

UNDERGRADUATE ACADEMIC PROGRAMS & REGULATIONS

UNDERGRADUATE DEGREES OFFERED

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

Accounting (B.S.)

Applied Psychology (B.A.)

Areas of Concentration:

Consumer Behavior

Criminal Justice

Organizational Psychology

Biochemistry (B.S.)

Biology (B.S.)

Areas of Concentration:

Biology (Health Related Programs)

Environmental Studies

Biomedical Science (B.S.)

Business (B.A.)

Business Administration (B.S.)

Areas of Concentration:

Finance

Human Resources Management

International Business

Management

Management Information Systems

Marketing

Sports Management

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.)

Grades 4-8

Early Childhood (B.A.)

Grades PreK-3

Electrical Engineering (B.S.)

Areas of Concentration:

Computer Engineering

Electronics and Systems Engineering

Electrical Engineering & Computer Science

(B.S., dual degree)

Engineering Management (B.S.)

Areas of Concentration:

Information Systems

Packaging

Engineering Physics (B.S.)

English (B.A.)

English for Corporate

Communications (B.A.)

History (B.A.)

Liberal Studies (B.A.)

Grades K-6

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

Mathematics & Computer Science

(B.S., dual degree)

Mechanical Engineering (B.S.)

Natural Science (B.S.)

Areas of Concentration:

Natural Science

Public Health

Nursing (B.S.)

Physics (B.S.)

Psychology (B.A.)

Religion and Philosophy (B.A.)

Areas of Concentration:

Philosophy

Religious Studies

Special Education (B.A.)

Grades PreK-12

Visual Arts (B.F.A.)

Areas of Concentration:

Art Therapy

Graphic Design

Studio Art

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-6) may choose the liberal studies major, and those desiring middle school licensure (4-8) may choose cultural studies. 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 44 for more details.

OPTIONAL MINORS are offered in the following academic areas (some restrictions apply based on major):

American Studies

Behavioral Science

Biology

Business

Chemistry

Computer Science

Criminal Justice

Economics

Electrical Engineering

Engineering Psychology

English

Foreign Language

French

Gerontology

Global Studies

History

International Business

Mathematics

Peace Studies

Philosophy

Physics

Political Science

Psychology

Public Health (Science Option)

Religious Studies

Sociology

Spanish

Sustainability Studies

Theatre Arts

Visual Art

Women's Studies

THE DAY PROGRAM

The DAY PROGRAM presents curricula leading to degrees in fields listed above except the B.S. in Business and B.S. in Nursing. The day program calendar is 16-weeks per semester as well as two 5-week sessions in the summer.

GRADUATE AND PROFESSIONAL STUDIES PROGRAM

The Graduate and Professional Studies Program presents a curriculum through which a student may earn a Bachelor's degree by attending classes at times compatible with full employment. Bachelor of Arts degrees offered are a Bachelor of Arts in Applied Psychology, Business, Child Development, and Special Education and a Bachelor of Science in Nursing. Available concentrations in Applied Psychology are Organizational Psychology, Consumer Behavior and Criminal Justice. 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 two semesters. Students must enroll for both eight week terms at the beginning of the semester. In addition, there is one eight-week session and two five-week terms in the summer. Most classes meet for one night per week usually beginning at 5:45 P.M. Exams for the Monday or Tuesday classes are Friday of the last week of class and for the Wednesday or Thursday classes Saturday afternoon of the last week of class along with Saturday classes having its exam on the last Saturday of the last week of classes. To be considered full time in the Professional Studies program, a student must enroll for 12 hours at the beginning of the semester.

Although the Professional Studies program is designed for degree-seeking students, it makes provisions for students wanting to take prerequisites for a MBA degree, the CPA exam, or courses of special interest.

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. Under extenuating circumstances, a Christian Brothers University student may request to take courses at another four-year, fully accredited college or university, provided that the student is not repeating a course previously attempted.

A CBU student who wishes to enroll in a course at another institution must:

1. Complete a "Request for Off Campus Course" form available on the Registrar's Office Web page, 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 Associate 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 session.

LIVING LEARNING COMMUNITIES

The Living Learning Communities (LLCs) at CBU witness to the values of the university and its Lasallian heritage-- holistic personal development, community-building, and service. Each of five LLCs represents these values through an intentional focus, engaged learning environment, and program of activities. The Living Learning Center, completed in July 2011, serves as a residence and meeting facility for each LLC.

Living Learning Communities at CBU:

Freshman Experience	Honors Program	Hospitality, Tourism, and Sport Management
Science & Engineering	Sustainability	

For more information, please refer to <http://www.cbu.edu/cbu/AboutCBU/Administration/Advancement/livinglearning/index.htm>

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, Biomedical Science, Biochemistry, 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/.

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.

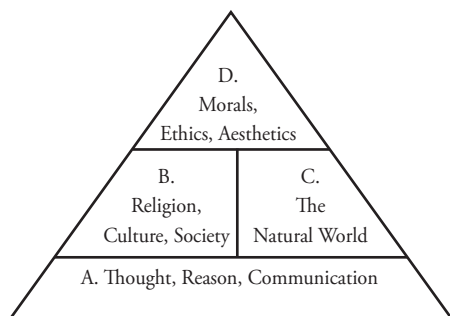
PRE-MINISTRY

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 REQUIREMENTS

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 shall have cultivated, through the arts and sciences, the necessary skills of reasoning and communication, and shall have developed an awareness of the religious dimension of human existence. In the tradition of the Christian Brothers, all students take a broad range of courses, thus providing the opportunity to experience the full breadth of the curriculum.



THE PYRAMID OF LEARNING

At CBU, the goals for student learning have been grouped into four major areas, represented by a pyramid. The most basic goals are at the base of the pyramid: critical thinking, quantitative reasoning, and effective communication. At the next level are knowledge of religion, culture, society, and self; and knowledge of the natural world, the scientific method, and its application. At the peak of the pyramid are moral, ethical, and aesthetic principles.

STUDENT OUTCOMES

Within each of the four major learning goals listed above are several student learning outcomes:

A. Critical thinking, quantitative reasoning, and effective communication

1. Quantitative Problem Solving. Students will demonstrate the appropriate use of mathematical, quantitative, and logical methods to solve problems.
2. Statistics. Students will demonstrate the appropriate use of statistical methods to analyze data, solve problems, and make decisions.
3. Effective Written Communication. Students will demonstrate their ability to write effectively, employing appropriate use of language, sentence structure, and grammar.
4. Effective Oral Communication. Students will demonstrate their ability to speak effectively.
5. Critical Reading. Students will demonstrate their ability to read critically.
6. Research Skills. Students will demonstrate their ability to access scholarly communication effectively, and locate, evaluate, and properly cite information resources both on line and in print.

B. Knowledge of religion, culture, society, and self

1. Knowledge of World Religions. Students will demonstrate an understanding of the beliefs, principles, and practices of Christianity as well as those of other religions and cultures.
2. Impacts of World Religions. Students will demonstrate an understanding of the influence of religion on individuals, cultures, and societies from both historical and contemporary perspectives.
3. Knowledge of Cultural and Global Issues. Students will demonstrate an understanding of personal, cultural, social, and global issues from the perspectives of diverse academic disciplines.*

C. Knowledge of the natural world, the scientific method, and its application

1. Scientific Method. Students will demonstrate an understanding of the relationship between experimentation and theory, and will be able to draw inferences from experimental data.
2. Limitations and Impacts of Science and Technology on Society. Students will demonstrate an understanding of the nature and limits of the scientific method and the impact of science and technology on society.

D. Moral, ethical, and aesthetic principles

1. Ethics and Judgments. Students will demonstrate an understanding of accepted ethical principles and their applicability in making ethical and moral judgments.
2. Aesthetic Principles. Students will demonstrate an understanding of aesthetic principles from the perspective of diverse academic disciplines.*

MATRIX OF G.E.R. OUTCOMES

√ indicates this outcome is assessed in this category

* indicates that this outcome is reinforced in some of the courses in this category

CATEGORY	OUTCOMES												
	A1	A2	A3	A4	A5	A6	B1	B2	B3	C1	C2	D1	D2
Mathematics	√	-	*	-	*	-	-	-	-	-	-	-	-
Statistics	*	√	-	-	*	*	-	-	-	-	*	-	-
English	-	-	√	-	√	√	-	-	-	-	-	-	*
Religious Studies	-	-	*	*	*	-	√	√	*	-	-	*	-
Social Sciences/History	-	*	*	*	*	*	-	*	√	*	*	*	*
Natural/Physical Science	*	*	*	-	*	*	-	*	*	√	√	-	-
Moral Values	-	-	*	*	*	-	-	-	-	-	-	√	-
Aesthetics	-	-	-	-	-	-	-	-	-	-	-	-	√

* Outcome will be assessed in multiple courses in order to achieve the perspectives of diverse disciplines.

The Matrix (Table) indicates in general terms which Student Learning Outcomes are met by each category. A more detailed list of course requirements in each category follows the Table.

GENERAL EDUCATION COURSE REQUIREMENTS

MATHEMATICS (3 hours)

MATH 105, 117, 129, 131 or 162. Not permitted: ALG 110, 115, 120 or MATH 103.

STATISTICS (3 hours)

BUS 205, HIST 498, MATH 201, 308, STAT 221, PHIL 201, PSYC 354; this outcome can be challenged by the independent study course MATH 121.

ENGLISH (6 hours)

(a) Composition: ENG 111 & 112 (or equivalency examination). Literature: One of ENG 211, 212, 221, 222, 231 or 232.

(b) Honors program students may fulfill the English requirement by completing ENG 231 & 232.

RELIGIOUS STUDIES (6 hours)

RS 200, 217, 218, 220, 221, 230, 240, 260, 270, 271, 280, 285, 300, 320, 324, 326, 330, 331, 335, 340, 345, 355, 372, 375, 377, 380, 385.

SOCIAL SCIENCE / HISTORY (6 hours)

ANTH 160; HIST 107, 108, 151, 152; HUM 210; POLS 112, 113, 115; PSYC 105; SOC 101, 160; ECON 214; MGMT 320.

NATURAL AND PHYSICAL SCIENCES (4 hours)

Any of the following courses and the accompanying lab BIOL 103, 107, 109, 111; CHEM 113, 115; NSCI 111, 115, 118, 122, 126, 128; PHYS 150, 201.

MORAL VALUES (3 hours)

PHIL 219, 220, 223, 224, 234, 322, 324, 325, 340, 391, & 395.

AESTHETICS

ART 101, 102, 111, 203, 210, 211, 212, 302; ENG 211, 212, 221, 222, 231, 232.

The above courses have been approved to meet the outcomes as of printing. Courses may meet more than one outcome. However, each student must take a minimum of 30 hours of General Education Courses. Special Topics courses (courses without a permanent course number or description) may be used to satisfy general education requirements, but must be approved on an annual basis by the Faculty Assembly Curriculum Committee. Students should consult their advisor before assuming a Special Topics course will meet a requirement.

INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT

Institutional Effectiveness is a key assessment strategy for Christian Brothers University. It is a cyclical process in which continuous improvements and refinements of goals and objectives are undertaken. Furthermore, institutional effectiveness is not static, but rather a dynamic and evolving process. Therefore, it needs to be revisited continuously to ensure that the needs, purpose, and mission of the University are being achieved. Together, planning and evaluation should result in a continual effort within each unit of the University to examine the degree to which the unit is fulfilling its purpose and to make improvements and reallocation of resources whenever necessary.

The Southern Association of Colleges and Schools (SACS) Commission on Colleges indicates that institutional effectiveness is central to the philosophy of accreditation, and it is a core component of its Criteria for Accreditation. "The institution identifies expected outcomes for its educational programs and its administrative and educational support services; assesses whether it achieves these outcomes; and provides evidence of improvement based on analysis of those results" (Principles of Accreditation: Foundations for Quality Enhancement, 2004, p. 22). Furthermore, on page 5, the Commission on Colleges states, "Although evaluation of educational quality and its effectiveness in achieving its mission is a difficult task requiring careful analysis and professional judgment, an institution is expected to document quality and effectiveness in all its major aspects." The Commission on Colleges "expects institutions to dedicate themselves to enhancing the quality of their programs and services within the context of their missions, resources, and capacities, and to create an environment in which teaching, public service, research, and learning occur."

Assessment at Christian Brothers University is a process for educational improvement, benefiting both the institution and the student. Assessment results help determine how well the institution is meeting its mission and goals, what is successful and where improvements need to be made. Assessments also provide students with feedback that assists them in monitoring progress toward their own educational goals.

The Office of Institutional Research & Effectiveness administers four major surveys – ACT's College Outcomes Survey and Student Opinion Survey, an annual alumni follow-up survey of the most recent year's graduates, and an alumni survey targeting graduates from the past twenty years. Educational Testing Service's Major Field Assessment Test is used by certain majors for outcomes assessment. The National Survey of Student Engagement (NSSE) and ACT's Collegiate Assessment of Academic Proficiency (CAAP) are administered every three years. NSSE results yield important information about the quality of undergraduate learning and contribute to national benchmarks of effective educational practice. CAAP results assess students' achievement in core educational skills including reading, writing, mathematics, scientific reasoning, and critical thinking. Additional surveys are also administered by individual departments, often with the assistance of the Office of Institutional Research & Effectiveness. Many of the University's assessment activities are tied to courses and majors utilizing embedded assessments, capstone projects, and standardized exams.

To qualify for a bachelor's degree from Christian Brothers University, students must successfully meet all conditions of the University's outcomes assessment requirements.

REQUIREMENTS FOR GRADUATION

All new Freshmen or transfer students who have earned fewer than 12 hours are required to successfully complete 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. Continuously enrolled 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, the Dean of Academic Services, or the Director of Academics for Graduate & Professional Studies when they want to upgrade to a subsequent catalog.

All students planning to receive a diploma in May or August must file the online "Intent-to-Graduate" 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. Those filing after the deadline will be assessed a non-refundable late fee of \$50.00.

Students must fill out an official online "Intent-to-Graduate" form with the Registrar's office before they can graduate. If a student has completed his/her degree requirements but failed to complete the Intent to Graduate, the degree will be conferred at the end of the next semester once the intent 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. All CBU students must have a CBU email address. The student is also responsible for any changes that might occur that are posted in the CBU Connection, 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 18 hours per semester. Any student who registers for fewer 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 18 credit hours per semester. There will be an additional tuition charge for each additional credit hour above 18.

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. 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.

Professional Studies Terms: A Professional Studies student may register for 7 semester hours of credit in a single term if he or she is registered for a science class with its accompanying lab. A Professional Studies student must register for 12 hours per semester to be full-time, which means that a Professional Studies student may register for no more than 14 hours without the written permission of the Director of Graduate and Professional Studies. Tuition for Professional Studies term courses is charged by the credit hour.

CLASS ATTENDANCE

Every student is expected to attend classroom and laboratory periods regularly. All students are expected to attend class beginning with the first class meeting. CBU 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. No faculty member is allowed to have an attendance policy which penalizes a student for absences due solely to participation in an official University sponsored activity including athletic competition which requires limited or occasional absences; however, the student must satisfy all academic work required for the course.

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" (2.0 on a 4.0 scale) 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 Associate Registrar.
6. Waivers to any of these requirements must be made through the Vice President for Academics.

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 Web page of the Registrar's Office. Challenge Exams must be completed before the end of the drop/add period at the beginning of a semester.

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. 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
F	Failed	0
FA	Failed - Excess Absences	0
FN	Failed - Never Attended	0

Some programs require a grade of "C" or higher as a pre-requisite to the next course. 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.

Instructors will penalize a student for failing to submit required work. Alternatively, an instructor may agree to give a student a temporary grade of "I" if asked by the student in a timely fashion. Instructors are under no obligation to agree to give a grade of "I." 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 an "Incomplete Contract" specifying the work to be completed and return it to the Registrar's Office for the posting of the incomplete grade. Incompletes can only be given if the paperwork is completed at least one week before final exams. Exceptions to this deadline may only be made by the Dean of Academic Services (day students) or the Associate Registrar (GPS students). These will only be granted for a documented illness, a serious family emergency, or another issue of comparable magnitude. Requests made by students for an exception to this deadline must be received by the Dean of Academic Services or Associate Registrar by the last day of exams. The "I" grade will not be computed in the GPA. When the "I" is changed to a grade, that 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 the course is needed to the continue to the next course. The grade is changed to "I/F" if all the work is not completed by the midterm of the following semester for day courses or the end of the following term for evening courses. The "Incomplete Contract" form is located on the website at <http://www.cub.edu/cbu/resources/RegistrarsOffice/Forms/index.htm>.

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

GRADE CHANGES

Grade changes for prior semesters submitted after the mid-point of the following semester will require the faculty member's signature as well as the signature of the Department Chair or Dean of the school before the grade change can be processed by the Registrar's Office.

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 three business days 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.

GRADE APPEALS

A student who has evidence that he or she has been assigned a final grade in a capricious, prejudicial, or arbitrary manner may appeal the assigned grade with two weeks after the beginning of the subsequent academic semester (or term). The student should file for a grade appeal formally in the Academic Affairs Office. Then, the student should discuss the grade in question with the instructor involved. If not satisfied, the undergraduate student should discuss the situation with his/her advisor, the graduate student with his or her graduate director. The student should discuss the matter with the Department Chair if s/he still not satisfied. If no resolution is reached, the student should refer the matter to the Dean of the appropriate school. If the matter remains unresolved, the student may then appeal the case to the Grade Appeals Committee. The judgment of the Committee is final.

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 average 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 two times (a total of three enrollments). A semester or term in which the student withdraws from the course with a grade of "W" will be counted as an attempt. A student may not repeat any course off-campus that has been previously attempted at Christian Brothers University. A total of two nursing courses may be repeated. Any student who receives financial aid should consult the Student Financial Assistance Office regarding the effect repeating a course has on their financial aid.

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 included 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 by the end of the summer term can walk in the ceremony. Graduating students also have three business days after the official graduation date to remove any Incomplete grades, send in any transcripts from other universities, or 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, he or she must go back through the appropriate admissions office and apply for re-admission.

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 returning on probation is limited to 15 hours per semester unless written permission to carry more has been obtained from the Vice President for Academics.

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. After the suspension semester, the student may reapply to the University; however, readmission is not guaranteed.

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 Professional Studies) 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 Academics or an administrator delegated by the Vice President for this purpose. Readmission is not automatic; the Vice President for Academics or his or 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 Professional Studies or Professional Studies to Day) must complete a Change of Program request form with the Office of the Registrar. The form is located on the Registrar's Office Web page. 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 posted on the CBU Web site.

All withdrawals, both partial and complete, must be made by the student through the Office of the Registrar. A student must notify the Office of the Registrar of the withdrawal by completing the online "Withdrawal" form on the Registrar's Web page at <https://luna.cbu.edu/registrar/withdrawal>. Any student requesting a "complete withdrawal" from all classes will be required to come to the Registrar's office to secure the necessary signatures to complete the withdrawal process. The date on 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 possible refunds. See Withdrawal Policies on the CBU Business Office web page.

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, Christian Brothers University, 650 East Parkway South, 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) or the Director of Academics (for Professional Studies 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, electronic images, 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*, located at <http://www2.cbu.edu/cbu/StudentLife/index.htm>.

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 an Honors Program Diploma by completing seven honors courses with a grade of "C" or better, including HUM 498, Honors Integrative Seminar, along with graduating with a 3.2 GPA and participating in the required number of Honors Program activities each semester. 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. Members of the Honors Program will have the option of living with other Honors Program students in the Honors Living Learning Community (LLC). For further information about the Honors Program, please consult the Honors Program Web page at www.cbu.edu/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): Christian Brothers University is a charter member of the Greater Memphis Consortium. The other colleges involved are LeMoyné-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 provided they meet the prerequisite requirements. 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 undergraduate and graduate courses, at least twelve (12) hours are required in order to be considered full time for Consortium purposes.

RHODES COLLEGE LANGUAGE COURSES: Through an agreement with Rhodes College, full-time students at Christian Brothers University have the opportunity (on a space-available basis) to enroll in specific language courses taught at Rhodes provided they meet the prerequisite requirements. There is no additional charge to full time (12 - 18 hours) students for courses taken at Rhodes covered under this agreement. Students must contact the Dean of the School of Arts, and appropriate forms must be completed prior to the beginning of the semester.

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 their 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 (901) 321-3461.