

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

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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

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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

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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*

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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

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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.