

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

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.

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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. 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.

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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

