

# UNDERGRADUATE ACADEMIC PROGRAMS & REGULATIONS

## UNDERGRADUATE DEGREES OFFERED

Christian Brothers University offers Bachelor of Arts (B.A.) and Bachelor of Science (B.S.) degrees in the following fields:

### Applied Psychology (B.A.)

*Areas of Concentration:*

Criminal Justice  
Engineering Psychology  
Foundations of Business  
Organizational Management

### Biology (B.S.)

*Areas of Concentration:*

Biology (Health Related Programs)  
Environmental Studies

### Business Administration (B.S.)

*Areas of Concentration:*

Accounting  
Finance  
Information Technology Management  
Management  
Marketing

### Chemical Engineering (B.S.)

*Areas of Concentration:*

Biochemical Engineering  
Chemical Engineering

### Chemistry (B.S.)

### Civil Engineering (B.S.)

### Computer Science (B.S.)

### Cultural Studies (B.A.)

### Electrical Engineering (B.S.)

*Areas of Concentration:*

Computer Engineering  
Electrical Engineering

### Electrical Engineering & Computer Science (B.S., dual degree)

### Engineering Physics (B.S.)

### English (B.A.)

### English for Corporate Communications and Management (B.A.)

### History (B.A.)

### Liberal Studies (B.A.)

### Mathematics (B.A., B.S.)

### Mathematics & Computer Science (B.S., dual degree)

### Mechanical Engineering (B.S.)

### Natural Science (B.S.)

### Physics (B.S.)

### Psychology (B.A.)

### Religion and Philosophy (B.A.)

A student may be awarded a degree in two of the fields listed above provided that all the requirements for both majors are fulfilled. Courses from one major may serve as electives for the other. Completion of a double major normally requires additional attendance at the University following the completion of requirements for the first degree. For purposes of record-keeping, applicants are asked to indicate a "first" and "second" major.

Individuals seeking professional licensure as teachers have several options available at Christian Brothers University. Teacher licensure in Tennessee requires that a student have an academic major. For students who wish to become licensed as secondary teachers (grades 7-12) the available majors include: biology, chemistry, English, history, mathematics, or physics. Those who desire a license for elementary school (grades K-8) may choose from the liberal studies major. Individuals who already possess a bachelor's degree may acquire a teaching license through the post-baccalaureate teacher licensure program. Students must meet the requirements of one of the academic majors listed above and complete the professional studies component offered by the Department of Education. See Page 55 for more details.

## OPTIONAL MINORS

are offered in the following academic areas:

Accounting	English	Music Performance
American Studies	Finance	Peace Studies
Art	French	Philosophy
Behavioral Science	German	Physics
Biology	Gerontology	Political Science
Business	Global Studies	Psychology
Chemistry	History	Religious Studies
Computer Engineering	Information Technology	Sociology
Computer Science	Management	Spanish
Criminal Justice	Management	Theatre Arts
Education	Marketing	Women's Studies
Engineering Psychology	Mathematics	

## THE DAY PROGRAM

The DAY PROGRAM presents curricula leading to degrees in fields listed on the previous page. The day-time calendar is made of two 16-week semesters as well as two 5-week sessions in the summer.

## THE EVENING PROGRAM

The EVENING PROGRAM presents an accelerated curriculum through which a student may earn a Bachelor of Science degree in Business Administration or a Bachelor of Arts in Applied Psychology by attending classes at times compatible with full employment. A large portion of the Liberal Studies K-6 track in Education is also available in the Evening Program. The Criminal Justice option of the Applied Psychology degree will enable students to partner transfer credits with CBU courses. Other options in Applied Psychology are Organizational Management, Foundations of Business, and Engineering Psychology. The Evening Program is considered an extension of the day program at Christian Brothers University; the same standards, expectations and policies apply unless otherwise noted. Thirty semester hours of credit may be earned in each academic year (six hours in each eight-week term), making it possible for a student to complete all degree requirements in fewer than five years. Academic work transferred from other colleges will shorten this time proportionally.

The evening academic year is divided into four eight-week accelerated terms, which are bridged into a semester. Students must enroll for both eight week terms at the beginning of the semester. In addition, there is one eight-week session in the summer. Classes meet for two hours per night on a Monday-Wednesday or Tuesday-Thursday schedule usually beginning at 5:45 P.M. Some classes meet once a week for four hours on Saturday morning. To be considered full time in the evening program, a student must enroll for 12 hours at the beginning of the semester.

Although the Evening Program is designed for degree-seeking students, it makes provisions for students wanting to take prerequisites for the MBA degree, the CPA exam, or courses of special interest. A certificate program of 24 hours is available in Religious Studies. Certificates are appropriate for students who have already completed a degree but who seek expertise in a new field or for those who are not yet committed to pursuing a four-year degree but who seek a unified course of study.

## **OFF-CAMPUS COURSES**

After a student matriculates at Christian Brothers University, all courses must be taken at the University. The Dean of the School in which the student is majoring must approve any exception to this policy; however, during the summer, students may receive credit for off-campus courses under certain circumstances. See “SUMMER SESSIONS.”

## **SUMMER SESSIONS**

There are two five-week terms during the day summer sessions and one eight-week term in the evening.

Under extenuating circumstances, a Christian Brothers University student may request to take summer sessions courses at another four-year, fully accredited college or university, provided that the student is not repeating a course with a grade of “I” or “F.”

**A CBU student who wishes to enroll in summer school at another institution must:**

1. complete a REQUEST FOR OFF CAMPUS FORM available in the Registrar’s Office, prior to taking the course, which includes written authorization of the student’s Department Chair, the Dean of the School in which the student is majoring, and the Registrar.
2. request that an official transcript of credits be sent to the Registrar’s Office at Christian Brothers University at the end of the summer session.

## **PRE-PROFESSIONAL PROGRAMS**

In addition to the various degree programs offered by Christian Brothers University, there are also a number of curricula that are pre-professional in scope and that may be tailored for acceptance by professional schools. In general, a bachelor’s degree in any field will be accepted as a prerequisite for admission to a professional school. Certain additional courses may be required by the various schools and programs. Interested students should, very early in their university career, consult the catalog of the school to which they will seek admission in order to determine these special requirements. Pre-professional counselors are available on campus in addition to the student’s major advisor.

## **PRE-HEALTH (DENTISTRY, MEDICINE, PHARMACY, ETC.)**

While a major in Biology or Chemistry will probably be most advantageous for students preparing for these health related professions, majors in other fields are often equally acceptable. Students interested in preparing for one of these fields should acquaint themselves with the requirements of the school to which they will seek admission. Each student should, in consultation with an appropriate pre-professional advisor, arrange a program which will fulfill the professional school admission requirements while working for a degree. Generally, such requirements include courses in Principles of Biology, Embryology, Anatomy, Physiology, Microbiology, Principles of Chemistry, Organic Chemistry, and Calculus. For further information, please visit our web page at [www.cbu.edu/~seisen/](http://www.cbu.edu/~seisen/).

## **PRE-LAW**

A Pre-Law major does not exist at the undergraduate level; however, Christian Brothers University offers personal counseling by the Pre-Law advisor through the School of Arts. This program is recommended for all students who intend to pursue a career in law. In addition, the advisor keeps appropriate Law School Admissions Test materials and stores a variety of law school catalogs in the Career Center. Students also are encouraged to participate in law school visitation days, recruitment interviews, and the Pre-Law Club.

## PRE-MINISTRY

A student enrolled at Christian Brothers University may prepare for professional seminary work within any of the Liberal Arts majors. The Department of Religion and Philosophy provides a degree especially tailored for such specialization. Those students desiring to prepare for a career in religious education, professional Church work, or Protestant or Catholic graduate seminary programs will be assigned to an advisor who will direct their studies.

## GENERAL EDUCATION

In addition to meeting degree requirements for a particular major, a student at Christian Brothers University will be required to have a broad understanding of self, others, and the contemporary world. Furthermore, the graduate of Christian Brothers University shall have cultivated, through the arts and sciences, the necessary skills of inquiry, reasoning, and communication, and shall have developed an awareness of the religious dimension of human existence. In the tradition of Christian Brothers University, all students take a broad range of courses, thus providing the opportunity to experience the full breadth of the curriculum. These common requirements are:

### ENGLISH (9 hours)

(a) Composition: ENG 111 & 112 required or through equivalency examination.

(b) Literature: three hours from either ENG 211, 212, 221, or 222.

Note: Honors majors may fulfill the English requirement by completing ENG 231 & 232.

### MATHEMATICS (3 hours)

Recommended MATH 105, 117, or 131. Not permitted: MATH 101.

### NATURAL AND PHYSICAL SCIENCES (4 hours)

Permitted: Any course and accompanying lab in Biology, Chemistry, Natural Science or Physics.

### RELIGIOUS STUDIES AND MORAL VALUES: (9 hours)

(a) Religious Studies: 6 hours from any RS courses; Required 3 hours at 200 level and 3 hours recommended at 300 level or above.

(b) Moral Values: three hours from PHIL 213, 219, 220, 224, 234, 321, 322, 323, 324, 325, 340.

### SOCIAL SCIENCES/MATHEMATICS (9 hours)

Recommended: HIST 103 & 104, 151 & 152; POLS 112 & 113; PSYC 105 and one additional PSYC course; SOC 101 and one additional SOC course. Permitted: Courses selected from the following areas: Anthropology, Criminal Justice, History, Mathematics, Political Science, Psychology, and Sociology with a maximum of three hours in Mathematics.

### TECHNOLOGY/BUSINESS (3 hours)

Permitted: Any course from the School of Business or School of Engineering; any course in Computer Science

*It is the student who is ultimately responsible for knowing and following the courses and graduation requirements published in this catalog. The student is also responsible for becoming familiar with the academic policies, curriculum requirements and associated deadlines as outlined in the catalog, whether it is in hard copy or posted to the university web site. Although the academic advisor is there to aid the student with matters related to their program of study, it is ultimately the student's responsibility for meeting all stated requirements for the degree and the policies associated with the degree. The student is also responsible for any*

*changes that might occur that are posted in the CBU Bulletin, sent through the official CBU email address, or posted to the university web site, as these are the primary forms of communication with all students.*

## **REQUIREMENTS FOR GRADUATION**

All new Freshmen or transfer students who have earned less than 12 hours are required to register for Orientation. To qualify for a bachelor's degree from Christian Brothers University, a student must complete all degree requirements as outlined while maintaining an overall Grade Point Average of at least 2.0 as well as a minimum average of 2.0 in satisfaction of major requirements. The 2.0 minimum Grade Point Average is also required in each of the optional minors.

Specific course requirements in major and minor fields are listed under Degree Requirements for each school. Students may graduate under the catalog in effect when they enter Christian Brothers University or any subsequent catalog. Students must notify the Registrar's Office when they want to upgrade to a subsequent catalog.

*All students planning to receive a diploma in May or August must file an application for a degree with the Office of the Registrar no later than December 1st. Students planning to receive a diploma in December must file a graduation application by September 15th.*

*Students must fill out an official intent-to-graduate form with the Registrar's office before they can graduate. If a student fails to do this, he/she will graduate once this is done, and the graduation date will be the one after the form is completed.*

## **STUDENT RESPONSIBILITY**

It is the student who is ultimately responsible for knowing and following the courses and graduation requirements published in this catalog. The student is also responsible for becoming familiar with the academic policies, curriculum requirements and associated deadlines as outlined in the catalog, whether it is in hard copy or posted to the university web site. Although the academic advisor is there to aid the student with matters related to their program of study, it is ultimately the student's responsibility for meeting all stated requirements for the degree and the policies associated with the degree. The student is also responsible for any changes that might occur that are posted in the CBU Bulletin, sent through the official CBU email address, or posted to the university web site, as these are the primary forms of communication with all students.

## **FRESH START**

Fresh Start is a system enabling former CBU students who encountered academic difficulty to return to the university and petition for a zero GPA. The petitioner must (1) have been absent from Christian Brothers University at least five years and (2) have a minimum of 35 hours remaining to complete a degree at the university. A "Fresh Start" is available only once and is irrevocable.

No quality points from course work completed prior to the awarding of Fresh Start are computed in the GPA. The new GPA is computed on course work completed after the awarding of Fresh Start. Credits from courses in the prior periods of enrollment will count toward the degree if the grade was "C" or above. Previous credit earned with a grade less than "C" is not carried over, and some courses may need to be repeated to fulfill degree or university requirements in effect at the time of the student's re-enrollment. A student on financial aid must still meet the requirement for satisfactory progress in order to be eligible for financial assistance.

Students considering a Fresh Start should consult with their admission counselor or academic advisor to prepare the petition. The petition is submitted and considered in the first

term of re-enrollment.

### **COURSE LOAD**

**Fall and Spring Semesters:** Under normal conditions each student is expected to register for not less than 15 semester hours of credit per semester and not more than 19 hours per semester. Any student who registers for less than 12 hours of credit will be classified as a part-time student. Written permission of the School Dean is required to register for more than 19 credit hours per semester. There will be an additional tuition charge for each additional credit hour above 19.

**Summer Sessions:** A student may enroll in a total of four courses and accompanying labs in the June, July, and Evening sessions combined. Over the ten week period, to be considered a full-time student, the student must be enrolled in at least 12 semester hours and no more than 14 semester hours (or four courses). In any one term, a student cannot enroll for more than 7 hours. A student may register for no more than a total of 14 hours without the written permission of the Dean of the School in which the student is majoring. If a student takes a school-sponsored trip immediately after the May graduation date and needs the course for graduation, he or she will be an August graduate. If the course is not needed for graduation, he or she may be a May graduate. Tuition for summer session courses is charged by the credit hour.

**Evening Terms:** An Evening student may register for 7 semester hours of credit if he or she is only registered for one term and is taking a science class with its accompanying lab. An evening student must register for 12 hours to be full-time, which means that an evening student may register for no more than 14 hours without the written permission of the Director of the Evening Program. Tuition for evening term courses is charged by the credit hour.

### **CLASS ATTENDANCE**

Every student is expected to attend classroom and laboratory periods regularly.

Christian Brothers University has **no** official Leave of Absence policy. A student who has been absent, even for a legitimate cause, is under obligation to make up the work by special assignment to the satisfaction of the instructor.

Any student who has missed a total of eight (8) hours or approximately 20% of class time may be given a mark of "F" after the last day to withdraw from classes has passed.

### **CODE OF CONDUCT**

The scholarly studies in an institution of higher learning are best achieved when students strive to meet the challenges provided by the institution with maturity and honesty. This is especially applicable at Christian Brothers University, which stresses the maxim "Virtue and Knowledge." It is expected that all students conduct themselves in such a way as to model the mission of the institution. This conduct is required in the classroom, all parts of the campus, and all locales where students are identified as students of Christian Brothers University. Students should refer to *The Compass* (student handbook) for specific conduct policies as well as disciplinary procedures.

### **CLASSIFICATION OF STUDENTS**

A student who has earned 24 semester hours of credit will be classified as a sophomore, 60 semester hours as a junior, and 90 semester hours as a senior. This classification is determined automatically as credits are earned.

### **TRANSFER OF CREDITS FROM OTHER INSTITUTIONS**

1. To fulfill residency requirements, 35 of the last 70 hours and at least 25% of total hours

- applied toward a degree must be earned at Christian Brothers University. See school or department requirements for any further restriction on courses in the major area.
2. For optional minor, 50% of required courses must be taken at Christian Brothers University.
  3. Only courses with grades of “C” or better will be accepted for transfer from other accredited institutions.
  4. Only the hours of credit in accepted courses will be posted on the student’s permanent record with no grade point average transferring from other institutions.
  5. Permission to take any courses off-campus must receive the prior approval of the student’s department chair, Dean of the School, and the Registrar.
  6. Waivers to any of these requirements must be made through the Vice President for Academic Affairs.

### CHALLENGE EXAMINATIONS

Courses for which Challenge Exams are permitted are determined by the Department Chair after consultation with the department faculty. The form for a Challenge Exam must be obtained from the Registrar’s Office.

Students who feel that they have mastery of the material of a particular course may take a departmentally administered examination for credit in that course. A student wishing to take such a test should consult with the chair of the department in which the course is offered. The fee for taking the examination is \$100.00, which is not refundable. There is no additional fee for posting if credit is awarded.

No Challenge Exam is allowed for any course which was previously failed either at Christian Brothers University or elsewhere. *A student may not retake a Challenge Exam after failure of a previous Challenge Exam in that course.*

### GRADES

Grades are listed at the mid-semester for day students and at the end of the semester for all students and programs. Grades are made available through Banner Web. **All CBU students must have a CBU email address.** Only semester grades are kept on permanent records. For the purpose of computing averages, grades are converted to quality points.

The grades with their significance and the corresponding points are:

GRADE	SIGNIFICANCE	QUALITY POINTS/CREDIT HOURS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Barely Passed	1
FA	Failed - Excess Absences	0
FN	Failed - Never Attended	0

The Grade Point Average is obtained by dividing total quality points by total hours attempted, with the exception of hours attempted in which the grades of “P” or “W” are given. The mark “P” is used to indicate passing, and the mark “F” to indicate failing or unsatisfactory work in certain specific courses. The hours in these courses are counted in the total load, but the mark of “P” is not used in the calculation of the Quality Point Ratio whereas the mark of “F” is. These marks are also used in some non-credit courses.

“W” indicates a student withdrew from a course without penalty. “NR” grade is given when an instructor fails to turn in a grade report.

“I” indicates that work in a course is incomplete. The grade of “I” can only be given after

the student, the instructor, and the Dean of the particular school in which the Incomplete grade is being given sign a contract, complete the contract and return it to the Registrar's Office for the posting of the incomplete grade. Incompletes can only be given if the paper-work is completed at least one week prior to the deadline for entering grades. The "I" grade will not be computed into the GPA. When the "I" is changed to a grade, the grade will be calculated into the GPA, and the "I" will show next to the new grade. The "I" grade does not satisfy the prerequisite if this course is needed to continue to the next course. The grade is changed to an "F" if all work is not completed by the midterm of the following semester for day courses or the end of the following term for evening courses. Students may pick up the form in the Registrar's Office, Evening Program Office, or Master's Program offices prior to meeting with the instructor. The form is also available on the Web for downloading and completion.

Students who are graduating may not have a grade changed once the graduation is finalized, and the graduating GPA is locked in. Graduating students only have two weeks after the official graduation date to remove an incomplete grade and graduate. If this is not done, the student's graduation date is postponed, and the student must refile for graduation.

Failure to attend a class or ceasing to attend a class does not constitute a drop, and a grade of "F" will be recorded.

## **REPEATING COURSES**

Courses may be repeated in an attempt to improve a grade in any course taken at Christian Brothers University. Computation of the student's grade point ratio will be based upon the most recent grade earned in the course, although the record will reflect all grades earned in a course. If a student earns a failing grade in a repeated course, he will lose any previously earned credit in that course. No course may be repeated more than three times (a total of 4 enrollments) for the purpose of obtaining a higher grade. A semester or term in which the student withdraws from the course with a grade of "W" will be counted as an initial enrollment or an attempt to repeat the course. A student may not repeat any course off-campus in which a failing grade has been received at Christian Brothers University.

## **COURSE AUDIT**

Students may register to audit courses, only during the first week of school, with the approval of their advisor (special students are assigned to the department chair) and the teacher. Auditors are not required to prepare assignments, take examinations, or take part in class discussion.

Students auditing courses will receive the "AU" grade if in the judgment of the instructor they have attended a sufficient number of classes to deserve that grade. Faculty members will base their decisions for awarding the "AU" only on attendance.

If the student does not have an adequate attendance record, the "UA" (unsatisfactory audit) grade will be given.

Tuition for audited courses will be one-half of that charged for the regular credit courses on a per credit hour basis. For detailed policies regarding course audit, contact the Registrar's Office.

## **DEAN'S LIST**

Superior scholarship is recognized by the publication of the Dean's List after each announcement of semester grades. Students awarded Dean's List honors have carried a minimum of 12 hours and have earned a minimum Grade Point Average of 3.4.

Any grade of "D," "F," "I," or "U" automatically eliminates a student from this recognition, regardless of other grades. Courses in which the grade given is "P" (pass) are not in-

cluded in any calculations for the Dean's List.

### **GRADUATING STUDENTS**

Christian Brothers University has only one Graduation Ceremony a year in May, although there are three official graduation dates. Students may graduate in May, August, or December. Only those students who can complete their course work in May or August can walk in the graduation ceremony. Graduating students also have two weeks after the official graduation date to remove any Incomplete grades, send in any transcripts from other universities, or to have a grade changed in order to be graduated for a particular graduation date. Once a student is graduated, his or her cumulative graduating GPA is locked in, and no grade changes can be made. Once a student graduates and wants to come back to take courses at Christian Brothers University, they must go back through the correct Admissions office to reapply.

### **GRADUATION HONORS**

A graduating senior who has attained a Grade Point Average of 3.70 to a 4.00 will be awarded honors of *SUMMA CUM LAUDE*. A graduating senior who has attained a Grade Point Average of 3.50 to a 3.69 will be awarded honors of *MAGNA CUM LAUDE*. A graduating senior who has attained a Grade Point Average of 3.20 to a 3.49 will be awarded honors of *CUM LAUDE*.

### **ACADEMIC CONTINUATION**

To be eligible to continue at Christian Brothers University, a student must maintain a cumulative Grade Point Average (GPA) at or above the minimum acceptable level shown in the following chart.

TOTAL CREDITS	MINIMUM ACCEPTABLE GPA
1-23	1.50
24-59	1.70
60 or more	2.00

### **ACADEMIC PROBATION**

A student whose cumulative GPA falls below this minimum acceptable level in any semester will be placed on Academic Probation for the subsequent semester. If the student attains at least the minimum acceptable cumulative GPA during the probationary semester, Academic Probation will be removed. A student who is on probation is limited to 15 hours per semester unless written permission to carry more has been obtained from the Vice President for Academic Affairs.

If the student does not attain the minimum acceptable cumulative GPA during the probationary semester but does attain a semester GPA of at least 2.00, the student will remain on Academic Probation and may continue at the university.

### **PROBATION FAILURE**

If the student does not attain the minimum acceptable cumulative GPA during the probationary semester and does not attain a semester GPA of 2.00, the student has failed probation and will be suspended from the university for one semester (Fall or Spring).

Any student who has been suspended because of a failing average will not be eligible to reenter the university until he or she has stayed out at least one semester (Fall or Spring). Credits earned during the semester of suspension because of academic probation are not transferable for re-entry into the university.

### **READMISSION**

To be readmitted, a student who has been suspended or has been absent for a semester other

than the Summer Session must make application for readmission to Admissions (Day or Evening) at least six weeks before registration. Any student applying for readmission who does not have a minimum acceptable GPA must have his or her records reviewed by the Vice President for Academic Affairs or an administrator delegated by the Vice President for this purpose. Readmission is not automatic; the Vice President for Academic Affairs or his/her delegate may approve or refuse the application.

A student who has been previously suspended and readmitted will be placed on Academic Probation during the first semester back at the university.

**Any student who has not attended CBU for one academic year or longer will be placed under the degree requirements and academic regulations listed in the catalog of the year of re-entry. Any prior work, whether transfer or CBU credits, may be re-evaluated.**

### **CHANGE OF PROGRAM**

Any currently enrolled student who wishes to change programs at the end of a semester (i.e. Day to Evening or Evening to Day) must complete a Change of Program request form in the Office of the Registrar. A student may not change programs in the middle of a semester unless the student is just beginning or returning to the university.

### **DROPPING, ADDING, WITHDRAWING**

Students are allowed a certain number of days at the beginning of each semester to try out their courses and alter them without penalty. The last day for adding and dropping classes is listed in the University Calendar. After this trial period, a student may withdraw from a course but may add no new courses. Such courses will be entered on the permanent record with the mark of "W." The last day for withdrawing from a course is also listed in the University Calendar.

All withdrawals, both partial and complete, must be made by the student through the Office of the Registrar. A student may notify the Office of the Registrar of the withdrawal in one of three ways:

- e-mailing the Registrar's Office at [withdraw@cbu.edu](mailto:withdraw@cbu.edu),
- reporting to the Office of the Registrar Monday through Friday 8:00 A.M. to 4:30 P.M. to fill out the official withdrawal form, or
- downloading the withdrawal form from the Registrar's web site at [www.cbu.edu](http://www.cbu.edu). and faxing the information to (901) 321-3257.

*All Day students will be expected to continue using the official form for necessary signatures.* The necessary information needed is Name, Social Security Number, Phone Number during the Day, whether receiving Financial Assistance i.e. Stafford Loans, Pell Grants, etc., Name of Class(es), Name of Instructor(s), Date of Last Attendance, Name of Advisor, and whether an athlete or international student or not. The date of the email or the voice mail or the official form will count as the official date of notification for processing the withdrawal. The instructor will be contacted for the date of last attendance, but the official notification date for processing the withdrawal will be the date of notification. This is the date that will be used by all offices for processing the withdrawal and for any refunds.

### **TRANSCRIPT OF CREDITS**

Students who transfer from Christian Brothers University to another institution are entitled to a transcript of their record. Transcripts will not be issued to another institution unless a student's financial account is settled in full. Before a transcript can be released, the student must provide a written request with his/her signature. For the first transcript no charge is made; additional transcripts should be accompanied by a fee of two dollars. Such requests should be addressed to the Registrar, Box 40, Barry Hall, Christian Brothers University, Memphis, Tennessee, 38104-5581.

## **HONORABLE DISMISSAL**

To receive an honorable academic dismissal a student must either remain until the end of the semester or obtain written permission from the Dean of Academic Services (for day students), the Academic Director (for Evening Program students), or the individual Program Director (for graduate students) to withdraw.

## **CONFIDENTIALITY OF STUDENT RECORDS**

In accordance with the Family Educational Rights and Privacy Act of 1974, Christian Brothers University students have the right to review, inspect and challenge the accuracy of information kept in a cumulative file by the institution. It also ensures that records cannot be released without written consent of the student except in the following situations:

1. to school officials and faculty who have a legitimate educational interest, such as a faculty advisor;
2. where the information is classified as “directory information.” The following categories of information have been designated by Christian Brothers University as directory information: name, address, telephone listing, email address, date and place of birth, major field of study, enrollment status, photo, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student, and information needed for honors and awards. Students who do not wish such information released without their consent should notify the Registrar’s Office in writing prior to the end of the first week of classes.

A complete statement of the University’s policy on the confidentiality of student records may be found in the student handbook, *The Compass*.

## **SPECIAL PROGRAMS**

**HONORS PROGRAM:** The Honors Program at Christian Brothers University is designed to serve the capacities and needs of students with proven academic abilities who seek a more intensive and challenging educational experience. Students accepted into the Honors Program will be allowed to take special topics courses offered to only a limited number of Honors students by a teacher carefully chosen for his or her teaching expertise. These Honors courses will explore important topics in depth, often through a multi-disciplinary approach, and while the pace and the workload will demand self-motivated, self-reliant students, the small size of each Honors class will ensure ample group discussion and individual interaction with the instructor. Honors students earn a Honors Program Diploma by completing six honors courses, including HUM 498. Honors Integrative Seminar, along with graduating with a 3.2 GPA. Students who do not earn a Honors Program Diploma but who do complete two Honors Program classes with a grade of “C” or better will be identified in the commencement program as Honors Program students. Besides taking Honors classes, members of the program will participate in various extracurricular activities, including outings to cultural events and regional Honors conferences. For further information about the Honors Program, please consult the Honors Program webpage at [www.cbu.edu/academics/honors](http://www.cbu.edu/academics/honors) or contact the Honors Program Director at (901) 321-3357.

**ENGINEERING INTERN PROGRAM:** At the conclusion of their sophomore year, engineering students may be eligible to apply for an intern appointment with participating Mid-South industries. Eligibility requirements for each appointment are available in the Engineering School Office.

**INTER-COLLEGE COOPERATIVE PROGRAM (Greater Memphis Consortium):** Chris-

tian Brothers University is a charter member of the Greater Memphis Consortium. The other colleges involved are LeMoyne-Owen College, Memphis College of Art, and Memphis Theological Seminary. The courses offered by each member school are open to the students of all member schools. Students may register at a “host” school with the approval of the appropriate academic counselor, a letter from the registrar of the student’s “home” school, and a copy of the student’s transcript. The limitation imposed by the American Association of Theological Schools on undergraduates in seminary class is recognized. There is no additional charge to full time students for courses taken at another consortium school except for laboratory fees. Courses taken during summer sessions are not covered by the consortium agreement. To be eligible to take courses at other Memphis colleges under the Consortium, students taking undergraduate courses must have at least twelve (12) hours per semester at CBU to be considered full time; students taking graduate courses must have at least nine (9) hours per semester at CBU to be considered full time. While in some cases students categorized as graduate students may be taking undergraduate courses as prerequisites or for other reasons, at least twelve (12) of these undergraduate hours are required to be taken at CBU in order to be considered full time for Consortium purposes. If a student is taking a mix of graduate and undergraduate courses, at least twelve (12) hours are required in order to be considered full time for Consortium purposes.

**RESERVE OFFICERS TRAINING CORPS:** Through an agreement with the Department of Aerospace Studies, The Department of Military Science, and the Department of Naval Science at the University of Memphis, students at Christian Brothers University may enroll in the Air Force Reserve Officers’ Training Corps (AFROTC), the Army Reserve Officers’ Training Corps (AROTC), or the Naval Reserve Officers’ Training Corps (NROTC) programs. Under the terms of these agreements, freshmen and sophomores may register for AFROTC, AROTC, or NROTC courses at the same time they register for their other courses. Enrollment in either of these two years does not entail any commitment to the Army, Air Force, or Navy, and all uniform items are provided by the University of Memphis where the courses are held. Credit for these courses counts toward the degree being earned at Christian Brothers University. In addition, students are eligible to apply for AFROTC, AROTC, and NROTC scholarships.

**STUDY ABROAD PROGRAM:** Christian Brothers University views study abroad as a challenging educational and cross cultural experience. The purpose of the program is to expose students to the people and cultures of other nations, to provide on-site observation of historical, scientific, and cultural phenomena, and to provide opportunities for foreign language study within the cultural context of the target languages. Christian Brothers University maintains affiliation with a select group of study abroad programs in several countries. Students select a study abroad experience in consultation with their Academic Advisor and the Director of International Initiatives. Final approval for study abroad comes from the student’s advisor, the Department Chair of the student’s major, and the Director of International Initiatives. Requirements for study abroad include:

1. Sophomore year standing.
2. 2.5 minimum grade point average as a cumulative GPA and in the major.
3. Brief essay outlining the student’s goals for study abroad.
4. Any additional requirements of the specific program.

Information may be obtained from the Director of International Initiatives at 321-3461.