

Graduate Information

GRADUATE ACADEMIC INFORMATION

ACADEMIC VISION

Fontbonne University promotes informed and discerning practice in scholarship, the arts, the professions, and service. By combining a pursuit of academic excellence with an evolving awareness of the world's needs, the Fontbonne community seeks to strengthen the relationship between the educated person and a diverse society. In concert with an emphasis on teaching and learning, the university promotes vital engagement between intellectual endeavor and social responsibility, giving meaning to information and insight to inquiry. In an open, caring, and challenging environment, students and teachers integrate knowledge from the liberal arts and professional programs, developing the understanding and skills central to a thoughtful and committed life.

MASTER'S DEGREES OFFERED

Master of Arts (MA)
Master of Arts in Teaching (MAT)
Master of Business Administration (MBA)
Master of Fine Arts (MFA)
Master of Management and Leadership (MML)
Master of Science (MS)
Professional Master of Business Administration (PMBA)

GRADUATE PROGRAMS:

[Accounting \(MBA\)](#)
[Art \(MA\)](#)
[Business Administration \(MBA, PMBA\)](#)
[Computer Science \(MS\)](#)
[Deaf Education \(MA\)](#)
[Early Intervention in Deaf Education \(MA\)](#)
[Education \(MA\)](#)
[Education/Teaching \(MAT\)](#)
[Family and Consumer Sciences \(MA\)](#)
[Fine Arts \(MFA\)](#)
[Instructional Design and Technology \(MS\)](#)

[Management and Leadership \(MML\)](#)
[Speech-Language Pathology \(MS\)](#)
[Speech and Theatre \(MAT\)](#)
[Supply Chain Management \(MS\)](#)
[Theatre \(MA\)](#)

GRADUATE CERTIFICATES:

[Autism Spectrum Disorders](#)
[Instructional Design and Technology](#)
[Management and Leadership](#)
[Project Management](#)
[Supply Chain Management](#)

Graduate certificate programs are designed for individuals who possess a baccalaureate degree or a master's degree but who are not enrolled as a degree-seeking student in a graduate program. A certificate is defined as a narrowly defined set of disciplinary or interdisciplinary classes that constitutes a discrete body of knowledge as determined by the department(s) in which the certificate is housed. Certificate programs are not eligible for Title IV Financial Aid, and not subject to reporting for gainful employment.

Certificate Requirements/Policies

All certificate program courses must be successfully completed through instruction offered at Fontbonne University, culminating in a minimum cumulative grade point average of 3.0. An individual department may establish a higher cumulative grade point average for a specific certificate program. One graduate course from another institution may be accepted as transfer credit, or one competency test may be taken.

Courses that fulfill the requirements for a certificate may not be used to fulfill requirements for another certificate.

Fontbonne policies apply to certificate-seeking students.

GRADUATE ADMISSION

Fontbonne University seeks to admit students who will succeed in, benefit from, and contribute to Fontbonne's educational programs and opportunities. In the review of student credentials, the program director looks for those students who show evidence of successful completion of prior academic work, self-motivation, academic aptitude, and promise.

ADMISSION REQUIREMENTS

Applications for admission, considered according to program availability, must be on file no later than one week prior to final registration for the term in which the candidate seeks admission. Individual programs may have earlier deadlines.

To apply, a prospective graduate student must meet the following minimum requirements:

- A completed graduate application form accompanied by the non-refundable application fee.
- Official transcripts from all previous coursework from accredited, degree-granting colleges or universities, including the institution that granted the applicant's undergraduate degree.
- Three professional references to be contacted for recommendation into the program.
- A portfolio as required for specific programs.

Additional specific admission criteria, including grade point average, are listed under each individual graduate program.

ADMISSION OF GRADUATE INTERNATIONAL STUDENTS

Fontbonne University is a global community and encourages applications from international students. All applications must be submitted to the director of international affairs and should include the following:

1. A completed, signed international graduate student application form (available at www.fontbonne.edu/admissions/international).
2. A \$50 non-refundable application fee payable to Fontbonne University.
3. Certified, official transcripts (translated into English) from all secondary schools, colleges, or universities previously attended. Students who have earned college-level credit outside of the United States and wish to apply those credits toward a degree will be asked to have their transcripts evaluated by a U.S. evaluation service.
4. Evidence of English language proficiency which is necessary for those whose native language is not English. Applicants must submit scores from TOEFL or IELTS exams (or Fontbonne University approved equivalent). A TOEFL of 71 IBT or IELTS 6.0 is required. Students not meeting the language

proficiency may be accepted to a graduate program on a **conditional** basis, provided the student enrolls in the Intensive English Program prior to enrolling in the graduate courses.

5. An official letter of sponsorship and an official financial statement from the bank of the guarantor. These are required to meet U.S. Citizenship and Immigration Services regulations. The bank statement and letter from the sponsor must be in English. The bank statement must be certified by the bank, dated within 120 days of the application, and have the name of the sponsor (or sponsor's organization) on the account. The account will indicate the amount of funds available. The sponsor must have sufficient funds to support the student for a minimum of one year while in academic studies.
6. Two letters of recommendation in English.
7. A personal statement in English indicating why the student wishes to attend Fontbonne University. The requirement for the personal statement varies by department.
8. A copy of the current passport page with name, date of birth, and expiration date.
9. Additional specific admission criteria, including grade point average, are listed under the individual graduate programs.

An international applicant not meeting one or more of the entrance standards may be asked to submit additional information for review by the specific graduate program.

All international students accepted for study at Fontbonne University will be required to purchase medical/health insurance by an insurance carrier selected by Fontbonne University in the U.S. Purchase of such insurance coverage will be completed at the time of registration at the university.

International Transfer Graduate Students

Any international student wishing to transfer to Fontbonne University from another institution within the United States must also submit the following documents:

1. Copies of all official I-20 documents from previously attended schools;
2. A copy of the current I-94 card; and
3. A copy of the current visa.

ADMISSION OF UNCLASSIFIED STUDENTS

A student who has not been admitted to a graduate program may register as an unclassified student. A student wishing to take graduate courses as an unclassified student must receive permission from the director of the relevant graduate program. The candidate for unclassified status submits a completed application for admission accompanied by a \$25 non-refundable application fee. The application fee will not be charged again if the student decides to change to degree-seeking status. Unclassified students are not eligible for financial aid.

CHANGE OF STATUS FROM UNCLASSIFIED TO DEGREE SEEKING

An unclassified student who wishes to change his/her status must complete an application for the program of interest. The program director (or in the case of an international student, the director of international affairs) will notify the student of any necessary additional credentials.

Acceptance to a graduate program requires a cumulative, blended grade point average as required by the college/department in which the program is housed. The student must follow the program curriculum in effect at the time of the change of status.

A maximum of twelve (12) credit hours earned as an unclassified student at Fontbonne may be applied toward a degree with the approval of the program director. The program director reserves the right to refuse enrollment to an unclassified student who does not maintain the minimum cumulative grade point average of 3.0.

READMISSION TO FONTBONNE

Students who have previously attended Fontbonne University, but have not been enrolled for one or more semesters or terms may apply for readmission.

A student who has been dismissed from Fontbonne may apply for readmission to a graduate program after one full calendar year. Readmission requires no application fee. To apply for readmission, candidates must submit:

1. A completed admission form;
2. Official transcripts from each accredited, degree-granting college or university attended since leaving Fontbonne; and
3. A letter seeking re-instatement.

Requests for readmission will be considered only after clearance has been obtained from the Business Office and Registrar. Additionally, students applying for financial aid must obtain clearance from the Financial Aid Office. Once these clearances are acquired, the student may proceed to their advisor for registration.

A student re-entering Fontbonne University must follow all requirements stated in the catalog in effect at the time of re-entry.

GRADUATE UNIVERSITY EXPENSES

GRADUATE TUITION (2017-2018)

Graduate rates: \$728 per credit hour

REFUNDS

No adjustment or refund is made for late entrance, for absence after entrance, or for dismissal.

Tuition and fee adjustments resulting from withdrawal from the University or withdrawal from a specific course will be computed from the date on which the Registrar approves the official permit for withdrawal.

16 Week Courses

- Withdrawal before first day of classes 100%
- Withdrawal through the end of 1st week 100%
- Withdrawal during the 2nd week 90%
- Withdrawal during the 3rd and 4th weeks 50%
- Withdrawal during the 5th thru 8th weeks 25%
- Withdrawal after the 8th week 0%

Fee adjustments will be made according to the following scale:

- Withdrawal before the first day of classes 100%
- Withdrawal through the end of 1st week 100%
- No refund after the 1st week 0%

8 Week Courses

- Withdrawal before the 1st class 100%
- Withdrawal after 1st class--end of week 1 90%
- Withdrawal during the 2nd week 50%
- Withdrawal during the 3rd and 4th weeks 25%
- Withdrawal after the 4th class meeting 0%

Fee adjustments will be made according to the following scale:

- Withdrawal before the first day of classes 100%
- No refund after 1st class meeting 0%

If withdrawal from classes results from extraordinary circumstances beyond the student's control (such as serious illness) the student should complete an Extenuating Circumstance Withdrawal. To begin the process, an application can be attained in the Office of Academic Affairs. Withdrawal for Extenuating Circumstances are still charged based on the last date of attendance.

TUITION DISCOUNTS

Discounts are based upon available funding and may not be combined with other discounts or scholarships. Only one discount will be applied per course. If a student is eligible for more than one discount on the same course, the larger

discount will be applied. Students must apply for discounts each semester.

Alumni Discount

Students with an undergraduate degree from Fontbonne, are eligible for a 15% discount on their graduate studies. This discount may exclude some laboratory and studio courses. Effective Fall 2014, an alumnus who earned an undergraduate or graduate degree from Fontbonne is eligible for a 15% discount on the undergraduate certificates of SLPA and Cybersecurity and graduate certificates. These discounts are not retroactive and may exclude some laboratory and studio courses.

Educator's Discount

In appreciation of the services offered to our community by educators at all levels, Fontbonne University offers a 15% discount to qualified individuals enrolled in graduate coursework. Qualified educators (teachers or paraprofessionals) include those who work at least half-time in a nursery school, a pre-K through 12 school system or post-secondary institution. Application forms can be obtained from your department and must be filled out in its entirety each semester.

AUDIT

A student who wishes to attend a course but not be obligated to complete assignments or take examinations may register to audit a course. The student is responsible for any fee required for the course. No credit is given for courses that are audited. Ordinarily, studio or lab courses are not eligible for audit.

Graduate: \$200 per course

Graduate Business Courses: \$485 per course

OBLIGATION OF PAYMENT

Accounts are due in advance for the Fall and Spring semesters. Payment-in-full less any financial assistance must be received by July 15 and December 8 for the spring semester. A \$25 late fee will be assessed for payments received after the due dates. For students who are registering after July 15, payment is due upon registration.

Fontbonne University offers the convenience of Electronic Billing (E-Bill) and payments online. Statements can be viewed by going to my.fontbonne.edu and select Students>Campus Life and Facilities>Business Office. Fontbonne University accepts MasterCard, Visa and DISCOVER.

Fontbonne University has contracted with HigherOne to provide a payment plan that will allow monthly payments without interest charges. You can enroll online at

www.tuitionpaymentplan.com/fontbonne or
www.tuitionpayenroll.com.

To pay by mail, mail a check payable to Fontbonne University to:

Fontbonne University
Attn: Business Office
6800 Wydown Boulevard
St. Louis, MO 63105-3098

Failure to make payments for tuition, fees, or other amounts owed the university when due, or failure to arrange for such payments before their due dates, is considered sufficient cause to:

- Bar the student from registering for courses.
- Drop the student from pre-registered courses, with subsequent registration subject to a late fee.
- Withhold the transcript of record, certificate, or diploma.

The Board of Trustees of Fontbonne University reserves the right to change established tuition, fees, and services, to add additional fees and services, and to determine the effective date of such changes without prior notice.

GRADUATE FINANCIAL AID

Through the administration of various financial aid programs, Fontbonne University assists qualified students with demonstrated financial need. Most Fontbonne financial aid awards offered to graduate students will be from the Federal Direct Loan Program.

Financial aid will attempt to meet demonstrated need up to budgeted tuition and fees for commuting students and up to budgeted tuition, fees, room, and board for resident students.

The filing of the Free Application for Federal Student Aid (FAFSA) determines the families expected contribution (EFC) toward meeting the student's costs of education. The expected family contribution (EFC) is then subtracted from the student's budgeted cost at Fontbonne University. The difference between the total budgeted cost and the EFC determines the student's need for financial assistance.

Total budgeted cost at Fontbonne
– EFC (Expected Family Contribution)
= Financial need

Current regulations do not permit unclassified (non-degree seeking) students to receive any type of federal aid.

APPLICATION PROCEDURES AND DEADLINES

Applicants must first be admitted to Fontbonne University in a graduate degree program; graduation from an accredited college or university with a baccalaureate degree is required. At the same time, the FAFSA form should be completed at the following website : www.fafsa.gov. Please include Fontbonne's school code, 002464, to ensure that we receive your results. There is no cost associated with the submission of this form. Please visit the Fontbonne website for more detailed information www.fontbonne.edu/finaid

The priority deadline for filing the FAFSA is March 15. Fontbonne advises early application to receive full consideration. Applications received after this deadline will be considered according to available funds.

FAFSA renewal must be made each year with a new determination of the EFC. Yearly awards will be made according to the availability of funds.

For detailed information on application procedures, contact:

Financial Aid Office
Fontbonne University
6800 Wydown Blvd.
St. Louis, MO 63105
314-889-4680

FINANCIAL AID POLICY FOR ACADEMIC PROGRESS

A student who receives financial aid based on full-time enrollment must complete a minimum of 9 graduate credit hours for each of the Fall and Spring semesters. Students attending courses during the Summer must complete a minimum of nine graduate credit hours to be considered full-time and a minimum of five graduate credit hours to be considered half time. A student receiving financial aid based on three-quarter time enrollment (7-8 hours per Fall or Spring semester) must complete a minimum of seven credit hours per Fall or Spring semester A student receiving financial aid based on half-time enrollment (five to six hours per Fall or Spring semester) must complete a minimum of five credit hours per Fall or Spring semester. Successful completion requires a grade of A, B, C, or P. A designation/grade of I, F, NP or W is not acceptable.

Evaluation of hours earned occurs at the end of the fall and spring semesters.

Please notify the financial aid office immediately upon your decision to stop attending class. Failure to properly withdraw from class or failure to attend a class could result in loss of financial aid.

REPEATED COURSEWORK POLICY

Regulations prevent the Financial Aid Office from paying for a course that has been passed, if you are a graduate student.

GRANTS

TEACH Grant is a federally funded program which provides up to \$4,000.00 to students who intend to teach in a public or private elementary or secondary school which serves low income families. For more detailed information visit: www.teachgrant.ed.gov.

LOANS

Federal Direct Loan is available to students who have filed the FAFSA and register for at least half time at Fontbonne University each semester. The loan is an Unsubsidized Direct Loan with interest starting within 60 days of disbursement and provision for the student to elect to defer the interest and add it to the principal amount borrowed. The maximum amount that can be borrowed is determined by the student's grade level. The remaining balance is usually paid in two installments, at the beginning of the loan period and at the midpoint. Repayment of principal and interest begins

six months after graduation, withdrawal, or less than half-time enrollment. Prepayment can be made at any time without penalty. For more information visit: www.direct.ed.gov

Federal Grad Plus is a non-need-based loan available to students who file the FAFSA and register at least half time at Fontbonne University. Its availability is based upon a credit check and should only be applied for after eligibility for the Direct Loan has been determined. The loan limit is the budgeted cost of education minus other financial aid. Origination fees apply. Repayment must begin immediately. For more information visit: www.direct.ed.gov.

GRADUATE STUDENT LIFE

BOOKSTORE

Fontbonne has an on campus bookstore located in Ryan Hall 102. The bookstore offers new and used textbooks for purchase; certain course materials may be rented. The store conducts buybacks daily. It also carries basic school supplies, greeting cards, snacks and beverages. The bookstore carries an array of gift and apparel items. Students and faculty should consult the bookstore about its book rental policy.

HEALTH SERVICES

Fontbonne students may receive medical care at the Southside Family Practice (314.647.9444) which is part of Esse Health, an independent group of over 75 physicians in private practice in the St. Louis area. Southside Family Practice is located close to Fontbonne in the doctors' building of St. Mary's Health Center at 1031 Bellevue, Suite 300, one-half mile east of Big Bend Boulevard and just south off Clayton Road. Southside is staffed by physicians, a physician assistant, and a nurse practitioner and offers a full-range of medical services. Most major health insurance plans are accepted. Information on the medical staff, participating insurance plans, and billing procedures is available online at www.essehealth.com.

Students should bring their insurance cards and co-pays to each appointment. Students are responsible for any payments not covered by insurance. Professional staff is available by telephone after hours and on weekends. Please contact Fontbonne's student affairs office (314.889.1411) if you have any questions.

Insurance Information for American Students

All students are highly recommended to have appropriate and adequate health insurance coverage. No plan is sponsored or endorsed by the university. A list of potential insurance providers is available at Healthcare.gov. Again, Fontbonne is not affiliated with these providers and is simply providing these links as a courtesy for students and their families to consider as potential options.

Insurance Information for International Students

All international students accepted for study at Fontbonne University are required to carry medical/health insurance by an American insurance company selected by Fontbonne University. Students are automatically enrolled in the insurance plan upon enrollment at the university.

Exemption: Government sponsored students are exempt from enrolling in the requisite insurance program as stated above. All new government sponsored students must show proof of insurance within the first two weeks of arrival to Fontbonne. Failure to do so will result in student being

automatically enrolled in a university sponsored insurance program.

INSURANCE AND MEDICAL HEALTH REQUIREMENTS FOR ATHLETES

All students participating in intercollegiate athletics must verify to the Athletic Department that they have adequate medical insurance and are in sound physical condition. A student's physical condition will be determined by the team physician or designee prior to competition through a physical examination. Ongoing observation will be monitored by the coaching staff, athletic training staff, and team physician. Insurance verification needs to be documented. The university does not carry primary medical insurance on any student. Additionally, any student participating in intercollegiate athletics must complete the necessary paperwork in order to practice or compete. Furthermore, every student must be declared academically and athletically eligible by standards set by Fontbonne University and the NCAA.

I.D. CARDS

The Student Affairs office, located on the first floor of Medaille Hall, issues picture I.D.s during regular office hours.

The I.D. identifies the holder as a Fontbonne student and is issued for campus security reasons, use of facilities in the Dunham Student Activity Center, library borrowing privileges, cashing checks, and using Griffin Bucks. A valid I.D. may be used throughout the city for discounts to selected movies, sporting events, plays, museums and cultural events. To get an I.D., students need to provide proper identification, such as a driver's license, and have proof of semester registration. There is no charge for the first I.D. If the I.D. is lost or damaged, there is a \$10 replacement fee.

PARKING

Clayton Campus

To park on the Clayton campus students must obtain a parking permit from the Fontbonne business office located in Ryan Hall. Parking regulations may be obtained in the business office when your permit is issued. Parking regulations may also be found online at: <http://www.fontbonne.edu/studentlife/oncampus/publicsafet>y. These regulations are strictly enforced. Violators will be ticketed. Questions regarding parking on the Clayton Campus should be directed to the public safety office in Ryan 101 or by calling 314.719.8024. You may also email parking questions to: safety@fontbonne.edu.

Off-site Locations

Parking regulations at off-site locations vary. Students should contact the office where they registered to obtain parking requirements for the specific location.

Questions regarding parking should be directed to the public safety office in Ryan 101 or by calling 314.719.8024 or emailing: safety@fontbonne.edu.

STUDENT ACTIVITY CENTER

The Dunham Student Activity Center is the home court for Fontbonne's varsity volleyball and basketball teams, and the main facility for the intramural sports program. Centrally located on campus, this 38,000 square-foot building houses a gym with seating for 1,600, an athletic training room, a fitness center, an aerobics studio, a running track, and recreation and varsity locker rooms. Offices for the athletic department staff and the department of leadership education and student activities are located here as well. In addition, the Alumni Caf', a multipurpose student union, and the Griffin Grill, a popular snack bar, are located on the second floor. Both the Caf' and the adjacent outdoor balcony are frequent gathering places for students, providing Fontbonne's community with a relaxed atmosphere in which to study or meet with friends.

INTERNATIONAL AFFAIRS

The office of international affairs is a student-centered office that includes: international enrollment management; international academic agreements and international university relationships; academic advising for all undergraduate international students; federal immigration advising/compliance; international student support services and activities. The office offers comprehensive services and resources to the campus community and is a "home away from home" for Fontbonne University's international populations. All matters relating to international students may be directed to the office of international affairs at 314 889 4509 or via e-mail at: internationalaffairs@fontbonne.edu.

INTERNATIONAL AFFILIATIONS

Fontbonne University has affiliations with a number of institutions around the world for undergraduate and graduate programs. These universities include:

- Xi'an Fanyi University – China
- Wuchang University of Technology – China
- China Women's University – China
- Xi'an Siyuan University – China
- Fu Jen Catholic University – Taiwan
- National Taiwan University of Arts - Taiwan
- Chang Jung Christian University – Taiwan
- Aletheia University – Taiwan
- Hosei University – Japan
- Regent's College London - United Kingdom
- Siva Sivani Institute of Management - India

- Beifeng University of Nationalities – China
- Providence University – Taiwan
- Blue Hill College – Ecuador
- Broward College – Ecuador
- INTI – Malaysia
- Singapore Polytechnic – Singapore
- Siva Sivani Institute of Management - India

All matters related to international affiliations and international academic initiatives may be directed to the Office of International Affairs located in the International Center, Ryan Hall, Room 103 or contact the director of international affairs at 314 889 4778 or email internationalaffairs@fontbonne.edu.

STUDENT AFFAIRS

Fontbonne's division of student affairs supports the central mission of the university and contributes to the overall development of each student. Through individual and collective care and concern, and drawing upon specific areas of expertise, student affairs staff members strive to engage, educate, and empower our students. A rich blend of resources, services, and programs creates a campus spirit and integrative learning environment intended to be inclusive of all students. Through out-of-the-classroom experiences, students can increase their understanding of self and others, strengthen interpersonal, communications and critical thinking skills, and develop leadership abilities and a heightened sense of personal and social responsibility. The seven departments comprising student affairs are described below. For additional information, go to <https://www.fontbonne.edu/campus-life/>

Athletics

Fontbonne's athletic program is affiliated with the NCAA Division III and the St. Louis Intercollegiate Athletic Conference. Fontbonne is also an affiliate member of the Midwest Lacrosse Conference, Midwest Conference, and the Midwest Collegiate Volleyball League. Fontbonne Athletics features both men's and women's intercollegiate varsity sports and a spirit squad. Men's NCAA sports include baseball, basketball, cross country, golf, indoor and outdoor track and field, soccer, lacrosse, tennis, and volleyball; women's NCAA sports include basketball, cross country, golf, indoor and outdoor track and field, softball, soccer, tennis, and volleyball. Our spirit squad is dance which is also an active part of the athletic program.

In addition to on-campus health and fitness facilities, nearby Forest Park offers golf courses, jogging and bicycle paths, and outdoor tennis and racquetball courts for personal recreation. For additional information call 314.889.1444.

Campus Ministry

Mission of Campus Ministry. Campus Ministry provides opportunities to cultivate a mature spirituality. Rooted in the Roman Catholic tradition, with an ecumenical perspective and inspired by the charism of the Sisters of St. Joseph of Carondelet, we work to meet the diverse spiritual needs of the Fontbonne community, with a particular focus toward our student population. We provide a lifelong foundation for active engagement in faith that promotes justice for the unity of all. We live and work to find the needs of the dear neighbor and participate in building relationships that serve the community.

As Campus Ministry at Fontbonne, we are committed to calling students into an awareness of the presence and inspiration of a Creator who loves us and calls us into the fullness of life. Empowered by the Spirit, we will do this by providing an open, engaging, relational environment—through conversations, programs and spaces—that allow for depth, authenticity, healthy challenges, acceptance, love, and opportunities for spiritual growth and faith-driven leadership. Among the many activities we offer are liturgies, prayer services, faith sharing groups, alternative spring break trips, retreats, interfaith programming and comfortable spaces to encourage students to discover and dialogue about their beliefs and spiritual practices.

Career Development

Recognizing that career development is a lifelong process, Fontbonne's Career Development office connects students to their future goals and ideas as they develop and manage their careers over a lifetime, even in times of uncertainty. To help students make informed career decisions, select realistic academic majors, and master job search skills for ongoing professional development, a range of programs, events and resources, including self-assessment, occupational information, and online job listings are offered. In addition, the department has recently introduced Purple Briefcase (fontbonne.edu/jobs), our online career network where students and alumni can connect with employers to find jobs, internships, and work study opportunities. The career development office is located in the student affairs office on the first floor of Medaille Hall. Appointments may be scheduled in person or by phone at 314.889.4516 during normal office hours (M-F, 8AM – 4:30PM). For additional information, please go to www.fontbonne.edu/career.

Counseling & Wellness

The counseling and wellness department is staffed by a licensed clinical social worker who provides free brief mental health counseling to currently enrolled Fontbonne students. Students seek counseling for a variety of concerns including depression, relationship issues, stress/anxiety, homesickness, and loss of a loved one. Confidentiality is maintained following ethical and legal obligations mandated by the state of Missouri. The department also provides

referrals to off-campus counseling resources. As student health and wellness is related to academic success, the department provides wellness resources and activities for students throughout the academic year. The counseling and wellness department is located in the student affairs office on the first floor of Medaille Hall.

Appointments may be scheduled in person or by phone at 314.889.4516 during normal office hours (M-F, 8:00 a.m. – 4:30 p.m.). For more information, go to fontbonne.edu/counseling. In cases of on-campus, after-hours emergencies, contact Fontbonne's Public Safety office at 314.889.4596; for off-campus emergencies, contact 911.

Leadership Education and Student Activities

The Department of Leadership Education and Student Activities coordinates and oversees student organizations, leadership programming, co-curricular activities, student involvement and engagement, and new student orientations. The department helps to schedule and program activities to meet students' social, recreational, cultural, and entertainment interests.

Upon becoming a member of the Fontbonne community, students are highly encouraged to join various student organizations. Student organizations related to professional associations, community service needs, and social/recreational activities form a strong and integral part of the students' total university experience. Student participation in co-curricular involvement opportunities can increase leadership and teamwork skills, interpersonal communication, problem-solving, and decision-making abilities, thus contributing to personal growth and professional appeal.

Any student or students interested in receiving more information or wanting to form a new student organization may contact the Director of Leadership Education and Student Activities, at 314.719.8057, or may stop by the office on the second floor of the Dunham Student Activity Center.

Residential Life

One of the most enriching and exciting aspects of university life is living on campus. Fontbonne's department of residential life offers a neighborhood environment in which students can grow in self-discipline, organizational skills, effective study habits, and independent living. The neighborhood atmosphere also provides the opportunity to develop study partners, support systems, and lasting friendships with a diverse group of neighbors.

The residence halls which make up the on-campus neighborhood are St. Joseph Hall, Medaille Hall, and Southwest Hall. The buildings are co-educational, with men

and women living in designated areas. The St. Joseph Hall student population consists of freshmen, sophomores, and juniors. Resident rooms in this building are designed for double occupancy.

Medaille Hall is designed for single occupancy. Many of these rooms are reserved in advance by returning Fontbonne resident students. The Hall population is predominately juniors, seniors, and graduate students.

Southwest Hall, on the third floor of the Fine Arts Center, offers apartment-style living. Each unit is designed to accommodate four students with separate bedrooms and shared living room, kitchenette, and bathroom. This residence hall population is primarily juniors, seniors, and graduate students. The lower levels of this building house the fine arts department.

Generally, a student must be registered as a full-time student to reside on campus. For additional information or application call 314.889.1411.

Service, Diversity, and Social Justice

The department of service, diversity, and social justice cultivates and promotes a campus culture that respects human dignity and encourages and recognizes service, diversity, and social justice through expanded opportunities for student learning, leadership, and civic engagement. The department advises several student organizations, promotes service opportunities (local, national, and international), and encourages dialogue around issues of diversity and justice. Look for opportunities to get involved through celebrations, workshops, programs, and service trips. The service, diversity, and social justice department is located in the student affairs office on the first floor of Medaille Hall. Contact the director of service, diversity, and social justice at 314.889.4503 with inquiries or visit:

<https://www.fontbonne.edu/campus-life/service-diversity-and-social-justice/>.

GRADUATE STUDENT HONOR SOCIETIES

Honor Societies are available to graduate students.

Delta Mu Delta (ΔΜΔ) International honor society for business graduate students, accepts nomination from graduate students who have completed 30 plus credit hours and are in the top 20 percent of their class.

Kappa Gamma Pi (κΓΠ) National Catholic university graduate honor society for graduate students who, upon graduation, have demonstrated academic excellence and service leadership prior to and during their university years. Determination for membership is based on the student's cumulative grade point average of 4.0 the semester prior to graduation, a faculty nomination, and a vote by the graduate academic and curriculum committee.

Omicron Delta Kappa (ΟΔΚ) National leadership honors society that seeks to recognize outstanding student leaders in all areas of campus life.

Phi Kappa Phi (ΦκΦ) Oldest, largest, and most selective national honor society for all academic disciplines invites the top 10 percent of graduate students to be members.

Pi Lambda Theta (ΠΛΘ) International honor society for education graduate students, accepts nominations from graduate students who have completed six graduate credit hours and have earned a 3.5 cumulative GPA. Final determination for membership is decided by Fontbonne faculty.

HONORS CONVOCATION

Each spring the university recognizes outstanding graduate and undergraduate students in various categories, such as academic department/program honors and awards and honor society awards. This recognition is publicly acknowledged at the honors convocation. Honorees receive invitations to this event.

GRADUATE ACADEMIC POLICIES AND REGULATIONS

GRADUATE STUDENT CLASSIFICATIONS

Graduate Student: A student who has completed a bachelor's degree and has been accepted into Fontbonne graduate coursework.

Degree seeking: A student accepted into a graduate degree program.

Unclassified: A student accepted into graduate coursework but not into a degree program.

Full-time graduate: A student who carries six or more credit hours per semester.

Part-time graduate: A student who carries fewer than six credit hours per semester.

RESIDENCY REQUIREMENTS

All required coursework for a master's degree must be completed at Fontbonne University with the exception of the credit hours that may be transferred (see Transfer of Credit below). The final semester/term of graduate coursework must be completed at Fontbonne, regardless of the number of credit hours taken.

The deadline for the receipt of the official transcript(s) must be met for the student to graduate.

TRANSFER OF CREDIT

Each graduate program director will determine the number of transfer credit hours that may be accepted for his/her program, based on the following guidelines:

Total Credit Hours in Program	Total Credit Hours Transferable
30 – 41	6
42 – 56	9
57 and above	12

The student must submit official transcripts of all work completed at other accredited, degree-granting institutions before transfer credit may be awarded. Each course must have been completed with a minimum grade of B-. A transfer course must be comparable in content to the Fontbonne course. The Fontbonne course replaced by the transfer course will be determined by the program director and approved by the college dean or department chair. Some programs may have more strict policies for transfer of credit.

STATUTE OF LIMITATIONS

After official acceptance into a degree program, a graduate student must complete all the requirements for the graduate degree within six years of the date of the first course taken.

SATISFACTORY ACADEMIC PROGRESS

To earn a Fontbonne University graduate degree, a student must complete all requirements for the specific graduate program and the degree.

Federal regulations require the university to establish standards for satisfactory academic progress as an eligibility requirement for financial assistance.

A degree-seeking graduate student at Fontbonne University is expected to perform at a satisfactory academic level by:

- earning grades of B- or above in all graduate courses,
- achieving and maintaining a minimum cumulative grade point average (GPA) of 3.0, and
- following all academic requirements specific to the graduate program.

The following policies apply:

C and/or F Grades

A student who earns a grade of C in a graduate course will immediately be sent a letter of concern by the graduate program director with a copy sent to the advisor and a copy placed in the student's file. A student who earns a second C will be dismissed. The student may appeal the dismissal and request immediate reinstatement to the program by petitioning the college dean and with their permission may retake one of the two courses in which the C was earned as soon as the course is available. The dean may set the conditions for retaking the course, including which of the two courses should be repeated.

A student who earns an F in a graduate course will be dismissed from the program and the university.

Repeating Graduate Courses

A graduate student may repeat one graduate course and repeat that graduate course one time only.

Since many graduate courses are not offered each academic semester/term, the student who earned a first grade of C in a graduate course may, with the approval of the graduate program director, be allowed to take a limited number of additional graduate courses until he/she has the opportunity to repeat the course in which the C was earned. Additional conditions pertaining to continued enrollment may be set by the program. A letter stating the conditions will be sent by the program to the student, the Office of Academic Affairs, and the advisor, with a copy placed in the student's file.

GRADUATE ONLINE & BLENDED COURSES

Fontbonne University offers fully online, accredited, graduate degree programs in multiple disciplines. Fontbonne University's online courses are student-centered, just as the traditional face-to-face courses are. The learning environment is an asynchronous one, giving flexibility to the online course. The asynchronous nature of the course does not mean that the course lacks structure and/or deadlines. Students are expected to participate in class discussions and activities and have weekly assignments and deadlines. Course requirements may include weekly group discussions, online quizzes, individual and/or small group assignments, readings, problem solving, or the critiquing of articles. Online undergraduate courses may require proctored testing on campus or at an approved location.

Fontbonne also offers several degree programs in a blended format. This requires some on-campus meetings. The number of face-to-face meetings varies depending on the program.

Prior to taking the first online course at Fontbonne University, a student must complete the Blackboard Tutorial, a free tutorial, which introduces the student to Blackboard, the online course environment, to our sponsors, the Sisters of St. Joseph, and to Fontbonne University history. Students who register for online courses, or courses for which the Blackboard Tutorial is a prerequisite, will automatically be enrolled in the tutorial. The Blackboard Tutorial is available beginning several weeks before the start of every semester and before each eight-week term. Access information will be sent to all students enrolled in the tutorial; this information will be sent to the students' Fontbonne University email address.

Students should prepare themselves to begin all online courses on the first day of the semester or the first day of the scheduled course duration. For new online students, this preparation includes completing the Blackboard Tutorial in advance of the semester start date. Students must complete the Blackboard Tutorial at least one business day (*Monday thru Friday*) before the start of courses to be prepared to begin their course on time. Students who do not participate in their online course on the first day will be reported to the Registrar's Office for non-attendance and may be dropped from their course.

Please contact Jo Ann Mattson for more information about blended or online degree programs at Fontbonne or if you have any questions regarding the Blackboard tutorial: jmattson@fontbonne.edu or 314-889-4514

If you experience issues with Blackboard in any of your courses, or to ask a question about Fontbonne University email or other technology issues please contact AskIT at: askIT@fontbonne.edu or 314-719-8095.

Minimum Technology Requirements for Online Students:

- Minimum of 2 GB of RAM with DSL or high-speed Internet access.
- Windows and Office 2013 or higher for PC and Mac.
- Most online courses require Microsoft Word and PowerPoint, and many require Excel. Fontbonne University's standard software platform is MS Office 2013. FONTBONNE STUDENTS GET FREE ACCESS TO MICROSOFT OFFICE 365! <http://my.fontbonne.edu/msoffice> (Scroll down to locate information.)
- Some courses require the purchase of additional course-specific software; this information should be listed in the course schedule or course syllabus.

Use of Fontbonne University email is mandatory for online courses. Students must have daily access to a computer. It is recommended that students have their own computer for use with online coursework.

Students planning to reside outside the United States while engaging in an online Fontbonne University course must obtain prior written approval from the Vice President for Academic Affairs before enrollment.

Students residing in states other than Missouri, please visit <http://www.fontbonne.edu/stateauthorization> to locate State Authorization information.

Online Students - Filing Complaints with Your State or Accrediting Agency

Students not residing in the state of Missouri during the time of attending online courses should also follow Fontbonne's internal administrative procedures. However, if the issue or complaint is not resolved at the institutional level, a student may file a complaint within the state he or she is living in at the time of enrollment. Visit the following website to obtain student grievance contact information for individual states: <http://www.fontbonne.edu/stateauthorization>

In order to maintain proper state authorization for distance education, it is vital that you inform Fontbonne prior to moving to a different state. Even if the move is temporary, Fontbonne University is required to submit the state in which the students are residing at the time of taking the online course. We are not currently authorized to enroll students in our distance education programs in all 50 states. Please contact Jo Ann Mattson JMattson@Fontbonne.edu or 314-889-4514 when relocating to another state.

DISMISSAL

A student will be dismissed from the graduate program and the university by the Office of Academic Affairs if the student:

- earns a second C in a graduate course; or
- earns an F in a graduate course

SUBSTITUTION/WAIVER OF DEGREE REQUIREMENTS

A student may apply to the program director for a substitution of one course for another or for waiver of a specific course where there is evidence that the requirements for that course have been met. A program director may decide whether to substitute one course for another or waive a course. The degree modification form, obtained from the registrar's office, must be completed, including all signatures required, and returned to the registrar's office. The total number of hours required for completion of the degree may not be waived.

DUAL UNDERGRADUATE/GRADUATE ENROLLMENT

A Fontbonne undergraduate student may be eligible to earn graduate academic credit for graduate level courses with permission from the department that is offering the graduate course.

To be eligible for dual enrollment, a Fontbonne undergraduate student must be classified as a senior (a minimum of 90 credit hours earned) and have a minimum cumulative grade point average of 3.0. Enrollment in graduate courses must be approved by the graduate program director, since preference is given to students enrolled in the graduate program.

Graduate credit hours may not be used toward the 120 hour requirement for an undergraduate degree. However, a maximum of nine graduate credit hours taken during dual enrollment may be applied to the total credit hours required for the master's degree.

PRE-REGISTRATION/REGISTRATION PROCEDURES

The scheduled dates for pre-registration are listed in the fall, spring, and summer course schedules. A student must be advised and obtain registration clearance before the student is able to register. Academic advisors and support staff are readily available to assist students during these pre-registration/registration times.

CHANGES IN REGISTRATION

Any change in registration, including withdrawal from a course, must:

- be made on the appropriate form available in the registrar's office;
- give the supportive reason for the change or withdrawal;
- be approved by the academic advisor, and signed by the business office, the financial aid office, and, if applicable, by the office of academic affairs; and
- be returned to the registrar's office before the deadline date specified in the course schedule.

INDEPENDENT STUDY

Independent study courses, available to qualified degree-seeking students, allow students to pursue interests not available in the established curriculum. An independent study course may take the form of research, a reading program, or a special off-campus project. Each independent study must have an instructor. Each independent study must be approved by the director of each program.

A formal independent study application, available in the registrar's office, must be completed and on file in the registrar's office at the time of registration. See academic departments for independent study course numbers and descriptions.

CLASS ATTENDANCE/PARTICIPATION

Responsibility for participation in class rests on the individual student. Fontbonne University expects regular attendance/participation. Faculty who use regular attendance/participation as part of the course requirements for evaluation purposes will notify the students of the policy in writing on the course syllabus distributed at the beginning of the course.

Each instructor is expected to give reasonable consideration to the feasibility of make-up work. Students are directly responsible to instructors for class participation and for work missed.

If a student chooses to stop participating in a course without officially withdrawing from the course (*i.e., completing a change in registration [drop/add] form obtained from the registrar's office*) the student will receive a grade of AF for the course.

Note: The last date of attendance as recorded by the instructor may have financial aid implications for the student.

GRADE DEFINITIONS

The following grading scale and definitions are used for graduate programs at Fontbonne University:

A	Superior graduate work
A-	
B+	
B	Satisfactory graduate work
B-	
C	Less than satisfactory graduate work
F	Unsatisfactory work; no academic credit
AF	Failure due to absence
*P/NP	Pass is defined as a grade of B or better
I	Incomplete
W	Withdrawal
WI	Involuntary withdrawal

*Pass/No Pass (P/NP) Grading Option: The only courses a graduate student may take P/NP are courses designated as such by the department.

GRADES AND QUALITY POINTS

To express the quality of a student's work in numerical form, letter grades are translated into quality points. Each grade carries a specific number of quality points. Fontbonne uses the following grades/quality points:

Grade	Quality Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C	2.0
F	0.0
AF	0.0

GRADE POINT AVERAGE

The grade point average (GPA) is calculated by dividing the quality points earned by the credit hours attempted. The grade point average is computed on the basis of credit hours attempted, not credit hours passed. Grades of pass (P), no pass (NP) and incomplete (I) do not carry quality points and are not computed in the GPA.

In the case of a repeated course, both the original and repeated course will appear on the transcript. Only the higher grade will be calculated in the GPA; the total credits earned will be incremented only once.

Note: Repeating a course may affect a student's eligibility for federal financial aid.

INCOMPLETE (I)

If a student is earning a passing grade in a course, but does not complete the requirements of the course in a timely manner due to extraordinary circumstances beyond the

student's control (*e.g., serious illness*) that occur within the last two or three weeks of the semester, the student may request an incomplete (I).

The student must obtain the request for an incomplete form from the registrar's office and complete the form with the instructor, obtaining all of the required signatures before submitting the form to the registrar's office.

An unchanged incomplete (I) will become a grade of F if the incomplete has not been changed to a letter grade by the close of day one week following the mid-semester date. In extenuating circumstances, the office of academic affairs, in consultation with the program director or the director of evening programs, the instructor, and the student, may extend the incomplete, but not beyond two months.

DEFERRED GRADE

If, for some reason, the grade from a particular course cannot reach the registrar's office in time for the semester report, the student will receive a deferred grade (X). As soon as the instructor completes the change of grade form, the grade will be recorded on the student's transcript.

GRADE CHANGE

Once a semester is over, a grade may not be changed because a student submits additional work or submits work that was due during the semester.

Grade changes should occur only under any of the following three conditions:

1. To convert an incomplete (I) to a letter grade. The required change of grade form, available in the office of the registrar, must be completed by the instructor according to the date listed in the semester course schedule. (*See incomplete above.*)
2. To convert a deferred grade (X) to a letter grade. The required change of grade form, available in the office of the registrar, must be completed by the instructor as soon as possible, generally within the week grades are due. (*See deferred grade above.*)
3. To correct an incorrect grade awarded due to an instructor's calculation or recording error. The required change of grade form, available in the office of the registrar, must be completed by the instructor by the end of first two weeks of the following semester.

COURSES TAKEN ACROSS DEPARTMENTS WITHIN FONTBONNE

A student must receive prior written approval from each of the program directors to enroll in another graduate program's course that is not specifically required for the student's program.

CHANGE OF GRADUATE DEGREE PROGRAM

A graduate student who wishes to change his or her graduate degree program must notify his/her current program director in writing of the intent to do so. The student must then complete the appropriate application materials required by the new program of choice.

When changing a graduate program, a student may be required to follow the current catalog if different from the catalog in effect at the time of the student's initial matriculation.

LEAVE OF ABSENCE

A degree-seeking graduate student who has a pre-determined need to leave Fontbonne for one or two semesters (*not including summer session*) with the expectation to return may request a leave of absence.

The student must complete a request for leave of absence form obtained from the registrar's office. The student with an approved leave of absence may return under the same catalog and program requirements in effect at the time of the initial matriculation. If the student's program curriculum has changed due to an accrediting/approval agency mandate, the student must follow the new requirements. To re-enter Fontbonne, the student must contact the registrar's office to request reinstatement and to obtain registration materials, beginning at the time of pre-registration. The student must contact an advisor to obtain approval and web clearance to be eligible to register.

WITHDRAWALS

Withdrawal from a Course

A student who, with proper authorization, withdraws from a course (see changes in registration under the registration procedures in this section) before the date specified in the semester course schedule receives a designation of W. A student who stops attending at some point after the third week of class does not complete the authorized withdrawal process receives a grade of AF.

A student may not request a withdrawal after the date specified in the semester course schedule. However, a student with appropriate and verifiable documentation may request, from Office of Academic Affairs, an exception to this policy. (*See Withdrawal for an Extenuating Circumstance below.*)

For financial aid purposes, the instructor must be able to provide the last date of attendance when a student stops attending or petitions to withdraw from a course.

Note: A student should be aware that failure to attend class does not constitute a withdrawal and may affect the student's federal financial aid status. A student must notify the financial aid office, business office, and registrar's office immediately upon the student's decision to stop attending a course.

Withdrawal for an Extenuating Circumstance

A student may request to withdraw from Fontbonne University at any time throughout a session of enrollment (fall, spring, summer) for an extenuating circumstance.

An extenuating circumstance is an unexpected or unusual situation beyond a student's control which makes it impossible for the student to complete his or her coursework during the enrollment term. Personal or immediate-family medical or non-medical issues, financial problems, trauma, and military deployment are examples of extenuating circumstances.

A graduate student must obtain information, procedures, and forms concerning a withdrawal for an extenuating circumstance from the office of academic affairs. At the latest, the withdrawal procedures must be completed and all documentation submitted to the office of academic affairs within 30 business days following the last date of exams for that enrollment session.

Involuntary Withdrawal for Non-attendance

A student who registers for a course and never attends the course will be withdrawn from the course ordinarily after the third week of classes. The registrar's office will notify the student in writing of non-attendance; the student will have one week to respond by either immediately attending the course or immediately withdrawing from the course. Failure to officially withdraw from the course will result in the student receiving an involuntary withdrawal (WI).

A student receiving a WI will be responsible for any incurred costs. A student who receives a student refund must return the refund to Fontbonne University. (See the university's refund policy in the semester course schedule.)

An involuntary withdrawal will result in a change in a student's registration. Based on federal financial aid regulations, this may require a recalculation of the student's financial aid package and adjustments to the student's aid award. These adjustments may result in aid being removed from the student's award and a balance due on the student's account.

DISMISSALS

Academic Dismissal

See: *Satisfactory Academic Progress and Statute of Limitation* above in this section.

Non-Academic Dismissal

A student may be dismissed at any time from Fontbonne University for a variety of non-academic offenses. These include, but are not limited to, behavior or attitudes unworthy of a good campus citizen, an unsatisfactory financial record, or violation of any policy of Fontbonne University.

ACADEMIC APPEALS PROCESS

A graduate student, who wishes to petition the academic appeals committee for a hearing for a final grade appeal or for a hearing for an academic matter other than a final grade, must consult with Office of Academic Affairs which will provide the student with a copy of the academic appeal policy, procedures, and timelines.

The academic appeals committee, comprised of five elected faculty members and eight students selected by the office of academic affairs in consultation with department chairs, serves to offer a fair hearing to the student. Three faculty and three graduate students are selected from the committee to serve with the committee chair at any hearing.

Appeals ordinarily are not heard in the summer session.

Academic Appeal Regarding Matters Other Than Final Grades or Dismissal

If a graduate student wishes to appeal an academic issue other than a recorded final grade or dismissal, the student must consult with the office of academic affairs as to the appropriate process to follow as it relates to the appeal issue. Within one calendar week following this consultation the student must provide a formal letter of appeal to the office of academic affairs, who will then direct the letter to the appropriate individual/committee for resolution.

Final Grade Appeal

If a graduate student wishes to challenge a recorded final grade, the student must obtain a written copy of the academic appeals process for a grade appeal from the Office of Academic Affairs. This written copy of the process must be obtained no later than the end of the first three full calendar weeks of classes of the fall or spring semester following the semester (including the summer session) in which the grade in question was issued. The request by students in traditional courses for the written copy of the appeal process is handled preferably in person; the request by students in online courses may be handled by email or fax.

Appeal Regarding Dismissal

A student who is dismissed from a graduate program and the university may appeal the decision by submitting a letter of appeal to the Dean of the college in which the student is seeking a degree within thirty calendar days of being dismissed as indicated by the date of the dismissal letter. Appealing a dismissal is not a guarantee of re-admission. Appeal letters should be formally written and include at least the following information: 1) The reasons for the student earning the grades that led to their dismissal, and 2) What has changed that will alleviate the reasons listed for point number one. Second dismissals are final, and therefore appeals will not be considered for second dismissals.

READMISSION

Requests for readmission will be considered only after clearance has been obtained from the Business Office and Registrar. Additionally, students applying for financial aid must obtain clearance from the Financial Aid Office. Once these clearances are acquired, the student may proceed to their advisor for registration.

APPLICATION FOR DEGREE

All students who wish to apply for a degree to be conferred must file their applications in the registrar's office by August 1 for December conferral of degree, December 1 for May conferral of degree, and May 1 for August conferral of degree. Commencement ceremonies are held in May.

COMMENCEMENT/CONFERRING OF DEGREES

Fontbonne University confers bachelors' and masters' degrees at the annual commencement ceremony in May. All graduate students who will have completed their degree by May or will complete their degree in August and who have enrolled in the courses required to do so are eligible for participation in the commencement ceremony the May preceding their August completion. All other students who wish to participate in commencement before completing all requirements may direct an appeal to walk in the commencement ceremony to the Office of Academic Affairs. Students may only participate in one commencement ceremony.

RECORD OF WORK AND TRANSCRIPTS

A student receives a semester grade report online after the close of each semester, and can access unofficial copies of their transcript through the student portal. A student may request official copies of the transcript for a fee.

To protect the right to privacy of a student, a student must make a written request for transcripts. A request should be submitted at least one week in advance of the time the transcript is needed. Fontbonne will not issue any transcripts until all indebtedness to the university has been settled in full.

To be considered an official transcript, a transcript must include the institution's seal and be either received directly from another institution or sent directly to another institution.

Fontbonne will not release official transcripts from other institutions filed for the purpose of admission to Fontbonne. These become the property of Fontbonne University.

ACADEMIC INTEGRITY/HONESTY

According to its mission, Fontbonne University is committed to graduating students who are prepared to think critically, to act ethically, and to assume responsibility as citizens and leaders. Fontbonne University expects the highest standards of integrity from its students.

A violation of academic integrity includes, but is not limited to, any act of cheating, plagiarism, fabrication, dissimulation and any act of aiding and abetting academic dishonesty. In cases where academic integrity is in question, the following definitions and policies will apply.

Cheating is a purposeful deception in the preparation and/or submission of papers and assignments and the taking of exams, tests, or quizzes.

Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise. Plagiarism includes failing to give a citation for using work from another person or source. Modifications and rephrasing do not reduce the requirement for giving a citation. This also applies to information obtained electronically, such as from the Internet.

Fabrication is the deliberate falsification or invention of any information or citation in any academic exercise, such as making up a source, giving an incorrect citation, misquoting a source.

Dissimulation is the disguising or altering of one's own actions with the intent to deceive another about the real nature of one's actions concerning an academic exercise. Examples include fabricating excuses for such things as missing classes, postponing tests, handing in late papers, turning in a paper for one class that was originally written for another class (*when original work is requested*).

Individual instructors will set specific policies regarding academic integrity. In general, students may expect to receive a zero (0) on any assignment, exam, test, or quiz and perhaps fail a course when a violation of academic integrity has occurred.

Broader violations of academic integrity include, but are not limited to:

Abuse of resources is the damaging of any resource material or inappropriately limiting access to resource material that is necessary for academic work. Abuse includes

hiding library materials; removing non-circulating material from the library; hiding or stealing another person's textbook, notes, or software; failure to return library materials when requested.

Forgery of academic documents is the unauthorized changing or construction of any academic document, such as changing transcripts, changing grade books, changing grades on papers which have been returned, or forging signatures. Other examples include completion of an application for any academic program that omits or falsifies any requested information. Such violations can result in the revocation of the application even if approval was previously granted on the basis of fabricated information.

Sabotage is the damaging or impeding of the academic work of another student. Sabotage includes ruining another student's lab work; destroying another student's term paper.

Aiding and abetting academic dishonesty is knowingly facilitating any act defined above.

Violations of academic integrity have a broad impact on the university and will result in university review and action. Faculty who observe violations of academic integrity are asked to report all violations to the office of academic affairs where records of violations will be maintained for five years. University review and action may include tutorials on the appropriate use of materials, academic probation, or expulsion, depending on the nature of the offense. All procedures for disciplinary action are detailed in the Griffin Scratch and Fontbonne policy manuals.

ASSESSMENT

To ensure the continuing quality of a Fontbonne degree, the university regularly collects data on academic programs, advising, student activities, and campus climate. Examples include course evaluations and advising evaluations which all students are expected to complete.

Student participation in periodic assessment, such as surveys and achievement tests, is expected and may be required for graduation. Because of the random sampling methods used to identify participants, not all students will be required to participate in the same assessment activities. Along with formal assessments, student work samples from individual classes may also be collected to provide authentic artifacts for internal and external program review.

The assessment program is designed to assist faculty, staff, and administrators in improving student learning, as well as the delivery of all campus services. Academic programs and student services are reviewed and revised based on a regular analysis of the data obtained from the assessment process. In this way, both the individual student and the institution benefit from assessment.