

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.

Phone: 800-328-6819, ext. 2-6150

e-mail: admissions@stthomas.edu

Website: 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. Counselors 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. Or the application may be completed on the Web: www.stthomas.edu
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 confirming deposit to reserve a place in the class. This confirming 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 May 1.
5. Each confirmed student is required to provide a final high school transcript after graduation.
6. Each confirmed student 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 exemptions allowed for by the law should be addressed to the Health Service. A record of immu-

nization 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 addition to their 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 – A score of 3 or higher = ARTH 199 (may fulfill Fine Arts requirement; evaluation on individual course basis)

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

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

Computer Science – A score of 3 or higher in Computer Science A or B = QMCS 199; A score of 3 or higher in Statistics = QMCS 220 (fulfills third Math/Science requirement)

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

English – A score of 3 or higher in English Language/Composition = ENGL 100 (does not fulfill the Literature and Writing requirement); A score of 3 or higher in English Literature/Composition = ENGL 104 (partially fulfills the Literature and Writing requirement);

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(if both tests are taken, English Language/Composition = GNST 199); GNST 199 does not fulfill the Literature and Writing requirement

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

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

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

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

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

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

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

Physics – Physics B: A score of 3 = PHYS 101 (satisfies Natural Science Requirement);
A score of 4 or 5 = PHYS 109-110 (satisfies Natural Science Requirement);
Physics C1—Mechanics: score of 3 = PHYS 101 (satisfies Natural Science Requirement);
A score of 4 or 5 = PHYS 111 (satisfies Natural Science Requirement);
Physics C2—Electricity and Magnetism: A score of 3 or 4 = PHYS 199 (satisfies Natural Science Requirement);
A score of 5 = PHYS 112 (satisfies Natural Science Requirement)

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

Quantitative Methods – see Computer Science above

Spanish – A score of 3 = SPAN 211 (fulfills Language and Culture requirement);
A score of 4 = SPAN 212
A 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 – A 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 – A score of 4 or higher usually equals one course, but students should consult with the department chair to determine exact course credit and placement.

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

History – A 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 – A 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. A score of 5 or higher gives credit for Math 113. Students are encouraged to take the departmental examination to receive credit for MATH 114.

Physics – A 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 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 home schools to participate in the same program.

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.

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 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.

Arrangements may be made to take the General or Subject CLEP Examinations. Website: www.stthomas.edu/pc/testing Testing registration line at 651-962-6791.

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 administering the examination.

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 may 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 considered 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 205 Introduction to Accounting

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- BLAW 301 Legal Environment of Business
FINC 321 Financial 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 Clinic I
ENGR 481 Engineering Design Clinic II
Each case will be considered individually by the department chair.
- English** – under extraordinary circumstances, 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 300 Theory and Practice of Writing
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 410 Advanced Reporting
JOUR 450 Advanced Public Relations
JOUR 480 Media Ethics
- Mathematics** – a departmental examination is available for MATH 113 Calculus I with the following qualifications:
A score of 0 - 59 = no credit;
A score of 60 -79 = no credit but MATH 113 will be waived as a prerequisite;
A 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.
- Psychology** – in special circumstances, and with approval of the department, credit by examina-

tion 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 for the paper/pencil test or 213 for the computer-based test. 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 bi-national 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 *International Student Scholarship Application* 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.

Web: <http://department.stthomas.edu/international>
e-mail: intlprog@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.

Specific questions should be addressed to the university 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 University Registrar. As they are not seeking a degree, they are not obliged to present their previous academic work for evaluation. Registration is on a space available basis with priority given to degree-seeking students.

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

A maximum of 24 credits taken at St. Thomas on non-degree status may be applied to a

degree program. A non-degree student who wishes to change status and pursue a degree program must make a formal application for admission through the Office of Admissions.

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

Readmission Policies

A student who was formerly enrolled in the university, but is not currently attending, must request reinstatement by calling or writing to the Office of the University Registrar at St. Thomas. The student will be reinstated if the university 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 university 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.