

# University of St. Thomas

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

## Undergraduate Catalog

**2008-2010**

### **Telephone**

651-962-5000 or 800-328-6819

### **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.

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 2008-2009

### Fall Semester 2008

September 3	Classes begin
September 9	Last day to register or add a class without instructor permission
September 16	Last day to drop a class without notation on record
October 8	Last day to designate grading option (S-D-R)
October 24	Fall semester break
October 27	Classes resume, 2nd half-semester classes begin
October 27	Mid-term & 1st half-semester grades due
November 10 - 26	Early registration for January term and spring semester
November 12	Last day to withdraw from a class without a grade of "F"
November 27 - 28	Thanksgiving recess
December 1	Classes resume, Incompletes due from spring semester and summer sessions
December 12	Last day of classes
December 15	Study Day
December 16 - 19	Final examinations
December 19	Winter commencements
January 5	Final grades due

### January Term 2009

January 5	Classes begin
January 9	Last day to drop a class without notation on record
January 9	Last day to register or add a class without instructor permission
January 14	Last day to designate grading option (S-D-R)
January 19	Martin Luther King Holiday
January 20	Last day to withdraw from a class without a grade of "F"
January 29	Last day of classes/examinations
February 6	January term grades due

### Spring Semester 2009

February 2	Classes begin
February 6	Last day to register or add a class without instructor permission
February 13	Last day to drop a class without notation on record
March 6	Last day to designate grading option (S-D-R)
March 23 - 27	Spring semester break
March 30	Classes resume, 2nd half-semester classes begin
March 30	Mid-term & 1st half-semester grades due
April 10 - 13	Easter break
April 14	Classes resume
April 14	Last day to withdraw from a class without a grade of "F"
April 20 - May 1	Early registration for summer sessions and fall semester
May 1	Incompletes due from fall semester and January term
May 15	Last day of classes
May 18	Study Day
May 19 - 22	Final examinations
May 22	Commencement Mass
May 23	Spring commencements
June 5	Final grades due

### Summer Sessions 2009

May 27 - July 9	First summer session
May 27 - July 23	Extended session
May 27 - August 20	Double session
July 13 - August 20	Second summer session

## Academic Calendar 2009-2010

### Fall Semester 2009 (PRELIMINARY)

September 9	Classes begin
September 15	Last day to register or add a class without instructor permission
September 22	Last day to drop a class without notation on record
October 14	Last day to designate grading option (S-D-R)
October 30	Fall semester break
November 2	Classes resume, 2nd half-semester classes begin
November 2	Mid-term & 1st half-semester grades due
November 17	Last day to withdraw from a class without a grade of "F"
Nov. 16 - Dec. 4	Early registration for January term and spring semester
November 26 - 29	Thanksgiving recess
November 30	Classes resume
December 1	Incompletes due from spring semester and summer sessions
December 11	Last day of classes
December 14	Study Day
December 15 - 18	Final examinations
December 18	Winter commencements
January 4	Final grades due

### January Term 2010 (PRELIMINARY)

January 4	Classes begin
January 8	Last day to register or add a class without instructor permission
January 8	Last day to drop a class without notation on record
January 12	Last day to designate grading option (S-D-R)
January 18	Martin Luther King Holiday
January 22	Last day to withdraw from a class without a grade of "F"
January 28	Last day of classes/examinations
February 5	January term grades due

### Spring Semester 2010 (PRELIMINARY)

February 1	Classes begin
February 5	Last day to register or add a class without instructor permission
February 12	Last day to drop a class without notation on record
March 10	Last day to designate grading option (S-D-R)
March 22	2nd half-semester classes begin
March 24	Mid-term & 1st half-semester grades due
March 29 - April 5	Easter & Spring semester break
April 6	Classes resume
April 21	Last day to withdraw from a class without a grade of "F"
April 19 - 30	Early registration for summer sessions and fall semester
May 3	Incompletes due from fall semester and January term
May 14	Last day of classes
May 17	Study Day
May 18 - 21	Final examinations
May 21	Commencement Mass
May 22	Spring commencements
June 2	Final grades due

### Summer Sessions 2010 (PRELIMINARY)

May 26 - July 8	First summer session
May 26 - July 22	Extended session
May 26 - August 19	Double session
July 12 - August 19	Second summer session

## Table of Contents

Calendars	2	Ethics and Business Law, Department of	75
General Information	6	Family Studies	166
Admission Information	9	Finance, Department of	76
Student Financial Services	14	Geography, Department of	167
Academic Information and Programs	18	Geology, Department of	171
International and Off-Campus Programs	21	Health and Human Performance, Department of	176
Requirements for Degree	24	History, Department of	184
Registration Information	31	Interdisciplinary Courses	191
Academic Honors	37	International Studies	195
Academic Support Programs	38	Justice and Peace Studies	196
Student Life	40	Legal Studies	200
Student Services	42	Literary Studies	201
Facilities	45	Mathematics, Department of	202
Curricula	48	Modern and Classical Languages, Department of	207
Organization and Personnel	288	Management, Department of	78
University Faculty	293	Marketing, Department of	81
Retired Faculty	315	Music, Department of	221
Index	318	Neuroscience (B.S.)	236
<b>Departments and Programs</b>		Philosophy, Department of	237
Course Explanation	48	Physics, Department of	242
Accounting, Department of	73	Political Science, Department of	246
Actuarial Science	50	Pre-Professional Programs	250
Aerospace Studies, Department of	52	Psychology, Department of	253
American Culture and Difference	54	Renaissance Program	258
Art History, Department of	56	Social Sciences	259
Biochemistry	60	Social Work, School of	260
Biology, Department of	62	Sociology & Criminal Justice, Department of	263
Business, College of	70	Special Education, Department of	141
Accounting, Department of	73	Theater, Department of	269
Decision Sciences, Department of	74	Theology, Department of	272
Entrepreneurship, Department of	74	Urban Studies	284
Ethics and Business Law, Department of	75	Women's Studies	285
Finance, Department of	76		
Management, Department of	78	<b>Majors and Minors</b>	
Marketing, Department of	81	Accounting (Business Administration)	73
Catholic Studies, Department of	91	Actuarial Science (B.S.)	50
Chemistry, Department of	95	Aerospace Studies (minor only)	52
Classical Civilization	101	American Culture and Difference (minor only)	55
Communication & Journalism, Department of	102	Art History	56
Computer & Information Sciences, Department of	110	Biochemistry (B.S.)	61
Decision Sciences, Department of	74	Biology (B.A. & B.S.)	63
Economics, Department of	118	Biology (Life Science teacher licensure)	130
Education, School of	123	Business Administration (minor)	71
Engineering, School of	142	Business Communication (Business Admin)	78
English, Department of	151	Catholic Studies	91
Entrepreneurship, Department of	74	Chemistry (B.A. & B.S.)	96
Environmental Science	161	Chemistry (teacher licensure)	128
Environmental Studies	164	Classical Civilization	101
		Classical Languages	208

## Table of Contents

Communication and Journalism . . . . .	102	Legal Studies in Business (Business Admin) . . . . .	76
Communication (Communication Arts . . . . .125, 129 and Literature teacher licensures)		Literary Studies . . . . .	201
Community Health Education . . . . .	176	Marketing Management (Business Admin) . . . . .	81
Computer and Information Sciences (minor only) . . . . .	113	Mathematics . . . . .	202
Computer Science . . . . .	110	Mathematics (teacher licensures) . . . . .	126, 131
Criminal Justice . . . . .	264	Mechanical Engineering (B.S.M.E.) . . . . .	143
Economics (B.A. & B.S.) . . . . .	119	Music . . . . .	222
Electrical Engineering (B.S.E.E.) . . . . .	142	Music Business . . . . .	224
Electronic Music Production (minor only) . . . . .	225	Music Education (teacher licensures) (B.M.) . . . . .	131
Engineering (minor) . . . . .	138	Music – Liturgical . . . . .	223
English . . . . .	152	Music – Performance (B.M.) . . . . .	222
English – Writing . . . . .	153	Neuroscience (B.S.) . . . . .	236
English – Education . . . . .	154	Operations Management (Business Admin) . . . . .	74
Entrepreneurship (Business Admin) . . . . .	75	Philosophy . . . . .	238
Environmental Science . . . . .	161	Physical Education – Non-licensure . . . . .	179
Environmental Studies . . . . .	164	Physical Education (teacher licensure) . . . . .	133
Family Studies (minor only) . . . . .	166	Physics (B.A. & B.S.) . . . . .	242
Film (Theater) (minor only) . . . . .	270	Physics (teacher licensure) . . . . .	133
Financial Management (Business Admin) . . . . .	77	Political Science . . . . .	246
French . . . . .	208	Popular Music (minor only) . . . . .	225
French (teacher licensure) . . . . .	126, 135	Psychology . . . . .	253
General Business Management (Business Admin) . . . . .	70	Real Estate Studies (B.S.) (Business Admin) . . . . .	77
Geographic Information Systems . . . . .	168	Renaissance Program (minor only) . . . . .	258
Geography . . . . .	167	Russian (minor only) . . . . .	217
Geology (B.A. & B.S.) . . . . .	171	Science and Mathematics for Elementary . . . . .	126
Geology (Earth & Space Science teacher licensure) . . . . .	129	Education (SMEE)	
German . . . . .	210	Social Sciences . . . . .	259
German (teacher licensures) . . . . .	126, 135	Social Studies (teacher licensures) . . . . .	126, 134
Greek (minor only) . . . . .	212	Social Welfare (minor only) . . . . .	261
Health Education – Non-Licensure . . . . .	178	Social Work . . . . .	260
Health Education (teacher licensure) . . . . .	119, 165	Sociology . . . . .	264
Health Promotion (B.S.) . . . . .	177	Spanish . . . . .	217
Health Promotion – Science (B.S.) . . . . .	178	Spanish (teacher licensure) . . . . .	126, 135
History . . . . .	184	Theater . . . . .	269
Human Resource Management (Business Admin) . . . . .	79	Theater Arts (teacher licensure) . . . . .	135
Information and Decision Theory . . . . .	112	Theater History - Theory-Criticism (minor only) . . . . .	270
Information Security . . . . .	112	Theater Performance (minor only) . . . . .	270
Information Systems (IS) . . . . .	111	Theology . . . . .	273
Information Technology (IT) . . . . .	111	Theology – Ministry . . . . .	273
International Business (Business Administration) . . . . .	72	Urban Studies (minor only) . . . . .	285
International Business – French Intensive . . . . .	213	Women’s Studies [ACTC] . . . . .	285
International Business – German Intensive . . . . .	214		
International Business – Spanish Intensive . . . . .	214		
International Studies . . . . .	195		
Japanese (minor only) . . . . .	215		
Justice and Peace Studies . . . . .	197		
Latin . . . . .	216		
Leadership and Management (Business Admin) . . . . .	80		
Legal Studies (minor only) . . . . .	200		

## General Information

### **Mission**

Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good.

### **Convictions**

As a community we are committed to:

1. Pursuit of Truth  
We value intellectual inquiry as a life-long habit, the unfettered and impartial pursuit of truth in all its forms, the integration of knowledge across disciplines, and the imaginative and creative exploration of new ideas.
2. Academic Excellence  
We create a culture among faculty, students and staff that recognizes the power of ideas and rewards rigorous thinking.
3. Faith and Reason  
We actively engage Catholic intellectual tradition, which values the fundamental compatibility of faith and reason and fosters meaningful dialogue directed toward the flourishing of human culture.
4. Dignity  
We respect the dignity of each person and value the unique contributions that each brings to the greater mosaic of the university community.
5. Diversity  
We strive to create a vibrant diverse community in which, together, we work for a more just and inclusive society.
6. Personal Attention  
We foster a caring culture that supports the well-being of each member.
7. Gratitude  
We celebrate the achievements of all members of our community in goals attained and obstacles overcome, and in all things give praise to God.

### **Undergraduate Vision Statement**

The university's mission and convictions and our objectives for undergraduate education provide the framework for the Undergraduate Vision Statement.

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, 50 percent of the undergraduates and 52 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 10,641 today. The undergraduate program currently enrolls approximately 5,600 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 Opus 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.

## Organization of the University

### Undergraduate

#### 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.

#### Opus College of Business

The Opus College of Business has six departments offering undergraduate curricula in an interdisciplinary setting. It is home to a variety of centers offering credit and noncredit seminars and continuing-education programs.

#### School of Education

The School of Education offers undergraduate courses and curricula for elementary and secondary teacher licensures.

#### 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.). The B.S.M.E. degree is Engineering Accreditation Commission of ABET accredited.

#### School of Social Work

The School of Social Work offers undergraduate courses and curricula for social work and chemical dependency counseling.

### Graduate

#### College of Arts and Sciences

Master's-level programs are offered in Art History, Catholic Studies, English, and Music Education.

#### Opus College of Business

The Opus College of Business 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.

#### College of Applied Professional Studies

Graduate study leading to certificates, master's, educational specialist, and doctoral degrees is offered. Master's- and doctoral-level degrees are offered in counseling psychology. A certificate in family psychology also is offered.

## General Information

### 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 masters degrees in manufacturing systems engineering (M.M.S.E), manufacturing systems, systems engineering, and technology management. The M.M.S.E. degree is 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. Full accreditation by the American Bar Association was granted in 2006.

### School of Social Work

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.

### Vital Statistics

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

The university offers five bachelor's degrees, 105 major fields of study, and 61 minor fields of study. The university offers 42 graduate degree programs: 36 master's, two education specialist, one *juris doctor*, and three doctorates. It also offers five graduate-level joint- or dual-degree programs.

The university awards the B.A. in 89 fields; B.M. in 3 fields; B.S. in eleven fields; B.S.E.E.; B.S.M.E.; Ed.S. in two fields; Ed.D. in two fields; J.D.; M.A. in 20 fields; M.B.A. in four fields; M.B.C.; M.Div.; M.M.S.E.; M.S. in seven fields; M.S.S.; M.S.W.; and Psy.D.

Enrollment in the undergraduate program for fall semester 2007 was 6,076. Graduate-level enrollment figures at the university were: College of Arts and Sciences, 188; Opus College of Business, 1,760; St. Paul Seminary School of Divinity, 120; School of Education, 1,237; School of Law, 474; School of Social Work, 333; Graduate School of Professional Psychology, 192; Graduate Programs in Software Engineering, 382; Programs in Engineering, 222.

The total undergraduate and graduate enrollment for fall semester 2007 was 10,984.

There are 395 full-time faculty, 381 part-time faculty, and a support staff of 1,078.

### 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), and is an affiliate member of the Teacher Education Accreditation Council.

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 School of Law is accredited by the American Bar Association (202-662-1000); 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 University Assessment Committee, which oversees the student outcomes assessment programs of the university, consists of the chief assessment officer for each school or college and the director of Institutional Research. The committee is chaired by the associate vice president for academic affairs.

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, color, creed, religion, ancestry, national origin, gender, sexual orientation, or disability.

## Information and Visits

All correspondence and telephone calls concerning undergraduate admission should be directed to the Office of Admissions, Mail #32F, 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. Admission counselors and scheduled tour times are available during those hours. 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 completed by the applicant and sent to the Office of Admissions. The application also may be completed via the Web at: [www.stthomas.edu](http://www.stthomas.edu)
2. The admissions committee considers each student's academic record, writing sample, and recommendations, if applicable. 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 when requested in writing by May 1 prior to the fall semester of admission.
4. Admitted students wishing to live in on-campus housing must also make a \$200 room deposit. The room deposit will be refunded when requested in writing by May 1 prior to the fall semester of admission. Housing is granted on a space available basis and not guaranteed.
5. Each confirmed student is required to provide a final high school transcript after graduation prior to the first day of class in the fall semester of admission.
6. Undergraduate students enrolled in 12 or more credits each semester are required to demonstrate proof of health insurance. Students participating in NCAA athletics and international have additional specific insurance requirements. Students can provide their health insurance information via Murphy Online at: <https://banner.stthomas.edu>. Additionally, St. Thomas sponsors a health insurance plan that is available for any student to purchase. More information on the health insurance requirement and available insurance options can be found on the Student Health Service web site at: <http://www.stthomas.edu/studenthealth>.

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. Forms can be accessed through Murphy Online at <https://banner.stthomas.edu>.

## Admission Credits

Students entering St. Thomas as first-time college students may have high school credits, Advanced Placement (AP) 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.

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 (AP) 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 intending to major in Biology, Biochemistry, Environmental Science, or Neuroscience, a score of 4 or higher = BIOL 201 lecture section (3 credits); such students will normally be required to take the BIOL 201 lab (1 credit) at St. Thomas. For students not intending to major in one of the degree programs listed above, a score of 4 or higher = BIOL 101 (4 credits).

**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. Students will be required to present both coursework in class as well as lab work that includes, but not limited to lab notebook, lab reports, experiments and experimental procedures, exams taken and syllabi.

**Chinese** – A score of 3 = CHIN 211 (fulfills Language and Culture requirement);  
A score of 4 = CHIN 212  
A score of 5 = CHIN 300

## Admission Information

**Computer Science** – A score of 3 or higher in Computer Science A or B = CISC 199

**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 199 (does not fulfill the Literature and Writing requirement);

A score of 3 or higher in English Literature/Composition = ENGL 104 (fulfills 4 credits towards the Literature and Writing requirement)

**Environmental Science** – A score of 3 or higher in Environmental Science = ENVR 151.

**French** – A score of 3 = FREN 211 (fulfills Language and Culture requirement);

A score of 4 = FREN 212

A score of 5 = FREN 300

A score of 3 or higher in French Literature = FREN 309 (this will count towards the major in French)

**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 = GERM 212

A score of 5 = GERM 300

**History** – A score of 4 or higher in European History = HIST 199 (with the discretion of the department chair, may fulfill Historical Studies requirement.) A score of 4 or higher in U.S. or World History = HIST 100 (fulfills the Historical Studies requirement.)

**Italian** – A score of 3 = ITAL 211 (fulfills Language and Culture requirement);

A score of 4 = ITAL 212

A score of 5 = ITAL 300

**Japanese** – A score of 3 = JAPN 211 (fulfills Language and Culture requirement);

A score of 4 = JAPN 212

A score of 5 = JAPN 300

**Latin** – A score of 3 or higher = LATN 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)

**Political Science** – A score of 3 or higher in Government & Politics: U.S. = POLS 101 (does not fulfill Social Analysis requirement) A score of 3 or

higher in Comparative Government & Politics = POLS 105 (fulfills Social Analysis requirement.)

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

**Spanish Language** – A score of 3 = SPAN 211 (fulfills Language and Culture requirement);

A score of 4 = SPAN 212

A score of 5 = SPAN 300

**Spanish Literature** – A score of 5 or higher = SPAN 335 (this will count towards the major in Spanish)

**Statistics** – A score of 3 or higher in Statistics = IDTH 220 (fulfills third Math/Science requirement)

**Studio Art** – A score of 3 or higher in Studio Art = ARTS 199 (does not fulfill Fine Arts Requirement)

### International Baccalaureate

All exams with the exception of foreign languages, must be taken at the *higher level*. Students who pass the higher level International Baccalaureate (IB) Examination(s) in subjects included in the St. Thomas curriculum with a score of 4 or higher will ordinarily receive 4 credits toward graduation. The specific courses for which credit would be awarded will be determined by the appropriate academic department.

Following is a list of guidelines according to which credit may be obtained through the higher level IB exam in specific departments.

Credit awarded will be assigned an “S” grade (satisfactory).

**Biology** – For students intending to major in Biology, Biochemistry, Environmental Science, or Neuroscience, a score of 5 or higher normally = BIOL 201 lecture section (3 credits); such students will usually be required to take the BIOL 201 lab (1 credit) at St. Thomas. However, placement in the major sequence must be determined in consultation with the Biology Department chair. For students not intending to major in one of the degree programs listed above, a score of 5 or higher = BIOL 101 (4 credits).

**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 equals ENGL 104 (fulfills 4 credits toward the Literature and Writing requirement.)

**Foreign Language** – Foreign language credit is dependent on the results of the UST departmental language placement exam typically administered during freshman orientation. Once a language placement exam result is known, IB credit will be granted with a score of 4 or higher.

### UST Exam

Placement Result	IB Credit Earned
300	212 (fulfills Lang & Culture)
212	211 (fulfills Lang & Culture)
211	112
112	111
111	199 (elective)

**History** – A score of 4 or higher in European History equals HIST 199 (with the discretion of the depart-

ment chair, may fulfill Historical Studies requirement.) A score of 4 or higher in History of Americas equals HIST 100 (fulfills the Historical Studies requirement.) A score of 4 or higher in History: Africa equals HIST 100 (fulfills 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 applicants 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 the 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 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 or Catholic Studies courses, since the state will not pay for religion courses. Applied music courses, such as instrumental or vocal lessons, are also not included in the program. PSEO students must register for credit; they may not audit a course.

Students must maintain at least a 2.50 grade point average in order to continue in the program.

Students enrolled in the program receive University of St. Thomas I.D. cards and may participate in 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. Students must take CLEP examinations before or during the first semester of college work to receive credit for the CLEP examination from UST.

**Business** – A score at the 50th percentile or above in Principles of Marketing=MKTG 300 (fulfills requirement in Business Major.) No other CLEP Exams in Business will earn St. Thomas Credit.

**English Literature/Composition** – A score at the 50th percentile or above in any English Literature or Composition exam will earn ENGL 199 (does not fulfill the Literature and Writing requirement.)

**Foreign Languages** – Students must consult with department chair to determine if any CLEP credit will be accepted with a score at the 50th percentile or above.

**History** – A score at the 50th percentile or above in History of the United States I=HIST 113, History of the United States II=HIST 114 (both fulfill the Historical Studies requirement.) History exams in other areas with a score of 50% or higher need to be evaluated by the department chair.

**Mathematics** – Students must consult the department chair to determine if any CLEP credit will be accepted with a score at the 50th percentile or above.

**Natural Sciences** – CLEP Examinations that include Biology, Chemistry and Natural Sciences do not fulfill the laboratory science requirement. A score at the 50th percentile or above will earn elective credit.

**Social Sciences** – A score at the 50th percentile or above in the following social sciences will earn 4 credits in the following subject areas

CLEP Exam	UST Credit
American Govt	POLS 101 (elective credit)
Princ of Macroecon	ECON 251 (fulfills Soc Analysis)
Princ of Microecon	ECON 252 (fulfills Soc Analysis)
Introductory Psyc	PSYC 111 (fulfills Soc Analysis)
Introductory Soc	SOCI 100 (fulfills Soc Analysis and Human Div)

### 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

## Admission Information

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.

**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
- DSCI 345 Operations Management
- FINC 321 Financial 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.

**Communication and Journalism** – in special circumstances, credit by examination could be sought for courses in journalism with the following *exceptions*:

- COJO 254 Photojournalism
- COJO 450 Advanced Reporting
- COJO 470 Advertising and Public Relations Campaigns
- COJO 480 Communication Ethics

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

- CISC 320 Systems Analysis and Design I
- CISC 321 Systems Analysis and Design II

**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

**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 PSYC 111 General Psychology

**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 submit official high school and college transcripts to the Office of Admissions as soon as possible. Previous college work and other academic information will be reviewed as part of 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)

Transfer students must fulfill the core curriculum requirements, maintain a GPA of 2.00 in courses taken at St. Thomas, and 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. The priority deadline for spring semester is 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 or [admissions@stthomas.edu](mailto:admissions@stthomas.edu)

## **International Students**

The university welcomes and encourages prospective international students to apply for admission.

International students are classified as students applying for admission to the University who will need to have or have a visa to enter the United States. Admission is competitive and requires:

- Application and essay;
- Secondary school official records with very good to excellent scores;
- Proof of English proficiency

Priority deadline for applications is January 15.

The minimum acceptable TOEFL score is the iBT total of 80 with subscores of 20 on speaking and writing. Information for testing can be found at [www.toefl.org](http://www.toefl.org). Please see the University of St. Thomas international admissions website for additional acceptable testing formats.

In lieu of the TOEFL test or other English proficiency tests, completion of Level 112 at any ELS Language Centers facility will satisfy the English requirement for admission. For more information about ELS, please see [www.els.com](http://www.els.com).

All international students must provide verified proof of sufficient funds to cover all educational costs for the first year of study and evidence that funds will be available for the duration of the degree. Information

The University of St. Thomas has international student scholarships available for students with outstanding merit and demonstrated need. These scholarships are highly competitive. To qualify for consideration, students must apply to the University of St. Thomas, and submit a scholarship essay and recommendation letter by January 15. After the priority deadline, admission and scholarship applications will be reviewed on a case-by-case, space available basis.

For more information, or to arrange to visit, please contact International Recruiting and Admissions, University of St. Thomas 44C, 2115 Summit Avenue, St. Paul, MN 55105-1096.

web: [www.stthomas.edu/admissions/international](http://www.stthomas.edu/admissions/international)  
e-mail: [international@stthomas.edu](mailto:international@stthomas.edu)  
phone: 1-651-962-6880

## **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 ensure proper and prompt payment of benefits due.

Veterans will receive credit as recommended by the American Council on Education for courses completed through USAFI and for courses from accredited colleges when the proper documents have been supplied to the university.

Specific questions should be addressed to the university registrar who serves as Coordinator of Veterans Affairs.

The University of St. Thomas uses *The Guide to the Evaluation of Educational Experiences in the Armed Services* when evaluating work done in these areas. The DD214 or DD295 is required to document these experiences.

## **Non-Degree Students**

Non-degree students are those who 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 begin registration five days before the start of each term.

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 during the spring and fall semesters, and four credits during J-term. They may register for a combined total of sixteen credits during the summer sessions. 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 Academic Counseling 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 and the Dean of Students form completed by the dean of students 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 and the Dean of Students form indicates the student left that institution in good standing.

A student who discontinues his/her enrollment in the university for four consecutive academic years must re-enroll under the terms of the catalog in effect at the time of re-enrollment.



## Student Financial Services

### **College Expenses**

The cost of a college education is of vital concern to students, their parents, and the educational institutions they attend. This section identifies many sources of financial aid and financing options available to students seeking a college education. Whenever possible, students will want to take advantage of opportunities such as federal and state grants, loans, and student employment 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 student employment. 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.

### **Financial Aid Information on the Web**

Visit the undergraduate financial aid website at [www.stthomas.edu/financialservices/undergraduate](http://www.stthomas.edu/financialservices/undergraduate) for information regarding the application process, scholarships, grants, student employment and work-study opportunities and financial aid policies at the University of St. Thomas.

### **Applications**

To be considered for aid, an applicant must complete the application for admission to the University of St. Thomas and be accepted.

Students wishing to apply for need-based financial aid or federal student loans 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.

Students are strongly encouraged to complete the FAFSA on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). A paper form may also be obtained by calling the Federal Student Aid Information Center at 800-4-FED-AID (800-433-3243).

### **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 disbursed to the student's account to pay 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 enrolled less than full-time (12 credits or more per semester). Students must be in compliance with the Satisfactory Academic Progress Policy to be eligible for assistance.

### **Satisfactory Academic Progress**

To remain in compliance with the Satisfactory Academic Progress Policy, a student must:

1. Successfully complete 75 percent of all attempted credits.
2. Maintain a cumulative GPA of 2.00 after his/her second year of attendance.

All students meeting the above conditions are eligible to receive financial aid for a maximum of 176 attempted credits. A detailed copy of the Satisfactory Academic Progress Policy is available from the Financial Aid Office.

### **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 accepted for admission as regular, degree-seeking, undergraduate students by the St. Thomas Office of Admissions 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, is consecutively enrolled, and meets the necessary renewal criteria.

#### *City of Minneapolis Scholarships*

The University of St. Thomas offers scholarships to 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. One scholarship is awarded to the neediest applicant from seven of the eight Minneapolis public high schools and one scholarship is awarded to the neediest 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 need-based financial aid to renew this scholarship.

#### *Recognition Scholarship Program for Community College Students*

This is a competitive scholarship awarded to the top students transferring from community colleges who have earned at least 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 St. Thomas Office of 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 admitted to St. Thomas who 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 necessary application by the established deadline. Selected applicants are invited to test 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 Scholarship have reduced eligibility for other St. Thomas scholarships. Please consult the St. Thomas Office of Admissions or Financial Aid Office 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 \$1,000-\$2,000 and \$4,000-\$5,000 in UST Honors Scholarships for a maximum total of \$6,000. For more information regarding scholarship amounts, please contact the St. Thomas Financial Aid Office or Office of Admissions.

*Multicultural Excellence Program Scholarship*

The St. Thomas Multicultural Excellence Program Scholarship is available to eligible students from the St. Paul Public Schools 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) if the student is consecutively enrolled as a full-time student at St. Thomas and is making satisfactory academic progress. Graduating high school seniors who are MEP participants should contact the St. Thomas Office of Admissions for details on how to apply for the scholarship.

*Air Force ROTC Scholarships*

The Air Force offers four-, three-, and two- year college scholarships. The purpose of the AFROTC Scholarship Program is to attract and retain students whose academic specialties and potential career areas are essential to Air Force needs. In this regard, AFROTC scholarship offers are based on merit and not on financial need.

Students in any academic major may compete for these scholarships, but the projected needs of the Air Force influence the number and type of scholarships awarded in the various majors (traditionally in scientific and technological areas of study). Additional scholarships for college freshmen and sophomores are available for qualified students who have enrolled in AFROTC and have competed in the January or June selection cycle. Members not enrolled in AFROTC may compete in June for the summer walk-on scholarships.

High school juniors and seniors may obtain the college scholarship information and an application on-line at [www.afrotc.com](http://www.afrotc.com).

The application deadline is Dec. 1 of the year preceding college entrance.

St. Thomas offers students who are recipients of Air Force ROTC scholarships a St. Thomas subsidy equal to the cost of average room, full board, and remaining tuition on almost every Air Force ROTC Scholarship awarded. To ensure receipt of the full subsidy, students must complete the FAFSA each year.

Contact the Dept. of Aerospace Studies for details on scholarship opportunities and the St. Thomas subsidy at 651-962-6329 or 800-328-6819 Ext. 26329.

*Army ROTC Scholarships*

Students who are awarded a full-tuition ROTC Scholarship through the Army are eligible to receive a St. Thomas subsidy equal to the cost of average room and full board. To ensure receipt of the full subsidy, students must complete the FAFSA each year.

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 St. Thomas subsidy equal to the cost of average room and full board. To ensure receipt of the full subsidy, students must complete the FAFSA each year.

For more information, contact Navy/Marine Corps ROTC, 203 Armory, c/o University of Minnesota, 15 Church St, SE, Minneapolis, MN 5545. Phone: 612-625-1030, Website: [www.nrotc.umn.edu](http://www.nrotc.umn.edu).

**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 \$4,731 per year to meet educational expenses.

**Federal Academic Competitiveness Grant (ACG)**

ACG funding is awarded to U.S. citizens who have completed a rigorous high school curriculum as defined by the U.S. Dept. of Education and are eligible to receive a Federal Pell Grant. ACG funds are available to qualifying students during their first and/or second academic year(s). First-year ACG awards are \$750; second-year ACG awards are \$1,300 and require a cumulative GPA of 3.0 or higher. Students must be enrolled full-time (12 or more credits per semester) to receive ACG funding.

**National Science and Mathematics Access to Retain Talent (SMART) Grant**

SMART grants are awarded to U.S. citizens who are pursuing a major in mathematics, science, technology, engineering or a critical foreign language and eligible to receive a Federal Pell Grant. Third and fourth-year full-time students who meet these requirements and have a cumulative GPA of 3.0 or higher may be eligible to receive up to \$4,000 per year.

## Student Financial Services

### **Teacher Education Assistance for College and Higher Education (TEACH) Grant**

TEACH grants are available to students who agree to teach full-time in a high-need field for at least four years in a school serving a high percentage of low income students (Title I schools).

The maximum annual grant is \$4,000 and the aggregate maximum a student can receive as an undergraduate is \$16,000.

The teaching obligation must be completed within eight years of the student's college graduation. If the student does not fulfill the teaching requirement, grant funds must be repaid as they will become a Federal Direct Unsubsidized Loan.

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

Federal SEOG funding is awarded to students who demonstrate exceptional need. Grants range from \$200 to \$4,000 each year and are awarded at the discretion of the Financial Aid Office, based on federal guidelines.

### **Minnesota State Grant**

Currently, Minnesota residents may be eligible for up to \$8499 per year through this need-based grant program.

## **Loans**

### **Federal Stafford Loan**

Federal Stafford Loans are long-term, low interest rate loans. Required federal guarantee and origination fees are deducted from the proceeds of the loan prior to disbursement. The maximum fees deducted will be 2 percent of the loan amount and varies by lender. 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 enrollment). The standard repayment term for the Federal Stafford Loan is 10 years.

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

#### *Federal Subsidized Stafford Loans*

To qualify for a subsidized loan, students must demonstrate financial need as determined by the FAFSA. 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 the student maintains at least half-time enrollment status. Interest is also subsidized on behalf of the student during the six-month grace period.

#### *Federal Unsubsidized Stafford Loans*

Eligibility for an 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 enrolled at least half-time 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 annual grade-level and aggregate maximums are not exceeded. For example: The annual grade-level maximum for a first-year student is \$3,500. If a first-year student qualified for a \$1,000 subsidized loan he or she could borrow the additional \$2500 in unsubsidized loan. Another first-year student may demonstrate at least \$3,500 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 at least half-time. No interest accrues while the student is enrolled at least half-time. The interest rate is fixed at 5.0 percent.

### **Student Education Loan Fund**

The Student Education Loan Fund (SELF) Program makes variable interest rate loans from the state of Minnesota available to students. Students do not have to demonstrate need to qualify for SELF loans. Students must be enrolled at least half-time to apply.

To receive information on current interest rates, or to obtain application materials, contact the St. Thomas Financial Aid Office.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

PLUS Loans are loans for parents of dependent students.

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 maximum fees deducted will be 4.0 percent of the loan amount and varies by lender.

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

Repayment begins within 60 days of full disbursement of the loan. Payments are based on both interest and principal. Parents have a maximum of 10 years to repay the PLUS loan.

### **Student Employment**

Through a combination of federal, state and institutional funds, St. Thomas provides its students with the opportunity to apply for employment on campus to help pay college expenses.

Job openings are posted on the Human Resources

Website (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 St. Thomas student account.

**Financial Aid Policy Regarding Withdrawal from the University**

If a student withdraws from the University of St. Thomas during a semester, January or summer term, a calculation of “earned” vs. “unearned” federal aid must be determined. This federal policy assumes the student earns his or her aid based on how much time has elapsed in the term. If a student receives federal financial aid, that aid may be reduced as a result of the withdrawal.

There are three steps that St. Thomas must complete to comply with the federal policy: 1) Determine the withdrawal date, 2) Determine the amount of earned federal aid, 3) Return unearned federal funds to the appropriate program(s). However, in order to ensure that the student is eligible to receive financial aid, St. Thomas must first verify with the student’s instructor(s) that they have attended or participated in academic activities related to the class(es) for the term. Students must withdraw officially in one of two ways: Murphy Online, or through the Registrar’s Office, which is open from 7:30 a.m. – 4:30 p.m. Monday through Friday. The withdrawal date is the date the student begins the withdrawal process. If the student fails to withdraw officially, 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 the student withdraws after completing 60 percent of the term, they earn all federal financial aid for the term. The responsibility to repay unearned aid is shared by the institution (St. Thomas) and the student. The institution’s share is the lesser of the 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. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS/Grad PLUS Loan
5. Federal Pell Grant
6. Federal Academic Competitiveness Grant (ACG)
7. National Science and Mathematics Access to Retain Talent Grant (SMART)
8. Teacher Education Assistance for College and Higher Education Grant (TEACH)
9. Federal Supplemental Educational Opportunity Grant (FSEOG)
10. Other Title IV Aid

If the student is required to repay a portion of their loan through the student’s share calculation, they 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 percent. In such cases, St. Thomas repays the grant programs on the student’s behalf and the student is then responsible for repaying St. Thomas. If this causes undue hardships, a satisfactory payment arrangement can be made with St. Thomas.

**Institutional Charges and State Aid Refund Policy**

The Return of Title IV Aid calculation, as cited above, only considers federal funds – not institutional, state or outside funding sources that may be included in the student’s financial aid package. St. Thomas offers tuition refunds if a student withdraws from the university according to the following schedule for fall and spring semesters:

The 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 student’s institutional, state and/or outside funding may need to be reduced or cancelled. If a student receives a 100 percent 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 student’s tuition refund was not used to fully repay the Return of Title IV Aid, a proportional share of the remaining tuition refund must be returned to the appropriate aid program(s).



## Academic Information & Programs

### **Baccalaureate Degrees**

The University of St. Thomas grants the degrees Bachelor of Arts (B.A.), Bachelor of Music (B.M.), 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 Director of Undergraduate Academic Affairs.

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

Business Administration – International Business  
Business Administration – Leadership and Mgmt  
Business Administration – Legal Studies in Business  
Business Administration – Marketing Management  
Business Administration – Operations Management  
Business Administration – Real Estate Studies (B.S.)  
Catholic Studies  
Chemistry  
Chemistry (B.S.) (ACS Certified)  
Classical Civilization  
Classical Languages  
Communication and Journalism  
Community Health Education  
Computer Science  
Criminal Justice  
Economics  
Economics (B.S.)  
Electrical Engineering (B.S.E.E.)  
English  
English – Education (5-12 teacher licensure)  
English – Writing  
Environmental Sciences (Biology, Chemistry, Geoscience) (B.S.)  
Environmental Studies (Business, Humanities, Natural Sciences, & Social Science)  
French  
Geography  
Geography – Geographic Information Systems (GIS)  
Geology  
Geology (B.S.)  
German  
Health Education – non-licensure  
Health Promotion (B.S.)  
Health Promotion – Science Emphasis (B.S.)  
History  
Information and Decision Theory  
Information Security  
Information Systems (IS)  
Information Technology (IT)  
International Business – French Intensive  
International Business – German Intensive  
International Business – Spanish Intensive  
International Studies  
Justice & Peace Studies  
Latin  
Literary Studies  
Mathematics  
Mechanical Engineering (B.S.M.E.)  
Music  
Music Business  
Music – Liturgical Music  
Music – Performance (B.M.)  
Neuroscience  
Philosophy  
Physical Education – non-licensure  
Physics  
Physics (B.S.)  
Political Science  
Psychology  
Social Sciences (Economics, History, Political Science, & Sociology and Criminal Justice)  
Social Work  
Sociology  
Spanish  
Theater

Theology  
 Theology – Lay Ministry  
 Women’s Studies [ACTC]

**Education Co-Majors**

The following sets of majors (with specialty) require a second major. They cannot be “stand-alone” majors.

- Elementary Education (K-6) with a 5-8 Specialty in Communication Arts and Literature
- Elementary Education (K-6) with a 5-8 Specialty in Science
- Elementary Education (K-6) with a 5-8 Specialty in Mathematics
- Elementary Education (K-6) with a 5-8 Specialty in Social Studies
- Elementary Education (K-6) with a K-8 Specialty in World Languages & Cultures - French
- Elementary Education (K-6) with a K-8 Specialty in World Languages & Cultures - German
- Elementary Education (K-6) with a K-8 Specialty in World Languages & Cultures - Spanish

The following sets of majors constitute a double major when taken together. Neither component can be a “stand-alone” major.

- Elementary Education (K-6) - Science & Mathematics for Elementary Education - Mathematics (5-8)
- Elementary Education (K-6) - Science & Mathematics for Elementary Education - Science (5-8)
- Middle/Secondary Education and Chemistry (9-12)
- Middle/Secondary Education and Communication Arts and Literature (5-12)
- Middle/Secondary Education and Earth and Space Science (9-12)
- Middle/Secondary Education and Life Science (9-12)
- Middle/Secondary Education and Physics (9-12)
- Middle/Secondary Education and Social Studies (5-12) - (Economics, Geography, History, Political Science, Psychology, or Sociology)
- Music Education - Instrumental Music Education (K-12) (B.M.)
- Music Education - Vocal Music Education (K-12) (B.M.)
- Theater Arts (K-12) - K-12 Teaching Theater

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

- Middle/Secondary Education* and Mathematics (5-12)
- Middle/Secondary Education* and Health Education - Teaching (5-12)
- K-12 Teaching Physical Education* and Physical Education-Teaching (K-12)
- K-12 World Languages & Cultures* - French (K-12)
- K-12 World Languages & Cultures* - German (K-12)
- K-12 World Languages & Cultures* - Spanish (K-12)

**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 Director of Undergraduate Academic Affairs.

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].

- Actuarial Science
- Aerospace Studies
- American Culture and Difference
- Art History
- Biology
- Business Administration
- Catholic Studies
- Chemistry
- Classical Languages
- Communication and Journalism
- Community Health Education
- Computer and Information Sciences
- Criminal Justice
- Economics
- Electronic Music Production
- Electrical Engineering
- English
- Environmental Studies
- Family Studies
- Film
- French
- General Engineering
- Geography
- Geography – Geographic Information Systems (GIS)
- Geology
- German
- Greek
- History
- Information and Decision Theory
- Japanese
- Justice & Peace Studies
- Latin
- Legal Studies
- Mathematics
- Mechanical Engineering
- Music
- Philosophy
- Physics
- Political Science
- Popular Music
- Psychology
- Renaissance Program
- Russian
- Social Welfare
- Sociology
- Spanish
- Theater History – Theory-Criticism
- Theater Performance
- Theology
- Urban Studies
- Women’s Studies [ACTC]

## Academic Information & Programs

### **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.

### **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 the 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 3.4 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.

### **Pre-Health Professions**

The Pre-Health Professions program provides guidance to St. Thomas students preparing for admission to health professional schools. Services available include:

- Support in choosing courses, a major or a career
- Assistance with the application process for admission to health professional schools
- Availability of catalogs, literature and CDs (regarding the health professions)

- Special events
  - Scheduled visits by recruitment or admissions coordinators from a variety of health professional schools
- The program stresses personal interaction with the student. All pre-health profession students are required to major in an academic discipline in addition to completing the basic science courses required for admission to each professional school. Each student will be assigned a faculty adviser (initially one during their first year of studies and another once their major is declared).

Health Areas include:

- Chiropractic
- Dentistry
- Medicine (allopathic and osteopathic)
- Nursing
- Optometry
- Pharmacy
- Physical Therapy
- Physician Assistant
- Podiatric Medicine
- Public Health
- Veterinary Medicine

Additional information is available at:  
[www.stthomas.edu/healthprofessions](http://www.stthomas.edu/healthprofessions)

### **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
- Certificate In Lay Ministry
- Higher Education Consortium for Urban Affairs (HECUA)
- Pre-Engineering
- Pre-Law
- School Social Work licensure
- Social Work licensure
- Study Abroad Programs
- 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.

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, and students with approval to pursue an ACTC major or minor.

Exchange courses are not transfer courses, and thus courses taken through the ACTC are considered UST courses and do not impact the senior residency requirement. *Note:* For courses during the summer sessions, students register and pay tuition at the college offering the courses and have a transcript of the completed work sent to St. Thomas.

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. For additional information consult the Director of Undergraduate Academic Affairs in AQU 110-G.

For more information on the ACTC visit: <http://www.associatedcolleges-tc.org/>.

### Parents-on-Campus Program

Parents of full-time students in the undergraduate day program are eligible to take up to two undergraduate courses (or eight credits) on a space-available basis in fall and spring semesters without tuition charge. The dependent daughter/son must be a full-time day student taking at least twelve credits.

Parents may audit courses or take them for credit. Parents may be non-degree or degree-seeking students. If the parent chooses to become a degree-seeking student, an application must be made through the Office of Undergraduate Admissions.

Fees will be charged for books, music lessons, laboratory charges, individual studies, and experiential learning.

Not included in this program are: Graduate courses, courses at ACTC schools, courses taught in January term or summer sessions, and study abroad courses.

Effective September 1, 2008, registration for Parents-on-Campus (non-degree and degree-seeking) will begin five business days prior to the start of the term.

Additional information on this program can be obtained from the Office of the University Registrar.

### International and Off-Campus Programs

#### Study Abroad Programs (SABD)

Cross-College Program  
Hubbard & Spencer (International Education)

The University of St. Thomas encourages its students to incorporate intercultural experiences into their degree plans. Through International Education, students of all majors can find a program that fits their schedule at some time during their St. Thomas experience. The International Education staff facilitates the process for students to identify study abroad or off-campus programs appropriate to the individual's desires and goals. Visit the Study Abroad Web site for current year program listing: [www.stthomas.edu/studyabroad](http://www.stthomas.edu/studyabroad).

Students may choose from more than 130 programs in over 40 countries around the world. Short-term program locations may vary annually, so visit the Study Abroad Web site for a current list:

- |                  |                                       |
|------------------|---------------------------------------|
| <b>Africa</b>    | <b>Middle East</b>                    |
| Ghana            | Egypt                                 |
| Kenya            | Jordan                                |
| Morocco          | <b>Oceania</b>                        |
| Namibia          | Australia                             |
| South Africa     | New Zealand                           |
| Tanzania         | <b>The Americas and the Caribbean</b> |
| <b>Asia</b>      | Argentina                             |
| Bangladesh       | British West Indies                   |
| China            | Chile                                 |
| India            | Costa Rica                            |
| Japan            | Ecuador                               |
| <b>Europe</b>    | Guatemala                             |
| Austria          | Mexico                                |
| Belgium          | <b>United States</b>                  |
| Czech Republic   | Hawaii                                |
| Denmark          | Nevada                                |
| England          |                                       |
| France           |                                       |
| Germany          |                                       |
| Greece           |                                       |
| Iceland          |                                       |
| Ireland          |                                       |
| Italy            |                                       |
| Netherlands      |                                       |
| Northern Ireland |                                       |
| Norway           |                                       |
| Poland           |                                       |
| Russia           |                                       |
| Scotland         |                                       |
| Spain            |                                       |
| Ukraine          |                                       |
| Wales            |                                       |

*Note:* Students may seek approval for other countries and/or programs from the Study Abroad Advisory Committee.

#### Short-term Off-Campus Programs

The University of St. Thomas offers a number of two- to six-week, faculty-directed programs during January, spring break or June/summer term. January Term programs are sponsored by the University of St. Thomas, HECUA or UMAIE, a six-member consortium which provides a broad disciplinary and geographic January curriculum.

Students may not apply for, maintain an approved application, nor participate in a study abroad or off-campus program while on academic or conduct probation.

#### January Term Programs

All courses for the following January are announced in February. Enrollment period extends from late March through early October. Topics and locations vary each year. Students must be in good academic and disciplinary standing with the university in order to apply or participate. Individual programs may have additional criteria for acceptance.

## Academic Information & Programs

### Spring-Embedded Programs

A limited number of spring courses have an off-campus component 'embedded' in the semester, usually traveling during spring break.

### June/Summer Programs

Students may study abroad during the summer through a co-sponsored program, or by participating in a faculty-directed course (similar to January Term). Application deadlines vary; check the Study Abroad Web Site for details.

### Semester and Year-Long Programs

St. Thomas offers a wide variety of semester and year-long programs around the world, including programs sponsored by St. Thomas, co-sponsored programs or direct enrollment in a university abroad.

Students may not apply for, maintain an approved application, nor participate in a study abroad or off-campus program while on academic or conduct probation.

### London Business Semester

Business majors and minors study abroad during this annual fall semester program in London. Students take regular St. Thomas business and liberal arts courses, as well as complete the 40-hour Community Service requirement. Priority deadline is the first Friday of December, and February 15th as the final deadline each year if any spaces remain.

### Catholic Studies in Rome

Students may apply for fall, spring or the academic year, and live at the St. Thomas Bernardi Residence. Catholic Studies majors and minors may study Catholic social thought, theology, and social justice, as well as introductory Italian language. Priority deadline is January 15th for either semester of the following year. Check the website for further deadline information.

### Partnerships with Universities Abroad

St. Thomas sponsors study at and welcomes students from the following universities:

- Australia: Curtin University and Australian Catholic University
- China: University of International Business and Economics
- Egypt: American University of Cairo
- Germany: University of Trier and University of Paderborn
- Ireland: University of Limerick
- Japan: Osaka Gakuin University and Sophia University.

### Participation in Semester and Year-Long Programs

To study abroad for a semester or year, students must have a 2.5 minimum grade point average, be in good academic and disciplinary standing at St. Thomas, and have at least sophomore standing. All students must apply to International Education for program approval by October 1 for spring semester participation, and by March 15 for fall semester or year-long programs. The overseas study program must include study of the native language in non-English-speaking countries.

### Financial Aid

Financial aid in the form of grants, loans, and scholarships applies to the cost of semester and year of study abroad programs. Students should discuss their eligibil-

ity with a Study Abroad Advisor and their Financial Aid counselor in the Office of Student Financial Services.

### SABD 300 Study Abroad (16 credits)

Students participating in the University of St. Thomas overseas study program register for this interdisciplinary listing for the first semester they are abroad. Permission from International Education staff required.

### SABD 301 Study Abroad (16 credits)

A continuation of SABD 300. Permission from International Education staff required.

### Higher Education Consortium for Urban Affairs (HECUA)

Cross-College Program

Werner (GEOG), adviser; International Education staff co-adviser

The Higher Education Consortium for Urban Affairs offers off-campus educational experiences focused on social justice issues. HECUA provides experiential learning opportunities that link academic study with hands-on work for social change. Students earn sixteen credits in the semester-long programs and four credits in January term programs. Open to all majors. See Web site: [www.hecua.org](http://www.hecua.org).

### Study Abroad Programs:

#### Development and Community in Bangladesh (January term)

Learn about the actions and intentions of development agencies and witness the realities of a moderate Islamic culture. Through lectures, discussions, and group field study (with Bangladeshi students), you will explore the policies, practices, and ideologies of socioeconomic development in one of the world's poorest countries.

#### Democracy and Social Change in Northern Ireland (spring semester)

Examine the historical, political, and religious roots of the conflict in Northern Ireland, the prospects for peace, and the progress being made toward it. You learn through readings, lectures, discussions, internships, group study projects, and field experiences that invite interaction with people involved in social change.

Courses:

- Northern Ireland: Building a Sustainable Democracy (4 credits)
- Politics of Conflict and Transformation (4 credits)
- Internship Seminar and Internship (8 credits)

#### Scandinavian Urban Studies Term (SUST) (fall semester)

Gain a deep understanding of contemporary Norway, using the welfare state and the notion of citizenship as the focus for investigation. Three interrelated seminars give you an understanding of how the welfare state works in the context of a social democracy facing challenges posed by immigration. An option for either an independent study project or language classes rounds out the course load for the semester.

Courses:

- Scandinavian International Relations (4 credits)
- Urbanization and Immigration (4 credits)
- Scandinavian Literature: Immigration and National Identity (4 credits)

- Norwegian Language  
*or*  
Independent Study Project (4 credits)

**Community Internships in Latin America (CILA)**  
(fall or spring semester)

CILA offers a semester of study and experience with a focus on community participation and social change. The program, centered in Quito, Ecuador, combines rigorous seminar work and independent study with a home stay and a hands-on internship to give an in-depth experience of community participation and social movements in Ecuador.

Courses:

- Community Participation for Social Change (4 credits)
- Independent Study Project (4 credits)
- Internship Seminar and Internship (8 credits)

**Divided States of Europe (spring semester)**

Divided States of Europe examines the development of the European Union (EU), including its historical foundations and institutional basis, contemporary democratic and social challenges, and its expansion to include the former communist nation-states of Central and Eastern Europe. The program explores the relationship between the EU and globalization and in particular questions whether the EU adequately addresses the human dimensions of globalization.

Courses:

- Ever closer union': the challenge of European integration (4 credits)
- Included but excluded? Globalization and human rights in Europe (4 credits)
- Internship (Volunteer Placement) and Integration Seminar (4 credits)
- Independent Study Project (4 credits)

**Programs in the U.S.A.:**

**Civil Rights Movement: History and Consequences**  
(summer term)

IDSC 299: Critically examine the events of the Civil Rights Movement by visiting important sites and interviewing leaders of the movement. After several days in the Twin Cities, students embark on a two-week field study tour through the South. A final week of integration seminars in the Twin Cities helps students bring their experiences back to bear on their own lives.

**City Arts (spring semester)**

City Arts is a semester-long, off-campus study experience. In the program, students explore the relationships among art, culture, and social change. Field study and professional internships provide direct access to the arts community in the Twin Cities.

- IDSC 466 City Arts: Reading Seminar (Creating Social Change: Art and Culture in Political, Social, and Historical Context) (4 credits)
- IDSC 467 City Arts: Field Seminar (Arts Praxis: Social Justice Theory and Practice in the Field) (4 credits)
- IDSC 468 City Arts: Internship (4 credits)  
*and*  
IDSC 469 City Arts: Internship Seminar (8 Credits)

**Metro Urban Studies Term (MUST) (fall or spring semesters)**

MUST is a semester-long, off-campus study experience. In the program, students examine the causes of and solutions to poverty and inequality in the urban United States. Field study and professional internships provide direct access to the non-profit sector.

- IDSC 471 MUST Seminar: Research on Urban Issues (4 credits)
- IDSC 472 MUST Seminar: Field Studies in the Twin Cities (4 credits)
- IDSC 473 MUST: Urban Studies Internship (4 credits)
- IDSC 474 MUST: Urban Studies Internship Seminar (4 credits)

**Environmental Sustainability: Science, Public Policy, and Community Action (fall semester)**

The program focuses on processes of ecosystem degradation and rehabilitation, the social and economic underpinnings of conflict over environmental change, and public policy and community-based strategies to achieve sustainability. Through lectures, discussions, group field experiences and internships, students explore the relationships between patterns of environmental resource use and current social inequities, analyze the effects of future environmental trends, and assess strategies for sustainability.

Courses:

- IDSC 462 Adaptive Ecosystem Management (4 credits)
- IDSC 463 Social Dimensions of Environmental Change (4 credits)
- IDSC 464 Field Methods (2 credits)
- IDSC 465 Environmental Internship (6 credits)

**Writing for Social Change (fall semester)**

Seminars and field study address the social, cultural, and ideological contexts of creative writing and literary production, and the ways in which this work links to community building. The goal is to facilitate the growth of students as writers, as readers, and as actors in our democracy by examining the role of literature and literary production in creating social transformation.

Courses:

- IDSC 475 Reading for Social Change (4 credits)
- IDSC 476 Writing for Social Change (4 credits)
- IDSC 477 Seminar (2 credits)
- IDSC 478 Internship (4 credits)

**Washington Semester**

Cross-College Program  
Hoffman (POLS), adviser

The University of St. Thomas is affiliated with American University's Washington Semester Program, Washington, D.C.

Students selected from across the nation to participate in the program have the option of studying one of several subjects: American Politics, Economic Policy, Foreign Policy, Gender and Politics, Information Technology and Telecom, International Business and Trade, International Environment and Development, Journalism, Justice, Law Enforcement vs. Liberty, Peace and Conflict Resolution, Public Law, and Transforming Communities.

## Requirements for a Degree

The Washington Semester involves seminars, research and internships drawing on governmental and private organization resources in the Washington area. Nominations to participate are made by the university, with final acceptance decided by American University.

Upon successful completion of four courses, 16 semester credits are earned and transferred to St. Thomas.

IDSC 310 Washington Semester (16 credits)



## 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 (Opus College of Business for business majors) of the major field (including transfer credits)
- all credits in the department (Opus College of Business for business majors) of the major field earned at St. Thomas.

If the student has elected to declare a minor field, all credits in the department (Opus College of Business for business majors) of the minor (including transfer credits) and all credits in the department (Opus College of Business for business majors) of the minor field earned at St. Thomas must have a GPA of 2.00.

In addition, students in all majors except the 2008 business major areas must earn a minimum of 84 credits outside the major field. Students following the 2008 business major requirements must earn a minimum of 76 credits outside the Opus College of Business.

No more than eight credits in Experiential Learning may be counted toward the minimum 132 credits for graduation.

No more than one-eighth of the courses taken at St. Thomas presented for graduation may be graded on the S-D-R system.

No two courses may be equivalent or overlapping. (Credit is not given for a course that overlaps a course previously taken 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.

## Goals of the Core Curriculum

The importance of offering a well integrated undergraduate core curriculum flows from the commitment of St. Thomas as a Catholic university to the underlying unity of the human person: we are called to integrity in our personal, social, and spiritual lives. The unity of the person entails the interrelatedness of the various branches of knowledge, and we are guided in our search for such interrelations by the recognition that faith and reason

are fundamentally compatible and complementary. Moreover, this vision of the human person brings into focus the communitarian dimension of the person, leading us to emphasize the ethical and social development of all students and to insist that knowledge should serve the common good. Finally, because this tradition calls upon us to recognize the dignity of the human person, the curriculum fosters both an appreciation for the life of the mind and an awareness of interdependence with others on local, national, and global levels.

Drawing upon the Catholic identity of the university as an overarching principle, the undergraduate program is then framed by three additional key principles: *the pursuit of liberal learning*, serving as a foundation for *career preparation* viewed as cultivating a vocation to serve the common good, leading to *fruitful interaction with the urban community* within which the university flourishes.

Students formed within the architecture of such a curriculum will exhibit a love of learning and will act in accord with their deeper understanding of the responsibilities they carry within the various communities within which they participate. Through their learning they will be prepared to engage in fruitful dialogue across the many differences that constitute the polyphony of human culture, standing open to being challenged while exhibiting a readiness to seek out the deepest insights of those who at first might have seemed strikingly different from themselves.

To further these overarching objectives, graduates of St. Thomas should have developed:

- the ability to think analytically, critically, and creatively, and to solve problems by applying knowledge in appropriate circumstances
- the ability to write and speak clearly, to read demanding works with comprehension, to listen and observe carefully, and to respond appreciatively to the precise and imaginative use of language
- an understanding of the fine arts as modes of expression that deepen human experience and open new perspectives on human cultures
- an understanding of the nature and function of faith and the Catholic tradition in the modern world
- the ability to articulate and support moral and ethical judgments about what constitutes good actions and a good society
- the ability to participate responsibly in a democratic society, to respect the value of informed dialogue and to give thoughtful consideration to differing ideas
- an understanding of the responsibility of educated persons to contribute to the communities and the environment in which they live on local, national, and global levels
- knowledge of their own and others' cultures and traditions, including non-Western and non-majority cultures, and respect for the diversity of peoples and cultures within the fundamental unity of humankind
- knowledge of the natural world and of the modes of inquiry cultivated by the natural sciences
- the ability to reason quantitatively and to evaluate basic mathematical and statistical arguments
- the ability to understand how the power of technology can be used in service of the common good and as a tool within academic disciplines

- the ability to use knowledge from various fields and to integrate ideas across disciplinary boundaries
- knowledge in depth in at least one field of study, including an understanding of the route to acquiring knowledge and demonstration of some ability to do research or learn independently in that field.

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.

#### Overview of requirements:

Literature and Writing - 8 credits

Moral and Philosophical Reasoning - 8 credits

Natural Science and Mathematical and Quantitative Reasoning - 12 credits

Faith and the Catholic Tradition - 12 credits

Social Analysis - 4 credits

Historical Studies - 4 credits

Fine Arts - 4 credits

Language and Culture - 12 credits

Human Diversity - 4 credits

Computer Competency - *see page 28*

Health and Fitness - 0 credit

#### 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, 421, and 422.

##### 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

## Requirements for a Degree

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. (Normally, Web-based courses are not accepted as lab sciences that satisfy this lab science requirement. Any exceptions to this rule must be pre-approved by the Core Area Curriculum Review Committee in the Natural Sciences and Mathematics Division.)

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

BIOL 101 General Biology *or* BIOL 105 Human Biology *or* BIOL 106 Women, Medicine and Biology  
BIOL 202 Genetics, Evolution, and Ecology  
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  
ENGR 123 Energy and the Environment  
GEOL 102 Origins and Methods  
GEOL 110 Geology of the National Parks *or* GEOL 111 Introductory Physical Geology *or* GEOL 114 The Science of Natural Disasters *or* GEOL 115 Environmental Geology  
GEOL 113 The Earth's Record of Climate  
GEOL 130 Earth History  
GEOL 211 Earth Materials  
GEOL 220 Oceanography  
GEOL 252 Earth Surface Processes and Geomorphology  
GEOL 260 Regional Geology and Geological Field Methods  
IDSC 150 Development of the Natural World  
PHYS 101 Physics as a Liberal Art I  
PHYS 104 Astronomy  
PHYS 105 Musical Acoustics  
PHYS 109 General Physics I  
PHYS 110 General Physics II  
PHYS 111 Introduction to Classical Physics I  
PHYS 112 Introduction to Classical Physics II

The core-area courses in mathematical reasoning include experience in the application of relevant knowledge to solve problems, promote the recognition and classification of numerical, geometrical, and relational patterns, enhance students' abilities to develop mathematical arguments, and to understand the connections between real-world data and mathematical models.

Students select one of the following core-area mathematics courses:

MATH 100 Mathematical Sampler  
MATH 101 Finite Mathematics  
MATH 109 Calculus With Review II  
MATH 111 Calculus for Business and Social Science  
MATH 113 Calculus I  
MATH 114 Calculus II  
MATH 121 Structures of Elementary Mathematics  
MATH 128 Introduction to Discrete Mathematics

The third core-area courses allow students to broaden or deepen their exposure to natural science, mathematics, quantitative reasoning and/or computer science.

Students select a core-area course from the following list:

CISC 120 Computers in Elementary Education  
IDTH 220 Statistics I  
MATH 114 Calculus II  
MATH 121 Structures of Elementary Mathematics  
MATH 128 Introduction to Discrete Mathematics

*or*

a second natural science course (with laboratory) from the first group (note the restrictions involving BIOL 101, 105, or 106, and GEOL 110, 111, 114 or 115).

### 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

*or*

THEO 102 The Christian Theological Tradition: The Bible and the Early Church (2 credits) *and* 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 knowledge, what constitutes data, the relationship between data and theory, and major conceptual perspectives. Where appropriate, courses will provide an understanding of and sensitivity to the diversity of American and/or other societies, an international perspective, and will address issues of social concern.

To meet this requirement, students must earn the equivalent of a full course in a single department. Students may not use fractional courses from multiple departments to meet the requirement.

Students choose one of the following core-area courses:

ECON 211 Current Economic Issues  
ECON 251 Principles of Macroeconomics  
ECON 252 Principles of Microeconomics  
GEOG 111 Human Geography  
GEOG 113 World Geography  
POLS 104 American Government in Comparative Perspective  
PSYC 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  
HIST 115 The World Since 1900  
HIST 116 African American History 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 110 Introduction to Art History  
ARTH 280 Sacred Architecture and Space  
ARTH 282 The History of American Architecture  
ARTH 284 Arts of the African Diaspora  
ARTH 285 Arts of Africa  
ARTH 286 Women's Art in Cross-cultural Perspective  
ARTH 289 Asian Art  
ARTH 291 Topics in Non-Western Art  
ARTH 297 Topics  
ARTH 305 Greek Art and Archaeology  
ARTH 310 Roman Art and Archaeology  
ARTH 321 The Art and Culture of Modern Mexico (1824-1940)  
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 351 Romanticism to Impressionism  
ARTH 352 Art in the United States  
ARTH 356 Modernism in European Art  
ARTH 361 Contemporary 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: A Historical Survey  
MUSC 219 Music in the United States  
MUSC 222 Theology of American Popular Music  
MUSC 412 History & Literature of Music II  
THTR 111 Introduction to the Theater  
THTR 221 World Theater, Origins to 17th Century (History of Theater I)  
THTR 222 Modern and Contemporary World Theater (History of Theater II)  
THTR 223 American Theater (History of Theater III)  
THTR 259 Film I: Introduction to the Art of Film  
THTR 260 History of Film: The Silent Era  
THTR 261 History of Film: Sound Era, 1926 to Present Day  
THTR 297 Topics  
THTR 359 Film II: Film Theory and Criticism  
THTR 412 Drama: Theory and Criticism

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

MUSN 140 Women's Choir  
MUSN 142 Chamber Singers  
MUSN 143 Liturgical Choir  
MUSN 160 Concert Choir  
MUSN 185 Symphonic Band  
MUSN 186 Symphonic Wind Ensemble  
(a combination of four semesters in 142 and 160 or 185 and 186 will fulfill the requirement)

## Requirements for a Degree

### Language and Culture

(12 credits)

A sequence of foreign language study aims to develop students' skills in using a foreign language in a variety of tasks, including conversing, reading, writing and listening with comprehension. The language is used as the essential vehicle for coming to a deeper understanding of other cultures. The courses guide students toward a realization that the study of a foreign language provides a comparative basis from which to analyze their own language and culture. Study of the language will allow students to relate course content with that of courses taught in other disciplines.

Students must complete the 111, 112, and 211 sequence in a particular language. All students with previous language experience must take a 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 should begin the process of the language/culture requirement waiver in their first year at UST.

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 perspectives 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  
 ARTH 110 Introduction to Art History  
 ARTH 284 Arts of the African Diaspora  
 ARTH 285 Arts of Africa  
 ARTH 286 Women's Art in Cross-cultural Perspective  
 ARTH 289 Asian Art  
 ARTH 291 Topics in Non-Western Art  
 ARTH 321 The Art and Culture of Modern Mexico (1824-1940)  
 BLAW 352 Gender Issues and the Law  
 CATH 308 Woman and Man  
 COJO 328 Communication of Race, Class, and Gender  
 COJO 370 Intercultural Communication  
 ECON 345 Economics of Development and Growth  
 ECON 346 Country and Area Studies in Economics (dependent upon country involved)  
 EDUC 212 Human Relations and Multicultural Education  
 ENGL 217 Multicultural Literature  
 ENGL 218 Literature by Women: Critical History  
 ENGL 337 The Literature of Human Diversity  
 ENGL 341 Literature by Women: Critical Questions  
 ENGL 395 Issues in Literature and Culture (dependent on topic)  
 GEOG 111 Human Geography  
 GEOG 113 World Geography  
 HIST 210 Modern Latin America, 1800 to the Present  
 HIST 220 Introduction to Japanese History and Culture  
 HIST 340 Foundations of Chinese Civilization  
 HIST 341 The History of Modern China  
 HIST 345 Family and Women in Chinese History  
 HIST 366 History of the American Catholic Church  
 HIST 368 History of 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  
 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: A Historical Survey  
 MUSC 222 The Theology of American Popular Music  
 PHIL 208 Indian Philosophy  
 PHIL 210 Chinese Philosophy  
 PHIL 215 Introductory Ethics  
 POLS 352 Third World Politics and Government  
 PSYC 151 Cross-Cultural Psychology  
 PSYC 205 Psychology of Women  
 SABD *See the Office of International Studies for courses that have been approved.*  
 SOCI 100 Introduction to Sociology  
 SOCI 110 Social Problems  
 SOCI 251 Race and Ethnicity  
 SOCI 301 Cultural Anthropology  
 SOCI 330 Religion and Society  
 SOCI 353 Global Perspectives on Gender  
 SOWK 340 Human Behavior and the Social Environment  
 SPAN 411 Ethnicity and Multiculturalism of the Spanish-speaking World  
 SPAN 412 Chicano and U.S. Latino Culture(s) and Literature(s)

SPAN 415 Hispanic Cinema Studies  
 THEO 305 Theologies of Justice and Peace  
 THEO 331 Christianity and World Religions  
 THEO 332 Judaism  
 THEO 334 Islam  
 THEO 353 Women and the Old Testament  
 THEO 354 Women and the Christian Tradition  
 THEO 359 Women in the Early Church  
 THEO 361 Black Religious Experience  
 THTR 223 American Theater (History of Theater III)  
 UMAIE *See the Office of International Studies for courses that have been approved.*  
 WMST 205 Foundations in Women's Studies

**Competency Requirements**

**Computer Competency**

Technology is very much a part of our world. The computer is the basic tool to much of this technology. The goals of the computer competency requirement are to:

1. Focus on the basic skills that all students, regardless of major, should have;
2. Be a building block upon which majors can add as appropriate;
3. Prepare students for the applications they are likely to encounter after graduation, in a modern technological society.

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 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  
 CISC 110 Introduction to Information Processing  
 CISC 120 Computers in Elementary Education  
 CISC 130/131 Introduction to Programming and Problem Solving  
 CISC 200 Introduction to Computer Technology and Business Applications  
 CISC 230 Object Oriented Design and Programming  
 CISC 238 Software Design using Business Languages

CISC 340 Computer Architecture  
 CISC 342 Computer Applications in Experimental Sciences  
 COJO 256 Design Concepts of Communication  
 COJO 258 Writing and Designing for the Web  
 COJO 260 Electronic Media Production  
 COJO 262 Radio Production  
 COJO 270 Public Relations Writing  
 COJO 360 Videography: Television Production in the Field  
 COJO 450 Advanced Reporting  
 COJO 460 Advanced Video Production  
 ECON 311 Forecasting  
 ECON 315 Empirical Methods in Economics  
 ENGL 380 Issues in English Studies  
 ENGL 421 Literary Magazine Practicum, Part I (2 credits) and ENGL 422 Literary Magazine Practicum, Part II (2 credits)  
 ENVR 151 Humans and the Environment  
 GEOG 112 Landscapes: Physical Systems  
 GEOG 221 Computer Skills in Geography  
 GEOG 223 Remote Sensing  
 GEOG 321 Geographic Information Systems  
 GEOG 322 Geographical Analysis  
 GEOG 421 Applied Geographic Information Systems  
 GEOL 113 The Earth's Record of Climate  
 GEOL 252 Earth Surface Processes and Geomorphology  
 HLTH 440 Health Education: 5-12 Curriculum, Assessment and Administration  
 HLTH 464 Critical Issues in Health Education  
 IDSC 380 Social Research  
 IDTH 201 Introductory Statistics II (2 credits)  
 IDTH 220 Statistics I  
 IDTH 410 Operations Research I  
 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 Introduction to Differential Equations and Systems  
 MATH 303 Statistics for the Applied Sciences  
 MATH 313 Probability  
 MUSC 150 MIDI Studio (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 215 Foundations of Modern Physics: From the Atom to the Big Bang  
 PHYS 225 Applications of Modern Physics: From the Atom to the Diode  
 PHYS 399 Advanced Physics Laboratory I  
 PHYS 400 Advanced Physics Laboratory II  
 POLS 205 Introduction to the American Public Policy Process  
 SOCI 220 Sociological Analysis  
 SOWK 3750C/375T and 3760C/376T, or 3780C/378T Junior Fieldwork in Social Work  
 SOWK 3800C/380T Social Research: Designs and Statistical Applications

## Requirements for a Degree

### 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

### **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 (Opus College of Business for business majors) 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 department in which the major is offered. No more than 48 semester credits in the department of the major field or 48 credits in the Opus 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.

Students in all majors except the 2008 business major areas must earn a minimum of 84 credits outside the major field. Students following the 2008 business major requirements must earn a minimum of 76 credits outside the Opus 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 (Opus College of Business for business majors) 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 average of 2.00 for minor courses taken at St. Thomas.

The department has the right to specify how many courses in the minor field (and at what level) must be taken at St. Thomas.

A student may earn more than one minor.

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

A student wishing to complete a minor offered at one of the ACTC schools (and not offered at St. Thomas), must file a petition with the Committee on Studies for approval. In the petition, the student should indicate his/her acceptance for the minor by the chair of the department at the other institution, and the list of courses that need to be completed.

### **Individualized Minors**

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.



## **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. Each course is assigned a subject area code consisting of 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 if the student was not in attendance on the first day of the session. Students must not assume they have been dropped if they did not attend the first day of class. To officially withdraw from the class, the student must file a Change in Registration form with the Office of the University Registrar or drop the course using the Murphy On-line Web registration system.

Each student is required to meet with his/her advis-

## Registration Information

er to begin the registration process each semester. This also includes any courses taken at the four other cooperating colleges in the ACTC: Augsburg, Hamline, Macalester, and St. Catherine. Registration for these 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.

### 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.

At this meeting, transfer students should identify any transfer courses they think should count as fulfilling particular core requirements. The academic counselor will assist the transfer student with a petition form used to request consideration of one or more transfer courses for fulfillment of core requirements. The petition form should be submitted to the Director of Undergraduate Academic Affairs (AQU 110G) during the first semester of enrollment at UST.

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 senior residency requirement.

Grades for exchange courses are included in the computation of the St. Thomas GPA.

Courses taken at Augsburg, Hamline, Macalester and St. Catherine by a student before he or she matriculates at St. Thomas or while the student is not an active student at St. Thomas are treated as transfer courses.

### Transfer Courses

Courses taken at regionally accredited institutions of higher learning other than the University of St. Thomas and accepted for credit by St. Thomas are called transfer courses. Exchange courses, as described above, are not transfer courses.

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 for evaluation by the University Registrar.

Students who have matriculated at St. Thomas must forward transcripts from any other institution attended to the Office of Admissions for evaluation by the University Registrar.

All transcripts should be mailed to the following address:

University of St. Thomas  
Admissions, Mail 32F  
2115 Summit Ave  
St. Paul, MN 55105-1078

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.

### Minimum Transfer Grade Requirement

St. Thomas will accept only transfer courses in which the student has received a minimum grade of C- (1.3 value) or higher.

When a transfer student matriculates at St. Thomas, all transfer courses accepted for credit at St. Thomas will be posted to the student's academic history for the first term of enrollment at St. Thomas. When any St. Thomas student transfers credits to St. Thomas after the student's first term of enrollment, the transfer courses will be posted to academic history for the term in which it was taken at the transfer institution.

**Quarter Credit to Semester Credit Conversions**

St. Thomas will convert all transfer credits taken from quarter system academic institutions to semester credit using the following conversion scale (dividing the number of quarter credits by 1.5).

Quarter Credits	Semester Credits
6	4
5	3.3
4	2.7
3	2
2	1.3
1	0.7

**Non-traditional Grading**

St. Thomas will post non-traditional grades that meet our minimum transfer grade policy (these include AB or a grade value of 3.5 and BC or a grade value of 2.5). All numeric grades will be converted to alpha grades based on the value of the grade as long as the numeric grade value is 1.7 or higher.

**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.

Students may not switch from credit status to audit status after the last day to withdraw from a class without a grade of F. Students may not switch from audit status to credit status after the last day to register or add a class.

The tuition charged for an audited courses is equivalent to one credit of tuition.

**Changes in Registration**

Changes in registration can be made on the Murphy On-line Web registration system until the published deadline to “add a class without instructor permission.” After the published deadline, additional classes are added by submitting a Change in Registration (Add/Drop) form, which must be signed by the instructor, to the Office of the University Registrar. This form is available at the Office of the University Registrar or online at <http://www.stthomas.edu/registrar/student/forms/adddrop.html>. Classes may be dropped at any time during the semester using 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.

**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.

**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, -.

## Registration Information

### 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 an associated grade point value. These values are listed below:

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.
4. If the course is part of the major or minor program (including allied requirements), the signature of the department chair is required.
5. 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) and Not Recorded (NR) 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.

In an instance where a grade has not been assigned at the end of the term, a designation of Not Recorded (NR) will be assigned to the student's academic record. The NR must be changed to a grade by May 1 for the fall semester or January term; by December 1 for the spring semester or summer session. In the absence of a final grade on or before the deadline, the mark of NR will be changed to a grade of F or R. This 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 of record may be a catalog that appears only online if changes occur between printed versions of the catalog. 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**

Degrees are awarded at the end of Fall, January, Spring and Summer terms. The date of graduation will be the last day of the last term of registration for the course or courses needed to complete the student's degree requirements. To be considered completed, all courses must have final grades. An Incomplete (I) or a Not Reported (NR) grade is not considered a final grade and must be changed before the degree will be awarded.

### **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 <http://www.stthomas.edu/registrar/transcript/default.html>. 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.

Each student who is placed on probation will receive a letter from the Office of Academic Counseling 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.

Students placed on academic probation for the first time are required to work with the staff in the Academic Support Center during their probationary semester.

### **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 identifying the nature of the suspension and the events leading up to it. Students who are suspended may petition the Committee on Studies for readmission after consulting with either the Director of Academic Counseling or the Associate Dean for Academic Advising and Special Programs. A suspended student may not register for summer school, or any other term. A student may re-enroll following a semester of suspension, but must make an appointment with an academic counselor to do so. In addition, students returning from suspension are required to work with the staff in the Academic Support Center during their first semester after suspension.

### **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

## Registration Information

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 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 either the Director of Academic Counseling or the Associate Dean for Academic Advising and Special Programs. 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. 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 Undergraduate Student Government.

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 Director of Undergraduate Academic Affairs. 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 written 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/student/ferpa](http://www.stthomas.edu/registrar/student/ferpa).



### **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.

### **Dean's Honor List**

A student who attains a grade point average of 3.50 or more at the end of a semester in which he or she has taken at least twelve credits for regular grades (A, B, C) will be placed on the Dean's Honor List if there are no grades of D or F or marks of I or R. (Evening program students must have taken at least eight credits in a semester and meet the same requirements.)

The list is made public and the student receives a letter of commendation from the Director of Undergraduate Academic Affairs.

### **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. In the case of transfer credits, the St. Thomas grade point average must also satisfy the minimum requirement, with a minimum of twelve St. Thomas credits taken for letter grade. 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. Course load and tuition privileges first become effective in the semester following a student's induction to DES.

### **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 – *Pi 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 and Criminal Justice – *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 Director of Undergraduate Academic Affairs 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 3.50 and 3.69 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 3.70 and 3.89 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 3.90 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 with multiple majors shall designate one of the majors as the major department or program for purposes of this examination.

The examination should have a central theme so that continuity can be maintained throughout the questioning. The student, in consultation with the chair of the committee, takes the initiative in determining this theme, and conveying it to the other examiners.

Further details concerning the examination will be sent to eligible students and the chairs of their departments by the Office of the Director of Undergraduate Academic Affairs.

## Academic Support Programs

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**

The Office of Academic Counseling serves as a resource and referral agent for both students and faculty.

Through one-on-one partnerships, academic counselors challenge undergraduate students to determine meaningful career and life goals by encouraging them to reflect upon their educational experiences and achievements. In addition to offering special support to those students who are experiencing academic challenges, the staff provides academic counseling and assistance with class registration and long term academic planning.

### **Faculty Advisers**

Full-time faculty members serve as advisers to all students. Faculty advisers assist students in their freshman and sophomore years in planning their class schedules each semester.

Major field advisers guide their advisees' progress toward a degree by reviewing grade reports and degree evaluations, 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 including a tutoring staff, placement preparation, 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 is taken online.

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.

The Center also provides support for students whose first language is not English.

All services are confidential and free of charge.

### **Enhancement Program – Disability Services**

The University of St. Thomas offers services for students with 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 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**

Students at all levels of experience from across the university use the Center for Writing. Through individualized conferences, peer consultants work with writers to help them focus, develop, and organize their ideas, and revise and edit their drafts. Writers can seek assistance on any work in progress before they write, as they write, or after they write. Most writers bring course assignments, including analytical, research, and capstone papers. Those writing essays for application to graduate school, or on theses or dissertations, are welcome.

The Center is staffed by peer consultants selected each spring through a rigorous application and interview process. The consultants do not edit or proofread, but instead encourage critical thinking, reading, and writing.

Conferences with consultants are free and confidential. Appointments are recommended. For more information, please contact the Center for Writing in JRC 361, 651-962-5601, or through our website [www.stthomas.edu/writing](http://www.stthomas.edu/writing).

### **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 pre-major adviser to a departmental major field adviser.

### **Information Resources and Technologies**

Information Resources & Technologies encompasses seven service and support departments: Budgets, Acquisition and Inventory, Client Services, Information Security, Information Technology, Networks & Telecom Services, University Libraries, and Web & Media Services. Our mission is to integrate people, processes, information resources and technologies in support of teaching, learning and strategic goals at the University of St. Thomas.

The Budgets, Acquisition and Inventory group is responsible for managing the IRT operating budget and the university IT equipment leasing budgets, responding to and processing requests for software, hardware and audio/visual items for multiple departments and the university. BAI manages the installation and upgrade of IT and presentation systems in instructional facilities, and the acquisition, inventory and processing of equipment for the annual replacement of faculty, staff and lab desktop computing resources.

Client Services provides a single point of presence for accessing academic and administrative technology support services - in person, online, or by phone - and the complex coordination, cross-training, support, and knowledge management essential to success. Client Services provide both rapid response to technical break/fix issues in faculty and staff offices and classrooms as well as consultative-based support for productivity tools and technologies to facilitate course content delivery.

The Information Security team is responsible for a combination of network and system security including the policies, procedures and technologies to be used for this purpose. These systems include the network firewalls, wireless network registration system, enterprise monitoring systems, and IP addressing. The team also is the point of contact for IRT on all investigations and complaints regarding security or compliance related issues.

The Information Technology (IT) division manages centralized networks, servers, application software and database management software.

Networking & Telecommunication Services (NTS) is the central nervous system on which all facets of technology at UST depend on for their existence. NTS provides highly reliable, secure, and capacious voice and data service to the university community.

The University Libraries provide support for research, writing and information literacy. The libraries enrich scholarship and teaching by providing information resources, services, and instruction that support the curriculum and the intellectual development of St. Thomas students, faculty, and staff.

Web and Media Services (WMS) manages the university Web environment and offers services supporting effective uses of Web and media technology for instruction and promotion.



**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 100 clubs and organizations on campus.

**Undergraduate Student Government**

The Undergraduate Student Government (USG) is the student government of the undergraduate program, representing undergraduate students. The Undergraduate Student Government, as a representative of the University of St. Thomas undergraduate student body, is dedicated to advocating student concerns by working with faculty, staff, the administration, community leaders, and fellow students to promote positive change while staying true to the Catholic identity of this institution.

STAR (St. Thomas Activities and Recreation) and the USG operations are financed by an activity fee assessed each full- and part-time student each semester.

The Undergraduate Student Government is comprised of 38 representatives who act as the voice of the students at the University of St. Thomas. Members of the USG serve their constituents by working with faculty, staff, administration, and other students to promote positive change and foster tradition in an effort to provide students with an exceptional college experience both inside and outside of the classroom. Membership in the Undergraduate Student Government consists of six executive officers, two neighborhood and two residential senators, one legislative affairs and one commuter senator, two student athlete representatives, one commuter representative, one elections and credentials chair, one transfer student senator, 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, one Student Alumni Council representative, one Student Diversity Relations representative, and three advisers, including the executive director for the Department of Campus & Residence Life, the director of Campus Life, and the assistant director of Campus Life.

The USG functions in an advisory capacity to administrative 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*.

**Student Organizations and Clubs**

There are approximately 120 clubs and organizations at the University of St. Thomas. Clubs and organizations are available in a range of interests, including academics,

sports, honors and service. Choosing to be involved is a great way to develop and build relationships with your peers and the university community. Most importantly, getting involved at St. Thomas is an excellent way to enhance social, interpersonal, problem solving, leadership and other important skills.

The Undergraduate Student Government and the Office of Campus Life oversee all student organization recognition and funding processes. 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 online. 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, tennis, and volleyball.

During the spring semester the offerings include 5-on-5 and 3-on-3 basketball, floor hockey, sand volleyball, dodgeball, and kickball. 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 in the fall of each year. Applications for *Aquinas* student staff positions are made available 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 music ensembles appear regularly in concerts on campus, in the Twin Cities area, and tour nationally and internationally.

Instrumentalists and vocalists can choose from a diverse 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 [www.stthomas.edu/music](http://www.stthomas.edu/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.

**Dean of Students Office**

The Dean of Students 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 Students 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, ombuds and parent liaison services, emergency loans, and the publication of the on-line *Student Policy Book*.

Contact the Dean of Students Office at (651) 962-6050 or visit the department web site at: [www.stthomas.edu/deanofstudents](http://www.stthomas.edu/deanofstudents).

**The On-Line Student Policy Book**

The Student Policy Book is published by the Dean of Students 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. Staff in the Life/Work Center are available to 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).



## Student Services

### **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 and VISION J-term and spring break volunteer service trips.

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/personalcounseling](http://www.stthomas.edu/personalcounseling).

### **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.

### **Career Development Services**

The Career Development Center provides expertise and information to students and alumni. 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.

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 work-shop 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/careerdevelopment](http://www.stthomas.edu/careerdevelopment)

### **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; 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 immigrant and U.S. students of color. 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 F-1 and J-1 nonimmigrant students and scholars
- Counseling and advising on academic, cultural, financial, health, practical and personal matters
- Undergraduate and graduate International 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)
- Coordinate the International Education Week activities at St. Thomas each Fall Semester in collaboration with the International Matrix
- Close cooperation with the Globally-Minded Student Association, which promotes interaction and interchange of ideas through social and cultural activities
- Cultural and educational programming such as the CultureLink, Communication Partners, and Friendship Family programs
- 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.

## **Housing**

The University of St. Thomas houses approximately 2,500 students in its residence halls and apartments.

Living on campus provides students the opportunity to become part of a dynamic community. This community includes students from all backgrounds, lifestyles, and interests. Participating in such a community enhances the opportunity to establish a healthy balance of academic study and relaxation.

The University of St. Thomas offers traditional residence halls and apartment style living on the St. Paul campus. St. John Vianney Hall is the college seminary residence.

Living on campus provides the convenience of living close to classes and faculty along with extra amenities like wireless internet access, free laundry, study areas, computer labs, and recreation space. Koch Commons, which connects Morrison, Dowling and Brady halls, has a fitness center and the Pit Stop, which sells smoothies, sandwiches and other snacks.

Nestled in a residential neighborhood in the city, students find St. Thomas to be a safe campus. The department of campus and residence life works to enhance the safety of students on campus through ground level security screens, ID card access, sprinkler systems, and night access staff. UST Public Safety is available 24 hours a day and a professional residence life staff member is on call each night.

Upon admission to the undergraduate program, each student will receive an *Application for On Campus Student Housing* along with instructions for completing the process online. New students desiring space in the residence halls must pay a \$200 housing deposit to the Office of Admissions either with a paper application or through the online process. The \$200 housing deposit is credited to the student's room and board charges during the first semester of residence. Priority for housing is based on the date the housing deposit is received.

Continuing students apply for housing for the coming academic year in the spring semester. The application process and deadlines are published in the Bulletin and on the residence life website during the spring semester. On-campus dining offers the most convenient options. Resident students (except upper-class students living in on-campus apartments in Morrison, Selby & Grand Ave) are required to purchase a meal plan.

All of the residence halls are described in detail on the residence life website including building amenities, room furnishings, floor plans, and 360 degree photos. Information on what to bring and what not to bring is provided on the website and included when housing assignments are mailed to new students.

Information and policies for residence life are found in the *Student Residence Agreement* and the *Resident Student Handbook*. Both are available from the Office of Residence Life in Koch Commons or on the residence life website.

Visit [www.stthomas.edu/residencelife](http://www.stthomas.edu/residencelife) for additional and updated information about living on campus.

## **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, sandwiches and trend setting food selections, Flemenco 100% Organic and Fair Trade spe-

## Student Services

cialty 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 Freshhens® smoothies, frozen yogurt, Pretzel Logic large fresh baked pretzels with various toppings, deli sandwiches, pizza, quesadillas, 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 Flemenco 100% Organic and Fair Trade specialty coffee and espresso, Deli Express and Gourmet 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 several different display cooking stations including Asian, Mexican, Grill, Deli, Panini's, Pizza, Salad Bar, Soups and a variety of other food, snacks, and beverage selections. We also feature Starbucks coffee in the Food Court.

## Student Health Service

### Student Health Service & Travel Clinic

The Student Health Service operates a medical clinic staffed with doctors, nurse practitioners and registered nurses located in the lower level of Brady Residence Hall. Regular clinic hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Same-day appointments are usually available for acute illness. Please call 651-962-6750 to schedule appointments. Services include a certified travel clinic, care of acute and chronic illnesses, allergy injections, sports related injuries, GYN exams, immunizations, laboratory services, physical exams, stress management, smoking cessation, etc. Students will be asked for a copy of their insurance card at the time of service, and any co-pays or fees not covered by insurance will be billed to the student account. For more information visit:

<http://www.stthomas.edu/studenthealth>

### Health Insurance Verification Requirement

*Domestic students:* Undergraduate students enrolled in 12 or more credits are required to demonstrate health insurance coverage every fall and spring semester. Students may voluntarily purchase the UST-sponsored health insurance plan during the enrollment period. **Students who do not complete the health insurance verification process by the 10th day of classes will be automatically enrolled in and billed for the UST-sponsored plan.** Students must enter their information via Murphy Online at <http://banner.stthomas.edu>. Students can also learn more about the requirement and the health insurance plan at:

<http://www.stthomas.edu/studenthealth/Insurance>

*International students:* F-1 and J-1 international students on a St. Thomas I-20 or DS-2019 will be automatically enrolled in and billed for the UST-sponsored health insurance plan. F-1 international students who want to

waive the UST-sponsored health insurance plan can submit their U.S.-based health insurance information that meets the minimum requirements via Murphy Online at <http://banner.stthomas.edu>. **F-1 international students who do not complete the Murphy Online waiver process by the 10th day of classes will be automatically enrolled in and billed for the UST-sponsored plan.** Those whose waiver request is approved will still be enrolled in and billed for an evacuation and repatriation plan. J-1 international students are not eligible to waive the UST-sponsored plan due to Department of State requirements.

### Additional Health Records

The state of Minnesota requests MMR and Tetanus/Diphtheria dates on all students. Immunization information is to be entered under the Student Service tab via Murphy Online at <http://banner.stthomas.edu>. No changes can be made once this information is entered. You may contact Student Health Service at 651-962-6750 with updates, changes or questions. Registration holds will be placed on all undergraduate students and all international students that do not enter this information by the 45th day of classes.

To provide you with the most appropriate medical care, Student Health Services recommends that you complete the health history information and physical examination form. These forms are also available on Murphy Online. Student athletes are required to submit these forms – though they are recommended for all other students.

## 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. More information can be found online at: [www.stthomas.edu/wellness](http://www.stthomas.edu/wellness)

## Campus Public Safety

The Department of Public Safety operates seven days a week 24 hours a day, on both the St. Paul and Minneapolis campuses.

The primary focus of the department is the care and safety of the students, employees, and guests of the University. Some of the services that are provided to the community are: immediate response to medical emergencies, responding to crimes in progress or suspicious persons, providing escorts, assisting with vehicle lock-outs, doing jumpstarts, and conducting safety inspections. The department is also responsible for the campus wide emergency notification system.

The Public Safety officers are professionals, well trained in first aid, crisis management, emergency response, investigation, general safety, crime prevention and application of policies and laws.

### Public Safety Offices

The Public Safety Office on the St. Paul campus is located on the first floor of Morrison Hall. Please use the north door for entrance. The Minneapolis Campus Public Safety office is located in Opus Hall on the second floor.

### Parking Services

The Parking Services Office, a division of the Public Safety department, is located at 2119 Grand Avenue, St. Paul. This office handles all parking questions, issues parking permits, takes requests for special event parking, sells Metro Transit bus passes, and processes UST parking tickets and appeals. These same services are available at the second floor Public Safety Office in Opus Hall (MOH 203) on the Minneapolis campus.

Parking lots on the St. Paul Campus are open to vehicles with the appropriate UST parking permit. Faculty, staff and students must have a permit to park on campus.

Visitors to the University of St. Thomas, St. Paul Campus, may park in the Morrison Hall ramp, entrance off of Selby and Finn, 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. Resident students are notified of the lottery process from Residence Life Office and the Bulletin.

On the Minneapolis Campus, only ramp and very limited surface parking is available. These parking contracts are only available for full-time faculty, staff, and students. These are available at the Public Safety Office in Opus Hall (MOH 203). Visitors and evening and part-time students are not eligible for a parking contract through the University of St. Thomas. However, they may park at the City of Minneapolis Ramp, 11th Street and Harmon Place. There is a greatly reduced rate for parking in the evening. This ramp also connects to the UST and downtown skyway system.

The university also offers a free shuttle bus service between the Minneapolis and St. Paul campuses. This is available Monday through Friday from 6 a.m. to 11 p.m. Check the Public Safety web page for current schedule information at: <http://www.stthomas.edu/psps/>.

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 Capocchi and Carl Olson, were installed in the 1940s. The chapel was renovated in 1978 and in 1987, a three-manual 56-rank mechanical action pipe organ, designed and built by Gabriel Kney of London, Ontario, was installed.

The Chapel was renovated again in 2008 by designers Alexander Tylevich and Fr. James Notebaart with the addition of an 11-ft-tall altar crucifix, sanctuary gates, a new altar and ambo.

#### 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.

## Facilities

### **University Libraries**

The University of St. Thomas libraries contain more than 465,000 book volumes, 2,295 print periodical subscriptions, 5300 videos, and access to over 28,000 electronic journals. In addition, the libraries provide students and faculty with access to nearly 150 electronic databases. The O'Shaughnessy-Frey and Keffer Libraries integrate technology, electronic resources, and print resources together with user support from librarians and technical staff in their "Information Commons" making them favorite campus locations for research and studying.

#### **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. The development of the Information Commons with the addition of 125 public access computers has made the OSF Library a favorite campus location for research and studying.

#### **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 Opus College of Business, and the Graduate School of Professional Psychology. The Keffer Library is the principle library serving the special needs of the graduate student population of the University of St. Thomas

#### **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. The Ireland Library collection is highly regarded by theological scholars.

#### **CLIC/MINITEX**

Relationships with two local library networks benefit UST users by providing access to the collections of regional libraries. Cooperating Libraries in Consortium (CLIC) allows students to obtain books and periodical articles from other Twin Cities private academic libraries (Augsburg College, Bethel College, Concordia College, Hamline University, Hamline Law School, Macalester College, Northwestern College, the College of St. Catherine, as well as the University of St. Thomas.) Interlibrary loans for materials not owned by the university are available within the CLIC institutions.

Another cooperative venture, MINITEX (Minnesota Interlibrary Telecommunications Exchange) links the university with more than 200 libraries throughout Minnesota, Wisconsin, and North and South Dakota, including the University of Minnesota.

Interlibrary loan is available and makes possible the borrowing of materials from libraries around the nation and the world.

#### **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 libraries.

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

### **Computing Resources**

There are a wide variety of computing resources available for student use at the University. There are general-purpose labs, which any student can use for coursework or personal use. The Information Commons in O'Shaughnessy-Frey Library on the St Paul Campus and the Charles J. Keffer Library on the Minneapolis Campus house the largest general purpose computing facilities on each campus. The Information Commons brings together support for research, writing, information literacy, and computer application support to assist students in developing papers, presentations, and projects. The Information Commons provide both PC and Macintosh computers, printers, scanners and access to the UST wireless network.

There are also specialized departmental labs which are reserved for students who are enrolled in classes or working on course specific assignments. In addition, there are a number of Residence Hall labs that are open to St. Thomas students who live in the Residence Halls.

The University provides a wireless network. The wireless network is available in all public spaces on the Minneapolis and St Paul Campuses as well as in all of the Residence Halls.

The wireless network is also accessible outdoors on the St Paul campus in the following areas (Note: weather conditions may affect access to the wireless network outdoors):

- Foley Theatre (between Murray-Herrick & Foley), Sabo Plaza (South Campus outside of O'Shaughnessy Science Hall and Owens Science Hall), the Lower Quad (O'Shaughnessy Hall across to O'Shaughnessy-Frey Library), and the Upper Quad (outside of the Residence Halls)

### **The Luann Dummer Center for Women**

The Luann Dummer Center for Women was established in 1993 by a special bequest from the estate of Dr. Luann Dummer, longtime member of the Department of English and founding director of the Women's Studies Program at the university.

The center aims to foster the intellectual, spiritual and personal development of women. The center serves as a meeting place for women to share their expertise and experience and provides opportunities for students to interact with women role models. Although the center is dedicated especially to women, it is committed to the service of the entire campus community within the context of its mission.

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

### **Science Facilities**

The Frey Science and Engineering Center, comprising the O'Shaughnessy Science Hall and the Owens Science Hall, houses the classrooms, instructional and research labs, and faculty/staff offices for the departments of biology, chemistry, engineering, geology, mathematics, Center for Applied Mathematics, physics, and quantitative methods and computer science. It also houses special support facilities such as an attached greenhouse and one-third of the university's computer terminals.

### **Theater and Auditoriums**

Productions by the UST/CSC Joint Department of Theater are presented in Foley Theater.

The O'Shaughnessy Educational Center (OEC) auditorium has 330 seats on the main level and 292 seats in the balcony level and hosts a number of guest lectures, teleconferences, and student assemblies.

The auditorium in the John R. Roach Center (room 126 JRC) has 194 seats and 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), located on the south campus, has 348 seats and is used for musical performances and community events. Musical concerts are also presented in the St. Thomas Aquinas Chapel.

The 3M Auditorium, located in Owens Hall of the Frey Science and Engineering Center, has 143 seats, 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, a squash court, a multi-purpose gymnasium, and an athletic medicine training room. An aerobic-training fitness center is located in the Koch Commons.

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

A 200-seat baseball field 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, 651-962-5926, 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, class rings, cards, gifts and magazines.

The Minneapolis campus Bookstore, located in Terence Murphy Hall, sells textbooks for classes taught on that campus and most off-campus graduate classes. It also carries all of the same items mentioned above.

Call each store for hours of service: 651-962-6850 (St. Paul), 651-962-4340 (Minneapolis)

The bookstores maintain a web site at [stthomas.edu/bookstore](http://stthomas.edu/bookstore) where you can order textbooks and merchandise online. Hours and phone numbers are listed for each store.

