degree programs. These undergraduate degrees have two components: the *core curriculum* and the *major concentration*.

To complete the core curriculum, a student takes courses in literature and writing, historical studies, moral and philosophical reasoning, faith and the Catholic tradition, natural science and mathematical and quantitative reasoning, social analysis, fine arts, language and culture, human diversity, and health and fitness. Students also need to demonstrate computer competency. These courses provide the student with a broad education and with the skills needed for further work in these or other areas. Additional general requirements for graduation are listed in the section on requirements for a degree.

A candidate for a degree completes a major concentration in one of the specific academic disciplines represented in the College; or a student may construct a major concentration to meet a specific need or interest, subject to the approval of the Committee on Studies. This major concentration component of a degree provides students with the opportunity to pursue a limited subject in depth and to prepare for a career.

Should they wish, students may also complete one or more minor concentrations or an additional major concentration in an area of special interest.

**Majors**

The following is a list of major concentrations or programs of study. Details are provided in the "Departments and Curricula" section in this catalog. The curricula that are not listed under their own heading may be found in the listing indicated by the parentheses. Curricula involving other institutions in the ACTC are indicated by [ACTC]. Unless otherwise noted, the degree is a Bachelor of Arts (B.A.).

In addition, St. Thomas students may choose a major area of concentration not offered at St. Thomas at any of the other four institutions in the Associated Colleges of the Twin Cities (ACTC), which are Augsburg College, Hamline University, Macalester College and The College of St. Catherine. The only requirements are acceptance into the major by the appropriate department chair at the school where the major is offered and presentation of the proposed program of study to the Committee on Studies at St. Thomas for its approval.

Actuarial Science (B.S.)

## Academic Information

Art History  
Biology  
Business Administration – Accounting  
Business Administration – Communication  
Business Administration – Entrepreneurship  
Business Administration –  
    Financial Management  
Business Administration –  
    General Business Management  
Business Administration –  
    Human Resources Management  
Business Administration –  
    Marketing Management  
Business Administration –  
    Operations Management  
Catholic Studies  
Chemistry  
Chemistry (B.S.)  
Classical Civilization  
Classical Languages  
    (Modern & Classical Languages)  
Communication  
Community Health Education  
    (Health & Human Performance)  
Criminal Justice (Sociology)  
Earth Science with a Concentration in  
    Geology (Teacher Education)  
East Asian Studies [ACTC]  
Economics  
Economics (B.S.)  
Elementary Education (Teacher Education)  
English  
English – Writing  
English with Secondary Education Emphasis  
    (Teacher Education)  
Environmental Studies  
French (Modern & Classical Languages)  
Geography  
Geology  
German (Modern & Classical Languages)  
Health Education K-12 (Teacher Education)  
History  
International Business (B.S.) (Business)  
International Business – French Intensive  
    (Modern & Classical Languages)  
International Business – German Intensive  
    (Modern & Classical Languages)  
International Business – Spanish Intensive  
    (Modern & Classical Languages)  
International Studies  
Journalism & Mass Communication –  
    Advertising  
Journalism & Mass Communication –  
    Broadcast Journalism  
Journalism & Mass Communication –  
    Media Studies  
Journalism & Mass Communication –  
    Print Journalism  
Journalism & Mass Communication –  
    Public Relations  
Justice & Peace Studies  
Latin (Modern & Classical Languages)  
Life Science with a Concentration in Biology  
    (Teacher Education)  
Literary Studies  
Mathematics  
Mathematics with Secondary Education  
    Emphasis (Teacher Education)  
Mechanical Engineering (B.S.M.E.)  
    (Engineering)  
Mechanical Engineering – Manufacturing  
    Engineering  
Mechanical Engineering – Mechatronics  
Music  
Music/Business (Music)  
Music Education K-12 (Music)  
Philosophy  
Physical Education – Teaching  
    (Teacher Education)  
Physical Education Health Promotion (B.S.)  
    (Health & Human Performance)  
Physical Education Health Promotion –  
    Science (Health & Human Performance)  
Physical Science with a Concentration in  
    Chemistry (Teacher Education)  
Physical Science with a Concentration in  
    Physics (Teacher Education)  
Physics  
Physics (B.S.)  
Political Science  
Psychology  
Psychology – Behavioral Neuroscience  
Quantitative Methods and Computer Science  
Russian (Modern & Classical Languages)  
Russian, Central & East European Studies  
    [ACTC]  
Science & Mathematics Major for Elementary  
    Education  
Science Middle School Education (Teacher  
    Education)  
Social Sciences  
Social Studies (Teacher Education)  
Social Work  
Sociology  
Spanish (Modern & Classical Languages)  
Theater  
Theology  
Women's Studies [ACTC]

### Minors

Students may choose to complete a minor as well as a major. The requirements for specific minors are determined by the granting departments and are outlined in the appropriate section of this catalog. More than one minor may be declared by a student.

A student may propose an individualized minor to meet a specific need or interest, subject to the approval of the Committee on Studies.

The following is a list of minor concentrations or programs of study. Details are provided in the “Departments and Curricula” section in this catalog. The curricula which are not listed under their own heading may be found in the listing indicated by the parentheses. Curricula involving other institutions in the ACTC are indicated by [ACTC].

## Academic Information

Advertising  
(Journalism & Mass Communication)  
Aerospace Studies  
Art History  
Biology  
Biology Teaching (Teacher Education)  
Broadcast Journalism  
(Journalism & Mass Communication)  
Business Administration  
Catholic Studies  
Chemistry  
Chemistry Teaching (Teacher Education)  
Classical Languages  
(Modern & Classical Languages)  
Communication  
Criminal Justice (Sociology)  
East Asian Studies [ACTC]  
Economics  
Electronic Music Production (Music)  
Engineering  
English  
English – Writing  
English Teaching (Teacher Education)  
Environmental Studies  
Family Studies  
Film (Theater)  
French (Modern & Classical Languages)  
Geography  
Geology  
Geology Teaching (Teacher Education)  
German (Modern & Classical Languages)  
Greek (Modern & Classical Languages)  
Health Education Teaching (Teacher  
Education)  
History  
Japanese (Modern & Classical Languages)  
Jazz Studies (Music)  
Justice & Peace Studies  
Latin (Modern & Classical Languages)  
Legal Studies  
Mathematics  
Media Studies  
(Journalism & Mass Communication)  
Music  
Philosophy  
Physics  
Physics Teaching (Teacher Education)  
Political Science  
Print Journalism  
(Journalism & Mass Communication)  
Psychology  
Public Relations  
(Journalism & Mass Communication)  
Quantitative Methods and Computer Science  
– Business  
Quantitative Methods and Computer Science  
– Mathematics  
Quantitative Methods and Computer Science  
– Science  
Renaissance Program  
Russian (Modern & Classical Languages)  
Secondary Education (Teacher Education)  
Social Welfare (Social Work)  
Sociological Research Methods (Sociology)  
Sociology: Human Work Systems

Sociology: Lifecourse Choices  
Spanish (Modern & Classical Languages)  
Theater History/Theory-Criticism  
Theater Performance  
Theology  
Urban Studies  
Visual Communication  
(Journalism & Mass Communication)  
Women's Studies [ACTC]

### Aquinas Scholars Honors Program

The Aquinas Scholars Honors Program is the undergraduate honors program. Its purpose is to provide opportunities for motivated and curious students to deepen and enrich their undergraduate education.

Aquinas Scholars take a minimum of four honors sections of core curriculum courses. (Students admitted to the program with 45 or more credits completed take only three sections.) Limited to 20 students, the honors sections emphasize depth, not acceleration, and encourage discussion.

Aquinas Scholars are also required to complete a minimum of three interdisciplinary honors seminars (on standard grading system), which bring together instructors from two different departments and students from a variety of disciplines to approach a topic of intellectual interest. This seminar format provides students the opportunity to situate themselves within a broader intellectual community at a time when much of their other coursework is engaging them on a more focused level. Aquinas Scholars are not charged tuition for the honors seminars.

The Aquinas Scholars Honors Program also sponsors a variety of co-curricular and extracurricular activities. All St. Thomas undergraduate students are eligible to apply to the program. Continuing and transfer students should generally have at least a 3.3 grade point average, though the admissions committee reviews applications primarily for evidence of intellectual curiosity and academic motivation. Students need to apply to the program early enough to complete the course requirements.

For further information, contact the Aquinas Scholars Center, located in 163 Murray-Herrick Campus Center.

### Special Curricula

The College offers several courses of study a student may pursue in addition to a major concentration. See the Pre-Professional Programs section (unless otherwise noted) in “Departments and Curricula” for more detail. These include:

Pre-Dentistry  
Pre-Engineering  
Pre-Law  
Pre-Medicine  
Pre-Pharmacy  
Pre-Veterinary  
Secondary Teacher Preparation  
(Department of Teacher Education)

## **Academic Information**

### **Associated Colleges of the Twin Cities**

The University of St. Thomas has joined with four other private colleges in the Twin Cities to form the Associated Colleges of the Twin Cities (ACTC), a legal entity designed to facilitate cooperative activities among the five benefiting institutions. Augsburg College in Minneapolis and Hamline University, Macalester College and The College of St. Catherine in St. Paul are the other institutions that make up this consortium with the University of St. Thomas.

These colleges possess a long history of cooperative academic activity. Presently, ACTC operates an inter-campus bus system that transports students among the colleges to take courses at schools other than their own. St. Thomas has approximately 250 students who take advantage of exchange courses each semester. In some cases, faculty members from one institution will teach a course on another campus. A comprehensive Class Schedule for the five institutions is published annually to facilitate the exchange of courses and students among the colleges.

Only full-time undergraduate students in the day division are eligible to register for exchange courses.

In addition to the course exchange, St. Thomas students may choose a major or minor area of concentration at any of the other four institutions. The only requirements are acceptance into the major by the appropriate department chair at the school where the major or minor is offered and presentation of the proposed program of study to the Committee on Studies at St. Thomas for its approval.

### **The 4-1-4 Calendar**

The College follows a 4-1-4 calendar. This calendar consists of a fall semester during the months of September through December, a four-week January Term, and a spring semester during the months of February through May. Each of the semesters consists of approximately 14 weeks of classes and a four-day examination period.

### **Regular Semesters**

During the fall and spring semesters, a student normally enrolls for sixteen credits. A minimum of 132 credits are required for a bachelor's degree.

### **The January Term**

Students may enroll for a maximum of four credits in a January Term.

### **Summer Sessions**

The university offers two six-week sessions, one eight-week session and one twelve-week session during the months of June through August. A student may enroll for a maximum of eight credits in each session. The summer sessions bulletin should be consulted for full details.

### **School of Continuing Studies**

The School of Continuing Studies recruits, mentors and provides academic support for part-time adult and other non-traditional students. It develops on- and off-campus undergraduate academic programs to serve the educational needs of the part-time adult population. The delivery and support of undergraduate courses and programs in the School uses innovative techniques and technologies. The School cooperates with graduate programs to coordinate and support programs offered at off-campus sites. It also develops and supports non-credit programs.

### Requirements for a Degree

To receive a bachelor's degree, a student must successfully complete a minimum of 132 credits that fulfill all degree requirements.

A minimum grade point average (GPA) of 2.00 must be achieved in all of the following categories:

- all credits presented for graduation (including transfer credits)

- all credits earned at St. Thomas

- all credits in the department (in the Division of Business for business majors) of the major field (including transfer credits)

- all credits in the department (Division of Business) of the major field earned at St. Thomas.

If the student has elected to declare a minor field, all credits in the department (Division of Business) of the minor (including transfer credits) and all credits in the department of the minor field earned at St. Thomas must have a GPA of 2.00.

In addition, the student must earn a minimum of 84 credits in areas outside the major field (for majors in areas of business, these credits must be outside the Division of Business).

No more than eight credits in Experiential Learning may be counted toward the minimum 132 credits for graduation.

No more than one-eighth of the courses taken at St. Thomas presented for graduation may be graded on the S-D-R system.

No two courses may be equivalent or overlapping. (Credit is not given for a course that overlaps a course previously taken. Such courses are indicated in the course descriptions by the number of the conflicting courses in parentheses following the title.)

The same course may be used to satisfy both a requirement of the core curriculum and of the major and minor fields.

Within the core curriculum, the same course may satisfy a core or core-area requirement and simultaneously satisfy the requirement in human diversity or computer competency.

A student applying for graduation must have completed thirty-two of the final thirty-six credits at St. Thomas or one of the other four ACTC colleges.

### The Core Curriculum

All bachelor degrees awarded by the University of St. Thomas shall meet the core curriculum requirements of the College. The core curriculum is organized into nine curricular areas and two competency requirements.

Courses used to satisfy the requirement in a curricular area are of two types:

- core courses* – in which a specific course is designated as fulfilling a requirement; and

- core-area courses* – in which a selection is made from a list of courses designated as fulfilling the requirement.

### Curricular Areas

#### Literature and Writing

(8 credits)

This sequence of courses develops students' critical awareness of language by helping them to recognize the relationship between their own experience and the interpretive possibilities of literature. Attention is paid to the integration of the individual's composing process and the process of reading and understanding texts. These courses foster attentive reading, careful thinking, and effective writing. There are two ways to fulfill this requirement:

a) students enroll in these two core courses:

ENGL 111 Critical Reading and Writing I

ENGL 112 Critical Reading and Writing II

b) students with qualifying ACT scores enroll in:

ENGL 190 Critical Reading and Writing

*plus*

one additional core-area course numbered above 200 with the exception of ENGL 305, 321, 322, 401, 484, 485.

#### Historical Studies

(4 credits)

Core-area courses in historical studies aim to increase students' knowledge of the history of the modern world and its origins. Each of these courses also provides an introduction to historical methods of inquiry and analysis. A third goal is to foster awareness of the diversity within human history. Students choose one of the following core-area courses:

HIST 111 Origins of the Modern World to 1550

HIST 112 The Modern World since 1550

HIST 113 Early America in Global

Perspective

HIST 114 The Modern U.S. in Global

Perspective

#### Moral and Philosophical Reasoning

(8 credits)

What am I? How should I live? Philosophers throughout the centuries have pondered these questions which are of decisive importance for the whole of human life.

In the first course, students will study the elements of logic, the method of philosophy, and will read about the nature of the human person. In the second course, students will focus on questions of human conduct – questions about what is right and wrong, good and bad, in the lives of individual persons and human societies. These courses are not mere histories of philosophical opinion; they are substantive inquiries into the meaning of human life insofar as it can be grasped by reason alone. Thus, they complement the courses students take in theology and in other areas.

## Requirements for Degree

The two core courses are:  
PHIL 115 Philosophy of the Human Person  
PHIL 214 Introductory Ethics

### Faith and the Catholic Tradition

(12 credits)

Certain questions continue to be of pervasive concern for human beings: the nature of the universe, the existence and nature of God, the nature of human beings, the proper relationship of a human being to his or her world, the source of evil and the possibility of redemption, to name but a few. This sequence of three courses aims to acquaint students with the nature and importance of these questions and will assist them in articulating for themselves responses which have been formulated in light of their knowledge of the Catholic tradition and the Christian faith.

The first, a core course, provides students with a theological framework within which individuals and groups have addressed questions of faith and human existence throughout Christian history.

The second set of core-area courses provides students with an opportunity to address these same questions of human existence in four themes: revelation, Christian anthropology, worship and cultural engagement.

The third set of core-area courses allow students both the opportunity to engage questions which relate to faith and culture and to integrate the knowledge with other disciplines.

Students select three courses as follows:

THEO 101 The Christian Theological

Tradition

THEO 200-level course

THEO 300-level course

### Natural Science and Mathematical and Quantitative Reasoning

(12 credits)

Students are required to take a core-area course in natural science with a laboratory component, a core-area course in mathematics, and a third core-area course in natural science, mathematics, quantitative reasoning or computer science.

Core-area courses in natural science focus on the natural world and develop students' abilities to evaluate scientific arguments critically, and enhance their quantitative and analytical reasoning skills. The laboratory component of these courses is an inquiry-based approach with opportunities for students to refine their observational skills through the acquisition and organization of data, analysis and interpretation of data, and the presentation of conclusions orally or in writing.

Students select one of the following core-area natural science courses:

BIOL 101 General Biology  
BIOL 102 Conservation Biology  
BIOL 105 Human Biology  
BIOL 201 Diversity and Adaptation  
BIOL 202 Genetics and Population Biology  
CHEM 100 Chemistry in Our World  
CHEM 101 Environmental Chemistry  
CHEM 111 General Chemistry I  
CHEM 112 General Chemistry II  
GEOL 102 Origins and Methods  
GEOL 110 Geology of the National Parks  
GEOL 111 Introductory Geology I  
GEOL 112 Introductory Geology II  
GEOL 211 Mineralogy  
GEOL 252 Geomorphology  
IDSC 150 Development of the Natural World  
PHYS 101 General Physics for Liberal Arts Students  
PHYS 103 Physics of Energy  
PHYS 104 Astronomy  
PHYS 105 Musical Acoustics  
PHYS 109 General Physics I  
PHYS 110 General Physics II  
PHYS 111 Introduction to Classical Physics I  
PHYS 112 Introduction to Classical Physics II

The core-area courses in mathematical reasoning include experience in the application of relevant knowledge to solve problems, promote the recognition and classification of numerical, geometrical, and relational patterns, enhance students' abilities to develop mathematical arguments, and to understand the connections between real-world data and mathematical models.

Students select one of the following core-area mathematics courses:

MATH 100 Mathematical Sampler  
MATH 101 Finite Mathematics  
MATH 109 Calculus With Review II  
MATH 111 Calculus for Business and Social Science  
MATH 113 Calculus I  
MATH 114 Calculus II  
MATH 121 Structures of Elementary Mathematics  
MATH 128 Introduction to Discrete Mathematics

The third core-area courses allow students to broaden or deepen their exposure to natural science, mathematics, quantitative reasoning and/or computer science.

Students select a core-area course from the following list:

MATH 114 Calculus II  
MATH 121 Structures of Elementary Mathematics  
MATH 128 Introduction to Discrete Mathematics  
QMCS 120 Computers in Elementary Education and LOGO  
QMCS 130 Problem Solving in the Natural Sciences

QMCS 201 Introductory Statistics II  
QMCS 220 Statistics I

or

a second natural science course from the first group

### Social Analysis

(4 credits)

The goal of this requirement is to ensure that all students develop basic abilities to perform social scientific analyses of patterns of social interactions. Core-area courses in social analysis provide a broad introduction to the perspectives offered by one of the traditional social sciences. Courses will consider empirical and/or normative analysis, how social science knowledge differs from other kinds of knowledge, what constitutes data, the relationship between data and theory, and major conceptual perspectives. Where appropriate, courses will provide an understanding of and sensitivity to the diversity of American and/or other societies, an international perspective, and will address issues of social concern.

To meet this requirement, students must earn the equivalent of a full course in a single department. Students may not use fractional courses from multiple departments to meet the requirement.

Students choose one of the following core-area courses:

ECON 211 Current Economic Issues  
ECON 251 Principles of Macroeconomics  
ECON 252 Principles of Microeconomics  
GEOG 111 Human Geography  
GEOG 113 World Geography  
POL 105 Politics and Government in Comparative Perspective  
PSY 111 General Psychology  
SOC 100 Introduction to Sociology  
SOC 110 Social Problems

### Fine Arts

(4 credits)

A core-area course in one of the fine arts aims to enhance students' understanding of and appreciation for one or more of the fine arts (art, music, or theater). Students gain an understanding of the role of the fine arts in expressing and maintaining, discovering and questioning a culture's dominant beliefs and ideals. The focus of these courses is broad enough to encompass different periods, cultures, and styles, but also allows an intensive scrutiny of the way in which the work of art, music, or theater is composed and created. Students have a variety of choices in fulfilling this requirement.

All students may choose one of the following core-area courses:

ARTH 151 Introduction to Art History I  
ARTH 152 Introduction to Art History II  
MUSC 115 Music Literature (or MUSC 118/119 in J-Terms)

MUSC 130 Introduction to World Music  
THR 111 Introduction to the Theater  
THR 259 Film I: Introduction to Narrative and Non-Narrative World Cinema

All students may choose to participate for four semesters in one of the following music ensembles:

MUSN 140 Women's Choir  
MUSN 143 Liturgical Choir  
MUSN 160 Concert Choir  
MUSN 185 Symphonic Band  
MUSN 186 Symphonic Wind Ensemble  
*(any combination of four semesters of 140/143 or 140/160 or 185/186 will fulfill the requirement)*

Students with junior or senior standing may choose one of the following core-area courses, in addition to those listed above:

ARTH 285 Arts of Africa and the African Diaspora  
ARTH 286 Women's Art in Cross-Cultural Perspective  
ARTH 305 Greek Art and Archaeology  
ARTH 310 Roman Art and Archaeology  
ARTH 350 19th Century: Neo-Classicism to Symbolism  
ARTH 355 20th Century: Cubism to Installation  
ARTH 391 Native American Art  
ARTH 392 American Art  
MUSC 120 Orchestral Literature  
MUSC 216 Jazz in America  
MUSC 217 Music of the Americas  
MUSC 219 Music in the United States  
MUSC 412 History & Literature of Music II  
THR 260 History of Film: The Silent Era  
THR 261 History of Film: Sound Era, 1926 to Present Day  
THR 321 History of Theater I: Classical through 17th Century  
THR 322 History of Theater II: 18th Century to Contemporary  
THR 323 History of Theater III: American  
THR 359 Film II: Textual Analysis  
THR 412 Drama: Theory and Criticism

### Language and Culture

(12 credits)

A sequence of foreign language study aims to develop students' skills in using a foreign language in a variety of tasks, including conversing, reading, writing and listening with comprehension. The language is used as the essential vehicle for coming to a deeper understanding of other cultures. The courses guide students toward a realization that the study of a foreign language provides a comparative basis from which to analyze their own language and culture. Study of the language will allow students to relate course content with that of courses taught in other disciplines.

## Requirements for Degree

Students must complete the 111, 112, and 211 sequence in a particular language. All students with previous language experience must take a proficiency examination administered by the Department of Modern and Classical Languages. The student's previous work in the language will be considered. The Department of Modern and Classical Languages will make the final determination regarding the placement of students in foreign language courses.

Students whose primary language of communication is a language other than English and who have learned English as a second language are exempt from the foreign language requirement. It is the student's responsibility to present evidence to the chair of the department to support this exemption request.

### Human Diversity

(4 credits)

Courses fulfilling this requirement assist students in understanding perspectives of the peoples and cultures being studied. The goal of these courses is to foster respect for the diversity of peoples and cultures within the fundamental unity of humankind.

Where appropriate, courses acknowledge ways in which privilege and power affect the ability to understand and respect diverse peoples and cultures. It is recognized that the experiences, beliefs, and values of any particular group of people studied are not monolithic, but may vary widely within the group.

Also included are indications of how the discipline involved contributes to an understanding of the groups under study or how the perspectives of these groups might expand understanding of the discipline itself. Courses focus on racial and ethnic minorities, class, gender, culture in a global perspective, or a combination of those areas.

The course chosen to fulfill this requirement also may fulfill another requirement of the core curriculum, or a requirement for a major or minor. The list of courses will be updated annually, and will be available from the Office of the Dean and the Office of Academic Counseling and Advising.

Courses available to fulfill the requirement in 1998-99 are:

- ARTH 151 Introduction to Art History I
- ARTH 285 Arts of Africa and the African Diaspora
- ARTH 291 Topics in Non-Western Art
- ARTH 320 Art and Architecture of Colonial Mexico
- ARTH 297 Introduction to Asian Art
- ARTH 391 Native American Art
- BLAW 369 Gender Issues and the Law
- COMM 230 Intercultural Communication
- COMM 340 Rhetorical Dimensions of Race, Class, and Gender

- ECON 345 Economics of Development and Growth
- ECON 346 The Russian Economy and the Former Republics
- ECON 346 The Japanese Economy
- EDUC 212 Human Relations and Multicultural Education
- ENGL 340 Literature by Women: Critical History
- ENGL 341 Literature by Women: Critical Questions
- ENGL 395 Issues in American Literature and Culture
- GEOG 111 Human Geography
- GEOG 113 World Geography
- HIST 210 Modern Latin America, 1800 to Present
- HIST 220 Introduction to Japanese History and Culture
- HIST 366 The Catholic Church in the United States
- HIST 368 Women in the United States
- HIST 369 African-American History
- HIST 372 The United States and Vietnam
- IDSC 291 The Anatomy of Violence
- JOUR 305 Gender, Race and Mass Media
- JPST 250 Introduction to Justice and Peace Studies
- MUSC 130 Introduction to World Music
- MUSC 216 Jazz in America
- MUSC 217 Music of the Americas
- POL 105 Politics and Government in Comparative Perspective
- POL 352 Third World Politics and Government
- PSY 151 Cross-Cultural Psychology
- PSY 205 Psychology of Women
- SOC110 Social Problems
- SOC251 Race and Ethnicity
- SOC255 Gender in American Society
- SOC301 General Anthropology
- SOWK 340 Human Behavior and the Social Environment
- THEO 305 Theologies of Justice, Peace, Prosperity, and Security
- THEO 331 Christianity and World Religions
- THEO 332 Judaism
- THEO 333 Contemporary Judaism
- THEO 334 Islam
- THEO 353 Women and the Old Testament
- THEO 354 Women and the Christian Tradition
- THEO 361 Black Religious Experience
- WMST 205 Foundations in Women's Studies

### Competency Requirements

#### Computer Competency

Technology is very much a part of our world. The computer is the basic tool to much of this technology. The goals of the computer competency requirement are to:

1. Focus on the basic skills that all students, regardless of major, should have;
2. Be a building block upon which majors can add as appropriate;

## Requirements for Degree

3. Prepare students for the applications they are likely to encounter after graduation, in a modern technological society.

In order to accomplish 1. and 2. above, students need to demonstrate the following skills by the beginning of the sophomore year:

basic microcomputer operation  
ability to use a word processing package  
ability to use telecommunication, at a minimum enabling use of electronic mail  
ability to access electronic information resources

Accomplishment of these competencies should be possible through specific computer competency training sessions, individual tutoring, short courses or self-instructing tutorials. If this portion of the competency requirement is not completed by mid-term of the third semester, the student will lose priority for further registration.

To accomplish 3. above, students must demonstrate competence in one further area of computer application from the following list by the time of graduation.

Some major fields may also have specific requirements. The student's completion of this final component should be done in consultation with the major field adviser.

Spreadsheets  
Data base management packages  
Programming  
Statistical packages  
Scientific data acquisition and interfacing packages  
"Computers in the arts" applications, e.g. notation, animation, graphic design, etc.

Mathematical modeling and simulation  
Mathematical applications such as symbolic and numerical processing and matrix algebra

Desktop publishing  
Advanced use of information retrieval systems (e.g. Lexis, Westlaw and advanced Internet and World Wide Web use)

The following sampling of courses contain computer components beyond the basic skills, and would satisfy this part of the competency.

BIOL 210 Introduction to Laboratory Research  
BIOL 315 General Botany  
BIOL 323 Comparative Vertebrate Anatomy  
BIOL 354 Neurobiology  
BIOL 489 Physiological Ecology  
BIOL 489 Plant Physiology  
CHEM 300 Quantitative Analysis  
CHEM 331 Physical Chemistry I  
CHEM 332 Physical Chemistry II  
COMM 260 Audio Production  
COMM 270 Videography:Television Production in the Field  
COMM 370 Advanced Video Production

ECON 311 Forecasting  
ECON 315 Empirical Methods in Economics  
EDUC 400 Curriculum and Instruction for Specific Discipline (03-Mathematics)  
ENVR 151 Humans and the Environment  
GEOG 221 Computer Skills in Geography  
GEOG 222 Geographical Analysis  
GEOG 321 Geographic Information Systems  
GEOG 421 Advanced Geographic Information Systems  
HLTH440 Health Education: PK-12 Curriculum, Assessment and Administration  
HLTH 464 Critical Issues in Health Education  
JOUR 210 Design Concepts of Communication  
JOUR 350 Public Relations Writing  
JOUR 410 Advanced Reporting  
MATH 113 Calculus I  
MATH 114 Calculus II  
MATH 200 Multi-Variable Calculus  
MATH 210 Linear Algebra and Differential Equations  
MATH 303 Statistics for the Applied Sciences  
MATH 313 Probability  
MUSC 150 MIDI Studio  
MUSC 180 Multi-track Recording  
MUSC 220 Digital Recording and Sampling  
MUSC 240 Music/Audio Post Production  
MUSC 303 Music Notation on Computer  
PHYS 105 Musical Acoustics  
PHYS 111 Introduction to Classical Physics I  
PHYS 112 Introduction to Classical Physics II  
PHYS 225 Introduction to Modern Physics I  
PHYS 226 Introduction to Modern Physics II  
PHYS 399 Advanced Physics Laboratory I  
PHYS 400 Advanced Physics Laboratory II  
POL 205 Introduction to the American Public Policy Process  
QMCS 110 Introduction to Information Processing  
QMCS 120 Computers in Elementary Education and LOGO  
QMCS 130 Problem Solving in the Natural Sciences  
QMCS 215 Spreadsheet and Database Software  
QMCS 220 Statistics I  
QMCS 237 Software Design using Scientific Programming Languages  
QMCS 238 Software Design using Business Programming Languages  
QMCS 240 Fundamentals of Computer Science  
QMCS 280 Object-oriented Design and Programming  
QMCS 342 Computers in Experimental Sciences  
QMCS 410 Operations Research I  
SOC220 Sociological Analysis  
SOWK 380 Social Research: Design and Statistical Applications

## Requirements for Degree

### Health and Fitness

(0 credit)

The course in health and fitness provides students with the knowledge, skills, attitudes, and techniques necessary to become a physically-educated person: persons who are able to design and maintain a lifestyle of fitness and wellness. As students complete this competency curriculum, they should develop a knowledge and understanding of the role of physical activity in their lives, and how it contributes to lifelong health and wellness; and they should have a better understanding of the extent to which physical activity contributes to all dimensions of an individual's life. Students who cannot demonstrate proficiency in swimming 50 yards must take beginning swimming as one of their activities.

It is strongly recommended that this requirement be completed by the end of the freshman year, or at least by the end of the third semester. If this requirement is not completed by mid-term of the fourth semester, the student will lose priority for further registration.

Veterans are excused from this requirement.

Students enroll in the following core course:

PHED 100 Foundations for Fitness

### Major Requirements

#### Regular Majors

After a student has completed 48 semester credits, the student fills out a major field card and applies to be accepted as a major in his or her chosen field.

A student must complete one of the regular major concentrations described in the section on Departments and Curricula with a grade point average of 2.00 or better in courses taken in the department of the major (or Division of Business) required for the major. (See section on Academic Programs for a list of these majors.)

A major consists of 28 to 44 credits in the area of concentration plus allied courses as specified by the department (or Division of Business) in which the major is offered. No more than 48 semester credits in the department of the major field may be counted toward the 132 credits required for a degree. In other words, at least 84 credits must be presented that are not in the department (Division of Business) of the major.

Students with transfer courses in the major must also attain a 2.00 grade point average for the courses taken in the department of the major (or Division of Business) at St. Thomas. (See section on Requirements for a Degree).

If major field requirements or courses specified in the catalog are no longer available, the chair of the appropriate department

will designate acceptable substitutes for the major program.

The department has the right to specify how many courses in the major field (and at what level) must be taken at St. Thomas. Students may earn more than one major.

#### Individualized Majors

It is possible for a student to pursue a major other than one of the regular majors described in the section on Departments and Curricula. A student who plans to pursue a special major must contact the Office of the Associate Academic Dean no later than the end of the sophomore year.

An individualized major requires the selection of a faculty adviser, a proposal explaining the rationale for the selection of courses (which should include lower- and upper-division courses), a number of credits in accordance with the guidelines for a regular major, and approval by the Committee on Studies.

#### Majors at other ACTC Institutions

A student wishing to complete a major offered at one of the ACTC schools (and not offered at St. Thomas), must file a petition with the Committee on Studies for approval. In the petition, the student should indicate his/her acceptance for the major by the chair of the department at the other institution, the list of courses that will need to be completed at that institution, and the name of a St. Thomas faculty member in a closely-related field who will act as an adviser. Core curriculum requirements for St. Thomas and any pre-requisites for courses in the major program offered at St. Thomas will be taken on the home campus.

### Minor Requirements

#### Regular Minors

A student is not required to complete a minor. A minor consists of 16 to 28 credits in the area of concentration including all pre-requisites and allied courses as determined by the department or program offering the minor.

A minimum grade point average of 2.00 is required for the courses in the minor. Transfer students must also attain a minimum grade point average of 2.00 for minor courses taken at St. Thomas.

The department has the right to specify how many courses in the minor field (and at what level) must be taken at St. Thomas.

#### Individualized Minors

Students wishing to declare an individualized minor should contact the Office of the Associate Academic Dean. A faculty adviser should be chosen for the minor. In-

## Registration Information

dividualized minors must be approved by the Committee on Studies.

Students may earn more than one minor.

### Residency Requirement

Thirty-two of the last 36 credits that a student takes for the degree must be taken through the University of St. Thomas. (Credits earned at ACTC colleges and through Study Abroad programs sponsored by St. Thomas are considered exchange credits and count toward the residency requirement.)

A student who has been graduated from the University of St. Thomas may add an additional major by fulfilling all the remaining requirements of the major. The 32-credit senior residency requirement need not be met a second time. No more than one additional transfer course may be used to meet major and allied requirements.

A student who has been graduated from the University of St. Thomas may add a minor by fulfilling all the remaining requirements of the minor. The 32-credit senior residency requirement need not be met a second time. No more than one additional transfer course may be used to meet minor and allied requirements.

### The Undergraduate Program

All matters pertaining to the undergraduate curriculum are under the jurisdiction of the College faculty. Administration of the undergraduate programs is under the jurisdiction of the Dean of the College.

### Courses

A course is equivalent to four semester credits. If a particular course carries more than four or fewer than four credits, it is so noted in the description.

Each course is assigned a subject area code consisting of three or four letters, which designates the department or discipline, followed by a three-digit number. For example, ENGL 111 is the English course numbered 111.

Courses with numbers having either 1 or 2 as the first digit are called *lower division courses*, and those having 3 or 4 as the first digit are called *upper division courses*.

Lower division courses are designed to give students a broad general liberal arts education, preparing them for the more specialized education offered at the upper division level.

When students become juniors, they generally pursue upper division courses. Upper division courses are designed to acquaint students with the content and methodology of a particular field.

The number of class meetings for a course varies with the nature of the course. The annual *Class Schedule* indicates the days and times each class meets.

### Course Load

The normal course load is 16 credits. During the first semester at the university, a freshman is limited to 17 credits plus a physical education activity course. Students may take no more than 21 credits without special permission from the academic dean.

Freshmen may not register for courses numbered 300 or above without permission from the department chair (except for foreign language courses when they have already completed a fourth semester of the language or its equivalent).

Students on academic probation may not register for more than 16 credits.

### January Term and Summer Session

#### Courses

Courses offered at the university during January term and summer sessions carry credit as indicated in the January term and summer session course schedules.

#### Final Examinations

Each of the semesters ends with a final examination period. A two-hour session is scheduled for the final examination in each course in regular semesters.

Final examinations are not administered

## Registration Information

other than during the Final Exam week. However, if it is agreeable to students and the instructor to hold the final examination at a time other than the time scheduled, the exam may be held at another time within the Final Exam week.

Instructors will determine the final examination time for January term and summer session courses.

### Registration

A student must validly register for a course before attending, and will not receive a grade unless validly registered.

Students are required to attend the first day of class in order to secure their place in the course. The instructor has the *option* to drop a student from the class roster who has not attended on the first day of the session. To officially withdraw from the class, the student must file a *Change in Registration Form* with the Office of the Registrar.

Before the beginning of each semester, students consult with their advisers to determine the courses they should pursue. This would include any courses at the four other cooperating colleges in the ACTC: Augsburg, Hamline, Macalester and St. Catherine. Registration for exchange courses must be completed through the Office of the Registrar.

Registration for University of St. Thomas courses can be done through MURPHY, the touch-tone telephone registration system. There are two concurrent registration periods – summer sessions and fall semester in April; January term and spring semester in November. (Students should consult the *Weekly Bulletin* for dates.) Students are scheduled to register at a specific date and time, based on their number of earned credit hours and an alphabetical rotation of surnames.

Prior to each registration period, students are issued a Registration Entry Notice which contains a confidential Personal Identification Number (PIN), access codes for the proper term and a registration day and time.

Registration Entry Notices are obtained from the individual student's faculty adviser. MURPHY worksheets are distributed to all student post office boxes.

### New Student Scheduling

Registration for new freshmen and transfer students is coordinated by the Office of Academic Counseling and Advising.

Freshmen who begin their studies at the university in the fall receive a pre-registration packet containing course information and a description of the registration process which occurs during Summer Orientation.

New transfer students meet individually with an academic counselor to interpret their transfer evaluation and select appropriate

courses related to their interests.

Upper division transfer students are encouraged to declare a specific major field. Separate summer orientation programs are held for new freshmen and transfer students.

All new students are assigned faculty advisers.

### Exchange Courses

Courses taken by undergraduate day, degree-seeking St. Thomas students at Augsburg College, Hamline University, Macalester College and The College of St. Catherine are called exchange courses. These courses may be substituted for courses at the University of St. Thomas, subject to the following conditions:

1. the course is not one specified by a specific course number in the list of core curriculum requirements; and
2. the student has the written permission of the department chair of the major or minor if the course is in the major or minor concentration and taken to satisfy a particular requirement for that major or minor; and
3. the student consults the registrar of the university before registering for more than one course at Augsburg, Hamline, Macalester or The College of St. Catherine during one semester. This one course limit does not apply to students pursuing a major or minor at these schools.

Additional restrictions may apply. See the *ACTC Class Schedule* for additional restrictions.

For exchange courses in the fall and spring semesters, St. Thomas students register at St. Thomas. Grades for these courses are automatically recorded on the St. Thomas transcript.

For exchange courses during the summer sessions, students register at the college offering the courses and have a transcript of the completed work sent to St. Thomas.

Exchange courses do not violate the senior residency requirement.

Grades for exchange courses are included in the computation of the St. Thomas GPA.

Courses taken at Augsburg, Hamline, Macalester and St. Catherine by a student before he or she matriculates at St. Thomas or while the student is not an active student at St. Thomas are treated as transfer courses.

### Transfer Courses

Courses taken at regionally accredited institutions of higher learning other than the University of St. Thomas and accepted for credit by St. Thomas are called transfer courses. Exchange courses, as described above, are not transfer courses.

In order to have transfer courses count toward a degree from the University of

## Registration Information

St. Thomas, a student must have an official transcript sent from the other institution directly to the university.

Students who have not yet been admitted to the University of St. Thomas must have transcripts of all previous college work sent to the Office of Admissions.

Those who are already St. Thomas students must have the transcript sent to the Office of the Registrar.

The senior residency policy requires that 32 of the last 36 credits toward the degree be taken at St. Thomas or one of the ACTC colleges.

### Individual Study

See the beginning of the *Departments and Curricula* section of this catalog for a description of Individual Study courses.

### Experiential Learning

See the beginning of the *Departments and Curricula* section of this catalog for a description of Experiential Learning courses.

### Credit by Examination

See the "Admission Credits" section of this catalog for a description of Credit by Examination.

### First-day Attendance

Students are expected to attend the first class meeting of a course for which they are registered.

Thereafter, regular attendance at classes is expected. Attendance regulations for specific courses are made by the instructor for that course. Students who are absent for a prolonged period of time due to illness should contact the Office of Academic Counseling and Advising.

Students not attending class on the first day of a session may be dropped from the class roster at the discretion of the instructor. *However, the student will not be officially withdrawn from the course until a Change in Registration Form has been filed with the Office of the Registrar.*

### Audit

A student may choose to audit a course rather than take it for credit. If attendance is satisfactory, the course number, title and the audit designation will appear on the transcript. If attendance is not satisfactory, the course will not appear on the transcript. In no case may a student receive credit for a course that was audited unless the course is retaken for credit.

### Changes in Registration

Students who have received their official schedule of classes may change that schedule by observing the following procedures:

Changes in registration can be made using MURPHY, the touch-tone registration

system, up to one week before the beginning of each semester. After that time, all changes are made by using the *Change in Registration Form* which is available at the Office of the Registrar. Students should consult the *Weekly Bulletin* or the calendar in this catalog for the specific deadlines for making these changes.

To add a course, the *Change in Registration Form* must be presented at the Office of the Registrar. Courses may not be added after the tenth class day in any semester. (Students should consult the appropriate course schedule for January term and summer session deadlines.) Freshmen and sophomores must have this form signed by both their adviser and the instructor of the course being added. Juniors and seniors need only the signature of the instructor of the course being added.

To drop a course, the *Change in Registration Form* must be presented at the Office of the Registrar. Freshmen and sophomores must have this form signed by their adviser. Juniors and seniors need no signature; however, they are encouraged to consult their adviser before dropping a course.

Full refund of tuition and fees is made for courses dropped through the tenth class day of fall and spring semesters. Refunds for courses dropped after this period are described in the brochure *Summary of Financial Procedures* for the current academic year. Students should consult the appropriate schedule of classes for refund deadlines for January term and summer sessions.

Courses may be officially dropped, but without refund, up to one week after mid-semester grades are available. The grade of F (or R) is recorded for any course dropped after this time. *The grade of F (or R) is likewise recorded when a student ceases to attend a course but does not officially withdraw from it.* For courses dropped between the tenth class day and the last day to withdraw a class without a grade of F or R, the student will receive a grade of W for that course. A grade of W is an official grade and is posted on the permanent record, with no credit value.

### Withdrawal from a Course

The mark of W is assigned to a course from which a student withdraws after the tenth day of classes but before the deadline for withdrawing. This deadline occurs shortly after students receive their mid-semester grades and is announced on the academic calendars. A student withdrawing after this deadline receives a grade of F or R as prescribed above.

### Retaking of Courses

A student may repeat a course if her or his grade or mark is F, D+, D, D-, R or W with

## Registration Information

only the higher grade used to compute the GPA. Credit will not be given more than once for the same course. Both notations, however, will remain on the transcript.

A student may repeat a University of St. Thomas course only at St. Thomas. A student who transfers to the University of St. Thomas and wishes to repeat a course taken elsewhere must receive permission from the Registrar to do so.

### Withdrawal from the University

Students begin withdrawal from the university by completing the *Official Interruption Form* available at the Office of the Registrar. Students who withdraw must return identification cards, keys, and other items that belong to the university. Resident students must check out with the floor resident assistant.

Refunds are determined by the date on which the student completes the withdrawal process at the Office of the Registrar.

## Grades

At the end of each semester or term, each student who is registered for a course receives either a grade or a mark in that course. In each case, the grade or mark is one of the following letters: A, B, C, D, F, I, R, S or W. At the discretion of the instructor, the grade A may be followed by a minus, as A-, and the grades B, C, D may be followed either by a plus, +, or a minus, -.

### Regular Grades

The grades A, B, C, D, either alone or followed by a plus or minus, and the grade F are called regular grades. With each of these grades there is associated a grade point value.

A	4.0	B-	2.7	D+	1.3
A-	3.7	C+	2.3	D	1.0
B+	3.3	C	2.0	D-	0.7
B	3.0	C-	1.7	F	0.0

Regular grades have the following characterization:

A	Excellent work.
B	Very good work.
C	Satisfactory work.
D	Poor but passing work.
F	Failing work.

The use of plus and minus indicates performance levels between those suggested by these characteristics.

### S-D-R Grading

To encourage a wider choice of courses by lessening the student's concern for the grade point average (GPA), selected courses may be taken using the S-D-R grading option, where "S" represents a satisfactory grade (the student would have received a letter grade of A, B, or C); "D" is the same as the letter grade of D; "R" represents unsatisfactory (failing) performance. The following

rules apply to courses taken on this basis:

1. The S-D-R grading option is not available for courses taken to fulfill a requirement in the core curriculum.
2. No more than one-eighth of the credits taken through the College may be taken on the S-D-R grading option.
3. A student must fill out a form at the Office of the Registrar for any course to be taken on this basis. The exact deadline date is posted at the beginning of each term. If the course is part of the major or minor program, the form must be signed by the department chair, as it is generally not advisable to take a major or minor field course or an allied requirement S-D-R.
4. If a student receives a letter grade of C- or above, the mark of S (satisfactory) and credit will be given. If the grade of D, D+, or D- is received, the student has the option of: (1) accepting a mark of R with no effect on the GPA and no credit earned, or (2) earning the credit with the grade of D, D+, or D- being recorded and used in computing the GPA.

### S-R Grades

1. All Experiential Learning courses are marked with S for satisfactory work and R for unsatisfactory work.
2. For Individual Study or Research courses, the mark of S is given for satisfactory work and the mark of R for unsatisfactory work. If a student wishes to be graded according to the regular system (A, B, C, D, F), this choice must be approved by the appropriate faculty supervisor and the department chair. In addition, this choice must be indicated on the form used to outline the individual study project.
3. Several other courses in various departments are routinely marked with S for satisfactory and R for unsatisfactory work. Examples of these courses are PHED 100 and ENGR 150. The grading system for these courses is indicated as part of the regular course description.
4. Courses which are routinely graded on the S-R system are not counted among the one-eighth of a student's courses for which the S-D-R grading system may be selected.

### Assignment and Removal of Incomplete (I) Marks

The mark of I is used if the student has not completed the work of the course, has good reason for delay, and has made arrangements with the instructor before the date grades for the course are due to be submitted. Ordinarily, good reason will involve matters not wholly within the control of the student, such as illness. *The mark of I is not to be used to allow a student to improve a grade by additional*

## Registration Information

*work over and above that ordinarily expected for the course or by repetition of work already submitted to the instructor.* The mark of I should not be used without prior arrangement between instructor and student.

An instructor reporting a mark of I will complete and submit with the course grades a Special Report form giving the reasons for the delay, describing the work which remains to be done by the student, and stating the deadline for completion of work. This deadline may not be later than May 1 for courses taught during the previous fall semester and January term or December 1 for courses taught during the previous spring semester and summer sessions.

The student must complete the designated work and submit it to the instructor by the deadline stated. Generally, earlier deadlines which minimize additional work to be done by the student in subsequent semesters or terms will be in the student's best interest.

The instructor may grant extensions beyond the May 1 and December 1 deadlines.

In the absence of a final grade report or other intervention by the instructor by May 15 or December 15, respectively, the mark of I will be changed to grades of F or R.

### Change of Grade

An instructor may change a grade if there has been an error in the computation, transcription, or reporting of the grade. *Changes may not be made on the basis of additional work completed by a student unless all members of the class had the option to submit additional work.* These changes of grade must be reported to and approved by the Dean of the College. The instructor must submit the changes to the dean using the *Change of Grade form*.

### Grade Reports

A final grade report is issued at the end of each semester or term. Final grades can be accessed by MURPHY, the touch-tone telephone registration and grade-reporting system, for a limited time after the end of each semester.

### Grade Point Total and Grade Point Average

Grade points are assigned as indicated above. Note that marks of W, R, and S have no grade point value.

The grade point total is the sum of grade points (multiply each grade point value by the number of credits for the course) for all courses with grade point value.

The grade point average (GPA) is determined by dividing the grade point total by the number of credits with grade point value.

For example, using a standard four-credit course as a basis, if a student received two A's (32 points), one B- (10.8 points), and one C+ (9.2 points) divided by 16 (the number of credits), the GPA would be 3.25. If the student received a grade of F (0 points) in a course, the grade point total would still be divided by 16 credits, but the GPA obviously would be lower.

## Progress toward a degree

### Student Classification

A degree student is one who takes classes for credit toward a degree at the university.

A student who takes courses for credit but without expectation of a degree is called a non-degree student. An auditor is a student who takes courses without expectation of credit.

A degree student who takes 12 or more credits during a semester is called a full-time student. A degree student who takes fewer than 12 credits for credit is called a part-time student.

A degree student who has completed fewer than 28 credits is called a freshman.

A student becomes a sophomore upon successful completion of 28 credits as a degree-seeking student.

A student who has successfully completed 60 credits is called a junior. A student who has successfully completed 92 credits is called a senior.

### Date of Graduation

A student who completes all requirements for a degree between February 1 and June 30 will receive a diploma dated May.

A student who completes all requirements for a degree between July 1 and August 31 will receive a diploma dated July.

A student who completes all requirements for a degree between September 1 and January 31 will receive a diploma dated December.

To be considered completed, the record of work must be submitted to the Office of the Registrar.

A student must reapply for graduation if for any reason the student does not graduate on the date originally selected.

### Transcripts

A transcript of a student's academic record will be issued only upon receipt of a written request from the student. Requests should be directed to the registrar. Transcripts will not be issued to students whose accounts are delinquent.

A \$3.00 processing fee is charged for an official transcript.

### Academic Probation

A student who has attempted twelve credits or more at the University of St. Thomas and has not achieved a cumulative grade point

## Registration Information

average of 2.00 or better is put on academic probation.

Each student who is placed on probation will receive a letter from the registrar informing that student of her or his probationary status and identifying both the implications of probation and the conditions under which probation will be lifted.

The student will be required to discuss her or his situation with an academic counselor or faculty adviser.

### Academic Suspension

A student is suspended from the university for one semester (not a January term or summer session) if he or she is on academic probation and one or both of the following occurs:

1. the student has not achieved a University of St. Thomas semester grade point average of at least 1.75 for courses taken during a fall or spring probationary semester.
2. the student has twice not achieved a University of St. Thomas semester grade point average of at least 2.00 for courses taken during a fall or spring probationary semester.

Each student suspended will receive a letter from the registrar identifying the nature of the suspension and the events leading up to it. A student may re-enroll following a semester of suspension.

### Academic Dismissal

A student is dismissed from the College if one or both of the following occurs:

1. the student has not achieved a University of St. Thomas semester grade point average of at least 1.75 for courses taken during a fall or spring probationary semester following Academic Suspension.
2. the student has twice not achieved a University of St. Thomas semester grade point average of at least 2.00 for courses taken during a fall or spring probationary semester following Academic Suspension.

Each student dismissed will receive a letter from the registrar identifying the nature of the dismissal and the events leading up to it.

Students who are dismissed may petition the Committee on Studies for readmission. A dismissed student may not register for summer school, or any other term.

### Readmission after Suspension or Academic Dismissal

Academic suspension applies only to fall and spring semesters. After the semester of suspension, the student is free to register for the following term, upon consultation with an academic adviser in the Office of Academic Counseling and Advising. This semester becomes a probationary semester and is subject to the conditions listed above under

Academic Dismissal.

If a student is readmitted to the university by the Committee on Studies after Academic Dismissal, the conditions of readmission will be stated by the Committee.

### Committee on Studies

The Committee on Studies is charged with interpreting the general academic requirements of the undergraduate College and has the authority to grant exceptions and waivers when warranted. It is composed of four faculty members, two students and the assistant academic dean who serves as chair of the committee.

Requests should be made in letter form and presented to the chair. The student should also fill out a request form provided by the office of the associate academic dean. Details regarding the petition process and the signatures required for various types of petitions are contained on the form.

Requests concerning major or minor field requirements should be addressed to the appropriate department chair.

### Aquinas Scholars

The Aquinas Scholars Program is the honors program of the College. It is designed to assist students in developing their intellectual talents, character and interests while pursuing an education of considerable depth and breadth. See Academic Information above for a description of the Aquinas Scholars program.

### Dean's Honor List

A student who attains a grade point average of 3.50 or more at the end of a semester in which he or she has taken at least three courses for regular grades (A, B, C) will be placed on the Dean's Honor List if there are no grades of D or F or marks of I or R. The list is made public and the student receives a letter of commendation.

### Delta Epsilon Sigma

Delta Epsilon Sigma, a national honor society for students enrolled in Catholic colleges and universities, was established at St. Thomas in 1941. Students become eligible for membership in their junior year. St. Thomas students are accepted into the national organization of Delta Epsilon Sigma after they have been accepted into the University of St. Thomas Alpha Sigma chapter and are nominated for membership in the national organization.

Senior candidates must have earned a cumulative grade point average of 3.50, while junior candidates must have a cumulative 3.75 grade point average. Graduate students are eligible for membership upon completion of one-half of their master's degree requirements. Alumni are eligible if they have been graduated with honors or have received a graduate degree.

Student members receive the *Delta Epsilon Sigma Journal* published by the national society three times each year. In addition, student members may submit articles for publication to the *Journal*, and apply for senior year and graduate school scholarships. Induction ceremonies are held at the beginning of fall and spring semesters each year.

Members enjoy the following privileges: no restriction on class loads; no tuition charges for courses above the normal 16-credit semester load; attendance as guests of the university at special academic functions; and, at the instructor's option, exemption from final examinations for St. Thomas courses at the end of the semester or term in which the student graduates.

### Department Honor Societies

A number of departments offer membership in an honor society for the particular discipline. Each of these is explained in more detail in the description of the department's

offerings in the *Departments and Curricula* section of this catalog.

### Biology Honor Society

Beta Beta Beta, the national biology honor society, chartered the Gamma Tau chapter at St. Thomas in 1990.

### Communication Honor Society

Lambda Pi Eta, the National Communication Honor Society, chartered the St. Thomas Beta Chi chapter in 1994.

### Drama Honor Society

Pi Epsilon Delta was chartered in 1942.

### Economics Honor Society

Omicron Delta Epsilon, the international fraternity in economics, was organized at St. Thomas in 1967.

### English Honor Society

Sigma Tau Delta, the national English honor society, formed a chapter at St. Thomas in 1988.

### National Collegiate Foreign Language Honor Society

Alpha Mu Gamma, the National Collegiate Foreign Language Honor Society, was organized at St. Thomas in 1980.

### Geography Honor Society

A St. Thomas chapter of the national geography honor society, Gamma Theta Upsilon, was established in 1995.

### History Honor Society

A campus chapter of Phi Alpha Theta, the national honor society in history, was established at St. Thomas in 1950.

### Philosophy Honor Society

Phi Sigma Tau is a society whose objectives are to serve as a means of awarding distinction to students having high scholarship and personal interest in philosophy.

### National Honor Society for Religious Studies and Theology

Theta Alpha Kappa seeks to bring together, both intellectually and socially, students, teachers, and writers on topics related to Religious Studies and Theology.

### Social Work Honor Society

Beta Epsilon, the campus chapter of Alpha Delta Mu National Social Work Honor Society, was established at the University of St. Thomas and The College of St. Catherine in 1980.

### Sociology Honor Society

The Iota Chapter of Minnesota of Alpha Kappa Delta, the international sociology

## Academic Honors

honor society, was chartered at the University of St. Thomas in 1991.

### Latin Honors

Three types of academic honors are conferred upon graduates of the undergraduate College. The following criteria will apply to students graduating with Latin honors from May 2000 forward.

All students considered for graduation with Latin honors will have a minimum of 52 credits taken for letter grade (A, B, C, D) at the University of St. Thomas.

All students eligible for Latin honors who have applied for graduation will be informed by the Academic Dean's Office before mid-term of their final semester that they are eligible for this honor.

#### *Cum Laude*

A student whose overall cumulative grade point average and St. Thomas grade point average are both between 3.500 and 3.699 receives the baccalaureate degree *cum laude*.

#### *Magna Cum Laude*

A student whose overall cumulative grade point average and St. Thomas grade point average are both between 3.700 and 3.899 receives the baccalaureate degree *magna cum laude*.

#### *Summa Cum Laude*

A student whose overall cumulative grade point average and St. Thomas grade point average are both 3.900 or higher and who is judged to be outstanding by members of an Honors Oral Examination Committee receives the baccalaureate degree *summa cum laude*.

The student has the responsibility to arrange a *summa* examination, in consultation with the chair of the major department.

The chair, in consultation with the student, shall then appoint an oral examination committee of at least three faculty members, one of whom shall be from the student's major department. The examiners shall represent at least three departments and at least two academic divisions of the College.

The faculty member from the student's major department shall act as chair of the examination committee. A student with multiple majors shall designate one of the majors as the major department for purposes of this examination.

The examination should have a central theme so that continuity can be maintained throughout the questioning. The student, in consultation with the chair of the committee, should take the initiative in determining this theme, and conveying it to the other examiners.

Further details concerning the examination will be sent to eligible students and the

chairs of their departments by the Office of the Dean.

If a student's performance is judged not outstanding by the examination committee, the chair of the committee shall, with the concurrence of the student, reconvene the examination committee at a later time for the purpose of re-examination. The examination committee for the re-examination will consist of the original committee. Should the candidate's performance be judged not outstanding at this second examination, or should the student choose not to be re-examined, the student will graduate *magna cum laude*.

If the candidate for *summa cum laude* is also a candidate for departmental honors that involve an oral defense of an honors thesis, this defense may be substituted for the *summa* honors examination, provided that the examination committee represents at least three departments and two academic divisions of the undergraduate College and that the student's performance is judged to be outstanding by the members of the committee following the same guidelines as set forth for the *summa* honors oral examination.

### International Education

To meet the challenge of preparing liberally educated students for an interdependent world, the University of St. Thomas is committed to teaching with a global perspective and to providing its students with global literacy.

Therefore, the undergraduate College has undertaken to strengthen international academic programs and to develop new programs and learning opportunities with international dimensions.

These programs are designed to enhance the traditional liberal arts education, to prepare students for careers with international responsibilities, and to provide an educated citizenry with international understanding.

See Study Abroad Programs in the "Departments and Curricula" section of this catalog.

### Renaissance Program

The Renaissance Program is one way the University of St. Thomas responds to the challenge of offering students a liberal arts education as well as career preparation.

See Renaissance Program in the "Departments and Curricula" section of this catalog.

### Higher Education Consortium for Urban Affairs (HECUA)

The University of St. Thomas is a charter member of HECUA, a consortium of upper midwest colleges and universities.

HECUA was established to offer students the opportunity to gain alternative perspectives on the urban community, both in the United States and in other cultures. Students can earn up to 16 credits in one of these semester-long programs.

See Higher Education Consortium for Urban Affairs (HECUA) in the "Department and Curricula" section of this catalog.

### Washington Semester

The University of St. Thomas is affiliated with the American University's Washington Semester Program, Washington, D.C.

See Washington Semester in the "Departments and Curricula" section of this catalog.

### Preparation for the Roman Catholic Priesthood

Students considering a commitment to the Roman Catholic priesthood may major in a variety of fields. However, they must complete certain prerequisites in philosophy, theology and classical languages.

In addition to the usual major field and graduation requirements for the University of St. Thomas that provide in large measure the balance needed for the study of theology, St.

John Vianney students will be expected to complete the following academic requirements as part of their pre-ministry preparation. In compliance with the Program of Priestly Formation:

Twenty-four credits of philosophy (see Minor for St. John Vianney students in the Department of Philosophy).

Sixteen credits of theology from the following areas:

Introduction to Old and New

Testaments

Introductory Theology Christian Morality Language Requirements:

Twelve credits in Latin and eight credits in Greek or their equivalent as determined by one's diocese.

Preparation for entering a postgraduate seminary takes place best in a college level seminary. St. John Vianney college seminary, located on the University of St. Thomas campus, provides an integrated program of spiritual and apostolic formation, along with the academic course work available through the college. Interested students should contact the rector at St. John Vianney Seminary.

### Parents-on-Campus Program

Parents of full-time students in the undergraduate day program are eligible to take undergraduate courses on a space-available basis in fall and spring semesters without tuition charge. The following requirements must be met:

The daughter/son is a full-time day student taking at least twelve credits. Parents of New College students are not eligible for this program.

Graduate courses, courses at ACTC schools, courses taught in January term or summer sessions, and courses in the HECUA program are not part of this program.

Parents may audit courses or take them for credit. Parents may be non-degree or degree-seeking students. If the parent chooses to become a degree-seeking student, an application must be made through the Office of Undergraduate Admissions.

Fees will be charged for books, music lessons, laboratory charges, individual studies, and experiential learning.

Further information on the program can be obtained from the Office of the Academic Dean.

## **Academic Support Programs**

### **Academic Counseling**

Academic counselors register all new undergraduate students and counsel students with special registration problems.

Counselors also work with students who are experiencing academic difficulties including test anxiety and other academically related problems.

The staff assists the students with their educational goals, helps students evaluate their achievement, and offers encouragement and support.

The Office of Academic Counseling serves as a resource for faculty advisers and their advisees.

### **Faculty Advisers**

Full-time faculty members serve as advisers to all students. During their freshman and sophomore years at St. Thomas, faculty advisers assist students in their academic orientation and in planning their class schedules each semester.

Major field advisers guide their advisees' progress toward a degree by reviewing grade reports and degree audits, and helping students solve academic problems.

### **Academic Development Program**

The Academic Development Program (ADP) is a team-taught combination of courses designed to help incoming freshmen develop proficiency in reading, writing, library and learning skills necessary for college success.

Students are invited to participate in this program if high school records and entrance exams (such as the ACT) indicate weakness in the areas of reading and writing.

Participants in the program register for 12 credits in fall semester: ENGL 110 Intensive Writing; a companion course covering one of the core curriculum requirements; and one additional course of the student's choice.

ADP students may, dependent upon their scores on various placement examinations, also be required to take courses in reading improvement and study skill development.

### **Academic Preparation Program**

The Academic Preparation Program (APP) is a mandatory two-semester support system. The St. Thomas office of Admissions identifies students for the APP based on their potential, desire, and motivation to complete a baccalaureate degree.

After being contacted by the office of Admissions, students may apply to this program by submitting a letter of application accompanied by two letters of recommendation, at least one which must come from a high school teacher. Applicants are also interviewed by program faculty and administrators.

Upon admission to the APP, students register for twelve credits during the fall

semester: ENGL 110 Intensive Writing; a companion course which fulfills one of the university's core curriculum requirements; and one additional course chosen by the student in consultation with an academic adviser. Program participants are also required to attend a specially designed non-credit reading and study skills seminar and a non-credit mathematics laboratory.

During spring semester, students normally register for ENGL 111 Critical Reading and Writing, and two or three other courses selected in consultation with the student's academic adviser.

At the successful completion of this program, the student will be officially admitted to the university by the dean of the College.

Questions about the Academic Preparation Program should be addressed to the director of admissions or the associate dean for academic advising.

### **Mathematics Resource Center**

The Mathematics Resource Center (MaRC) provides a variety of resources, most at no cost to students of mathematics. These resources include a tutoring staff, placement testing, independent study/review programs, math videos, and general mathematics advising. Also available from the MaRC is a list of private tutors, whose rates are subject to individual negotiations.

Students must satisfy all prerequisites in order to enroll in a math course. Most entry-level math courses require an appropriate Math Placement Code (MPC) derived from an ACT math score or from a UST Math Placement Exam, which may be taken in the MaRC during regular hours. Students whose MPC is NONE can prepare for Math 100 or Math 101 by taking the Basic Math Skills review course (Math 005) during the January term or summer session. The course has a nominal registration fee.

Visit the MaRC Web site at [http://www.stthomas.edu/www/marc\\_http/marc.htm](http://www.stthomas.edu/www/marc_http/marc.htm) for more information and for the link to practice problems for the Math Placement Examination.

### **Reading and Study Skills Center**

The Reading and Study Skills Center (RSSC) provides academic support through tutoring and referral services, individual assistance in study skills improvement, test taking preparation, college reading techniques, college survival skills, and campus seminars and workshops.

The RSSC is located in Room LL14, in the tunnel between the O'Shaughnessy-Frey Library Center and Albertus Magnus Hall.

All services are confidential and free of charge.

### **Enhancement Program – Services for Students with Learning Disabilities**

The University of St. Thomas offers services for students with learning disabilities based on the philosophical premise that qualified students with learning disabilities can succeed academically if given appropriate programming and adequate support. These specialized services offer all accommodations and auxiliary aids or services through the Enhancement Program.

Qualified students with disabilities are responsible for identifying themselves and making all requests for accommodations and aids or services to the staff of the Enhancement Program.

Support services are provided to enrolled students and based on assessed needs. These services also include screening interviews and referral services, accommodation and academic assistance service, interagency coordination and advocacy services.

For more information, students with learning disabilities or those who have question regarding these specialized services, should contact the Enhancement Program office.

### **Specialized Services – Services for Students with Physical Disabilities**

The office of specialized services provides reasonable and appropriate accommodations to qualified students with physical disabilities. To be eligible for these services, documentation from a licensed professional is required. The documentation should state the nature of the disability and the types of accommodations recommended by the licensed professional.

Support services are provided to enrolled students and based on assessed needs. These services include counseling services, identification and referral services, accommodation and academic assistance service, interagency coordination and advocacy services.

Students with physical disabilities should contact the coordinator of specialized services.

Access the Specialized Services Web site at [www.stthomas.edu/www/spserv\\_http/index.html](http://www.stthomas.edu/www/spserv_http/index.html) for further information.

### **Writing Center**

Undergraduate and graduate students at all levels of experience and expertise across the university use the Writing Center. In intensive one-on-one hourly sessions, students typically work on issues such as developing ideas, creating a focus, organizing materials, and clarifying sentences. Most students work on course assignments, but may work on graduate school and job applications.

The Center is staffed by peer writing consultants who are selected through a rigorous application and interview process conducted

each spring semester. The staff does not offer an editing service, but instead provides the much more valuable service of working collaboratively with students to help them best express what they want to say in their writing.

Services are free. Computers are available to work on during a session with most software for IBMs available.

### **Major Field Advisers**

After a student has completed 48 semester credits, the student fills out a major field card and applies to be accepted as a major in his or her chosen field.

When the student has been accepted as a major in a particular department the guidance of her or his program is then transferred from the freshman/sophomore faculty adviser to a departmental major field adviser.

### **Instructional Support Services**

To meet the requirements of faculty and students for use of instructional technology, the university provides materials, equipment and professional support through Instructional Support Services (ISS). From the main office located in Room 14 of O'Shaughnessy Educational Center, ISS provides a variety of support services.

*Classroom Services:* university-owned audio visual equipment including projectors, recorders, cameras and other equipment is available from ISS for use on campus by faculty, staff, and student organizations. Also available are over 2000 instructional films and videotapes from the university's collection, which is located in Room 13 OEC. These can be researched through the printed catalog and the DISCOVER on-line catalog. Students can view programs of their choice in the Learning Center. Materials are also available from area CLIC colleges, and from film/video rental libraries nationwide. When a student organization makes a request, the faculty adviser must authorize use of these resources by phoning or writing ISS. Costs associated with materials acquisition (rental fees or shipping charges) will be billed directly to the student organization.

Requests for equipment by all users should be made at least 24 hours in advance, and the kind of equipment, and the date, time and location of use must be specified. Requests for films and videotapes not owned by the university should be accomplished as early as possible, but not less than 10 working days before the event.

*Graphic and Photographic Services:* ISS can provide services for the production of print materials (signs and posters) for faculty, staff and student organizations. Services rendered for student organizations must be

## Academic Support Programs

authorized directly to ISS by the responsible faculty member or adviser. When ISS provides such services or materials, or students use the hands-on graphics area, a charge for labor and materials is made directly to the student organization or to ACC.

Certain kinds of printed materials can be produced within the department. Students can obtain up to six black-and-white transparencies per class at no charge to them. However, students must pay cash for both color transparencies and color paper copies. For those jobs too extensive for production within ISS, consultation on design and layout is available. A computerized graphic production system is available to produce a limited variety of text and/or graphic slides. Photographic services for publicity of events relating to the larger university community are also available. Requests for photographic services should be made as far in advance as possible.

*Learning Center.* Located in the lower level of the O'Shaughnessy Educational Center, the Learning Center is equipped with more than 100 computer terminals and a wide variety of audio visual display and production equipment. The Learning Center provides an environment where a student can view programs, work on various assignments which require instructional technology or produce their own audio and/or visual materials. During the fall and spring semesters, the Learning Center is open more than 90 hours per week. Support and assistance with all the resources available in the Learning Center are available during most of those hours.

*Audio – Video Production Services:* This division of ISS focuses primarily on the production of audio and video materials and the support of audio and video production classes. In addition to providing production support to faculty, facilities are made available to students to produce and edit their own audio and video materials for course related projects. Scheduling and use of equipment must be requested by the responsible faculty member or adviser. Students should plan as far in advance as possible in the scheduling of facilities, equipment and support personnel. Students usually must have taken appropriate production courses to have access to these areas. Assistance is available in all facets of media production.

## Computing and Communications Services Center

Computing and Communication Services provides computing and telecommunications (telephone) services to students, faculty and staff. All computing facilities are available to students for classroom, tutorial and research applications free of charge. Long distance telephone services and voice mail are available to on-campus students for a nominal fee.

There are more than 300 microcomputers for student use on the St. Paul, Minneapolis, Chaska and Owatonna campuses. These include both IBM personal computers and Apple Macintosh computers. Each microcomputer has word processing, spreadsheet, computer-assisted instruction and database software installed. In addition, there are other software applications installed in selected labs for class related work.

The central computing resources include a Digital Equipment Corporation Alpha cluster accessible from on-campus microcomputers and terminals and from off campus via dial-in modems. On campus students can rent a communications box for their dormitory room allowing direct access to the Alpha systems. In addition to providing software for class-related projects, the Alpha systems have electronic mail capability for on-campus communication as well as for international communication via Internet. A campus-wide information system called DISCOVER is also available on the Alpha. This system provides information on class schedules, events on campus, current enrollment in classes, menus for on-campus dining, and a wealth of information for students and faculty.

### Student Life

Students will find that there are many cultural events to attend, many activities in which they may participate and many organizations that will welcome their active involvement on the St. Thomas campus. Students are invited to participate fully, according to their interests, for a spirited college experience.

### All College Council

The All College Council (ACC) is the student government of the college. All student organizations and clubs fall directly under the Council. STAR (St. Thomas Activities and Recreation) and the ACC operations are financed by an activity fee assessed each full- and part-time student each semester.

Membership in the All College Council consists of five executive officers, two Off-Campus Council representatives, two Residence Hall Association representatives, two representatives from each of the four classes, one International Student representative, one HANA student representative, one New College representative, one Resident Assistant representative, one STAR representative, one St. John Vianney representative, one club presidents' representative, and an adviser, who is the director for Student Leadership and Activities.

The ACC functions in an advisory capacity to administrative and faculty decision making.

### Participation in College and Faculty Committees

Students of the College work cooperatively with the faculty and administration on six committees: the College Life Committee, the Grievance Committee, the Committee on Discipline, the Educational Policy Committee, the Committee on Studies, and the Budget Advisory Committee.

### Student Organizations and Clubs

There are a number of clubs organized on campus for a variety of purposes including social, athletic and academic. All student organizations are governed by the student government (the All College Council). Some of these clubs are organized around the career objectives of their members or according to their major field of interest; others are organized according to common interests. Some professional, service and social fraternities have chapters on campus.

The *Activities Directory*, a handbook describing all the clubs, organizations and other types of involvement on campus, is available to all students at the Center for Student Leadership and Activities. An "Activities Fair" is held at the beginning of each semester to allow interested students to learn more about the clubs.

### Intercollegiate Athletics

The intercollegiate athletic program includes twenty-one varsity sports and several junior varsity programs.

Men's varsity sports are soccer, cross country, football, hockey, basketball, swimming, wrestling, baseball, golf, tennis and track. Junior varsity schedules are played in cross country, football, basketball, tennis, soccer and baseball.

Women's varsity sports are volleyball, hockey, cross country, basketball, swimming, soccer, softball, tennis, golf and track. Junior varsity programs exist in cross country, volleyball, basketball, soccer and tennis.

### Student Publications

The *Aquin* is the student-edited newspaper at St. Thomas. Its primary purpose is to serve as a voice of the St. Thomas community. Opinions, ideas and information are welcomed from students, faculty, administrators and staff. The paper is published every week during the fall and spring semesters.

The *Aquinas* is the university yearbook, and its student editors capture the school year's events in words and pictures. The yearbook is distributed at no cost to all full-time undergraduate students at the end of each year.

Each publication has a faculty adviser, but the university delegates editorial freedom and responsibility to the editors, giving them latitude to carry out editorial responsibilities. The university is the official publisher of all student publications which, in turn, are governed by the Board of Student Media.

The photo staff consists of student photographers who work throughout the year taking pictures for student publications. The staff is supervised by student editors and publication advisers.

All interested students are encouraged to apply for positions on the news and photographic staffs of the publications. Photographers' applications and newspaper and yearbook editors' applications are made to the Department of Journalism and Mass Communication.

The *Summit Avenue Express* is the student literary and visual arts magazine of St. Thomas. Designed and edited by students, the magazine publishes student poetry, fiction, photography, drawings, and other visual art. Work on the magazine begins in early fall, with a submissions deadline in December and a mid-April publication date.

## Student Life

### Musical Organizations

Student musical ensembles appear regularly in concerts on campus, in the Twin Cities area, and tour nationally and internationally.

Instrumentalists and vocalists with diverse interests can choose from a selection of large and small ensembles—bands, orchestra, choirs, jazz ensembles (both vocal and instrumental), ensembles for pianos, guitars, woodwinds, brasses, strings, percussion, and music theater productions. Membership in most of these organizations is by audition. For details consult the *Handbook for Music Students* available from the Department of Music.

### Theater and Film Forum

The combined St. Thomas/St. Catherine Department of Theater presents a number of productions throughout the year. The productions range from the classics to the latest Broadway musicals. All students are eligible to take part regardless of major. Casting is by open audition.

Performances are given at O'Shaughnessy Auditorium and Frey Theater at St. Catherine and in Foley Theater at St. Thomas. Admission to plays is free of charge for students.

The Film Forum is co-sponsored by the Department of Theater and the CSC and UST Centers for Women. Films being screened locally in the Twin Cities are selected monthly for discussion. Special interest films on a variety of topics are screened as well at the Women's Centers. Upcoming films are advertised through posters, bulletins, and e-mail. The Forum is open to everyone.

### Dean of Student Life Office

The Dean of Student Life Office is committed to helping students resolve problems.

By performing the role of ombudsman for students, the Dean of Student Life Office maintains an open-door policy to aid students in dealing with various student issues and problems. These include, but are not limited to, residence life, student health and on-campus activities.

The office oversees the verification of student directory information, produces the *Student Handbook* and Dial-a-Tommie, the campus student directory.

The office also coordinates orientation for all students and mediates violations of the Rules of Conduct as stated in the *Student Handbook*.

### The Student Handbook

The *Student Handbook* is published and distributed to the students at the beginning of each academic year. This handbook, designed as a daily planner, contains general regulations, behavioral expectations, a statement on student rights and responsibilities, a list of campus organizations, a calendar of special events, important dates, and academic deadlines. Students are held accountable for the information contained in the handbook.

### Committees of the University

The College Life Committee, the Grievance Committee, and the Committee on Discipline are committees of the university. As such, they include students, faculty and administrators in their membership. The function and authority of these committees may be found in the *Student Handbook*.

### Campus Ministry

Campus Ministry believes that the depth of our faith powerfully affects the way we live and what we become. Christ affects us by giving our lives meaning and purpose. But faith can be especially challenged in college. It is in response to this challenge that Campus Ministry invites students, faculty and staff to explore their faith more fully through worship, service and personal growth.

In addition to eight full-time professionals, Campus Ministry employs a team of residence hall chaplains, a deacon, a secretary, and 17 student ministers. The staff coordinates the religious life of the campus and offers a variety of programs.

In the area of worship, there are daily and special community masses, penance services, evening prayer, and ecumenical services. Students can participate in worship through the Liturgical Ministers Program, Chapel Singers and the Liturgical Choir.

In the service area, Campus Ministry sponsors the Volunteers in Action program, VISION J-term and spring break volunteer service trips, and the Student Coalition for Social Justice.

To inspire personal growth, Campus Ministry has a number of programs, including Bible study, prayer groups, retreats, pastoral counseling and referral, marriage preparation, crisis intervention, special groups for support (e.g., gay/lesbian group, grief group, vocation inquiry) and special seminars on different aspects of Christian life.

Campus Ministry also offers a yearlong program, the Rite of Christian Initiation for Adults (RCIA) to those who are preparing for baptism, confirmation or initiation into the Catholic Church.

The Campus Ministry Center is located in Murray-Herrick Center.

### Personal Counseling and Testing

Personal Counseling is available to help students deal with a wide variety of concerns from the problems of daily living to problems of a more serious nature. In addition to the professional counselors and psychologists employed by the university, outside referral sources are also available. Personal Counseling also provides groups, workshops, seminars and consulting services on a variety of topics. Walk-in hours are available every day and are listed in the *Bulletin*. Complete confidentiality is maintained in accordance with legal requirements and the professional code of ethics.

### Testing Services

Personal Counseling Office offers a full range of services including personality assessment and career testing.

### Career Services

The staff in Career Services help students to identify viable career options and goals and to explore the impact of those goals on their total personal development and future lifestyle. The Center helps students with the procedures involved in gaining employment or seeking admission to graduate or professional schools. A description of the services available to assist students with their career development follows.

#### Career Resource Center

The Center offers students access to written and video materials to assist them as they explore personal occupational and graduate or professional school interests. The Center also offers literature on employing organizations, a computerized career exploration system, and the St. Thomas Career Information Network (CIN). Career Assistants are available to assist students and to direct them to other resources on and off campus.

#### Internships

Internships are opportunities for students to acquire work experience related to their academic major field or career interests.

Students may intern in a variety of settings in the private and the public sectors. Many choose part-time internships while attending classes.

Participation serves to extend the learning of the classroom, as theory is applied in the work place. Students also acquire an understanding of the professional demands and requirements of a particular career and prepare for the transition from the academic atmosphere to the world of work.

#### Job Search Assistance

Graduating seniors and alumni are assisted with job-seeking skills and the development of strategies for their job search. On-campus interviews with employers are available to seniors. The Career Hotline And Resources Listing Internships and Employment (CHARLIE), allows students 24-hour access to full-time internships and jobs. Students also have access to two state-wide Job Fairs sponsored by Career Services.

#### Career Counseling

Confidential, individual appointments and workshop presentations are used to assist students with skill building and career planning. Students explore their interests, values and abilities to determine possible career options.

## Student Services

### Multicultural Student Services

Multicultural Student Services provides a variety of services for Latino/Chicano/a, African American, Native American and Asian Pacific Islander students functioning as a means of networking and advocacy. Initiatives addressing academic support, mentoring support, student programs and leadership development are designed to complement university services.

HANA, the multicultural student organization comprises four ethnic peer associations that provide peer support, leadership opportunities and service to the campus and Twin Cities communities.

In addition to others available through the university, Multicultural Student Services offers several scholarships for American students of color. Information about these and other funding opportunities can be obtained from Student Financial Services.

### International Student Services

The Office of International Student Services counsels and advises international students and exchange visitors in the area of immigration matters, financial concerns, housing information, and personal problems.

In order to assist the international students in adjusting to the university and local community, the office sends pre-arrival information to newly accepted students and conducts a comprehensive orientation program.

Special programs and activities, designed to promote international understanding and cultural exchange, both on and off campus, are planned and coordinated by the office. Valuable information about the university and the community is provided through a bi-monthly newsletter, the *Orientation Handbook*, and the *Prospectus for International Students and Scholars*. The office also advises an active International Student Association.

The office acts as a liaison between international students and the various administrative and departmental offices of the university, agencies of the federal government and private organizations.

All international students must participate in the mandatory health and accident insurance program at the university. Payment for this coverage is required at the time the student registers. This coverage is effective world-wide and throughout the year.

## Housing

The University of St. Thomas has accommodations for approximately 1,840 students in its residence halls, apartments, and other university-owned housing.

The residence halls (Brady, Cretin, Dowling, Grace, Ireland, John Paul II, Murray) and apartment residence are managed by professional staff and undergraduate resident advisers. St. John Vianney is the college seminary residence hall.

The residence halls have computer rooms, laundry rooms, study lounges and recreation rooms. Some sports equipment, tools, cleaning equipment and games are available for student use.

Upon admission to the College, each student will receive an *Application for On Campus Student Housing*. New students desiring space in the residence halls must complete the application and return it to the Office of Admissions with a \$100 room deposit which is credited to the student's room and board charges during the first semester of residence. These applications are considered on the basis of date received. Students currently living in university housing must complete the *Application for On Campus Student Housing* by the date established by the Office of Residence Life for the coming academic year.

For specific financial information, each student should refer to the *Residence and Food Service Agreement*, and the *Summary of Financial Procedures* for the current year. Both are available from the Office of Residence Life, Koch Commons. With the exception of the Grand Avenue apartment residents, and juniors and seniors in the apartment residence, all students living on campus must purchase one of the available options for a meal contract.

Students who will be residents should bring their own sheets, pillows, blankets, towels and washcloths. They also should bring their own desk accessories. Laundry rooms with automatic washers and dryers are available for student use.

Each student is provided with a bed, dresser, closet space, desks, desk chair, and lounge chair. Rooms in John Paul II and Murray Hall are provided with lamps and tables. John Paul II, Murray, and Grace Halls are also carpeted and have private bathrooms. The apartment residence includes furnished living rooms, bedrooms, full bathrooms and kitchenettes.

Each student room has telephone service at no cost except for long distance charges, and voice mail. An Internet and cable TV connection is available in each room.

Additional information regarding residence hall life is contained in the *Resident Student Handbook*.

### Dining Facilities

All food locations accept Flex or Express dollars and cash.

#### *Main campus*

Murray-Herrick Center houses a number of dining areas designed to meet the needs of various segments of the student population.

The Food Court is on the second floor, along with several areas used for special dining. The Food Court dining area is used for students on the board plan, although anyone may eat in the facilities.

The Grill is located on the main floor. Besides its main function of serving food – breakfast through dinner – the Grill provides a central gathering place for students.

Scooter's, located on the lower level, is a casual cuisine and entertainment center. It has a dance floor, a stage for live entertainment, a large screen TV and a special sound system.

Koch Commons is located between Brady and Dowling Residences. It provides deli and various snack items.

#### *South campus*

Binz Refectory is located on the south campus. Students who have a food service contract may dine in the west dining room. The *Binz Café* is located in the same building for those who wish to select refreshments, grill items and snacks.

#### *Minneapolis campus*

Food for Thought restaurant is located on the second floor of the Minneapolis Campus, offering a variety of food selections and snack items.

### Health Service

A modern health center, located in Brady Hall, handles the medical needs of both resident and day students. The center is equipped to handle most minor illnesses and accidents. A physician holds regular office hours Monday through Friday. Please call for appointment times. Appointments are encouraged, but walk-ins will also be seen. A nurse practitioner staffs the health service from 8 a.m. to 4:30 p.m. and is able to handle concerns of the young adult.

All services of the center, except for prescription drugs and immunizations, are provided free of charge. In cases of a serious illness, students will be transferred to one of the area hospitals where they will be treated at their own expense.

In conjunction with a national insurance company, the university offers a plan of health and medical care insurance to U.S. citizens on an optional basis. Foreign students are required to participate. The policy is designed to be a low-cost health plan for students. Information on these policies is sent

to returning students and incoming freshmen every year.

All students must submit a physical and health record attested to by their primary care physician, if they are going to participate in sports, study abroad, or use the health service as their primary care clinic during their college career.

All students born after 1956 who are enrolled in a Minnesota public or private college or university are required by Minnesota law to be immunized against diphtheria, tetanus, measles, mumps, and rubella. These immunizations must have been done within a certain time frame. Questions about this requirement and exemptions allowed for by the law should be addressed to the Health Service. A *Record of Immunization* form is available from the Office of Admissions or the Health Service.

### Wellness Center

Through educational programs, services, and resources, the Wellness Center seeks to improve UST as a “well” organization, and empower students, staff, and faculty to live healthier lives. Programs have included aerobic classes, stress management, massage, relaxation, diet analysis, walking/running, sexual health, quit smoking, alcohol education, yoga, and healthy relationships. Pamphlets, books, audio and video tapes are available on a variety of topics.

The Wellness Center is located in Koch Commons.

### Public Safety and Parking Services

The Department of Public Safety and Parking Services is located on the first floor of the apartment residence and is open 24 hours a day, 7 days a week for the community's convenience. Public Safety officers are always on duty to answer questions or assist in whatever way possible.

#### Escort Service

The UST escort program provides a welcome and worthwhile service to people who want to be walked to their cars, night classes or locations within a six-block radius of the St. Paul campus, or a one-block radius of the Minneapolis campus.

#### Parking

All parking lots on University of St. Thomas property are open to vehicles with a valid UST parking permit. Faculty, staff, students and visitors must have a permit to park on campus. Guests may park at a meter without a permit as long as the meter is paid.

Permits may be purchased at the Department of Public Safety and Parking Services, or at designated locations throughout campus during the first week of the fall semester.

## Facilities

### Chapels

#### **St. Thomas Aquinas Chapel**

The present Chapel of St. Thomas Aquinas was built in 1917. E.L. Masqueray, who also designed the St. Paul Cathedral and the Basilica of St. Mary, Minneapolis, was the architect. The university's chapel is an excellent example of the classicized mode of design that emanated from the Ecole des Beaux Arts during the early years of the twentieth century.

The luminous stained glass, designed by Chester Leighton of Minneapolis, and the paintings containing sacred and secular details by Joseph Capecchi and Carl Olson, were installed in the 1940s. The chapel was renovated in 1987.

In 1987, a three-manual 56-rank mechanical action pipe organ, designed and built by Gabriel Kney of London, Ontario (Canada), was installed.

#### **St. Mary's Chapel**

St. Mary's Chapel was built for The Saint Paul Seminary in 1901. Designed by Clarence H. Johnston in basilica style, it blends Romanesque and Byzantine architecture. The stained glass and murals were created by Bancel LaFarge in the 1930s.

The chapel was renovated in 1973, and again in 1988, at which time a new sanctuary area was created in the north end of the chapel allowing the apse area to become the environment for the baptismal font and new access to the chapel.

In the spring of 2000 a two-manual, 20-stop mechanical action pipe organ designed by Noack Organ Company of Georgetown, Massachusetts, will be installed.

#### **St. John Vianney Chapel**

The college seminary chapel was redesigned in 1998 by the Reverend Peter Christiansen, the current rector. The theme of the chapel is "The Tree of Life." The chapel, an adjoining Eucharistic chapel, and an adjacent prayer room, replicating a medieval monastic cloister, are open for anyone wishing to use them.

#### **Florance Chapel**

The Florance Chapel is the lower chapel in the St. Thomas Aquinas Chapel. An award-winning design in its renovation, it incorporates modern furnishings in the prairie school style of Frank Lloyd Wright along with some of the oldest sacred sculptural artwork owned by the university.

### University Libraries

The University of St. Thomas libraries contain more than 458,000 book volumes, 2,295 periodical subscriptions and numerous electronic databases.

#### O'Shaughnessy-Frey Library

The O'Shaughnessy-Frey Library Center is the principal library on the main campus, housing (in addition to the general and reference collections) the university Archives and Special Collections Department. The latter contains the Celtic Collection, one of the most outstanding collections of its type in this country, and a notable collection of Hilaire Belloc and G.K. Chesterton.

#### Archbishop Ireland Memorial Library

The Archbishop Ireland Memorial Library, located on the south campus, is the graduate theological library which primarily serves the School of Divinity.

#### Minneapolis Campus

The library at the downtown Minneapolis campus supports students, faculty and staff involved in the courses offered at that location.

Cooperating Libraries in Consortium (CLIC) allows students to obtain books and periodical articles from other CLIC libraries. CLICnet, the computerized public access catalog, serves Augsburg College, Bethel College, Concordia College, Hamline University, Hamline Law School, Macalester College, The College of St. Catherine, and the University of St. Thomas. Interlibrary loans for materials not owned by the university are available within the CLIC institutions.

Another cooperative venture, MINITEX (The Minnesota Interlibrary Telecommunications Exchange) links the university with more than 200 libraries throughout Minnesota, Wisconsin, and North and South Dakota. Periodical holdings for all MINITEX member libraries are listed in the Minnesota Union List of Serials (MULS) and are available at the reference Desk, as well as the necessary request forms.

National interlibrary requests are available and further information about this can be obtained from the ILL Office.

The library staff offers a wide range of services to support coursework and research. Reference librarians provide individual help as well as classroom instruction in the use of library materials. Searches of on-line databases can be arranged by calling the reference librarians. A copy center is located on the Lower Level of the O'Shaughnessy-Frey Library. Group study rooms are available throughout the library, and a limited number of individual study carrels are assigned for a semester at a time. Reserve materials can be found adjacent to the Circulation Desk.

### Computer Labs

The Learning Center, on the lower level of O'Shaughnessy Educational Center, is the central computer lab and media facility at the university. IBM, Macintosh, and Alpha networks are available, plus audio and video playback and editing systems.

Computer labs are available in the Christ Child Building, McNeely Hall, and the Frey Science and Engineering Center. Some departments also have labs for use by their students.

The Department of Mathematics and Center for Applied Math have two computer labs which are open to all students enrolled in mathematics courses.

### The Luann Dummer Center for Women

The Luann Dummer Center for Women was established in 1993 by a special bequest from the estate of Dr. Luann Dummer, longtime member of the Department of English and founding director of the Women's Studies Program at the university.

The center aims to foster the intellectual, spiritual and personal development of women. The center serves as a meeting place for women to share their expertise and experience and provides opportunities for students to interact with women role models. Although the center is dedicated especially to women, it is committed to the service of the entire campus community within the context of its mission.

The center sponsors two grants, and beginning in 1996, one research fellowship. The grants are awarded to undergraduate students at the University of St. Thomas to support participation in programs that will enhance their leadership skills, especially in programs which are directed toward public service. The Luann Dummer Undergraduate Fellowship for research about women offers a stipend to an undergraduate scholar pursuing a line of inquiry in any major field.

### Science Facilities

The Frey Science and Engineering Center, comprising the O'Shaughnessy Science Hall and the Owens Science Hall, houses the classrooms, instructional and research labs, and faculty/staff offices for the departments of biology, chemistry, engineering, geology, mathematics, Center for Applied Mathematics, physics, and quantitative methods and computer science. It also houses special support facilities such as an attached greenhouse and one-third of the university's computer terminals.

## **Facilities**

### **Theater and Auditoriums**

Theatrical productions by campus groups are presented in Foley Theater.

The O'Shaughnessy Educational Center (OEC) auditorium hosts a number of guest lectures, teleconferences and student assemblies.

The Baumgaertner Auditorium in Brady Educational Center (BEC) is used for musical performances and community events.

The 3M Auditorium, located in the Frey Science and Engineering Center, is technologically advanced and hosts a number of course lectures, teleconferences and community events.

The Thornton Auditorium, located at the Minneapolis campus, serves as the site for a number of lectures and presentations.

### **Athletic Facilities**

The athletic facilities at the university provide for student participation in a variety of varsity, intramural and recreational sports.

The 30,000-square-foot Coughlan Field House contains a running track, five volleyball courts, one collegiate-size and four intramural-size basketball courts, four tennis courts and six racquetball courts.

The adjacent Schoenecker Arena accommodates varsity basketball and volleyball and various recreational sports.

Weight-training facilities are housed in O'Shaughnessy Hall, in addition to a pool, squash courts, wrestling facility, two more racquetball courts, a multi-purpose gymnasium and a fully-equipped training room.

Outdoor facilities include a 5,000-seat stadium for football, soccer, and track. The track is an eight-lane poured polyurethane facility completed in 1987.

A 200-seat baseball diamond is located on the north field as well as other facilities for touch football, softball, and intramural soccer.

Additional recreational facilities are located on the south campus. McCarthy Gymnasium has a gymnasium, pool, and four racquetball courts. Six tennis courts, soccer and softball fields provide additional outdoor facilities.

A telephone hotline is provided to keep students informed of the availability of recreational facilities on a day-to-day basis.

### **University Bookstores**

The St. Paul campus Bookstore is located in Murray-Herrick Campus Center. The store sells new and used textbooks, tradebooks, school and office supplies, computers and computer supplies, insignia clothing and gifts, candy, jewelry, tapes and CDs, cards, gifts and magazines.

The Minneapolis campus Bookstore sells textbooks for classes taught at that facility. It also carries many of the same items mentioned above.

### Departments and Curricula

#### Course Offerings

The courses listed in this section of the catalog are arranged by subject area in alphabetical order. Each listing includes a brief description of the course, and an indication of any prerequisites. Numbers which appear in parentheses next to a specific course title refer to courses whose content overlaps with the course next to which they are placed. Students may not receive credit for both of the courses in such cases.

#### Course Unit

The basic unit of instruction is a four-credit course. The ordinary academic load for a student during one semester is sixteen credits. Courses that carry more or fewer credits than four are noted in the listing.

#### Generic Courses

Some courses are offered under the same numbers in all or most academic departments. Since the particular subject matter changes, these course numbers may be taken more than once in a given department. Departments may choose to place limitations on these courses, or may have additional requirements. Additional information will be found in the departmental listings. These courses include Topics, Experiential Learning, Seminars, Research, and Individual Study.

#### Topics Courses

The subject matter of the course, announced in the annual *Class Schedule*, will vary from year to year, but will not duplicate existing courses.

**295 Topics 2 credits**

This number is assigned if the course also fulfills a requirement in the core curriculum.

**296 Topics 2 credits**

This number is assigned for courses within the department which do not fulfill a requirement in the core curriculum.

**297 Topics 4 credits**

This number is assigned if the course also fulfills a requirement in the core curriculum.

**298 Topics 4 credits**

This number is assigned for courses within the department which do not fulfill a requirement in the core curriculum.

**487 Topics 2 credits**

This number is assigned if the course also fulfills a requirement in the core curriculum.

**488 Topics 2 credits**

This number is assigned for courses within the department which do not fulfill a requirement in the core curriculum.

**489 Topics 4 credits**

This number is assigned if the course also fulfills a requirement in the core curriculum.

**490 Topics 4 credits**

This number is assigned for courses within the department which do not fulfill a requirement in the core curriculum.

#### Experiential Learning

The College will grant credit for experience to a registered student if the student's proposal for the work (to include the method of evaluation of the learning that occurs) receives prior approval of the department involved, and the student successfully completes the experience agreed upon. The most common type of experiential learning is an internship.

Credit granted in this way is graded on an S/R basis. A maximum of eight credits of Experiential Learning may be counted toward the 132 credits required for graduation. The regular tuition for the number of credits will be charged.

Prior to the occurrence of the experience for which credit is being sought, a student makes a formal request for four credits or two credits. This request includes:

- a detailed description of the experience for which credit is sought and a statement of its academic significance and validity in the student's program;
- an indication of any supplementary academic requirements to be fulfilled: papers, reports, etc.;
- the name of the person at the University of St. Thomas who will approve the proposal, maintain periodic contact with the off-campus supervisor and student and corroborate the evaluation of the experience;
- an outline of the evaluation procedures to be used.

## Departments and Curricula

Students requesting credit for Experiential Learning usually will have attained junior or senior status. The request must be approved by the chair of the department in which credit will be awarded. The minimum number of hours of on-site work (usually 100 hours for two credits; 200 hours for four credits), meetings with St. Thomas faculty, meetings with the on-site supervisor, and evaluation of the project will be determined by the department.

Forms for requesting credit for Experiential Learning are available from the chair of the department involved. These must be completed, obtaining signatures from the faculty member, the chair of the department, and the dean. The form is then presented to the registrar at the time of registration.

When, in the view of the department, supervision and evaluation of the experience are provided chiefly by a person at the University of St. Thomas, the student should seek credit by means of Individual Study.

### **475 Experiential Learning 2 credits**

This number is assigned if the course also fulfills a requirement in the core curriculum.

### **476 Experiential Learning 2 credits**

This number is assigned for courses within the department which do not fulfill a requirement in the core curriculum.

### **477 Experiential Learning 4 credits**

This number is assigned if the course also fulfills a requirement in the core curriculum.

### **478 Experiential Learning 4 credits**

This number is assigned for courses within the department which do not fulfill a requirement in the core curriculum.

### **Seminars**

Seminars are offered in a number of departments. With the exception of Honors Seminars in the Aquinas Scholars program, regular tuition is charged.

### **483 Seminar 2 credits**

This number is assigned if the course also fulfills a requirement in the core curriculum.

### **484 Seminar 2 credits**

This number is assigned for courses within the department which do not fulfill a requirement in the core curriculum.

### **485 Seminar 4 credits**

This number is assigned if the course also fulfills a requirement in the core curriculum.

### **486 Seminar 4 credits**

This number is assigned for courses within the department which do not fulfill a requirement in the core curriculum.

### **Research**

Some departments offer the opportunity to do research in the discipline. Research involving human subjects may not begin prior to review and approval by the Institutional Review Board (IRB) for the Protection of Human Research Subjects. Student researchers are advised to consult with a faculty adviser and secure the needed forms and other information from the IRB Web site (<http://www.stthomas.edu/irb>) early in the research planning process.

Grading is on an S/R basis.

### **491 Research 2 credits**

This number is assigned if the course also fulfills a requirement in the core curriculum.

### **492 Research 2 credits**

This number is assigned for courses within the department which do not fulfill a requirement in the core curriculum.

### **493 Research 4 credits**

This number is assigned if the course also fulfills a requirement in the core curriculum.

### **494 Research 4 credits**

This number is assigned for courses within the department which do not fulfill a requirement in the core curriculum.

### **Individual Study**

Individual Study refers to a type of learning contract in which a registered student and/or professor have the responsibility for defining, organizing and evaluating a special project of limited scope (limited in content and in the time designated for its completion). Individual Study provides an opportunity for students (usually at junior or senior status) to receive one-to-one instruction and guidance,

## Actuarial Science

while pursuing a subject of special interest. It also allows instructors to share their continuing personal study and to foster the abilities manifested by their students. This work is completed independently under the instructor's personal direction.

Students interested in pursuing Individual Study should discuss their plans with the appropriate faculty member. When the project has been determined, the faculty member will provide the Individual Study contract forms. These must be completed prior to registration. The Individual Study contract must be approved by the supervising faculty member, the chair of the department, and the dean of the College.

The grading for Individual Study may be standard (A,B,C, etc.) or Pass/Fail (S/R). This selection and a statement of explanation justifying the choice must be indicated on the Individual Study contract when it is presented to the registrar. (If the course is in the major field, grading must be on the standard system.)

Individual Study may be pursued for either two or four credits. Determination of the amount of credit awarded is at the discretion of the department, but should reflect an academic rigor commensurate with a regularly-offered course for the same amount of credit.

Regular tuition is charged.

**495 Individual Study 2 credits**

This number is assigned if the course also fulfills a requirement in the core curriculum.

**496 Individual Study 2 credits**

This number is assigned for courses within the department which do not fulfill a requirement in the core curriculum.

**497 Individual Study 4 credits**

This number is assigned if the course also fulfills a requirement in the core curriculum.

**498 Individual Study 4 credits**

This number is assigned for courses within the department which do not fulfill a requirement in the core curriculum.

## Accounting

*See Division of Business.*

## Actuarial Science (ACSC)

Youn (MATH), director, Herman (MATH)

The Bachelor of Science in Actuarial Science is an interdisciplinary degree program offered through the Department of Mathematics. (See also the Department of Mathematics in this catalog.)

Actuarial science education equips students with strong mathematical problem-solving skills that can be applied to business careers. The major requirements consist of courses in mathematics, actuarial science, computer science, business, economics and a course in communication. Coupled with a firm foundation in the liberal arts, this major provides a sound grounding in analytical problem-solving and communication skills.

This program prepares students for a variety of careers with insurance companies, consulting firms, financial institutions, industrial corporations or government agencies. It also provides a good preparation for non-actuarial careers in banking, finance or insurance. In addition, the statistical background developed by an actuarial student is valuable in a variety of other fields.

To be certified as a Fellow or an Associate by either the Society of Actuaries or the Casualty Actuarial Society, one must pass a series of rigorous examinations. The earlier examinations are focused on mathematics and statistics and can be taken while a student. The later examinations cover aspects of business, economics, and regulatory climate.

A careful selection of courses from a variety of departments helps a student to prepare for many excellent professional opportunities in this field. Students should see the director of the Actuarial Program for advice in selecting courses for a particular purpose.

Within the Department of Mathematics, the Center for Applied Mathematics provides opportunities for actuarial science students to work on significant mathematical problems of current interest to business, industry, and government.

### Major in Actuarial Science (B.S.)

ACCT	211	Financial Accounting
ACSC	264	Theory of Interest
ACSC	351	Foundations of Actuarial Mathematics
ACSC	352	Actuarial Contingencies
BUS	200	Business Ethics (2 credits)
ECON	252	Principles of Microeconomics