1994 - 1996 Bulletin

General Information Section
REGIS UNIVERSITY

1994 - 1996 BULLETIN

GENERAL INFORMATION SECTION

EFFECTIVE FALL SEMESTER 1994 - SUMMER SEMESTER 1996
NON-DISCRIMINATION

Regis University complies with all local, state and Federal non-discrimination laws and regulations in the provision of educational services.
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JESUIT COLLEGES AND UNIVERSITIES

(Founding Date in Parenthesis)

Alabama ................................................................. Spring Hill College, Mobile (1830)
California .............................................................. Santa Clara University (1851)
.............................................................. University of San Francisco, San Francisco (1855)
.............................................................. Loyola Marymount University, Los Angeles (1914)
Colorado ................................................................. Regis University, Denver (1877)
Connecticut .............................................................. Fairfield University, Fairfield (1942)
District of Columbia .................................................... Georgetown University, Washington (1789)
Illinois ................................................................. Loyola University of Chicago, Chicago (1870)
Louisiana ............................................................... Loyola University of New Orleans, New Orleans (1912)
Maryland ................................................................. Loyola College in Maryland, Baltimore (1852)
Massachusetts ......................................................... College of the Holy Cross, Worcester (1843)
.............................................................. Boston College, Boston (1863)
Michigan ............................................................... University of Detroit-Mercy, Detroit (1877)
Missouri ................................................................. Saint Louis University, St. Louis (1818)
.............................................................. Rockhurst College, Kansas City (1910)
Nebraska ................................................................. Creighton University, Omaha (1878)
New Jersey ............................................................. Saint Peter's College, Jersey City (1872)
New York ............................................................... Fordham University, New York City (1841)
.............................................................. Canisius College, Buffalo (1870)
.............................................................. Le Moyne College, Syracuse (1946)
Ohio ................................................................. Xavier University, Cincinnati (1831)
.............................................................. John Carroll University, Cleveland (1886)
Pennsylvania ......................................................... Saint Joseph's University, Philadelphia (1851)
.............................................................. University of Scranton, Scranton (1888)
Washington ............................................................ Gonzaga University, Spokane (1887)
.............................................................. Seattle University, Seattle (1891)
West Virginia .......................................................... Wheeling Jesuit College, Wheeling (1954)
Wisconsin ............................................................... Marquette University, Milwaukee (1881)

(Seminaries and High Schools are not included in this list.)
GENERAL INFORMATION
REGIS UNIVERSITY

Regis University is a coeducational university that includes Regis College, the School for Professional Studies and the School for Health Care Professions, all conducted in the Jesuit tradition at the Lowell Campus Denver, Colorado and at other institutional sites in Colorado and Wyoming.

THE SEAL OF REGIS UNIVERSITY

Symbols used in the seal include the following:

- The Latin Universitas Regisiana Societatis Jesu translates as "Regis University of the Society of Jesus" and names the University and its sponsoring organization, the Jesuit Order.

- The crown is a symbol of the University's patron, St. John Francis Regis. The word regis in Latin means "of the King."

John Francis Regis, Jean-François Régis in his native language, is a Jesuit Saint who lived from 1597-1640. Known as the "Father of the Poor," he was a teacher, missionary and champion of the outcast in the Massif Central, a mountainous district of France located east of the Alps.

- 1877 is the founding date of the University.

- The mountains are symbolic both of the Rocky Mountains and of the mountains of the Massif Central where St. John Francis Regis lived and worked.

- The letters IHS are the Greek letters Iota, Eta, Sigma—the first three letters of the word "Jesus." The letters IHS within a sunburst comprise the seal of the Society of Jesus. The Jesuit seal is found on the pediment at the front entry of Main Hall, Lowell Campus.

- The alternating stripes (originally red and gold) are from the shield of the Ofaz-Loyola family. St. Ignatius Loyola, born in 1491, founded the Jesuits in 1540.

- The motto "Men And Women In Service Of Others," in Latin Hominis Ad Serviendum Alis, is an expression used to describe the purpose of Jesuit education: to form men and women who use their knowledge and energies in the unselfish service of others. The motto also expresses the desire of Regis' faculty and staff to be of service to students and the community.

REGIS COLLEGE CHANGE TO REGIS UNIVERSITY

Regis College adopted Regis University as its institutional name effective July 1, 1991.

The academic structure of the institution retains Regis College as the name of the traditional undergraduate program, which offers a full range of programs in the liberal arts, sciences, business and education. The School for Professional Studies serves adult learners through a spectrum of innovative professional undergraduate and graduate degree programs. The School for Health Care Professions offers undergraduate programs in nursing, health information management, health care administration and medical imaging management. Graduate programs are offered in nursing and physical therapy.

Regis currently serves students in both graduate and undergraduate programs through three academic units at thirteen campuses in locations ranging from Gillette, Wyoming, to Colorado Springs, Colorado.
REGIS UNIVERSITY HISTORICAL HIGHLIGHTS

1877  Regis University, then known as Las Vegas College, was established in Las Vegas, New Mexico.

1894  A second venture, known as Sacred Heart College, was started at Morrison, Colorado, while the Las Vegas College continued to operate in Las Vegas, New Mexico.

1887  Las Vegas College and Sacred Heart College at Morrison, Colorado, were combined and moved to the newly completed Main Hall in Denver, Colorado, where the joint operation was known as the College of the Sacred Heart.

1888  Classes began with 75 students on September 5.

1889  The College was empowered to confer university and college degrees by an Act of the State Legislature of Colorado on April 1.

1890  Ten degrees were awarded.

1911  The Gymnasium, now known as the Robert J. O’Sullivan Center, was completed behind Main Hall.

1921  On April 19, the Articles of Incorporation were amended to change the name of the College to Regis College. The North Central Association of Colleges and Schools granted accreditation as a junior college.

1922  Regis purchased an additional 40 acres of land, extending the campus to its present boundaries of Federal and Lowell Boulevards on the east and west, Regis Blvd (formerly West 50th) and West 52nd Avenues on the south and north, a total of 90 acres.

1923  Carroll Hall student residence and an addition to Main Hall were completed.

1924  Lay members joined the Jesuits on the faculty of Regis College.

1934  Regis College lost its accreditation with the North Central Association of Colleges and Schools, due to granting four-year degrees for which accreditation had not been received.

1937  Regis Men's Club was created as a lay board to advise Jesuit Trustees on publicity, advertising, facilities and alumni relations.

1944  The dramatic effect of World War II on enrollment was shown when Regis graduated three students.

1945  Coeducational evening classes were established.

1949  The building which now houses the St. John Francis Regis Chapel was completed.

1951  Loyola Hall, main classroom building, was completed.

1952  Regis received accreditation from The North Central Association of Colleges and Schools to grant four-year degrees.

1956  The first female faculty member was hired.

1957  Regis had its first graduating class of more than 100 students. O'Connell Hall student residence and the Student Center were completed. Renovation of other major campus buildings, extensive renovation of campus facilities and re-landscaping were completed.

1958  The Civis Princeps award was created to recognize outstanding citizens of Colorado.

1960  The Regis College Fieldhouse was completed.

1963  The Student Center was substantially enlarged.
1964 DeSmet Hall student residence was completed.

1966 A $2.2 million capital fund-raising campaign was completed and the Science Hall and Dayton Memorial Library (built with a grant from Mrs. Elizabeth Dayton) were completed.

1968 The status of Regis College was changed to that of a coeducational institution, effective September 1.

1972 West Hall student residence was completed. David M. Clarke, S.J., became the 22nd President of Regis College and the first President to hold office by virtue of a vote of the Board of Trustees, rather than by appointment by the Provincial and approval by the Trustees.

1973 The American Association of University Professors was voted as the collective bargaining agent for the campus faculty.

1974 The United States Army Medical Equipment and Optical School program was established.

1975 Carroll Hall was renovated and became the residence for the Regis Jesuit community.

1977 Centennial Year. Regis Career Education Program (RECEP), the first accelerated undergraduate program for adults, began in Colorado Springs at the request of Fort Carson.

1978 President’s Council was established. MBA (Master of Business Administration) was established as the first graduate program.

1979 The High School and College became separate corporations under separate leadership. The Regis Career Education Program II (RECEP II) program was established in Denver.

1980 The $5 million Campaign for Commitment was completed.

1982 The old gymnasium was renovated and dedicated as Robert J. O’Sullivan Center to house the Regis College Theatre and offices for RECEP II. The Master of Arts in Adult Christian Community Development (MAACCD) program was established.

1983 An administrative reorganization was carried out: four Vice Presidents directly under the President; Academic Dean for Campus Programs and Academic Dean for Career Programs directly under the Academic Vice President. The Southeast Campus was established. It is now located at Harlequin Plaza in Littleton.

1984 The campus at Sterling, Colorado was established.

1986 The campus at Loveland, Colorado was established.

1987 The Coors Life Directions Center, built with a grant from the Adolph Coors Foundation, was completed.

1988 Regis assumed responsibility for Loretto Heights College and Campus and moved Nursing and University Without Walls programs from the Loretto Heights Campus to the Lowell Campus.

1989 The College completed the $15 million "Commitment to the Future" development program by raising $16.5 million.

1990 The Wyoming campuses at Cheyenne and Gillette were established. Regis Jesuit High School moved to Parker and Arapahoe Roads in southeast Denver and the College purchased and occupied the high school buildings and grounds.

1991 On July 1, Regis College became Regis University with three constituent divisions: Regis College (traditional programs), the School for Professional Studies and the School for Health Care Professions.

1992 The Board of Trustees named Michael J. Sheeran, S.J. President of Regis University and David M. Clarke, S.J. Chancellor. Through a cooperative agreement with Colorado Mountain College, campuses were established in Glenwood Springs and Steamboat Springs.

1993 Michael J. Sheeran, S.J. was inaugurated as the 23rd President of Regis University. On August 12, Pope John Paul II and United States President Bill Clinton met in the President's Dining Room in Carroll Hall. Regis University School for Professional Studies introduces an accelerated bachelor’s degree completion program in business administration through Mind Extension University (the Education Network), a subsidiary of Jones Education Networks, Inc.
HISTORY OF REGIS UNIVERSITY

In 1540, when Ignatius Loyola founded the Society of Jesus—a community of companions and scholars resolved to serve their fellow men—a guiding principle of the Society was that it would meet the needs of its age and would "form leaders who would carry forth into their personal and professional lives a mission of service to others." For four centuries, the Jesuit fathers have been perfecting an educational tradition of academic excellence, values-centered education and service to the community.

The Society of Jesus (Jesuits) is an international Roman Catholic religious order of priests and brothers known for its missionary and educational work. The Jesuit education network extends to more than 2,000 institutions of various types and levels, including 177 universities and 356 high schools. Ten thousand Jesuits and nearly 100,000 lay people provide education for more than 1,800,000 students in 56 countries around the world (Jesuits work in 113 countries). In the United States there are 46 Jesuit high schools and 28 Jesuit colleges and universities.

Regis University has continued the Jesuit tradition since 1877, when a band of Jesuit missionaries from Naples, Italy, carved out a college on the edge of the desert in New Mexico, and named it Las Vegas College.

In 1884, Bishop Joseph P. Machebeuf of the Diocese of Denver, eager to have a respected school for boys in Colorado, persuaded the Jesuits to relocate their New Mexico college to Morrison, Colorado, where it was renamed The College of the Sacred Heart. In 1888, when the Morrison site proved too remote, Dominic Pantanella, S.J., the first president, moved the College to its present location in northwest Denver where it included the College and an associated Jesuit high school.

Through an 1888 act of the Colorado state legislature, the College was empowered to confer college degrees, and the first graduation exercises were held in 1890. In 1917, the College established a four-year curriculum separate from the high school and, in 1921, the high school and College were renamed "Regis" in honor of St. John Francis Regis, the 18th century Jesuit missionary in the mountains of France.

Main Hall, built in 1887, was the only building on the campus until expansion began in 1923. Today, the Regis University Lowell Campus is comprised of 12 buildings on 90 acres.

In 1952, Regis was accredited by the North Central Association of Colleges and Schools as a four-year, degree-granting college. Student enrollment has increased steadily, with a large expansion coming immediately after World War II as a result of the G.I. Bill. Recognizing the need for educating men and women together, the College became a coeducational institution in 1968. In 1979, because of the expanding needs of high school and college education, Regis Jesuit High School and Regis College became independent institutions.

In 1977, Regis College began to offer selected programs to adult learners through classes at Fort Carson and Peterson Field and in temporary facilities at St. Mary's High School in Colorado Springs. Since that time, Career Programs (currently named School for Professional Studies) has expanded to include master's degree programs in Community Leadership, Business Administration, Computer Information Systems, Liberal Studies, Management and Non-profit Management as well as undergraduate degree programs in business administration, computer science, religious studies and other disciplines through Guided Independent Study, offered at several off-campus locations. In 1981, Regis acquired a 33,000 square foot facility along U.S. Highway 24 near Old Colorado City to house its Colorado Springs programs.

In 1981, the Board of Trustees established "The National Commission on the Future of Regis College" to examine the College's purposes and develop a plan for its future needs. Drawing upon the expertise of 172 distinguished corporate, civic, religious and educational leaders from across the nation, the nine Task Forces of the National Commission studied and analyzed the major issues facing the College and suggested logical priorities the College might consider as appropriate steps in achieving its future objectives. The National Commission offered 257 recommendations, which outlined for the Board of Trustees an imaginative and vigorous vision of Regis. The result was the development, implementation and successful completion of the College's largest fund-raising effort in history—the $15 million "Commitment to the Future."

The Commitment to the Future was a key element in assuring the future success of Regis University. In addition to that major effort, the University is fortunate to include among its resources the funds contributed by individuals, corporations and foundations in general support of the University in support of specific programs. Endowed funds designated for student scholarships are included in the Financial Aid section of this Bulletin. The following restricted and unrestricted endowments in support of the University and its programs are major assets in the continuing success of Regis University.

RESTRICTED ENDOWMENTS

THE CHESTER ALTER VISITING PROFESSORSHIP was established in 1981 by the Loretto Heights College Board in honor of Chester M. Alter, Chancellor of the University of Denver from 1953-1967 and a spokesman for higher education for many years since. The purpose of the fund is to pay the costs of a person serving as a visiting professor.

THE GATES ENDOWMENT FOR EXCELLENCE IN BUSINESS EDUCATION was initiated in 1985 through a grant from the Gates Foundation. The purpose of the fund
is to enrich business education at Regis University by providing financial support for selected activities and projects.

**THE ADELE PHELAN FACULTY EXCELLENCE FUND** was established in 1983 by the Board of Loretto Heights College to honor the presidency of Adele Phelan. The purpose of the fund is to provide grants to faculty members so they may pursue research and special studies that contribute to professional knowledge and to effectiveness as teachers.

**THE JOHN J. SULLIVAN CHAIR IN FREE ENTERPRISE** was established in 1977 by John J. Sullivan and his wife Anne. Additional funds were received from the Gates Foundation. The purpose of the fund is to "perpetuate the concept and practice of free enterprise and instill in our future leaders a highly developed sense of responsibility for the future of the free market system in our complex and ever-changing world."

**THE TRIANON NURSING FUND** was established in 1974 through a grant from the Trianon Foundation for the purpose of providing support for the nursing program.

**THE US WEST ENDOWMENT FOR LEADERSHIP DEVELOPMENT** was established in 1987 through a grant from US WEST, Inc. The purpose of the fund is to provide resources to assist in developing leadership abilities in Regis students through the University's leadership development program.

**UNRESTRICTED ENDOWMENTS**

**THE CORTLANDT E., JACK J., AND JAMES D. DOYLE FUND** was established in 1984 by Miss Marie Eleanor Doyle in memory of her brothers. The purpose of the fund is to provide support for the general purposes of the University.

**THE WILLIAM S. LEVINGS FUND** was established in 1989 by means of a gift annuity from William S. Levings at the time of his death. Others have also donated to the fund. Dr. Levings was a 1920 graduate of Regis College, taught at Colorado School of Mines until his retirement, then taught Geology at Regis College until he was in his late eighties. He was known affectionately as "Doc Rocks." The purpose of the fund is to provide support for the general purposes of the University.

**THE REGIS FUND** was selected as the name of the Regis College unrestricted endowment fund by the Board of Trustees in 1985. This fund receives endowment gifts to the University for the general support of the institution.

**THE 1977 SPECIAL FUND** was established in 1977 through a donation for general support of the University.

**THE WECKBAUGH FAMILY FUND** was established in 1978 for the general support of the University.

**THE MISSION OF THE UNIVERSITY**

Regis University educates men and women of all ages to take leadership roles and to make a positive impact in a changing society. Standing within the Catholic and United States traditions, we are inspired by the particular Jesuit vision of Ignatius Loyola. This vision challenges us to attain the inner freedom to make intelligent choices.

We seek to provide values-centered undergraduate and graduate education, as well as to strengthen commitment to community service. We nurture the life of the mind and the pursuit of truth within an environment conducive to effective teaching, learning and personal development. Consistent with Judeo-Christian principles, we apply knowledge to human needs and seek to preserve the best of the human heritage. We encourage the continual search for truth, values, and a just existence.

Throughout this process, we examine and attempt to answer the question: "How ought we to live?"

As a consequence of Ignatius Loyola's vision, particularly as reflected in his *Spiritual Exercises*, we encourage all members of the Regis community to learn proficiently, think logically and critically, identify and choose personal standards of values, and be socially responsible. We further encourage the development of skills and leadership abilities necessary for distinguished professional work and contributions to the improvement and transformation of society.

**EDUCATIONAL GOALS**

Based on hope in the goodness of human life and responding in solidarity with Jesus Christ, "Who came to serve, not be served," we seek to:

1. Provide our students with an excellent education in which they develop the ability to think critically, perceive comprehensively and perform competently.

2. Offer a liberal education in the arts and sciences that develops talent and abilities, promotes awareness of career alternatives and provides the practical skills necessary to pursue such careers. We believe that recognizing the continuum between conceptual rigor and practical application enables our students to adapt to new situations throughout life.

3. Examine the dominant values that constitute society. We provide our students with the experience and understanding necessary for establishing their own framework of values within which they can make moral judgements and personal choices. In this way, we help empower students to make a positive impact on a changing society.
4. Investigate the theories, methods and data of academic disciplines, as well as their underlying assumptions and values.

5. Promote an atmosphere of personal concern for each student. This includes conscientious advising, substantial interaction between faculty and students, and close attention to each individual's personal intellectual growth.

6. Concentrate our limited resources as a private and independent institution on select areas and extend these resources by forming partnerships with other organizations. In this way the University attempts to be innovative both educationally and technologically.

7. Motivate students, faculty and staff to put their wisdom, skills and knowledge at the service of humanity.

8. Expand the presence and influence of the Jesuit vision and values, which are derived from the Ignatian, Catholic and United States traditions of education.

**REGIS UNIVERSITY BEHAVIORAL GOALS**

1. Provide quality education through thoughtful personal service and effective operations to optimize student satisfaction with the Regis University experience.

2. Maintain the highest ethical relationships with students, employees, suppliers and other educational institutions, especially those with which we compete.

3. Strengthen our financial base to assure the continuing health of the University so that it can serve educational needs in the future.

4. Continue to develop and maintain a talented and committed Board of Trustees, faculty and management team dedicated to the Regis mission.

5. Acknowledge exceptional contributions, assure fair and equitable rewards and provide opportunities for self-expression and growth among Regis personnel.

6. Fulfill our obligations to the society we serve by constantly developing improved systems, policies, and procedures, which assure our increased effectiveness in educating students in the Jesuit tradition.

7. Practice what we teach in our relationships with faculty, students and staff, in our service to the community; and in our service to the Church and to other recognized religious traditions.

8. Promote through thought and action our commitment to the wider community in the areas of lifelong learning and service to those in need.

These goals are designed to nurture the ability to exercise leadership and adapt to new circumstances for students in Regis College, School for Professional Studies, and School for Health Care Professions programs. To this end we specifically emphasize the following areas:

**With respect to educational content:**

1. Proficiency in reading, writing and speaking.

2. Informed and critical familiarity with major areas of knowledge.

3. Ability to think critically, analytically and quantitatively.

4. Detailed understanding of at least one academic discipline.

5. Practical and marketable skills necessary to function effectively in society.

6. Knowledge and evaluation of the history, functions and operations of institutions in United States society.

7. Ability to evaluate international issues in historical, social and political contexts.

8. Knowledge of the traditions that have formed contemporary culture.


**With respect to educational programs:**

Regis University provides an undergraduate liberal arts program, as well as focused graduate programs, within a selected number of areas in which students may specialize.

The criteria for developing new areas are:

1. The University already has well-developed resources and expertise.

2. The University can feasibly develop resources and expertise; there is a reasonable expectation that student interest and career opportunities exist, and such areas are consistent with the mission of the University.

**With respect to personal characteristics:**

Students are encouraged to develop a realistic sense of personal worth and a positive personal philosophy of life based upon:

1. Self-esteem and self-discipline;
2. Compassionate and respectful human relationships;

3. Commitment to community service and the improvement of social institutions; and

4. Dedication to lifelong learning.

ACCREDITATION AND AFFILIATIONS

Regis University is accredited by the North Central Association of Colleges and Secondary Schools. The Health Information Management Program in the School for Health Care Professions is accredited by the Commission on Accreditation of Allied Health Education Programs. The Nursing Program in the School for Health Care Professions is accredited by the National League for Nursing. Regis University holds membership in the Association of American Colleges, American Council on Education, National Catholic Education Association, Association of Jesuit Colleges and Universities, American Association of Colleges for Teacher Education, Associated Colleges of Colorado, National Association of College and University Summer Sessions, and the National University Continuing Education Association. Regis University is a full member of the Association of Graduate Liberal Studies Programs (AGLSP).

The University is approved by the Colorado and Wyoming State Departments of Education for preparing students for State Teacher's Licensure in early childhood, elementary, middle and secondary levels, special education and English as a second language.

The University is authorized under Federal law to enroll non-immigrant alien students.

These accreditations and authorizations assure a student complete professional recognition of the degree he or she receives from Regis University and its acceptability when applying for admission to graduate schools.

In addition to the above affiliations, the University is represented in numerous professional and academic societies through individual memberships held by its faculty and administrators.

The accreditation, approvals and certification of the University are based upon the University's status at the time of printing of this Bulletin. Accreditation, approvals and certifications are subject to review and modification from time to time.

THREE ACADEMIC AREAS

Regis University is comprised of three separate academic areas—Regis College, the School for Professional Studies, and the School for Health Care Professions.

- Regis College offers a full range of undergraduate programs in the liberal arts, sciences, business, and education, and a Master of Arts in Whole Learning Education.

- The School for Professional Studies is designed for the working adult and includes an undergraduate program offered in Wyoming (Cheyenne, Gillette, and Sheridan) and in locations across Colorado. The School also includes a variety of graduate level programs: Master of Arts in Community Leadership (MACL), Master of Arts in Liberal Studies (MLS), Master of Business Administration (MBA), Master of Business Administration International (MBAI), Master of Nonprofit Management (MNM), Master of Science in Computer Information Systems (MSCIS) and Master of Science in Management (MSM). The School for Professional Studies also offers a Bachelor of Science in Business Administration degree completion program on the Mind Extension University (MEU) network.

- The School for Health Care Professions includes the undergraduate Program in Nursing with the traditional Nursing Option, the Accelerated Nursing Option, the RN-to-BSN (Bachelor of Science in Nursing) Degree Completion Option, which is taught on campus and on-site at area hospitals, the Health Care Administration Program, the Health Information Management Program and the Medical Imaging Management Program. The School also offers graduate programs in Nursing and Physical Therapy.

DEGREE AND CERTIFICATE REQUIREMENTS

Degree and Certificate requirements for each program are listed in the appropriate section of the Bulletin, according to the academic area offering the degree or certificate (i.e., Regis College, the School for Professional Studies, the School for Health Care Professions). Regis College programs of study are listed by academic department. The School for Professional Studies degrees and certificates are listed by the academic program offering the program of study. The Health Care Professions programs are listed in that School's section. Students should refer to the appropriate academic section of the Bulletin for details regarding specific requirements and academic information.

Information in this section of the Bulletin applies to all academic sections unless otherwise indicated in the appropriate school or college section.

UNIVERSITY SITES

Regis University serves more than 9,000 students in both graduate and undergraduate programs through three academic units. Programs are offered at the main Lowell
Campus in North Denver, as well as at sites in Boulder, Colorado Springs, Loveland, Sterling, Southeast Denver, Colorado mountain sites (Glenwood Springs and Steamboat Springs), Cheyenne, Gillette, and Sheridan, Wyoming.

LOWELL CAMPUS

The Adult Learning Center

The Adult Learning Center houses offices and classrooms, as well as an auditorium for the School for Professional Studies and for all other adult education programs.

Carroll Hall

This building includes administrative and faculty offices laboratories (computing, physical therapy and nursing), and several meeting rooms. Administrative offices include the academic computing center.

Regis College departments/offices housed in Carroll Hall include Accounting, Business Division, Freshmen Commit­ment Program, Economics, Education, English, Freshmen Success Program, Modern and Classical Languages, Master of Arts in Whole Learning Education, the Regis Learning Center and the Writing Program.

The School for Health Care Professions is located on the third and fourth floors with the office of the Dean, all program faculty, and nursing and physical therapy laboratories.

Coors Life Directions Center

This building was constructed in 1987 and houses the offices of Career Services and Personal Counseling, as well as the Fitness Program and the Health Center.

The Fieldhouse

The Regis Fieldhouse offers modern facilities for the University's intramural and intercollegiate sports programs. It includes an indoor swimming pool, a 3,000-seat capacity gymnasium, a smaller gymnasium, handball courts, steam room and weight room, all available to students. Six tennis courts, plus the baseball, intramural and soccer fields are located nearby.

Libraries

The libraries provide the Regis community with significant resources for research, areas for study and professional staff for assistance.

The libraries include Dayton Memorial Library, the biology and chemistry departmental libraries on the Lowell Campus and the Colorado Springs Library. Library services also extend to the Harlequin Plaza Campus in southeast Denver under a cooperative agreement with the Koelbel Library, as well as to the Loveland Campus under a cooperative agreement with the Loveland Public Library.

The Regis collections contain more than 255,000 volumes. Some 2,600 periodicals are received. Regis is a depository for federal government documents and also offers a growing collection of audio-visual materials. The Fr. William E. Becker, S.J. Art History Slide Collection includes over 85,000 items. The archives of Regis University and Loretto Heights College offer unique historical resources for re­search. Regis University also houses the archives of the American Academy of Religion and the Society of Biblical Research. The collection of rare and antiquarian volumes also includes illuminated manuscripts from the thirteenth and fifteenth centuries.

Regis University uses the CARL on-line catalog, which links the Regis libraries to the major academic libraries in Colorado, and provides access to more than 6 million volumes, as well as over 80 data bases and delivery services. The Regis on-line catalog may be tapped by home computer.

As a member of the On-line Computer Library Center (OCLC), a national computerized network, the library has access to the resources of more than 3,000 member libraries. Materials not available on Regis campuses may be secured through the libraries' efficient inter-library loan services.

Regis was one of the first libraries in the nation to implement videodisc technology; the collection of CD-ROMs numbers over 200. The reference staff also provides computerized literature searches in more than 500 specialized data bases.

The libraries are increasingly known as teaching libraries. The reference librarians are frequently in the classrooms lecturing on research skills. Regis is committed to honing the skills of library research as an essential to life-long learning.

In January 1994 the Board of Trustees authorized a $5 million renovation and expansion of the main library. Construction is scheduled to begin in 1995.

Loyola Hall

Loyola Hall contains many of the classrooms and faculty and administrative offices. Other classrooms are located in the Science Building, the Fieldhouse, Main Hall and the Adult Learning Center.
Main Hall

Main Hall, constructed in 1887 as the College's first building, stands as the major landmark of the University and houses many of the administrative offices and several classrooms.

Robert J. O'Sullivan Center

In 1982, this venerable facility was renamed in honor of a Jesuit professor. It houses the College Theater and the Office of the Registrar.

St. John Francis Regis Chapel

Rededicated in 1991, the Chapel is operated by Campus Ministry and serves the entire University community.

Residence Halls

Regis University offers three modern residence halls—O'Connell, DeSmet and West. A residence director lives in each residence hall. Lounge and laundry facilities are found in each residence. Each residence hall is represented on the Student Council's General Assembly.

The Science Building

The Science Building houses the physics, mathematics, biology, computer science and chemistry departments. The University's well-known seismology unit is also located there. A lecture amphitheater, used jointly by the science departments, is a special feature of the building's design and utility. Each department has its own laboratories, faculty offices and private faculty research facilities.

The Student Center

The Student Center, as the name implies, is the center of campus activities. It houses the Office of the Vice President for Student Life, student government, and the student dining and lounge facilities. The University Bookstore, faculty/staff dining room, snack bar and game room are also located in the Center.
Regis University academic periods vary in length, depending on the academic program. The traditional semester is 16 weeks in length. Other academic periods, with starting and ending dates different from semester dates, are considered "Subsessions." The academic calendar lists traditional semester starting and ending dates first, with subsession dates following. When zeroes are listed in the start and end date columns for "Other Subsession" programs, this is due to unavailability of exact dates for first and last dates for the course offerings. Courses are generally offered within the "Semester" start/end dates for each semester. Academic programs are listed according to the appropriate session or subsession dates. Students should contact the appropriate school for further academic calendar information.

The calendar represents the University's best judgment and projection of its schedule during the periods addressed. The calendar is subject to change due to forces beyond the University's control or as deemed necessary in order to fulfill its educational objectives.

### REGIS COLLEGE

#### UNDERGRADUATE PROGRAMS

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#### SCHOOL FOR HEALTH CARE PROFESSIONS

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### Graduate Programs

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### School for Professional Studies

#### Undergraduate Program

(The abbreviation in parentheses in the far left column indicates the program designations utilized prior to fall semester 1994.)

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### GRADUATE PROGRAMS

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Master of Nonprofit Management (MNM), Master of Science in Computer Information Systems (MSCIS), Master of Science in Management (MSM)

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STUDENT LIFE

MISSION STATEMENT

In keeping with the Mission of the University, its education goals and assumptions, the Division of Student Life strives to support the growth and development of Regis students through the following.

- The Jesuit tradition of cura personalis, the care and concern for the individual human person.
- An effort to integrate development of the whole person—spiritually, personally, socially, physically, intellectually and vocationally.
- Programs that develop leadership skills and encourage students to assume positions of significant responsibility.
- Promotion of an academic atmosphere in all student activities and services.
- Encouragement of students to exercise their freedom and judgement while respecting the rights and needs of the campus community.
- Activities that promote service to others on and off campus.
- Activities and services that maximize the opportunities for students to understand themselves and to grow and develop to their fullest potential.

To these ends, the University provides the following departments and programs to serve its students.

SCOPE OF SERVICE

The service information provided in this section applies to all University students with the following exceptions: Counseling Services, Health Service, Campus Life Activities, Residence Life and Athletics. These services, as described, are available for Regis College undergraduate students and the School for Health Care Professions traditional undergraduate Nursing students.

OFFICE OF THE VICE PRESIDENT FOR STUDENT LIFE

The administrative responsibility for the supervision and coordination of the Student Life areas and staff rests with the Vice President for Student Life. These areas include Athletics, Campus Activities, Campus Ministry, Campus Security, Conferences and Scheduling, Career Services, Health Service, Life Directions/Wellness Program, Personal Counseling, Residence Life and a liaison relationship with Marriott Food Service. The Vice President for Student Life is also responsible for implementing the student discipline program. The Student Life Office is located on the second floor of the Student Center, Room 223.

ATHLETICS

The Athletic Department at Regis University offers a wide variety of intercollegiate and intramural programs. The athletic office is responsible for assigning use of all indoor and outdoor facilities, as well as scheduling all intercollegiate, intramural, recreational and special events.

The University's intercollegiate teams are nicknamed the "Rangers." In men's sports, Regis competes in soccer, basketball, baseball, tennis, golf, volleyball and lacrosse. The men's teams compete in the Colorado Athletic Conference (NCAA Division II), and hold a membership in the Rocky Mountain Intercollegiate Golf Association. The women's intercollegiate teams also compete in the Colorado Athletic Conference (NCAA Division II), in volleyball, softball, soccer, basketball, tennis and golf.

INTRAMURAL ATHLETICS

Over seventy-five percent of the Regis College students participate in a wide variety of intramural activities. Regis offers team sports, such as men's and women's flag football, coed volleyball, men's basketball, coed floor hockey, and men's, women's, and coed softball. The intramural program also includes several tournaments, such as doubles volleyball, tennis and 3-on-3 basketball. The intramural season begins each year with the annual Residence Hall Olympics, featuring the three residence halls competing in nine unusual sports. Intramurals are supervised by the Director of Campus Life, and are organized and officiated by student Commissioners. All Regis College sophomores, juniors and seniors are invited to apply for Commissioner positions each April.

The Athletic Office is open 8:30 a.m. to 4:30 p.m. each weekday, and is located on the second floor of the Fieldhouse.

CAMPUS LIFE

Campus Life is located on the second floor of the Student Center and is responsible for advising the Regis Student Executive Board, General Assembly, and Clubs and Organizations. It also handles all special events including Parents' Weekend, Orientation and campus programming efforts such as Ranger Day. Posting approval is done through this office, as well as event organization for anyone wanting to do an on- or off-campus event sponsored by a Regis club or organization. Intramural Sports is also housed in this office. Each residence hall is staffed by a Residence Director and Resident Assistants. The residence hall staff works to insure and promote the quality of community life in the hall through education programming, career development, social activities and advising.
The office is responsible for all aspects of the housing program including selection and training of Residence Directors and Resident Assistants, room assignments, room changes, discipline, damage notices and the ELS program. All inquiries regarding these areas should be made to the Campus Life Office, which is located in the Student Center, Room 214.

CAMPUS MINISTRY

As a Jesuit institution, Regis University is concerned with creating an atmosphere that enhances spiritual growth and a Christian response to life situations. A full-time Campus Ministry staff has primary responsibility for developing programs that foster a deeper faith awareness within the total Regis community, and translate this individual and communal faith into action and witness. Campus Ministry provides the following services: daily and Sunday celebration of the Eucharist, availability of the Sacraments, ecumenical opportunities for prayer and faith development, days and evenings of recollection, special prayer and liturgical services, spiritual direction and advising, forums and interdisciplinary ventures, retreats and assistance to persons experiencing grief. The Campus Ministry staff and Jesuit community are available to the entire University community.

CAREER SERVICES

Career Services provides an avenue for students to investigate the world of work, and:

1. Assists students in identifying their skills, interests and abilities in order to set academic and career goals;
2. Teaches students the process of gathering, understanding and using job market information;
3. Increases student effectiveness in conducting a job search campaign;
4. Provides listings of current full and part-time openings;
5. Provides an on-campus recruiting program, which gives seniors the opportunity to obtain initial interviews with major organizations.

Career Services conducts individual advising sessions and seminars on relevant topics such as resume writing, interviewing skills, networking skills and preparing for graduate school. In addition, a placement file may be opened for job referrals. Current career information is available in the Life Directions Resources Library.

Services are available to full-time undergraduate campus students through the student services fee. Other students may utilize services of the professional staff on a fee-for-service basis.

STUDENT HEALTH SERVICES

Student Health Services is a part of the Life Directions Program. In keeping with the Jesuit tradition, the Life Directions Program position is that the mind, the body and the spirit are interconnected. Traditional medicine is practiced with an emphasis on the whole person. Services are unlimited and free to traditional undergraduate students. Two nurse practitioners are on duty eight hours each class day and a physician has hours on campus at specified times each week. Routine ambulatory medical care, gynecological services, treatment of minor emergencies, dispensing of medication and medical referral services are provided. If medical lab work or special prescriptions are required, the student is assessed that fee.

All student health records are confidential and can only be released to another person with the written permission of the student.

Health Requirements

1. As a prerequisite to registration, and according to Colorado State Law, measles, mumps and rubella immunity are required for all Regis College and School for Health Care Professions students. Students can be considered immune to measles only if they have physician documentation of:
   a. Two MMR (measles, mumps, rubella) vaccinations.
   b. Laboratory evidence of measles, mumps and rubella immunity.

   This information becomes part of the student's medical record, which is maintained and updated with each subsequent contact with the Student Health Services. Students arriving on campus without having a physical examination or updated immunization record are required to report to the Health Services to arrange for these records and immunizations.

2. As a condition of enrollment, all full-time Regis College and traditional nursing undergraduate students must maintain health insurance coverage. This requirement can be met in one or two ways:
   a. Purchasing the University-sponsored Student Health Insurance plan,
   or
   b. Waiving the University plan and presenting proof of coverage by an alternative health insurance plan of the student's choosing.
Communicable Disease Policy

A variety of communicable diseases exist that vary in degree of transmission to others and in severity of potential health risks to individuals. These diseases, ranging from infections such as chicken pox, measles, and mononucleosis to tuberculosis, leprosy, and acquired immune deficiency syndrome, generate differing levels of concern among various populations.

Regis University strives to establish clear, consistent, and non-discriminatory policies and procedures to deal with communicable diseases while concurrently acknowledging the privacy of individuals. These policy and procedure statements are formulated on the basis of current medical and legal opinions regarding communicable diseases with the goals of providing health awareness opportunities and extending proper treatment to all Regis employees and students within the bounds of legal, moral and ethical responsibilities.

A full description of the policy statement regulating communicable diseases is available in the Health Services office, or the Student Life office.

LIFE DIRECTIONS PROGRAM

The Coors Life Directions Center is a recent addition to the Regis Lowell Campus. Its striking architecture hints at the innovative approach to health being addressed by Regis—the wellness approach. At the core of the Regis wellness philosophy is the belief that our sense of well-being, or health, is a reflection of the extent to which the different facets of our lives are either in or out of balance. Each of us must learn to contend with the physical, psychological, spiritual, career, social and intellectual dimensions that comprise virtually all aspects of our daily lives.

The purpose of the Life Directions Center/Wellness Program is to educate students about the risks of various choices, and to offer skills training to assist students in making choices and changes.

Wellness services and educational programs are offered through the departments of Personal Counseling, Career Services, Student Health Services and the Fitness Program in collaboration with Campus Ministry.

PERSONAL COUNSELING

As a part of the Life Directions Program, Personal Counseling Services provides assistance to students in the areas of psychological counseling, education programming, and consultative services. The primary focus of the department is to facilitate healthy emotional development. Counseling offers a safe and accepting environment in which to effectively develop awareness and strategies to handle crisis situations or persisting problems, and to grow in self-knowledge and understanding.

A professional staff of licensed and qualified psychologists and counselors provides individual and group services, which include short-term counseling, long-term counseling when advisable, referral to consulting psychiatrists where appropriate, and assessment of more severe psychological concerns.

Services are free to full-time Regis College undergraduate students and the School for Health Care Professions traditional undergraduate Nursing students (campus students). To protect the student's rights of privacy, all information disclosed in counseling is considered confidential and can ONLY be released to another person with the written consent of the student.

Personal Counseling Services also has some areas of emphasis, which include the following:

Eating Disorder Program. This program provides information, evaluation, assistance and referral/resources for treatment of eating disorders. In some instances a student can receive counseling on campus; other times off-campus referrals are appropriate. Psychoeducational groups and support groups dealing with this area are also available on such topics as body image, self-esteem and compulsive eating.

Choices. The objective of Choices (a Substance Abuse Prevention Program) is to provide prevention, education, crisis intervention, assessment and referral related to substance abuse/addiction issues. The program promotes self-responsibility and the development of a drug-free campus. An alcohol/drug intervention team is also available to assist individuals who are struggling with alcohol/drug problems or whose friends/relatives need to obtain treatment.

Stress Management/Biofeedback Program. Individual as well as group assessment and counseling is offered to those who need help dealing with stress. Stress management techniques such as assessing stress level, time management, math and test anxiety and relaxation techniques are utilized. A new Biofeedback Program is now in existence, providing a structured eight-week program on utilizing biofeedback machines in assisting with the learning of stress management.

Peer Support Program. This is a joint program sponsored by Personal Counseling Services and Campus Life. There are three Educational Programming Assistants along with a small group of peer supporters in each of the three residence halls. These students are trained to be "listeners" for other Regis students. They also provide educational programming, resources and referrals on certain issues and provide some emergency backup duties when necessary and where appropriate.
Personal Counseling Services also provides psycho-educational groups designed to promote skill development in the areas of communication skills, stress management, dating and relationship issues, adjustment to college life, assertiveness training, substance abuse issues and other relevant topics upon request.

**FITNESS PROGRAM**

The purpose of the Fitness Program is to assist the students, faculty and staff of Regis University in their endeavors to increase or maintain their physical health. Specifically, the Program focuses on exercise and proper nutrition while recognizing that physical health is but one facet of total wellness. Services are available to full-time undergraduate campus students through the student services fee. Membership in the Fitness Program for other students is available for a monthly fee.

The Fitness Program offers students:

1. A place to work out—the 6,000 square foot fitness facility housed within the Life Directions Center contains aerobic and strength-training equipment—including both free weights and variable resistance machines. The fitness area is open seven days per week.

2. Exercise guidance and fitness goal-setting. Professional or student staff offer orientations to training principles and equipment usage, teach exercise classes, provide fitness testing services, as well as exercise prescription and consultation.

3. Nutritional guidance and goal-setting for proper nutrition or weight management. Nutritional analysis, nutrition classes/videos, education materials and one-to-one consultation are offered.

4. Special events and educational opportunities. Exercise incentive, campaigns with prizes, guest lecturers and demonstrations, Healthy Heart Week and blood cholesterol screening are some of the services offered.

**CAMPUS SECURITY**

The Campus Security Office exists to provide greater security and safety to the entire Regis community. All known problems relating to the safety of people and/or to the security of a building or University or personal property should be reported immediately to the Security Office at (303) 458-4122. It is important that incidents be reported to provide maximum security and safety to the Regis community.

In addition, Security monitors the parking lots, tickets and/or tows improperly parked cars, and escorts students on campus at night if requested. Campus Security is located on the second floor of the Student Center.

**FOOD SERVICE**

Regis has contracted with a food service company, Marriott, for all meals served in the cafeteria and snack bar. Special diets recommended by doctors can be provided in most cases. The Director of Campus Life should be contacted for these arrangements. All students residing on campus are required to take a meal plan, unless specifically exempted in writing by the Director of Campus Life, based on medical grounds. Request for such exemptions must be filed during the first two weeks of classes each semester, and the University requires sufficiently detailed medical information from the student's physician to permit University officials to judge whether recommended diet restrictions can be met by the Food Service.

Guests of the University, or students not on a meal plan, are welcome to pay for any meal in the dining hall or snack bar.

**STANDARDS OF CONDUCT**

Student conduct regulations afford individual students maximum personal freedom, while protecting the rights and freedoms of others and maintaining the educational process. This necessitates good judgment, a sense of self-discipline and respect for the rights and privileges of others. University staff or the Student Judicial Board (for undergraduate Regis College students) hear cases of alleged violations and impose sanctions, including disciplinary suspension from the University. Although the goal is to redirect student behavior into acceptable patterns, accountability for a serious violation or failure to change behavior may result in suspension of an individual. A detailed summary of regulations and the student discipline process is available in the Student Handbook, which covers all University students. Students may request a copy of the Handbook from the Division of Student Life located in the Student Center.

**HANDICAPPED STUDENTS**

Regis University is committed to the ideal of providing equal educational opportunities to all qualified persons. Many modifications and renovations have been made to campus facilities and Regis continues to make the campus more accessible to handicapped students.

Federal regulations prohibit pre-admission inquiries about disabilities. It is very important, however, that handicapped prospective students discuss needs and exchange information with Admissions personnel well in advance of admission. Prospective students who are handicapped are encouraged to visit the campus prior to admission.

Handicapped students often have added expenses for special equipment and services, so it becomes especially important to plan early for adequate finances. After being admitted to Regis, students should consult with a financial aid representative concerning special needs. Necessary
equipment and services may be included in financial aid packages, if funds are available.

Residential needs depend on the type of handicap and available space. Rooms in one residence hall have been modified to accommodate handicapped students. The Library, Student Center and academic offices are also accessible to handicapped students. Again, special arrangements can be made to accommodate students in dealing with personnel in other offices, which may not be as accessible.

CAMPUS ACTIVITIES AND ORGANIZATIONS

The University sponsors a full program of co-curricular activities, religious, intellectual, cultural and social in scope. Campus activities are aimed at creating a stimulating climate in which students may develop their leadership, physical, mental and moral potential.

The Student Life staff provides resource people for organizations in planning and implementing programs. Although most co-curricular organizations require full-time status for active participation, membership is not restricted, and almost anyone participating in the Regis community is welcome to join. Most organizations do require that the member be in good academic standing with the University. However, exceptions to this policy are considered by the Director of Campus Life.

Student activities and organizations are available to meet cultural, academic, recreational, social, leadership, service and spiritual interests. Anyone interested in finding a particular organization with which to be involved may contact the Office of Campus Life in the Student Center.

STUDENT ORGANIZATIONS

Alpha Sigma Nu. A Jesuit Honor Society for juniors and seniors who have distinguished themselves in scholarship, loyalty and service to the University.

Biology Club. For majors in the field interested in the biological sciences.

Highlander Newspaper. This news and feature newspaper, published during the academic year, serves as an outlet for fiction, poetry and articles written by members of the Regis community. In addition, it gives coverage to student, University and administrative events.

Business Club. For business majors and others who have an interest in getting in touch with the business community.

Chemistry Club. For students interested in chemistry and its applications.

Circle K International. An international, Kiwanis-sponsored service organization. Students involved participate in service projects to benefit the campus and community and develop leadership abilities. The club is open to all interested students.

Minority Affairs Committee. A group organized to promote multicultural awareness through a variety of educational events and social activities both on and off campus.

KRCX Radio. Operating on a system similar to closed Circuit TV, the Regis University Radio Station, KRCX, broadcasts to the three residence halls and the Student Center. By assuming the roles of disc jockeys, news announcers, sportscasters, program and production managers, and general manager, students have the opportunity to experience all phases of radio station management.

Philosophy Club. For students and majors interested in this field.

Pi Kappa Delta. Members participate in forensic tournaments and various other speech arts activities.

Polaris. The Regis College academic support organization for the Honors Program.

Psychology Club. For majors and others interested in the field.

Ranger Yearbook. The Regis University yearbook strives to record the significant attitudes and events of campus life during the year. In attempting to "show Regis as it is," the Ranger staff develops skills in layout, photography and public relations. The Ranger has accumulated many awards during the past years for excellence in publication.

Regis Singers. A choral group presenting concerts and performances on and off campus.

Sigma Theta Tau, Alpha Kappa Chapter-at-Large. An international honor society for undergraduate and graduate nursing students. The chapter is co-sponsored by Regis and the University of Colorado.

Student Nurses Association. For students majoring in nursing and others interested in the field.

Volleyball Club. For students interested in both the recreational and competitive aspects of volleyball at the club sport level.

STUDENT GOVERNMENT

The Regis College Student General Assembly leaders and the student body members alike are made aware of their rights and responsibilities as participating members of the Regis community. As a result, the Student General Assembly has extended its boundaries of cooperation into the
realms of the academic and administrative, as well as the social environment, of Regis University. Voting student members now sit on almost all the Regis faculty-administrative committees. It is every student's privilege to make his or her opinion known, especially to peers. Members of the Executive Board General Assembly and the Judicial Board welcome communication of ideas and opinions because they increase their ability to serve.

General Assembly

The General Assembly is the legislative branch of the Student Government organization. It is comprised of voting members from various class offices, representatives from off campus and from the three residence halls. Students are welcome to come to Assembly meetings and participate in discussions of issues and problems confronting the campus.

Executive Board

The executive branch of the Student Government organization is made up of twelve officers, all elected in late spring. The officers include the President of the Student Body, Vice Presidents of the General Assembly, Directors of Finance, College Events Programming Activities Council, Community Service, Nursing, Public Relations, Operations Media, Minority Affairs and the Chief Justice.

Judicial Board

The judicial branch of the Student Government organization is comprised of four appointed justices and an advocate. Its main concerns are to interpret the student body constitution and to lend flexibility and consistency to the student judicial system in enforcement of University rules and regulations.

Programming Activities Council (PAC)

The PAC is the programming organization on campus, as well as the organization in which students may most easily become involved. Primarily concerned with providing activities on and off campus for the Regis community, the PAC spans fourteen different areas of interest. Some of these include the film series, lecture series, travel program, concerts, pub activities, off-campus dances and many more. Sports activities and cultural programming are also represented on the Council.

The various chairs have committees to help them produce programs and are always looking for interested people to help plan programs for their fellow students.

College Events Council (CEC)

CEC is the major events programming board. This seven-person council programs major events such as Orientation, Parents Weekend, Halloween Trick-or-Treat, Ranger Day, Easter Egg Hunt, Inaugural Ball and the Honors Ceremony.

Hall Governing Boards

Each of the three residence halls on campus has its own governing system concerned with programming for the individual hall, as well as listening and acting upon any student concerns or problems. The government structure is made up of representatives of each floor in the hall, who work closely with hall staff.

Residence Hall Association (RHA)

Made up of the President and Vice President of each residence hall, the RHA concerns itself with hall improvements, system-wide issues of security, programming for all the residence halls and bringing student reports on problems in the halls to the attention of the administration.

TUITION, FEES, ROOM AND BOARD CHARGES

Tuition, fees, room and board charges are posted to students' accounts as they are assessed. Current rates charged can be found in each college/school section of the Bulletin. Payments are applied to accounts when received by the University Cashier. Regis University uses current technology to see that charges are posted appropriately and that payments are applied accurately and promptly to accounts. The staff of Student and University Accounts are available to assist students with any questions regarding an individual bill. Students may call Student and University Accounts at (303) 458-4127.

PAYMENT PLANS

SEMESTER-BASED PROGRAMS

Semester-based programs are those programs utilizing a semester calendar for course offerings. These programs include the following:

- Regis College Undergraduate Program,
- Traditional Undergraduate Nursing Program, and
- the Graduate Program in Physical Therapy.
Payment of all tuition, fees, room and board charges associated with these programs is due before classes begin in any semester. Financial aid that has already been awarded or GSL and PLUS loans that have been certified (as opposed to recommended) may be counted as payment even if they are as yet not posted to the student's account.

Eight and ten monthly payment plans are available to semester-based program students through an outside agency chosen by Regis. Regis is currently using America's Tuition Assistance Corporation for this service. Students may contact America's Tuition Assistance Corporation at 1(800) 348-4607. The plans are based upon a full year's expected charges less anticipated financial aid divided evenly by the eight or ten months of the plan period.

It is expected that students in these programs pay for the current semester's charges in full or be current with America's Tuition Assistance Corporation payment plan before registering for any subsequent semester.

NON-SEMESTER-BASED PROGRAMS

Non-semester-based programs are those programs utilizing any calendar type other than semester for course offerings (e.g., eight-week or five-week academic period). These programs include the following:

- the Graduate Program in Whole Learning Education,
- Summer School,
- the School for Professional Studies Undergraduate and Graduate Programs,
- Accelerated Nursing Program,
- RN-to-BSN Nursing Program Option,
- Health Care Administration Program,
- Health Information Management Program,
- Medical Imaging Management Program, and
- the Graduate Program in Nursing

Students in these programs are offered several methods of payment.

A confirmation of registration including course number, title, and credit hours is mailed to students in non-semester-based programs within 48 hours of registration. Also included is an invoice that lists tuition charges and payment information. Additionally, a Tuition Payment Form is included. It is requested that payments be accompanied by the form to assure they are applied as the student wishes them to be. Payment of these charges is expected before the end of the first week of the academic period (before Saturday). A non-payment fee of $75 is posted to all accounts not paid by the deadline.

Payment by check or cash may be mailed or delivered to a Regis University Cashier. Credit card payments may be phoned, faxed, mailed or delivered. VISA, Discover and MasterCard are accepted.

Payment may be deferred for up to 55 days after the end of the academic period in which the course is taken by paying a deferment fee and completing the Personal Deferment section of a Tuition Payment Form. Fees range from $20 to $50, depending on the length of the course. Specific fee information may be obtained by calling the Student and University Accounts Office at (303) 458-4127.

If a student's employer has a direct billing agreement with Regis, payment may be made with a "corporate voucher." This voucher must be attached to a Tuition Payment Form. It is used to invoice the employer for the associated charges.

A financial aid deferment pays the current tuition if aid has been awarded through an official award letter. GSL and PLUS loans may be used as payment if they have been certified (as opposed to recommended). When using a financial aid deferment to pay tuition, non-semester-based program students must complete the Financial Aid Deferment section of a Tuition Payment Form.

It is expected that students in the non-semester-based programs are current on any chosen payment plan when registering for subsequent classes. For additional information or clarification on any of the various payment plans, students may call the Student and University Accounts Office at (303) 458-4127. Non-semester-based program students are encouraged to request the brochure "Paying Your Tuition at Regis University."

FINANCIAL AID

The Office of Financial Aid strives to help as many Regis students as funds permit. Most awards are based on financial need; however, a limited amount of aid is available to students without need. Students are encouraged to contact the Office of Financial Aid regarding ways in which assistance may be obtained.

HOW TO APPLY

ADMISSION

Financial aid awards cannot be made until the student has been admitted to a degree or certificate program of the University. If, for example, the student is in the HIM or the School for Professional Studies Undergraduate Program, this means that all academic transcripts have been evaluated and that a degree plan has been signed. Financial Aid Transcript(s) from school(s) formerly attended must be submitted to the Office of Financial Aid at Regis whether or not aid was received from the other college(s).
Eligibility for financial aid is determined through the use of the Free Application for Federal Student Aid (FAFSA) which may be obtained from the appropriate program office, the Office of Financial Aid, or most high schools and colleges. Because processing the application can take four to six weeks, students should be certain to allow ample time for the Student Aid Report (SAR), the processed document, to reach the Office of Financial Aid.

The Regis Application for Financial Aid (hereafter referred to as the Regis Application) is required of all students who wish to be considered for need-based aid. Signed copies of federal tax returns (parent and student for dependent students; or student and spouse, if independent) and an institutional Verification Form may also be required. Financial aid files that are complete (all forms, reports, requested income tax returns or other information received) by March 15 receive priority consideration for funding for the following academic year (Summer, Fall and Spring semesters).

SUMMARY OF INITIAL APPLICATION FORMS (OTHER FORMS MAY BE REQUESTED)

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<th>Freshmen Students:</th>
<th>Currently Enrolled Students:</th>
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<td>Admission FAFSA</td>
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<td>Regis Scholarship Application</td>
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HOW ELIGIBILITY IS DETERMINED

The Free Application for Federal Student Aid (FAFSA) is analyzed according to a standard method of need analysis approved annually by the U.S. Congress and implemented by the U.S. Department of Education. Components, such as income, number in family, number in college, and asset strength, are integrated into the formula. The need analysis attempts to determine the amount the student and the student’s family can afford to contribute toward his or her education for one year. This amount is called the expected family contribution. Results of this analysis are forwarded to the Financial Aid Office(s) specified by the student on the application. The Office of Financial Aid determines reasonable cost of education budgets, including tuition, fees, room and board (for both campus resident students and students living off campus), personal expenses and transportation costs. The budgets are designed to allow the student to live at a modest, but adequate standard during the period of education.

The student’s expected family contribution is subtracted from the cost of the education budget to determine his or her financial need or eligibility.

If the student does not demonstrate financial eligibility through this process, he or she may still be eligible for a scholarship, PLUS loan or other forms of assistance offered by Regis University.

TYPES OF NEED-BASED AID

After the need analysis has been completed, Office of Financial Aid personnel prepare an award "package," to the extent that funds allow, for each eligible student. If the student does not qualify for need-based aid, he or she is notified. An aid package consists of one or more of the following types of aid.

GRANTS (GIFT ASSISTANCE)

Federal Pell Grant

This is a federally-funded program for students with extreme financial need. Application is made by using the Free Application for Federal Student Aid (FAFSA). Federal legislation limits Federal Pell Grant funds to students who have not earned a bachelor's degree. The Federal Pell Grant Program determines eligibility and the University disburses the funds after receiving the three-part, valid Student Aid Report from the student. When the Federal Pell Grant Program selects an application for review, the Office of Financial Aid may be required to request additional information from the student before the grant can be disbursed.

Federal Supplemental Educational Opportunity Grant

The federally-funded Supplemental Grant may be awarded to a student seeking a first baccalaureate degree. The FAFSA and Regis Application are used to apply for this grant. Students who qualify for Federal Pell Grants are considered for Federal SEOG.

Colorado Student Incentive Grant

This grant can be part of the financial aid package for Colorado-resident undergraduate students who have extremely high financial need. The funds are limited. Students are automatically considered for the grant when they complete the FAFSA and Regis Application. This award is comprised of half federal and half state funds.
Colorado Student Grant/Diversity Grant

Colorado Student Grants are state funds awarded to Colorado-resident undergraduate students with financial need. Students should file the FAFSA and Regis Application.

Regis Grant

A Regis Grant is an award of Regis University funds for undergraduate students. In addition to the Regis Application, a FAFSA is required because grants are based on demonstrated financial need.

LOANS (REPAYABLE ASSISTANCE)

Federal Perkins Loan

This is a five percent (5%) federally funded loan available to undergraduate students. Interest and repayment begin six or nine months (depending upon when the student first borrowed through this program) after a student is no longer enrolled at least half-time. The student may be allowed up to ten years to repay. The aggregate loan amount is $15,000 for the undergraduate program. Students should file the FAFSA and submit a Regis Application.

Nursing Student Loan

This is a five percent (5%) federally funded loan available to undergraduate students majoring in nursing. Interest and repayment begin nine months after a student is no longer enrolled at least half-time. Students may be allowed up to ten years to repay. The aggregate loan amount is $13,000. Students should file the FAFSA and submit a Regis Application.

Federal Subsidized Stafford Loan

The Federal Stafford Loan is a federally subsidized loan available from private lenders (banks, savings and loans, credit unions) and approved by a state or guarantee agency. Annual loan limits are $2,625 for freshmen, $3,500 for sophomores, and $5,500 for juniors and seniors. Graduate students may borrow $8,500 per year. Aggregate limits are $23,000 for dependent undergraduates and $65,500, including undergraduate loans, for graduates.

The lending institution charges interest at a rate which is set annually, not to exceed 8.25%. After graduation, withdrawal or attendance on less than a half-time basis, there is a six-month grace period before the student must start repaying the loan. The federal government pays the interest while the student is in school and during the grace period.

To apply for the loan, the student must submit a FAFSA, a Regis Application and a separate loan application. Financial need is a criterion for eligibility. A three percent (3%) origination fee and up to one percent in an insurance fee is deducted from the face value of the loan. A sample repayment schedule is provided with the award letter.

Federal Unsubsidized Stafford Loan

The Federal Unsubsidized Stafford Loan is the same as a Subsidized Stafford Loan except that financial need is not a factor and interest must be paid or capitalized during the enrollment period. Annual loan limits for independent undergraduates are $6,625 for freshmen, $7,500 for sophomores, and $10,500 for juniors and seniors. The combination of both types of Federal Stafford Loans may not exceed the annual and aggregate limits. The subsidized amount is limited to the dependent student maximum need eligibility. The cumulative independent undergraduate loan limit is $46,000. Graduate annual loan limits are $18,500, with the subsidized eligibility capped at $8,500. The cumulative unsubsidized loan limit for graduate students, including undergraduate loans, is $138,500.

Federal PLUS Loan

Parents of dependent students may borrow on the student's behalf. The annual maximum loan limit equals the student's cost of attendance minus any financial aid. There is no cumulative loan limit for a Federal PLUS loan. Repayment begins within 60 days of loan disbursement with interest set annually, not to exceed 9%. A FAFSA, Regis Application, and Federal PLUS Loan Application are required. Need is not a factor. Good credit history is required.

EMPLOYMENT (EARNED ASSISTANCE)

Federal College Work-Study

Federal College Work-Study is a federal financial aid award based on need. Funds are paid to the student for work performed throughout the year and are not credited at registration. Students should file the FAFSA and submit a Regis Application.

Colorado Work-Study

Colorado Work-Study is a state-funded employment program for Colorado-resident undergraduate students and is available to those with or without need. Students should complete the FAFSA and Regis Application for need-based Work-Study, or the Regis Application only for no-need Work-Study.
**Regis Work-Study**

Student employment positions on campus are available on a limited basis. Interested students may contact the Office of Financial Aid and should complete a Regis Application by the March 15 deadline to be guaranteed consideration for this award for the following Summer, Fall and Spring semesters. Information about off-campus positions in the Denver metropolitan area may be obtained from Career Services.

**MERIT-BASED AID**

Some types of assistance do not have financial need eligibility as a qualifying factor. Rather, they are based upon academic, leadership or athletic excellence. If the student receives both need-based and merit-based aid, the aggregate total may not exceed the demonstrated need. Merit assistance awarded by Regis University follows.

**Board of Trustees and Blue and Gold Scholarships**

A limited number of Board of Trustees and Blue and Gold Scholarships are offered to entering freshmen (traditional undergraduate and traditional nursing) with high scholastic achievement. The award is renewed each year for a total of four years (eight semesters), so long as the recipient maintains a 3.000 grade point average and maintains satisfactory academic progress. These scholarships are not available during the summer semester. Application is made by completing a Regis Scholarship Application.

**Natural Science Scholarship**

This full-tuition scholarship is awarded to traditional undergraduate freshmen and transfer Colorado residents who plan to major in chemistry, biology or mathematics. A test of proficiency is given at the University in January to select recipients. Scholarships are renewable for students who maintain a 3.000 or higher grade point average. Recipients must remain in the field of study for which the award was made. Natural Science Scholarships are not available during the summer semester.

**Forensic Award**

A limited number of awards are offered to entering traditional freshmen and continuing students with competitive public speaking skills. Interested students should contact the Communications Arts Department. The award is renewable each year based on review of speech performance.

**Endowed Scholarships**

Awards of restricted and endowed scholarships are made to currently enrolled traditional undergraduate and traditional nursing students, freshmen and transfer students who have a minimum 3.400 grade point average. Application is made by completing the FAFSA, Regis Application, and Regis Scholarship Application.

**Colorado Scholarship**

The Colorado Scholarship is an award funded by the Colorado General Assembly and offered to undergraduate students for outstanding academic achievement. Application is made each year by completing the Regis Application. Students must have a minimum 3.400 cumulative grade point average to be considered.

**Athletic Award**

Athletes in baseball, volleyball, basketball, tennis, softball, soccer and golf may be awarded athletic grants by the Athletic Department at Regis. Students should contact the Athletic Department or coach of their sport. Additional aid may be awarded from other sources if the FAFSA and Regis Application are completed and further eligibility is indicated. Students who receive full athletic grants for tuition, fees, room and board may not receive other gift or work assistance except for Federal Pell Grants and limited merit awards.

**OTHER REGIS GRANT PROGRAMS**

**Educator's Grant**

Regis offers an Educators Grant which provides 55% of tuition for Regis College classes. Eligible recipients are full-time teachers, principals and counselors who are employed in a primary, secondary or post-secondary school or are under contract for employment to begin in not more than 120 days subsequent to the date of registering at Regis or are members of a teaching community. Proof of eligibility is required. Students who receive full employee tuition reimbursement are not eligible for this grant. Funds are limited and go to the first qualified students applying. Students should complete an Educators Grant application to be considered for this award.

**Continuing Education Grant**

Regis offers a Continuing Education Grant which provides 35% of tuition for Regis College classes. It is available to students who meet one of the following criteria:
1. An Unclassified Student, at least 25 years of age, taking one class of three or four semester hours. The student must have a high school diploma (or its equivalent) or a bachelor's degree; or

2. A Degree-Seeking Student, at least 25 years of age, who enrolls part-time (11 credit hours or less).

Application is made to the Office of Financial Aid. Funds are limited and go to the first qualified students applying. Proof of eligibility is required. Students who receive full employee tuition reimbursement are not eligible for this grant. Students should complete a Continuing Education Grant application to be considered for this award.

OTHER SOURCES OF AID

Bureau of Indian Affairs

Grants are available to students who are at least one-fourth American Indian, Eskimo or Aleut and who are issued an Indian Certification by their tribe. This grant is usually a supplement to other types of financial aid. Students should apply to a Bureau of Indian Affairs agency.

Colorado Nursing Scholarship

This program is designed to provide assistance to Colorado residents who wish to pursue nursing education and who agree to practice in Colorado. Recipients of this scholarship are required to sign an agreement to practice nursing in Colorado for at least one calendar year in return for each academic year, or portion thereof, for which a scholarship is received. Students should apply to the Colorado Commission on Higher Education.

Dependent's Tuition Assistance

This program provides tuition for dependents of National Guardsmen, law enforcement officers or firemen killed or disabled in the line of duty. It also assists dependents of Coloradans who were prisoners of war or missing in action. Students should apply to the Colorado Commission on Higher Education.

Paul Douglas Teacher Scholarship

This scholarship is a federal program designed to encourage outstanding individuals to enter the teaching profession. Awards are available to outstanding Colorado residents who agree to teach. Recipients are selected from nominations submitted by Regis University to the Colorado Commission on Higher Education.

OUTSIDE SCHOLARSHIPS

The Regis Office of Financial Aid, high school guidance offices and public libraries have listings of scholarships provided by companies, individuals and trusts outside the University. The possibilities are many and warrant a few hours research.

BUDGET PLANS

The budget plans, available through outside sources, enable students to extend payments for tuition, housing, etc., over a period of time. Details are available through the Regis Office of Student and University Accounts.

STATE SCHOLARSHIP/GRANT PROGRAMS

Some states, such as Alaska, Connecticut, Delaware, District of Columbia, Massachusetts, Vermont, Pennsylvania and New Hampshire, offer grant and scholarship assistance for students attending Regis University. Information on these programs may be obtained from a school counselor or the Higher Educational Assistance Agency in an interested student's home state.

VETERANS' BENEFITS

The University is approved by the State Approving Agency of Colorado, a division of the State Board for Community Colleges and Occupational Education, to offer courses of education and training for veterans and eligible dependents throughout the State of Colorado under the provisions of Chapters 36, Title 38, and Title 106. Veterans and other eligible persons should obtain their certificates of eligibility from the regional office of the Department of Veterans Affairs (VA) before entrance into the University.

The payment of benefits by the VA is significantly different in many Regis programs because of their non-traditional nature. Students who are eligible for veterans' benefits should check with the Regis certifying official (Registrar) for specific information about their particular program.

Students receiving veterans' benefits must notify the Regis certifying official (Registrar) under the following conditions:

1. The student is temporarily withdrawing from the program.
2. The student is permanently withdrawing from the program.
3. The student is changing programs and/or majors.
4. The student is attending another college or university.
DIVISION OF VOCATIONAL REHABILITATION

Students with physical or emotional handicaps may be eligible for assistance for tuition, fees, books, supplies, maintenance, medical services and transportation. The Division of Vocational Rehabilitation (VA) may be contacted for additional information.

FOREIGN STUDENTS

Federal and state funds are restricted to citizens and permanent residents of the United States. Foreign students who wish to seek employment on or off campus must follow procedures specified by the Department of International Student Services (Office of the Registrar) in order to maintain legal status. If required standards are met, foreign students may apply for scholarships and institutionally funded grants.

ENROLLMENT REQUIREMENTS

In some cases, the student must be enrolled as a full-time student (12 undergraduate or six graduate credit hours a semester) in order to qualify for financial assistance. Most aid programs allow for less than full-time attendance, but the student must generally be enrolled as a half-time student (six undergraduate or three graduate credit hours a semester) in order to qualify. The student award letter specifies the enrollment requirements upon which the student award is based.

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<th>Undergraduate Status</th>
<th>Credit Hour Requirement</th>
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<td>9 to 11 credit hours</td>
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<td>6 graduate credit hours or more</td>
</tr>
<tr>
<td>Half-Time</td>
<td>3 to 5 graduate credit hours</td>
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NOTIFICATION AND DISBURSEMENT

When a student's financial aid application is complete (all forms and reports received), it is reviewed by a financial aid administrator. If a student is eligible and funds are available, an award notice is sent. The student must sign this award, indicate whether each portion is accepted or declined, and return it to the Office of Financial Aid. Awards are subject to cancellation if they are not accepted within thirty days.

REGIS COLLEGE PROGRAMS
AND TRADITIONAL NURSING OPTION OF THE
SCHOOL FOR HEALTH CARE PROFESSIONS

Most aid is divided into two or three equal payments, based on the number of semesters for which the student is receiving financial assistance. Financial aid awards are disbursed in the following manner:

Federal Stafford and PLUS Loans

Federal Subsidized and Unsubsidized Stafford Loans are disbursed in at least two equal portions, but may be disbursed in three installments (i.e., if the loan period covers one semester or two semesters, there are two disbursements; if the loan period covers three semesters, there are three disbursements). If the lender participates in electronic funds transfer with the Colorado Student Loan Program, loan proceeds are credited directly to the student account. If the lender does not participate in electronic funds transfer, co-payable checks are available at Financial Clearance at the beginning of each semester for endorsement to be credited to the student account.

Delivery of the first disbursement of Federal Stafford Loans must be delayed for students who are entering the first year of a program of undergraduate study (class level of freshman). The first disbursement is delayed until thirty (30) days of the student's program have elapsed. Lenders deliver freshmen borrower’s checks after the first thirty days of the semester. The student is notified to report to the Office of Student and University Accounts to endorse the loan proceeds to the student's account.

Federal PLUS loans are disbursed in two co-payable installments sent directly to Regis by the lender. If the funds are electronically transmitted, they are credited to the student account. Any excess balance is refunded to the parent for other student expenses. If checks are received, Regis endorses and forwards them to the parent for payment of any outstanding charges.

Grants, Scholarships, Federal Perkins Loans and Special Awards

These funds are automatically credited to the student's account within five working days after the close of the last add/drop period for the semester, assuming enrollment can be accurately verified. Before funds can be transmitted to the student's account, the signed award letter must be returned to the Office of Financial Aid. In addition, promissory notes and loan information sheets for the Perkins Loan must be completed.

Students who are cross-enrolled (taking classes outside their primary program area) are paid after the last add/drop date has passed for the program in which they are cross-enrolled.
External Awards

External awards are usually disbursed in two payments, made out to the student and mailed to Regis University. External award checks can also be made out to Regis University on behalf of the student.

Student Employment Awards

Student employment awards are paid by check every two weeks during the award period, according to the number of hours actually worked. Therefore, employment awards are not available to meet direct costs at the time of registration. If the entire employment award is not earned by the student, it is not replaced with other funds.

It is important to note that the portion of financial aid award made for non-direct costs (living allowance, transportation, etc.) is not available until the student's account has been credited after the add/drop period for the semester has ended. This means that students must have sufficient resources saved to meet living costs for at least the first three to four weeks of the semester. To receive funds in excess of direct costs due Regis, a verbal or written request for a refund check must be made to the Office of Student and University Accounts. Refund checks are generated according to a schedule determined by that office.

SCHOOL FOR PROFESSIONAL STUDIES AND SCHOOL FOR HEALTH CARE PROFESSIONS PROGRAMS

Disbursement of Federal Stafford Loans

Federal Stafford Loans are disbursed in at least two equal portions, but may be disbursed in three installments (i.e., if the loan period covers one semester or two semesters, there are two disbursements; if the loan period covers three semesters, there are three disbursements).

If the lender participates in electronic funds transfer with the Colorado Student Loan Program, loan proceeds are credited directly to the student account. If the lender does not participate in electronic funds transfer, the lender mails each check disbursement of the loan(s) to the Office of Financial Aid. The student must sign for each disbursement of the student loan(s). Students are notified when the loan check has been received from the lender.

Once loan proceeds are received, and before they are disbursed, the Office of Financial Aid must verify that the student is currently enrolled as a half-time student: six (6) semester hours for undergraduate students; three (3) graduate semester hours for graduate students. If taking undergraduate classes to fulfill requirements for a graduate degree, the student must have at least six (6) undergraduate semester hours to be considered a half-time student. The student must also have submitted a signed award letter to the Office of Financial Aid and cleared any pending items in the financial aid file (financial aid transcripts, signed tax returns, etc.).

Classification of half-time status occurs after the add/drop period(s) of the program in which the student is enrolled.

The same student might have their loan proceeds released at a different time each semester depending on their enrollment pattern. Following are three different disbursement scenarios for the same undergraduate student based on different enrollment patterns:

- If the student enrolled in six credit hours during the first academic period of a semester, loan proceeds would be released after the add/drop period for that academic period regardless of the length of the academic period (i.e., five-week, eight-week, etc.).

- If the student enrolled in three credit hours during the first academic period of a semester and three credit hours during the second academic period of that semester, loan proceeds would be released after the add/drop period for the second academic period when half-time status had been achieved.

- If the student enrolled in three credit hours during the first academic period of a semester and then cross-enrolled in three credit hours in a different academic program, loan proceeds would be released after the add/drop period for the course for which half-time enrollment status had been achieved.

Delivery of the first disbursement of Federal Stafford Loans must be delayed for students who are entering the first year of a program of undergraduate study (class level of freshman). The first disbursement must be delayed until thirty (30) days of the student's program have elapsed.

When the first disbursement of the student loan is received, if the required 30 days have not passed, the check is held. After the "30 day hold" has been released, enrollment is verified as described above. In some cases, the check may be held after the 30 day period has elapsed.

Once the student is verified as enrolled half-time, the check is released for disbursement. Student loan checks are available at the Office of Student and University Accounts in Main Hall on the Regis College Lowell Campus. For Colorado Springs, Sterling and Wyoming students, the checks are mailed to the respective campus for disbursement.

The U.S. Department of Education now requires all institutions to provide in-person counseling to first-time borrowers prior to the disbursement of loan proceeds. The in-person counseling requirement is handled at the time the student endorses student loan funds.
Loan checks are not disbursed during periods of non-enrollment (i.e., between semesters). Students should note that all loan checks must be picked up on or before the last date of attendance for the loan period. Failure to do so results in loan funds being returned to the lender for cancellation.

**Selective Service Registration**

In September 1982, Congress passed legislation linking draft registration requirements with eligibility for federal financial aid. Effective July 1, 1983, all individuals required to register for the draft, in accordance with the Military Selective Service Act, must comply with this mandate or forfeit eligibility for federal student aid.

**Selective Service**

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**Disbursement of Grants and Scholarships**

These funds are automatically credited to the students account within five working days after the close of the official add/drop period for the semester, assuming enrollment can be accurately verified. If the student's program has multiple subessions or academic periods within the semester, grant and scholarships funds are credited after the last add/drop period for the semester has concluded.

If the student has cross-enrolled in a different academic period, the add/drop dates for the particular academic period apply. (Credit for grants and scholarships may be delayed until the add/drop activity of the cross-enrollment has passed.)

Before funds can be transmitted to the student's account, the signed award letter must be returned to the Office of Financial Aid. In addition, promissory notes and loan information sheets for the Nursing Student Loan must be completed.

To receive funds in excess of direct costs due Regis, a verbal or written request for a refund check must be made to the Office of Student and University Accounts. Refund checks are generated according to a schedule determined by that office.

Federal Stafford Loans approved for longer than six months are disbursed in two or three checks, one each semester, made jointly payable to the student and Regis University. They are disbursed to the student after verification of half-time enrollment. This means that students need to be prepared to pay for the first six semester hours of enrollment before they are able to use Federal Stafford Loan funds.

Work-study funds are paid by check to the student every two weeks during the period, and are, therefore, not available to meet expenses at the time of registration.

**Satisfactory Progress**

Student eligibility for undergraduate aid continues as long as a student enrolls in and completes twelve (12) hours (for full-time aid), nine (9) hours (three-quarter time aid), or at least six (6) hours (half-time aid) each semester, and maintains a cumulative grade point average of 2.000. Graduate eligibility is based on six (6) graduate hours for full-time aid and three (3) graduate hours for half-time aid. Students who do not complete the enrollment standards are given one semester of financial aid probation. Students who do not meet the enrollment standards during the probation period are denied financial aid until the minimum number of hours for which aid was awarded has been earned. The student's cumulative grade point average is monitored each May/June. Those students falling below 2.000 are suspended from aid. Students may appeal these decisions by writing a letter to the Director of Financial Aid. Financial Aid Probation/Suspension/Grade Point Average Suspension is separate from Academic Probation/Suspension. The detailed policy statement for satisfactory progress is available in the Office of Financial Aid.

**Refund/Repayment**

Scholarships, grants and loans are disbursed to the student shortly after the add/drop period each semester. If a student withdraws from school at any time during the semester, a portion of the aid received during that semester may have to be refunded or repaid to its source. The formula used to calculate refunds and repayments of aid is included in a detailed policy statement available in the Office of Financial Aid.

**Regis University Endowed Scholarships**

Most scholarships and awards are granted through the Regis University Office of Financial Aid. Information and application procedures should be obtained from that office.

**The May Bonfils Memorial** was established in 1977 by the Holy Name Province of the Order of Friars Minor (Franciscans), trustee of the May Bonfils Trust. The purpose of the fund is to "annually provide a scholarship at Regis College [University] for a Colorado resident, specifically a member of a minority group who would not otherwise have the benefit of a higher education."

**The Catholic Minority Scholarship** was initiated in 1979 by the Dr. Scholl Foundation for the purpose of enabling Regis University "to maintain its historic commitment to educate the youth of the Colorado Catholic Community."

**The Chambers-Palmer Scholarship** was established in 1985 by Merle C. Chambers. The scholarship is in honor of both of her grandmothers for whom she holds great admiration. The purpose of the fund is to assist students who have demonstrated academic achievement.
THE CHERNE SCHOLARSHIP was established in 1983 to provide scholarships to students who demonstrate high academic achievement and leadership potential. Preference is given to students with financial need.

THE CHARLES E. COLLINS MEMORIAL was established in 1980 by Mrs. Pauline Collins Stewart in honor of her father. Recipients shall be from rural Colorado with preference to qualified applicants from Cheyenne County.

THE MARGARET R. DOYLE, R.N., MEMORIAL was initiated in 1968 by Jack J. Doyle as a memorial to his wife. Recipient shall be a woman who desires to pursue a career in nursing or an allied field relating to the personal care of patients.

THE EDNA DUGAN MEMORIAL ENDOWED SCHOLARSHIP was established in 1993 with a gift from Mrs. Dugan’s estate. The purpose of the scholarship is to provide financial aid to students preparing for service careers, with preference for students who have expressed an interest in, or are pursuing preparation for, the priesthood.

THE CAPTAIN RALPH DWYER, JR., MEMORIAL was initiated by the family and friends of “Jerry” Dwyer, a 1964 graduate of Regis College. The first scholarship was awarded in 1971.

THE LYLE GENE FUCHS SCHOLARSHIP FUND FOR ACADEMIC EXCELLENCE was established in 1983 by the family and friends of the late Lyle Gene Fuchs, a 1982 graduate of Regis College. The scholarship is awarded to a junior or senior seeking a degree in accounting who has a grade point average of 3.500 or higher. Recipient is nominated by the Department of Accounting.

THE EDWARD T. AND KATHERINE GIBBONS SCHOLARSHIP was established in 1959 through a gift from the estate of Katherine Gibbons. Preference is given to students with financial need.

THE WILLIAM RANDOLPH HEARST SCHOLARSHIP was established in 1984 through a grant from the William Randolph Hearst Foundation. Recipients must demonstrate academic achievement and financial need. Preference may be given to minority students.

THE CHARLES GUSTAV AND MARGARET D. KLEMPERA MEMORIAL ENDOWED SCHOLARSHIP was established in 1993 by Margaret D. Klempera. The purpose of the scholarship is to provide one-time aid to senior level students in the School for Professional Studies undergraduate programs, majoring in accounting.

THE STEPHEN R. KRIEGER, S.J., SCHOLARSHIP was established in 1983 through a gift from the estate of Andrew G. Krieger, brother of Father Krieger. Preference is given to students with financial need.

THE LEON LASCOR MEMORIAL SCHOLARSHIP was initiated in June of 1990 by the Eleanore Mullen Weckbaugh Foundation in memory of Leon Lascor, a 1942 graduate of Regis College and President of the J. K. Mullen Corporation and the Eleanore Mullen Weckbaugh Foundation at the time of his death. The purpose of the fund is to provide scholarship aid to students seeking an undergraduate degree at Regis University, who are of good moral character, have financial need and have demonstrated academic achievement and leadership potential.

THE CHARLES B. “CHUCK” LINDAHL SCHOLARSHIP was established in 1969 by the parents and grandparents of Charles B. “Chuck” Lindahl, a 1967 graduate of Regis College. Recipient is nominated by the Division of Business.

THE JEAN AND DENNIS MCDANIEL SCHOLARSHIP was initiated in their honor in July of 1990 by friends. Jean is a 1963 graduate of Loretto Heights College and Dennis is a 1962 graduate of Regis College. The purpose of the fund is to provide scholarship aid to a student seeking an undergraduate degree at Regis University who is of good moral character. Preference is given to juniors with demonstrated leadership potential who are in need of financial aid.

THE CAPTAIN FELIX WILLIAM MCKENNA, JR., SCHOLARSHIP was established in 1987 through a gift from the estate of Alma C. McKenna, the mother of the 1941 graduate of Regis College who died during World War II. The Scholarship is to be used “by some worthy boy in financial need.”

THE WILLIAM T. MILLER, S.J., SCHOLARSHIP was initiated in 1977 by Mr. and Mrs. Robert J. Leone and has been augmented over the years by other friends of Father Miller. The scholarship is made to a student majoring in chemistry who has completed at least the sophomore year and who has exhibited both academic achievement and effort. Recipient is nominated by the faculty of chemistry.

THE M.O.P.H. SPECIAL EDUCATION SCHOLARSHIP was established in 1982 by the Military Order of the Purple Heart to assist a senior student in education who has a special interest and ability in working with handicapped students.

THE DOMINIC PANTANELLA, S.J., MEMORIAL was established in 1930 to honor the founding president of Regis University through a grant from the John K. and Katherine S. Mullen Benevolent Corporation. Preference is given to students with financial need.

THE ELAINE PERRY LEADERSHIP SCHOLARSHIP was established in 1986 through a grant from the Charles A. Frueauff Foundation in honor of Elaine Perry Frueauff, daughter of Antoinette Perry, actress, producer and director in the legitimate theater, and friend of Regis University. Recipients should exhibit high leadership potential and participate in the Regis University Leadership Program.
THE HARVEY D. ROTHENBERG GRADUATE SCHOLARSHIP was initiated in 1983 by Harvey D. Rothenberg for the purpose of providing scholarship aid to students entering the Regis MBA or Master of Science in Management program.

THE EUGENE H. ROURKE MEMORIAL was established in 1929 by a gift from the sisters and brother of Eugene H. Rourke. Recipients must be residents of Colorado and demonstrate financial need.

THE JOSEPH A. RYAN, S.J., SCHOLARSHIP was initiated in 1983 by the Rev. Joseph A. Ryan, S.J., Foundation in honor of the Jesuit who inaugurated business education at Regis University. Recipients are nominated by the Division of Business.

THE MARY JANE RYAN SCHOLARSHIP was established in 1972 through an estate gift. Recipient must have financial need.

THE SECOND CENTURY SCHOLARS FUND was initiated in 1977 through a grant from the Bal F. and Hilda N. Swan Foundation. The purpose of the fund is to provide scholarship assistance to students from middle income families in the Denver metropolitan area.

THE SCHRAMM SCHOLARSHIP was established in 1972 through a grant from the Schramm Foundation. Recipient must meet specific non-academic requirements (e.g., non-use of tobacco).

THE LEAH ANNE SHIELY SCHOLARSHIP was established in 1988 through a gift from Mr. and Mrs. Joseph L. Shiely, Jr. The Scholarship is named in honor of their daughter who graduated from Regis University in 1986. Preference is given to students who exhibit leadership ability, including leadership in the area of athletics.

THE HERSCHEL R. SWAYDER MEMORIAL was established in 1980 by gifts from Mr. Irving J. Shwayder and members of the board of Loretto Heights College in honor of this former member of the board. Preference is given exclusively to nursing students.

THE PAULINE COLLINS STEWART SCHOLARSHIP was established through an annuity trust which came to Regis College upon the death of Pauline Collins Stewart in 1990. The purpose of the Trust is to provide scholarship aid to students who show achievement, character and the potential to use their education for the service of others. Preference is given to residents of: (1) Cheyenne County, (2) rural Colorado and, (3) Colorado, in that order.

THE ELLA MULLEN WECKBAUGH SCHOLARSHIP was initiated in 1973 through a grant from the estate of Ella Mullen Weckbaugh. Contributions from other family sources have augmented the fund over the years. The purpose of the scholarship is to provide assistance to needy and deserving students who demonstrate "potential ability in religious leadership" and who are Colorado residents prior to enrollment in the University. Recipients are nominated by the Division of Religious Studies and Philosophy.

THE ELLA MULLEN WECKBAUGH CAMPUS MINISTRY SCHOLARSHIP was established in 1973 through a gift from the estate of Ella Mullen Weckbaugh. Mrs. Weckbaugh was a member of the first graduating class at Loretto Heights College (1895). The purposes of the fund is to provide scholarship assistance to needy and deserving students who demonstrate "potential ability in religious leadership" and who are Colorado residents prior to enrollment.

THE ANTHONY F. ZARLENGO SCHOLARSHIP was initiated in 1985 by members of the Zarleno family. The purpose of the fund is to provide scholarship assistance to students from middle income families in Colorado.

ENDOWED AND ACADEMIC ACHIEVEMENT AWARDS

ENDOWED ACHIEVEMENT AWARDS

There are several awards, some with cash stipends, made during the academic year to students who achieve special distinction in various academic areas.

THE CLASS OF 1929 BIOLOGY AWARD was established by members of the class of 1929 to honor the most outstanding student in biology. Recipient is nominated by the Department of Biology.

THE GEORGE LOUIS CREAMER MEMORIAL was established in 1974 by Anna and Nathan Creamer in honor of their son, a noted Colorado constitutional attorney. The award is granted to a student majoring in history or political science for use in the purchase of books required for academic courses or for the recipient's personal collection. Recipient is nominated by the Division of Social Science.

THE JAMES AND MARIE DOYLE MEMORIAL was initiated in 1967 by members of the Doyle family in honor of their parents. The award is granted to a student demonstrating outstanding achievement in the field of science or mathematics. Recipients are nominated by the Division of Natural Science and Mathematics.

THE A. W. FORSTALL, S.J., AWARDS were established as an endowed fund by an admirer of Father Forstall, an internationally noted scientist and professor at Regis. Awards are granted for achievement in natural science and in analytical chemistry. Recipients are nominated by the Division of Natural Sciences and Mathematics.

THE HARRY E. HOEWISCHER, S.J. AWARD FOR EXCELLENCE IN PSYCHOLOGY was established by the Department of Psychology in honor of Father Harry E. Hoewisicher who came to Regis in 1958. The purpose of the Award is to
honor a student exhibiting academic excellence and high achievement in Psychology.

THE JOHN PATRICK RIOR丹AN CHRISTIAN PEACE AWARD was established in 1987 by the parents of the late John Patrick Riordan who graduated from Regis University in 1980. The purpose of the fund is to grant an award to a Regis University student, administrator, faculty or staff member who has exemplified the meaning of Christian peace and justice. Recipients are nominated by the student government organization.

ACADEMIC ACHIEVEMENT AWARDS

DEAN'S LIST. Regis College and School for Health Care Professions: The Dean's list is available for students enrolled in a Regis College program (traditional or PATH program student) or traditional and accelerated nursing students. A degree-seeking student who carries a semester load of 15 or more graded semester hours (12 or more graded hours for Prison and Therapeutic Centers Program students) and who earns a minimum semester grade point average of 3.700 is placed on the Dean's List. A student who is required during the semester to take a Pass/No Pass course—and who also carries 12 or more graded hours with a 3.700 semester grade point—is eligible for inclusion on the Dean's List. Students who are not required during the semester to take a Pass/No Pass course but request the Pass/No Pass grading option are eligible if they earn a grade of Pass in the course and earn a minimum of 15 letter-graded semester hours. Students who earn a No Pass grade are normally ineligible for the Dean's List.

THE AMERICAN INSTITUTE OF CHEMISTS AWARD. A medal and a subscription to The Chemist are awarded to the outstanding senior in the field of chemistry.

THE REVEREND ROBERT C. BOYLE AWARD IN ENGLISH. The Robert C. Boyle, S. J. Award is given to the English Department's outstanding graduation senior. The award is given in honor of Father Boyle, who taught in the English Department for many years.

THE JOHN S. BRENNAN AWARD FOR EXCELLENCE IN BUSINESS ADMINISTRATION. John S. Brennan pioneered the development of Career Programs at Regis University and served as the first Dean of Career Programs. This award is presented to a School for Professional Studies graduating senior majoring in Business Administration. The award is given to an outstanding student who demonstrates high academic achievement and leadership qualities. A Regis University minimum cumulative grade point average of 3.700 is required for a student to be eligible for selection. The award consists of a commemorative plaque and modest cash stipend.

THE CAMPION PHYSICS AWARD. The late John F. Campion of Denver founded this award for the outstanding student in physics.

COLORADO SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS. The highest ranking senior emphasis in accounting receives this award.

COLORADO SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS GOLD KEY AWARD. Each year the Colorado Society of Certified Public Accountants presents a gold key to the graduating accounting major who has maintained the highest overall grade point average in his or her college career.

THE FREDERICK T. DALY, S.J., AWARD FOR EXCELLENCE IN TECHNICAL MANAGEMENT. The Rev. Frederick T. Daly, S.J. was instrumental in the early development of Career Programs at Regis University. He served for many years as Director of the USAMEOS program at Fitzsimons Army Hospital. This award is presented to a School for Professional Studies graduating senior majoring in Technical Management. The award is given to an outstanding student who demonstrates high academic achievement and leadership qualities. A Regis University minimum cumulative grade point average of 3.700 is required for a student to be eligible for selection. This award consists of a commemorative plaque and a modest cash stipend.

THE FREDERICK T. DALY, S.J., AWARD FOR EXCELLENCE IN MATHEMATICS. This award is named in honor of a Jesuit mathematician who gave many years to the teaching of mathematics at Regis University. The award is given to a graduating senior who has demonstrated outstanding achievement in mathematics.

THE JAMES AND MARIE DOYLE MEMORIAL AWARD. A cash grant is presented to a graduating senior for outstanding achievement in the field of science.

ENGLISH HONORS AWARD. This award is presented to a senior majoring in English for outstanding academic achievement. The student is selected by the English Department.

THE JAMES F. GILSAN CRIMINAL JUSTICE AWARD. This award is named in honor of the founder of the criminal justice program at Regis. It is awarded to a graduating senior with a flexible major in criminal justice who, in the judgment of the faculty of the program, best exhibits a critical, humanistic understanding of crime and the criminal justice system.

HEALTH INFORMATION MANAGEMENT AWARD FOR EXCELLENCE. This award is presented to a HIM graduating senior. The award is given to an outstanding student who demonstrates high academic achievement and leadership qualities.

THE HUMAN COMMUNICATION HONOR AWARD. This award is presented to a student who has demonstrated exceptional mastery of the public address and communication theory components of the Human Communication curriculum.
LANGUAGE EXCELLENCE AWARDS. Each year, recognition is given to outstanding students in the Modern and Classical Languages and Literature Department.

THE IVY LEE PUBLIC RELATIONS AWARD. Named for the creator of the ethical standards by which modern day public relations is measured, this award recognizes a student who has achieved outstanding success in preparation for the practice of this profession.

THE LADY ADA LOVELACE AWARD. The Department of Computer Science grants this award to an outstanding senior in each academic program. It is named for a British mathematician whose work prepared the way for the computer.

THE EDWARD L. MAGINNIS AWARD. Presented to the student whose work in a given year represents the most creative scholarship in the field of religious studies.

THE FRANCIS J. MALECEK, S.J., AWARD FOR EXCELLENCE IN PHILOSOPHY. This award is named in honor of a Jesuit philosopher who gave many years to the teaching of philosophy at Regis. The award is given to the student who, in a given year, best exhibits the integration of the critical and constructive dimensions of philosophy.

THE C. WRIGHT MILLS AWARD. This award, named in honor of a scholar who exemplified the sociologist’s quest for critical insight into the workings of the social order, is given to an outstanding graduating sociology major whose academic work, in the judgment of the faculty of that department, best exhibits the spirit of C. Wright Mills. The award consists of a commemorative plaque and a modest cash stipend.

THE MARSHALL McLuhan MASS MEDIA AWARD. This award is presented to an outstanding student who has shown potential for responsible and innovative media leadership.

THE JOHN HENRY NEWMAN AWARD FOR EXCELLENCE IN RELIGIOUS STUDIES. Presented to the senior in Regis College programs who has demonstrated outstanding work in the field of religious studies, and to the outstanding graduating senior whose major is religious studies.

THE ROBERT J. O'SULLIVAN, S.J., MEMORIAL AWARD FOR EXCELLENCE IN WRITING. This award is made to the junior English major who displays outstanding achievement in writing. The award memorializes the Jesuit teacher and writer who established and moderated the Reflections literary magazine of Regis University.

OUTSTANDING NURSING AWARD. Presented to the graduates of the undergraduate program (traditional, accelerated, and RN to BSN Options) and the graduate program in nursing who, in the judgment of the faculty, exemplify academic excellence in their course work and outstanding clinical performance in the health care setting.

Each recipient possesses exceptional leadership potential and has provided generous service to the community.

THE RHO CHI SIGMA MEMORIAL AWARD. This award was instituted by the science fraternity in memory of three science students who met accidental deaths: James R. Sauer and Robert F. Hamblin, Class of 1970, and Jerry D. Kruse, Class of 1972. This award is presented annually for outstanding achievement in the Division of Natural Science and Mathematics.

THE REVEREND JOSEPH A. RYAN AWARD FOR EXCELLENCE IN ADMINISTRATIVE SCIENCE. Individual awards to seniors in the Division of Business are given to recognize excellence in the areas of accounting, business administration, and economics.

THE REVEREND HAROLD L. STANSELL, S.J., AWARD FOR EXCELLENCE IN HISTORY. This award is made to the highest ranking senior majoring in history who, in the judgment of the faculty of the department, gives evidence of promise in graduate school.

THE STOTLER-MEDINA OUTSTANDING FORENSICS STUDENT AWARD. This award is presented to the graduating senior(s) who has demonstrated excellence in forensics participation through outstanding accomplishment in the area of forensics competition, dedication to the program, and overall academic achievement. Selection is based on competitive accomplishments during the student's attendance at Regis, a minimum of two years in forensics at the college level, attendance at all required tournaments, participation in a variety of forensic events, maintenance of a minimum grade point average of 3.000, and dedication to forensics activity at Regis. The Stotler-Medina Award is named for two former Regis students who were integral to the establishment of the current program.

THE ALAN M. TURING AWARD FOR EXCELLENCE IN COMPUTER SCIENCE. This award honors Mr. Alan M. Turing (1912-1954), an outstanding British mathematician, who contributed significantly to pure mathematics, cryptography, theory of computability, and practical computer design. The award recognizes both academic excellence and service of a graduating Regis College program computer science major.

THE SAM WALDMAN AWARD FOR EXCELLENCE IN SECONDARY EDUCATION. This award is named for Mr. Sam Waldman, Chairman of the Education Department from 1968-71. It is presented to the graduating senior who has shown the greatest promise as a secondary education teacher.

THE WALL STREET JOURNAL AWARD. The Wall Street Journal Student Achievement Award is made annually to an outstanding senior in the Division of Business whose major is business administration or economics.
EXTRAORDINARY ACADEMIC PROGRAMS:
REGIS COLLEGE

REGIS COLLEGE HONORS PROGRAM

The Honors Program is available to Regis College students who wish to earn Honors credit and be distinguished as Regis University Honors Students, as well as to those who are interested in taking individual Honors courses without completing an entire Honors sequence. The diversity of students ranges from high academic achievers (students must maintain a 3.500 grade point average in the Honors core to graduate in the Honors Program) to non-Honors students who are willing to meet the challenge of high-caliber work for a particular elective course.

The Honors Program is an alternative way of taking the liberal arts core requirements that are an essential part of the Regis University degree. The Honors Program stresses interdisciplinary study, small group interaction and individual student initiative. Although it overlaps the regular core in several respects, the Honors Program is an exciting, different way to experience the broader education of a liberal arts college. The Honors Program is only available for students enrolled in the Regis College undergraduate program.

Interested students should contact the Director of the Honors Program. The program requirements are included in the departmental listing section of the Bulletin under Honors Program.

DEPARTMENTAL HONORS

Departmental honors programs are available to Regis College undergraduate program students in English, Chemistry and Psychology. Students should contact the appropriate department chairperson for information. Departmental honors requirements are listed with the appropriate departmental major information in the Bulletin.

WRITING ACROSS THE CORE

Writing is an essential part of life-long learning and is an important component of nearly all disciplines. Thus, the teaching and use of writing is the shared responsibility of faculty throughout the University. Writing is identified not only as a broad-based competency, but also as an important means of enabling students to test and shape ideas and to develop critical thinking abilities. Basic assumptions of the Writing Across the Core requirements are that students must write frequently on a variety of subjects in order to gain proficiency. The College faculty require students to submit a minimum of eight typed pages of written material in all core courses.

To implement these goals, the Writing Program was established in 1987 to support the writing of faculty, staff and students in the College. The program administers the Writing Center, which employs peer tutors who work one-on-one with writers from brainstorming for ideas to polishing a final draft. The program also offers workshops on a variety of topics, such as faculty workshops on evaluating student writing and designing writing assignments; and workshops on writing in the world of work, documenting sources and editing for students. In addition, the Writing Program offers support for the writing component of the College Core Seminars. Each spring, the program publishes Reflections, a literary magazine that includes works by University students, faculty and staff.

PRE-MEDICAL AND PRE-DENTAL PROGRAMS

Most medical and dental schools are placing increased emphasis on a broad liberal education as a background for members of the medical professions. These schools prefer applicants who have a bachelor's degree.

As soon as possible after students select the pre-medical or pre-dental academic preparation option, it is recommended that students in these areas seek advisors in the natural sciences who have experience advising in pre-professional health fields. Courses should be chosen carefully to ensure completion of all requirements for entrance into the professional schools and to make adequate preparation for the Medical College Aptitude Test or the Dental Aptitude Test. These important examinations are usually taken at the end of the junior year.

Specific recommended courses are indicated in the Degree Programs and Course listings of departmental sections.

PRE-LAW PROGRAM

At Regis University, the prospective law student finds commitment to the educational goals essential for admission into law school and successful completion of a legal training program. Available are a variety of programs designed to support the educational goals of the prospective law student, including a specifically designated pre-law advisor, an active student pre-law association, legal internships and periodic events devoted to illuminating information pertinent to law school and the practice of law. These and other services enable the Regis student to develop those skills highly valued by law schools: clarity and comprehension in human communication, creative thinking power and a critical understanding of human institutions. For further information, students should contact the Pre-Law Advisor in the History/Political Science Department.
PRE-PHYSICAL THERAPY

Undergraduate students interested in pursuing a graduate degree in physical therapy may complete any undergraduate major, although the natural sciences such as biology and chemistry, and the social sciences, such as psychology and sociology, are especially useful in preparing for a career in physical therapy. While the Department of Physical Therapy does not guarantee admission to Regis graduates, individuals who have earned a baccalaureate degree at Regis University and who have completed the prerequisite courses, are given preference for admission. Undergraduate students considering a physical therapy graduate degree should contact the Department of Physical Therapy for specific information on prerequisite course work.

ENGINEERING

For the engineering student, Regis University offers, in collaboration with Washington University of St. Louis, the 3-2 Engineering Program in which a student can receive a strong background in liberal arts and sciences and professional training in engineering. The first three years are spent in residence at Regis; the last two are at Washington University. An outline of the courses to be taken at Regis, followed by the areas of engineering available at Washington University, can be obtained from the Regis 3-2 Program Liaison Officer. Following the successful completion of this program, the student receives a bachelor of science degree (Engineering) from Washington University and a bachelor's degree from Regis University. The 3-2 Program also includes the possibility of earning a master of science degree in Engineering or an MBA by completing a sixth year at Washington University. For further information, students should contact the Regis 3-2 Program Liaison Officer (Natural Science Division).

A 3-2 program is also available in collaboration with Marquette University. Students are encouraged to arrange their entry requirements directly with the Dean of the Engineering School, Marquette University, Milwaukee, Wisconsin 53233.

TEACHER LICENSURE

The Committee on Teacher Education at Regis (COTER) develops the College policies on admissions, retention and recommendations for licensure. To qualify for admission, retention, and recommendation for licensure through the Regis University Teacher Education Program, students must satisfy the requirements detailed in the Education Department section of this Bulletin.

EXPERIENTIAL EDUCATION

Experiential Education at Regis College gives students the opportunity to participate in an off-campus placement in business, industry, the professions, or a human service organization. Three programs are currently offered: field experience, internship and service learning.

Field Experience is offered to second semester freshmen, sophomores and all upper class levels. This program enables students to work in a field they might wish to pursue as a career. Students must be recommended by the appropriate department/division for entrance into the program. A minimum of 120 hours of on-the-job experience is required. Students may be asked to keep a journal of their observations and experiences on the job, as well as complete specific learning objectives and activities. A faculty member sponsors each student and determines the final grade for the course. The employer submits an evaluation of the student's performance as an important part of the final grade.

Field Experience enables a student to broaden perspectives regarding a specific career area. While developing specific competencies on the job, the student is able to combine academic course work with real-life experiences in his/her work.

Internship is a program that allows juniors and seniors to gain practical experience in the career area of their choice. Students must meet with both the Director of Experiential Education and the faculty sponsor to be accepted into the program. To allow for adequate job development, students should begin the internship process one semester prior to the semester in which they intend to participate. Approval from the department, as well as from a faculty sponsor, is standard procedure.

Three semester hours is the only amount of credit for which a student may register in each Field Experience or Internship. A student in Internship is required to spend a minimum of 120 contact hours in placement during a semester to receive three upper division semester hours of credit toward the major. Exceptions to the policies described are determined in consultation among the student, the faculty sponsor and the Director of Experiential Education, with approval in writing by the Associate Dean for Regis College.

Students registering for elective credit in Field Experience or Internship credit toward their major must have a minimum cumulative grade point average of 2.500. Students on disciplinary probation are not permitted to participate in Field Experience or Internship.

A student may do a Field Experience on a pass/no pass (P/NP) basis. The University regulations on taking courses P/NP apply. Internships must be taken on a graded basis. Students in all areas, including flexible majors, such as international business and advertising, can look forward to an enriching, on-the-job training experience in a business, industry or organization in the metropolitan Denver area.

For many graduating seniors, an internship can be the link to a network of employers after graduation. These contacts, in addition to the resume, are of benefit to students after they leave Regis. The internship program enables the student to develop marketable skills and practical experience while pursuing his/her degree at Regis University.
CENTER FOR SERVICE LEARNING

Service Learning is quickly becoming a respected method for teaching academic content, and Regis University has become a leader in integrating service with academic study. This is a natural integration for Regis where academic excellence is expected and educating men and women in the service of others is the mission. Through volunteering in a community setting in union with a course, students begin to make a connection between identifying issues of social concern and action based on that awareness.

In addition to the Service Learning program, the Center for Service Learning organizes monthly projects for the Regis Community to perform service in the community, coordinates Alternative Spring Break Service Trips to Mexico and Belize, refers students to community agencies where they can perform community service, matches students in the Cascade Mentoring Project with an educationally and/or economically challenged youth from the neighborhood, and recruits students to live off campus at Romero House, a residence for students who are fully engaged with social action.

The goal of the service program is to offer many opportunities for the student to engage in service throughout their four years at Regis. Whether it is through participation in clubs and organizations, course work, athletics, residence hall programs or student activities, Regis students have an opportunity to participate in a variety of service experiences ranging from one day events to year around commitments.

REGIS LEARNING CENTER

The Regis Learning Center provides a variety of academic support services to Regis students, faculty and staff. The Center sponsors the Commitment Program for freshmen and offers a wide range of academic diagnostic testing. Peer tutoring is available through the Center, as is a full range of resources and assistance for academic development. Several levels of credited writing and reading courses are offered by the Center under the learning support (LS) prefix. These courses strengthen the connection between reading, writing and thinking, and establish the basis for life-long reading and writing competence.

COMMITMENT PROGRAM

The Commitment Program has been in existence since the mid-seventies. This program received national recognition for excellence when it was listed as an "exemplary" developmental program by the Center for Developmental Education in 1985. It offers a limited number of Regis College students the opportunity to attend Regis University, even though they do not meet certain selective admission requirements. Students who accept placement in the Commitment Program are expected to make a full commitment to academic effort. Since 1975, the Commitment Program has admitted nearly four hundred new freshmen. The majority of these students were successful academically and later graduated to obtain positions in the fields of their choice.

Standard admission procedures may qualify students for the program. Each spring, the standards committee (or its equivalent) reviews the application files of students who do not meet all requirements for regular admission. When standardized entrance examinations or high school grade point averages, for example, do not meet criteria recommended for success, the Committee may suggest Commitment Program placement for students who show alternative evidence of ability and motivation to earn a college degree. The primary goals of the program are to provide a means for entering college, the support needed to be a successful learner and development of the analytical processes that lead to high achievement.

Commitment Program students, who make acceptable progress, remain in the program for two semesters. With successful completion of their freshman year, they are fully admitted into the University in good standing. Commitment Program students receive specialized advising, access to a variety of academic and non-academic support systems and instruction in reading, writing and other aspects of life-long learning. A program fee, required of all Commitment students, is assessed upon entrance into the program to help offset the cost of providing these services.

Students are required to attend and pass required Learning Support classes with a grade of "C" or better and they must maintain an acceptable grade point average in regular Regis courses. Students are also required to agree not to participate in sports, forensics, or other activities which, in the judgment of the program director, may interfere with class attendance. Off-campus employment, team events, or other extracurricular activities which may hinder scholastic success, are also limited.

FRESHMAN SUCCESS PROGRAM

The Freshman Success Program seeks to improve the academic performance of a select group of Regis College freshmen. Students admitted to the program have shown some evidence of sufficient ability to succeed in college, even though this ability may not have been demonstrated clearly in high school. The primary goals of the Freshman Success Program are to provide the comprehensive academic enhancement support services (structure, challenge and support) needed to be a successful learner and develop self-regulated learning processes, which facilitate a strong start academically.

Each spring, a committee appointed by the Director of Admissions reviews the application files of students who do not meet all requirements for regular admission. When high school grade point averages do not meet certain selective admission requirements, but standardized entrance exams
and other indicators indicate evidence of ability, the commit­
te may suggest Freshman Success Program placement.

Freshman Success Program students receive specialized
academic advising, access to a variety of academic and
non-academic support systems (including supervised study
sessions and retreats) and special instruction in reading,
writing, study strategies and other aspects of learning
how-to-learn processes. A program fee, required of all
Freshman Success students, is assessed upon entrance
into the program to help offset the cost of providing these
services.

Freshman Success Program students, who make satisfac­
tory progress, remain in the program for two semesters.
They are required to attend all of their classes. Students are
expected to maintain at least a 2.000 cumulative grade point
average and a "C" grade in each of the Learning Support
courses. Students may be restricted from extracurricular
activities which, in the judgment of the Program Director,
might interfere with their academic achievement. Formal
participation in extracurricular activities is discussed with the
student and the Program Director and a decision is rendered
on a case-by-case basis. With successful completion of their
freshman year, students are recognized as students in
"good standing" and are admitted unconditionally into Regis
University.

STUDY ABROAD

Regis College encourages study abroad in the following
programs:

1. St. Louis University's Junior Year in Madrid, Spain. This
   program is designed for students who wish to acquire a
   facility in the Spanish language, as well as immerse
   themselves in the traditions of Hispanic civilization.

2. Richmond University in London. This setting is ideal for
   anyone interested in one semester or a year of studies
   in political science, international business management,
   history, literature and/or theater arts. The experience is
   enhanced by a prolonged contact with an international
   body of faculty and students, while being within easy
   reach of the continent and a direct European experience.

3. Regis College has developed a list of other recom­
   mended study abroad programs. Students are able to
   petition for approval of other programs in which they wish
   to participate and are not prevented from participating in
   accredited programs not on the list. Students who wish
   to participate in approved programs are able to gain prior
   approval of transfer credit.

Information on these programs is available in the Office of
Experiential Education. Interested students should also
confer with a member of the Modern Language Department
about programs appropriate to their interests and language
skills.

A Concurrent Enrollment Request Form and a Leave of
Absence Form must be obtained from the Regis College
Dean's Office. The completed forms must be returned to that
office with the academic advisor's signature on the Concur­
rent Enrollment Request Form before the student leaves to
study.

AIR FORCE RESERVE
OFFICER TRAINING CORPS

The United States Air Force Reserve Officer Training Corps,
through an agreement between Regis University and the
University of Colorado at Boulder, offers two programs
leading to a commission in the United States Air Force upon
receipt of the bachelor's degree. Graduate students may be
commissioned upon the completion of 12 hours of the
Professional Officer Course and a six-week summer training
program.

Standard Four-Year Course

This program is in three parts: the General Military Course
for lower division (freshman and sophomore) students; the
Professional Officer Course for upper division students; and
Leadership Laboratory (attended by all students). Compli­
tion of the General Military Course is a prerequisite for entry
into the Professional Officer Course. Completion of a
four-week Summer Training Course is required prior to
commissioning.

Modified Two-Year Program

This program is offered to full-time, regularly enrolled degree
candidates at both undergraduate and graduate levels who
have two years remaining at Regis University when they
enroll. Those selected for this program must complete a
six-week summer training course prior to commissioning.

AIR FORCE UNIVERSITY
SCHOLARSHIP PROGRAM

Students participating in Air Force ROTC are eligible for Air
Force ROTC College Scholarships. Students selected for
this program are placed on grants that pay tuition, book
costs, non-refundable educational fees and subsistence of
$150 per month, tax free. All students enrolled in the
Professional Officer Course receive $150 per month subsis­
tence during the regular academic year. Scholarships are
available to men and women for two- or four-year periods.
AFROTC credit for graduation is awarded by Regis Univer­
sity. Enrollment in the AFROTC program is accredited
through the University of Colorado Continuing Education
program after payment of appropriate tuition. All classes are
held on the Boulder Campus. Interested students should
contact the Professor of Aerospace Studies, Folsom
ARMY RESERVE OFFICER TRAINING CORPS (MILITARY SCIENCE)

Through an agreement between Regis University and Metropolitan State College in Denver (Metro), Regis offers two Army ROTC programs leading to a commission in the Active Army, National Guard or Army Reserve. All class work is conducted on the Metropolitan State College Auraria Campus.

Four-Year Program

The standard four-year program consists of two phases. The basic course, normally completed during the freshman and sophomore years, consists of courses in military science, officer career development, leadership theory and management. The advanced course coincides with the junior and senior years. Subject areas include leadership techniques, methods of instruction, tactics and unit operations, military law, history, national strategy and Army policies. Completion of a six-week advanced camp in the summer is required prior to commissioning, with attendance at this camp normally between the junior and senior years. Students should check with the Military Science Department at Metro about the required courses.

Two-Year Program

The abbreviated two-year program consists of the same courses offered in the advanced course. However, both undergraduate and graduate students may become qualified for this program through successful completion of a six-week summer basic camp. Students should contact a professor of military science at Metro for specific requirements and options available based on each student's status at the time of program entry. Students who are veterans of military service or have participated in Junior ROTC or similar organizations, may have a portion or all of the basic requirements waived by a professor of military science at Metro.

Scholarships

Students selected for an Army scholarship receive full tuition at Metropolitan State College of Denver. The scholarship also pays a flat rate for books, laboratory fees and $100 a month for up to ten months a year. Students enrolled on campus full-time may compete for three-year and two-year scholarships. All scholarship benefits are open to both women and men, regardless of current involvement in ROTC.

Guaranteed Reserve Forces Duty (GRFD)

This program provides a guarantee that the student's obligation upon commissioning is fulfilled as a member of the Army Reserve or Army National Guard, instead of active duty.

For further information about Army ROTC, students may contact the professor of military science, Metropolitan State College, (303) 556-3942.

SUMMER SCHOOL

The Summer Session extends from early May through mid-August. It is an integral part of the University year and provides an opportunity to complete work for degrees. It is also an opportunity for non-degree students to enrich themselves and improve their professional standing and for high school students to begin college early.

Regular courses in the Summer Session are equivalent to those offered in the regular academic year in content, method of instruction and credit, and require the same prerequisites. Courses are offered in most of the same areas that are available during the regular academic year. Also included are certain attractive institutes available only in the summer months.

Tuition and fees for the part-time student are the same as for full-time students. The section on Expenses provides further detail. Part-time students may apply for a tuition discount through the Educators Grant Program and the Continuing Education Grant Program. For information, students should contact the Office of Financial Aid or the Summer School Office.

ACADEMIC INFORMATION

The following policies apply to Regis College, the School for Professional Studies and the School for Health Care Professions. Students should be advised, however, that when policies exist in an academic program or department that differ from these general policies, the program or department policy listed in the appropriate section of the Bulletin takes precedence.

STUDENT RESPONSIBILITY

Each student is personally responsible for information in this section. Failure to read and understand these regulations does not relieve a student of responsibility. Further, any announcements concerning academic regulations or programs published in Bulletin supplements are binding for all students.
TYPES OF CREDIT ACCEPTED

UNDERGRADUATE

Transfer credit is awarded for college-level work completed at other colleges and universities that are accredited by a regional association (e.g., North Central Association of Colleges and Secondary Schools). Undergraduate transfer courses in which grades of "C-" or better have been earned are equated to Regis courses when possible. Otherwise, acceptable courses are assigned an appropriate department prefix and course level (upper division "UD" or lower division "LD"). Transfer credits are sometimes grouped together as general elective credit "GEL." Quarter hours are converted to semester hours by using a 3:2 ratio.

Competency-based credit is awarded for approved non-classroom experiences. This includes recommendations by the American Council on Education for military and corporate training, in-house credit-by-exam, national standardized exams (College Board Advanced Placement (AP) Examinations, College Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) subject standardized testing program, ACT proficiency examination program (PEP), National League for Nursing (NLN) tests and life experience credit. When students are granted competency-based credit for a course, they are entitled to be excused from a course. If advanced placement includes college-level work completed at other colleges and universities that are accredited by a regional association (e.g., North Central Association of Colleges and Secondary Schools), transferable graduate course work is equated to Regis courses when possible. Quarter hours are converted to semester hours by using a 3:2 ratio. The only exception to this policy is described in the Master of Arts in Community Leadership Program section of the Bulletin.

Specific transfer policies for each graduate program are listed in the appropriate program section of the Bulletin.

GRADUATE

For graduate programs for which transfer credit is permitted, transfer credit is only awarded for graduate-level course work for which a grade of "B-" or better has been earned at other colleges and universities that are accredited by a regional association (e.g., North Central Association of Colleges and Secondary Schools). Transferable graduate course work is equated to Regis courses when possible. Quarter hours are converted to semester hours by using a 3:2 ratio. The only exception to this policy is described in the Master of Arts in Community Leadership Program section of the Bulletin.

CLASS LEVEL

Undergraduate class levels are determined by the number of semester hours completed by a student as follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>Semester Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59</td>
</tr>
<tr>
<td>Junior</td>
<td>60-91</td>
</tr>
<tr>
<td>Senior</td>
<td>92 or more</td>
</tr>
</tbody>
</table>

Course work in progress is not used when determining current class level.

COURSE NUMBERING SYSTEM

Regis University divides courses into four groups identified by course numbers. These numbers generally indicate the difficulty of a course and its location on a continuum of systematic study to general mastery of the content and methodology of a discipline.

Standardized course numbers utilized by Regis University are distributed in the following ranges:

<table>
<thead>
<tr>
<th>Course Numbers</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 199</td>
<td>Remedial</td>
</tr>
<tr>
<td>200 - 299</td>
<td>Lower division (freshman level)</td>
</tr>
<tr>
<td>300 - 399</td>
<td>Lower division (sophomore level)</td>
</tr>
<tr>
<td>400 - 499</td>
<td>Upper division (junior and senior level)</td>
</tr>
<tr>
<td>500 - 599</td>
<td>Post-baccalaureate</td>
</tr>
<tr>
<td>600 - 699</td>
<td>Graduate</td>
</tr>
</tbody>
</table>

Additional course number designations are applied to courses that have specific content for undergraduate and graduate work. The following numbers and descriptions apply to courses that meet this requirement:

490, 690 Independent Study: Research under the direction of a faculty member in a discipline or topic of study not covered in a scheduled course.

495, 695 Seminar: Intensive research under the direction of a faculty member in a theme or topic specific to junior, senior or graduate level, major or minor study.

496, 696 Senior/Master's Project: Capstone experience representing significant effort on the part of the student in demonstrating understanding of the program emphasis.

697 Professional Paper: Qualitative research within an organization, which enhances the future effectiveness of the enterprise.

REGISTRATION AND STUDENT RECORDS

UNIT OF CREDIT

The unit of credit at Regis University is the semester hour (SH). No course may be taken for credit more than once, unless specifically designated in the Bulletin.

1994 - 1996 Regis University Bulletin General Information Section
498, 698  Internship: Practical experience in a field of study applicable to the student's career choice.

499, 699  Thesis: Advancement of an original point of view as a result of research and an opportunity to defend it before a faculty committee appointed by the department/program director.

XXX (A-D)  Courses that are taught in sequential order and require further study for topic completion.

XXX (E-W)  Courses that are grouped under a broad topic or theme of study, with allowance for repeatability under different sub-topics and letter designation.

**COURSE PREFIXES**

In addition to a number identifying where a course fits within a discipline, each course is assigned a prefix that identifies the appropriate discipline, field or department. For example, the numerical designations for courses in Chemistry are preceded by CH, the numerical designations for courses in English are preceded by EN, and the numerical designations for courses in Religious Studies are preceded by RS.

Freshmen and sophomores are allowed to take upper division courses only if they have completed the prerequisites and if they have obtained the permission of the instructor of the course. Normally, that approval is given by obtaining the instructor's signature on the registration form prior to submitting the form to the Office of the Registrar. Juniors and seniors must also complete the prerequisites of an upper division course as listed in this Bulletin before enrolling for the course.

**INDEPENDENT, SPECIAL AND EXTENDED STUDIES**

Independent Study is individually supervised research under the direction of a faculty member in a discipline or topic of study not covered in a scheduled course. Approval and registration must occur prior to the add/drop deadline. The course number used is 490 for the undergraduate level and 690 for the graduate level.

Special Study is defined as a normally scheduled course not available at a time or location that is feasible for timely completion of graduation requirements. The course prefix, number and title are the same as the regularly scheduled course. Course requirements are fulfilled under the supervision of a faculty member who is approved to teach the course.

Extended Study provides a means for students to earn credit in addition to the existing credit value for a course. The course prefix, number and title are the same as the course listed in the Bulletin. Extended Study requirements are fulfilled under the supervision of a faculty member who teaches the course.

**OVERLOAD**

Anyone wishing to exceed the maximum academic load designated by the program in which the student is enrolled must present a formal written request for overload to the appropriate Program Director, Academic Dean, or designated administrative staff prior to the beginning of the class. Ordinarily, only a student with a minimum cumulative grade point average of 3.00 and no grades of incomplete is eligible to apply for an overload.

**AUDITING A COURSE**

Students desiring to participate in a course for personal enrichment and exploration are permitted to audit a course with written permission from the Associate Dean (Regis College programs) or designated administrative staff/Program Director (the School for Professional Studies programs and the School for Health Professions programs, respectively). The student is expected to participate in the course by maintaining normal attendance and completing course assignments, but is exempt from assigned tests. The student receives an "AU" grade with no credit earned and is charged the regular tuition rate. Some programs do not allow auditing.

Students should contact the appropriate program for information and permission regarding the audit option.

**COURSE REPEATABILITY**

Except under the grade improvement option, courses should not be repeated. Although advisors check for this error, it is ultimately the responsibility of the student to assure that courses are not repeated. Should a course be erroneously repeated, the second entry is not made on the transcript and the credit hours are not earned. There is no refund of tuition for courses erroneously repeated. A Repeat for Higher Grade Form must accompany the Registration Form submitted to the Office of the Registrar during the regular registration period. The grade improvement option is not available for transfer credit. If a course is erroneously repeated at another institution, duplicate credit is not transferred and the Regis course remains on the student record.
REPEAT GRADE IMPROVEMENT OPTION

Any student is given the option of improving a grade earned in a course at Regis by repeating the same course at Regis University. The following guidelines apply:

1. Regardless of whether the repeat grade is higher or lower than the original grade, the last grade earned is the grade that is recorded on the student's transcript. All previous grades and hours for the same course are dropped and a notation recorded to indicate that the course was retaken.

2. Courses taken for grade improvement cannot be taken on a Pass/No Pass basis.

3. Should a student withdraw from a course being taken for a repeat grade, the original grade remains on the transcript. The Repeat Grade Improvement Option applies only to grades earned at Regis from the Fall Semester of 1972 to the present.

CHANGES IN REGISTRATION (ADD/DROP)

Changes in registration (add/drop) for Regis College students must be made on the official add/drop form, during the add/drop period. For students in the School for Health Care Professions and the School for Professional Studies, changes may be initiated by the student telephoning the appropriate program office. After the date stipulated in the current schedule of courses (made available through the appropriate program office), there may be a fee per transaction day for course changes made during the add/drop period. This regulation applies to courses added, changed or dropped. No course may be added or dropped after the final day of add/drop designated in the schedule of courses.

The student is responsible for all courses listed on his or her schedule. The schedule is retained in the Office of the Registrar on the database system and in hard copy form, as appropriate. Credit is given only for courses that appear on the schedule. A student who is registered for a course and fails to attend receives a "Z" (failure by absence) grade or an "F" grade for the course.

CLASS ATTENDANCE

A student is expected to make every effort to attend all class meetings. Attendance standards are established by the various academic departments or programs. When the number of unjustifiable absences in a course exceeds the number stipulated in writing by the respective department or the instructor, the instructor immediately informs the student of the fact and sends a report to the Office of the Registrar. The student is excluded from the class and his or her permanent grade is reported as "Z" (failure by absence), which is calculated in the grade point average as 0.000 grade points.

UNIVERSITY-WIDE COURSE GRADING SYSTEM

The table that follows includes grades, grade points, and grade descriptions utilized for all courses at Regis University. When grade descriptions differ for undergraduate and graduate courses, the undergraduate grade description is listed first with the graduate grade description following the "/".

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINTS</th>
<th>DESCRIPTION (Undergraduate / Graduate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Outstanding scholarship</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Superior work / Satisfactory</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Satisfactory / Unsatisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Unsatisfactory / Unsatisfactory</td>
</tr>
<tr>
<td>D-</td>
<td>.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failure (no credit)</td>
</tr>
<tr>
<td>P</td>
<td>*</td>
<td>Pass (grade of C or Higher)</td>
</tr>
<tr>
<td>N</td>
<td>*</td>
<td>No Pass (no credit)</td>
</tr>
<tr>
<td>AU</td>
<td>*</td>
<td>Audit (no credit)</td>
</tr>
<tr>
<td>Z</td>
<td>0.00</td>
<td>Failure by absence (no credit)</td>
</tr>
<tr>
<td>W</td>
<td>**</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>I/</td>
<td></td>
<td>Incomplete—the grade accompanying the &quot;I&quot; becomes the permanent grade if additional work is not completed and a different grade is not submitted by the incomplete deadline for the course.</td>
</tr>
<tr>
<td>IP</td>
<td>*</td>
<td>In progress.</td>
</tr>
<tr>
<td>Y</td>
<td>*</td>
<td>Instructor did not submit grades by deadline.</td>
</tr>
</tbody>
</table>

* Where no grade points are indicated, the grade does not figure into the grade point average.
PASS/NO PASS GRADES

Pass/No Pass grading is available for courses with regular grading for Regis College undergraduate students and School for Health Care Professions traditional nursing students. For some graduate programs, selected courses permit P/NP grading. The following restrictions apply to undergraduate Regis College and traditional nursing students.

1. The Pass/No Pass option is available to undergraduate students who have completed thirty (30) hours of graded courses. Transfer students must have completed twenty (20) hours of graded courses at Regis before they may exercise the P/NP option. Students on academic probation are not encouraged to take courses (with the exception of remedial courses) on a P/NP basis, but may do so with the approval of the appropriate Dean.

2. The P/NP option may be exercised for only one course each semester and the total number of hours that may be taken on a P/NP basis for credit at Regis is limited to eighteen (18) semester hours.

3. The P/NP option may be exercised for only two (2) courses of the core studies requirements. Also, the option cannot be used for courses in the area of the major or minor, except for experiential courses, such as field experience, approved by the individual departments or divisions and for student teaching courses in the Education Department.

4. In the situation in which a student changes his or her major and has already taken a required lower division course in the new major area on a P/NP basis, the course fulfills the requirement. Upper division courses so taken are evaluated by the department or division as to whether or not the course(s) should be accepted.

5. To register for a course on the P/NP basis, the student must obtain a special form from the Office of the Registrar and return it, properly completed, no later than the last day of the add/drop period for the semester. This required form is in addition to the regular registration forms. After the add/drop period, a student cannot request a grading change in the course.

6. The passing level for courses taken on a P/NP basis is a "C." Based on this criterion, the instructor turns in a grade of "P" or "NP" for students taking such courses. The student receives appropriate hours of credit toward graduation for a "P" grade, but that grade is not calculated in his or her grade point average. The student does not receive hours of credit for an "NP" grade, nor is that grade calculated in the grade point average.

7. Students enrolled in experiential courses under the P/NP option, (e.g., field experience course in Administrative Science, Psychology or Sociology, etc., and student teaching courses in Education), are eligible for the Dean's List provided they are:

(a) enrolled for a total of fifteen (15) or more hours; and

(b) enrolled for a minimum of (12) or more graded hours.

8. Veterans must obtain approval from the Office of the Registrar for registration in a course on a pass/no pass basis.

GRADE OF INCOMPLETE

A grade of "I" denotes that the required work for the course is incomplete due to extraordinary circumstances. A student must specifically request writing from the instructor that such a grade be assigned. The length of time to complete the work is negotiated with the instructor; however, the maximum period is the end of the first full semester after the semester in which the grade of incomplete is assigned (except Spring semester incompletes which are due at the end of Fall Semester). Army regulations require students receiving Tuition Assistance to complete the work within 60 days.

When submitting a grade of "I," the instructor also submits a tentative grade (e.g., "IC", "ID", etc.) that becomes the permanent grade if the instructor does not submit an alternative grade by the end of the semester in which the alternate grade is due. The alternate grade is the grade the instructor determines that the student should receive in the event that the student fails to complete the required work. Extensions beyond the maximum allowable time period are not valid without the written permission of the appropriate Program Director, Academic Dean, or designated administrative staff.

Regis College students on academic probation are not eligible to receive an "I" grade without the written permission of the Associate Dean.

"Z" GRADES

A student is academically and financially responsible for all courses listed on his or her registration and add/drop forms. When the number of unjustifiable absences in a course exceeds the number stipulated in writing on the course syllabus, the instructor submits a Change of Grade Form to the Office of the Registrar indicating "Z" (failure by absence) as the student's final grade for the course. "Z" grades may also be reported by the instructor on midterm grade sheets and final grade sheets. However, the Office of the Registrar must be informed of the "Z" grade assignment as soon as the grade is earned. The student is informed of the "Z" grade by the Office of the Registrar. The grade is permanent (unless the Repeat Grade Improvement option is exercised) and computed in the grade point average.
APPEALS OF DISPUTED GRADES

Please refer to the appropriate college/school section for policies and procedures governing grade appeals.

CHANGE OF RECORDED GRADE

No final grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W, or Z submitted to the Office of the Registrar is changed unless the change has received the written approval of the appropriate Academic Dean or his or her designee. Forms that allow the instructor to explain why a change is necessary are available to the instructor in the Office of the Registrar. Once this form has been completed by the instructor wishing to change a grade, it should be submitted to the Academic Dean’s Office or designee for approval. As of January 1, 1983, no grade may be changed after it has been on the permanent record for one calendar year. This does not include courses retaken for repeat grade improvement.

It is expected that great care and attention is given in the awarding of grades so that the need for change is minimal. It is also expected that no instructor gives a grade of “I” (incomplete) unless extraordinary circumstances make it necessary.

GRADE REPORTS

Only final grades are official and entered on the student’s permanent record. All final grade reports are mailed to the student’s permanent address, and mid-semester grades, if applicable, are mailed to the local address. However, students may elect to have grade reports mailed to an alternate address by completing the appropriate form, available in the Office of the Registrar. Under federal legislation (The Family Educational Rights and Privacy Act of 1974, as amended), grades can be released to parents or other parties only with the student’s written authorization, unless the parent claims the student as a dependent for federal income tax purposes and provides appropriate documentation. Release authorization forms are available in the Office of the Registrar. Grades are not released by telephone under any circumstances.

GRADUATION HONORS

Undergraduate

Graduation honors for undergraduate students are applicable to students who have earned 128 or more credit hours and who have completed all requirements for graduation. Students who have followed the Regis University curriculum are awarded honors based on Regis University standards of honors. Regis College undergraduate program students must complete 60 graded semester hours of Regis course work to be eligible for graduation honors. Students who complete a minimum of 60 graded semester hours of Regis course work are awarded graduation honors according to the following cumulative grade point average standards:

<table>
<thead>
<tr>
<th>Honor</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMA CUM LAUDE</td>
<td>3.900 - 4.000</td>
</tr>
<tr>
<td>MAGNA CUM LAUDE</td>
<td>3.700 - 3.899</td>
</tr>
<tr>
<td>CUM LAUDE</td>
<td>3.500 - 3.699</td>
</tr>
</tbody>
</table>

Students who graduate with between 30 and 59 graded semester hours of Regis course work are assigned academic honors according to the following cumulative grade point average standards:

<table>
<thead>
<tr>
<th>Honor</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMA CUM LAUDE</td>
<td>3.950 - 4.000</td>
</tr>
<tr>
<td>MAGNA CUM LAUDE</td>
<td>3.850 - 3.949</td>
</tr>
<tr>
<td>CUM LAUDE</td>
<td>3.750 - 3.849</td>
</tr>
</tbody>
</table>

Graduate

Graduation honors for graduate students are applicable to students who have completed master’s degree requirements with a cumulative grade point average of 3.850 or better for 600-level courses.

TRANSCRIPTS

Transcripts of credit are available in the Office of the Registrar. Regulations governing the issuance of transcripts are as follows:

1. Financial obligations to the University must be satisfied.

2. As required by the Family Educational Rights and Privacy Act of 1974, as amended, requests for transcripts must include the student’s signature for release of this confidential information. Transcript requests by telephone are not accepted.

3. The transcript fee is $5 per transcript with service provided within ten working days after receipt of the request. The “RUSH” transcript fee is $6 per transcript with service provided within three to five working days after receipt of the request. Payment is necessary before a request can be processed. Upon graduation, the student receives a coupon entitling him or her to one official transcript at no charge. Fees are subject to change from one academic period to the next as deemed necessary by the University in order to meet its financial commitments and to fulfill its role and mission.

ACADEMIC STATUS

A student in good standing has no academic status notation on the transcript, and is eligible to continue, return or transfer elsewhere. A student with an academic status of
probation ("Admitted on Probation," "Probation New," "Probation Continued"), suspension ("Academic Suspension"), or dismissal ("Academic Dismissal"), has the appropriate notation recorded on the transcript. A student may continue or return when in a probationary academic status, but a suspendee is not eligible to return for one calendar year. A student who is dismissed from the University is not eligible to return. All transcript notations are recorded within the appropriate semester from approximately 1950 to present.

**DISCIPLINARY STATUS**

Additionally, "Disciplinary Suspension" and "Disciplinary Expulsion" are recorded on the academic transcript within the appropriate semester. Students may petition to remove "Disciplinary Suspension" from the transcript by appealing to the Vice President for Student Life. Notification of "Disciplinary Expulsion" appears on the transcript for five years. Following that period, a student may petition the University to have this notation removed from the transcript.

**CONFIDENTIALITY OF STUDENT RECORDS**

Regis University maintains an educational record for each student who is or has been enrolled at the University. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, (hereafter the "Act") the following student rights are covered by the Act and afforded to all eligible students at Regis University:

1. The right to inspect and review information contained in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
3. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's educational records.
4. The right to secure a copy of the University's policy.
5. The right to file complaints with the U.S. Department of Education concerning alleged failures by Regis University to comply with the provisions of the Act.

Each of these rights, with any limitations or exceptions, is explained in the University's policy statement, a copy of which may be obtained in the Office of the Registrar.

The University may provide Directory Information in accordance with the provisions of the Act without the written consent of an eligible student, unless it is requested in writing that such information not be disclosed. The items listed are designated as Directory Information and may be released to any person for any purpose at the discretion of Regis University, unless a written request for non-disclosure is on file:

**Category I:**

- Name, address, telephone number, dates of attendance, class.

**Category II:**

- Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred.

**Category III:**

- Past and present participation in officially recognized sports and activities, physical factors of athletes (heights and weight), date and place of birth.

Current eligible students may prohibit general disclosure of this Directory Information by notifying the Registrar in writing. Situations involving non-release of Directory Information that are deemed as "extraordinary" by the student should be brought to the attention of the Registrar. Regis University honors the request for one calendar year only; therefore, the student must file the request on an annual basis. The student should carefully consider the consequences of any decision to withhold any category of Directory Information. Regardless of the effect upon a student, Regis University assumes no liability that may arise out of its compliance with a request that such information be withheld. It is assumed that the failure on the part of the student to request the withholding of Directory Information indicates the student's consent to disclosure.

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of the Registrar.

**STUDENT NAME CHANGE**

Regis University maintains an educational record for each student who is or has been enrolled at the University. These records are maintained under the name submitted to the University on the Application for Admission.

Any student desiring to change his/her name on educational records must submit a Change of Name Affidavit. These forms are available in the Office of the Registrar and must be notarized unless the request is made in person and a photo identification is presented.

**ACADEMIC DISHONESTY POLICY**

Regis University is committed to intellectual integrity in its academic pursuits. Sanctions may, therefore, be imposed by
the programs, areas, departments or divisions (hereafter referred to as departments), of the University for cheating (defined as using inappropriate sources of information on a test) or plagiarism (defined as presenting as one's own, the ideas, words or products of another). Such sanctions may include a failing grade on the assignment, failure of the course or expulsion of the student from the course or the department, and they are decided upon and imposed by the department after consideration of the evidence. The student involved may appeal any decision of the department, first, to the department chairperson in Regis College programs; to the appropriate director in the School for Professional Studies and the School for Health Care Professions. If this attempt to resolve the situation informally is not satisfactory, the student may make a written appeal to the appropriate Academic Dean, who constitutes a hearing board composed of one faculty member chosen by the student, one by the professor involved, and one by the Academic Dean and approved by the two previously chosen faculty members. Following a hearing, the decision of this board is final. It is the responsibility of each department to inform students of any specific qualifications or regulations with regard to this general policy in force within the department.

Furthermore, academic dishonesty also includes forgery and unauthorized alteration or misuse of one's own or another student's academic records. It also includes knowingly furnishing false information when seeking admission to Regis University. When an alleged infraction of these rules has occurred, the Academic Dean conducts a pre-hearing discussion with the student and informs the student of the hearing and appeal procedures. A hearing board is formed of at least three faculty/staff members who hear the facts about the alleged infraction and, if indicated, arrive at a disciplinary decision. Students involved in such dishonest activity may be expelled from the University, receive "F" grades for those courses in which academic record integrity was violated, lose academic scholarship awards for the next academic year, or receive other sanctions as deemed appropriate by the hearing board. The student may appeal the disciplinary decision to the Academic Dean. The Dean's decision shall be final. Parents/guardians are notified of the decision if the student is known to be a dependent.

**BACCALAUREATE DEGREE REQUIREMENTS**

In addition to the completion of the academic requirements in core studies, the following are also required of each degree candidate:

1. The completion of 128 semester hours of academic work in which the candidate has earned a minimum cumulative Regis University grade point average of 2.000.

2. Regis College undergraduate students are expected to complete their final 30 semester hours prior to graduation at Regis University.

3. All undergraduate students are required to complete a minimum of 30 semester hours at Regis University.

4. The completion of a major, consisting of a minimum of 18 hours of upper division course work in one subject area unless an interdivisional or flexible major is involved. A major is intended to provide organization, intensive work, and a comprehensive understanding of one field of knowledge.

5. The completion of a minor area, consisting of 12 upper division hours selected in consultation with the major advisor. This area should lend support to the development of the major and aid the student in reaching his or her ultimate educational objective. A minor area is not required in the School for Health Care Professions Undergraduate Nursing Program or if a multiple major is earned through any of the schools. A minor is optional in the School for Professional Studies. However, if a minor is chosen, some minors in the School for Professional Studies programs may require additional upper or lower division course work.

6. No course in which the candidate received less than a "C-" grade is acceptable credit in the major or minor areas. Some departments require a "C-" or better grade in the lower division requirements in the major field.

7. A transfer student must complete a minimum of half of the upper division hours in the major area and half of the upper division hours in the minor area at Regis University. (Exceptions to this policy are noted under "Departmental Regulations" in departmental sections of this Bulletin.)

8. Any course taken toward any major in a department or division also counts toward the core studies requirements. A single course cannot, however, satisfy two core studies requirements.

9. Upper division courses required to fulfill one major or minor cannot be counted toward a major or minor in another discipline except under the following conditions:

   a. In the event that the upper division requirements for a major exceed 18 upper division hours, those excess hours may also be applied to another major or minor.

   b. In the event that the upper division requirements for a minor exceed 12 upper division hours, those excess hours may also be applied to another major or minor.

   c. Courses that satisfy lower division prerequisites for more than one major or minor may be double counted.

10. The successful passing of a written and/or oral comprehensive examination in the major field may be
required by the academic department. The senior student who declares a double major must be prepared to take a comprehensive examination in both majors. The senior student with an interdivisional or flexible major may elect to take his or her comprehensive examination in any area in which he or she has accumulated 12 or more upper division hours. The scope of the material to be covered in these examinations, including departmental reading lists, is assigned by the department chairperson. The examination dates, places and time are posted well in advance.

11. Basic competence in the use and command of the English language is required. The student should be able to express himself or herself with clarity, precision and force which comes only from a disciplined command of words, word usage and grammar.

DEFINITION OF A MAJOR

The major consists of a minimum of eighteen (18) upper division hours (courses numbered 400 and above), with grades of "C-" or better required in one subject area.

MAJOR DECLARATION

At the close of the sophomore year, each Regis College undergraduate student must elect a major area around which most of his or her upper division work centers. In some majors, even earlier decisions are encouraged. The programs in accounting, business administration, computer science, economics, education and the natural sciences require careful planning in order to fulfill all requirements in four (4) years. For Regis College undergraduate students, lower division requirements should be satisfied prior to submitting a Major Declaration Form to the department for approval. Major Declaration Forms may be secured from the Office of the Registrar and should be filed with the appropriate department.

The major indicated on the application for admission form and the subsequent degree plan serves as the declaration of a major for all other Regis University programs.

ADDITIONAL BACCALAUREATE DEGREE

Changes of professional objective or special interests occasionally require attainment of a subsequent degree for individuals who have already completed a baccalaureate degree. Applications for admission to undergraduate study for an additional bachelor's degree must be submitted to the appropriate program office. Applicants must indicate by their previous scholastic records a strong probability of academic success in this undertaking. Admission is subject to approval of the Academic Dean for the appropriate program.

The previously earned baccalaureate degree must be from a regionally accredited institution. After a careful review of all previous course work, the Academic Dean may require additional course work in core studies requirements, including philosophy and religious studies. Major requirements for the additional degree must be fully met. One-half of each major and one-half of any minor (if required by the major or if one is chosen) may be transferred to Regis upon entrance. All prerequisites and lower division requirements for the chosen major and/or minor must be satisfied. Generally, courses utilized to fulfill upper division major requirements of the previously earned baccalaureate degree cannot be double counted to fulfill upper division major hours required for an additional baccalaureate degree, unless the upper division hours are in excess of 18 hours. If necessary, a substitute course is designated by the Academic Dean. Each candidate must complete a minimum of 30 hours of residence at Regis subsequent to completion of the previously earned degree.

CONCURRENT BACCALAUREATE DEGREES

Occasionally, students are interested in earning two baccalaureate degrees at Regis concurrently. In such cases, the student must select one of the degrees as the first or primary degree. After admission to the primary program, the student must submit to the Academic Dean of the second program a written request for admission. If the Dean approves the admission, that Dean is responsible for notifying the Dean of the primary degree program, the Registrar, and student. Generally, the student completes the core studies requirements for the primary degree. If the second degree is offered from a college/school other than that offering the primary degree, the Academic Dean of the second college/school may require additional course work to fulfill core studies requirements. Major requirements for both degrees must be fully met. The requirements of a minor are presumed to be met by the second degree, unless either major has a required minor in a specific area. One-half of each major and one-half of any minor (if required by the major or if one is chosen) may be transferred to Regis upon entrance. All prerequisites and lower division requirements for the chosen majors and/or minors must be satisfied. Generally, courses utilized to fulfill upper division major requirements of one baccalaureate degree cannot be double counted to fulfill upper division major hours required for another baccalaureate degree unless the upper division hours are in excess of 18 hours. If necessary, substitute courses are designated by the appropriate Academic Dean. Each candidate must complete a minimum of 30 hours of residence at Regis for each degree. A minimum of 158 total credit hours is required to earn two degrees concurrently. In all cases, two diplomas are awarded and both degrees are recorded on the transcript.
DOUBLE MAJOR

To earn a double major, all requirements for both majors must be met. A written and/or comprehensive examination may be required in the majors selected. The requirement of a minor is presumed to be met by the multiple majors, unless either major has a required minor in a specific area. When both majors are offered within the same degree (e.g., Bachelor of Arts), that degree is awarded. When a double major consists of one major from the Bachelor of Arts and one major form the Bachelor of Science, a single degree—the Bachelor of Arts and Science degree—is awarded. When one of the majors is offered with the Bachelor of Science in Nursing degree (BSN), only the BSN degree is awarded. In all cases, both majors are recorded on the diploma and the transcript. The student seeking a Bachelor of Arts, Bachelor of Science or Bachelor of Arts and Science degree must select one of the majors as the first or primary major. The student seeking any other degree must select the major offered within the degree as the primary major. If the two majors are offered by different programs or colleges/schools, the Academic Dean of each must approve the request for the double major and assign an advisor. Each Dean or designee is responsible for notifying in writing the Registrar, appropriate Program Director, and the student of the action taken.

ADDITIONAL MAJOR

Students who have already received a bachelor's degree from Regis University and wish to complete an additional major may be readmitted for that purpose. The student must complete all requirements for the additional major. Major requirements formerly completed for a bachelor's degree from Regis University cannot be double counted to fulfill the required number of upper division hours of an additional major, unless the upper division hours in the previously earned major exceed 18 semester hours. Upon completion of the major, the student is awarded a certificate of completion of an additional major. The student's permanent academic record indicates that requirements for the second major have been met.

CHANGES IN REQUIREMENTS

Regis University reserves the right to terminate or modify program requirements, content and the sequence of program offerings from semester to semester for educational reasons that it deems sufficient to warrant such action. Programs, services or other activities of the University may be terminated at any time due to reasons beyond the control of the University including, but not limited to, acts of God, natural disasters, destruction of premises, labor disturbances, governmental orders, financial insolvency, or other reasons or circumstances beyond the control of the University.

Graduating seniors are normally held to the core studies requirements in the Bulletin or Supplement in the year in which they entered. Graduating seniors are also held to the major(s) requirements and minor(s) as stated in the Bulletin in effect when the major(s) and minor(s) are declared and approved. Students who do not complete a Leave of Absence Form or if the form has expired (after two semesters) and he or she returns to Regis College, the student is held to the current core and major/minor requirements. Requests for exceptions should be made in writing to the Academic Dean of the student’s program.

GRADUATION

APPLICATION

The Application for Graduation Form must be submitted to the appropriate college/school before eligibility for graduation can be evaluated. This Application for Graduation is required at least one semester prior to the semester in which the student expects to complete graduation requirements or for undergraduate students when a minimum of 92 semester hours have been completed and when a minimum of 24 semester hours have been completed for graduate students. Specific application deadlines are available from individual program offices. Failure to make application by the proper date may delay graduation.

A Regis cumulative grade point average of 2.000 is required for undergraduates to apply for graduation. A Regis cumulative grade point average of 3.000 is required for graduate students to apply for graduation. Failing to apply by the deadline or falling below the required cumulative grade point average may delay graduation to a subsequent semester.

Application Processing

1. Each student completing course work at an institution other than Regis University must complete a Concurrent Enrollment Form in advance to approve transfer of credit to Regis.

2. If required, Letters of Early Grade Release (for course work in progress at another institution) must be received by the appropriate college/school five (5) working days before the graduation date for which the student has applied to graduate.
3. All documentation of Portfolio credit, awards and official test score documentation must be received by the appropriate college/school five (5) days prior to the graduation date for which the student has applied to graduate.

4. All official transfer transcripts from other institutions documenting credit needed for fulfillment of a Regis degree requirement must be received by the appropriate college/school no later than four (4) weeks following the graduation date each semester.

Delays in the receipt of these materials by the appropriate college/school by the stated deadlines may delay graduation to a subsequent semester.

**DEGREE AWARD**

Students graduate the semester that all requirements are met and documentation of such is received by the appropriate college/school by the designated deadline. Incomplete grades, late application for graduation or late receipt of transcripts of transfer credit may result in the degree being awarded in a subsequent semester.

**FINANCIAL CLEARANCE**

Diplomas and transcripts are not released if any financial indebtedness to Regis University exists.

**ATTENDANCE AT COMMENCEMENT EXERCISES**

Attendance at commencement exercises is encouraged. The Office of the Registrar should be notified through the Application for Graduation of the student's intent to participate in commencement. Undergraduate students are allowed to march in commencement if they are within fifteen (15) semester hours of completing their degree requirements. Graduate students are allowed to march in commencement if they are within six (6) semester hours of completing their degree requirements. Graduates are listed in the commencement program for the commencement in which they march.