

## The Seal of the University of Saint Francis

The seal of the University of Saint Francis is based on the Franciscan coat of arms, which had its origin around the middle of the fifteenth century. It depicts two arms crossed against the background of a simple cross. The right unclothed arm of Christ passes over the left arm of Francis, which is clothed in a sleeve. Both hands bear the wound mark of a nail.

The symbolism is evident. The superiority of Christ the crucified Redeemer is evident by His right arm passing over the left arm of Francis. The arm of Francis set against the background of the cross shows his choice of that symbol as his distinguishing mark and represents his conformity with Jesus Christ crucified. The wound mark in the hand of Christ recalls His crucifixion; the wound mark in the hand of Francis recalls his having been given the stigmata two years before his death.

The clouds in the lower portion of the circle suggest the lofty ideals of the Franciscan tradition, and the leaves surrounding the inner circle suggest olive branches, representing peace, which is an important element of Franciscanism.





UNIVERSITY of  
SAINT FRANCIS™

## **A Letter from Sister M. Elise Kriss**

The University of Saint Francis exists to challenge and engage a diverse student body by facilitating learning and personal development in an environment permeated by Franciscan values. This fundamental mission puts our students and their personal and professional learning at the heart of all we do at the university. Although we have been doing this for over 115 years, recent innovations and the completion of a comprehensive strategic plan have strengthened our ability to provide an excellent, student-centered learning experience grounded in the Catholic/Franciscan tradition.

Our Franciscan values emphasize respect for each individual, joyful service, a trusting community, a deeper awareness of peace and justice issues, and respect and care for creation. Our educational values stress professionalism, scholarship, leadership, social responsibility, faith, and spiritual development. We strive to integrate these values into all aspects of the university's academic programs and co-curricular activities. Through them, you will have the opportunity to develop personally and professionally by working with our talented and dedicated faculty.

Your professional preparation will be complemented by a strong emphasis on the lifelong learning skills you will develop by studying the liberal arts. All academic programs facilitate the development of problem solving skills, effective communication, technological competence, and an understanding of our complex world. You will be provided with meaningful learning opportunities both inside and outside the classroom that will prepare you to be a productive and competent leader in society.

Change and innovation are hallmarks of the University of Saint Francis. We strive to be on the cutting edge of learning technology, which includes web-based and web-supported programs and courses. This commitment to innovation, in the context of a quality education, will prepare you for the world of work or for graduate study.

It is with great pride, therefore, that I welcome you to the University of Saint Francis.

*Sister M. Elise Kriss*

## **Address**

2701 Spring Street  
Fort Wayne, Indiana 46808  
260-399-7700  
1-800-729-4732  
www.sf.edu

## **The Tradition**

The University of Saint Francis was founded in 1890, in Lafayette, Indiana, and has a rich heritage of offering quality education. The University of Saint Francis is a Catholic, Franciscan-sponsored, coeducational university in the liberal arts tradition.

## **Academic Calendar**

Fall and Spring semesters, Summer Sessions.

## **Campus**

The University of Saint Francis campus has 81 acres of rolling lawns and tree lined pathways surrounding a central lake, Mirror Lake. There are 24 buildings, including four residence halls, two athletic facilities and the Campus Ministry Center.

## **Enrollment**

Our annual enrollment is approximately 2000 students, including approximately 1784 undergraduates and 255 graduate students. More than half the students are women, and approximately 20 percent of full-time undergraduate students live on campus. The majority of students are from Indiana, Michigan, Illinois, and Ohio, However, students representing other states and foreign countries help make up the total student body. While Catholic and other Christian denominations predominate, the student body represents many religious persuasions. The acceptance of students of all races and creeds is a reflection of the university's acceptance of a pluralistic and ecumenical philosophy. Approximately 40 percent of student enrollment is made up of adults, 24 years and older.

## **Financial Aid**

More than 95 percent of University of Saint Francis students receive financial aid. Students receive assistance from federal, state and university sources in the form of grants, loans and scholarships.

## **Accreditation**

The University of Saint Francis is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

In addition to this institutional accreditation, the following academic areas have obtained specialty accreditation:

Creative Arts

National Association of Schools of Art and Design

Education	Indiana Division of Professional Standards Board National Council for the Accreditation of Teacher Education
Nursing	National League for Nursing Accrediting Commission Indiana State Board of Nursing Commission on Collegiate Nursing Education
Physical Therapist Assistant Studies	Commission on Accreditation in Physical Therapy Education
Physician Assistant Studies	Accreditation Review Commission on Education for the Physician Assistant
Radiologic Technology	Joint Review Committee on Education in Radiologic Technology
Social Work	Council on Social Work Education
Surgical Technology Education	Commission on Accreditation of Allied Health Programs

### **Academic Programs**

Accounting  
American Studies  
Arts Administration\*\*  
Art History\*  
Biology  
Business Administration  
Chemistry  
Communication  
Communication Arts & Graphic Design  
Computer Art  
Education

- Elementary
- Secondary
- Exceptional Needs Education
- School Counseling

English  
Environmental Science  
Franciscan Studies  
General Science  
Health & Physical Education  
Health & Safety

Health Services  
Healthcare Administration  
History  
Human Resources Management  
Leadership Studies  
Liberal Studies  
Mathematics  
Medical Technology  
Mental Health Counseling  
Ministry  
Music Technology  
Nursing  
Pastoral Counseling  
Philosophy  
Physician Assistant  
Physical Education\*  
Physical Therapist Assistant  
Political Science / Pre-Law  
Pre-Physician Assistant  
Pre-Dental  
Pre-Medicine  
Pre-Veterinary  
Psychology  
Radiologic Technology  
Religious Studies  
Social Welfare  
Social Work  
Sociology  
Spanish  
Speech\*  
Studio Art  
Surgical Technology  
Theology  
\*Minor only  
\*\*Certificate Only

### **Undergraduate Degrees Awarded**

Associate of Arts  
Associate of Liberal Studies  
Associate of Science  
Associate of Science in Nursing  
Bachelor of Arts  
Bachelor of Business Administration  
Bachelor of Liberal Studies  
Bachelor of Science  
Bachelor of Science in Education

Bachelor of Science in Nursing  
Bachelor of Social Work

**Graduate Degrees Awarded**

Certificate

Master of Arts

Master of Science

Master of Business Administration

Master of Science in Education

Master of Science in Nursing

## **ACADEMIC CALENDAR**

### **Fall Semester 2007**

Weekend classes begin Saturday, August 25

Weekday classes begin Monday, August 27

Labor Day (no classes) Monday, September 3

Faculty Development (no classes) Tuesday, October 9

Mid-Semester Friday, October 19

Thanksgiving vacation (no classes) Wednesday-Sunday, November 21-25

Classes resume at 8:00 a.m. Monday, November 26

Final exams Saturday, December 8-Friday, December 14

### **Spring Semester 2008**

Weekend classes begin Saturday, January 12

Weekday classes begin Monday, January 14

Martin Luther King Day (no classes) Monday, January 21

Mid-Semester Friday, March 7

Spring vacation (no classes) Monday-Friday, March 10-14

Easter vacation (no classes) Thursday (4:30PM)-Sunday, March 20-23

Final exams Saturday, April 26-Friday, May 2

Commencement Ceremonies Saturday, May 3

### **Summer Session I 2008**

Weekend classes begin Saturday, May 10

Weekday classes begin Monday, May 19

Memorial Day (no classes) Monday, May 26

Weekday classes end Friday, June 27

### **Summer Session II 2008**

Weekday classes begin Monday, June 30

Weekend classes continue from Summer I

Fourth of July (no classes) Friday, July 4

Weekday classes end Friday, August 8

Weekend classes end Sunday, August 10

# University Profile

## The Mission Statement

Rooted in the Catholic and Franciscan Traditions of Faith and Reason, the University of Saint Francis engages a diverse community in learning, leadership and service.

## Vision Statement

The University of Saint Francis is a comprehensive university founded in the Catholic Franciscan tradition, committed to being one of the best student-centered learning communities in the nation. The university combines excellent professional and liberal arts education with the development of life-long learning attitudes and skills. All campus constituencies understand and share the university's Franciscan Charism and promote it in all aspects of the life of the campus. The university is characterized by, and has found success in, its distinctive set of Values at the Core, its creative Leadership through the Disciplines, and an organization that fosters Agility in relation to the external environment. These characteristics serve to differentiate the University of Saint Francis from its competitors and to assure its success.

## Core Values

The University of Saint Francis seeks in the accomplishment of its mission to acknowledge and uphold these core values:

In commitment to our Franciscan tradition, we:

- Reverence the unique dignity of each person.
- Encourage a trustful, prayerful community of learners.
- Serve one another, society, and the Church.
- Foster peace and justice.
- Respect creation.

In commitment to academic quality, we:

- Facilitate personalized learning in the Catholic intellectual tradition.
- Foster a community of scholars.
- Promote spiritual and moral development.
- Encourage social and civic responsibility.
- Emphasize a commitment to professional excellence and leadership.

## Academic Calendar

The academic year consists of two semesters: the Fall Semester, extending from late August to mid December, and the Spring Semester, from mid January to early May. Courses are also scheduled on weekends, in accelerated formats, and in the summer.

## **Scheduling of Classes**

The scheduling of undergraduate classes is designed to accommodate traditional students and professional people who work during daytime business hours. Thus, classes are scheduled in the morning, in the evenings and on weekends.

## **Cancellation of Classes**

The university reserves the right to cancel courses because of insufficient numbers of registered students.

## **The History of the University of Saint Francis**

Saint Francis College was founded in Lafayette, Indiana, in 1890 by the Sisters of Saint Francis of Perpetual Adoration as a teacher-training school for sisters of the order. In 1923, the Indiana State Board of Education accredited the college, which functioned as a two-year normal school until 1937 when it adopted a four-year, liberal arts curriculum. The first lay women students were enrolled in 1939, and the college was granted a state charter one year later when it also awarded its first baccalaureate degree.

In 1944, the college moved to its present Fort Wayne, Indiana, campus on the 70-acre estate of former city industrialist John H. Bass. The first male students were admitted in 1959.

The total undergraduate program, first accredited by the North Central Association of Colleges and Schools in 1957, today includes study in more than 30 academic areas. The college began offering associate degree programs in 1975.

Saint Francis College was elected to membership in the Independent Colleges of Indiana (ICI) in 1980. ICI is an organization for selected independent colleges of Indiana, organized for the purpose of joint fund-raising.

The Graduate School was established in 1960, with the introduction of programs leading to the Master of Arts and Master of Science in Education degrees. In 1961, the school received preliminary accreditation from the North Central Association of Colleges and Schools, and, in 1971, received full accreditation. The Graduate School enrolls approximately 230 students in its degree and certification programs.

In 1990-91, the college celebrated its Centennial year as an institution of Catholic Franciscan higher education. While the distinctive religious tradition of Saint Francis is Catholic, the university welcomes students of all faiths, realizing that each major religion contributes to wisdom, understanding and moral development.

During the 1994-95 academic year, the college celebrated 50 years in Fort Wayne. That same year, Saint Francis College began offering weekend classes to permit adult students to obtain a degree by taking classes on the weekend.

In May 1998, Lutheran College of Health Professions was acquired by Saint Francis College, including academic programs in allied health, nursing and continuing education.

On July 1, 1998, Saint Francis College became the University of Saint Francis.

### **Institutional Memberships**

The university holds institutional memberships in the Association of Catholic Colleges and Universities (ACCU), Association of Franciscan Colleges and Universities (AFCU), Independent Colleges of Indiana (ICI), the Indiana Conference of Higher Education (ICHE), the National Association of Independent Colleges and Universities (NAICU), Council for Higher Education Accreditation (CHEA), and the Council of Independent Colleges (CIC National Association of College and Universities. Indiana Network of Higher Education Ministries (IOCM).

### **The Faculty**

The University of Saint Francis employs academically qualified teachers who mirror the characteristics it seeks to instill in its students: scholarship, motivation, concern, and an orientation of service. The faculty of the University of Saint Francis represents a broad background of educational, business and social experiences. They dedicate themselves to good teaching and enjoy working with students individually and in small-class settings.

### **The Campus**

The University of Saint Francis is located on the western side of Fort Wayne, Indiana. The beautiful 83-acre campus, with its rolling lawns and tree-shaded coves, surrounds scenic Mirror Lake.

Among the major academic facilities is the stately **University Library**, a castle-like mansion that once housed the entire university. The building was entered on the National Register of Historic Places on June 2, 1982, and has undergone extensive restoration and renovation in recent years to expand its usable space, enhance the study environment, and maintain its architectural integrity.

**The Pope John Paul II Center** was completed in August 2006. The 90,000 square foot complex houses an expanded library, classrooms, faculty offices, computer labs, computer training facilities, and student services. It will also contain the Campus Shoppe, the Family Business Center, the School of Professional Studies, the Keith Busse School of Business and Entrepreneurial Leadership, and the School of Liberal Arts.

**The Achatz Hall of Science** contains several science-related laboratories, preparation rooms, independent research rooms, radiation and instrumental analysis labs, a

greenhouse, a telescopic observation deck, Gunderson Auditorium, and the Schouweiler Planetarium.

**Trinity Hall**, the main administration building, includes offices, the University of Saint Francis Chapel, the Guild Room, dining room, Social Room, and student housing.

In addition to Trinity Hall, residence facilities include **Bosco Hall**, **Bonzell Hall** and **Padua Hall**, which provide options for traditional, suite and apartment-style living. These co-ed halls give residents convenient access to all areas and events on campus while providing unique living/learning environments that enhance the university experience.

Completed in 2000, the Doermer **Family Center for Health Science Education** provides facilities for the School of Health Sciences which includes Allied Health and Nursing programs. The center includes patient care laboratories for surgical technology, critical care, physical therapy, occupational therapy, and outpatient clinics; a radiologic technology darkroom and x-ray laboratory; a nursing simulation laboratory; and a nursing assessment laboratory. In addition, the Doermer Center contains laboratories, classrooms, and faculty offices.

**The Mimi and Ian Rolland Art and Visual Communication Center** houses the university's School of Creative Arts which includes art and communications programs. The 41,000 square foot center occupies five buildings on the southeast corner of the campus. A former warehouse, the Rolland Center underwent a complete renovation, which was finished in 2000. The facility encompasses galleries; classrooms; faculty offices; private studio space for students, and studios for photography, sculpture, woodworking, ceramics, printmaking, weaving, metalcraft, graphic design, drawing, and painting. Editing rooms, a television studio, a computer lab, and an SGI animation lab are also located here.

**The Hutzell Athletic Center** is home to the University of Saint Francis Cougars. The campus sports program includes intercollegiate basketball, soccer, golf, tennis, baseball, track and field, football, and cross country for men; and intercollegiate basketball, volleyball, cross country, soccer, tennis, track and field, golf, and softball for women. Intramural, coeducational sports are offered year-round for fitness and fun. Athletic awards are offered to both men and women in all intercollegiate sports.

An agreement between the University of Saint Francis and the Fort Wayne Parks and Recreation Department permits **Saint Francis Environmental Laboratory** students to use **Lindenwood Nature Preserve** (also known as the), an outside laboratory, to study environmental sciences, general and plant biology, ecology and birds. The property is adjacent to the campus.

All the buildings are just a short walk from the Student Center, **the Cougar Den**, where students may use meeting rooms and enjoy pool tables, pinball machines, video

games, snack bar, lounge, and television on the wide screen. The Cougar Den is an excellent place to relax, study or meet with friends. The Student Center also houses the offices of the Director of Student Activities, Director of Residential Life, Student Activities Council (SAC), and Student Government Association (SGA).

## **The Library**

**The Lee and Jim Vann Library** is located on two floors of the Pope John Paul II Center. It has a collection of over 86,000 volumes including nearly 400 periodical subscriptions in a variety of subject areas. The Vann Library has an expansive collection including, but not limited to, the following subject areas: reference materials, medical, nursing, allied health, art, sciences, education, journals, microform, newspapers, videos and DVD's. Other services available in the library include reference and research assistance, interlibrary loan, group study rooms, course reserve, faxing and photocopying.

The library maintains regular evening and weekend hours with holiday and other closings posted on the library's homepage. The Vann Library website (<http://www.sf.edu/library>) provides access to library resources for students who are either on or off campus. Database access includes, but is not limited to, the following: Academic Search Premier, ARTStor, CINAHL, ERIC, JStor, MasterFILE Premier, MEDLINE, PsychARTICLES, PscyhBOOKS, SocINDEX with Full Text and XReferPlus, among others .

The library houses over seventy computers for student use. Wireless access is also available for use with either personal laptops or library laptops. The library has twelve wireless laptops for use in the library only, which can be checked out at the main circulation desk on the second floor.

The Lee and Jim Vann Library holds memberships in several professional library organizations, including the American Library Association, INCOLSA (Indiana Cooperative Library Services Authority), the Indiana Library Federation, the Private Academic Library Network of Indiana, the Northeast Indiana Health Science Libraries Association, and the Medical Library Association.

## **Technology**

### **Computer Labs and Facilities**

The main USF computer labs are located in the Pope John Paul II Center. Computers are located throughout the library, Education Technology Center, as well as in the main-floor Cyber Café. In addition to these student labs, there are also various specialty labs and computer classrooms located throughout the campus which are utilized by specific areas. For the convenience of our students, most major academic buildings on campus have multiple labs available for use.

USF computer labs are equipped with Windows-based computers, allowing access to the campus network and to the Internet with a USF Computer User Account.

Through this connection, students have access to unlimited research and communications tools including e-mail, web, Blackboard Learning System, and the Library network.

#### Public Access Computers

E-mail/Internet only computers are located in the Student Center, Doermer Center, and Rolland Center.

School specific labs with specialized academic software applications are located in Doermer Center, Achatz Center, Rolland Center, and the second floor of the Vann Library.

#### University Of Saint Francis Website

The University of Saint Francis website can be accessed at <http://www.sf.edu>.

#### The Education Technology Center (ETC)

The Purpose of the Education Technology Center (ETC) is to serve the educational technology needs of the students, faculty and staff of the University of Saint Francis by offering friendly hands-on instruction and support. The ETC is located in Pope John Paul II room 211D with a special training lab adjoining it

The ETC offers a broad range of free and pay services to meet the needs of USF students including document preparation and image preparation services. In addition, ETC offers free software training for all campus computing supported programs. An online calendar of classes as well as additional information can be found at <http://www.sf.edu/etc>.

#### Hours of Operation (through Spring Semester):

Monday to Thursday: 7:30 am to Midnight

Friday: 7:30 am to 5:00 pm

Saturday: 9:30 am to 6:00 pm

Sunday 11:00 am to Midnight

### **Web Registration**

The university offers students the ability to register for classes via the Internet, as well as in person at the Registrar's office. Information about this feature can be found in printed course schedules or at [www.sf.edu/academics/cougarconnection.shtml](http://www.sf.edu/academics/cougarconnection.shtml).

### **Office of Career and Professional Development**

Location: Pope John Paul II Center Suite 209

Office Hours: 8:00a.m.-5:00 p.m. Monday, Wednesday and Friday

8:00a.m.-6:00 p.m. Tuesday and Thursday

Phone: 260-399-8059

The Office of Career and Professional Development offers career planning and development services to students and alumni, and serves as the coordinating office for professional development opportunities for USF students. Some of the services offered include:

Résumé Development Assistance	Volunteer Opportunities (remove)
Interview Preparation	Career Counseling
Job Shadowing Assistance	Internship Assistance
Service Learning Programs (remove)	Full and Part-time Job Search Assistance

Stop in or call for an appointment. Visit [www.sf.edu/professionalcenter](http://www.sf.edu/professionalcenter) for more information and online resources.

### **Enrollment**

The annual enrollment at the University of Saint Francis is approximately 2000 with 1784 undergraduates and 255 graduate students. More than half the students are women, and approximately 20 percent of the full-time undergraduate students live in on-campus housing. The majority of students come from Indiana, Illinois and Ohio; however, students representing other states and foreign countries help make up the total student body. While Catholic and other Christian denominations predominate, the student body represents many religious persuasions. The acceptance of students of all races and creeds is a reflection of the university's acceptance of a pluralistic and ecumenical philosophy. Approximately 40 percent of student enrollment is made up of adults, 24 years and older.

### **Affirmative Action Statement**

In its employment practices, selection of students, and administration of all programs, the University of Saint Francis maintains a policy of non-discrimination regarding age, race, gender, disability, and national origin.

# Admissions Information

## Contact Information

University of Saint Francis  
Office of Admissions  
2701 Spring Street, Trinity 110  
Fort Wayne, IN 46808  
260-434-3279  
1-800-729-4732  
www.sf.edu  
admis@sf.edu

The University of Saint Francis encourages applications from qualified students regardless of age, race, creed, gender, disability, or national origin. The student body at the University of Saint Francis consists of students who enter directly out of high school; those who transfer from other colleges and universities, and adults who wish to expand their horizons or improve their position in life.

## Admission of First-Time Freshman

While no set pattern of high school subjects is required, candidates for admission should pursue the university preparatory curriculum offered by their secondary school. Indiana students are strongly encouraged to complete the “Core 40” or academic honors high school curriculum. Students considering courses in the medical sciences, including nursing, should successfully complete at least one year each of high school chemistry, biology and algebra. High school students who take advanced placement (AP) courses are encouraged to take the CEEB (College Entrance Examination Board) advanced placement examinations and have their scores sent to the University of Saint Francis. The university grants college credit for CEEB examinations. (See also Prior Learning Assessment in Academic Policies.) International Baccalaureate credits will be evaluated on an individual basis.

## Entrance Requirements

For admission to the University of Saint Francis, incoming students should meet the following requirements:

1. Graduate from an accredited high school.
2. Rank in the upper 1/2 of the high school graduation class.
3. Have a 2.3 grade point average on a 4.0 scale.
4. Earn a Scholastic Aptitude Test (SAT) recentered score of 1000 or above (Verbal/Critical Reading and Math combined) or an American College Test (ACT) composite score of 21 or above. This requirement applies to all first-time applicants who will graduate or have graduated from high school within the last two academic years. Information and application for either test may be obtained from your high school guidance counselor.

5. Students who did not graduate from high school must have completed the General Educational Development (GED) tests and must have a total score of 2,500 with no sub score below 500. Prior to 2002, a composite score of at least 50 and no sub-score below 40 is required.

Candidates who do not meet the criteria for automatic admission to the University of Saint Francis may still apply for admission. Applications for admission will be reviewed by the Academic Review Committee.

### **Procedure for Admission**

- Request an application for admission from the Office of Admissions. A high school student may apply for admission any time after having completed six semesters of high school and having taken either the SAT or ACT test.
- Send the completed application and a \$20 application fee to the Office of Admissions, or apply online at [www.sf.edu](http://www.sf.edu) for free.
- Request that an official copy of your GED score and/or high school transcript, showing rank in class, grade point average, SAT or ACT test results and/or GED score sheet be sent directly to the Office of Admissions.
- Provide official transcripts from all colleges or universities that you have attended including dual enrollment in high school.
- Provide a short essay telling why you wish to attend the University of Saint Francis, specifically including the following:
  - What would make you a successful student at USF?
  - Why is USF a good fit for you?
  - Why have you chosen your intended major, and what do you know about the profession?
- Veterans must submit a DD214.
- Admissions Policy for Applicants Convicted of a Misdemeanor or Felony

An applicant's admission on his/her application that he/she has been convicted of a misdemeanor (other than routine traffic offenses which do not involve property or personal injury) or felony will be considered along with other factors in determining whether the applicant meets the admissions criteria for becoming a student at the University of Saint Francis. The nature of the particular crime as well as the punishment will also be considered. Applicants who indicate their conviction of a misdemeanor or felony are required to provide details and documentation of the conviction(s), including but not limited to:

- a. the nature of the crime
- b. when it took place
- c. where it took place
- d. whether it was a crime of a violent or sexual nature
- e. the sentencing or plea agreement (if applicable)
- f. where the individual was incarcerated (if applicable)
- g. statements from the applicable corrections department explaining the release, completion of sentence or rehabilitation program completed and terms of probation or parole

Two additional letters of professional reference will also be required for those applicants seeking admission with misdemeanor or felony convictions.

If the applicant checks “yes,” but claims that the misdemeanor or felony has been expunged, then supporting documentation to prove that must be submitted to the Admissions and Academic Progress Committee (AAP) as well.

#### **Procedure for Admission for a Home Schooled Student**

- Request an application for admission from the Office of Admissions.
- Submit the completed application form and a \$20 application fee to the Office of Admissions or apply online at [www.sf.edu](http://www.sf.edu) for free.
- Provide a short essay telling why you wish to attend the University of Saint Francis, specifically including the following:
  - What would make you a successful student at USF?
  - Why is USF a good fit for you?
  - Why have you chosen your intended major, and what do you know about the profession?
- Request an official typed high school transcript (or equivalent) showing your grade point average and SAT or ACT results to be sent directly to the Office of Admissions.
- Submit a list of extracurricular activities and a  
Submit a bibliography of books you have read during your high school years.
- Submit a reference completed by someone other than a family member.

There is no closing date for application, and notification of acceptance is made on a rolling basis. Preference in financial aid, housing and course selection may be given to those with early acceptance. Because certain competitive programs may fill, forming waitlists, early application is encouraged.

#### **After Notification of Admission**

Once the applicant has been notified of admission to the University of Saint Francis, the following steps must be completed:

- All degree-seeking undergraduate students are encouraged to submit a confirmation fee of \$150 within 30 days of acceptance. This deposit is applied toward the first semester’s bill at the University of Saint Francis.
- Students seeking on-campus housing must submit a \$200 deposit which guarantees on-campus housing.
- Deposits are refundable until May 1 for fall applicants and December 1 for spring applicants.

- High school students must request that an official copy of their high school transcript showing senior-year grades and date of graduation and/or GED score be sent directly to the Office of Admissions.

### **Admission of Transfer Students**

Candidates attending other colleges and universities may transfer to the University of Saint Francis at any time during their academic career.

To be considered for admission to the University of Saint Francis, a transfer student must:

- Send a completed application and a \$20 application fee to the Office of Admissions or apply online at [www.sf.edu](http://www.sf.edu) for free.
- Request that an official copy of the final high school transcript (must include date of graduation) and/or GED score be sent directly to the Office of Admissions.
- Request that official transcripts from ALL colleges and universities attended be sent directly to the Office of Admissions. Students who have earned a cumulative grade point average of 2.3 or better will be considered for admission.
- Veterans must submit a DD214.
- Admissions Policy for Applicants Convicted of a Misdemeanor or Felony  
An applicant's admission on his/her application that he/she has been convicted of a misdemeanor (other than routine traffic offenses which do not involve property or personal injury) or felony will be considered along with other factors in determining whether the applicant meets the admissions criteria for becoming a student at the University of Saint Francis. The nature of the particular crime as well as the punishment will also be considered. Applicants who indicate their conviction of a misdemeanor or felony are required to provide details and documentation of the conviction(s), including but not limited to:
  - h. the nature of the crime
  - i. when it took place
  - j. where it took place
  - k. whether it was a crime of a violent or sexual nature
  - l. the sentencing or plea agreement (if applicable)
  - m. where the individual was incarcerated (if applicable)
  - n. statements from the applicable corrections department explaining the release, completion of sentence or rehabilitation program completed and terms of probation or parole

Two additional letters of professional reference will also be required for those applicants seeking admission with misdemeanor or felony convictions.

If the applicant checks “yes,” but claims that the misdemeanor or felony has been expunged, then supporting documentation to prove that must be submitted to the Admissions and Academic Progress Committee (AAP) as well.

Once the candidate has supplied all necessary documents, the Office of Admissions will review his or her record and make a decision about the student’s acceptance to the university. After notification of acceptance, the student will receive a transcript evaluation from the Registrar within two to four weeks which shows how transferred credits fit within the student’s planned program of study. Only coursework with a grade of “C” or above will be reviewed by the registrar’s office for transfer credit.

All degree-seeking undergraduate students are encouraged to submit a confirmation fee of \$150 within 30 days of acceptance. This deposit is applied toward the first semester’s bill at the University of Saint Francis and confirms their place in the class.

Students seeking on-campus housing must submit a \$200 deposit which guarantees on-campus housing. Each deposit is refundable until May 1 for fall applicants and December 1 for spring applicants.

Students who attend or have graduated from a school that is non-accredited or a college that is not regionally accredited may contact the Director of Admissions for information or clarification about acceptance and validation of credit.

### **Placement Tests**

A combination of student records and placement tests is used to place students in the appropriate level courses. Placement tests are required for all incoming freshmen. Transfer students may also need to take one or all of the placement tests.

### **Admission of International Students**

Students from foreign countries who wish to study at the University of Saint Francis should start their correspondence eight to 12 months prior to enrollment and must:

- Submit a completed application and supporting documents.
- Present official records of completion of academic work comparable to a secondary school program in the United States. All documentation in languages other than English must be accompanied by certified English translations and a course-by-course evaluation completed by World Education Services (WES) or a similar organization.
- Provide certification of English proficiency by earning a score of 550 or above on the paper and pencil test, 80 or above on the internet based test, or 213 or above on the computerized version of the Test of English as a Foreign Language (TOEFL). Students who do not complete this requirement must demonstrate their mastery of English by completing an ESL (English as a Second Language) program prior to beginning their university coursework.

- Show proof of financial capability sufficient to meet all expenses for one year. Once an applicant has provided this documentation, and after the applicant has been accepted for academic admission, a deposit of \$150 in U.S. currency must be submitted to the University of Saint Francis Office of Financial Aid. After the deposit is received, the I-20 form needed to obtain a student visa will be issued. The University of Saint Francis offers no financial support to international students.
- Show proof of adequate health and accident insurance coverage upon arrival in the U.S., or arrange for such coverage.

### **Admission of Non-Degree Students**

Individuals who wish to enroll at the University of Saint Francis without working toward an academic degree are classified as non-degree students. Non-degree students may apply for regular admission and must meet all requirements of the standard admission process. See the Director of Admissions for more information.

**Non-degree students fall into the following four categories:**

#### **Guest Students**

Students enrolled at other colleges or universities who wish to earn credit at the University of Saint Francis must secure a letter of good standing or official transcript and approval of their attendance from the dean or registrar of their home college. This letter or transcript, a completed Application for Admission, and a \$20 application fee (or apply online at [www.sf.edu](http://www.sf.edu) for free) must be submitted to the Office of Admissions at USF.

#### **Adult Students**

Students age 24 and over interested in enrolling part time and taking courses for credit, for self-enrichment, and/or for job improvement may apply as non-degree adult students. Students must submit an official transcript from the last academic institution attended, a completed Application for Admission and a \$20 application fee (or apply online at [www.sf.edu](http://www.sf.edu) for free). Adult students 55 years of age or older will receive a tuition discount per credit hour.

#### **Audit Students**

Students who wish to enroll in a course or courses on a non-credit basis are classified as audit students and must complete an audit application form. No other credentials are required for admission, and no application fee is charged. Audit students receive a grade of "AU" and no college credit for their courses. Students registering as audit students are requested to consult the current semester schedule for the per-credit-hour audit fee. To audit, students must have met the prerequisites for courses or have the instructor's permission to take the class. Audit students may register for open classes only and can register the day after current student registration. Audit students will receive a tuition discount per credit hour. Audit students must reapply each semester. Contact the Office of Admissions for more information.

### **Achieving Credits Early (ACE) Students**

High school and home school students must meet the following criteria to begin part-time classes as non-degree students at the University of Saint Francis: satisfactory scores on the SAT or ACT (PSAT or PLAN for sophomores and juniors) and rank in the upper half of their class. High school sophomores must have a 3.3 grade point average, juniors and seniors must achieve a grade point average of 3.0 on a 4.0 grading scale.

### **High School Students**

- Submit the completed application and a \$20 application fee to the Office of Admissions or apply free on line at [www.sf.edu](http://www.sf.edu).
- Submit an essay expressing why you wish to participate in the Achieving Credits Early program and why you feel you would be successful at the University of Saint Francis.
- Request that an official copy of your high school transcript, showing rank in class, grade point average, and SAT or ACT score (PSAT or PLAN score for sophomores or juniors), be sent directly to the Office of Admissions.
- Submit, from a guidance counselor or teacher, a letter of recommendation or a University of Saint Francis reference request form.

### **Home School Students**

- Request an application form from the Office of Admissions.
- Submit the completed application and a \$20 application fee to the Office of Admissions or apply online for free at [www.sf.edu](http://www.sf.edu).
- Submit an essay expressing why you wish to attend the University of Saint Francis and why you believe you would be successful here.
- Request that an official typed copy of your high school transcript, grade point average, and SAT or ACT score (PSAT or PLAN score for sophomores or juniors), be sent directly to the Office of Admissions.
- Submit a list of extracurricular activities
- Submit a bibliography of books you have read during your high school years.
- Submit a letter of recommendation by someone other than a family member.

ACE students will receive a tuition discount. Contact the Office of Admissions for more information.

### **Readmission**

Students whose studies at the University of Saint Francis have been interrupted for one or more semesters must apply for readmission. All students readmitted to the university are readmitted under the degree requirements in effect at the time of readmission.

A student who left in good standing and is requesting readmission must:

- I. Complete a readmit application and submit it to the Office of Admissions.

2. Request that official transcripts from all institutions attended since leaving the University of Saint Francis be sent to the Office of Admissions. Transcripts will be evaluated and the cumulative GPA will be calculated by the Registrar.
  - a. Students whose cumulative GPA is 2.3 or higher on a 4.0 scale will be notified of readmission by the Office of Admissions and will be sent an updated evaluation of all courses.
  - b. Students who left the University of Saint Francis on suspension must complete the readmit application and submit a letter addressed to the Admissions and Academic Progress committee stating:
    - Why they wish to return to USF.
    - What they have done since leaving USF.
    - Why they feel they would be successful now at USF.
  - c. Students whose cumulative GPA is below 2.3 will be reviewed by the Applicant Review Committee and/or Admissions and Academic Progress Committee. Students who are currently on suspension from another institution will not be readmitted until the suspension is served and they are eligible to return to that institution.
3. Once a student is readmitted, he or she should contact the academic department to set up a time to register with an academic advisor.

## **Financial Aid**

The Office of Financial Aid at the University of Saint Francis administers financial aid from federal, state, institutional, and private resources according to the Federal guidelines provided by the U.S. Department of Education. The university works with students and families to determine which funds are available to help meet the cost of education at the University of Saint Francis.

The philosophy of student financial aid is based on the rationale that the student (and the family, where applicable) is the primary resource in funding the student's education. Each student's situation is evaluated through the Free Application for Federal Student Aid (FAFSA). Once the application is completed and evaluated by the U.S. Department of Education, the expected family contribution (EFC) is determined. The University of Saint Francis, in turn, will use the calculated EFC to determine available funding from federal, state and institutional resources. An aid package may include a combination of scholarships and/or grants, educational loans and student employment.

Financial aid awards are based on the information submitted by the student and family, academic records, the date of the application, and fund availability.

## **Application Procedures**

### **Steps in Applying for Financial Aid**

Students and families who wish to be considered for federal, state and institutional funding through the University of Saint Francis must:

- Apply for and be accepted to the University of Saint Francis.
- Complete and return the Free Application for Federal Student Aid (FAFSA). Applications are accepted starting January 1 prior to the beginning of fall semester. Completion of the FAFSA will allow students to be automatically evaluated for a Federal Pell Grant.
- Complete FAFSA and file it in time to be received no later than March 10 prior to the beginning of fall semester, list an eligible Indiana institution, and request the information be submitted to the State of Indiana for consideration. Eligible students must meet Indiana residency requirements.
- File FAFSA before the University of Saint Francis priority deadline of March 10 for institutional funding. The university will award funds to students completing the FAFSA after the March 10 deadline as funds are available.

It is important that students keep a copy of applications submitted and documentation used in the completion of the application.

## **Verification Process**

During the processing of a student's FAFSA, the U.S. Department of Education will select files at random for a process called verification. Students who are selected for verification will be notified by the school and must provide the requested documentation to be eligible for federal, state or institutional funds.

Students who are selected for verification will not receive funding until the verification materials have been submitted and the financial aid file is completed. Students who do not comply with the request for additional information are responsible for making the necessary payment arrangements with the University's business office.

The University of Saint Francis reserves the right to adjust a student's award as necessary in order to comply with federal, state and institutional financial aid guidelines and federal regulations.

### **Confidentiality and Appeal Procedure**

Information used to award financial assistance to students of the University of Saint Francis requires the collection of financial information about the student and the student's parents (when applicable). The Office of Financial Aid keeps this information confidential and students are encouraged to consider their awards a private matter.

If for any reason a student is dissatisfied with a financial aid award and cannot resolve his or her differences with the Office of Financial Aid, a written appeal may be made to the Scholarship and Financial Aid Committee. This committee will review the appeal and is responsible for rendering a final decision.

### **Special Circumstances**

Students and families who experience a change in circumstances, such as loss of employment or unusual medical/dental expenses not covered by insurance, may request a review of their financial aid file. Students are required to discuss their situation with a financial aid counselor to determine the appropriate steps for filing a request for a professional judgment review. Professional judgments are reserved for extreme situations and the student must provide detailed documentation as requested by the Director of Financial Aid.

### **Sources of Financial Aid**

University of Saint Francis Scholarship and Grant Programs for Undergraduate Students (Institutional Funds)

**Athletic Scholarships** - The Athletic Department awards scholarships to full-time undergraduate students who demonstrate athletic ability. Recipients of an athletic scholarship are expected to participate in a varsity sport as determined by the coach and maintain full-time enrollment. Renewal of the athletic scholarship is granted by the appropriate coach and reviewed by the Athletic Director. Receipt of an athletic

scholarship may adjust/replace other funds received from the institution as well as the student's federal loan and work-study eligibility. Scholarship recipients must have a completed Free Application for Federal Student Aid (FAFSA) on file by the March 10 priority deadline prior to the student's fall enrollment. Students completing the FAFSA after the March 10 deadline may jeopardize the athletic scholarship.

**University of Saint Francis Grant** - The University of Saint Francis Grant is awarded to full-time undergraduate students who demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA). The university has a priority FAFSA filing deadline of March 10 prior to the student's fall enrollment. Notification of additional institutional funds may adjust/replace the University of Saint Francis Grant.

**Valedictorian Scholarships** - Valedictorian Scholarships are awarded to incoming freshmen on the basis of academic performance. The award is based on class rank, GPA, ACT/SAT scores and full-time enrollment at the university. Awards are renewable for eight consecutive semesters with a cumulative GPA of 3.0 or higher. Funds are restricted to payment of tuition and fees.

**Salutatorian Scholarships** - Salutatorian Scholarships are awarded to incoming freshmen on the basis of academic performance. The award is based on class rank, GPA, ACT/SAT scores and full-time enrollment at the university. Awards are renewable for eight consecutive semesters with a cumulative GPA of 3.0 or higher. Funds are restricted to payment of tuition and fees.

**President's Scholarships** - President's Scholarships are awarded to incoming freshmen on the basis of academic performance. The award is based on GPA, ACT/SAT scores and full-time enrollment at the university. Awards are renewable for eight consecutive semesters with a cumulative GPA of 3.0 or higher. Funds are restricted to payment of tuition and fees.

**Dean's Scholarships** - Dean's Scholarships are awarded to incoming freshmen on the basis of academic performance. The award is based on GPA, ACT/SAT scores and full-time enrollment at the university. Awards are renewable for eight consecutive semesters with a cumulative GPA of 2.7 or higher. Funds are restricted to payment of tuition and fees.

**Founder's Scholarships** - Founder's Scholarships are awarded to incoming freshmen on the basis of academic performance. The award is based on GPA, ACT/SAT scores and full-time enrollment at the university. Awards are renewable for eight consecutive semesters with a cumulative GPA of 2.7 or higher. Funds are restricted to payment of tuition and fees.

**Academic Transfer Scholarships** - Academic Transfer Scholarships are awarded on the basis of academic performance to incoming transfer students with a minimum of 12 credit hours. Awards are renewable for eight consecutive semesters with a

cumulative GPA of 3.0 or higher and full-time enrollment. Funds are restricted to payment of tuition and fees.

**Keith Busse School of Business and Entrepreneurial Leadership Scholarships** – Keith Busse School of Business and Entrepreneurial Leadership (SOBEL) Scholarships are competitive scholarships. Criteria are established each year by the School of Business. These four-year renewable scholarships are available to first-time full-time students to USF. Award is renewable for those that maintain full-time enrollment, a cumulative GPA of 3.0 and a declared major in Business or Accounting. Recipients must have a completed FAFSA on file by the March 10 priority deadline prior to the student's fall enrollment. Students completing the FAFSA after the March 10 deadline may jeopardize the scholarship.

**Leadership and Liberal Arts Scholarship** – Leadership and Liberal Arts Scholarships are four-year renewable scholarships available to first-time full-time students to USF. Criteria for these competitive scholarships are established each year by the School of Liberal Arts. To be considered for scholarship renewal, students must maintain full-time enrollment, a cumulative GPA of 3.3, and have a declared major in English, History, Ministry, Philosophy or Religious Studies. Recipients must also have a completed FAFSA on file by the March 10 priority deadline prior to the student's fall enrollment. Students completing the FAFSA after the March 10 deadline may jeopardize the scholarship.

**Parkview Scholarships** - The university awards scholarships to students entering the ASN, BSN, RN to MSN, and MSN nursing programs with strong academic records. ASN and BSN students must be enrolled full-time for consideration. RN to MSN and MSN students must be enrolled in at least four credit hours per semester for consideration. Awards vary depending on financial need and/or qualifications of the applicant. Awards are renewable, provided that students maintain a GPA of 3.0 and fulfill all progression policies of the nursing department. Scholarship recipients must have a completed Free Application for Federal Student Aid (FAFSA) on file by the March 10 priority deadline prior to the student's fall enrollment. Students completing the FAFSA after the March 10 deadline may jeopardize the scholarship. Students who receive the Parkview Scholarship are not eligible for other types of USF institutional aid.

**Scholarships in the Arts** - Scholarships in the Arts are competitive scholarships based on a portfolio review and/or audition. Art scholarships are four-year renewable scholarships. To be considered for scholarship renewal, students must maintain full-time enrollment, a cumulative GPA of 2.5, and a declared major in art. Scholarship recipients must have a completed Free Application for Federal Student Aid (FAFSA) on file by the March 10 priority deadline prior to the student's fall enrollment. Students completing the FAFSA after the March 10 deadline may jeopardize the scholarship.

**School of Professional Studies Scholarships** – These competitive scholarships are four-year renewable scholarships awarded to first-time full-time students to USF. Criteria are established each year by the School of Professional Studies. To be considered for scholarship renewal, students must maintain full-time enrollment, a cumulative GPA of 3.0, and have a declared major in Psychology, Social Work or Education. Recipients must also have a completed FAFSA on file by the March 10 priority deadline prior to the student's fall enrollment. Students completing the FAFSA after the March 10 deadline may jeopardize the scholarship.

**Science Symposium Scholarships** - These competitive scholarships are based on participation in the University of Saint Francis Science Symposium during the sophomore, junior or senior year of high school. These are four-year renewable scholarships for full-time students, provided the recipient maintains a cumulative GPA of 2.8 for the first academic year and 3.0 for the remaining semesters. Scholarship recipients must be majoring in Biology, Chemistry, Environmental Science, General Science, or Secondary Education Life Science and must have a completed Free Application for Federal Student Aid (FAFSA) on file by the March 10 priority deadline prior to the student's fall enrollment. Students completing the FAFSA after the March 10 deadline may jeopardize the scholarship.

**Catholic Heritage Scholarship** – The University will provide a scholarship of up to \$3,500 to students who have attended Catholic School (primary and/or secondary) in Allen County, Indiana. Recipients must be full-time undergraduate students without a prior bachelor's degree. This scholarship can be received for a total of 8 semesters with a minimum GPA of 2.0. An application is required and can be obtained in the Office of Enrollment Services, the diocesan Catholic Schools Office, or online at [www.sf.edu/financialaid/forms.shtml](http://www.sf.edu/financialaid/forms.shtml). (*This scholarship offered only to new students entering USF beginning with the 2007-2008 academic year.*)

**Child of Alumni Grants** - The Child of Alumni Grants are available for sons and daughters of University of Saint Francis alumni. Each recipient must be enrolled as a full-time undergraduate student. The award is renewable for up to eight semesters. Applications for the Child of Alumni Grant are available from the Office of Alumni Relations or the Office of Financial Aid. Recipients must have a completed Free Application for Federal Student Aid (FAFSA) on file by the March 10 priority deadline prior to the student's fall enrollment. Students completing the FAFSA after the March 10 deadline may jeopardize the scholarship.

**Lilly Room and Board Scholarship** – The University will provide a scholarship in the amount of a traditional double room for any full-time Lilly Scholar who lives on campus. (*This scholarship offered only to new students entering USF beginning with the 2007-2008 academic year.*)

**Multiple Family Member Discount** - Families who have two or more undergraduate students attending the University of Saint Francis full-time or graduate students that are attending at least 6 credit hours at USF will receive a 5 percent tuition discount.

The Multiple Family Member Discount is limited to the family members who are considered to be in the same household when completing the FAFSA. This fund can be used toward tuition only and may be adjusted based on other tuition-specific funding received by the student. The university has a priority FAFSA filing deadline of March 10 prior to the student's fall enrollment. Students completing the FAFSA after the March 10 deadline will be awarded funds as they are available.

**Out of State Grant** - Recipients must be enrolled as full-time undergraduate students and must not be residents of the State of Indiana as determined by the FAFSA. *For dependent students, parents must not be Indiana residents as well.* Once awarded, students must maintain full-time enrollment in order for the award to be renewed up to an additional six semesters. *(Offered only to new students entering USF beginning Spring 2005-2006.)*

**Tom Jehl Lifetime Sports Academy Scholarship** – The University will provide two full-tuition scholarships and multiple scholarships of up to \$3,000 to students who have participated with the Lifetime Sports Academy, have done volunteer activities and have a High School GPA of 2.7 or higher. Recipients must be full-time undergraduate students without a prior bachelor's degree. This scholarship can be received for up to 8 semesters with a minimum GPA of 2.5. An application is required. An application can be obtained from the Office of Enrollment Services, the athletic department, at the Lifetime Sports Academy, or downloaded at <http://www.sf.edu/financialaid/forms.shtml>. To be considered for the full-tuition scholarship, application must be received by April 16. Student must file a FAFSA to receive this award. *(This scholarship offered only to new students entering USF beginning with the 2007-2008 academic year.)*

**University of Saint Francis 2nd Bachelors Degree Grant** - The University will provide a \$2,500 grant to undergraduate students who are full-time and have already received a bachelor's degree. *(This scholarship offered only to new students entering USF beginning with the 2007-2008 academic year.)*

**University of Saint Francis 21<sup>st</sup> Century Grant** – The University will guarantee that students who are 21<sup>st</sup> Century Scholars will receive a minimum of \$4,500 in institutional funding. This can include academic, athletic, or other aid from USF. Students must continue to have good standing with the 21<sup>st</sup> Century Scholars program, file their FAFSA prior to March 10, and enroll full-time. *(This scholarship offered only to new students entering USF beginning with the 2007-2008 academic year.)*

**University of Saint Francis Church Matching Program** - Each year, the university will match awards of up to \$500 made by a participating church to full-time undergraduate students. Participating churches must have a signed participation agreement on file and submit a recipient roster by the July 15 deadline for the student to receive the matching dollars.

**University of Saint Francis Phi Theta Kappa Scholarship** – The University will provide a scholarship of up to \$10,000 to students who are members of Phi Theta Kappa and are full-time, undergraduate students without a bachelor’s degree and a minimum GPA of 3.5. Students must be working on a higher degree at USF. Recipients cannot receive this scholarship in conjunction with the Academic Transfer Scholarship. This scholarship can be received for up to 8 semesters with a GPA of 3.0 or higher and full-time enrollment. *(This scholarship offered only to new students entering USF beginning with the 2007-2008 academic year.)*

**Endowed/Donor Funds** - The university has funding available through endowed/donor funds. For specific information on the funds listed below, please contact the Office of Financial Aid or [www.sf.edu](http://www.sf.edu) for criteria and application(s).

Arata Art Scholarship  
Joan P. Baldus Scholarship  
Ann D. Ballinger Scholarship Fund  
Arthur and Josephine Beyer Foundation Scholarship  
Business Education Foundation Scholarship  
Kathryn Doermer Callen Scholarship  
Olive B. Cole Scholarship  
Bishop John M. D’Arcy Scholarship  
Anna T. Dively Family Scholarship  
Mary Louise Doermer Scholarship  
Richard David Doermer Scholarship Fund  
Marian A. Fox Scholarship  
The James, Thomas and Doris Griffith Scholarship Fund  
Guild Scholarship  
Milton E. Haffner Scholarship  
Richard and Marian Harber Scholarship  
Margaret M. Johnson Scholarship Fund  
Kelly Box Art Scholarship  
Mary Lou and Thomas Knurek Mid-Degree Scholarship  
Marie C. Koester Scholarship  
Monsignor J. William Lester Endowed Scholarship  
Lupke Foundation Art Scholarship  
Menzie/Essex Scholarship  
Richard G. Nill, Senior Scholarship  
Maurice Papier Scholarship Fund  
Robert D. Parker Graphic Arts Scholarship  
Geraldine Peiffer, M.D. Scholarship  
Bruce and Audrey Ratts Memorial Scholarship  
Audrey and Steve Riley Scholarship  
Louise Muldoon Rosenhamer Scholarship  
Saint Joseph Nursing Alumni Scholarship  
Blance and Edward Schaeffer Endowed Scholarship  
Sister JoEllen Scheetz Scholarship

Don G. Scott Scholarship  
Agnes Hake Seyfert Memorial Scholarship  
Charles Shappell Scholarship  
Sister Laura Art Scholarship  
Gertrude L. Steinbauer Endowed Scholarship  
Robert G. Stoeckley Scholarship  
Sullivan English Award  
Francis and Paul Sutton Nursing Award  
Joan Krug Venderly Scholarship  
Melvin Waltz Scholarship Fund  
Marilyn and William Wunderlin Scholarship  
Yergens-Rogers Scholarship

## **Federal Grants**

**Federal Pell Grant** - The Federal Pell Grant is awarded to those students who demonstrate financial need as determined by the completion of the FAFSA. Students must be enrolled in three or more credit hours and meet the University's standards of academic progress.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - FSEOG funds are awarded to those students who demonstrate exceptional financial need as determined by the completion of the FAFSA. Students must meet the University's standards of academic progress.

**Federal Academic Competitiveness Grant (ACG)** - The Federal ACG is awarded to first and second year full-time students who are eligible for the Federal Pell Grant and are U.S. citizens. Students must have completed a rigorous secondary school program of study (after 1/1/06 if a first-year student and after 1/1/05 if a second-year student). Students must have a cumulative 3.0 GPA during the first academic year to receive funding for the second year. For the awarding purposes of this grant, first-year students are those that have 0 to 23 credit hours earned and second-year students are those that have 24 to 47 credit hours earned.

**National Science and Mathematics Access to Retain Talent (SMART) Grant** - This federal grant is awarded to full-time third and fourth year students who are eligible for the Federal Pell Grant and are U.S. citizens. At USF, recipients must major in Biology, Chemistry, General Science, or Mathematics and maintain a 3.0 GPA. For the awarding purposes of this grant, a third-year student is defined as having 48-71 credit hours earned and a fourth-year student is defined as having 72 to 95 credit hours earned.

## **State Grants and Scholarships**

**State Grants** - The State Student Assistance Commission of Indiana (SSACI) provides funds to Indiana residents who attend an eligible Indiana institution. To be considered for funds from the State of Indiana, a student's FAFSA must be received by the FAFSA processing center by March 10 and comply with the request for additional information within the appropriate timeframe indicated by SSACI. The Commission determines the amount of the student's award based on the family contribution and the cost of attendance. Funds provided by the State of Indiana are limited to tuition and fee costs incurred at the institution.

**Indiana Higher Education Award (HEA)** - The Indiana Higher Education Award (HEA) is awarded to full-time undergraduate students who demonstrate financial need and attend an eligible institution within the State of Indiana.

**Indiana Freedom of Choice Award (FOC)** - The Indiana Freedom of Choice Award (FOC) is awarded to full-time undergraduate students who demonstrate financial need and attend an eligible private institution within the State of Indiana.

**Part-time State Grant** - The Part-time State Grant is awarded to students enrolled in 6 to 11 hours of undergraduate coursework who demonstrate financial need. Funds are limited based on allocations provided by SSACI.

**Nursing Scholarship Funds** - These need-based scholarships are awarded to qualified individuals pursuing a career in nursing. Applicants must have a cumulative GPA of at least 2.0 and agree to work as a nurse in the State of Indiana for at least two years after graduation from college. Application forms are available from the Office of Financial Aid. The application deadline is March 10.

**Minority Teacher and Special Education Scholarships** - These scholarships are available to full-time minority students majoring in education or students seeking a Special Education teaching certification. Applicants must have a cumulative GPA of at least 2.0 and agree to teach full-time in Indiana for three out of five years after graduation from college. Application forms are available from the Office of Financial Aid. The application deadline is March 10.

## Other Sources of Gift Aid

**Veterans' Benefits** - Eligible veterans may receive monthly benefits through the Veterans Administration (VA). The Registrar's Office at the University of Saint Francis addresses VA matters and certifies attendance records. For complete details concerning either VA benefits or aid to dependents of veterans, contact the nearest VA office or call 1-888-GIBILLI.

**Vocational Rehabilitation** - Students whose physical or mental impairment prevents them from obtaining gainful employment may receive educational funding through the Indiana Vocational Rehabilitation Services. For information, contact the nearest Vocational Rehabilitation office.

## Loans

**Federal Perkins Loans** - These need-based loans have a 5 percent interest rate and an aggregate limit of \$20,000 for bachelor's degree seeking students. Repayment begins nine months from the date the student graduates, leaves school, or drops below half-time enrollment. Funding is limited.

**Federal Subsidized and Unsubsidized Stafford Loans** - These need-based loans offer a fixed interest rate of 6.8 percent for new borrowers and have an undergraduate aggregate limit of \$23,000 for "dependent" students and a limit of \$46,000 for "independent" students. Loan amounts vary per year. Repayment of a Federal Stafford student loan begins six months from the date the student graduates, drops below six credit hours per term or ceases to be enrolled. Loan limits for Federal Subsidized and Unsubsidized Stafford Loans are as follows:

Student Completed Credit Hours	Maximum Yearly Combined Subsidized & Unsubsidized	
	Dependent	Independent
1-31 credit hours	\$3,500	\$7,500
32-63 credit hours	\$4,500	\$8,500
64+ credit hours	\$5,500	\$10,500

**Federal Parent PLUS Loan** - This loan program is directed to parents of dependent undergraduate students and is not need based. Parents may borrow up to the cost of education minus other financial aid for each student enrolled at least half time.

Repayment of the PLUS loan begins within 60 days after the loan is disbursed. The interest rate is fixed at 8.50 percent.

### Student Employment

Students who wish to work part time while enrolled at the University of Saint Francis may be considered for employment through the following programs:

**On-Campus Employment** - This non-need-based program allows students who are able to work on campus up to 20 hours per week at the current minimum wage.

**Federal College Work-Study Program** - This program requires that a student demonstrate financial need. A student's eligibility is determined during the financial aid awarding process. Students' wages are subsidized by the federal government. Students who qualify may work on campus up to 20 hours per week at the current minimum wage.

State Summer Work-Study Employment - This program is administered by the State Student Assistance Commission of Indiana. Students must be recipients of Indiana HEA and Indiana FOC in the academic year prior to the award and must plan to continue their enrollment at the university in order to be considered.

### **General Financial Aid Information**

Student financial assistance programs are awarded under the following general guidelines:

- University of Saint Francis funds are awarded to students who are enrolled as full-time undergraduate students. Individual funds may be restricted to payment of tuition and fee expenses only.
- Students who have completed a bachelor's degree are not eligible to receive funds designated as undergraduate federal, state or institutional funding.
- University of Saint Francis funds are limited to eight semesters of use. Transfer students will be evaluated as necessary.
- Financial aid packages are awarded for one year only. Students must meet renewable criteria and complete the FAFSA for each year they wish to attend the University of Saint Francis. The University has a priority deadline for institutional funding of March 10. The University will award funds to students completing the FAFSA after the March 10 deadline as funds are available.
- Students must have a completed FAFSA on file along with additional requested documents prior to the end of the enrollment period. If the student does not meet the above requirements, the aid will be forfeited.
- Financial aid is calculated on the number of credit hours for which a student is enrolled.
- Financial aid awards may be reviewed and adjusted at any time during the academic year. All awards are contingent upon student eligibility, program regulations and availability of funds. Awards may be adjusted based on the following:
  1. Students are required to report to the Office of Financial Aid the receipt of any additional funding received from outside sources.
  2. Students who request review of their financial situation will be required to submit additional documentation. Financial aid awards will be adjusted based on professional judgment policies.
  3. Students whose total awards exceed their cost of attendance or tuition and fee expenses based on criteria set out in the award will be adjusted to meet federal, state and institutional guidelines and regulations.

### **Semester Limitations**

Full-time undergraduate students (those enrolled for 12 hours or more) are expected to complete graduation requirements within eight semesters. Courses taken in excess of eight semesters will not qualify for financial aid. If a student begins a semester as a

full-time student and drops to part time after the add/drop period, that semester is counted among the eight semesters allotted for student assistance eligibility.

### **Payments of Awards**

Most scholarship, grant and loan funds are applied directly to charges for tuition, fees and/or room and board unless otherwise specified by the donor or agency providing the funds. Institutional, federal, state, and most private aid is divided evenly between fall and spring semesters and is credited to each semester's billing. Awards exceeding the charges listed on each semester's bill may be used for such education-related expenses as books, transportation, personal expenses, and living expenses.

### **Financial Aid is applied to each student's account in the following manner:**

1. State grants and scholarships.
2. Scholarships and grants from outside agencies and private sources.
3. Institutional funds.
4. Federal grants.
5. Student and parent loans.

In the event a student receives tuition-only designated funds which exceed the student's actual tuition costs, these awards will be reduced.

### **Payment Plan**

The University endorses deferred payment plans through a reputable, private firm. Any student may arrange for a budgeted payment plan through this firm in order to avoid a large cash outlay at the beginning of each semester. Information about the payment plan is sent to all students early in the summer. Contact the Business Office, Trinity 100, for more details.

The University also accepts payment of tuition and fees through MasterCard® or Visa®. Students who wish to make use of this payment method should contact the Business Office.

### **Standards of Academic Progress for Financial Aid Funding**

#### **Qualitative and Quantitative Measures**

Recipients of student financial assistance are required to make satisfactory academic progress toward a specific educational objective or degree. The U.S. Department of Education has mandated that the University of Saint Francis monitor and enforce these standards, which are consistent with the educational mission of the University. This policy applies to all students receiving assistance from any financial aid program administered by the Office of Financial Aid at the University of Saint Francis and is administered separately from the University's academic probation and suspension policy.

The Standards of Academic Progress are measured both qualitatively and quantitatively. The quantitative measure requires a minimum progressive accumulation of academic credits. Students must successfully earn 67 percent of all credits attempted at the University of Saint Francis.

Students must also maintain a specific minimum Grade Point Average (GPA), as shown below:

Completed Credit Hours	Cumulative GPA
0-32	1.66
33-64	1.80
65+	2.00

Note that repeat courses and coursework assigned grades of W, I, F, W, WP, or WF will not be counted as hours completed toward graduation, but will count toward attempted credit hours. Therefore, when repeating a course that has previously been passed (grade of D or better), the course will be counted as attempted hours each time the student enrolls in that same course. The only exception is sports participation credits. These factors should be kept in mind when planning a class schedule.

For example, if a student takes RELI 100 during the fall semester and receives a grade of D or above, then chooses to retake RELI 100 during the spring semester, the student will have attempted six credit hours but will earn only three credit hours for the course.

The following table indicates the effect each letter grade has on the credit hours students attempt and the credit hours students earn.

Grade Received	Does Grade Count as Attempted Hours?	Does Grade Count as Earned Hours?
Passing Grades - A, B, C, D	Yes	Yes
Repeated Course Previously Passed	Yes	No
Repeated Course Previously Failed	Yes	No
Fail - F	Yes	No
Withdrawal - W	Yes	No
Withdrawal - WP	Yes	No
Withdrawal - WF	Yes	No
Incomplete - I	Yes	No
Pass - P	Yes	Yes

**Maximum Allowable Credit Hours for Undergraduate Degree Completion**  
Undergraduate students may not exceed 150 percent of the published length of the educational program. Transfer credit hours from other institutions are counted toward the maximum credit hours for undergraduate program completion. The

following information provides the total number of attempted credit hours in which a student may receive aid:

Degree Type	Attempted Credit Hours
Certificate	45 credit hours
Associate degree	96 credit hours
Bachelor's degree	192 credit hours

All courses in which students receive a grade will be counted toward the duration of eligibility. Grades include but are not limited to A, B, C, D, F, P, W, WP, WF, and I. Students exceeding the stated number of credit hours will not be eligible to receive financial aid.

### **Enforcement of the Standards**

At the end of each academic year (end of spring semester), the Office of Financial Aid will review students' enrollment records. Students who fail to meet the standards at the end of a given semester will be placed on financial aid probation and notified in writing. Students on probation will be eligible for aid during the probationary period of two semesters. Students will have two semesters to improve their academic progress (summer is not considered a semester for financial aid probation). If at the end of the probationary period, the student has not met the standards of academic progress, he or she will be placed on financial aid suspension. A student who is on financial aid suspension is not eligible for financial aid. Any student who has been suspended and has since improved his or her performance must submit a written request for reinstatement of financial aid eligibility. Request for reinstatement must be submitted prior to the period of enrollment for which the student is requesting financial aid assistance. Reinstatement forms are available in the Office of Financial Aid or via the Internet at [www.sf.edu](http://www.sf.edu) under Financial Aid Forms.

Students who have lost their eligibility for financial aid due to lack of satisfactory academic progress may appeal for reinstatement of their eligibility if circumstances beyond their control prevented them from meeting the established standards. To appeal, students must submit a completed Satisfactory Academic Progress Appeal form along with required supporting documentation. Satisfactory Academic Progress Appeal forms are available in the Office of Financial Aid located in Trinity Hall, Room 112 or via the Internet at [www.sf.edu](http://www.sf.edu) under Financial Aid Forms. Appeals must be filed in writing within 30 days of the date of notification of suspension.

### **Financial Aid Counseling**

The Office of Financial Aid provides students the opportunity to sit down one-on-one with a financial aid counselor. The financial aid staff will work with students to help clarify questions regarding financial assistance. Students are encouraged to take an active role in understanding the financial aid process and eligibility requirements/criteria for programs in which they plan to participate. Students should

feel free to contact the Office of Financial Aid at 260-434-3283 or visit us in Trinity Hall.

## **Educational Expenses**

### **Tuition and Fees**

While every effort is made to keep costs at a reasonable level, annual inflationary increases should be expected. Tuition and fees set by the Board of Trustees are published in the Course Schedule, which can be accessed through the Internet. If you have any questions or need additional information on current tuition and fees, please contact the Business Office.

### **Senior Citizen Discount**

Students aged 55 and older qualify for a reduction in tuition charges. The Senior Citizen tuition per credit hour is published in the Course Schedule, which can be accessed on the USF website.

### **Payment Procedures**

Payment procedures are published in the Course Schedule, which can be accessed on the USF website. Tuition and fees are to be paid each semester on or before the designated due date. Student account payments that are received after the due date are assessed late fees. Unpaid student account balances are subject to a penalty or interest and collection costs. Students are responsible for any and all collection costs and attorney fees associated with the collection of unpaid student account balances.

### **Deferred Payment Plan**

The University provides a deferred payment plan through a third-party processor. Students may arrange for a budgeted payment plan in order to avoid a large cash outlay at the beginning of each semester. Students enroll in the deferred payment plan by paying a non-refundable fee and agreeing to pay a portion of their tuition and fees for Semesters I and II in 10 equal payments that are due monthly from July 1st through April 1st. Payments made after the applicable due date are assessed late fees. Information concerning the deferred payment plan is available on the USF website and is generally sent to all students in May. Please check the USF website or contact the Business Office for additional details concerning enrollment in the Deferred Payment Plan option.

## **Refund Policy**

### **Complete Withdrawal from School**

1. Registration constitutes a contract between the student and the University of Saint Francis.
2. Should a student decide not to attend classes at the University, the student must notify the Registrar's office in writing and the student must complete an exit interview for any applicable Federal Loan programs.
3. In order to receive a 100 percent refund, the student must notify the Registrar's office in writing prior to the first day of the academic term/semester.

4. Failure to attend classes does not withdraw a student from classes.
5. If a student stops attending classes without processing an official withdrawal, grades of “F” will be posted for all classes in which the student is enrolled.
6. If a student does not begin the withdrawal process or otherwise notify the University of intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student’s control, the University may determine the appropriate withdrawal date.
7. Withdrawals can be processed at any time during the term, except during final examinations week.

### **Change of Schedule after Registration**

1. After registration, a student may make a change in his or her schedule, if necessary, in order to drop or add a class or change a section.
2. This process carries a fee and must be approved by the student’s advisor or by an advisor in Student Academic Support Services.
3. Prior to the first day of class of the term, classes that are dropped will be adjusted on the student billing.
4. Payment received for classes that are dropped on or after the first day of class of the term will not be refunded.
5. Courses may not be added after the second week of classes of the semester or after the first day of classes of Summer Session.
6. All changes in schedule (drop/add) are made officially by the student in the Registrar’s office or on the website to safeguard the accuracy of the student’s permanent record.
7. A student who desires to make any change in his or her schedule must complete a Drop/Add Form, which is available in the Registrar’s office. The student must then have the completed Drop/Add Form signed by his or her advisor, by another faculty member in the department, or by Student Academic Support Services staff as evidence that possible alternatives and consequences were discussed. The completed Drop/Add Form must be taken to the Registrar’s office for processing. Students who complete the desired change on the website are strongly advised to first secure the approval of their advisor.
8. Changes in full-time and part-time status may affect the student’s financial aid, veteran’s benefits, and athletic eligibility.
9. Withdrawal during a semester:
  - a. Official withdrawal from a class before mid-semester results in a “W” for the class, which is indicated on the student’s permanent record.
  - b. Official withdrawal from a class after mid-semester results in a “WP,” if passing, or “WF,” if failing at the time of withdrawal, one of which is indicated on the student’s permanent record.

- c. Failure to withdraw officially from a class results in a grade of “F,” which is indicated on the student’s permanent record.
- 10. Withdrawal during Summer Session:
  - a. Official withdrawal from a class at any point during Summer Session results in a “W,” which is indicated on the student’s permanent record.
  - b. Failure to withdraw officially from a class results in a grade of “F,” which is indicated on the student’s permanent record.

**Refunds**

- 1. Registration constitutes a contractual agreement between the student and the University of Saint Francis.
- 2. If a student officially withdraws completely, a refund may be given, depending upon the period of time that has elapsed from the beginning of the term.
- 3. On or after the first day of class of the term, refunds apply only to those students who withdraw completely, not to students who drop a class.
- 4. The return of funds to the State Student Assistance Commission of Indiana (SSACI) is defined by the SSACI Refund Policy. Funds must be returned to SSACI independent of other financial aid. Other refunds will be made in the following order:
  - a. Unearned Federal Aid
  - b. Unearned USF scholarships and awards
  - c. Outside agencies
  - d. The student
- 5. If, prior to withdrawing, a student has received a disbursement of federal aid in the form of a check, the student may be required to return part of the funds to the University of Saint Francis. If funds are to be returned by the student, this must be done within 15 days of notification by the University.

**Semester I and Semester II Refund Schedule**

The following schedule reflects the percentage of tuition and fees refund allowable to students who completely withdraw officially from Semester I, Fall or Semester II, Spring:

Week During the Semester	Tuition and Fees Refundable
Prior to the first day of the semester	100% – no refund of semester fee
During the first week of the semester	93% – no refund of semester fee
During the second week of the semester	87% – no refund of semester fee
During the third week of the semester	80% – no refund of semester fee
During the fourth week of the semester	The lesser of:

	73% all institutional charges less semester fee or 73% Federal Financial Aid received
During the fifth week of the semester	The lesser of: 67% institutional charges less semester fee or 67% Federal Financial Aid received
During the sixth week of the semester	The lesser of: 60% institutional charges less semester fee or 60% Federal Financial Aid received
During the seventh week of the semester	The lesser of: 53% institutional charges less semester fee or 53% Federal Financial Aid received
During the eighth week of the semester	The lesser of: 47% institutional charges less semester fee or 47% Federal Financial Aid received
During the ninth week of the semester	The lesser of: 40% institutional charges less semester fee or 40% Federal Financial Aid received
Tenth week of the semester or later	No refund

Higher Education Amendment of 1998: PL-105-244 Part G Section 484B (b)

### **Summer Session Refund Schedule**

Refund schedule for Summer Session tuition and fees for students who withdraw officially, except for the session fee, which is non-refundable.

Refund Schedule	Tuition and Fees
Prior to the first day of class of Summer Session	100%
During the first week of Summer Session	80%

During the second week of Summer Session	60%
During the third week of Summer Session	40%
During the fourth week of Summer Session or later	No refund

### **Refunds for Special Courses**

Courses not following the regular schedule for the academic term will have their refunds calculated on an individual basis.

### **Refunds for Room and Board**

The refund policy for room and board is a part of the student housing contract. No reduction in fees for room and board is made for late entrance or absence, except for an illness extending beyond two weeks.

### **Processing Refunds**

1. Refunds are processed through the Business Office, and any refunds will be available approximately one month after a student withdraws officially and after all debts are paid and all charges/credits are posted.
2. A completed official withdrawal form from the Registrar's office is required for a refund to be processed.

### **Appeals**

1. Students who have an extreme or unusual circumstance may appeal the USF Refund Policy.
2. Appeals must be made in writing and addressed to:  
Financial Appeals Committee  
c/o Business Office Manager  
University of Saint Francis  
2701 Spring Street  
Fort Wayne, IN 46808-3994
3. Appeals must be submitted within 15 days after a student is notified of his or her tuition refund.
4. All decisions of the Financial Appeals Committee are final.

### **Campus Shoppe—Bookstore**

Robin Huffman, Director of Campus Shoppe Operations  
Pope John Paul II Center, (260) 399-8075, <http://usfbkstore.com>

The Campus Shoppe is your on-campus solution for all your textbook and school supply needs. Located in the Pope John Paul II Center the Campus Shoppe is your first choice of a huge supply of new and used textbooks. Our assortment of used textbooks is one of the largest anywhere and, **we'll pay you cash** (up to 50%!) for your

unwanted textbooks all year long – (though you'll get the best prices at the end of the semester.) The Campus Shoppe also carries a wide variety of school spirit merchandise including sportswear, gifts and cougar cheer items. Looking for an online option? You can also shop the Campus Shoppe 24/7 by visiting our website.

The Campus Shoppe offers a variety of services and products:

- Online Ordering Textbook Reservations
- In-store Textbook Purchasing
- Textbook Buyback (Get Cash for your Books)
- School Supplies
- School Spirit Logo Wear and Gear
- Gift Items
- Snacks
- Software Discounts
- Dell Computer Discounts

New merchandise is coming in all the time, so stop by between classes. Please see store policies and procedures posted in the store.

## **Student Life**

The excitement of college sports; a pool tournament in the Student Center; the homecoming dance; talking with other students on the lawn by the lake; a game of pick-up basketball with friends; discussions around a study table. These words and phrases only begin to capture student life at the University of Saint Francis where there are a multitude of opportunities for fun, learning outside of the classroom and the formation of friendships that will last a lifetime!

## **Athletics**

The University of Saint Francis Cougars participate in both women's and men's sports programs through membership in the National Association of Intercollegiate Athletics (NAIA). Intercollegiate sports for women include soccer, tennis, cross country, volleyball, basketball, softball, golf, and track and field. The Cougar men's teams compete in soccer, cross country, football, basketball, golf, baseball, and track and field. The football team competes in the Mid States Football Association while all other athletic teams compete in the Mid-Central College Conference (MCC).

Athletic grants are awarded to women and men of outstanding athletic ability in all intercollegiate sports. For complete information, contact the Director of Athletics or Office of Enrollment Management.

## **Campus Ministry**

Support for the religious and spiritual life of all members of the University of Saint Francis community rests with Campus Ministry. Campus Ministry nurtures the spiritual life of the campus community, provides opportunities for students to grow in faith, and fosters Christian Franciscan values in all areas of university life. The Campus Ministry team includes a Catholic priest, two full-time campus ministers, a liturgical music minister, and student peer ministers, who are dedicated to serving the campus.

While the distinctive religious tradition of the university is Catholic and Franciscan, Campus Ministry serves all members of the campus community and encourages students from other traditions to participate in the programs offered by Campus Ministry as well as in the life and ministry of area congregations. Saint Francis Chapel, located in Trinity Hall, and the Campus Ministry Center, located at the crossroads of campus behind the Bass Mansion, are the focal areas from which ministry reaches out to every aspect of campus life.

## **Counseling Services**

Assistance and support are offered to students as they face any number of problems which may include emotional distress, peer pressure, substance abuse, or family

conflict. Student Life staff are available to meet with students on campus. In addition, counseling services with a counseling center are available to all University of Saint Francis students at no cost to the student. To set up a private, confidential appointment with a counselor at a counseling center, please call Student Life at 260-434-7533. To meet with a Student Life staff, please contact the staff directly.

## **Division of Student Life**

The Division of Student Life creates a transformative and student-centered environment in which students experience personal growth, learning, engagement, leadership and service. Through residential life, extracurricular and co-curricular activities, students are challenged to connect with others, to learn, serve and grow as leaders. While academics will be a student's focus at USF, there is no question that learning extends well beyond the classroom. The programs, services, community participation, and co-curricular activities offered through the Division of Student Life are vital components of the university experience, and we encourage students to get involved.

## **Health Services**

All students, commuters and residents alike, have the opportunity to purchase health insurance through Sentry Student Security Plan. For more information, contact Student Life at 260-434-7533. Health Services are available to resident students. Contact your Residence Hall Director for more information.

## **Orientation**

Orientation is required for all new undergraduate students at the University of Saint Francis, and serves several vital functions. Students receive information on university policies, procedures and resources necessary for success. Students interact not only with other freshmen, but also with upperclassmen, faculty and staff. Students are also introduced to the wide variety of co-curricular activities available on campus that help build leadership skills, foster relationships, and provide social opportunities.

## **Residential Life**

Residential life enhances the university experience by providing an exciting and unique living/learning environment. To live in a residence hall is to take advantage of a variety of educational, cultural, spiritual, and social opportunities while enjoying the convenience of being only minutes away from classrooms, athletic facilities, campus activities, the library, and labs. Accommodations include room, board, recreational facilities, hall programming, assistance from hall staff, and close proximity to classes. All full-time undergraduate students under the age of 21 who are unmarried and are

not living with their parents or guardian are required to live on campus. A student is free to live off campus in the semester in which he/she reaches his/her 21st birthday.

## **Current Co-Curricular Activities**

### **Clubs and Organizations**

Membership in campus clubs and organizations greatly enhances a student's university experience. All full-time and part-time students are eligible to participate. The following clubs and organizations are described in more detail in the Student Handbook and on the USF website.

- Cougars in Action
- Cougars for Life
- Dead Theologians
- Educators in Action
- f/8 Photography Club
- Fellowship of Christian Athletes
- Film Club
- Graduate Student Nurses Association
- Paw Print Student Newspaper
- Pep Band
- Residence Hall Association
- Residence Hall Council
- Science Club
- SIFE (Students in Free Enterprise)
- SIGGRAPH (Special Interest Group for Graphics)
- Student Art League
- Student Activities Council
- Student Government Association
- Student Nurses Association
- SPICE (Students Promoting Inter-Cultural Exchanges)
- Theology Club
- University Singers

### **Student Activities Council**

In conjunction with the Office of Co-Curricular Activities, the Student Activities Council is responsible for planning and coordinating campus activities and events. The Student Council sponsors events for homecoming, dances, trips, campus entertainment, and other special programs, many of which are free or at a reduced cost to USF students.

### **Student Government Association**

SGA acts as a sounding board for student opinion, disseminates information to the student body from the faculty and administration, represents students on university committees, and acts on any question concerning the welfare of the student body. The SGA also supports clubs and organizations and programs.

**Intramurals**

The Intramural program offers USF students a wide variety of athletic/recreational activities. Intramural sports encourage enjoyment, social interaction, equality of play, and sportsmanship. The intramural program includes basketball, soccer, Ultimate Frisbee, volleyball, and other sports in season.

**Student Handbook**

The University of Saint Francis Student Handbook outlines policies and procedures for resolving academic grievances, describes the principles of student life and lists general campus policies and residential life policies. Each new student receives a Student Handbook at New Student Orientation. Handbooks are also available from the Associate Dean of Students, in the Campus Shoppe bookstore, or online at [www.sf.edu/studentlife](http://www.sf.edu/studentlife).

# Academic Policies

## Academic Calendar

The academic year consists of two semesters, each approximately 15 weeks in length. In the summer, the university schedules two summer sessions that vary in length. Classes are generally scheduled on a five-day week. The university offers an extensive selection of late afternoon and evening classes and some weekend classes.

## Academic Integrity

As an institution guided by Christian principles, the University of Saint Francis places the highest importance upon honesty in all academic work. As such, academic integrity is a fundamental principle of collegial life at the University of Saint Francis and is essential to the credibility of the university's education programs. Moreover, because assessment may be competitive, students who misrepresent their academic work violate the rights of their fellow students. The University of Saint Francis, therefore, views any act of academic dishonesty as a serious offense requiring disciplinary measures, including failing the assignment, failing the course, and even expulsion from the university. In addition, an act of academic dishonesty may have unforeseen effects far beyond any officially imposed penalties. Violations of academic integrity include cheating or assisting others to cheat. Examples of academic dishonesty include plagiarism, misrepresenting data, falsification of academic records or documents, and unauthorized access to computerized academic or administrative systems.

## Plagiarism

Plagiarism is the presenting of others' ideas as if they were your own. When you write an essay, create a project, do a project, or create anything original, it is assumed that all the work, except for that which is attributed to another author or creator is your own work. Be aware that word-for-word copying is not the only form of plagiarism.

Plagiarism is considered a serious academic offense and may take the following forms:

- Copying word-for-word from another source and not giving that source credit.
- Cutting and pasting from an Internet or database source without giving that source credit.
- Paraphrasing the work of another and not giving that source credit.
- Adopting a particularly apt phrase as your own.
- Reproducing any published or copyrighted artwork, both fine and commercial.
- Digitally duplicating or downloading any copyrighted software, programs or files.
- Paraphrasing another's line of thinking in the development of a topic as your own.
- Receiving excessive help from a friend or elsewhere, or using another project as your own.

[Adapted from the Modern Language Association's MLA Handbook for Writers of Research Papers. New York: MLA, 1995: 26.]

### **Academic Consequences and Student Rights**

A first offense will be dealt with according to consequences regarding individual acts of academic dishonesty or plagiarism detailed in each individual course syllabus; however, a first offense will be reported to the Academic Affairs office or its designee by the faculty member.

A second reported offense will result in a semester grade of failure (F) and the student will meet with the faculty member and a representative from Student Academic Support Services.

A third offense will be brought forward by the Academic Affairs office or its designee to the Admissions and Academic Progress Committee. They will determine whether a one-year or permanent suspension is warranted by the third offense of academic dishonesty or plagiarism.

If students are dissatisfied with the outcome of their individual case, they may refer to the Academic Grade Appeal Process.

### **Academic Rights**

The following section reflects students' rights in academic policy matters.

### **Grade Appeal Policy and Procedure**

A student may appeal the final grade for a course. A student's appeal of an academic grade shall be resolved solely and exclusively in accordance with the following procedures.

Students may not use the academic grade appeal procedure to challenge academic policies. See the guidelines for Request for Review of Academic Policy.

### **Steps in the Grade Appeal Process**

1. **Appeal to the Faculty Member.** The student shall, in good faith, attempt to settle the grade in dispute by meeting with the faculty member who issued the grade. This meeting shall be accomplished within 10 university business days from the date on which the student received official notification of his or her final grade from the university registrar.
2. **Appeal to the Academic Department Chair.** If the student is not satisfied with the result of his or her meeting with the faculty member, he or she can appeal the decision to the Academic Department Chair. To do so the student shall submit a letter not to exceed two typed pages to the Academic Department Chair within 10 university business days of receiving the faculty member's

decision on the grade appeal. The letter must include an explanation of the disputed elements in the student's final grade, and a clear statement of what outcome the student seeks from his or her grade appeal to the Chair. The student may also attach supporting documents to this letter. In departments such as Nursing, in which Program Directors carry significant administrative responsibility, the Department Chair may include the Program Director in reviewing the student's appeal. The Academic Department Chair or appropriate Program Director will meet with the student within 10 university business days after the receipt of the letter. The Academic Department Chair will respond, in writing, to the student and the faculty member within five university business days after the meeting.

3. Appeal to the Dean of the School. If no resolution is reached at the level of the Academic Department Chair, then the student has the option of appealing to the Dean of the School. To activate this option, the student shall submit a letter to the Dean of the School in which the student earned the grade in dispute. The letter must include an explanation of the disputed elements in the student's final grade, a clear statement of what outcome the student seeks from his or her grade appeal to the Dean, and any relevant new information derived from the student's appeal to the Academic Department Chair. The student may also attach supporting documents to this letter. If the Dean of the School is also the Department Chair whose decision the student is appealing, then the student may proceed to step four below. The Dean of the School will respond in writing to the student, faculty member and Department Chair within 10 university business days from the receipt of the student appeal letter.
4. Appeal to the Provost. If the student is not satisfied with the decision of the Dean of the School, or if the Dean of the School was also the Academic Department Chair who rendered a decision on the grade dispute in step two above, then the student has the option of appealing to the Provost. To activate this option, the student shall submit a written request to the Provost to convene an Academic Appeals Committee. The student shall submit the written request within 10 university business days of receiving the decision of the Dean, or from the Academic Department Chair (if the Dean was also the Academic Chair who decided the case in step two above). The student may attach materials previously submitted to the Academic Department Chair and Dean, but no additional materials are to be submitted.

The Provost shall convene the Academic Appeals Committee to consider the issues involved in the grade dispute. The Academic Appeals Committee shall meet within 10 university business days after the written request has been received by the Provost

The membership of the Academic Appeals Committee shall consist of the following:

- The Provost, Chair.
- Two faculty members appointed by the chair of the Faculty Forum.

- Two undergraduate students or two graduate students, whichever is appropriate, appointed by the president of the Student Government Association.

The student has the right to be accompanied by his/her parents or another student to the Academic Appeals Committee meeting. Either party shall have the right to bring in witnesses necessary for the processing of the appeal. The student may not submit additional materials to the Appeals Committee. Since this is an internal grievance procedure, legal counsel shall not be involved in the process.

The Academic Appeals Committee shall notify the student, faculty member, Department Chair, and Dean of its decision in writing and issue its written recommendation to the President within 10 working days after considering the issue. The President shall either accept or reject the recommendation of the Academic Appeals Committee within 15 working days of the recommendation. The President shall notify the Provost, the student, Department Chair, Dean, and the faculty member of her decision in writing. The decision of the President shall be final.

#### **General Provisions of the Grade Appeal Process**

1. It is desirable that a solution to an academic grade appeal be reached at the level closest to the course in which the student received the grade. The appeal shall be considered resolved when the solution offered is accepted by the student and further appeal is not requested or until a decision is made by the President.
2. If the student does not act on the appeal process within the specified time limits, the appeal shall be considered settled based on the last decision rendered. If the student is not notified of a decision within the specified time limit, the appeal is automatically moved to the next step in the appeal process. Time limits may be extended by the mutual, written consent of both parties.
3. Students, faculty members and administrators involved in the academic appeal process shall act in an ethical manner and shall not be subject to discipline or reprisal because of such involvement.
4. To protect all parties concerned, the strictest privacy shall be maintained by all parties involved.

#### **Request for Review of Academic Policy**

Academic policies are designed to provide fairness and to maintain academic quality. Academic policies include admission and progression standards. As a general rule, the university does not grant exceptions to academic policy for individual students. A student or group of students may request that an academic policy be reviewed and considered for modification for future application of the policy, provided changes in the policy will benefit many students. The following procedure must be followed for a request to review an academic policy. The Academic Grade Appeal Policy may not be used for this purpose.

1. The student(s) should submit a letter to the SGA Academic Policy Committee indicating the policy to be reviewed, requested changes, and how the change in policy will benefit multiple students.
2. The chairperson of the Academic Policy Committee will convene with the Appeals Committee to review the request within 15 calendar days of receiving the request. The committee will be composed of all Student Government members, and has the right to request an additional two to three student representatives, who are outside of the Student Government Association, selected by the chairperson.
3. The committee will review the request and make a recommendation to the SGA to proceed with the request or to indicate in writing to the student who submitted the request that the committee does not support the request. The committee shall explain the rationale for its recommendation. The committee may take 15 calendar days to do an assessment of the policy and to determine the potential outcomes for changing the policy as requested.
4. The chairperson of the committee will act on the committee's recommendation within seven calendar days after receiving the committee report. If the SGA determines that it will pursue a review of the academic policy, the chairperson will meet with appropriate university officials to review the policy. Should the committee decide not to pursue the review, the chairperson will correspond with the student. If the policy is a university-wide policy, the chairperson will meet with the Provost. If the policy is departmental, the chairperson will meet with the Chair of the Department.
5. The chairperson will communicate in writing to all involved parties concerning the outcome of the appeal process within 15 days of meeting with the appropriate university administrator.
6. The administrator/department chair will communicate in writing to the student(s) initiating the appeal, giving the reasons for the outcome, within 15 days of the meeting with the SGA chairperson of the Academic Policy Committee.

Since this is an internal procedure, legal counsel shall not be involved in the process.

### **Academic Responsibilities**

Students have the following responsibilities: to plan an academic program that meets current requirements, to meet all financial obligations, to attend classes and complete course requirements, to maintain established academic standards, to fulfill graduation requirements, and to familiarize themselves with information in the Undergraduate Catalog and the Student Handbook. Students are expected to manifest those qualities judged to be appropriate and necessary in the profession for which they are preparing. Failure to do so may result in dismissal from the program.

### **Audit**

Students may audit a course by indicating "Audit" at the time of registration. Students wishing to audit a course must have met all course prerequisites or have the permission of the instructor. Auditors are expected to attend class, but they are not

required to complete written assignments or take examinations. No academic credit is granted; upon completion of the course, a grade of AU is entered on the records. Audited courses do not count toward degree requirements. Students may not change from audit to credit after the second week of class. Students may not change from credit to audit after mid-term. Fees for audit courses are listed in the current semester schedule.

### **Cancellation of Courses**

The university reserves the right to cancel courses from the semester, summer and weekend schedules because of insufficient enrollment.

### **Change of Grade**

Only the faculty member who assigns a grade may make a change in that grade. Students who believe a grade was erroneously given should confer with the appropriate faculty member. If a resolution is not reached, refer to the procedures outlined in the Academic Grade Appeal Policy.

The grade submitted by a faculty member at the end of the semester is considered a final grade and ordinarily a grade change should not be requested unless:

1. The grade is an incomplete (I), and needs to be changed when the required coursework is completed.

or
2. An error was made in assigning the original grade.

### **Change of Program**

Students wishing to declare or change their major may do so at any time. Students are encouraged to confer with their academic advisor or the Director of Student Academic Support Services. If there is agreement that a change is desirable, the decision is formalized by completing a Change of Status form in the Office of Student Academic Support Services or the Registrar's office. The student will be subject to the degree requirements in effect at the time of the change of major.

### **Change of Schedule after Registration**

After registration, a student may make a change in his/her schedule, if necessary, in order to drop or add a course, or change a section, or withdraw from a course. This process carries a fee and must be approved by the student's advisor.

### **Dropping and Adding Courses**

Changes in schedule may be made on the website or by the student in the Registrar's office to safeguard the accuracy of the student's permanent record. Courses added during the second week of classes during the Fall and Spring semesters require both the advisor's and the instructor's signature. Courses may not be added after the

second week of classes in the Fall and Spring semesters. Courses may not be added after the first day of class during Summer sessions.

A student who desires to make any change in his/her schedule must complete a Drop/Add form which is available in the Registrar's office. The student must then have the completed Drop/Add form signed by his or her advisor, by another faculty member in the department, or by Student Academic Support Services staff as evidence that possible alternatives and consequences were discussed. The completed Drop/Add form must be taken to the Registrar's office for processing. Students who complete the desired change on the website are strongly advised to first secure the approval of their advisor. It should be noted that changes in full-time or part-time status may affect financial aid, Veteran's benefits residential status or athletic eligibility.

### **Withdrawal from Courses**

Official withdrawal after the second week of classes and before mid-semester results in a "W" for the course. Official withdrawal after mid-semester results in a "WP," if passing, or a "WF," if failing, at the time of withdrawal and is indicated on the permanent record. Withdrawals will not be processed during final examinations week. Official withdrawal at any point during Summer sessions results in a "W" which is indicated on the permanent record.

If a complete withdrawal results from medical circumstances, the student must submit official, documented evidence of the condition in a timely manner. Failure to officially withdraw from a class results in a grade of "F," which is indicated on the permanent record. A student who is called to active military duty, after proof of the call up is submitted, will be withdrawn with no punitive grade on his/her record.

### **Class Attendance**

Classes for the academic year commence on the date announced on the university calendar and the course schedule. Students are expected to attend class regularly and punctually. All students must attend class whenever an announced test, quiz, or oral or written examination is scheduled and whenever a report or paper is due, unless an extension is granted by the instructor prior to the scheduled session. If an instructor does not appear within 15 minutes of the scheduled class time, students may presume the class session was cancelled.

Instructors may establish specific attendance requirements in their own classes, with the option of lowering grades because of excessive absence. Specific attendance requirements and penalties will be stated in writing in the course syllabus and distributed to students during the first week of the course.

A student who judges that absence from a class session is necessary must assume responsibility for the decision. It is the student's responsibility to arrange to make up work due to absence and to keep fully informed of class assignments, special activities

and examinations in order to meet the requirements of the course. Student veterans are reminded that the government expects the university to use due diligence in checking the attendance of students receiving veteran's benefits.

### **Classification of Students**

Students who carry 12 or more credit hours in a semester are classified as full-time students. Those carrying fewer than 12 semester hours during a semester are classified as part time.

For the purpose of determining class status, students in a bachelor degree program are classified as follows:

Freshman: 31 credit hours or fewer completed

Sophomore: 32 to 63 credit hours completed

Junior: 64 to 95 credit hours completed

Senior: 96 or more credit hours completed

### **Credit Load**

A semester hour is equivalent to 14 class meetings of 50 minutes each, or the equivalent in laboratory work, and a final exam session. The normal number of semester hours taken by a full-time student is 15 to 17. In order to take 18 hours, the student must have a cumulative GPA of at least 3.0; to take 19 hours, a cumulative GPA of 3.5 is required. The approval of the Provost is required to take more than 19 hours.

### **Emergency Weather Information**

If severe weather conditions necessitate cancellation of classes at the university, the announcement will be placed on the following radio and television stations as early as possible: WOWO (1190 AM), WGL (1250 AM), WBNI (89.1 FM), WBCL (90.3 FM), WFWI (92.3 FM), WAJI (95.1 FM), WBYR (98.9 FM), WLDE (101.7 FM), WSHI (106.3 FM), WANE TV (Channel 15), WPTA TV (Channel 21), WISE TV (Channel 33), and WFFT TV (Channel 55). Closing information will also be posted at [www.cancellations.com](http://www.cancellations.com).

The university policy is to hold classes if at all possible. Students are to use personal discretion to determine whether or not they should come to class if the university does not cancel and they must travel a great distance in bad weather. If students miss a class due to weather-related issues, they are responsible for initiating the appropriate communication with the instructor prior to the class time and for making up any coursework that is missed.

### **Examinations**

Mid-term examinations are given at the discretion of the instructor.

Final examinations are given in most courses and are held on the dates and in the places designated on the Final Examination Schedule issued by the Registrar's office. A two-hour block of time is set aside for all four-hour, three-hour, and two-hour courses. Students are expected to report for all examinations at the scheduled time.

Students may change the time of their final examination only with the consent of the faculty member in advance of the scheduled exam and only for valid reasons such as serious illness, death in the immediate family, or more than three examinations on one day. It is the student's responsibility to request an unscheduled examination and to work out the details of time and place with the faculty member.

### **Grade Reports**

(Mid-term and Final)

Midway through the semester, instructors are asked to submit the names of students doing "D" or "F" work to the Registrar's office. Students are notified in writing and are responsible for setting up a conference with their instructors to discuss specific steps to improve their academic performance.

Students receive their final grade reports approximately two weeks after the end of a regular semester. During the summer, grades are posted after each of the two six-week summer sessions. The grade reports of students who have not met their financial or other obligations will be withheld.

### **Grades and Quality Points**

The University of Saint Francis operates on a 4.0 grading system and determines the scholastic standing of students according to the following scale:

Grade	Description	Quality points
A	Distinguished performance	4.0
A-		3.7
B+		3.3
B	Superior	3.0
B-		2.7
C+		2.3
C	Average	2.0
D	Passing, but below average	1.0
F	Failure in course or unofficial withdrawal	0.0
P	Pass	
F	Fail (If Pass/Fail course)	
I	Incomplete work	
W	Withdrawal before mid-semester	
WP	Passing at time of official withdrawal after mid-semester (does not affect the grade point average)	

WF	Failure at time of official withdrawal o.o after mid-semester (lowers the grade point average)
AU	Audit
CR	Credit only
NC	No Credit (Labs and Clinicals)
TR	Transfer Credit
WIP	Work in Progress

### **Hold Policy**

Various University of Saint Francis offices may place a hold on a student's record in the Registrar's office when money is owed, when items have not been returned to a university office or when required information or documents have not been provided to a department by the student. Reasons for a hold on a student's record include, but are not limited to, an unpaid past-due balance on a student's account for which payment arrangements have not been made, unpaid library or parking fines, university equipment or keys not returned, official transcripts not received by the university, and required documents or information not supplied by the student.

The consequences of a hold on a student's record could include any or all of the following:

- The student's registration for classes will be deferred.
- The student will not receive a copy of his/her university transcript.
- The student will not receive a copy of his/her semester grades.
- A graduating student will not receive a diploma.

A student who has had a hold placed on his/her records is responsible for contacting the university office that assigned the hold. When satisfactory arrangements have been made to resolve the issue, the university office will inform the Registrar's office that the hold has been removed or waived.

### **Honors**

#### **The Dean's List**

Students are placed on the Dean's List in a given semester if they meet these standards:

1. Earn at least 12 semester hours of class credit (only GPA credit hour courses are included in this credit hour requirement);
2. Attain a scholastic semester GPA of at least 3.5.

#### **Semester Honor Roll**

Students are placed on the Semester Honor Roll if they meet these standards:

1. Earn at least six semester hours of class credit (only GPA credit hour courses are included in this credit hour requirement);
2. Attain a scholastic semester GPA of at least 3.5.

### **Honors Convocation**

At the end of the academic year, each academic school holds an Honors Convocation at which time students receive awards for high academic achievement and for other distinctions.

### **Honors at Graduation**

Honors are conferred at graduation upon students who have maintained scholastic excellence. Those with a 3.5 GPA graduate “with honor”; those with a 3.7 “with high honor”; and those with 3.9 “with highest honor.”

To graduate with honors, a student must have earned at least 32 hours for an associate degree and 64 hours for a bachelor’s degree from the University of Saint Francis. In order for honors to be announced at graduation, the student must have completed all classes by the end of the second summer session. The GPA used to determine honors at graduation includes quality points earned only from the University of Saint Francis.

### **Valedictorian**

The graduating student with the highest cumulative grade point average, including transfer work, is valedictorian of the senior class. To be eligible for this honor, the student must have earned at least 96 semester hours from the University of Saint Francis.

### **Who’s Who**

The university recognizes graduating seniors who have demonstrated outstanding scholarship and leadership by submitting their names for publication in Who’s Who Among American Colleges and Universities. A student who has earned at least 45 semester hours from the University of Saint Francis and whose GPA, including quality points accumulated from all previous college course work, is at least 3.2 is eligible to be nominated to Who’s Who.

### **Incomplete Grades**

An “I” (Incomplete Work) is a conditional grade granted when the student has not completed the basic course requirements. The student must request an “I”; the instructor does not automatically assign it. An “I” will be given only under extraordinary circumstances when the final week’s work or exam cannot be completed on time. An “I” is not appropriate when a student has missed most classes or has failed to complete assignments other than the final ones. To request an incomplete the student must fill out an Incomplete Request form before the instructor turns in grades. This form is signed by the student and instructor and indicates the date no later than eight weeks after the last final exam day when the work must be

completed. A grade of “F” will be recorded on the permanent record if the work is not completed. The final grade will replace the “I.”

### Independent Study Options

Independent study, tutorial courses and directed study carry special fees and are available only to degree-seeking students at the University of Saint Francis, and only in cases of demonstrated and exceptional need as determined by the student’s advisor, the department chair and the Dean of the School. These options are not to be viewed as rights of students, but rather as options that may meet with approval in certain circumstances. These options are not available to special or transient students. Students should take a regularly scheduled class if at all possible.

**Independent Study** - This option involves a student’s request to take one of the courses listed in the Undergraduate Catalog on an independent study basis.

**Tutorial Course** - This option involves a student’s request to take one of the courses which is specially designed to require minimal contact with a faculty member.

**Directed Study** - A student may choose this option in which he/she engages in an individual project to investigate an area that is not included in regular course offerings. The project may be of the nature of research or advanced study in a selected area of interest. The course number 490 in the major is reserved for this study.

### Regulations

- An independent study, tutorial or directed study must be approved in writing on the Independent Study form available from the academic department and the Registrar’s office.
- It is the student’s responsibility to provide the information requested on the form, obtain the required signatures, and submit the approval form (with the course listed on the registration form) to the Registrar in order to register for the course.
- A student may take up to a total of nine hours (preferably six hours) of independent studies throughout his/her program. He/she must have already successfully completed all, or nearly all, of the coursework in that discipline and/or must demonstrate a high degree of expertise in the area.
- Regular tuition will be charged, plus an additional fee per semester hour if the course is offered at the student’s request and is not a required course. It is strongly recommended that independent study courses not be taken during the summer session.
- Students who do not have a good record of attendance or academic achievement may be denied the opportunity of doing independent study coursework.

### Interdisciplinary Studies

At the request of faculty from two or more departments, the university will periodically offer courses which explore a common theme, issue or problem. These

special topic courses will be listed under the respective departmental listings in the Schedule of Classes for a given semester, as well as under IDS 371, Contemporary Themes, Issues and Problems.

### **International Studies**

The University of Saint Francis recognizes the value of carefully planned study abroad for students who are qualified and interested in such opportunities. The university will formalize arrangements with colleges offering study abroad programs and investigate consortium arrangements for international study as student interest dictates.

The interested student is encouraged to investigate the many excellent programs for international study offered by American colleges and universities, as well as the opportunities for direct enrollment in a foreign institution. All programs should be planned in cooperation with the Provost to assure full credit and the most rewarding educational experience possible.

Study experiences will be approved for a student who has a proven record of academic achievement (minimum GPA 3.0) and who will be classified as a junior or senior (minimum of 64 earned credit hours) at the time of the intended international study experience. Students planning to spend a semester or year away from campus should be thoroughly familiar with both major and graduation requirements. Coursework should be approved by the student advisor, department chair, and the Provost. The student is responsible for providing an official transcript to verify all coursework.

Academic departments arrange study programs for which students may receive credit. These programs vary in duration and cost. Currently, the School of Creative Arts and the Department of Biology offer enriching programs of study both in the United States and in other countries.

### **Internships**

A number of departments have established internship opportunities, some of which are optional whereas others are required. They provide an opportunity for a student to integrate work and formal education under the guidance of professionals in his/her major field of study, and to test career choice decisions. Internships will be content based, skill related, academically substantive, value related, and integral to the student's academic and career choice. Internships can be on or off campus, and paid or unpaid, as stipulated by the department. A faculty supervisor, collaborating with an off-campus supervisor, will monitor and supervise student progress, and evaluate final achievement.

Internship information and application forms can be obtained from academic departments. Students must register before participating in the internship.

### **Probation, Suspension and Dismissal**

Failure to maintain academic standards required for specific programs will result in probation, suspension or dismissal. A student whose cumulative GPA is below 2.0 is placed on probation. Academic probation is a serious warning to a student that his/her scholastic record may result in a suspension of one year or permanent dismissal from the university. When placed on academic probation, a student is limited to 12 semester hours of coursework or less in order to bring his/her grades back up to the minimum standard. In order to continue at the University of Saint Francis, satisfactory improvement must be shown each semester. A Bachelor degree student will be placed on academic suspension for one year if the GPA is below:

1.66 after attempting 32 hours; 1.80 after attempting 64 hours; 2.00 after attempting 96 hours.

For an Associate degree student, the above GPAs apply at the end of 16 attempted hours, 32 attempted hours, and 48 attempted hours, respectively.

The final decision concerning all matters of scholastic probation, suspension and dismissal rests with the Admissions and Academic Progress Committee. The committee reserves the right to suspend or dismiss at any time if a student is not making satisfactory progress toward a degree. Refer to the Student Handbook for non-academic sanction policies.

A student who is serving a one-year academic suspension due to lack of satisfactory academic progress may begin the reapplication process by contacting the Director of Student Academic Support Services to receive guidance and instructions.

#### Registration

Students may register in person or on the website each semester on the dates specified in the Schedule of Courses, according to the following procedure outlined by the Registrar's office. The student should:

- Obtain a pre-printed registration form and a PIN for website registration from the advisor. Check the accuracy of the information on the form. Make corrections where necessary.
- Secure approval of a schedule of classes from the advisor or the chair of the department. The registration form must be signed by the advisor and the student.
- Register on the website or report to the Registrar's office with the signed registration form to complete the process at the designated times.

With the aid of their program director or advisor, students are responsible for selecting courses which will satisfy the degree and certification requirements of the University of Saint Francis. Students are responsible for making up required courses which they have dropped or failed. Transfer students must complete degree requirements according to university policies.

If a course section is full at the time of registration, a student may “Waitlist” for that section. “Waitlisted” students are not enrolled in a “Waitlisted” course section. Students are not permitted to attend course sections for which they are “Waitlisted.” Only students whose registration status is listed as current in a course section are eligible to earn credit for that course.

### **Repeated Courses**

Any currently enrolled student may retake any course in the current catalog for which he/she received a “D” or “F,” subject to the following conditions:

- The final grade for each enrollment in the course will be recorded on the student’s transcript. Only the last grade will count toward the cumulative and major index.
- The original grade will remain on the transcript.
- The student will receive credit for the class only once.
- The maximum number of times that a student may repeat a course is two.

### Scholastic

#### Grade Point Average (GPA)

Students in bachelor degree programs are required to earn a minimum of 128 semester hours of coursework and a GPA of at least 2.0 to qualify for graduation. An associate degree requires a minimum of 64 semester hours and a GPA of 2.0 for graduation. Credit hours for the marks P, F (in Pass/Fail courses), I, W, WP, and AU are not computed in the GPA. Some majors require cumulative grade point averages above the minimum of 2.0. Students must check program requirements.

The cumulative GPA used to determine graduation is based only on coursework taken at the University of Saint Francis; it does not include quality points for coursework transferred in from other colleges or universities.

### Transcript of Credits

Official transcripts are normally mailed from institution to institution. A written request for a transcript should be submitted to the Registrar’s office with a \$5 fee per transcript. For proper identification, the request should include the student’s name or previous name, social security number, current address, and signature. Transcript requests are not processed until all financial and other obligations have been satisfied. The University of Saint Francis will not release a copy of a transcript of grades earned at another institution.

In accordance with the Family Education Rights and Privacy Act of 1974, student records will not be released without the written consent of the student, except in emergency situations, or in the following situations:

- To school officials, including faculty, who have legitimate cause to view the records;
- In connection with application for and receipt of financial aid;

- Where the information is classified as Directory Information. Directory Information includes name, address, telephone number, dates of attendance, date of graduation, and birth date. At the student's request, any of these items will be withheld.

## Transfer of Credit

### Current Students

Ordinarily, courses which are offered regularly at the University of Saint Francis may not be taken elsewhere after the student becomes enrolled at the university. In cases of necessity, exceptions to this rule can be made, but a completed application from the student for a permit to transfer credit must be on file in the Registrar's office. The Registrar must approve the courses by issuing a permit before students register for the courses. Upon completion of such courses, the student is expected to request that an official transcript of his/her grades be sent to the Registrar's office. Transferred courses will be recorded on the student's University of Saint Francis transcript provided a grade of "C" or better is earned. Accepted credit hours are not included in the computation of the student's University of Saint Francis GPA. Students should refer to the Degree Requirements section of this catalog regarding limits on the amount of transfer credit and the relationship of transfer credit to eligibility for earning a degree from the University of Saint Francis.

### Transfer Students

Transfer students may have coursework earned at other institutions evaluated and posted to their University of Saint Francis transcript. Transferred courses will be recorded on the student's University of Saint Francis transcript provided a grade of "C" or better is earned. Accepted credit hours are not included in the computation of the student's University of Saint Francis GPA. Students should refer to the Degree Requirements section of this catalog regarding limits on the amount of transfer credit and the relationship of transfer credit to eligibility for earning a degree from the University of Saint Francis.

### Tutorials

University of Saint Francis tutorials provide the flexibility of a nonclassroom-based course which may be completed at the student's pace during a semester period. A University of Saint Francis faculty member has prepared each three-hour course. (See Independent Study Options for more information.)

The current tutorials for undergraduate students are:

ART 486	The Airbrush: Its Uses and Techniques
ENGL 365	Studies in the Short Story
HUMN 263	Death and Dying

### Prior Learning Assessment

Prior Learning Assessment (PLA) is a process entered into to earn college credit for learning that has been acquired outside of the traditional classroom. A maximum of 32

credit hours can be earned toward a Bachelor degree and 16 credit hours can be earned toward an Associate degree. While credit is awarded for prior learning, no grades are assigned. Certain programs cannot award credit for prior learning because of rules created by Indiana licensing and regulatory agencies. No duplication of credit is allowed. Types of PLA include:

### **Proficiency Examinations**

The primary agencies that offer proficiency examinations are CLEP and DANTES. A description and listing of the tests offered by outside agencies is available from the Registrar's Office. In addition, some academic departments at the University of Saint Francis offer challenge examinations that allow a student to demonstrate college-level competency by means of internally constructed examinations. These are not available in all departments; please contact the specific department if you would like more information.

### **Military Training**

The American Council on Education (ACE) has worked cooperatively with the Department of Defense (DOD) and the Armed Services to establish standards for recognizing learning acquired in military service. This learning may be worth college credit. The student must submit a military transcript (e.g., AARTS, College of the Air Force, etc.), DD214, and/or DD295 to the Registrar's office for evaluation.

### **National Program on Non-Collegiate Sponsored Instruction (NPONSI)**

National PONS I evaluates courses and examination programs offered nationwide by non-collegiate organizations and makes recommendations on their comparability to college-level instruction. These recommendations are published annually in a directory used by academic institutions as a guide in awarding credit to individuals who have successfully completed the courses and examination programs listed. Examples of this would be Microsoft training programs or the LOMA courses available to employees in the insurance industry.

### **Portfolio**

The student-prepared prior learning portfolio is the most commonly accepted method used to evaluate prior learning. It is a collection of narratives and written documentation that articulates a student's academically relevant, non-college classroom learning on a per course basis.

### **Advanced Placement Credit**

High school students who take advanced placement (AP) courses are encouraged to take the CEEB (College Entrance Examination Board) advanced placement examinations and have their scores sent to the University of Saint Francis. The university grants college credit for CEEB examination scores of 3, 4 or 5 in accordance with the American Council on Education recommendation. Students seeking AP credits are responsible for requesting the Educational Testing Service (ETS) to send their AP exam scores to the Registrar's office. No grade is assigned for courses in which the student is awarded advanced placement credit, and these courses are not

included in the student's grade point average. The student has the option of declining all or part of the advanced placement credit awards. In some cases, credit is awarded for a particular course offered at the university. In others, credit is awarded for general education credits in a specific area of study. Please note that some courses may be counted toward a student's major and some courses may not.

### **Veterans' Credits**

Veterans who qualify under the G.I. Bill of Rights may enroll at the University of Saint Francis. Two semester hours of credit in physical education will be granted to veterans honorably discharged after six months of service. Veterans can also submit official copies of military transcripts (e.g. AARTS or College of the Air Force) for evaluation.

## Fort Wayne Higher Education Consortium

The Fort Wayne Higher Education Consortium is a group of seven area institutions: Huntington University, Indiana Institute of Technology, Indiana University Purdue University Fort Wayne, Ivy Tech State College, Manchester College, Taylor University at Fort Wayne, and the University of Saint Francis. The Consortium allows University of Saint Francis students to enroll in a regularly offered course during a fall or spring semester at any other Consortium school under the following conditions:

1. Students must be enrolled as degree-seeking at the University of Saint Francis.
2. Students must be enrolled in at least three semester hours at the University of Saint Francis and remain enrolled in that course during the entire semester. Students who withdraw from all University of Saint Francis courses will also be withdrawn from the Consortium course.
3. Students may register for a Consortium course only if the equivalent University of Saint Francis course is not available to them at the end of the registration period because it is closed. A student may register for a Consortium course that is equivalent to a University of Saint Francis offering only if the student's plan of study necessitates taking the course during a given semester.
4. Students may take only one Consortium course per semester and a maximum of four Consortium courses during their academic career. Consortium registrations are not available during the summer.
5. Students register for courses taken under the Consortium agreement at the University of Saint Francis. Consortium courses are treated as resident credit for purposes of satisfying graduation requirements, athletic eligibility and financial aid.
6. The final grade earned at the Consortium school will be posted on the student's University of Saint Francis transcript.
7. Students are charged the tuition they would pay if the course were offered at the University of Saint Francis. The host (Consortium) school will bill students only for course-specific fees, such as lab and material fees. Students are responsible for paying any course-specific fees directly to the host school.
8. Students must have permission of the Registrar to enroll in a Consortium course.
9. Enrollment is subject to space availability in the course. The host school determines when to permit Consortium students to register.
10. Academic regulations of the host school apply to Consortium courses. Students are responsible for informing themselves about starting and ending dates for the class, vacation dates, academic regulations (i.e. last date to withdraw, grading policies, attendance policies), and other regulations which may differ from those of the University of Saint Francis.

**To register for a Consortium course, students must:**

1. Pick up a Consortium registration form in the Registrar's office.
2. Complete the form and return it to the Registrar's office for approval.
3. Register and pay for the course at the University of Saint Francis. University of Saint Francis tuition rates apply.

**To withdraw from a Consortium course, students must:**

1. Pick up a Drop/Add form at the University of Saint Francis Registrar's office.
2. Return the completed form to the Registrar's office, being sure to write "Consortium course" on the Drop/Add form.
3. The Registrar will notify the host school when students withdraw from a Consortium course.

For further information about the Consortium program, please contact Frank Connor in the Registrar's office at (260) 399-7700, extension 6524 or [fconnor@sf.edu](mailto:fconnor@sf.edu).

## Bachelor Degree Requirements

*\*\*\*The University of Saint Francis has revised the General Education Requirements for all Bachelor Degree programs. Due to the vastness of this revision there may still be adjustments. Please use the program sheets as your guide to degree requirements. Any questions should be directed to your academic advisor.\*\*\**

To complete a bachelor degree at the University of Saint Francis, students must also meet the following criteria:

1. Completion of the general education requirements (see below).
2. A minimum of 128 semester hours of credit.
3. A major of at least 30 hours, with not fewer than 12 hours earned from the University of Saint Francis. (An individual department may require more than 12 hours.)
4. A year's residence, that is, at least 32 semester hours of credit earned at the University of Saint Francis. Specific schools and departments may require a higher number of credit hours earned at the University of Saint Francis for degree completion.
5. A cumulative GPA of at least 2.0 on a 4.0 scale. Some programs have a higher cumulative GPA requirement. Some departments stipulate a minimum GPA or minimum grade in their major courses.
6. Satisfactory completion of a comprehensive examination or senior project as specified by the department.
7. Meet all financial obligations to the university.
8. Completion of the academic advising file audit with a representative of Academic Affairs.

### General Education Component

The University of Saint Francis holds that truly educated persons can draw on ideas and facts, not only from their own major area of concentration, but also from other areas of study. They are persons with both depth and breadth of knowledge

The general education component represents a substantial portion of each program. General education provides students with a basis for common knowledge, with experiences in integrating and generalizing knowledge, and with the skills, and motivations needed for advanced learning. General education is intended to provide students with a liberal arts education, to ensure their success in completing a chosen field of study and to prepare them for a variety of life experiences.

At the University of Saint Francis, the General Education experience begins with the iConnect First Year Experience (iCON 100) and concludes with the Senior Capstone course. The iConnect course is designed to assist incoming students in the social and academic transitions associated with university life. The goal is to connect, challenge and support students in their first year at the University of Saint Francis. In line with the University's mission of learning, leadership, and service, the course will also introduce students to the

Franciscan wisdom tradition and help to define the responsibilities and commitments of just and compassionate citizens. The Senior Capstone course provides a culminating experience that integrates the values emphasized in the General Education curriculum with a student's specific major.

### **General Education Goals**

The General Education curriculum of the University of Saint Francis is based on the following eight goals and related learning outcomes (LO). By completing these general education requirements, students will:

- I. Develop a personal awareness of our diverse and global society (9 credit hours)
  - LO #1: Analyze current issues with historical perspective.
  - LO #2: Demonstrate awareness of the diversity of all Creation.
  - LO #3: Recognize the interrelationship between society and the natural environment.
- II. Demonstrate leadership, service, and social responsibility (3 credit hours)
  - LO #4: Develop a critical understanding of human behavior within various contexts in order to address issues of social justice.
  - LO #5: Demonstrate an awareness of and compassionate response to human needs and struggles.
  - LO #6: Understand how to serve local, national, and global communities in order to foster a just, peaceful, and sustainable world.
  - LO #7: Exercise leadership in fostering and promoting peace and justice in personal and professional interactions.
- III. Communicate effectively in personal and professional interactions (6 credit hours)
  - LO #8: Read competently.
  - LO #9: Write clearly and logically.
  - LO #10: Speak clearly and coherently.
  - LO #11: Listen effectively.
  - LO #12: Interact effectively in a collaborative and respectful manner.
- IV. Demonstrate competence in applying current and emerging technologies (0 credit hours)
  - LO #13: Illustrate proficiency in a variety of computer-based communication and presentation applications.
  - LO #14: Research, evaluate, and apply information using technology.
  - LO #15: Integrate changes in technology within their discipline.
- V. Demonstrate personal and social awareness of the importance of lifelong health and wellness (2-3 credit hours)
  - LO #16: Recognize human behaviors, attitudes, and current principles that impact health and wellness.

LO #17: Participate in activities that show the importance of integrating lifelong physical activity into one's lifestyle.

- VI. Think analytically, synthetically, critically, and creatively in the pursuit of knowledge (15-16 credit hours)
- LO #18: Demonstrate the ability to understand and critically evaluate arguments.
  - LO #19: Demonstrate an understanding of basic principles of ethical decision making and the ability to apply those principles.
  - LO #20: Examine critically the role that ambiguity and uncertainty play in the quest for knowledge and truth.
  - LO #21: Demonstrate creativity and leadership in developing and framing problems and effective solutions and applications.
  
  - LO #22: Demonstrate proficiency in mathematical reasoning and problem solving.
  - LO #23: Demonstrate scientific literacy and an understanding of the process of scientific inquiry.
  - LO #24: Develop a critical understanding of human behavior within a defined context.
- VII. Develop awareness and understanding of the artistic and expressive aspects of the human experience (5-6 credit hours)
- LO #25: Develop an understanding of the human experience as conveyed through creative expression.
  - LO #26: Demonstrate knowledge of the creative expression of diverse cultures.
- VIII. Appreciate the spiritual dimension of life and be conscious of one's own religious perspective within a community context (6 credit hours)
- LO #27: Demonstrate literacy in Franciscan values and traditions.
  - LO #28: Examine personal, professional and communal choices and actions from a moral perspective.
  - LO #29: Explore personal spiritual development.
  - LO #30: Demonstrate an ability to explore theologically a faith tradition.
  - LO #31: Exhibit an informed understanding of different religions.

### **General Education Requirements**

Listed below are the General Education requirements and the courses that fulfill each. Some programs may designate specific courses to meet specific Learning Outcomes. Students should consult with their advisor to determine the exact requirements needed to complete their degree.

READING (0-2 credit hours) - LO #8

To demonstrate competency in reading, a student must:

- Score 117 or above on the Nelson-Denny Reading Test, which is required of all freshmen and students transferring in less than 30 semester hours of coursework, and be exempt from taking a reading course  
or
- Complete one reading course as determined by placement and be exempt from taking a second course by scoring 120 or above on the Nelson-Denny Reading Test given at the completion of the reading course,  
or
- Complete two reading courses, excluding READ 101 Basic Reading.

ENGLISH COMPOSITION (3 credit hours) - LO #9, #14, #18, #20

Three semester hours of English composition, with a grade of “C” or better. Students who received below a “C” must repeat the course.

To demonstrate competency in English Composition a student must:

- Enroll in ENGL 101 and satisfactorily complete the course with a grade of “C” or better,  
or
- Enroll in ENGL 103 and satisfactorily complete the course with a grade of “C” or better (3 credits toward graduation),  
or
- Enroll in ENGL 100, followed by ENGL 101 and satisfactorily complete both courses with a “C” or better,  
or
- Successfully complete the CLEP General or Subject Examination in English Composition to qualify for three semester hours of English Composition.

COMPUTER LITERACY (0-3 credit hours) - LO #13

To demonstrate competency in computer usage, a student must:

Pass competency tests in Microsoft Word, PowerPoint, and Excel

or

Take CIS 101 and/or 102 and/or 103 as determined by placement.

iCONNECT (3 credit hours) - LO #2, #3, #4, #5, #6, #27, #29

iCON 100 (iCON 100 is a 3 credit hour course required of all students in baccalaureate programs matriculating with fewer than 64 credit hours.)

SPEECH (3 credit hours) - LO #10, #11, #12

COMM 121

HISTORY (3 credit hours) - LO #1

HIST 101, 102, 105, 106, 313, 315, 318, 319, 325, 326, 327, 328, 329, 331, 332, 334, 340, 371\*

SOCIETY AND ENVIRONMENT (3 credit hours) – LO #3

BIOL 125, 355, 356, 360, ENVS 232, HIST 322\*

SOCIAL RESPONSIBILITY AND LEADERSHIP (3 credit hours) – LO #4, #5, #6, #7

SOCW 377 \*

WRITING (0 credit hours) – LO #9, #14

Writing Intensive (WI) course in major or GE\*

TECHNOLOGY (0 credit hours) – LO #15

Technology Application (TA) course in major\*

PHYSICAL EDUCATION (2-3 credit hours) – LO #16, #17

PHED 133, 135, 136, 140, 141, 142, 201, 202, 210, 223, 230, 235, 237, 323\*

PHILOSOPHICAL ETHICS (3 credit hours) – Lo #18, #19, #20

PHIL 323, 483, 484, 485\*

MATH (3 credit hours) – LO #22

MATH 122, 125, 126, 223, 224, 270, 302\*

SCIENCE (3 credit hours) – LO #23

CHEM 141, SCIE 257, 273, 274, 276, BIOL 121, 122, 125, 190, 192, 222, 223, 262, 355, 356, 360,  
ENVS 232\*

SOCIAL SCIENCES (3 credit hours) – LO #24

PSYC 121, 232, 239, 321, 325, 441, ECON 328, SOCW 160, 192, 377, SOCI 101, 121, 135,  
POLI 101, 102\*

CREATIVE EXPRESSION – FINE ARTS (3 credit hours) – LO #25, #26

ART 105, 109, 110, 180, 207, 235, 340, 359, COMM 360, DANC 135, 136, MUSC 131, 271,  
272\*

CREATIVE EXPRESSION - LITERATURE (3 credit hours) – LO #25, #26

ENGL 153, 231, 232, 241, 242, 251, 252\*

THEOLOGY (3 credit hours) – LO #29, #30

THEO 106, 115, 129, 131, 135, 140, 145, 228, 231\*

RELIGION (3 credit hours) – LO #29, #31

RELI 210, 241\*

SENIOR CAPSTONE (3 credit hours) – LO #9, #21, #27, #28

Capstone course in major or GE\*

\* Courses approved for the General Education program as of 3/09/07. General Education requirements and courses are subject to change.

## **Associate Degree Requirements**

To complete an associate degree at the University of Saint Francis, the student must meet the following criteria:

1. Completion of the general education requirements (see below).
2. A minimum of 64 semester hours of credit.
3. Completion of major requirements.
4. A semester's residence, that is, at least 16 hours of credit earned at the University of Saint Francis.
5. A cumulative GPA of at least 2.0 on a 4.0 scale. Some programs have a higher cumulative GPA requirement. Some departments stipulate a minimum GPA or minimum grade in their major courses.
6. Completion of specific program requirements. Some programs require grades of "C" or better in major courses.
7. Meet all financial obligations to the university.
8. Completion of the academic advising file audit with the Director of the program.

## **General Education Requirements**

General education requirements for associate degree programs are designed to help students acquire the basic abilities and motivation needed to complete courses successfully in a chosen field and to function effectively in society after graduation. The amount of general education varies for the different associate degree programs but includes:

1. Basic learning skills: English Composition (three semester hours with a grade of "C" or better), Reading (zero to two semester hours as determined by placement) and Mathematics (level as specified in the program plan).
2. Courses in the areas of humanities, life and physical sciences, social and behavioral science, and religious studies. Courses considered prerequisite to skills specific to a profession are suggested and/or required, including psychology.

# The John Duns Scotus Honors Program

## What is the Honors Program?

The John Duns Scotus Honors Program is a community of scholars comprised of university faculty and ambitious and intellectually promising undergraduates who desire a more challenging program of study. Students in the Honors Program:

- Strive consistently for academic excellence.
- Study and appreciate the Catholic and Franciscan intellectual traditions.
- Develop and practice leadership skills grounded in Christian wisdom and service.
- Collaborate with faculty in learning and research projects.
- Participate in an intellectually and socially vibrant community of scholars.
- Model civic engagement through service learning or other projects that combine disciplined reflection and applied learning.

Admission to the Honors Program is competitive and carries a scholarship award. Students in all majors can apply who meet the following criteria.

- Incoming freshmen: 3.5 GPA and a score of 1,200 on the SAT or 26 on the ACT.
- Currently enrolled USF students or transfer students: 3.5 GPA.

## What are the Benefits of Membership in the Honors Program?

- Greater academic challenge.
- Work more closely with professors.
- Preference for research and grant opportunities.
- \$1,000 tuition scholarship.
- Multi-disciplinary, integrative learning.
- Broad and enriching coursework in and out of the classroom, related where appropriate to the Franciscan intellectual and spiritual traditions.
- Honors recognition on transcript.
- Honors Graduates receive an honors cord to wear at commencement.

## Who is John Duns Scotus?

- Scottish Franciscan Theologian and Philosopher (1266-1308), known to history as the Subtle Doctor.
- With St. Bonaventure, Duns Scotus is considered a main founder of the Franciscan Intellectual Tradition.
- Duns Scotus spent his academic life probing our human ability to attain a knowledge of God.

For more information on the John Duns Scotus Honors Program, contact Dr. Dominic A. Aquila, Dean of the School of Liberal Arts and Director of the Honors Program, (260) 434-7724 or [daquila@sf.edu](mailto:daquila@sf.edu).

## Honors Courses

### HONR 200

#### FOUNDATION SEMINAR

3 Hrs

Students read great primary texts from a range of disciplines. Each department contributes a great text—an article or short book. The seminar places special emphasis on cultivating in students an integrative and interdisciplinary outlook and habit of mind.

Recommended Background: Admission to the Honors Program

### HONR 300

#### Service Project

1 Hr

A self-designed service project that involves at least 50 hours of community service where students share their time and talent in the service of others, on or off campus. A faculty/staff mentor and the Honors Council will approve a project description including a discussion of how the project reflects Franciscan values.

Prerequisite: HONR 200: Honors Seminar

Recommended Background: Honors Council Permission

### HONR 400

#### HONORS CAPSTONE SEMINAR

1 Hr

In this capstone, students aim to integrate their previous work in the Honors Program and in their majors. Students present their findings and results to their major department, in accordance with the protocols of their major and the faculty and students of the Honors Program.

Recommended Background: Admission to the Honors Program

**Enriched Courses:** In addition to the above three courses, students in the John Duns Scotus Honors program complete three enriched courses, each of which adds one credit to the regular course credit assigned to a particular course from the USF catalog. Students register for IDS 490 to account for their three credits of enrich course work.

## Inter-Departmental Courses

295

EVALUATED CREDIT 1-3 Hrs

Learning evaluated and determined to be equivalent to college-level learning through the experiential learning evaluation process. Learning which is found to be closely related to discipline but does not coincide with a particular course offering.

490-495

DIRECTED STUDY 1-3 Hrs

A course in which the student engages in an individual project to investigate an area that is not included in regular course offerings. The project may be of the nature of research or advanced study in a selected area of interest.

Prerequisite: Consent of the Department Chair, the supervising faculty and the Office of Academic Affairs (see Independent Study Option page 34)

499

INTERNSHIP 1-3 Hrs

An internship provides an opportunity for a student to integrate work and formal education under the guidance of a professional in his/her major field of study, and to test career choice decisions. Internships will be content based, skill related, academically substantive, value related, and integral to the student's academic and career choice.

## Interdisciplinary Study Courses

ICON 100 iCONNECT-FIRST YEAR EXPERIENCE 3 Hrs

This creative, thought-provoking course is about making connections. It will guide new students in forging connections with their peers, the university, and the world around them. Students will develop the tools to participate in an intellectual, social and spiritual community.

IDS 160

FORT WAYNE AS TEXT 3 Hrs

Discovering the city from several perspectives. Observing and interpreting the observer. Readings. Planning/carrying out several observations. Written and oral reports. A project.

Recommended Background: Permission of the Instructor, Department Chair, Registrar

IDS 350

BAHAMIAN FIELD STUDIES 3 Hrs

A survey course based in the Bahamas. Students participate in a one-week laboratory experience (42 hours) at a field station on Andros Island examining geology, biology, ecology and marine science. There are several required pre and post-session meetings

with lectures, as well as lectures during the experience. A research paper and oral presentation are required. Satisfies a general education science requirement or elective. The Andros trip is taken during the winter break.

Recommended Background: Permission of the Instructor, Department Chair, Registrar

IDS 351

BAHAMIAN FIELD RESEARCH 3 Hrs

Student prepares an extensive research proposal to carry out a research project on Andros Island in the Bahamas. Involves a minimum of a one-week period devoted to data collecting in the field. Completion of the project involves preparation of a research report on the field experience including the data collected.

Recommended Background: Permission of the Instructor, Department Chair, Registrar

IDS 371

CONTEMPORARY THEMES,  
ISSUES AND PROBLEMS 3 Hrs

Exploration of a contemporary theme, issue or problem of mutual concern and interest to students and faculty from more than one department.

Recommended Background: Permission of the Instructor, Department Chair, Registrar

IDS 490

DIRECTED STUDY 3 Hrs

A course in which the student engages in an individual project to investigate an area that is not included in regular course offerings. The project may be of the nature of research or advanced study in a selected area of interest.

Recommended Background: Permission of the Instructor, Department Chair, Registrar

IDS 499

INTERNSHIP 3 Hrs

A course that provides an internship experience for students outside of their major field of study or a second internship for credit within their major.

Recommended Background: Permission of the Instructor, Department Chair, Registrar

## **Reading Courses**

READ 101

INTRODUCTION TO COLLEGE READING 2 Hrs

Individualized preparatory course for READ 119 with emphasis on word attack, vocabulary, comprehension, and auditory/visual perception skills according to diagnosed need. No credit toward a degree.

Recommended Background: By placement

READ 119

READING STRATEGIES 1 Hr

Practice in all of the basic reading skills (word attack, dictionary usage, vocabulary, comprehension, and study skills) as they apply to university texts.

Recommended Background: By placement or READ 101

READ 120

ADVANCED READING 1 Hr

A course emphasizing proficiency in reading through self-evaluation of reading habits and by improving study skills, developing word and comprehension skills necessary to succeed in college, and practicing skimming and scanning techniques.

Recommended Background: By placement or READ 119

READ 121

CRITICAL/ANALYTICAL READING 1 Hr

Designed for the student who wishes to become a more effective reader by establishing analytical and critical reading skills. Emphasis on vocabulary, increasing speed and developing flexible reading rates.

Recommended Background: By placement or READ 120

## **USF Courses**

USF 101

FOUNDATIONS FOR SUCCESS 1 Hr

A course designed to assist new students in adapting to university life. An introduction to the nature and purposes of a university education; an exploration of study skills, time and stress management skills, Franciscan values, relationship building, career planning, computer research, journal writing, and service learning; an introduction to the structure, resources and services of the University of Saint Francis. Required of all first-time, full-time freshmen.

## Board of Trustees

Mr. David J. Arnold	Arnold Investment Real Estate, LLC
Mr. Keith E. Busse	Steel Dynamics
Ms. Kathryn Callen	Fort Wayne, Indiana
Mr. Steve Corona	JobWorks
Bishop John M. D’Arcy (Honorary)	Diocese of Fort Wayne-South Bend
Mr. Richard T. Doermer (Emeritus)	Avis Industrial Corporation
Mr. Richard E. Fox	Barrett & McNagny LLP
Mr. Stephen R. Gillig	Retired - National City Bank
Sister M. Arlene Gonsiorowski, O.S.F.	Sisters of Saint Francis of Perpetual Adoration
Mr. William T. Hopkins	Barnes & Thornburg
Sister M. Elise Kriss, O.S.F.	University of Saint Francis
Sister M. Ann Kathleen Magiera, O.S.F.	Sisters of Saint Francis Health Services
Mr. Charles H. Mason, Jr.	Parkview Health
Mr. Douglas G. McKibben	Glenbrook Dodge, Inc.
Sister M. Angela Mellady, O.S.F.	Sisters of Saint Francis of Perpetual Adoration
Ms. Jeanne E. Mirro	Fort Wayne, Indiana
Ms. Debra A. Niezer	Aalco Distributing, Inc.
Mr. William G. Niezer (Board Chair)	Acordia of Indiana
Mr. Thomas G. Obergfell	Tower Bank
Sister M. Marilyn Oliver, O.S.F.	University of Saint Francis
Mr. Patrick W. Pasterick	Design Collaborative, Inc.
Sister M. Clare Reuille, O.S.F.	Sisters of Saint Francis of Perpetual Adoration
Mr. Ian M. Rolland	Retired - Lincoln National Corporation
Sister M. Aline Shultz, O.S.F.	Saint Anthony Medical Center
Mr. Wilburn Smith	Smith & Associates Consulting, LLC
Sister M. Dorothy Speckhals, O.S.F.	Sisters of Saint Francis of Perpetual Adoration
Mr. James M. Vann	Rea Magnet Wire Co., Inc.
Mr. Michael D. Westrick	The Energy Alternative, Inc.

## Board of Directors

Ms. Barbara A. Berghoff	Professional Federal Credit Union
Mr. William G. Berghoff	Diversitec, Inc.
Mr. Michael D. Cahill	Tower Financial Corporation
Mr. Keith Davis	Star Wealth Management
Mr. Ronald Dick	Design Collaborative, Inc.
Mrs. Rebecca Elswerky	Diocesan Catholic Schools
Mr. Thomas M. Gallmeyer	Hawk Haynie Kammey Chickedantz, LLP
Ms. Jane M. Gerardot	Boeglin, Troyer & Gerardot, P.C.
Mr. Jay M. Gilbert	Physicians Health Plan
Dr. B. Matthew Hicks	Fort Wayne Orthopaedics
Mr. Joel P. Hoff	Sisters of Saint Francis Health Services
Hon. Phillip E. Houk	Allen County Superior Court
Ms. Julianne Lassus	Lutheran Hospital
Mr. Lawrence H. Lee	Leepoxy Plastics, Inc.
Mr. David B. Lupke	Lupke Rice Insurance & Financial Services
Mr. Phillip H. Mayberry	Centennial Wireless
Mr. Arthur E. Mandelbaum	Carson, Boxberger LLP
Mr. Rick E. McElroy	Fort Wayne-Allen County Airport Authority
Mr. Donald L. Menze	Old Fort Supply Co.
Mr. Matthew J. Momper	Momper Insulation
Mr. John M. Prendergast	Retired - Essex Group, Inc.
Mr. John Reibold	Moore, Reibold, Anderson
Father Daryl M. Rybicki	St. John the Baptist Church, Fort Wayne
Mr. Scot C. Schouweiler	SCS Associates, Inc.
Mr. James Shields	Fort Wayne, Indiana
Ms. Dawn M. Starks	Fort Wayne Community Schools
Mr. Joseph T. Steensma	Industrial Solutions Group, Inc.
Mr. John Tippmann, Jr.	Tippmann Group
Ms. Mary Ann Wissman, RN MSN	Parkview Women's Health Center

## **Administration**

**Sister M. Elise Kriss, O.S.F.**

*President*

BSEd, MEd, University of Saint Francis; Loyola University; Xavier University; Purdue University; PhD, Saint Louis University.

**Stacy J. Adkinson**

*Vice President Organizational Development*

BA, Anderson University; MA, EdD, Ball State University.

**Sister M. Mary Govert, OSF**

*Assistant to the President for Mission and Ministry*

AB, University of Saint Francis; MA, University of Notre Dame; MTS, Saint Meinard School of Theology; MA, Catholic Theological University of Chicago

**Sharon K. Mejeur**

*Vice President for Student Life*

BS, MA, Western Michigan University

**Ronald M. Schumacher, Jr.**

*Vice President for Enrollment Management*

BA, Allegheny College; MBA, Tiffin University.

**William J. Shustowski, Jr.**

*Vice President for University Advancement*

BA, Assumption College; MA, Colgate University; University of Missouri-Columbia; University of Wisconsin Whitewater; PhD, University of Wisconsin-Madison.

**Donald E. Simmons**

*Vice President for Finance*

BS, MBA, Indiana University.

**Kenneth E. Williams**

*Vice President for Administration*

BSME, University of Cincinnati; MBA, Wayne State University; JD, Indiana University School of Law at Indianapolis.

## **Academic Deans**

### **Dominic A. Aquila**

*Dean of the School of Liberal Arts; Professor of History*

BM, The Julliard School; MBA, New York University; ABD, the University of Rochester; D Litt et Phil, The University of South Africa.

### **Fredrick E. Cartwright**

*Dean of the School of Creative Arts; Professor of art and Visual Communication*

BS, University of North Carolina at Pembroke; MA, MFA, Bowling Green State University.

### **Rolf W. Daniel**

*Dean of the School of Professional Studies and the Graduate School, Professor of Psychology and Counseling*

BA, Saint John Fisher College; MS, University of Saint Francis; EdD, PhD, Ball State University.

### **Nancy Nightingale Gillespie**

*Dean of the School of Health Sciences, Professor of Nursing*

BSN, University of Wisconsin; MSN, Medical College of Wisconsin; PhD, University of Texas at Austin.

### **Gary L. Tieben**

*Dean of the School of Science and Mathematics, Professor of Biology*

BS, Ohio State University; MSED, University of Saint Francis; PhD, Indiana State University of Kansas

## **Faculty**

### **Sufi W. Ahmad**

*Associate Professor Emeritus of Art and Visual Communication*

BA, Government College Lahore; BFA, MA University of the Punjab; MFA, University of Tennessee

### **Dominic Aquila**

*Professor of History; Chair, Department of History and Social Science; Dean, School of Liberal Arts*

BM, The Julliard School; MBA, New York University; D.Litt et Phil., University of South Africa

### **Lorene Arnold**

*Assistant Professor of Nursing; Chair, Department of Nursing;*

BSN, Goshen College; MSN, Indiana University

### **Richard N. Avdul**

*Professor of Education*

BS, MEd, Kent State University; PhD, Ohio University, Florida State University, University of Northern Colorado

### **Gary Bard**

*Associate Professor of Physical Sciences, Chair, Department of Chemistry*

BA, MA, University of Northern Iowa; PhD, Iowa State University

### **Julie Barnett**

*Instructor of Nursing*

LPN, Indiana Vocational Technical College; ASN, Lutheran College of Health Professions; BSN, University of Saint Francis

### **Teresa Beam**

*Associate Professor of Biology, Chair, Department of Biology*

BS, University of Saint Francis; PhD, University of Notre Dame

### **John Bequette**

*Assistant Professor of Theology;*

BA, University of Missouri-Saint Louis; MA, PhD, Saint Louis University

### **Margaret Blauvelt**

*Associate Professor of Nursing; Interim Chair, Department of Nursing*  
BSN, Ball State University; MS, Indiana University; MSN, University of St  
Francis

**Lon Bohnke**

*Assistant Professor of Psychology and Counseling*  
BA, MA, University of Saint Francis

**Steven Born**

*Assistant Professor of Mathematics*  
BS, Calvin College; MS, University of Notre Dame

**Kristina Bowman**

*Assistant Professor of Business*  
AAS, Purdue University; BA, MEd, Indiana University

**Susan Bredemeyer**

*Assistant Professor of Nursing*  
BS, Indiana Wesleyan University; MSN, Ball State University

**John J. Brinkman**

*Assistant Professor of Psychology and Counseling*  
BA, Bluffton University; MA, PhD Ball State University

**Ken Bugajski**

*Assistant Professor of English*  
BA, University of Notre Dame; MA, Marquette University; PhD, Texas A &  
M University

**Jeanne Calvert**

*Associate Professor of Biology*  
BA, Ohio Northern University; MS, Emporia State University

**Esperanca Camara**

*Assistant Professor of Art and Visual Communication; Program Director, Graduate  
Programs in Fine Art*  
BA, Reed College; MA, PhD (c) Johns Hopkins University

**Jacqueline J. Carl**

*Associate Professor Emeritus of Education*  
BA, Summit Christian College; MEd, Indiana University; EdD, University  
of Massachusetts at Amherst

**Amy J. Carrigan**

*Assistant Professor of Psychology and Counseling*  
BA, Heidelberg College; MS, Case Western Reserve University

**Rick E. Cartwright**

*Professor of Art and Visual Communication; Dean, School of Creative Arts*  
BS, Pembroke State University; MA, MFA, Bowling Green State University

**Sue Chubinski**

*Associate Professor of Nursing*  
BSN, Loyola University; MA, Ball State University

**Wendy Clark**

*Assistant Professor of Nursing*  
BSN, Indiana University; MSN, University of Saint Francis

**Susanne Coak**

*Assistant Professor of Surgical Technology*  
AAS, BS, Purdue University

**Lori Conklin**

*Instructor in Physician Assistant Studies*  
BS, Aquinas College; BS, Lutheran College of Health Professions; MS,  
University of St Francis

**Rolf W. Daniel**

*Professor of Psychology and Counseling; Dean, School of Professional Studies and  
Graduate School*  
BA, Saint John Fisher College; MS, University of Saint Francis; EdD, PhD,  
Ball State University

**Nancy Davenport**

*Associate Professor of Nursing; ASN Program Director*  
BSN, University of Evansville; MS, Indiana University; MSN, University of  
Saint Francis

**E. René DePew**

*Assistant Professor of Nursing*

BSN, MSN, University of Saint Francis

**Rita Deininger**

*Assistant Professor of Nursing*

BSN, Ball State; MS, Purdue University

**Sister M. Felicity Dorsett, O.S.F.**

*Instructor in Theology*

BSEd, MEd, University of Saint Francis; MA, St. Charles Borromeo Seminary

**Patricia Edwards**

*Assistant Professor of Communication*

BS, MA, Ball State University

**George Eickhoff**

*Assistant Professor Emeritus of Mathematics*

BS, MA, Ball State University; Indiana University, Ball State University

**Shannon M. Egbert**

*Instructor in Radiologic Technology*

AAS, James A. Rhodes State College; BS, Bowling Green State University; MSRS, Midwestern State University

**Jean Marie Elick**

*Associate Professor of Chemistry*

BS, Tri-State University; MS, PhD, Bowling Green State University

**Cheryl Erickson**

*Associate Professor of Nursing*

BSN, Indiana University; MA, Ball State University; FNP, Indiana Wesleyan University

**Matthew Faley**

*Instructor in Business*

BA, Indiana University; MBA, Indiana Wesleyan University; ABD, Capella University

**Jenny Fawbush**

*Assistant Professor of Psychology and Counseling; Assistant to the Dean*

BA, Indiana University; MS, University of Saint Francis

**David Fleischacker**

*Assistant Professor of Theology; Interim Chair, Department of Philosophy and Theology*

BA, University of St. Thomas; MA, Boston College; MA, PhD, The Catholic University of America

**Lavon Fletcher**

*Assistant Professor of Social Work, BSW Field Coordinator*

BSW, University of Saint Francis; MSW, Indiana University

**Stanley P. Frankewich**

*Associate Professor Emeritus of Education*

BS, Columbia University; MAEd, Ceighton University; EdD, Ball State University; University of Maryland; University of New Mexico; Omaha University; Indiana University

**Mark Friedmeyer**

*Assistant Professor of Psychology and Counseling; Chair, Department of Psychology and Counseling; Director of School Counseling Program*

BS, MS, Purdue University at Indiana University-Purdue University Indianapolis

**Phyllis Gernhardt**

*Associate Professor of History*

BA, University of Texas at Tyler; MA, Ball State University; PhD, Bowling Green State University

**Nancy Nightingale Gillespie**

*Professor of Nursing; Dean, School of Health Sciences*

BSN, University of Wisconsin; MSN, Medical College of Wisconsin; PhD, University of Texas at Austin

**Christina Gilliom**

*Instructor in Radiologic Technology*

AS, BGS, Indiana University

**Keith Graham**

*Professor of Physician Assistant Studies*

BS, Huntington College; MEd, Shippensburg University; PhD, Pensacola Christian College

**Carol Greulich**

*Assistant Professor of Nursing*  
BSN, MSN, University of Saint Francis

**Nancy Hankee**

*Assistant Professor of Education*  
BS, Boston University; MEd, Bridgewater State College

**Brindha Hariharan**

*Associate Professor of Business Administration*  
BA, MA, Kerala University; MBA, Indiana University, CPA

**Kenneth M. Henrie**

*Assistant Professor of Business*  
BA, MBA, New Mexico State University

**Ann Hernandez**

*Professor of Education; Director, Elementary Education Program*  
BSEd, Ohio University; MEd, Pennsylvania State University; EdD, University of Alabama

**Mary Holbrock**

*Assistant Professor of Spanish and Director of Foreign Languages*  
BA, MA, PhD, University of Illinois at Urbana-Champaign

**Sister M. Anita Holzmer, O.S.F.**

*Instructor in Theology; Director, Franciscan Center*  
BSEd, MEd, University of Saint Francis; Diploma in Franciscan Spirituality, Università Pontificia Antonianum

**Colleen Huddleson**

*Assistant Professor of Art; Assistant to the Dean*  
BFA, Savannah College of Art and Design; MBA, University of Saint Francis

**Richard T. Hurley**

*Professor of Biology*

BA, Saint Mary's College of Winona; MS, University of Notre Dame; DA, Idaho State University; Colorado Sate University

**Barry Jackish**

*Assistant Professor of History; Chair, Department of History and Social Sciences*

BA, MA, Wittenberg University

PhD, State University of New York at Buffalo

**Joseph T. Jackson**

*Assistant Professor of Physical Education; Chair, Department of Health and Physical Education*

BS, St. Joseph's College; MA, Ball State University

**Jiya L. Jain**

*Professor Emeritus of Business Administration*

BS, Pujab University; MS, PhD, University of Minnesota

**Jason Jividen**

*Assistant Professor of Political Science*

BA, MA, Marshall University, PhD, Northern Illinois University

**David R. Johnson**

*Professor of Nursing*

BS, Purdue University; MA, Ball State University; DNS, Indiana University

**Carl Jylland-Halverson**

*Associate Professor of Psychology and Counseling*

BA, Northeastern Illinois University; MA, PsyD, Adler School of Professional Psychology

**Kristi King**

*Instructor in Nursing*

BSN, University of St Francis; MSN, Indiana University

**Mary Klopfer**

*Associate Professor of Art*

BA, University of Saint Francis; MA, MFA, Bowling Green State University

**Amy Knepp**

*Assistant Professor of Nursing, BSN and MSN Program Director*  
BSN, MSN, University of Saint Francis

**Frances Krauskopf**

*Associate Professor Emeritus of History and Social Science*  
AB, MA, PhD, Indiana University

**Sister M. Elise Kriss, O.S.F.**

*President*

BSEd, MEd, University of Saint Francis; Loyola University; Xavier  
University; Purdue University; PhD, Saint Louis University

**Elizabeth Kuebler-Wolf**

*Assistant Professor of Art*

BA, MA, PhD, Indiana University

**Earl T. Kumfer**

*Professor of Philosophy and Theology*

AB, MA, Catholic University of America; PhD, Southern Illinois University  
at Carbondale

**Victor Kutsenok**

*Associate Professor of Mathematics; Chair, Department of Mathematics*

BS, MS Equivalency, Kiev State Pedagogical Institute; PhD, Moscow  
Scientific Research Institute of General Education

**Dawn LaBarbera**

*Associate Professor, Physician Assistant Studies; Chair, Physician Assistant  
Studies*

BS, Ripon College; MS, Finch University; PhD, Capella University

**Delynn Lamont**

*Assistant Professor of Nursing*

BSN, Indiana University; MSN, University of Michigan

**Beulah Lateef**

*Assistant Professor of Special Education; Director, Special Education Program*

BS, Southern Illinois University; MEd, EdD, University of Illinois

**Edward Lelonek**

*Medical Director, Physician Assistant Studies*  
BS, MD, Wayne State University

**Theresa Letizia**

*Instructor in Surgical Technology*  
Lutheran Hospital School of Surgical Technology

**Devon Lewandowski**

*Instructor in Nursing*  
BSN, MSN, University of St Francis

**Pamela Lord**

*Assistant Professor of Chemistry*  
BS, University of Wisconsin-Green Bay; PhD, University of California at Davis

**Patricia Luckey**

*Assistant Professor of Nursing*  
LPN, Fort Wayne School of Practical Nursing; ASN, BSN, MSN, University of Saint Francis

**Donna J. Lyke**

*Associate Professor of Radiologic Technology; Program Chair, Department of Radiologic Technology*  
AS, BS, MS, Indiana University

**Dawn Mabry**

*Assistant Professor of Nursing*  
BSN, MSN, Indiana University

**Diane Martin**

*Instructor in Physical Therapist Assistant Studies*  
AS, Danville Area Community College; BS, University of Wisconsin

**Pamela Jane Martin**

*Associate Professor of Communication; Program Director, Communication*  
BA, Lenoir Rhyne College; MFA, University of North Carolina-Greensboro

**Robert Mayer**

*Instructor in Music*

AA, Nassau Community College; BM, Butler University; MS, City University of New York

**Karen McArdle**

*Associate Professor of Art*

BFA, MA, University of Denver; MFA, Michigan State University

**Maureen McCon**

*Licensing Officer and Unit Assessment System Coordinator*

BA, Indiana University; MS, University of Saint Francis

**Kathy McCowan**

*Lecturer in Reading*

MS, Indiana University-Purdue University at Fort Wayne

**Kevin McNulty**

*Assistant Professor of Art; Program Director, Computer Art*

BA, State University of New York College at Geneseo; MFA, Rochester Institute of Technology

**Sister Carol Meyers**

*Professor of Chemistry*

BS, University of Saint Francis; MS, University of Notre Dame; DA, Carnegie-Mellon University; University of California, Irvine; Calvin College; University of Montana

**Debra Middleton**

*Assistant Professor of Nursing; Director of Nursing Resource Center*

BSN, Coe College; MEd, Indiana University; St. Luke's Methodist Hospital School of Nursing

**Justin H. Miller**

*Assistant Professor of Art*

BA, Eastern Illinois University; MA, Eastern Illinois University; MFA, University of Notre Dame

**Kristen Morris**

*Instructor in Nursing*

BSN, MSN, Indiana University

**Julie Moss**

*Lecturer in Spanish; Instructor in Nursing*  
BSN, University of Saint Francis; Valparaiso University; Rio Grande Bible  
Institute and Language School; MSN, University of St Francis

**Carla Mueller**

*Professor of Nursing*

BSN, University of Cincinnati; MS, Ball State University; PhD, Indiana  
University

**L. Carl Nadeau**

*Associate Professor of English*

BA, Saint Louis College; MAEd, University of Saint Francis; PhD, Ball State  
University; Mark Twain Papers; University of California-Berkeley; British  
Museum and French Archives Research

**Sue Nation**

*Associate Professor Emeritus of Nursing*

BSN, Indiana University; MS Ball State University

**Alan A. Nauts**

*Instructor in; Program Director, Communication Arts and Graphic Design*

BA, MA, University of Saint Francis

**Jan Nes**

*Professor of Social Work; Chair and BSW Program Director*

BA, Indiana University; MSW, Indiana University-Indianapolis

**Amy Obringer**

*Associate Professor of Biology*

BS, University of Saint Francis; PhD, Wright State University

**Stephanie J. Oetting**

*Associate Professor of Nursing; Institutional Research Officer*

BSN, MSN, Indiana University; University of Michigan; PhD, University of  
Michigan

**Michael A. O'Neil**

*Assistant Professor of Business Administration*

BS, MBA, University of Dayton

**James Padilla**

*Assistant Professor of Business Administration*  
BA, Northern Illinois University; JD, Southern Illinois University of  
Carbondale

**Karen Palumbo**

*Associate Professor of Business Administration*  
MBA, University of Notre Dame; PhD, North Central University

**Maurice Papier**

*Professor of Art; Program Director, Art Education*  
BS, Ball State University; MEd, University of Saint Francis; MA, Bowling  
Green State University

**Kim Penland**

*Assistant Professor of Nursing*  
BSN, MSN, University of Saint Francis

**Stephanie Pifer**

*Instructor in Nursing*  
BSN, University of Saint Francis; MSN, Ball State University

**J. Andrew Prall**

*Assistant Professor of English*  
BA, DePauw University; MFA, The School of the Art Institute of Chicago;  
PhD, University of Denver

**Warren Pryor**

*Assistant Professor of Biology*  
BS, Florida Institute of Technology; MA, University of Nebraska

**Timm Reed**

*Instructor in Nursing*  
AS, Purdue University-Fort Wayne; AS, BS, Ball State University; BS, MBA,  
Indiana Institute of Technology

**John Reinoehl**

*Instructor in Mathematics*  
BS, Manchester College; MEd, University of Saint Francis

**Theodore Remington**

*Assistant Professor of English; Associate Director of Writing*  
BA, Grinnel College; PhD, University of Iowa

**Jennifer Richard**

*Instructor in Nursing*  
BSN, University of Saint Francis

**Rachel Rogers**

*Instructor in Physician Assistant Studies*  
BS, MS, University of Saint Francis

**Cynthia Ruich**

*Assistant Professor of Physical Therapist Assistant Studies*  
AS, Vincennes University; MS, University of Indianapolis

**Sister M. JoEllen Scheetz, O.S.F.**

*Professor Emeritus of English*  
AB, University of Saint Francis; MA, University of Notre Dame; PhD,  
University of Michigan; Harvard University; Case Western Reserve  
University

**Paul J. Schuler**

*Professor Emeritus of Education*  
BA, Bellarmine College; MAT, PhD, University of Notre Dame

**Lillian Schumacher**

*Assistant Professor of Business Administration; Director of Graduate Programs*  
BS, Allegheny College; MA, EdD, Bowling Green State University

**H. Jeanne Sheridan**

*Assistant Professor of Education*  
BSEd, MAEd, Ball State University

**Gerald Short**

*Associate Professor of Biology*  
BA, Goshen College; PhD, Michigan State University

**Elizabeth Slagle**

*Associate Professor of Surgical Technology; Chair, Department of Surgical  
Technology*  
AAS, Purdue University; BS, MS, Indiana University

**Matthew J. Smith**

*Associate Professor of English; Chair, Department of English*  
BA, DePaw University; MA, PhD, Purdue University

**Mary Kay Solon**

*Professor of Physical Therapist Assistant Studies; Chair, Department of Physical Therapist Assistant Studies*  
BS, Indiana University; MS, Northwestern University

**Mary Spath**

*Assistant Professor of Nursing*  
BA, Notre Dame College; MSN, Southern Illinois University

**Laura Speidel**

*Assistant Professor of Physician Assistant Studies*  
BS, Wisconsin Lutheran College; MS, Finch University of Health Sciences/The Chicago Medical School

**Margaret Stoffregen-DeYoung**

*Nursing Program Director, Crown Point Campus*  
ASN, Purdue University; BSN, Aurora University; MSN, Purdue University

**Lora Stone**

*Assistant Professor of Sociology*  
BA, University of Texas-Arlington; MA, PhD, University of New Mexico

**Christina Strobel**

*Instructor in Educational Technology*  
AA, Northwestern College; BA, University of Saint Francis; MA, University of Findlay

**Diana Sullivan**

*Assistant Professor of Nursing*  
BA, BSN, University of Saint Francis; MS, Ball State University

**Stephen E. Sullivan**

*Professor of English*  
BA, Saint Mary's University; MAEd, University of Saint Francis; EdD, Ball State University; University of Innsbruck

**Jane M. Swiss**

*Professor of Education; Chair, Department of Education*  
BA, MA, EdD, Ball State University

**Gary L. Tieben**

*Professor of Biology; Dean, School of Science and Mathematics*  
BS, Ohio State University; MEd, University of Saint Francis; PhD, Indiana State University; University of Kansas

**Daniel J. Torlone**

*Assistant Professor of Education*  
BA, Marshall University; MEd, Boston University; MEd, EdD, Teachers College Columbia University; University of Alabama; University of North Carolina at Chapel Hill

**Walter Truesdell**

*Instructor in Radiologic Technology*  
AS, Indiana University; BA, Purdue University

**William Vanderbosch**

*Assistant Professor of Physical Therapist Assistant Studies*  
BS, Southwest Texas State University; MSM, Indiana Wesleyan University

**Cara Wade**

*Assistant Professor of Art; Program Director, Studio Art*  
AAS, Georgia Military College; BA, Armstrong Atlantic State University; MFA, Savannah College of Art and Design

**Marcie Weissner**

*Assistant Professor of Nursing*  
BSN, Case Western Reserve University; MSN, Gannon University

**D. Katie Wiedman**

*Assistant Professor of Biology and Health*  
BS, Ball State University; MEd, Kent State University; Wright State University

**Lawrence A. Wiedman**

*Professor of Biology*  
BS, Ball State University; MS Wright State University; PhD, Kent State University

**Meg Wilson**

*Professor of Nursing*  
BSN, DePauw University; MS, Indiana Wesleyan University; PhD Duquesne University

**Carolyn Yoder**

*Assistant Professor of Nursing*  
BSN, Indiana University-Purdue University; MSN, Indiana University-Purdue University at Indianapolis

**Mindy Yoder**

*Assistant Professor of Nursing*  
BSN, MSN, Indiana Wesleyan University

**Associate Faculty**

**Deb Ahlersmeyer**

*Clinical Instructor in Surgical Technology*  
Certificate, Lutheran College of Health Professions

**Greg Anderson**

*Lecturer in Secondary Education*  
BS, Concordia College; MS, University of Saint Francis

**Gary Andrews**

*Lecturer in Physical Education*  
BSEd, University of Saint Francis; MS, Indiana University

**Ericka Arnold**

*Clinical Instructor in Nursing*  
BSN, Purdue University

**Jennifer Balkenbusch**

*Lecturer in Education*  
BS, MA, Ball State University

**Sarah Barrow**

*Clinical Instructor in Nursing*  
ASN, University of Saint Francis

**Sara Bauer**

*Clinical Instructor in Nursing*  
BSN, University of Saint Francis; MSN, Indiana University-Purdue  
University at Indianapolis

**Carole Beard**  
*Lecturer in English*  
BS, MFA, PhD, Bowling Green State University

**John William Blanks**  
*Instructor in Sociology*  
BA, Mississippi College, MSSW, University of Louisville; MDiv, Southern  
Theological Seminary

**Ryan Bolyn**  
*Lecturer in Physical Education*  
BLS, University of Saint Francis

**Lisa Bottita**  
*Instructor in Dance*  
BA, Muhlenberg College; EdM, Temple University

**Tina Bowen**  
*Clinical Instructor in Nursing*  
BSN, Oral Roberts University

**Lori Brehm**  
*Lecturer in English*  
BSEd, MEd, Indiana University

**Chris Cieslik**  
*Clinical Instructor in Nursing*  
BSN, Michigan State University

**Art Cislo**  
*Lecturer in Art*  
BFA, Wayne State University; MS, University of Saint Francis

**Deborah Combs**  
*Lecturer in English*  
BA, Indiana University; MS, Lemoyne College

**Elaine Cooper**

*Clinical Instructor in Nursing*  
BSN, Coe College

**Kay Costa**  
*Lecturer in Radiologic Technology*  
AS, RT (R) Indiana University

**Melanie Creek**  
*Instructor of Nursing*  
BSN, Indiana University

**William Crowely**  
*Lecturer in Sociology*  
BA California State University-Fullerton; MEd, Indiana University

**Charlene Dargis**  
*Clinical Instructor in Nursing*  
ASN, Indiana University; BSN, Indiana Wesleyan

**Susan Didion**  
*Clinical Instructor in Nursing*  
BSN, Ball State University; MSN, University of St Francis

**Kathy Diveley**  
*Instructor in Nursing*  
BSN, Indiana Wesleyan; MSN, Ball State University

**Anita Doctor**  
*Clinical Instructor in Nursing*  
BSN, Indiana University; MA, Western Michigan University; MSN,  
University of St Francis

**Jeff Dollens**  
*Lecturer in Art*

**Don Donaldson**  
*Lecturer in Music, Choir Director*  
BA, Kansas Wesleyan University; M. Mus. Ed. Wichita State University;  
DMA, University of Missouri, Kansas City, Conservatory of Music

**Muriel Downey**  
*Lecturer in Education*

BA, DePauw University; MS, Indiana University; Ball State University;  
Bowling Green State University

**Alicia Elliott**

*Clinical Instructor in Nursing*  
BSN, University of St Francis

**Mitchell Ellisen**

*Lecturer in Mathematics*  
BS, University of Charleston/Morris Harvey College; MBA, University of  
Saint Francis

**Susan Ensley**

*Lecturer in Education*  
BSEd, MEd, University of Saint Francis

**Jessica Escobar**

*Clinical Instructor in Nursing*  
BSN, MSN, University of Saint Francis

**Allen Etter**

*Jesters*  
BFA, University of Saint Francis; MFA, Bowling Green State University

**Fred Everett**

*Lecturer in Philosophy*  
BA, JD, University of Notre Dame

**Christine Fleischacker**

*Instructor of Biology*  
PhD, George Washington University, Washington DC

**Jennifer Foley**

*Clinical Instructor in Nursing*  
ASN, University of St Francis; BS, Indiana University- Purdue University at  
Fort Wayne

**Mark Fransen**

*Instructor in Physical Therapist Assistant Studies*  
AS, University of St Francis

**Ruth Furman**

Clinical Instructor

**Lynette Gard**

*Lecturer in Physical Education*

BS, Ball State University

**Jamie Garwood**

*Lecturer in Sociology*

BA, MA, Indiana University

**Benton Gates III**

*Lecturer in History*

BA, College of William and Mary; MDiv, Fuller Theological Seminary; MA, PhD, University of Tennessee

**Richard Gerber**

*Lecturer in Spanish*

BA, University of Americas; MRS, Southwestern Baptist Seminary; MS, Indiana-Purdue University, Fort Wayne

**Mike GeRue**

*Clinical Instructor, Nursing*

BS, Indiana University

**Gina Giovanelli-Snyder**

*Lecturer in Social Work*

BSW, University of Saint Francis; MSW, Indiana University

**Mary Glowaski**

*Lecturer in Theology*

BSW, University of Saint Francis; MA, University of Dayton

**Brian Goff**

*Lecturer in Biology*

BS, Indiana Wesleyan University; MA, Ball State University

**Mark Hagar**

*Lecturer in Communication*

AS, Ivy Tech State College; BS, MBA, Indiana Institute of Technology

**Angela Harrell**

*Instructor in Radiologic Technology*

AS, Indiana University; BS, University of Nebraska Medical Center

**Katie Harris**

*Instructor in Nursing*

BSN, Ball State University; MSN, Indiana Wesleyan

**Amy Hartman**

*Clinical Instructor in Nursing*

BSN, Ball State University; MSN, Indiana Wesleyan University

**Bonnie Holle**

*Lecturer in Art*

BSEd, Indiana University; MA, University of Saint Francis

**Darcy Hoopingarner**

*Clinical Instructor in Nursing*

ASN, Lutheran College of Health Professions; BS, Indiana State University;

MSN, University of Saint Francis

**Matthew Hopf**

*Instructor in Biology*

BS, University of Saint Francis; DC, Palmer College of Chiropractic

**Peter Hurley**

*Instructor of Biology*

BA, Earlham College; MA, Indiana University

**Laura Ingrum**

*Clinical Instructor in Nursing*

ASN, Lutheran College; BSN, MSN Indiana Wesleyan University

**Ghanshyam Jaynagarkar**

*Instructor in Yoga*

Patanjali Sadhana Mandeer of Yoga; Wardha School of Mahatma Gandhi

**Julie Johnson**

*Lecturer in Business*

BS, Indiana University

**Tom Keesee**

*Lecturer in Art*

BFA, Herron School of Art; MFA, Miami University

**Albert Keller**

*Lecturer in History*

BA, MA, University of New Orleans; MDiv, Concordia Theological Seminary

**Rachel Kellogg**

*Lecturer in English*

BA, Taylor University; MA, Indiana University

**Julia Kennedy**

*Lecture in Business Administration*

BS, Indiana University; JD, Ohio State University

**Thomas Kenny**

*Lecturer in Theology*

BA (National Diploma), Higher Education Training Awards Council (NCEA, Ireland); MDiv, Pontifical University of St. Patrick, Mynooth, Ireland

**Gregory Kiproff**

*Lecturer in Business*

BS, Ball State University; MBA, University of Saint Francis

**Bonnie Knuth**

*Lecturer in Social Work*

BSW, University of Saint Francis; MSW, Indiana University

**Catherine Kruck**

*Instructor in Spanish*

BS, Hamburg University

**Heather Krull**

*Clinical Instructor in Nursing*

ASN, University of Saint Francis; BSEd, Hannibal LaGrange College;  
MSN, Ball State University

**John Love**

*Lecturer in Theology*

BA, MA Franciscan University of Steubenville

**Susan Lown**

*Clinical Instructor in Nursing*

BSN, State University of New York; MS, University of South Florida

**Lori Lucas**

*Clinical Instructor in Nursing*

BSN, Bowling Green State University

**Lesley Lundgren**

*Lecturer in Education*

BS, Mankato State University; MA, University of Wisconsin

**Matt Mabis**

*Lecturer in Art*

Bluffton College

**Nikki Mann**

*Clinical Instructor in Nursing*

BSN, University of Saint Francis; MSN, St. Louis University

**Jacqueline Mbugua**

*Instructor in Biology*

BA, Kenyatta University, Nairobi, Kenya; MA, Indiana University – Purdue University - Fort Wayne

**Carlene McClurg**

*Instructor in Nursing*

AS, BSN, Indiana-Purdue University, Fort Wayne; MSN, University of Saint Francis

**Kathy McCowan**

*Lecturer in Reading*

BSEd, Indiana University; MS, Indiana University- Purdue University at Fort Wayne

**Richard McCoy**

*Instructor in Square Dance*

Hayes Square Dance College; Cone Square Dance College

**Vicky Merritt**

*Clinical Instructor in Nursing*

BSN, Eastern Kentucky University; MSN, University of Cincinnati

**Greg Mitro**

*Lecturer in English*

BS, MA, Ball State University

**Tina Monnier**

*Clinical Instructor in Nursing*

ASN, Lutheran College; BSN, Indiana Wesleyan University

**Cameron Moore**

*Lecturer in Pharmacology*

BS, Ferris State College; MS, Purdue University

**Duane Moore**

*Lecturer in Business Administration*

AS, Tri-State University; AS, BS, Indiana University; MBA, University of Saint Francis

**Julie Moss**

*Lecturer in Spanish; Instructor in Nursing*

BSN, MSN, University of Saint Francis; Valparaiso University; Rio Grande Bible Institute and Language School

**Robert Murphy**

*Lecturer in English*

BSEd, Ball State University; MEd, University of Saint Francis; Purdue University

**Janet Myers**

*Clinical Instructor in Nursing*

BSN, MSN, Ball State University

**Meg Pahmier**

*Theory and Clinical Instructor in Nursing*

BSN, MSN, Indiana University

**Michelle Palermo**

*Clinical Instructor in Nursing*

ASN, BSN, Indiana University-Purdue University, Fort Wayne; MSN, University of Saint Francis

**Alan Pareis**

*Planetarium Director*

BA, Albright College; MDiv, Pittsburgh Theological Seminary

**Janet Patterson**

*Lecturer in Theology*

BA, MA, Ursuline College; Pastoral Ministry Certification; Diocese of Cleveland

**Leonel Pech**

*Instructor in Spanish*

BA, Central American Theological Seminary; M Div, University of Dubuque; PhD, Trinity International University

**John Porter**

*Lecturer in Philosophy*

A.B., Wabash College; JD, Vanderbilt University School of Law

**Helen Presser**

*Lecturer in Education*

BS, Ball State University; MLS, Indiana University

**Angela Quinn**

*Lecturer in History*

BA, Indiana University – Fort Wayne; MA, Indiana University

**Dan Quinn**

*Lecturer in Music*

PhD, Indiana University

**Padma Rao**

*Instructor in Chemistry*

BA, MA, Ravishankar University, India

**D. Richard Rahrer**

*Clinical Instructor in Radiologic Technology*

AS, BS, RT (R), Indiana University

**Melissa Rinehart**

*Lecturer in Sociology*

BA, Indiana University-Fort Wayne; MA, University of Texas San Antonio; PhD, Michigan State University

**Jill Rinne**

*Lecturer in English*

BA, MS, University of Saint Francis

**Jacqui Russett**

*Lecturer in Art*

BFA, Kent State University

**Steven Saharian**

*Lecturer in Pharmacology*

MS, Purdue University

**Lucinda Scheib**

*Instructor in Nursing*

BSN, Indiana Central University; MSN, Medical College of Ohio

**Janice Schenkel**

*Assistant Professor in Nursing*

BSN, Indiana University-Purdue University, Fort Wayne; MSN, Indiana University-Purdue University, Indianapolis

**Ron Schumacher**

*Lecturer in Communication*

BA, Allegheny College; MBS, Tiffin University

**Sue Seiman**

*Clinical Instructor in Nursing*

AAS, Purdue University; BSN, Indiana University; MSN, University of Saint Francis; MS, Indiana Wesleyan University

**Gloria Shamanoff**

*Lecturer in Education*

BSEd, MSEd, University of Saint Francis; EdD, Ball State University

**Max Sharp**

*Lecturer in English*

BA, Ohio University; MA, Ball State University

**Mike Slagle**

*Lecturer in English*

BA, MPA, Indiana University -Purdue University at Fort Wayne

**James Smead**

*Instructor in English*

BA, University of Illinois; Med, Loyola University; PhD, University of Iowa

**Darryl R. Smith**

*Lecturer in Biology*

BS, MD, Ohio State University

**Heidi Smith**

*Lecturer in Business Administration*

BS, Indiana University; MBA, University of Saint Francis

**Michael Smith**

*Lecturer in Theology*

BSEd, Ball State University; MDiv, Ashland Theological Seminary

**Theresa Sorgen**

*Clinical Instructor in Surgical Technology*

AS, University of Saint Francis

**Brooke Sprunger**

*Lecturer in Art*

BA, University of Saint Francis

**Cindy Spryn**

*Clinical Instructor in Nursing*

BSN, Lutheran College of Health Professions; MSN, University of Saint Francis

**Laurel Steill**

*Lecturer in English*

BA, MEd, University of Saint Francis

**Father John Stecher**

*Lecturer in Theology; University Chaplain*

**Joy Stelte**

*Clinical Instructor in Nursing*

BS, Defiance College; MSN, University of Saint Francis

**Joe Steensma**

*Lecturer in Biology*

BS, University of Saint Francis; MPh, St. Louis University

**Jamie Stoffel**

*Clinical Instructor in Nursing*

ASN, University of Saint Francis

**Karen M. Thompson-Pequignot**

*Lecturer in Art*

BFA, University of Iowa; MA, University of Saint Francis

**Patrick Tramma**

BS, MA, Franciscan University of Steubenville

**Joseph D. VanZandt**

*Lecturer in Art*

BA, Pennsylvania State University; MFA, Indiana University

**Sujata Verma**

*Lecturer in Biology*

BS, MSC, PhD, Patna University

**Joyce Vogley**

*Lecturer in Education*

AB, Duke University

**Diana Voors**

*Lecturer in Biology*

BS, University of Saint Francis; MSED, Purdue University

**Geoffrey Waldschmidt**

*Lecturer in English*

BGS, MA, Indiana University

**John Waszak**

*Lecturer in Business Administration*

BS, Indiana University; MSED, Purdue University

**Joanne Weber**

*Clinical Instructor in Nursing*

ASN, Purdue University; BS, College of Saint Francis; MLS, Indiana University-Purdue University, Fort Wayne

**Kathleen Weiss**

*Lecturer in Sociology*

**Beth Webber**

*Lecturer in Social Work*

BA, Ohio State University; JD, Indiana University

**Megan Yates**

*Lecturer in Social Work*

BSW, University of Saint Francis; MSSW, University of Louisville