



# University of St. Thomas

**2115 SUMMIT AVENUE  
ST. PAUL, MINNESOTA 55105**

## Catalog of the College

**2000-2002**

**Telephone:**

651-962-5000 or 800-328-6819

**Website:**

<http://www.stthomas.edu>

**Notice:**

This catalog is accurate to the best of our knowledge and ability at the time of publication, but is subject to change.

Additions and changes to the catalog are available on the Web.

With the exception of changes explicitly affecting students entering under this catalog, the printed version remains the “official” catalog.

It is the student’s responsibility to know and meet graduation requirements and academic policy.

**Affirmative Action Statement:**

The University of St. Thomas does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status, or status with regard to public assistance in the employment of faculty or staff, the admission or treatment of students, or in the operation of its educational programs and activities.

As permitted by applicable statutes and regulations, the university reserves the right to consider gender as one factor in its undergraduate admissions policy in order to effect a desired balance in the proportionate representation of sexes in the student body.

## Calendars

### Fall Semester 2000

September 6	Classes begin
September 19	Last day to register or add a class
September 19	Last day to drop a class without notation on record
October 11	Last day to designate grading option (S-D-R)
October 27	Fall semester break
October 30	2nd half-semester classes begin
October 30	Mid-term grades due
Nov. 13 - Dec. 1	January term and spring semester registration
November 15	Last day to withdraw from a class without a grade of "F"
November 23-24	Thanksgiving recess
November 27	Classes resume
December 1	Incompletes due from spring semester and summer sessions
December 1	1st half-semester grades due
December 15	Last day of classes
December 18	Study Day
December 19 - 22	Final examinations
December 22	Winter commencement
December 28	Final grades due

### January Term 2001

January 2	Classes begin
January 8	Last day to register or add a class
January 8	Last day to drop a class without notation on record
January 11	Last day to designate grading option (S-D-R)
January 15	Martin Luther King Holiday
January 17	Last day to withdraw from a class without a grade of "F"
January 25	Last day of classes/examinations
February 2	January term grades due

### Spring Semester 2001

January 29	Classes begin
February 9	Last day to register or add a class
February 9	Last day to drop a class without notation on record
March 5	Last day to designate grading option (S-D-R)
March 19 - 23	Spring semester break
March 26	Classes resume
March 26	2nd half-semester classes begin
March 26	Mid-term grades due
April 9	Last day to withdraw from a class without a grade of "F"
April 13 - 16	Easter break
April 17	Classes resume
April 23 - May 4	Early registration for summer sessions and fall semester
May 1	Incompletes due from fall semester and January term
May 1	1st half-semester grades due
May 11	Last day of classes
May 14	Study Day
May 15 - 18	Final examinations
May 18	Commencement Mass
May 19	Spring commencement
May 25	Final grades due

### Summer Sessions 2001

May 23 - July 5	First summer session
May 23 - July 19	Extended session
May 23 - August 16	Double session
May 26 - August 25	Weekend session
July 9 - August 16	Second summer session

**Fall Semester 2001**

September 5	Classes begin
September 18	Last day to register or add a class
September 18	Last day to drop a class without notation on record
October 10	Last day to designate grading option (S-D-R)
October 26	Fall semester break
October 29	2nd half-semester classes begin
October 29	Mid-term grades due
November 12 - 30	January term and spring semester registration
November 14	Last day to withdraw from a class without a grade of "F"
November 22 - 23	Thanksgiving recess
November 26	Classes resume
December 3	Incompletes due from spring semester and summer sessions
December 3	1st half-semester grades due
December 14	Last day of classes
December 17	Study Day
December 18 - 21	Final examinations
December 21	Winter commencement
December 28	Final grades due

**January Term 2002**

January 2	Classes begin
January 8	Last day to register or add a class
January 8	Last day to drop a class without notation on record
January 10	Last day to designate grading option (S-D-R)
January 17	Last day to withdraw from a class without a grade of "F"
January 21	Martin Luther King Holiday
January 25	Last day of classes/examinations
February 1	January term grades due

**Spring Semester 2002**

January 29	Classes begin
February 11	Last day to register or add a class
February 11	Last day to drop a class without notation on record
March 4	Last day to designate grading option (S-D-R)
March 18	2nd half-semester classes begin
March 18	Mid-term grades due
March 25 - April 1	Spring semester/Easter break
April 2	Classes resume
April 8	Last day to withdraw from a class without a grade of "F"
April 22 - May 3	Early registration for summer sessions and fall semester
May 1	Incompletes due from fall semester and January term
May 1	1st half-semester grades due
May 10	Last day of classes
May 13	Study Day
May 14 - 17	Final examinations
May 17	Commencement Mass
May 18	Spring commencement
May 24	Final grades due

**Summer Sessions 2002**

May 22 - July 3	First summer session
May 22 - July 18	Extended session
May 22 - August 15	Double session
May 25 - August 24	Weekend session
July 8 - August 15	Second summer session

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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 university and broader community throughout 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;
- 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.

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 in teaching, and the development of computer literacy for all students;
- 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 preparatory, classical or theological departments. In 1894 the theological department moved to an adjacent campus where it became The Saint Paul Seminary. The preparatory and classical departments, 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 preparatory department 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, 54 percent of the undergraduates and more than 51 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 almost 11,000 today. The undergraduate College currently enrolls approximately 5,400 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 non-credit programs.

Graduate programs in Education 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

## General Information

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 began a permanent campus in downtown Minneapolis, which is now the home of the Graduate School of Business, the Graduate Department of Professional Psychology, the School of Education, and the proposed Law School.

The university 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.

The University of St. Thomas Rome Campus is a residential estate on the banks of the Tiber River purchased in 1999. It is home to the university's Center for Catholic Studies Rome Program. It is also available for conferences, study tours and housing for faculty, students, and visitors to Rome.

## 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.S.E., M.S., M.S.S., M.S.D.D., M.S.W., and Psy.D. degrees.

Enrollment figures for fall semester 1999 (including 26 students enrolled at branch campuses in foreign countries) were: the undergraduate College 4,915; School of Continuing Studies 484; School of Divinity 131; School of Education (graduate) 1,053; School of Social Work (graduate) 189; Graduate School of Business 3,022; Graduate School of Applied Sciences and Engineering, 872; Graduate School of Arts and Science, 112; Graduate Department of Professional Psychology 177. There were 348 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.

The Academic Assessment Coordinating Committee (AACC), which oversees the student outcomes assessment programs of the university, consists of six elected faculty and the director of Institutional Research. The committee is co-chaired by the associate vice president for academic affairs and the associate academic dean.

Currently, all curricula for major concentrations and the undergraduate core curriculum are routinely assessed. Thus, students are asked from time to time to participate in testing, surveys, interviews, or other methods of collecting data for assessment purposes.

### 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);

## Admission Information

(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](http://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

## Admission Information

- 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](mailto: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.

## Student Financial Services

### 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 Federal Pell Grants and the Minnesota State Grant. 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 student and his/her parent(s). 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 university and whose academic records indicate that they will succeed at St. Thomas.

### Applications

To be considered for aid, an applicant must complete the application for admission to the university, pay application fees, and be accepted.

A student wishing to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA collects information about the student and his/her family, considers that data in light of the federal financial aid formula and determines financial need.

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 a student is for one year only, unless specified otherwise. Students must reapply for financial aid 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 the student is taking less than a full-time load. A student 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. A student is eligible to receive financial aid for a maximum of 176 *attempted* credits.
2. A student must successfully complete 75 percent of all attempted credits.
3. A student must maintain a cumulative GPA of 2.00 after his/her 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

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 receive academic, merit-based scholarships.

All incoming freshmen accepted for admission will be considered for academic scholarships. The awards are competitive based on the applicant pool.

Graduating high school students who are U.S. citizens or permanent residents who are accepted for admission as regular, degree-seeking students may be eligible for such awards. St. Thomas academic scholarships may be received for a maximum of four consecutive years or until graduation (or 132 credits, whichever comes first) provided the student maintains full-time attendance and meets the necessary renewal criteria.

#### *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 (the student with the highest need) from each public high school, and one scholarship is awarded to one applicant from all Minneapolis 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 Community College Students*

This is a competitive scholarship that is awarded to the top students transferring from 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, Chamber Singers and Women's Choir.

***Science, Mathematics and Engineering Scholarships***

The University of St. Thomas Division of Natural 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 or until graduation (or 132 credits, whichever comes first). Renewal criteria include maintaining a 3.50 GPA in a major in the division.

High school seniors wishing to be considered for a science, mathematics and engineering scholarship must complete the science scholarship application by the established deadline. Selected applicants are tested at St. Thomas (usually in January of their senior year). Based on the application and the test evaluations, finalists are selected and asked to return to campus for personal interviews.

Recipients of the full-tuition science, mathematics and engineering scholarships have reduced eligibility for other St. Thomas scholarships. Please consult Admissions or Student Financial Services for details.

***University of St. Thomas Scholarships for National Merit Finalists***

Scholarships are awarded to students selected as National Merit finalists who declare St. Thomas as their first-choice institution with the National Merit Scholarship Corporation, and who qualify for a college-sponsored award. Students are selected to compete in the National Merit Scholarship competition by the National Merit Scholarship Corporation based on their PSAT scores. National Merit awards range from \$1000 to \$2000. For more information regarding scholarship amounts, please contact the Office of Student Financial Services or the Office of Admissions.

***Minority Encouragement Program Scholarship***

The St. Thomas Minority Encouragement Program scholarship is available to eligible students from the St. Paul Public School Minority Encouragement Program (MEP). The scholarship amount is \$2,500 per year and may be received for four consecutive years or until graduation (or 132 credits, whichever comes first). Graduating high school seniors who are MEP participants should contact the Office of Admissions for details on how to apply for the scholarship.

***Air Force ROTC Scholarships***

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, 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).

Additional scholarships for college freshmen, sophomores and juniors are available for qualified students who enroll in AFROTC. Applications must be received no later than February 1 for scholarships to be activated the following fall semester.

High school juniors and seniors may 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 December 1 of the year preceding college entrance.

St. Thomas offers its students who are recipients of Air Force ROTC Scholarships up to full subsidy (room and board and remaining tuition) on almost every Air Force ROTC Scholarship awarded.

Contact the Department of Aerospace Studies for details on scholarship opportunities and the St. Thomas subsidy at 651-962-6329 or 800-328-6819, ext. 2-6329.

***Army ROTC Scholarships***

St. Thomas has an Army ROTC Scholarship program.

For recipients of a four-year scholarship, St. Thomas pays remaining tuition, and room and board for four years.

For recipients of a three-year advance designee scholarship, St. Thomas pays all tuition and fees (first year only); St. Thomas pays remaining tuition, fees, room and board (last three years)

For incoming sophomore recipients of a three-year scholarship, St. Thomas pays remaining tuition, fees, room and board (three years)

For incoming junior recipients of a two-year scholarship, St. Thomas pays remaining tuition, fees, room and board (two years)

For more information, contact Army ROTC 101 Armory, c/o University of Minnesota, 15 Church St. SE, Minneapolis, MN 55455; or call 612-626-1584; or call collect 612-624-7300.

***Navy/Marine Corps ROTC Scholarships***

Students who are awarded a full-tuition ROTC scholarship through the Navy/Marine Corps are eligible to receive a full room and board scholarship from St. Thomas.

For more information, contact Navy/Marine Corps ROTC, c/o University of Minnesota, 15 Church St, SE, Minneapolis, MN 55455; or call 612-625-1030; or call collect 612-624-7300.

**Grants**

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

**Federal Pell Grant**

The Pell Grant is a need-based federal program that currently offers up to \$3,300 per year to meet educational expenses. To apply, a student must complete the Free Application for Federal Student Aid (FAFSA).

## Student Financial Services

### Minnesota State Grant

Currently, Minnesota residents may be eligible for up to \$7,500 per year through this need-based grant program.

### Federal Supplemental Education Opportunity Grant

Federal SEO Grants are awarded to students who demonstrate exceptional need. Eligibility for a SEOG is determined annually by completing the FAFSA form and by the UST Office of Student Financial Services. Grants range from \$200 to \$4000 each year and are awarded at the discretion of the UST Office of Student Financial Services.

## 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 8.25 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 will be capitalized when the loan enters repayment.

### 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 course of study, and be, in the opinion of the university, capable of maintaining good standing in their chosen course of study.

Repayment of principal and interest begins nine months after graduation or when the borrower ceases to be enrolled 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.

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. Most students can receive some type of student employment award.

Job openings are posted on the Human Resources Website: [www.hr.stthomas.edu](http://www.hr.stthomas.edu) and 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.

**Financial Aid Policy Regarding Withdrawal**

If a student withdraws from a course or from the university during a semester, January or summer term, there may be implications for awards of financial aid. The policy may differ, depending upon the source of the aid, whether it be federal, state, or institutional funds. Information is available from the Office of Student Financial Services.

**Return of Title IV (Federal) Aid**

If a student withdraws from the University of St. Thomas during a semester, January or summer term, a calculation of “earned” versus “unearned” federal aid must be determined. The new policy (effective September 1, 2000) assumes that the student earns aid based on the amount of time in the term that has elapsed. If the student is a recipient of federal financial aid, that aid will be reduced as a result of the student’s withdrawal.

There are three steps that the University of St. Thomas must complete to comply with the new federal policy:

1. determine the withdrawal date;
2. determine the amount of earned federal aid; and
3. return unearned federal funds to the appropriate program(s).

A student must officially withdraw through the Office of the University Registrar. The withdrawal date is the date the withdrawal process began with that office. If the student fails to officially withdraw, the withdrawal date will become the midpoint of the term, unless the university can document a later date.

If a student withdraws before completing 60% of the term, he/she “earns” federal funds in direct proportion to the length of time enrolled. The percentage of earned aid is determined by dividing the total number of calendar days enrolled by the total number of calendar days in the term.

If a student completes 60% of the term, all

financial aid for that term is earned.

The responsibility to repay unearned aid is shared by the institution and the student. The institution’s share is the lesser of unearned aid or unearned institutional charges. The institution’s share must be applied to the federal aid programs in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Perkins Loan
4. PLUS Loan
5. Pell Grant
6. Supplemental Educational Opportunity Grant (SEOG)
7. Other Title IV (federal) Assistance

A student required to repay a portion of the loan through the student’s share calculation will not be expected to return those funds immediately, but rather when repayment begins according to the terms and conditions of the promissory note. If the student’s share includes grant funds, federal rules allow the grant to be reduced by 50%. The remaining grant must be immediately paid in full to the University of St. Thomas. However, if this causes an undue hardship, a satisfactory payment arrangement can be made with St. Thomas or the U.S. Department of Education to repay the grant.

**Institutional and State Refund Policy**

The Return of Title IV Aid calculation, as cited above, only takes into consideration federal funds. It does not take into consideration institutional, state, or outside funding sources that may be included in a student’s financial aid package. Other sources of aid may be affected if a student withdraws from the University of St. Thomas.

The University of St. Thomas offers tuition refunds if a student withdraws from the university according to the following schedule for fall and spring semesters:

Through the 10th day of classes	100%
The 11th through the 15th day	80%
The 16th through the 20th day	60%
The 21st through the 25th day	40%
The 26th through the 30th day	20%

If a student withdraws during a period of time that allows for a tuition refund, a portion or all, of the institutional, state, and/or outside funding may need to be reduced or cancelled. If a student receives a 100% tuition refund on all courses for a particular term, all institutional, state, and outside funding must be returned to the appropriate aid program(s). If the tuition refund was not used to fully repay the Return of Title IV Aid, then a proportional share of the remaining tuition refund must be returned to the appropriate aid program(s).

## Academic Information

### 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.

If desired, a student 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. Curricula involving other institutions in the ACTC are indicated by [ACTC]. Unless otherwise noted, the degree is a Bachelor of Arts (B.A.).

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 student must be accepted into the major by the appropriate department chair at the school where the major is offered and the proposed program of study must be submitted to the Committee on Studies at St. Thomas for its approval.

An individualized major may also be proposed to the Committee on Studies for acceptance. Guidelines for such a proposal are available from the Office of the Academic Dean.

Actuarial Science (B.S.)  
Art History  
Biochemistry (B.S.)  
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 –  
    International Business  
Business Administration –  
    Legal Studies in Business  
Business Administration –  
    Leadership and Management  
Business Administration –  
    Marketing Management  
Business Administration –  
    Operations Management  
Business Administration –  
    Real Estate Studies (B.S.)  
Catholic Studies  
Chemistry  
Chemistry (B.S.)  
Classical Civilization  
Classical Languages  
Communication  
Community Health Education  
Criminal Justice  
East Asian Studies [ACTC]  
Economics  
Economics (B.S.)  
Elementary Education  
English  
English – Writing  
Environmental Studies  
French  
Geography  
Geology  
German  
Health Education  
History  
International Business – French Intensive  
International Business – German Intensive  
International Business – Spanish Intensive  
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  
Literary Studies  
Mathematics  
Mechanical Engineering (B.S.M.E.)  
Music  
Music/Business

Music Education  
 Philosophy  
 Physical Education  
 Physical Education Health Promotion (B.S.)  
 Physical Education Health Promotion –  
 Science Emphasis (B.S.)  
 Physics  
 Physics (B.S.)  
 Political Science  
 Psychology  
 Psychology – Behavioral Neuroscience  
 Quantitative Methods and Computer Science  
 Russian  
 Russian, Central & East European Studies  
 [ACTC]  
 Social Sciences  
 Social Work  
 Sociology  
 Spanish  
 Theater  
 Theology  
 Women's Studies [ACTC]

**Co-Majors**

The following sets of majors constitute a double major when taken together. They cannot be “stand-alone” majors.

Science and Mathematics for Elementary Education  
 (taken in conjunction with Elementary  
 Education)  
 Secondary Education and Communication Arts and  
 Literature  
 Secondary Education and Science – Chemistry  
 Secondary Education and Science – Earth Science  
 Secondary Education and Science – Life Science  
 Secondary Education and Science – Physics  
 Secondary Education and Social Studies  
 Secondary Education (taken in conjunction with a  
 major from the above list)

**Minors**

Students may choose to complete a minor in addition to a major. A student may declare more than one minor.

A student may propose an individualized minor to meet a specific need or interest, subject to the approval of the Committee on Studies. Guidelines for such a proposal are available from the Office of the Academic Dean.

The following is a list of minor concentrations or programs of study. Details are provided in the “Departments and Curricula” section in this catalog. Curricula involving other institutions in the ACTC are indicated by [ACTC].

Aerospace Studies  
 American Cultural Studies  
 Art History  
 Biology  
 Business Administration  
 Catholic Studies

Chemistry  
 Classical Languages  
 Communication  
 Criminal Justice (Sociology)  
 East Asian Studies [ACTC]  
 Economics  
 Electronic Music Production  
 Engineering  
 English  
 English – Writing  
 Environmental Studies  
 Family Studies  
 Film  
 French  
 Geography  
 Geology  
 German  
 Greek  
 History  
 Japanese  
 Jazz 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  
 Journalism & Mass Communication –  
 Visual Communication  
 Justice & Peace Studies  
 Latin  
 Legal Studies  
 Mathematics  
 Music  
 Philosophy  
 Physics  
 Political Science  
 Psychology  
 Quantitative Methods and Computer  
 Science – Business  
 Quantitative Methods and Computer  
 Science – Mathematics  
 Quantitative Methods and Computer  
 Science – Science  
 Renaissance Program  
 Russian  
 Social Welfare  
 Sociology  
 Spanish  
 Theater History/Theory-Criticism  
 Theater Performance  
 Theology  
 Urban Studies  
 Women's Studies [ACTC]

## Academic Information

### 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 101 Albertus Magnus Hall.

### Special Curricula

The College offers several programs that a student may pursue in addition to a major concentration. These include:

- Higher Education Consortium for Urban Affairs (HECUA)
- Pre-Health Professions
- Pre-Law
- Study Abroad Programs
- Superior Studies at Wolf Ridge
- Washington Semester

### 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.

Full-time, degree-seeking 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 student must be accepted into the major or minor by the appropriate department chair at the school where the program is offered. The proposed program must be approved by the Committee on Studies at St. Thomas.

### 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.

### 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 a given session, with a maximum of sixteen credits for the summer.

### 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 and 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 in the core curriculum and in 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.

Senior residency requires that a graduate have completed thirty-two of the final thirty-six credits at St. Thomas, at one of the other four ACTC colleges, or through an affiliated program.

## 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:  
Fiction and Nonfiction Prose

ENGL 112 Critical Reading and Writing II:  
Drama and Poetry

b) students with qualifying ACT scores enroll in

ENGL 190 Critical Reading and Writing:  
Major Genres

*plus*

one additional core-area course numbered above 200 with the exception of ENGL 251, 252, 253, 300, 305, 321, 322, 401, 480, 481.

#### 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 History of 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.

## Requirements for Degree

Thus, they complement the courses students take in theology and in other areas.

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 103 Nature and Society  
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 220 Statistics I

or

a second natural science course from the first group

## Requirements for Degree

### 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.

Students may choose one of the following core-area courses:

ARTH 151	Introduction to Art History I
ARTH 152	Introduction to Art History II
ARTH 159	Principles of Art History (2 credits)
ARTH 280	Sacred Architecture and Space
ARTH 285	Arts of Africa and the African Diaspora
ARTH 286	Women's Art in Cross-Cultural Perspective
ARTH 289	Asian Art
ARTH 291	Topics in Non-Western Art
ARTH 297	Topics

ARTH 300	Ancient Near East and Egypt
ARTH 305	Greek Art and Archaeology
ARTH 310	Roman Art and Archaeology
ARTH 320	Art and Culture of Colonial Mexico
ARTH 330	Churches and Mosques in the First Millennium
ARTH 335	Cathedrals, Monasteries, and Caliphates
ARTH 340	Southern Renaissance Art and Society
ARTH 345	Baroque and Rococo Art
ARTH 347	Golden Age of Spain
ARTH 350	19th Century: Neoclassicism to Symbolism
ARTH 355	20th Century: Cubism to Installation
ARTH 391	Native American Art
ARTH 392	American Art
MUSC 115	Understanding Music & Culture
MUSC 118	Understanding Music & Culture to 1850 (2 credits)
MUSC 119	Understanding Music & Culture 1850 to Present (2 credits)
MUSC 120	Orchestral Literature
MUSC 130	Introduction to World Music
MUSC 216	Jazz in America
MUSC 217	Music of the Americas
MUSC 218	Black American Music: An Historical Survey
MUSC 219	Music in the United States
MUSC 222	Theology of American Popular Music
MUSC 412	History & Literature of Music II
THR 111	Introduction to the Theater
THR 221	History of Theater I: Classical through 17th Century
THR 222	History of Theater II: 18th Century to Contemporary
THR 223	History of Theater III: American
THR 259	Film I: Introduction to Narrative and Non-Narrative World Cinema
THR 260	History of Film: The Silent Era
THR 261	History of Film: Sound Era, 1926 to Present Day
THR 297	Topics
THR 359	Film II: Film Theory and Criticism
THR 412	Drama: Theory and Criticism

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

MUSN 140	Women's Choir
MUSN 142	Chamber Singers
MUSN 143	Liturgical Choir
MUSN 160	Concert Choir
MUSN 185	Symphonic Band
MUSN 186	Symphonic Wind Ensemble

*(a combination of four semesters in 142 and 160 or 185 and 186 will fulfill the requirement)*

## Requirements for Degree

### 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.

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 are:

ACST 200 Introduction to American Cultural Studies

ARTH 151 Introduction to Art History I  
ARTH 152 Introduction to Art History II  
ARTH 285 Arts of Africa and the African Diaspora  
ARTH 286 Women's Art in Cross-Cultural Perspective  
ARTH 289 Asian Art  
ARTH 291 Topics in Non-Western Art  
ARTH 320 Art and Architecture of Colonial Mexico  
ARTH 391 Native American Art  
BLAW 352 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 218 Literature by Women: Critical History  
ENGL 341 Literature by Women: Critical Questions  
ENGL 395 Issues in 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 340 Foundations of Chinese Civilization  
HIST 341 The History of Modern China  
HIST 345 Family and Women in Chinese History  
HIST 347 The Modernization of Taiwan, Hong Kong, and China  
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  
MUSC 218 Black American Music: An Historical Survey  
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  
SABD *See the Office of International Studies for courses that have been approved*  
SOC 110 Social Problems  
SOC 251 Race and Ethnicity

SOC 255	Gender in American Society
SOC 301	General Anthropology
SOWK 340	Human Behavior and the Social Environment
THEO 305	Theologies of Justice and Peace
THEO 326	The Church in Latin America
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
UMAIE	<i>See the Office of International Studies for courses that have been approved</i>
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;
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 "first-year" competencies by the beginning of the third semester:

- 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, specific regular St. Thomas courses, 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 a "second-level" competency 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 will satisfy the second-level Computer Competency.

BIOL 210	Introduction to Laboratory Research
BIOL 315	Biology of Plants
BIOL 333	Ecology
BIOL 354	Neurobiology
BIOL 415	Plant Physiology and Adaptation to Stress
CHEM 300	Quantitative Analysis
CHEM 331	Chemical Thermodynamics and Reaction Dynamics
CHEM 332	Quantum Chemistry and Molecular Spectroscopy
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
ENGL 380	Issues in English Studies
ENGL 480	Literary Magazine Practicum
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
HLTH 440	Health Education: 5-12 Curriculum, Assessment and Administration
HLTH 464	Critical Issues in Health Education
JOUR 220	Design Concepts of Communication
JOUR 225	Writing and Designing for the Web
JOUR 350	Public Relations Writing
JOUR 410	Advanced Reporting
MATH 108	Calculus with Review I
MATH 109	Calculus with Review II
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 (2 credits)
MUSC 180	Multi-track Recording (2 credits)
MUSC 220	Digital Recording and Sampling (2 credits)
MUSC 240	Music/Audio Post Production (2 credits)
MUSC 303	Music Notation on Computer (2 credits)

## Requirements for Degree

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 215	Rapid Application Development
QMCS 220	Statistics I
QMCS 230	Software Design Using the JAVA Language
QMCS 238	Software Design using Business Programming Languages
QMCS 281	Object-oriented Design and Programming
QMCS 300	Computer Organization
QMCS 342	Computer Applications in Experimental Sciences
QMCS 410	Operations Research I
SOC 220	Sociological Analysis
SOWK 380	Social Research: Designs and Statistical Applications

### 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.

Students enroll in the following core course:  
PHED 100 Foundations for Fitness

## Major Requirements

### Regular Majors

After a student has completed 48 semester credits, a student must apply to be admitted to a major in his or her chosen field. Admission to a major field is necessary to allow the student the opportunity to

continue registering with his/her class.

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 in a Bachelor of Arts degree program 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 (or Division of Business) may be counted toward the 132 credits required for a degree.

A major in a Bachelor of Science degree program (or an Engineering program) may require more than 48 semester credits in the field of the major.

At least 84 credits must be presented that are not in the department (Division of Business) of the major for all baccalaureate degrees.

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.

Procedures for applying to a major are available from the Office of the University Registrar.

### 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 prerequisites for courses in the major program offered at St. Thomas will be taken on the home campus.

### Individualized Majors

A student may 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 Associate Academic Dean no later than the end of the sophomore year.

An individualized major requires the selec-

tion 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.

### **Minor Requirements**

#### **Regular Minors**

A student is not required to complete a minor. A minor consists of 20 to 26 credits in the area of concentration including all prerequisites 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.

A student may earn more than one minor.

#### **Minors at other ACTC Institutions**

A student wishing to complete a minor 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 minor by the chair of the department at the other institution, and the list of courses that need to be completed.

#### **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. Individualized minors must be approved by the Committee on Studies.

### **Senior 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 affiliated programs are considered exchange credits and count toward the residency requirement.

### **Addition of major, minor, or degree after graduation**

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.

A student who has been graduated from the University of St. Thomas may add a second degree (such as a B.S. added to the original B.A.) by fulfilling all the remaining requirements of the degree. The 32-credit senior residency requirement need not be met a second time. The second degree may not be in the same discipline as the original degree.

## Registration Information

### The Undergraduate Program

All matters pertaining to the undergraduate curriculum are under the jurisdiction of the undergraduate faculty. Administration of the undergraduate core curriculum and departments in the College is under the jurisdiction of the dean of the College.

### Courses

A “full” 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 lower division courses, and those having 3 or 4 as the first digit are 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 Dean of the College.

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.

### 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 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 times for January term and summer session courses.

### Registration

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

Students must 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 University Registrar, or through the automated MURPHY systems.

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 University Registrar.

There are two concurrent registration periods – summer sessions and fall semester in April; January term and spring semester in November. Each student is scheduled to register after a specific date and time, based on his/her number of earned credit hours and an alphabetical rotation of surnames.

Each student is required to meet with his/her adviser to begin the registration process each semester.

### New Student Scheduling

Registration for new freshmen and entering 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 credit 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
- the student consults the University Registrar 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 may be used to fulfill the degree 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.

Students who are seeking admission to the University of St. Thomas must have transcripts of all previous college work sent to the Office of Admissions.

Current St. Thomas students must have transcripts of work at other schools sent to the Office of the University Registrar if they are seeking transfer credit.

The university registrar, using official transcripts provided by the student's previous schools, will assist the faculty to determine which courses may be used to fulfill St. Thomas degree requirements. Students may be asked to provide additional materials supporting the use of transfer courses. The university may require transcripts from foreign schools to be submitted to an evaluation service for processing before considering them. A fee may be charged for this service.

### **Generic Courses**

A series of courses with numbers common to all departments and programs are called generic courses. These include Topics courses, Experiential Learning (which is usually an internship), Seminars, Research, and Individual Study. These course numbers may be taken more than once provided the title is different. See the beginning of the Departments

and Curricula section of this catalog for a description of these courses.

### **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 determined 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 course at the discretion of the instructor. Students should not assume that non-attendance of a class on the first day of the session will automatically result in their being dropped from the class. Students who wish to drop a course should do so by officially withdrawing from the class at the Office of the University Registrar, or on the automated MURPHY systems.

### **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 on the automated MURPHY systems until the published deadline for adding and dropping courses. After that time, all changes are made by using the *Change in Registration Form* which is available at the Office of the University Registrar. Students should consult the university calendar in this catalog for the specific deadlines for making these changes.

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.)

First-semester freshmen must have the approval of their faculty adviser for all changes in registration. All students are required to meet with their faculty advisers before beginning registration for any semester.

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 with-

## Registration Information

out 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 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 university 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 University 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 University 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 university 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 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 an *Assignment/Change of Mark of Incomplete* form. One copy is to be given to the student as an indication of the terms under which the work is to be completed. When the student has completed the work, the instructor will send a copy of the form to the Office of the University Registrar with the final grade filled in.

The student must complete the designated work and submit it to the instructor by May 1 for an I received in fall semester or January term; by December 1 for an I received in spring semester or a summer session (unless an earlier deadline has been required by the instructor).

In the absence of a final grade report on or before the deadline, the mark of I will be changed by the university registrar to a grade of F or R. The deadline may not be extended. The instructor may change a resulting F or R by means of university grade change policies and procedures.

### Change of Grade

An instructor may change a grade if there has been an error in the computation, transcription, or reporting of the grade. Instructors may also change grades of F which resulted from the lapse of Incomplete notations. 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. The instructor must submit the changes to the Office of the University Registrar using the *Official Change of Grade Form*.

### Grade Reports

A final grade report is issued at the end of each semester or term, and is mailed to the student's permanent address of record. Final grades can be accessed by the student through MURPHY On-Line.

### 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

## Registration Information

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 University 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 university 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 average of 2.00 or better is put on academic probation.

Each student who is placed on probation will receive a letter from the Office of the University 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 university 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 university 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 elected faculty members and two students appointed by the All College Council. The associate academic dean serves as chair of the committee.

Requests should be made in writing and presented to the chair. The student should also fill out a *Committee on Studies Petition Form* available from the Office of the 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.

**FERPA Policy**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.
5. Directory information may be released without the written consent from the student, unless the student specifies to the contrary as described below.

To withhold certain categories of directory information from the public, the student must file a form available in the Office of the University Registrar within one week from the beginning of the fall semester (or the semester in which the students enters). The order for withholding will remain in effect until the student rescinds it in writing. The form for withholding directory information will inform the student of some possible consequences. For example, if the student's name is withheld, he or she cannot participate in intercollegiate athletics where team rosters are published, or commencement ceremonies.

The complete FERPA policy is available at <http://department.stthomas.edu/regs/policies/privacy/annualnotice.htm>

## Academic Honors

### 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 the Academic Information section of this catalog for a description of the 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 twelve credits 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 which serves students having a personal interest in philosophy.

#### Political Science Honor Society

Pi Sigma Alpha, the national political science honor society, established the Chi Theta chapter at St. Thomas in 1999.

#### National Honor Society for Religious Studies and Theology

Theta Alpha Kappa is devoted to encouraging and rewarding excellence in theology and the study of religion.

#### 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 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 apply to students who matriculated at St. Thomas from fall semester 1998 onward.

All students considered for graduation with Latin honors 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 Office of the Academic Dean 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 or director of the interdisciplinary program.

The chair/director, 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 or program. The examiners shall represent at least three departments and at least two academic divi-

sions of the College.

The faculty member from the student's major department or program shall act as chair of the examination committee. A student will multiple majors shall designate one of the majors as the major department or program 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, takes 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 Academic 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 members. 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.

If the student who is eligible for graduation *summa cum laude* chooses not to take the Honors Oral Examination, the student will be graduated *magna cum laude*.

## Special Programs

### 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 "Affiliated Programs" section in 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 "Interdisciplinary Minors" section in 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

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 the student'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, Rev. William Baer, at St. John Vianney Seminary ([www.vianney.net](http://www.vianney.net)).

### 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 students in the School of Continuing Studies 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 University Registrar.

### 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 are required to participate in seminars offered by the Reading and Study Skills Center.

### 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.

er. 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.

Website: [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.

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, psychiatric disorders, Attention Deficit Disorder, and traumatic brain injuries. Services are offered under the philosophical premise that qualified students with disabilities can succeed academically if given appropriate programming and adequate support. All accommodations, auxiliary aids, and services are offered through the Enhancement Program.

## Academic Support Programs

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 include screening interviews and referral services, accommodation and academic assistance service, interagency coordination and advocacy services.

For more information, contact the Enhancement Program Office, in Aquinas 110.

### 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, 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.

Website: [department.stthomas.edu/sps](http://department.stthomas.edu/sps)

### 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 pro-

vides 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.

More detailed information is available for each of the services listed below on the ISS Website: [www.iss.stthomas.edu/iss99/](http://www.iss.stthomas.edu/iss99/)

#### *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 4000 instructional films and videotapes from the university's collection, which is located in Room 13 OEC. 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.

#### *Media Acquisition*

ISS provides research assistance for both faculty and students to determine availability of titles not found in the ISS Media Catalog. At the request of faculty, titles are purchased for inclusion into the Media Catalog.

#### *Graphic and Photographic Services*

ISS can provide services for the production of print materials (signs and posters) for faculty, staff and student organizations.

#### *Audio and Video Production Services*

This division of ISS focuses primarily on the production of audio and video materials and the support of audio/video production classes. In addition to providing production support to faculty and staff, facilities are made available to students to produce and edit their own audio and video materials for course related projects.

#### *Learning Center*

Located on the lower level of the O'Shaughnessy Educational Center, the Learning Center is equipped with more than 100 PC and Macintosh work stations, as well as audio, video and digital media for production and playback.

#### *Minneapolis Campus ISS*

Located on the lower level of the 1000 LaSalle building, the ISS office in Minneapolis is a microcosm of the ISS main office in St. Paul.

## 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.

## 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, representing undergraduate students. 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 six executive officers, two Off-Campus representatives, two Residence Hall Association representatives, the class president and two representatives from each class, one International Student representative, one HANA student representative, one Resident Assistant representative, one STAR representative, one St. John Vianney representative, one student organization's 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.

The function and authority of these committees may be found in the *Student Policy Book*.

## Student Organizations and Clubs

There are approximately 85 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.

A description of all the clubs, organizations, and other types of involvement on campus is available to all students in the *Student Planner*. 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, hockey, 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, and tennis.

## Intramural Activities

Numerous intramural activities are offered throughout the academic year for men and women.

During the fall semester activities include: flag football, whiffle ball, 4-on-4 basketball, racquetball, coed soccer and volleyball.

During the spring semester the offerings include 5-on-5 and 3-on-3 basketball, floor hockey, sand volleyball, ultimate frisbee and softball. Several aerobic classes are also offered and students are encouraged to use the recreational facilities for leisure enjoyment. All leagues are free and open to students, faculty, staff and alumni. Sign-up forms are available at the cage in O'Shaughnessy Hall.

## Student Publications

Each student publication has a faculty adviser, or a managing editor, 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 the publications. The staff is supervised by student editors and publication advisers.

### The Aquin

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. Applications for *Aquin* photographers and editors are made to the Department of Journalism and Mass Communication.

### The Aquinas

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. Applications for *Aquinas* photographers and editors are made to the Center for Student Leadership and Activities.

## Student Life

### **The Summit Avenue Express**

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.

### **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**

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 presented in 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.

### **Film Forum**

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 assists and supports students in achieving their academic and personal goals. They are available to answer questions, to help resolve issues or concerns, and to refer students to the appropriate department, office or community resource.

The staff members of the Dean of Student Life Office provide a variety of programs and services for undergraduate and graduate students. These include new student orientation, student advocacy services, students' rights and responsibilities information, judicial services, emergency loans, and the publication of the *Student Planner*, the *Student Policy Book*, and the student directory.

### **The Student Planner & Student Policy Book**

The *Student Planner* is a complimentary planner produced and distributed each year by the Dean of Student Life Office. It includes an academic calendar as well as an easy resource guide providing information about the over 85 student organizations on campus and ways to become involved in campus life.

The *Student Policy Book* is published by the Dean of Student Life Office and contains information regarding the Student Code of Conduct and all expectations, guidelines and policies that govern student life. All students are responsible for familiarizing themselves with the expectations outlined in the *Book* and will be held accountable for upholding the university's policies.

### 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 seven full-time professionals, Campus Ministry employs a team of residence hall chaplains, a deacon, a secretary, and 17 peer 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., Faith in Action – a chapter of Courage ministry for those dealing with sexual orientation issues), grief group, vocation inquiry, special seminars on different aspects of Christian life, and Common Ground – a house of hospitality where students gather to relax, pray, study, and meet new people.

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 *Electronic Daily 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

Career Services provides career development expertise and job-search assistance. The department gives individual help and easy access to quality resources. Services are available to St. Thomas students and alumni.

Individual counseling, seminars and a variety of resources are offered to assist in:

- Self-assessment and vocational testing
- Career choice and transition
- Major-field choice and change
- Research for specific careers and employers
- Job search services for full-time, part-time, summer and student employment opportunities
- Use of technology in job search and career development
- Job-search support groups
- Career management
- On-campus interviewing
- Job displacement
- Classroom instruction

### Career Resource Center

The Career Resource Center offers students access to written materials including literature from employing organizations. A computerized career exploration system and Career Information Network (CIN) are other valuable resources. Career Assistants are available to assist students on a walk-in basis.

Individual appointments are available on both the Minneapolis and St. Paul campuses. Scheduled individual appointments are encouraged to ensure staff availability.

### 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.

### 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.

## Student Services

### International Student Services

International Student Services provides advising and programming to support international students as they pursue their educational, career, and personal goals. This includes promoting the full integration of international students into the university community and intercultural training for students, faculty and staff.

International Student Services provides the following services and programs:

- Orientation programs (2-4 days) for new students to academic, cultural, legal, and practical life at a US university
- Immigration advising for all nonimmigrant students and documentation for F-1 and J-1 students
- Counseling and advising on academic, cultural, financial, health, practical and personal matters
- Mentor Program: US and international students are hired and trained to serve as guides and helpers to new students
- Monthly International Student Newsletter
- A Website with information on programs and services, immigration rules, activities and programs, and the newsletter:  
<http://department.stthomas.edu/inte>
- Monthly International Tuesday Forums on international intercultural topics for U.S. and international students, staff & faculty
- Close cooperation with the Globally-Minded Student Association, with US and international members, which promotes interaction and interchange of ideas through social and cultural activities
- Cultural and educational programming

### Housing

The University of St. Thomas has accommodations for approximately 1,880 students in its residence halls, apartments, and other university-owned housing.

The residence halls – Brady, Cretin, Dowling, Grace, Ireland, John Paul II, Murray – are managed by professional staff and undergraduate resident advisers. Apartments in Morrison Hall, 2171 and 2175 Grand Ave are also managed by the university Residence Life Office. St. John Vianney Hall is the college seminary residence.

The residence halls have computer rooms, laundry rooms, study lounges, fitness center, snack food outlet, and recreation rooms. Koch Commons has a fitness center and a snack food outlet, the Pit Stop. 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 Morrison Hall, 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. Morrison Hall 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.

#### St. Paul 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 and catered events. 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, features pizza, gourmet burgers, Dunn Brothers coffee, espresso, various snack and beverage items. It has a dance floor, a stage for live entertainment, a large screen TV and special sound equipment.

The *C-Store* is located adjacent to Scooter's on the lower level. Assorted snacks and sundries are available.

The *Pit Stop*, is located on the lower level Koch Commons between Brady and Dowling Residences. It provides deli sandwiches, Freshens®

smoothies, frozen yogurt, Pretzel Logic large fresh baked pretzels with various toppings, and snack items.

The *Binz Refectory* is located on the south campus adjacent to the soccer field. Students who have a food service contract, commuter students and guests may dine in the west dining room.

The *Binz Cafe* is located in the same building for those who wish to select refreshments, grill items and snacks.

*Beakers* is located on the second floor in the Owens Science building. It features Dunn Brothers coffee and espresso, deli Express Sandwiches, and various snack and beverage items.

### **Minneapolis campus**

*Food for Thought* restaurant is located on the second floor of the 1000 LaSalle building, offering grilled items, salad bar, soups and a variety of other food, snacks and beverage selections.

The *Coffee Cart* is located on the first floor next to the bookstore lounge area. It features Dunn Brothers coffee and espresso, pastries and snack items.

*Scholar's* is located on the skyway level in Opus Hall. It features deli sandwiches, Freshëns® smoothies, frozen yogurt, Pretzel Logic large fresh baked pretzels and various snack and beverage 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.

Most services of the center 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 Morrison Hall 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 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**

parking lots on University of St. Thomas property are open to vehicles with the appropriate UST parking permit. Faculty, staff and students must have a permit to park on campus.

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.

Visitors to the University of St. Thomas St. Paul campus may park in the Morrison Hall ramp, the parking meters, or in Lot T with a south campus visitor permit.

Resident students are required to enter a permit lottery in order to be eligible to purchase a parking permit. Lottery forms may be picked up from Public Safety and Parking Services during spring semester for the following fall.

In order to purchase a parking permit, a UST identification card and accurate license plate number of the car are required. Persons purchasing a parking permit will receive a parking map indicating the lots available for the type of permit purchased, and a book of rules and regulations regarding parking.

## 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 Capocchi 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, was installed.

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

St. Mary's Chapel of The Saint Paul Seminary was begun in 1901 and consecrated on May 24, 1905. Designed by Minnesota architect Clarence H. Johnston in the basilica style, it blends Romanesque and Byzantine architecture. Artist Bancel LaFarge of New Haven, Connecticut, completed the installation of the stained glass and murals in the 1930s.

The chapel was renovated in 1973, and more extensively in 1988. This project was undertaken with the assistance of liturgical consultant Frank Kacmarcik. A new sanctuary area was created in the north end of the chapel allowing the apse area to become the environment of 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, was installed.

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

The college seminary chapel was redesigned in 1998 by the Rev. Peter Christensen, the rector at that time. 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. The seminary has become a focal point for contemporary religious art, including the iconic triptych in the foyer and the mosaic behind the altar.

#### **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 Saint Paul Seminary School of Divinity.

#### **Charles J. Keffer Library**

The Charles J. Keffer Library, located in Opus Hall on the Minneapolis campus, is the library for the School of Education and supports students, faculty and staff involved in other courses offered on that campus.

#### **CLIC**

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, Northwestern 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. 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.

Website: [www.lib.stthomas.edu](http://www.lib.stthomas.edu).

### 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 a number of grants to support students, faculty and staff. These include a scholarship for a Women's Studies major, research grants for undergraduate and graduate students, professional development grants for staff and faculty, a curriculum development grant, and a leadership award to undergraduate students for participation in programs that will enhance their leadership skills, especially in programs which are directed toward public service.

### 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.

### Theater and Auditoriums

Productions by the UST/CSC Joint Department of Theater 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. Musical concerts

are also presented in the St. Thomas Aquinas Chapel.

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

The Thornton Auditorium, located in the 1000 LaSalle Building 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 and aerobic-training facilities are housed in O'Shaughnessy Hall, in addition to a pool, squash courts, wrestling facility, a multi-purpose gymnasium and a fully-equipped training room. An aerobic-training fitness center is located in the Koch Commons.

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

A 400-seat baseball diamond is located on the north field.

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 the 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, located in the 1000 LaSalle building, sells textbooks for classes taught on that campus. It also carries many of the same items mentioned above.

Call each store for hours of service.

## Schools and Graduate Programs

### Schools and Graduate Programs

An overview of the various graduate degrees, programs, and non-credit offerings is available in the *Graduate Catalog* which may be requested from the office of the associate vice president for academic affairs.

All graduate programs publish detailed catalogs or brochures describing the offerings.

### School of Education

Undergraduate courses and curricula for elementary and secondary teacher licensures may be found in the Department of Teacher Education section of this catalog.

Graduate study leading to certificates, educational specialist, master's, and Ed.D. degrees is also offered. Graduate programs include athletic administration, police leadership, administration and education, community education administration, curriculum and instruction, educational leadership, gifted, creative and talented education, human resource development, learning technology, special education, and teacher education.

Graduate programs can be designed to provide licensure for teaching, administrative, and other education positions. Course work is open to degree and non-degree students.

Doctoral programs include Educational Leadership, Critical Pedagogy, and Organization Development.

### School of Social Work

Undergraduate courses and curricula for Social Work may be found in the Departments and Curricula section of this catalog.

The Master of Social Work program is designed to provide advanced professional study in social work. The program prepares social work practitioners for clinical social work practice and leadership with a focus on direct clinical services or clinical services supervision. The MSW program is offered jointly with The College of St. Catherine. Advanced standing is available for students with an undergraduate degree in social work from a CSWE accredited program. The program is accredited by the Council on Social Work Education.

A dual degree program between the School of Social Work and Luther Seminary, the Department of Theology at The College of St. Catherine, or The St. Paul Seminary School of Divinity, is also available.

### Graduate School of Applied Sciences and Engineering

The Graduate School of Applied Sciences and Engineering has programs in manufacturing systems engineering and in software engineering.

#### Graduate Programs in Manufacturing Systems

The University of St. Thomas offers four master degree programs and a graduate credit certificate program in the manufacturing field. These offerings

are: the ABET accredited Master of Manufacturing Systems Engineering, a Master of Science in Manufacturing Systems, a Master of Business Administration with a manufacturing concentration, a Master of Science in Technology Management, and a certificate in manufacturing systems.

The programs are designed for executives, managers and professionals in technology, engineering and manufacturing who desire to improve their skills and learn new engineering, manufacturing and technology management methods.

The department also offers short courses, seminars and mini-series for technical and non-technical professionals.

#### Graduate Programs in Software

Graduate Programs in Software offer three masters degrees: Master of Software Design and Development, Master of Science in Software Engineering, and Master of Software Systems. Three graduate credit certificates are also offered: Software Design and Development, Advanced Study, and Information Systems.

These programs are designed for systems as well as applications software engineers, analysts, specialists and user liaisons. This program emphasizes the application of theory to a workplace environment. The department also offers seminars and a mini-series (12 evening lectures for CEU credit) for technical persons and one for non-technical professionals.

### Graduate School of Arts and Sciences

The Graduate School of Arts and Sciences offers the following Master of Arts degrees: Art History, Catholic Studies, English, and Music Education.

#### Graduate Program in Art History

The Master of Arts in Art History is a two-year course of advanced study designed to provide comprehensive and intensive training in the history of art and its methodologies as professional preparation for academic, museum, and teaching careers.

The program combines in-depth research and theoretical scholarship with opportunities for practical training in museum studies and other arts-related fields. The broad-based curriculum reflects the interdisciplinarity and culturally diverse expertise of the faculty, and emphasizes the contextual exploration of visual and material culture.

A total of 36 credits, a qualifying paper, an oral examination, and reading knowledge of one foreign language are required for the degree.

#### Graduate Program in Catholic Studies

The Master of Arts in Catholic Studies is a two-year comprehensive, interdisciplinary course of study for those seeking an understanding of the Catholic intellectual tradition as it has permeated disciplines and cultures throughout history. Encouraging critical reflection and debate on contemporary and cross-cultural issues related to Catholicism, the pro-

gram promotes dialogue between faith and reason that leads to a higher synthesis of knowledge.

The curriculum includes courses in Catholic theology, philosophy, and history, and explorations into Catholicism's contributions to world literature, art, music, architecture, law, political systems, and the social and natural sciences. Students may design a unique course of study to meet their educational and personal goals. Students of all faiths and of no faith are welcome in the program.

A total of 30 credits and an interdisciplinary master's essay are required for the degree.

### **Graduate Program in English**

The Department of English offers the Master of Arts degree. The program is a flexible one that allows students to develop a concentration specific to their needs and interests. Possible concentrations include English and American literature, creative writing, expository writing, multicultural literature, rhetoric and writing pedagogy. A master's essay is required.

### **Graduate Programs in Music Education**

The Master of Arts in Music Education serves an international group of professional music educators with concentrations in the areas of general music (Orff and Kodály), instrumental and choral music. Courses are taught in summer and on Saturdays during fall and spring semesters by a distinguished guest faculty, many of whom regularly teach children.

The program's content highlights both theory and application; teaching practice is addressed through analysis of a required videotape of classroom work and courses in the field of concentration. Artistic musicianship is demonstrated in the required performance audition, entrance examination and core courses in music history, literature and theory. The final thesis is a research project guided by a faculty adviser with a public defense. A total of 33 credits are required for the degree.

### **Graduate School of Business**

The Graduate School of Business offers a variety of degree and certificate programs to help students enhance their careers. Programs are designed to meet the needs both of working adult students and full-time day students. Classes include a blend of theory and application, faculty members have academic credentials and business experience, registration policies and procedures are hassle-free, and classes are offered weekdays, evenings and Saturdays at several locations.

Nine degree programs are offered: Master of Business Administration (MBA), Executive MBA, Master of International Management, Master of Business Communication, Accounting MBA, MBA in Medical Group Management, MBA in Human Resources Management, Day MBA, and an M.S. in Real Estate Appraisal. Students, advisers and faculty work in close conjunction to find a tailored program that meets individual student needs.

The Graduate School of Business is also home to a variety of centers offering credit and non-credit seminars and continuing education programs: the Global Leadership Seminar Program, the Management Center, the Center for Ethical Business Cultures, the Center for Health and Medical Affairs, the John M. Morrison Center for Entrepreneurship, the Center for Family Enterprise, the Institute for Franchise Management, the Institute for Strategic Management, the Center for Nonprofit Management, the Center for Real Estate Education, the Small Business Development Center, and the Institute for Creativity and Innovation.

### **The School of Divinity**

The School of Divinity was established in 1986 through the affiliation of the seminary with the university, marking a reunion of the two institutions founded by Archbishop John Ireland in the 19th century. A singular factor that inspired this reunion of the university and seminary was Vatican Council II with its expanded vision of ministry and commitment to mission. The seminary, building on its record of excellence in preparing men for the priesthood, began to make its theological and spiritual resources available to the laity – both men and women.

The School of Divinity offers the following graduate degrees: Master of Arts in Pastoral Studies, Theology (in conjunction with the undergraduate Department of Theology), Religious Education (in conjunction with the School of Education), Master of Divinity, and Doctor of Ministry (in conjunction with the Minnesota Consortium of Theological Schools).

The School of Divinity also offers a two-year pre-theology program for priesthood candidates who require additional preparation in undergraduate philosophy and theology before beginning a masters program of studies. This period of study gives participants an opportunity to gain insight into the meaning of a vocation to the priesthood.

### **Law School**

The University of St. Thomas Law School was reopened in 1999 after a 66-year hiatus. The first class of students will be accepted in fall 2001. The Law School will be located at the Minneapolis campus.

### **Graduate Department of Professional Psychology**

Degrees offered in the Graduate Department of Professional Psychology are a master of arts in counseling psychology and a doctor of psychology. Completion of the master's program provides students with minimum qualifications for licensure in the state of Minnesota as a psychological practitioner. Completion of the doctorate in professional psychology provides students with academic qualifications for licensure as a "licensed psychologist."

## Departments and Curricula

### Course Offerings

The courses listed in this section of the catalog are arranged by subject area in alphabetical order within four categories: departments, interdisciplinary programs, interdisciplinary minors, and affiliated programs. Each listing includes a description of the course, and an indication of any prerequisites. Numbers which appear in parentheses next to a course title refer to courses whose content overlaps with the course described. 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. Generic 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 is 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.

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. Regular tuition is charged.

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 jun-

## Departments

ior or senior status) to receive one-to-one instruction and guidance, 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 – Department of Accounting*

## Actuarial Science

*See Interdisciplinary Programs*

## Advertising

*See Department of Journalism and Mass Communication*

## Aerospace Studies (AERO)

Furs (chair), Helt, McGarvey

Aerospace Studies is the official designation of the Air Force Reserve Officer Training Corps (AFROTC) program of instruction. Aerospace Studies is a dynamic college discipline designed to give female and male students an opportunity to concurrently complete ROTC coursework with degree coursework so that participants qualify for commissions in the United States Air Force as they complete their bachelor's degree requirements. Cadets are commissioned as second lieutenants upon graduation. Coursework offers students the occasion to widen their perspective; sharpen their sense of responsibility; develop their ability to organize, motivate, and lead others; and acquire a maturity of judgment that can be a source of strength and self-confidence throughout their careers.

The Aerospace Studies program does not require a student to major in any certain field, but rather, complements the academic major of choice. It is possible to minor in Aerospace Studies and use Aerospace Studies courses as elective credits. These courses are offered at St. Thomas, but students at any of the five Associated Colleges of the Twin Cities (ACTC) consortium – St. Thomas, St. Catherine, Augsburg, Hamline, and Macalester – may take the courses. Through crosstown agreements, students at Bethel, Concordia, North Central University, Northwestern, William Mitchell, Anoka-Ramsey, Inver Hills, Century, Normandale, North Hennepin, and the University of Wisconsin-Stout may also take aerospace studies courses.

The aerospace studies curriculum is divided into two phases: the General Military Course (GMC) in the freshman and/or sophomore years, and the Professional Officer Course (POC) in the junior and senior years. Cadets in the GMC have no service commitment whatsoever, unless they receive an Air Force ROTC scholarship. Students must voluntarily apply for the POC. Currently, all POC cadets are obligated to serve as an officer for a minimum of four years on active duty after commissioning, depending on the career field to which they are assigned.

An integral part of all aerospace studies classes is Leadership Laboratory. Instruction is conducted within the framework of an organized cadet corps with a progression of experiences designed to develop leadership potential. Leadership Laboratory involves a study of Air Force customs and courtesies, drill and ceremonies, career opportunities in the Air Force, and the life and work of an Air Force junior officer. Leadership potential is developed in a practical, supervised laboratory.