

# University of St. Thomas

**2115 Summit Avenue  
St. Paul, Minnesota 55105**

## Undergraduate Catalog

**2004-2006**

### **Telephone**

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### **Website**

[www.stthomas.edu](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, sexual orientation, 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.

## Academic Calendar 2004-2005

### Fall Semester 2004

September 8	Classes begin
September 14	Last day to register or add a class
September 21	Last day to drop a class without notation on record
October 13	Last day to designate grading option (S-D-R)
October 29	Fall semester break
November 1	2nd half-semester classes begin
November 1	Mid-term grades due
Nov. 15 - Dec. 3	January term and spring semester registration
November 17	Last day to withdraw from a class without a grade of "F"
November 25 - 26	Thanksgiving recess
November 29	Classes resume
December 1	Incompletes due from spring semester and summer sessions
December 1	1st half-semester grades due
December 10	Last day of classes
December 13	Study Day
December 14 - 17	Final examinations
December 17	Winter commencements
January 3	Final grades due

### January Term 2005

January 3	Classes begin
January 7	Last day to register or add a class
January 7	Last day to drop a class without notation on record
January 12	Last day to designate grading option (S-D-R)
January 17	Martin Luther King Holiday
January 18	Last day to withdraw from a class without a grade of "F"
January 27	Last day of classes/examinations
February 4	January term grades due

### Spring Semester 2005

January 31	Classes begin
February 4	Last day to register or add a class
February 11	Last day to drop a class without notation on record
March 7	Last day to designate grading option (S-D-R)
March 21 - 28	Easter/Spring semester break
March 29	Classes resume
March 29	2nd half-semester classes begin
March 29	Mid-term grades due
April 8	Last day to withdraw from a class without a grade of "F"
April 18 - 29	Early registration for summer sessions and fall semester
May 2	Incompletes due from fall semester and January term
May 2	1st half-semester grades due
May 13	Last day of classes
May 16	Study Day
May 17 - 20	Final examinations
May 20	Commencement Mass
May 21	Spring commencements
May 31	Final grades due

### Summer Sessions 2005

May 25 - July 6	First summer session
May 25 - July 20	Extended session
May 25 - August 18	Double session
July 11 - August 18	Second summer session

## Academic Calendar 2005-2006

### Fall Semester 2005

September 7	Classes begin
September 13	Last day to register or add a class
September 13	Last day to drop a class without notation on record
October 12	Last day to designate grading option (S-D-R)
October 28	Fall semester break
October 31	2nd half-semester classes begin
October 31	Mid-term grades due
November 16	Last day to withdraw from a class without a grade of "F"
Nov. 14 - Dec. 2	January term and spring semester registration
November 24-25	Thanksgiving recess
November 28	Classes resume
December 1	Incompletes due from spring semester and summer sessions
December 1	1st half-semester grades due
December 16	Last day of classes
December 19	Study Day
December 20-23	Final examinations
December 23	Winter commencements
January 2	Final grades due

### January Term 2006

January 2	Classes begin
January 6	Last day to register or add a class
January 6	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 26	Last day of classes/examinations
February 3	January term grades due

### Spring Semester 2006

January 30	Classes begin
February 3	Last day to register or add a class
February 10	Last day to drop a class without notation on record
March 6	Last day to designate grading option (S-D-R)
March 20-24	Spring semester break
March 27	Classes resume
March 27	2nd half-semester classes begin
March 27	Mid-term grades due
April 7	Last day to withdraw from a class without a grade of "F"
April 14-17	Easter break
April 18	Classes resume
April 18 - April 28	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 12	Last day of classes
May 15	Study Day
May 16-19	Final examinations
May 19	Commencement Mass
May 20	Spring commencements
May 30	Final grades due

### Summer Sessions 2006

May 24 - July 6	First summer session
May 24 - July 20	Extended session
May 24 - August 17	Double session
July 10 - August 17	Second summer session

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## General Information

### Mission

The University of St. Thomas is a comprehensive, coeducational, 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 lifelong 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.

### Undergraduate Vision Statement

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

The strengths of the undergraduate program 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 undergraduate program:

- 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 program 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 more than 11,000 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, 53 percent of the undergraduates and 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 11,570 today. The undergraduate program currently enrolls approximately 5,400 students.

Long-standing graduate programs in business, education, professional psychology and social work offer degrees at the master's, specialist, and doctoral levels.

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

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.

### Locations

The university's 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 most of the graduate programs in the College of Business, the Graduate School of Professional Psychology, the School of Education, and the School of Law.

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 Bernardi Residence in Rome, which opened in 2000, is a remodeled residential estate on the banks of the Tiber River. Serving as a home to students on the university's Center for Catholic Studies Rome Program and the Fall Semester in Rome Program, it is also available for conferences, study tours and housing for faculty, students, and visitors to Rome.

## General Information

### Organization of the University

The university offers its degree programs through nine divisions.

#### College of Arts and Sciences

The College of Arts and Sciences includes undergraduate departments in the arts, humanities, natural sciences, and social sciences, plus a number of interdisciplinary programs. Master's-level programs are offered in Art History, Catholic Studies, English, and Music Education.

#### College of Business

The College of Business has six departments offering undergraduate curricula in an interdisciplinary setting. The college also offers nine degree programs at the graduate level. It is home to a variety of centers offering credit and noncredit seminars and continuing-education programs.

#### St. Paul Seminary School of Divinity

The St. Paul Seminary School of Divinity offers master's- and doctoral-level degrees oriented to theological study and the practice of ministry. The school also offers a two-year pre-theology program for priesthood candidates who require additional preparation.

#### School of Education

The School of Education offers undergraduate courses and curricula for elementary and secondary teacher licensures. Graduate study is offered leading to certificates, master's, educational specialist, and doctoral degrees.

#### School of Engineering

The School of Engineering offers graduate and undergraduate engineering degrees. Located on the St. Paul campus, programs in the college are committed to leadership in engineering and industry, in innovation, and in development of the whole person. They are built upon a firm foundation of values and global awareness, and embedded in the context of the liberal arts. The college offers bachelor of science degrees in mechanical engineering (B.S.M.E.) and electrical engineering (B.S.E.E.), masters degrees in manufacturing systems engineering (M.M.S.E), manufacturing systems (M.S.M.S.) and technology management (M.S.T.M.) The B.S.M.E. and M.M.S.E. degrees are Engineering Accreditation Commission of ABET accredited.

#### School of Law

The School of Law was reopened in 1999 after a 66-year hiatus. The first class of 120 students was accepted in fall 2001.

#### School of Social Work

The School of Social Work offers undergraduate courses and curricula for social work and chemical dependency counseling. The Master of Social Work, offered as a joint degree program with the College of St. Catherine, is designed to provide advanced professional study in social work. Dual-degree programs are offered in cooperation with Luther Seminary, the Department of Theology at the College of St. Catherine, and the St. Paul Seminary School of Divinity.

### Graduate School of Professional Psychology

Master's- and doctoral-level degrees are offered in counseling psychology. A certificate in family psychology also is offered.

### Graduate Programs in Software Engineering

These programs offer master's-level programs in software engineering.

## Vital Statistics

The University of St. Thomas is a private, coeducational, Catholic, liberal arts university.

The university offers four bachelor's degrees, 91 major fields of study, and 59 minor fields of study. The university offers 49 graduate degree programs: 41 master's, two education specialist, one *juris doctor*, and five doctorates. It also offers six graduate-level joint- or dual-degree programs.

The university awards the B.A. in 81 fields; B.S. in eight fields; B.S.E.E.; B.S.M.E.; D.Min.; Ed.S. in two fields; Ed.D. in three fields; J.D.; M.A. in 23 fields; M.B.A. in seven fields; M.B.C.; M.Div.; M.I.M.; M.M.S.E.; M.S. in four fields; M.S.S.; M.S.D.D.; M.S.W.; and Psy.D.

Enrollment in the undergraduate program for fall semester 2003 was 5,236. Graduate-level enrollment figures at the university were: College of Arts and Sciences, 148; College of Business, 2,543; St. Paul Seminary School of Divinity, 119; School of Education, 1,362; School of Law, 324; School of Social Work, 251; Graduate School of Professional Psychology, 203; Graduate Programs in Software Engineering, 658; Programs in Engineering and Technology Management, 235.

The total enrollment of 11,079 includes 42 graduate students enrolled at branch campuses in foreign countries.

There are 406 full-time faculty, 399 part-time faculty, and a support staff of 1,051.

## Accreditation and Memberships

The University of St. Thomas is accredited by The Higher Learning Commission of 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 master's programs in engineering are accredited by the Accreditation Board for Engineering and Technology (410-347-7700); the B.S.M.E. is accredited by the Engineering Accreditation Commission of ABET; the music programs are approved by the National Association of Schools of Music (703-437-0700); the doctoral program in Professional Psychology is accredited by the American Psychological Association (800-374-

2721); the Social Work program is accredited by the Council on Social Work Education (703-683-8080).

The university is a member of the:

American Association of Colleges for Teacher Education  
American Council on Education  
Associated Colleges of the Twin Cities  
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 on-going 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 dean of the College of Arts and Sciences.

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 and evening admissions should be directed to the Office of Admissions, Mail #32F-1, University of St. Thomas, St. Paul, Minnesota 55105-1096.

Phone: 651-962-6150 or  
800-328-6819 ext. 2-6150  
e-mail: [admissions@stthomas.edu](mailto:admissions@stthomas.edu)  
Website: [www.stthomas.edu](http://www.stthomas.edu)

When writing, inquirers should be sure to include their full name, address with zip code and telephone 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. The application also may be completed on the Web: [www.stthomas.edu](http://www.stthomas.edu)
2. The admissions committee considers each student's academic record, recommendations and writing sample. Applicants are then notified whether they have been accepted officially by the university.
3. Each accepted applicant should make a \$200 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 \$200 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 Student Health Service. A record of immunization form is available from the Office of Admissions or the Student Health Service.

## Admission Information

### 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 grade point average, academic rank in their graduating class (if applicable), college preparatory course selection, 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** – For students not intending to major in biology, a score of 4 or higher = BIOL 101 (fulfills a Natural Science lab course requirement)  
For students intending to major in biology, a score of 4 or higher may allow the student to waive BIOL 201 or 202 as a prerequisite to other courses in the major, depending on A.P. laboratory experience and the discretion of the department chair

**Chemistry** – A score of 3 or higher may = CHEM 100, depending on laboratory experience, at the discretion of the chair of the department  
A score of 4 or higher may = CHEM 111, depending on laboratory experience, at the discretion of the chair of the department

**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); (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

**Geography** – A score of 3 or higher in Human Geography = GEOG 111 (fulfills Social Analysis requirement)

**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 101 (does not fulfill Social Analysis requirement)

**History** – A score of 3 or higher = one course. U.S. or world history fulfills the 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

A score of 3 or higher in Spanish Literature = SPAN 335 (this will count towards the major in Spanish)

### 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** – For students not intending to major in biology, a score of 5 or higher = BIOL 101 (fulfills a Natural Science lab course requirement).

For students intending to major in biology, a score of 5 or higher may allow the student to waive BIOL 201 or 202 or 204 as a prerequisite to other courses in the major, at the discretion of 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.

**Economics** – A score of 5 or higher on the Higher Level examination = ECON 251 (fulfills the Social Analysis requirement).

**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. U.S. or World History fulfill the Historical Studies requirement.

**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 Enrollment Option (PSEO)

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, have scored well on the ACT, SAT or PSAT standardized tests, and have a strong academic record while pursuing a rigorous academic program including honors or accelerated coursework. Admission to the program is competitive and highly selective. Students seeking admission to the PSEO program should contact the Office of Admissions.

PSEO students are considered non-degree and may take a maximum of twenty-four credits through the program at St. Thomas. They may divide their coursework a variety of ways. Students in their junior year of high school may take four credits per semester. Students in their senior year may take twelve credits each semester, provided the total number of credits taken at St. Thomas does not exceed twenty-four.

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

With the consent of an academic adviser, students are allowed to enroll in almost 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. 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 most 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

## Admission Informaton

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 examination does not fulfill the Social Analysis requirement.
- The History examination in U.S. history fulfills the historical studies requirement. History exams in areas other than U.S. history need to be cleared with the department chair.

### 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.

### Department Examinations

Certain departments in the undergraduate program 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 core courses (BIOL 201, 202, 204). Each case will be considered individually by the chair of the department.

**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  
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, at the discretion of the chair of the department.

**Economics** – all courses, if circumstances warrant it, with the *exception* of:  
ECON 315 Empirical Methods in Economics  
ECON 470 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:  
Fiction and Nonfiction Prose  
ENGL 112 Critical Reading & Writing II:  
Drama and Poetry  
ENGL 190 Critical Reading & Writing:  
Major Genres  
ENGL 300 Theory and Practice of Writing  
ENGL 480 Literary Magazine Practicum  
ENGL 481 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

**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 examination may be sought for PSY 111 General Psychology

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

QMCS 420 Systems Analysis and Design I

QMCS 421 Systems Analysis and Design II

**Sociology**

SOC 100 Introduction to Sociology

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

### **Waiver of Credits**

Unlike the other areas discussed above, a waiver of credits does not add any credits to the student's transcript. For example, if a student tests out of the third level of the foreign language requirement for the core curriculum, a waiver will be noted on the course audit, but no credits are awarded.

### **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 from a regionally accredited college/university will be recognized for credit at St. Thomas. To determine if your college/university has regional accreditation, please see [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

*Note:* Once a student has matriculated, all coursework taken at St. Thomas or at another institution, regardless of grade, will be included in the student's transcript and will be considered when calculating the GPA.

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 priority deadline for application for the fall semester is August 1. Applications for the spring semester should 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 contact the Office of Admissions at 651-962-6150 or 1-800-328-6819 Ext 2-6150 and request a transfer brochure.

### **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.

In lieu of a TOEFL test score, completion of Level 112 at any ELS Language Center facility will satisfy the English language requirement for admission. For more information on the ELS Language Center at St. Thomas, please contact the Center Director, ELS Language Center, University of St. Thomas, Mail# CHC 203, 2115 Summit Avenue, St. Paul, MN 55105.

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 Assistant Director, International Admissions, International Education Center, University of St. Thomas #44C-1, 2115 Summit Avenue, St. Paul, MN 55105-1096.

Web: [www.stthomas.edu/international](http://www.stthomas.edu/international)

e-mail: [international@stthomas.edu](mailto:international@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*

## Student Financial Services

*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.


Non-degree students are limited to enrolling for eight credits in any given semester. 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 and disciplinary 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. 

### 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 and state grants loans and work study programs. It is important that proper application for aid be made by the deadlines noted.

### 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 institutional aid (grants, *etc.*), loans and campus work. In addition, the university offers merit-based aid to those students who have excelled academically and/or made contributions to their school, community or church.

### Applications

To be considered for aid, an applicant must complete the application for admission to the university 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. Students may also apply for aid on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

### 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 be in full compliance with the financial aid Satisfactory Academic Progress Policy 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. Six \$4,000 Recognition Scholarships will be awarded to new transfer students annually. For more information, contact the Office of Undergraduate Admissions.

### *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 four \$4,000 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 \$4000. For more information regarding scholarship amounts, please contact the Office of Student Financial Services or the Office of Admissions.

### *Multicultural Excellence Program Scholarship*

The St. Thomas Multicultural Excellence Program scholarship is available to eligible students from the St. Paul Public School Multicultural Excellence 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-, two-, and one-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, juniors and seniors 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 application deadline is December 1 of the year preceding college entrance.

## Student Financial Services

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, Dept. of Military Services, 15 Church St. SE, Minneapolis, MN 55455. Phone: 612-626-1584; Website: [www.umn.edu/arotc](http://www.umn.edu/arotc).

### *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, 203 Armory, c/o University of Minnesota, 15 Church St, SE, Minneapolis, MN 55455; or call 612-624-5287.

## Grants

The University of St. Thomas participates in the following federal and state programs. To apply, students must complete the Free Application for Federal Student Aid (FAFSA) each year.

### **Federal Pell Grant**

The Federal Pell Grant is a need-based federal program that currently offers up to \$4,050 per year to meet educational expenses.

### **Minnesota State Grant**

Currently, Minnesota residents may be eligible for up to \$7,662 per year through this need-based grant program.

### **Federal Supplemental Education Opportunity Grant (SEOG)**

Federal SEOGs are awarded to students who demonstrate exceptional need. Grants range from \$200 to \$4000 each year and are awarded at the discretion of the UST Office of Student Financial Services, based on federal guidelines.

## Loans

### **Federal Stafford Loan**

Federal Stafford Loans are long-term low interest, variable rate loans. The interest rate changes annually on July 1, but will not exceed 8.25 percent. The rate is based on the Federal T-bill rate plus a margin rate of 2.3 percent. Required federal guarantee and origination fees are deducted from the proceeds of the loan prior to disbursement. The maximum fees deducted will be 4 percent of the loan amount. Repayment of the Federal Stafford Loan begins after a six-month grace period. The grace period begins the day following the student's last date of at least half-time attendance (i.e., upon graduation, complete withdrawal from the university or withdrawal to less than half-time student status). The standard repayment term for the Federal Stafford Loan is ten years.

To be eligible to borrow a Federal Stafford Loan the student must complete the Free Application for Federal Student Aid (FAFSA) and must be enrolled on at least a half-time basis in a degree or certificate program. There are two types of Federal Stafford Loans – the Subsidized and the Unsubsidized Stafford Loan. The results of the FAFSA determine the type of loan for which the student qualifies.

### *The Subsidized Federal Stafford Loan*

To qualify for a subsidized loan the student must demonstrate financial need. The federal government provides an interest subsidy for students who qualify for this loan. The government pays the student's interest on the loan as long as he or she maintains at least half-time attendance and during the six-month grace period.

### *The Unsubsidized Federal Stafford Loan*

Eligibility for the unsubsidized loan is not based on financial need. The student bears all interest costs of the loan, however, interest payments may be deferred while the student is attending school on at least a half-time basis and during the six-month grace period. If the student chooses to defer paying the accrued interest until the end of his or her grace period, the unpaid interest is capitalized (added to the principal balance of the loan).

Students may borrow a combination of Subsidized and Unsubsidized Federal Stafford Loans as long as the grade level annual and aggregate maximums are not exceeded. For example: The grade level annual maximum for a first-year student is \$2,625. If a first-year student qualified for a \$1,000 subsidized loan he or she could borrow the additional \$1,625 in unsubsidized loan. Another first-year student may demonstrate at least \$2,625 in need and therefore would qualify for the full loan amount to be subsidized. The combined subsidized and unsubsidized aggregate maximum for a dependent undergraduate in the Federal Stafford Loan program is \$23,000. The aggregate maximum for an independent undergraduate is \$46,000, of which not more than \$23,000 may be subsidized.

### **Federal Perkins Loan Program**

St. Thomas participates in the Federal 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. No interest accrues while the student is enrolled on at least a half-time basis. The interest rate is fixed at 5 percent.

### **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. To apply, a student must complete the Free Application for Federal Student Aid (FAFSA).

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). 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 with his/her financial aid award. The policy may differ, depending upon the source of the aid, whether it be federal, state, institutional, or outside funds. Detailed 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. This federal policy assumes the student earns aid based on how much time has elapsed in the term. If the student is a recipient of federal financial aid, that aid may 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 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).

However, in order to ensure the student is eligible to receive financial aid, the university must first verify with the student's instructor(s) that he/she has attended or participated in academic activities related to his/her classes for the term.

A student must withdraw officially through the Murphy On-line systems or through the Office of the University Registrar. The withdrawal date is the date the withdrawal process began. 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. In certain circumstances, if an earlier date of last academic activity is determined, this date may be used in the calculation of "earned" federal aid.

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, including weekends and excluding breaks that are five days or longer, by the total number of calendar days in the term. If a student completes 60% of the term, all federal 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 repaid to the federal aid programs in the following order before the student's share is considered:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Perkins Loan
4. PLUS Loan
5. Pell Grant

## Academic Information

6. Supplemental Educational Opportunity Grant (SEOG)
7. Other Title IV (federal) Assistance

A student required to repay a portion of his/her 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% and the University of St. Thomas will repay these grant programs on the student's behalf. The student will then be responsible for repaying this money back to St. Thomas. If this causes an undue hardship, a satisfactory payment arrangement can be made with St. Thomas.

### 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. These other sources of aid also 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:

First 14 calendar days of the semester	100%
On the 15 <sup>th</sup> through 21 <sup>st</sup> calendar days	80%
On the 22 <sup>nd</sup> through 28 <sup>th</sup> calendar days	60%
On the 29 <sup>th</sup> through 35 <sup>th</sup> calendar days	40%
On the 36 <sup>th</sup> through 42 <sup>nd</sup> calendar days	20%
After the 42 <sup>nd</sup> calendar day	0%

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).



## Baccalaureate Degrees

The University of St. Thomas grants the degrees Bachelor of Arts (B.A.), Bachelor of Science (B.S.), the Bachelor of Science in Electrical Engineering (B.S.E.E.) 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, moral and philosophical reasoning, natural science and mathematical and quantitative reasoning, faith and the Catholic tradition, social analysis, historical studies, 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 undergraduate program; 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 *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 also may be proposed to the Committee on Studies for acceptance. Guidelines for such a proposal are available from the Office of the Dean, College of Arts and Sciences.

Actuarial Science (B.S.)  
Art History  
Biochemistry (B.S.)  
Biology  
Business Administration – Accounting  
Business Administration – Communication  
Business Administration – Entrepreneurship  
Business Administration – Financial Management

## Academic Information

Business Administration – General Business Management  
Business Administration – Human Resource Management  
Business Administration – International Business  
Business Administration – Leadership and Management  
Business Administration – Legal Studies in Business  
Business Administration – Marketing Management  
Business Administration – Operations Management  
Business Administration – Real Estate Studies (B.S.)  
Catholic Studies  
Chemical Dependency Counseling  
Chemistry  
Chemistry (B.S.)  
Classical Civilization  
Classical Languages  
Communication  
Community Health Education  
Criminal Justice  
Dance & Theatre Arts with a Theatre Specialization (K-12 teacher licensure)  
East Asian Studies [ACTC]  
Economics  
Economics (B.S.)  
Electrical Engineering (B.S.E.E.)  
Elementary Education  
English  
English – Writing  
Environmental Studies  
French  
Geography  
Geology  
German  
Health Education (5-12 teacher licensure)  
Health Education – non-licensure  
Health Promotion (B.S.)  
Health Promotion – Science Emphasis (B.S.)  
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 (K-12 teacher licensure)  
Music – Liturgical Music  
Philosophy

Physical Education (K-12 teacher licensure)  
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 and Space 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 previous 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 *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  
Chemical Dependency Counseling  
Chemistry  
Classical Languages  
Communication  
Criminal Justice  
East Asian Studies [ACTC]  
Economics  
Electronic Music Production

## Academic Information

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  
Middle East Studies (ACTC)  
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]

### 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 John Roach Center.

### Special Curricula

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

Air Force, Army, and Navy ROTC  
Higher Education Consortium for Urban Affairs  
(HECUA)  
Pre-Engineering  
Pre-Health Professions  
Pre-Dentistry  
Pre-Medicine  
Pre-Pharmacy  
Pre-Physical Therapy  
Pre-Veterinary  
Pre-Law  
School Social Work licensure  
Social Work licensure  
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 intercampus 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 compre-

hensive *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 the fall and spring semesters. Students are limited to one exchange course each semester. An exception to this are students majoring in Social Work or Theater, each of which is a joint program with the College of St. Catherine.

Exchange courses are not transfer courses, and thus courses taken through the ACTC are considered UST courses and do not impact senior residency requirement. *Note:* For 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. These summer courses are considered transfer 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 undergraduate program 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.



## 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 of the major field (including transfer credits)
- all credits in the department of the major field earned at St. Thomas.

If the student has elected to declare a minor field, all credits in the department 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.

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 or a cross-listed course in another department. 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 undergraduate program. 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.

## Requirements for Degree

### 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 literature course in English numbered above 200 with the exception of ENGL 251, 252, 253, 300, 305, 321, 322, 326, 380, 401, 402, 403, and 480.

#### Moral and Philosophical Reasoning

(8 credits)

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

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

The two core courses are:

- PHIL 115 Philosophy of the Human Person  
PHIL 214 or 215 Introductory Ethics

#### 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 (with a laboratory component), mathematics (MATH 114 or higher), quantitative reasoning or computer science.

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

acquisition and organization of data, analysis and interpretation of data, and the presentation of conclusions orally or in writing.

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

- BIOL 101 General Biology\*  
BIOL 102 Conservation Biology  
BIOL 105 Human Biology\*  
BIOL 201 Diversity and Adaptation  
BIOL 202 Genetics and Population Biology  
CHEM 100 Chemistry in Our World  
CHEM 101 Environmental Chemistry  
CHEM 111 General Chemistry I  
CHEM 112 General Chemistry II  
CHEM 115 Accelerated General Chemistry  
GEOL 102 Origins and Methods  
GEOL 110 Geology of the National Parks  
GEOL 111 Introductory Physical Geology  
GEOL 113 The Earth's Record of Climate  
GEOL 114 The Science of Natural Disasters  
GEOL 115 Environmental Geology  
GEOL 130 Earth History  
GEOL 211 Mineralogy  
GEOL 220 Oceanography  
GEOL 252 Geomorphology  
GEOL 260 Regional Geology and Field Methods  
IDSC 150 Development of the Natural World  
PHYS 101 Physics as a Liberal Art I  
PHYS 102 Physics as a Liberal Art II  
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

\*only one of these courses may be counted toward the natural science requirement

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.

## Requirements for Degree

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 (with laboratory) from the first group

### 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
<i>or</i>		
THEO	102	The Christian Theological Tradition: The Bible and the Early Church (2 credits)
<i>and</i>		
THEO	103	The Christian Theological Tradition: St. Augustine to the Present (2 credits)

*plus:*

THEO	200-level course
THEO	300-level course

### 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 know-

edge, 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

### 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

### 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

## Requirements for Degree

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)*

## 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 placement 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 with sufficient proficiency in a language may test out of 211 and receive a waiver of the requirement. A waiver does *not* add credits on the student's transcript.

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 the human diversity requirement focus on one or more of the following areas of inquiry: racial and ethnic minorities; class; gender; marginalized groups; non-Western culture.

These courses assist students in understanding the perspectives, values, experiences, works and achievements of the peoples and cultures being studied, recognizing that the experiences, beliefs, and values of any group being studied are not monolithic, but may vary widely within the group. Whenever possible they include materials (*e.g.*, writings, films, narratives, oral histories, artwork) which are produced by the population or culture under study.

Courses consider ways in which individual preconceptions, stereotypes, and assumptions affect understanding of issues related to diversity or consider ways in which position and privilege affect understanding of issues related to diversity. In addition, these courses address ways in which power and privilege operate at the institutional/systemic level.

Courses fulfilling the human diversity requirement explicitly address the ways in which the study of diversity is valuable to a liberal arts education and fosters respect for the diversity of peoples and cultures within the fundamental unity of humankind. These courses also address how the discipline involved contributes to an understanding of the groups or culture under study and how the per-

## Requirements for Degree

spectives of the groups or culture might expand understanding of the discipline itself.

Courses available to fulfill the requirement are:

ACST	200	Introduction to American Cultural Studies	MUSC	222	The Theology of American Popular Music
ARTH	151	Introduction to Art History I	PHIL	208	Indian Philosophy
ARTH	152	Introduction to Art History II	PHIL	210	Chinese Philosophy
ARTH	285	Arts of Africa and the African Diaspora	PHIL	215	Ethics East and West
ARTH	286	Women's Art in Cross-cultural Perspective	POL	105	Politics and Government in Comparative Perspective
ARTH	289	Asian Art	POL	352	Third World Politics and Government
ARTH	291	Topics in Non-Western Art	PSY	151	Cross-Cultural Psychology
ARTH	320	Art and Architecture of Colonial Mexico	PSY	205	Psychology of Women
ARTH	391	Native American Art	SABD		<i>See the Office of International Studies for courses that have been approved.</i>
BLAW	352	Gender Issues and the Law	SOC	100	Introduction to Sociology
CATH	308	Woman and Man	SOC	110	Social Problems
CATH	326	Church in Latin America (THEO 326)	SOC	251	Race and Ethnicity
COMM	322	Intercultural Communication	SOC	255	Gender in American Society
COMM	340	Rhetoric of Race, Class, and Gender	SOC	301	General Anthropology
ECON	345	Economics of Development and Growth	SOC	330	Religion and Society
ECON	346	Country and Area Studies in Economics (dependent upon country involved)	SOC	351	Immigration, Fear and Hate
EDUC	212	Human Relations and Multicultural Education	SOWK	340	Human Behavior and the Social Environment
ENGL	217	Multicultural Literature	THEO	305	Theologies of Justice and Peace
ENGL	218	Literature by Women: Critical History	THEO	322	Theology of Global Economics
ENGL	337	The Literature of Human Diversity	THEO	326	Church in Latin America (CATH 326)
ENGL	341	Literature by Women: Critical Questions	THEO	331	Christianity and World Religions
ENTR	390	Diversity Issues in Entrepreneurship	THEO	332	Judaism
GEOG	111	Human Geography	THEO	333	Contemporary Judaism
GEOG	113	World Geography	THEO	334	Islam
HIST	210	Modern Latin America, 1800 to Present	THEO	353	Women and the Old Testament
HIST	220	Introduction to Japanese History and Culture	THEO	354	Women and the Christian Tradition
HIST	340	Foundations of Modern China	THEO	359	Women in the Early Church
HIST	341	The History of Modern China	THEO	361	Black Religious Experience
HIST	345	Family and Women in Chinese History	UMAIE		<i>See the Office of International Studies for courses that have been approved.</i>
HIST	347	The Modernization of Taiwan, Hong Kong, and China	WMST	205	Foundations in Women's Studies
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			
IDSC	312	Gender and Science			
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			

### 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.

The Computer Competency requirement includes two first-year requirements and a second-level requirement. The first-year requirements correspond to goal number 1 above and are intended to verify that students have the basic technological skills that instructors will expect for completing coursework. The second-level requirement corresponds to goals 2 and 3 and is intended to provide an opportunity for students to learn and demonstrate a computer-related competency more directly related to each student's chosen major field and future career.

Reflecting the constantly changing nature of the computer world, the detailed requirements of

## Requirements for Degree

the competency also change. The current process may be found in *The Computer Competency Requirement at the University of St. Thomas: A Guide for Students* available from the office of Academic Counseling.

The following sampling of courses contain computer components beyond the basic skills, and will satisfy the second-level Computer Competency.

BIOL	102	Conservation Biology
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	160	Electronic Media Production
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	112	Physical Geography
GEOG	221	Computer Skills in Geography
GEOG	222	Geographical Analysis
GEOG	223	Remote Sensing
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)

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	201	Introductory Statistics II
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)

This course in health and fitness provides students with the knowledge, skill, and technique 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 requirement, 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.

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.

Students enroll in the following core course:

PHED	100	Foundations for Fitness
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### 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 Curricula with a grade point average of 2.00 or better in courses taken in the department of the major 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 depart-

## Requirements for Degree

ment in which the major is offered. No more than 48 semester credits in the department of the major field or 48 credits in the College of Business for majors in the area 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 of the major for all baccalaureate degrees. For majors in the areas of business, these credits must be outside the College of Business.

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 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 Curricula.

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

## **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 aver-

age 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**

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 final 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 faculty.

### 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 permission from the Associate Dean of Academic Counseling.

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 semester 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 Murphy On-line Web registration system.

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. Failure to meet certain core requirement competencies will result in loss of registration priority.

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
3. 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 Website for additional restrictions:

[www.associatedcolleges-tc.org](http://www.associatedcolleges-tc.org)

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 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. These summer courses are considered transfer courses.

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.

Students who wish to enroll in courses at another institution after matriculation at St. Thomas must receive approval from the chair of the department if these courses are to be included in the major or minor field.

### 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 and content are different. See the beginning of the Curricula section of this catalog for a description of these courses.

### 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. If, for some emergency situation, attendance on the first day is not possible, the student should notify the instructor of the situation by e-mail or telephone.

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 must do so by officially withdrawing from the class.

### 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

Changes in registration can be made on the Web registration system until the published deadlines for adding and/or dropping courses. After the published deadline, all changes are made by using the *Change in Registration* Form which is available at the Office of the University Registrar, or through the Murphy On-line Web registration system. Students should consult the university calendar in this catalog for the specific deadlines for making these changes.

Courses added after the published deadline must have permission of the instructor.

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 up to the "last day to drop a course without notation on record" indicated in the academic calendar for each term. The refund schedule for courses dropped after this period is available from the university business office.

### Withdrawal from a Course

Courses dropped between the "last day to drop a course without notation on record" and the "last day to withdraw from a course without a grade of F or R" listed in the academic calendar will receive a notation of W.

A grade of W is an official grade and is posted on the permanent record. Since there is no credit and no quality points for a W, the notation does not affect the GPA.

## Registration Information

### Retaking of Courses

A student may repeat a course if her or his grade or mark is F, R, W, D-, D or D+. Only the higher grade will be 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 may withdraw from the university at any time by contacting 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 adviser.

Institutional refunds and financial aid adjustments are determined by the date on which the student initially contacts 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 undergraduate program may be taken on the S-D-R grading option.
3. A student must complete a form at the Office of the University Registrar for any course to be taken on this basis. The published deadline date is in the academic calendar for each term. If the course is part of the major or minor program (including allied requirements), the form must be signed by the department chair.
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- becoming the grade of record 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 may not 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.

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. After the grading deadline for a term, the instructor must submit the changes to the Office of the University Registrar using the *Official Change of Grade Form*.

**Grade Reports**

Final grades can be accessed by the student through the UST student Web system. Final grade reports are printed only upon request, using the student Web system.

**Grade Point Total and Grade Point Average**

Grade points are assigned as indicated above. Note that marks of W, I, 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 courses 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 considered a full-time student. A degree student who takes fewer than 12 credits for credit is considered a part-time student.

A degree-seeking student is ranked by credits successfully completed:

- fewer than 28 credits = freshman
- between 28 and 59 credits = sophomore
- between 60 and 91 credits = junior
- 92 credits or more = senior.

**Catalog of Record**

The catalog in effect at the time of matriculation is usually considered the catalog of record and determines the student's graduation requirements. However, a student may wish to choose a later catalog issued before being graduated to take advantage of a revision of a major, for example.

Choosing the new catalog means accepting *all* changes in that catalog from the former one. If there is a change in core curriculum requirements, for example, the student will be responsible for those changes or will need to petition for a waiver. Generally speaking, the student may choose any catalog in force during the time the student is enrolled for a degree.

Students should contact the office of Academic Counseling if they wish to change their catalog of record.

**Date of Graduation**

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

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

To be considered completed, the record of work must be submitted to the Office of the University Registrar. Courses which were originally noted "Incomplete" are considered complete when the final grade is received from the instructor.

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

**Diploma**

One diploma is awarded for each degree earned. Diplomas are distributed to graduates after the university has verified that all requirements for graduation have been settled. This may be several weeks after commencement. Diplomas will be sent to the graduate's permanent address by mail.

The size of all diplomas is 8.5 x 11 inches. Information on the diploma includes the name of the university, the university seal, the graduate's name, the degree represented by the diploma, and the date of graduation.

**Transcripts**

A transcript of a student's academic record will be issued only upon receipt of a written request from the student. A form is available on the Website at [www.stthomas.edu/registrar/forms/transcripts.htm](http://www.stthomas.edu/registrar/forms/transcripts.htm). Forward a completed and signed copy along with the transcript fee to the address on the form. Transcripts will not be issued to students who have a hold placed on their records.

**Academic Probation**

A student who has attempted twelve credits or more at the University of St. Thomas and has not achieved a University of St. Thomas cumulative grade point average of 2.00 or better is put on academic probation.

## Registration Information

Each student who is placed on probation will receive a letter from the Office of Academic Counseling and Advising 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 Office of Academic Counseling and Advising identifying the nature of the suspension and the events leading up to it. A student may re-enroll following a semester of suspension, but must make an appointment with an academic counselor to do so.

### Academic Dismissal

A student is dismissed from the undergraduate program 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 Office of Academic Counseling and Advising 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 after consulting with an academic adviser. 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 counselor 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 program and has the authority to grant exceptions and waivers when warranted. It is composed of five elected faculty members and two students appointed by the All College Council. The dean (or designee) of the College of Arts and Sciences 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 Dean of the College of Arts and Sciences. 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.

### Student Records Privacy – FERPA

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 directory information from the public, the student normally 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 student 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 [www.stthomas.edu/registrar/policies/privacy/annual\\_notice2.htm](http://www.stthomas.edu/registrar/policies/privacy/annual_notice2.htm)



### Aquinas Scholars

The Aquinas Scholars Program is the honors program of the undergraduate program. 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.

### Deans' Honor Lists

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 a Dean's Honor List if there are no grades of D or F or marks of I or R. (Evening program students must have taken at least eight credits in a semester and under the same requirements.)

The list is made public and the student receives a letter of commendation from the appropriate dean's office. Freshmen and first-semester sophomores will be listed by the Dean of Arts and Sciences. Second-semester sophomores, and juniors and seniors will appear on lists depending on their major – from the College of Arts and Sciences, the College of Business, the School of Education, the School of Engineering, or the School of Social Work.

### 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 (although course-related fees are to be paid); and attendance as guests of the university at special academic functions.

### 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 Curricula section of this catalog.

Biology – *Gamma Tau* chapter of *Beta Beta Beta*  
 Communication – Beta Chi chapter of *Lambda Pi Eta*  
 Drama – *Pi Epsilon Delta*  
 Economics – *Omicron Delta Epsilon*  
 English – *Sigma Tau Delta*  
 Foreign Language – *Alpha Mu Gamma*  
 Geography – *Mu Alpha Pi*  
 History – *Phi Alpha Theta*  
 Political Science – *Chi Theta* chapter of *Pi Sigma Alpha*  
 Psychology – *Psi Chi*  
 Religious Studies and Theology – *Theta Alpha Kappa*  
 Social Work – *Beta Epsilon* chapter of *Alpha Delta Mu*  
 Sociology – *Iota* chapter of *Alpha Kappa Delta*

### Latin Honors

Three types of academic honors are conferred upon graduates of the undergraduate program.

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 Dean of the College of Arts and Sciences 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 divisions or schools of the undergraduate program.

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.

## Academic Support Programs

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 Dean of the College of Arts and Sciences.

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 or schools of the undergraduate program 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*.



## 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 twelve or sixteen credits in fall semester: ENGL 110 Intensive Writing; a companion course covering one of the core curriculum requirements; and one or two additional courses of the student's choice.

ADP students are required to participate in seminars offered by the Academic Support Center.

## 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, self-study/review programs, math CDs, 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 self-study review course (MATH 005). The course has a nominal registration fee.

Consult the Website for more information and the link to practice problems for the Math Placement Exam or for the Calculus II Readiness Assessment:

[www.stthomas.edu/mathematics/MaRC](http://www.stthomas.edu/mathematics/MaRC)

## Academic Support Center

The Academic Support Center (ASC) 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 – Disability Services

The University of St. Thomas offers services for students with learning disabilities, psychiatric disorders, Attention Deficit Disorder, traumatic brain injuries, and physical disabilities. 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.

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.

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.

For more information, please contact the Enhancement Program Office, located in OEC 119 or consult the Website:

[www.stthomas.edu/enhancementprog/](http://www.stthomas.edu/enhancementprog/)

### Center for Writing

Undergraduate and graduate students at all levels of experience and expertise across the university use the Center for Writing. 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, extensive research papers, master's theses and dissertations.

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.

### Information Resources and Technologies

Information Resources and Technologies (IRT) oversees the university libraries, information and computing technology (systems and desktop application acquisition, support and service) and instructional and institutional Web and media services.

IRT provides information technology (computing and library) support and service as well as telecommunication (telephone) services to students, faculty and staff. All public 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, social, and educational events to attend and many activities in which they may participate. Students can further develop their leadership skills by being an active member in one of over 70 clubs and organizations on campus. Being involved with the student life on campus helps to create a well-rounded and spirited college experience.

### All College Council

The All College Council (ACC) is the student government of the undergraduate program, 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 and two on-campus representatives, one Residence Hall Association representative, the class president and two representatives from each class, one International Student representative, one HANA student representative, one STAR representative, one St. John Vianney representative, one student organization's representative, an external affairs representative, and an adviser, who is the executive director for Department of Campus Life.

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

### Participation in Faculty Committees

Students of the undergraduate program work cooperatively with the faculty and administration on seven committees: the Student Life Committee, the Grievance Committee, the Committee on Discipline, the Undergraduate Planning and Policy Committee, the College of Arts and Sciences Curriculum Committee, the Undergraduate Committee on Studies, and the Budget Advisory Committee.

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

### Electronic Student Services

Electronic Student Services (ESS) is committed to enhancing the student learning experience and advancing technological communication for students, faculty, and staff. Working collaboratively within Student Affairs and the university community, ESS promotes, creates, and supports technology initiatives, develops divisional marketing strategies, coordinates division publications, and offers access to comprehensive cultural and outdoor educational experiences. As an advocate for technology, the ESS staff work to learn more about the technological needs, expectations, and interests of students and to share this information throughout campus.

### Student Organizations and Clubs

There are approximately 70 clubs organized on campus for a variety of purposes including academic, athletic, honor and recognition, special interest, and

## Student Life

university service. All student organizations' recognition and funding processes are overseen by the All College Council and the Department of Campus Life. 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 on-line. 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-two varsity sports.

Men's varsity sports are soccer, cross country, football, hockey, basketball, swimming, baseball, golf, tennis and indoor and outdoor track and field.

Women's varsity sports are volleyball, hockey, cross country, basketball, swimming, soccer, softball, tennis, golf and indoor and outdoor track and field.

### 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 and staff. 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 staff captures the school year's events through words, pictures, and graphic theme. The yearbook is distributed at no cost to all full-time undergraduate students in the fall of each year. Applications for *Aquinas* student staff positions are made through the *Aquinas* yearbook managing editor's office in Murray Herrick Center 112D.

#### Summit Avenue Review

*Summit Avenue Review* is the literary and visual arts magazine at St. Thomas. Designed and edited by students, the magazine publishes poetry, fiction, literary nonfiction, photography, and other visual art from the St. Thomas community. Work on the magazine begins in early fall, with a first submissions deadline in December and an April publication date. Inquiries should be sent to the Department of English. The magazine's Web address is:

[www.stthomas.edu/SummitAvenueReview](http://www.stthomas.edu/SummitAvenueReview)

### 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 current *Handbook for Music Students* available from the Department of Music.

### Theater

Four productions per year are presented by the joint Department of Theater of the University of St. Thomas and College of St. Catherine. Alternating between the two campuses, the productions are presented at UST's Foley Theater and at CSC's Frey Theater, with the occasional use of the O'Shaughnessy Auditorium at CSC. The season of plays each year includes a variety of time periods and styles, from classical Greece to contemporary American. A musical is presented every year. Admission is free to all students with ACTC identification.

All students are eligible to take part in theater productions, regardless of major. Casting is by open audition. Audition notices are posted throughout campus and on the Department of Theater's Website. To work backstage, students may sign up at the annual Theater Open House in the fall, or by contacting the department's technical director.

In addition to its production season, the Department of Theater sponsors an improv comedy team, the OxyMorons. This team performs on the two campuses and in local venues. To join, sign up at the annual Theater Open House or contact the chair of the department.

### Film Club

The Film Club, sponsored by the joint Department of Theater of the University of St. Thomas and College of St. Catherine, meets weekly to view and discuss outstanding current film. Admission is free, and refreshments are served. For a schedule, contact the chair of theater or check the department's Website.

### 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 on-line *Student Policy Book*.

### The On-Line Student Policy Book

The *Student Policy Book* is published by the Dean of Student Life Office. It 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 on-line *Student Policy Book* and will be held accountable for upholding the university's policies. It can be found at [www.stthomas.edu/policies](http://www.stthomas.edu/policies).

### Student Affairs Life/Work Center

The Life/Work Center in 110 Terrence Murphy Hall on the Minneapolis campus, a department within the Division of Student Affairs, provides special services and resources to meet the unique needs of graduate students, education students (both graduate and undergraduate), and alumni/ae. Our core services include career counseling, personal counseling services, and the resources of the International Student Services and Multicultural Student Services staff. Legal services are provided periodically. Staff in the Life/Work Center can provide consulting services for career development, and personal life management concerns. Staff are available for in-class presentations and can provide resources and support for standardized self assessments which complement the curriculum goals. Contact the Life/Work Center at 651-962-4763 or [lifework@stthomas.edu](mailto:lifework@stthomas.edu). 

### 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 six full-time professionals, Campus Ministry employs a team of residence hall chaplains and twenty student employees. The staff coordinates the religious life of the campus and offers a variety of programs.

In the area of worship, there are daily, Sunday 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 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), and Common Ground – a house of hospitality where students gather to relax, pray, study, and meet new people.

Campus Ministry also offers the Rite of Christian Initiation for Adults (RCIA) to those who are preparing for baptism, eucharist and confirmation in the Catholic Church.

The Center for Campus Ministry 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 concerns of daily living to problems of a more serious nature. In addition to the licensed 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 Daily Bulletin. Complete confidentiality is maintained in accordance with legal requirements and the professional code of ethics. The Personal Counseling Website has an extensive self-help section including anonymous screening for depression, anxiety, alcohol and eating disorders: [www.stthomas.edu/pc](http://www.stthomas.edu/pc).

### Testing Services

Testing Services located in the Personal Counseling Office offers a full range of services including personality assessment, career testing, and group tests such as the Law School Admissions Test and the Miller Analogies Test.

## **Student Services**

### **Career Development Services**

The Career Development Center provides expertise and information to students and alumni in the area of vocation and career. This includes assistance with the tools and methods necessary for finding jobs and internships. The department provides individual assistance and convenient 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
- Major field choice and change
- Researching specific careers and employers
- Seeking internships, full-time, part-time and summer employment
- On-campus interviewing
- Utilizing technology in career development

### **Career Coaching and 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.

### **Web Services**

Our services can be accessed on the Web from campus, work, home, or anywhere with an Internet connection. Our Website is an invaluable asset, acting as a technological enhancement to broaden the reach of our services. It features seminars, handouts and information produced by our office, as well as suggested links to career resources on the Web.

[www.stthomas.edu/career](http://www.stthomas.edu/career)

### **Commuter Center and Off-Campus Services**

The Commuter Center provides hospitality, information, programs, resources, and services to all students with an emphasis on commuters, non-traditional students, and students that live in the immediate neighborhood. Services include: off-campus housing listings; renter education materials; free legal advice; locker rentals; commuter e-mail updates; a student parent lending library; and lounge space with a microwave, refrigerators and computers. The Center is located in the lower level of Murray Herrick Campus Center. Phone: 651-962-6138; Website:

[www.stthomas.edu/commutercenter](http://www.stthomas.edu/commutercenter)

### **Multicultural Student Services**

Multicultural Student Services (MSS), consistent with St. Thomas/ Catholic tradition, is concerned with providing a comprehensive system of advocacy and support for U.S. students of color and permanent residents. The goal is to improve retention and the quality of the UST experience. We strive to prepare all students to think and act responsibly when confronted with the myriad diverse and changing needs of their local community and the world at large. Initiatives addressing academic support, developing partnerships and educational programming complement the academic mission of the university.

Multicultural Student Services also provides scholarships for undergraduate U.S. students of color. Information about these and other funding opportunities may be obtained from Student Financial 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 about academic, cultural, legal, and practical life at a U.S. 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
- Weekly International Student Electronic Newsletter
- A Website with information on programs and services, immigration rules, activities and programs, and the newsletter:  
[www.stthomas.edu/oiss](http://www.stthomas.edu/oiss)
- Monthly International Forums on international intercultural topics for U.S. and international students, staff and faculty
- Close cooperation with the Globally-Minded Student Association, with U.S. and international members, which promotes interaction and interchange of ideas through social and cultural activities
- Cultural and educational programming
- Career and job-search workshops in cooperation with the UST Career Resource Center

### **Box Office & Expeditions**

The Box Office & Expeditions offers the university community the opportunity to purchase tickets to many UST campus-sponsored events (including campus dances and concerts), as well as discounted tickets to many local Twin Cities cultural, theatrical and athletic events. A sampling of tickets includes local theater productions, museums, athletic events, movie theaters, and specialty entertainment.

Expeditions is the campus outdoors programming and educational center. Expeditions offers a wide variety of outdoor camping, sporting and athletic equipment for a minimal fee. In addition to equipment and camping rentals, Expeditions also sponsors annual off-campus educational experiences which in the past have included: white water rafting, rock climbing, dog sledding and an excursion to the Florida Everglades.

## 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 Campus Living Office. St. John Vianney Hall is the college seminary residence.

The residence halls have computer rooms, laundry rooms, study lounges, recreation rooms and a hall desk with some sports equipment, tools, vacuums and games available for student use. Koch Commons has a fitness center and a snack food outlet, the Pit Stop.

Upon admission to the undergraduate program, 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 \$200 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 Campus Living 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 Campus Living, 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, Freshëns® 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.

*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.

## Student Health Service

An acute health care clinic, located in the lower level of Brady Residence Hall, is designed to competently meet students' individual clinical and preventative health needs in a compassionate, culturally sensitive and confidential manner. Health care needs are addressed by either a physician, nurse practitioner or a registered nurse.

The service is available Monday through Friday 8:00 a.m. to 4:30 p.m. Same-day appointments are usually available. Please call 651-962-6750 to schedule appointments.

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 with charges billed to the student's insurance company.

## Student Services

Urgent Care centers and Emergency resources are listed on the Student Health Service Website. The university offers an optional health and medical care insurance plan to all UST students. International students are required to participate in this insurance plan unless they can demonstrate comparable coverage. The policy is a low-cost accident and sickness insurance plan underwritten by a national insurance company. Information on these policies is sent to returning students and incoming freshmen every year.

All students must submit a health history and immunization record. A physical exam is required for any student wishing to participate in sports or study abroad.

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. Questions should be addressed to the Student Health Service. A *Record of Immunization* form is available from the Office of Admissions, Student Health Service or on-line through the UST Student Health Service Website:

[www.stthomas.edu/studenthealth](http://www.stthomas.edu/studenthealth)

### Wellness Center

The Wellness Center is dedicated to assisting students, staff, and faculty in developing healthy lifestyle choices and promoting behaviors that result in enhanced well-being. The center embraces the concept of wellness in developing the whole person.

The center offers programs, resources, and educational material on health promotion and illness prevention. The center is designed to increase the overall health of the university community and promote healthy lifestyle choices that will serve individuals throughout their lives.

The center is located in the lower level of 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.

#### 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 is required. Resident students are required to provide an accurate license plate number of the car. Persons purchasing a parking permit will receive a parking map indicating the lots available for the type of permit purchased, and a book or Web address of rules and regulations regarding parking.



## Chapels

### Chapel of St. Thomas Aquinas

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 Capecci 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 in 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, 27-rank mechanical action pipe organ designed by Noack Organ Company of Georgetown, Massachusetts, was installed.

### St. John Vianney Chapel

The university 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.

A small one-manual Van Daalen organ was moved to the chapel in 2000.

**Florance Chapel**

The Florance Chapel is the lower chapel in the Chapel of St. Thomas Aquinas. 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.

**St. Thomas More Chapel**

Located in the School of Law on the Minneapolis campus, the two-story St. Thomas More Chapel features colored art-glass windows, seating for more than 100 and a striking bronze crucifix. A meditation room overlooking the chapel on the second floor provides a quiet respite and a place for reflection.

**University Libraries**

The University of St. Thomas libraries contain more than 458,000 book volumes, 2,295 periodical subscriptions and provide access to nearly 150 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, graduate programs in the College of Business, and the Graduate School of Professional Psychology.

**CLIC/MINITEX**

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.

**Library Services**

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. Group study rooms are available throughout the library, and a limited number of individual study carrels are assigned for a semester at a time.

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

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.

## Facilities

### 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 auditorium in the John R. Roach Center (room 126) contains state-of-the-art technology. It is used for course lectures, meetings, conferences and is the site for many student activities including film viewings.

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, 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 Terence Murphy Hall, 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.

