**Introduction**

The University of St. Thomas is an academic community that continually strives for educational excellence. The quality of your experience at St. Thomas depends a great deal on how effectively you take advantage of the programs, services and activities of the university.

Besides the academic program, we have academic support services such as the library, writing center, computer labs, and other programs, services and events such as career services, recreational facilities, learning centers, volunteer programs, housing, dining facilities, lecture series, religious programs and services, health services, organizations and policies – all of which guide our interactions with one another.

The School of Engineering Graduate Student Handbook is designed to help you make the most of your educational experience at the University of St. Thomas.

**Accreditation**

The University of St. Thomas is accredited by the Higher Learning Commission of the North Central Association. The Master of Manufacturing Systems Engineering degree is also accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (EAC of ABET)(410)347-7700.

**Minnesota Statutes**

**136A.67 REGISTRATION REPRESENTATIONS.**

No school and none of its officials or employees shall advertise or represent in any manner that such school is approved or accredited by the office or the state of Minnesota, except a school which is duly registered with the office, or any of its officials or employees, may represent in advertising and shall disclose in catalogues, applications, and enrollment materials that the school is registered with the office by prominently displaying the following statement: "(Name of school) is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions."
Disclaimer

The contents of this handbook are subject to change without notice and should not be read as part of a contractual relationship. University of St. Thomas website contains current information.

Notice

All students are required to carefully read the sections of the catalog that concern them, as ignorance of the material contained in it will not be accepted as an excuse.
University of St. Thomas Mission and Vision Statement

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

VISION
We seek to be a recognized leader in Catholic higher education that excels in effective teaching, active learning, scholarly research and responsible engagement with the local community as well as with the national and global communities in which we live.

(Statement approved by the Board of Trustees
October 21, 2004)

Accreditation
The University of St. Thomas is accredited by the North Central Association of College and Schools, an accreditation which is essential for all schools in this region. The Master of Manufacturing Systems Engineering (MMSE) degree is also accredited by ABET (Accreditation Board of Engineering and Technology), Telephone: (410) 347-7700. Since spring semester 1986, UST has offered innovative applied engineering, manufacturing and technology programs which emphasize application to regional industry. We value excellent teaching above all; real world industrial experience and success in the classroom are as important as strong academic credentials for both our full-time and adjunct faculty. For information on the North Central Commission on Institutions of Higher Learning, call 800-621-7440 or see www.ncacihe.org

The University of St. Thomas admits students of any race, color, creed, national or ethnic origin.

School of Engineering Mission, Vision and Values Statement

Mission
We provide an applied, values-based learning experience that produces well-rounded, innovative engineers and technology leaders who have the technical skills, passion, and courage to make a difference.

Vision
To be the school of choice for applied engineering and technology leadership education enabling graduates to make a difference to the critical issues of the 21st Century.

Values
- There is an ethical responsibility to improve the quality of life through the comprehensive application of science and engineering.
- A values-based, multi-disciplinary approach to applied science and engineering takes on greater significance as new scientific discoveries and breakthroughs occur.
- An understanding of science and technology is required for competent decision making in business, government, and diplomacy.
- In keeping with the Catholic tradition, we are attentive to the development of the whole person as leader and engineer.
Admissions

Graduate Study Admission Requirements:
- Application
- Official transcript from all undergraduate schools sent directly to University of St Thomas
- Resume
- Application fee
- Undergrad gpa of 3.0 or higher

Students who have received a baccalaureate degree and have been admitted to a program for the purpose of taking courses that may be used to meet the requirements of a degree beyond the baccalaureate are called “graduate students.”

Master of Manufacturing Systems Engineering degree (MMSE) Admission Additional Requirements:
- The MMSE program is open to those holding a bachelor’s degree in any form of engineering from an ABET accredited engineering program or its equivalent.
- Applicants must have two years industry experience or equivalent through internship experiences.

Master of Science in Manufacturing Systems degree (MSMS) Admission Additional Requirements:
- The MSMS program is open to those holding a bachelor’s degree in any undergraduate major field of study.
- Applicants should have two years industry experience or equivalent through internship experience.

Master of Science in Technology Management degree (MSTM) Admission Additional Requirements:
- The MSTM degree is open to those holding a bachelor’s degree in any undergraduate major field of study
- Applicants should have five years work experience.
- Personal interview with Dean and/or Associate Director may be required.

Master of Science in Systems Engineering degree (MSSyE) Admission Additional Requirements:
- The MSSyE degree is open to those holding a bachelor’s degree in engineering, computer science, physics, chemistry, biological sciences, mathematics or statistics.
- Applicants holding other bachelor’s degrees will be considered on a case-by-case basis.
- Applicants should have three years work experience.
- Personal interview may be required by Admissions Committee.

Master of Science in Mechanical Engineering degree (MSME) Admission Additional Requirements:
- The MSME program is open to those holding a bachelor’s degree in any undergraduate major field of study.
- It is preferred that applicants have some engineering education; prerequisite courses may be required by the Admissions Committee.

Master of Science in Regulatory Science degree (MSRS Admission Additional Requirements):
- The MSRS program is open to those holding a bachelor’s degree in any undergraduate major field of study.

Graduate Special Enrollment
All students who apply for a Master’s Degree program are considered Graduate Special Enrollment (GSE) students until they complete all of the admission requirements. A GSE student may take up to 6 credits (usually 2 classes) while they complete the admission requirements.

Applicants must complete the application form, be eligible for the degree program for which they are applying, send in the one-time non-refundable application fee, and provide a current resume to be accepted into Graduate Special Enrollment. Any student who does not complete the admission requirements while taking 6 credits or two classes will not be allowed to register until they have completed the requirements.

Non-Degree Student Status
Programs that admit students whose goals are other than obtaining a degree from the University of St. Thomas will assign those students special status codes that identify them as non-degree seeking students. “Degree” is defined in the traditional academic sense for purposes of this policy and does include certificate seeking students. To continue to take courses all non-degree seeking students must maintain a 2.5 Grade Point Average.

Provisional Acceptance
Some students who do not meet the basic criteria may be accepted provisionally into the degree program. These students will remain on provisional status until they have met the conditions of the acceptance. The Admissions committee will review the student’s academic progress and determine if the student will be allowed to continue in the degree program at that time. A minimum GPA of 2.5 is required at all times in all programs.

Readmission
A student who discontinues his/her enrollment in the university for four consecutive academic years must re-enroll and be readmitted under the terms of the catalog in effect at the time of re-enrollment.
As part of the readmission process, students will be required to meet with an Advisor to review the changes in the curriculum and how courses taken previously will fit into the current requirements.

**International Students Transcript Evaluation**

If a student is applying for the MMSE degree, they are required to have their transcript evaluated by an ABET recognized evaluation service.

If a student is applying to any other program, they can use any transcript evaluation service that provides equivalency to a Bachelor’s degree under the United State education system and a Grade Point Average. Two evaluation services are World Education Service at [www.wes.org](http://www.wes.org) or Education Credential Evaluators at [www.ece.org](http://www.ece.org) but others are available and would be acceptable.

**New Student Orientation**

All students are expected to attend the New Student Orientation session which is scheduled before classes start. If a student does not attend an orientation session, it is their responsibility to contact the Program Manager/Student Services Coordinator prior to the start of class for the semester.

**Program Plan**

**Advising**

All students (degree seeking and non-degree seeking) are expected to meet with their advisor during the first semester of attendance and at least once a year thereafter. This advising session may be by telephone, in person or via email and is designed to develop a program plan. The program plan created by the student will list the courses and credits that are required for completion of the program. This will be reviewed against the Degree requirements when meeting with your advisor. Degree program forms are available on the website.

Advisors must be consulted and approve the substitution or waiver of course requirements prior to any action by the student.

This requirement is important so you will be able to complete your program in a timely manner.

The plan will act as a guideline. Students are expected to meet at least yearly with an advisor.

**Course Completion Policies**

**Attendance Policy**

Attendance in classes is an important aspect of learning in engineering or technology management courses. Regular attendance is expected at classes which have specified meetings, dates and locations. Failure to attend class can impact the grade for the course. In all cases, the attendance policy for a course is the prerogative of the individual instructor. Course policies which differ from those generally accepted must be outlined in the course syllabus.

As a general policy, when attending a class is not possible, it is the student’s responsibility to inform the instructor before the class meets. The student is also expected to meet all assignment deadlines. If a student’s job or other circumstances necessitate traveling out of town extensively, he/she will need to consider whether dropping the course would be more appropriate than excessive absences. As a general rule, students are allowed to miss up to two hours for each credit in a course. For example, a three-credit course would allow up to six hours of excused absences. More than six missed hours in a three-credit class may negatively affect a student’s grade.

If a student has a question about attendance policy, it is best to clarify this directly with the instructor at the start of the semester.

**Auditing Policy**

The School of Engineering Graduate Programs does not generally permit auditing of courses. Permission to audit a course must be obtained from the Dean of the school. The cost of auditing is the same as taking the course for credit. If permission is granted by the Dean, a student may register for a course as an auditor provided s/he meets the prerequisites for the course. If the instructor deems attendance to be satisfactory, the course will appear on the student’s transcript with a notation indicating that the student was registered as an auditor. If attendance is not satisfactory, no notation of the course will appear on the transcript.

Auditor status does not confer credit toward degree requirements. Auditor status cannot be changed to “for credit” status after the last day to add a class. A student who completes a class as an auditor may not receive degree credit without retaking the course for credit.

**Makeup Exams**

Attendance at all examinations is required; however, if, due to an emergency or unavoidable conflict, a student must miss class on an exam night, the student should communicate in advance with the instructor the reasons that necessitate rescheduling the exam. A makeup exam may then be offered at the discretion of the instructor.

If the instructor permits the student to take a makeup exam, the instructor will inform the Faculty Coordinator of the arrangements that have been made. The student must then call the School of Engineering Office at 651/962-5750 to make an appointment to take the exam at the Engineering office, following the instructor’s guidelines.
Grades
Regular grades have the following characterization: “A” = excellent, “B” = competent, “C” = minimally satisfactory, “F” = failure, “I” = incomplete, “W” = withdrawal. The use of pluses and minuses indicates performance levels between those suggested by these characteristics.

Grade points are determined the following basis:

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<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
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<tr>
<td>A-</td>
<td>3.7</td>
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<tr>
<td>B+</td>
<td>3.3</td>
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<tr>
<td>B</td>
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<td>B-</td>
<td>2.7</td>
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<td>C+</td>
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<td>C</td>
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<td>C-</td>
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<td>S</td>
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<td>R</td>
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</table>

Two courses, ETLS783 and ETLS 881, have S/R course grading. S/R means as follows: “S” = satisfactory, “R” = unsatisfactory, repeat the course. Students are not allowed to take other courses with S/R grading.

Pass/Fail Grading Option
Courses offered through this department may not be taken pass/fail. Exceptions to this policy may only be granted by a petition to the Dean.

Semester Credit
One semester credit may typically be earned for a course which requires the equivalent of 14 hours of instruction plus appropriate extra-class work. A three credit course usually requires 42 hours of instruction. Certain types of learning activities, such as laboratory work and internships, may require students to spend more time to earn a semester credit.

Calculation of Grade Point Average
Grade Point Average is determined by dividing the total number of grade points awarded for each course by the number of credits taken. Minimum School of Engineering graduate program GPA is 2.5.

Failing Grades
Students who receive a failing grade “F” for any course which will be used as a requirement must re-take and successfully complete that course. An “F” grade is computed into the cumulative grade point average.

Withdrawal Due to Military Activation
Graduate students who are called to active duty in the armed services will be granted a 100% tuition adjustment for the semester in which they were deployed regardless of the date they were activated. To receive this tuition adjustment, the student must present the engineering student services office a copy of the deployment orders. If a student is called to duty after the last day to drop without a “W”, the student will receive W’s on the transcript.

Withdrawals and Academic Liability
In order to withdraw from one or more classes a student must notify the Engineering office of their intention to withdraw on or before the published deadline for withdrawing. The notification must contain the student’s identification number, name and the class or classes from which the student is withdrawing. If a student withdraws before 15% of the instructional time for a class has elapsed, no record of the class is made on the transcript. Withdrawals after 15% or 100% refund dates will result in a notation of “W” on the transcript. Specific dates and deadlines for withdrawal will be on the School of Engineering website.

Once registered for a course, the student is financially obligated.
If a student who is receiving federal financial aid notified the university, by any means, of his/her intent to withdraw from all registration for a term, a notation that withdrawal will be made in his/her records and federal financial aid authorities will be notified of the withdrawal effective the date of the notification. If a student who is receiving federal financial aid does in fact discontinue attendance in all classes in a term, withdrawal from the university will be inferred, a notation of withdrawal will be made in the student records and federal financial aid authorities will be notified of the withdrawal. The effective date of the withdrawal will be determined based on the records of respective instructors.

The grades for the individual classes for which attendance is discontinued will be determined by the grading policies pertaining to those classes and the date of the withdrawal.

Incomplete Policy
Definition: An incomplete grade is issued when a student attends a class and for unforeseen circumstances is unable to complete the course within the semester. The mark of ‘I’ may not be used without prior arrangement between instructor and student. An incomplete agreement form must be initiated by the student and completed no later than when grades are due for that semester. The agreement must outline the
requirements for successful completion of the course. Both the instructor and student must sign this form.

Graduate Guidelines on Incomplete Grades:
- The decision to issue an incomplete grade lies solely with the instructor after receipt of request for Incomplete Contract from the student.
- There must be a good reason for the delay. A good reason will involve matters not wholly in the control of the student, such as illness or a death in the family.
- The instructor can decide what conditions are applicable such as additional or special tests, etc.
- The mark of “I” is not used to allow a student to improve a grade by performing additional work over and above that ordinarily expected for the course or by repetition of work already submitted to the instructor.
- Any incomplete coursework must be completed and grades posted by the end of the next major semester. Fall semester and J-Term incomplete coursework must be completed by May 1st of the following spring semester. Spring and summer semester incomplete coursework must be completed by December 1st of the following fall semester. If an instructor sets an earlier deadline, this new deadline must be communicated to the student in writing.
- If the conditions attached to the incomplete are not met or the time limit is exceeded the incomplete grade will change to a grade of “F” (fail).
- If a student feels any conditions or decisions relating to the incomplete are not fair, a written petition can be made to the Dean, School of Engineering to review the incomplete.
- Both the instructor and the student will sign a contract outlining the conditions of the incomplete. Copies will go to each party and the student’s file.

Retention of Student Work Supporting Grade Changes
Student work which is retained by the instructor, and which supports the grade book or analogous record must be retained one semester after the final grades are entered. All incomplete grade information will be retained one semester after the change of grade.

Detail explanation of grade change and supporting work should be sent to the Grad Program Manager; these requests will be retained by the department.

Retention of Syllabi
Each instructor will submit a syllabus for each class taught to the Faculty Services Coordinator, within ten business days of the first day of class. The syllabus will be retained by the department for at least five years following the last day of class. The most current syllabus for any class is available on the website.

Student Records Storage and Retention
The storage, retention and disposal of student records are governed by university policy established by the University Archives Committee.

Grade Reports
Students must access their grades via the web and print out a report as soon as grades have been entered on the MURPHY system.

Retaking of Courses
A student may repeat any course in order to improve a grade. Written permission to repeat a course is required from the Dean of the School of Engineering. Only the credit and grade of the last instance of the course will be used toward graduation requirements and grade point average. All instances of registration will remain on the student’s academic history records. UST courses can only be repeated at UST for the purpose of improving the grade.

Transfer Course Credit
In order for a course submitted for transfer to be used to meet St. Thomas graduation requirements the sending institution must be accredited. U.S. institutions must be regionally accredited. In addition, the course must be designated a course which is applicable to a graduate degree at the sending institution, the course must have been graded B or above and it must be deemed adequately equivalent to a corresponding course required or permitted for meeting graduate requirements. Equivalency will be certified by the School of Engineering. A maximum of 3 credits/course, and up to 12 credits total will be considered for transfer.

Consortium or Exchange Program Credit
This program does not accept consortium or exchange program credit earned prior to matriculation at the university.

Credit by Examination of Prior Competency
This program does not grant credit for competencies gained prior to matriculation at the university. If you believe you already are proficient in any course, contact your advisor to discuss alternatives.

Award of Credit for Non-Traditional Experience
This program does not award credit for non-traditional experience acquired prior to matriculation at this university.

Academic Probation
While a grade of “C” is considered a minimally satisfactory performance for a single course, the achievement of multiple “C” grades is regarded as unsatisfactory academic progress within the program as a whole. Any student who has completed six or more credits and whose cumulative grade point average is less than 2.5 will be placed on academic probation.
While a student is on academic probation, they will be restricted to taking one course in any semester and must receive a grade of “B” or better in that course.

Once the GPA is above 2.5, they may take more than one course as long as the GPA remains above 3.0 at all times and their probation will be revoked and may continue at the university without prejudice.

If the student fails to receive a grade of “B” or better while on probation, they will be suspended for one semester. After that time, they may return and will be placed on probation. Failure to obtain a B or better in their next class will result in dismissal from the program.

Students may appeal suspension or dismissal to the appeal process of the department. If students are readmitted on appeal, the program may impose conditions on the readmission.

Grade Changes
Each graduate program will establish a final grade reporting deadline for each term. Grade changes after that deadline, for that term, must be submitted to the Grad Program Manager. Following the end of each fall and spring term, the University Registrar will submit summary reports of all grade changes made since the previous report to the Dean.

Degree Completion Requirements
Catalog of Record
The catalog in effect at the time of matriculation is 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 the requirements for a program, for example. School of Engineering catalogs are listed on the website.

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.

Students should contact the Grad Programs Manager, School of Engineering if they wish to change their catalog of record.

Graduation Requirements
Students seeking the Master of Manufacturing Systems Engineering (MMSE) degree must complete 39 course credits including 3 engineering project credits and required courses.

Students seeking the MS Manufacturing Systems (MSMS) degree must complete 39 course credits including required courses.

Students seeking the MS Mechanical Engineering (MSME) degree must complete 30 course credits including required courses.

Students seeking the MS Electrical Engineering (MSEE) degree must complete 30 course credits including required courses.

Students seeking the MS Regulatory Science (MSRS) degree must complete 33 course credits including required courses.

Students seeking the MS Technology Management (MSTM) degree must complete 45 course credits including required courses.

Students seeking the MS Systems Engineering (MSSyE) degree must complete 36 course credits including required courses.

Maintenance of a 2.5 or higher GPA is required to remain in any program and to graduate.

Once the student has completed the courses on the catalog of record that student is eligible to graduate. Credits earned more than 10 years prior to graduation cannot be used to meet the requirements of a degree unless authorized by the Dean of the program.

Degrees are awarded and posted to student records three times a year, at the close of the Fall, Spring and Summer terms. Students graduate at the end of the term in which they complete degree requirements. Students who complete degree requirements prior to the awarding and posting of the degree can request a letter from the Dean certifying the completion of degree requirements.

The minimum grade point average, in all work attempted in pursuit of the degree, required for graduation is 2.50.

Undergraduate credit may only be used to meet the requirements of a graduate degree when:

Upper level undergrad courses may be applied to the completion of the Master’s degree. All undergrad courses must be pre-approved by the advisor and must be consistent with the academic needs of the student. No more than two (2) undergrad courses can be applied to the Master’s degree.

Prospective graduates must be admitted to degree candidacy status before consideration for a degree will be undertaken. MMSE degree candidates are expected to demonstrate progress on an approved project as specified and assessed by the faculty advisor. Failure to progress will result in removal from degree candidacy.

Students may request exceptions to the published degree requirements from the Dean, upon recommendation from the faculty advisor. The decision of the Dean is final.
Prospective graduates must notify the Grad Programs Manager of their intent to graduate during the first two weeks of the term in which they intend to graduate. Information about graduation and commencement ceremonies is posted on the website www.stthomas.edu/commencement.

Upon graduation the graduate’s degree, major and graduation date will be posted to the student’s academic transcript. A diploma indicating the degree and graduation date will be provided to the graduate.

**Degree Requirements**
Students must meet certain minimum requirements to receive a master’s degree from the School of Engineering department. These include:

1. Must complete all degree requirements in place at the time of first matriculation or any subsequent set of degree requirements. These degree requirements are published yearly on the website www.stthomas.edu/engineering. All changes are also outlined in the Registration Materials for each semester.
2. Must have a cumulative grade point average of at least 2.5.
3. Must have earned the number of credits required by the specific degree at the University of St. Thomas.
4. Must complete all degree requirements before the degree will be awarded or posted to university records.
5. Must complete all work that might affect qualifications for the degree, including credit that will not be applied to the degree but might affect the grade point average.
6. The program may change curriculum requirements at any time.
7. Substitution of required courses must be approved in advance.

**Graduation Procedure**
Any student who has completed the courses on their approved degree plan and expects to graduate must file an application for graduation with the Grad Programs Manager. Deadlines for filing for graduation and the graduation application form are published on the website and are generally due by the end of the second week of the semester. The academic advisors will review the applicant’s file and academic record before approval for graduation is granted.

The University of St. Thomas assumes no obligation to include in the graduation program those candidates who failed to comply with this procedure.

**Completion of a Second Graduate Degree**

The purpose of a second degree policy is to define the requirements for students who have earned a Masters degree in another department or School of Engineering and wish to earn a second graduate degree.

The requirements to earn a second degree are:
- All required courses of the new degree must be satisfied;
- Complete a minimum of 24 credits for the second degree; it could take more than 24 credits to satisfy the core required courses;
- Courses cannot be used more than once for credit toward a Master’s Degree;
- Meet all entry requirements for the new degree program.

Students who are interested in obtaining two degrees at the time of initial graduation should work with their advisor to determine degree requirements for the second degree.

**Certificate Completion Requirements**
The School of Engineering offers the following certificates:
- Medical Device Development Certificate
- Technology Leadership Certificate
- Manufacturing Systems Certificate

Students seeking a Certificate must complete all specified required courses and electives if applicable. Subsequent certificates require six separate classes as required when they apply for a subsequent certificate. You should consult with your advisor and determine the curriculum.

**Transcript Requests**
Official transcript requests must be made in person or in writing to the Records office (Room 106 Aquinas) at the University of St. Thomas or at the Registrar’s website. Forty-eight hours are needed to process the order. The Records office phone number is (651) 962-6700. The phone number for the transcript hotline is (651) 962-6715. There is a nominal transcript fee.

**Veteran’s Education Benefits**
The University of St. Thomas School of Engineering is fully approved for veteran’s educational benefits. Once the initial paperwork has been submitted by an incoming veterans, subsequent enrollment certification is automatically handled by their program’s office. During fall semester and spring semester, a veteran taking six credits receives full-time benefits, while three credits constitute half-time benefits. Three credits taken in the summer semester and J-Term is considered full-time.

**Procedures and Policies**

Revised 4/30/13
Registration
Information will be published well in advance of the Fall, J-Term, Spring and Summer semesters to current students. Changes in a student’s degree plan must be approved by his/her academic advisor. Students should register for courses on their degree plan following the procedures outlined on the website.

In addition to the schedule of classes and registration instructions, the website contains information on adding and dropping courses, dates for tuition refunds and academic liability, tuition rates, and other general information.

Undergraduate Students Enrolling in Graduate Classes
Undergraduate students are not generally permitted to take graduate classes. Special registration to obtain undergraduate credit is offered by the department with approval of the advisor and Dean. Undergraduate students should see the Grad Programs Manager for more information and the special registration form for Undergrad Enrolling in a grad course.

Late Registration
Late registration for a course is defined as any registration after the 100% refund date listed in the registration mailing. Students must obtain permission from the instructor to register after that time.

Delinquent Accounts
If a student’s registration is not accepted due to a delinquent account, the delinquent account status must be cleared at the Business Office by the student.

Admission to a Class
Attending class is prohibited unless the student is officially enrolled in that class. Instructors will not admit anyone whose name is not on the class roster unless the student has proof of enrollment. Under no circumstances will credit be issued to anyone who attends a class for which he or she is not registered.

Course Load
It is recommended that a student who works full time take a maximum of two classes in the spring and fall, and one class in the summer.

Students may not register for more than 9 credits or 3 courses during any semester without consultation with and written permission from their advisor.

Directed Study
An individual/directed study is a learning contract in which a registered student and university instructor/advisor define, organize and evaluate one of the following:

1. A special project which is limited in content and time frame. These courses provide an opportunity for students to receive individual instruction and guidance while pursuing a subject of special interest. It also allows instructors to share their personal knowledge and experience and foster the special abilities and interests of their students.

2. A regular university course by means of directed study. The provision of such courses will be exceptional and must be approved by the Dean of the school in which they are to be provided.

Students who wish to engage in directed study must contract with an instructor/advisor and submit a completed “Directed Studies” form available through the School of Engineering office, to the Grad Programs Manager for the Dean’s signature. A completed form will include:

1. The students name
2. Student identification number
3. A title for the study or course or the regular course designation of the course, if any
4. The course requirement it is intended to meet.
5. The goal or objective of the study
6. The method of instruction, study or research
7. A rationale for directed/individual study as an appropriate pedagogy for the course
8. The deliverables required from both the student and instructor
9. The time frame for the completion of the study.

Once the form is completed and approved by the Dean of the School of Engineering; the student and instructor will receive a copy. The student will then be registered for the ETLS 880 Directed Studies.

Alumni Registration
All Master’s level graduates of School of Engineering degree programs are eligible to register for School of Engineering graduate courses at a reduced rate of one-third off the tuition as long as the alumnus meets the course prerequisites or, if needed, is granted the permission of the instructor. If the alumnus plans to complete a second degree, the alumnus must apply to that program.

Academic Integrity Policy
Honesty and trust among students and between students and faculty are essential for a strong, functioning academic community. Consequently, students are expected to do their own work on all academic assignments, tests, projects and research/term papers. Academic dishonesty will not be tolerated at the University of St. Thomas. Academic dishonesty, whether cheating, plagiarism or some other form of dishonest conduct related to academic coursework will automatically result in failure for the work involved. But academic dishonesty could also result in failure for the course and, in the event of a second incident of academic dishonesty, suspension from the university.

Violations
Common forms of academic dishonesty include, but are not limited to, the following:
- **Cheating** - Using, trying to use unauthorized materials, information, or study aids in any academic work submitted for credit, giving or receiving unauthorized materials for use in an academic exercise

- **Fabricating** or misrepresenting—Falsifying or inventing any information or citation in an academic exercise; fabricating or misrepresenting a reason for or documentation of an absence, a missed due date or submission of late work; submitting, without an instructor's permission, academic work completed largely in one class to satisfy an assignment in a second class; fabricating or tampering with academic records.

- **Facilitating Academic Dishonesty** - Knowingly helping or attempting to help another student commit academic dishonesty.

- **Plagiarizing** – Claiming or submitting the ideas or words or statements of another person as one's own without acknowledging the other's contribution. Plagiarizing does not require intent to deceive; it is the misappropriation of another's work without attribution. According to *Writing: A College Handbook*, “You commit plagiarism whenever you use a source in any way without indicating that you have used it. If you quote anything at all, even a phrase, you must put quotation marks around it, or set it off from your text; if you summarize or paraphrase an author's words, you must clearly indicate where the summary or paraphrase begins and ends; if you use an author's idea, you must say that you are doing so. In every instance, you also must formally acknowledge the written source from which you took the material. (This includes material taken from the World Wide Web and other Internet sources.)”


Students are encouraged to report incidents of academic dishonesty to course instructors.

When academic dishonesty occurs, the following procedures will be followed:

**Instructor's Actions:** When an incident of academic dishonesty is discovered, the instructor will notify the student and, if possible, meet to discuss the evidence and penalties. Additionally, the instructor must inform the appropriate academic Office of the Dean of Engineering summarizing the nature of the offense, how the student has responded, and supply the evidence surrounding the case. The minimum sanction in a case of academic dishonesty is failure for the work involved. The instructor may recommend to the Dean that further penalties should be imposed in this communication. In all cases, the student has a right to appeal the determination of the instructor to the Dean.

Faculty are encouraged to use the Academic Integrity Violation Report (available on line and in the Main Engineering Office) to document the incident.

**Dean's Actions:** Upon receipt of the communication from the instructor, the Dean or the Dean's designee, will, review the offense, consult the student’s file for previous offenses and make a determination about the case and the penalties. In this process, the Dean may consult with the Office of the Dean of Students. If no further action is deemed necessary, the instructor’s sanction will stand and the Dean will send documentation of the offense to the Office of the Registrar for inclusion in that students file. If further penalties are to be imposed, the Dean will notify the student and arrange to meet to discuss the matter. *The Dean has the authority to impose additional sanctions.*

**Possible Sanctions:** Among the sanctions considered by the Dean will be the following: failure for the course in which the incident occurred; suspension from the university for the following semester; expulsion from the university; revocation of a conferred degree; community service; and/or other appropriate measures as agreed upon in consultation with the student.

**Student's File:** The materials relating to the incident, including the instructor's original letter to the student and Dean and the Dean's decision following review, will become part of the student's file with the Registrar. A summary of the incident may also be sent to the Office of the Dean of Students.

**Dean’s Hearing Committee:** If the nature of the offense is severe or if the student has been involved in a previous incident of academic dishonesty, the dean may convene a hearing. The hearing body should include representative faculty who review the case and provide a recommendation to the Dean. The hearing may include direct questioning of both the student and the faculty member.

**Final Appeal:** Following the review and final decision by the Dean, the student may appeal the Dean's decision in writing to the Executive Vice President for Academic Affairs.

**University of St. Thomas policies** may be referenced at: [http://www.stthomas.edu/policies/graduate](http://www.stthomas.edu/policies/graduate)