Values
Franciscan values have been selected to enrich the total human personality of our men and women.

Respect
- Regard for the dignity of each individual
- Respect for life
- Reverence for the gift of creation

Compassion
- Opening our hearts to others
- Fostering loving relationships
- Promoting empathy, forgiveness and peace

Service
- Building of community
- Sharing our gifts selflessly
- Caring for the needs of others

Integrity
- Dedication to excellence
- Fulfillment of responsibilities
- Faith in God and trust in others
- Commitment to truth and justice

General University Information

The Campus
The campus is located in a residential area on the west side of Joliet, Illinois, 35 miles southwest of Chicago. The campus houses all administrative offices, residence halls, recreational facilities, and library in addition to classroom facilities.

College of Nursing & Allied Health and University Conference Center building is located at 603 Taylor Street. It houses a simulation laboratory designed as a facsimile of a hospital unit, a nursing skills laboratory, as well as general classroom space, faculty and administrative offices for the College of Nursing. USF Solutions is home to the University Conference Center which hosts a 200 seat ballroom, conference rooms and an executive meeting room.

Harold and Margaret Moser Performing Arts Center, adjacent to Tower Hall is host to a wide variety of cultural and scholarly events on campus including the Southgate Keyboard Series. The center includes an art gallery, studio theater, choral room, instrumental practice rooms and a 250-seat auditorium.

The Library provides more than 40 computer workstations, unlimited wireless access throughout the building, a variety of areas for group and individual study, a media viewing room, a snack lounge, several comfortable seating areas, and classrooms. The library web page provides access to a large collection of print and electronic resources including more than 60 online databases with thousands of electronic journals. Professional librarians are available during all hours the library is open via email or in person. ARC (Academic Resource Center), and the offices of the Center for Instructional Delivery are also located in the library.

Marian Hall, a student residence, has accommodations for 238 students (including the Science Learning and Living Community, a special area designated for science majors). Completely refurbished in 2006, the residence contains TV lounge areas, group study rooms, kitchenettes, laundry facilities on each floor, student computer labs, the Abbey - center and game facilities, and the offices of Information Technology.

Motherhouse Residential Center is located in the former historic building. The first floor houses the offices of Residence Life, Student Activities and the entrance to the residential hall. Upper floors include upscale student residential living in apartments, suites, single and double rooms.

The Recreation Center is a three-level facility which includes an intercollegiate basketball/volleyball arena, two intramural basketball/volleyball courts, two racquetball courts, a golf simulation studio, locker rooms for men and women, athletic department offices, athletic trainer’s center, a fitness training and exercise center, a conference room, and a concession stand.

St. Albert Hall is both the natural science learning center and the computer science center. The building contains classrooms, chemistry and physics laboratories, two student computer labs, a computer data communications lab, and office facilities for biology, chemistry, computer science, and mathematics.

St. Joseph Chapel and University Ministry Center is located on the third floor of the Student Center. It houses the offices of Campus Ministry, Mission Integration, an Interfaith Prayer Room and the historic 25 seat St. Joseph Chapel where weekday and Sunday Mass and prayer services are offered.

Student Center is located in the former historic Motherhouse building. The first floor houses the Fireplace Lounge, Three Oaks Bistro snack shop, a Cyber Café, student game room, Student Government offices, and Student Life Offices. The second floor is home to the President’s Office, Undergraduate Admissions and campus wellness center.

Tower Hall North houses classrooms, laboratories, administrative offices, faculty offices, University Bookstore, Registrar’s and Financial Aid offices, College of Arts & Sciences, College of Business and Health Administration.

Tower Hall South houses a residence wing, dining facilities, campus radio and TV studios, a media arts laboratory, the College of Education, faculty, administrative offices, and the Office of Cultural Diversity.
Satellite Campuses

Twin Oaks Center – West Joliet, houses the Regional Education Academy for Leadership (REAL) an extension of the College of Education. Classroom, office and conference space is available.

Rialto City Center - Located in the developing Joliet City Center, Arts and Design Department is on the third and fourth floors of the Rialto Square Theater building in some 16,454 square feet of space. The newly renovated facilities in the historic Rialto building were specially designed for arts students. Along with arts majors, the facility will serve community outreach initiatives. The facility includes a woodshop, printmaking studio, two digital labs, a digital printing lab, photo studio/lecture room, ceramics room, kiln area and drawing and printing studio. Individual artist studios for upperclassmen and gallery spaces are featured. Student lounge space and faculty offices are also provided.

Albuquerque Center – New Mexico, houses classes for the Physician Assistant Studies program. Classrooms, laboratories, offices and a small medical collection is maintained at the site.

Educational Extension Sites

The University of St. Francis is committed to providing undergraduate and graduate programs at off-campus sites throughout the country. When requested to do so, it is the practice of the University to establish viable new locations.

Commitment to Off-Campus Locations

One of the ways in which the University of St. Francis meets its goal of providing “programs and courses that are constructed for and offered at a time and place convenient for lifelong learning” is to offer undergraduate and graduate programs on campus, at onsite locations throughout the nation, and online.

The University, upon initiating a new location, makes a commitment to offer the courses in that area which will enable students to complete the degree program. During the program cycles, the Colleges will evaluate the course enrollment each semester. If insufficient enrollment is determined, a projected closing date will be announced that will enable current students to complete the program if there are no program interruptions, or through alternative delivery formats. The deans of the Colleges reserve the right to make decisions on closing site locations. Every effort will be made to maintain the designated meeting night or location. However, in the event of instructor or site unavailability, or a change in enrollment, the University reserves the right to change a class night or class meeting location to a site within the area. Advanced notice will be given to accommodate students’ scheduling arrangements.

Off-Campus Class Visits

Visits are made to site locations twice during the academic year by a representative from the university. The purpose of the visit is multifaceted: to advise individual students, to observe the class and instructor, to reinforce academic policies and procedures, to interview prospective faculty, and to attend to other administrative and support service responsibilities. In addition, location coordinators at site locations are responsible for providing administrative services to students.

Off-Campus Location Coordinator (LC)

Every off-campus class section has a designated student who serves as a location coordinator. This student acts as a liaison between the colleges, the instructor, the students and the facility where classes are held. The primary function of the LC is to act as the “connecting link” between students, faculty and University administrators. Some of the duties of the LC are: providing service to faculty, making provisions for audiovisual equipment, communicating student issues to the appropriate academic administrator, conducting the administrative service visit, and distribution of teacher evaluation forms.

Academic Support to Off-Campus Sites

Students attending classes at off-campus sites are encouraged to call the appropriate academic administrator to discuss academic issues, academic advising, or to discuss any other matters pertaining to their association with the University.

Student Identification Card

A current University of St. Francis ID card is issued to all off-campus students at the beginning of each academic year and to new students each semester. The card identifies the holder as a University student and entitles the holder to privileges awarded to such. It may enable students to obtain library privileges in some areas. It is also useful for admission to museums, theaters, sporting events, etc. that have special rates for University students.

Academic Computing and Technology

Student Access to Technology

There are student computer labs on campus located in the major academic buildings, which provide access to the University computer network and the World Wide Web. In addition to the general-purpose labs, there are discipline specific labs for Biology, Chemistry, Computer Science, Education, Nursing, Visual Graphics and Mass Communication students. Overall, the University has over 300 computer systems for academic pursuits for our students. The labs are equipped with Windows based systems, as well as, Macintosh stations. These labs also provide access to a variety of application software, including Microsoft Office and a host of curriculum specific software applications that are used by students in their given field of study. Students are issued a single University user account that provides access to email, network, portal, library databases and Blackboard so they can access personal information, class schedule, grades, campus technology, services, and support
anytime, anywhere Internet access is available. Students connect through the MyUSF portal from anywhere in the world at a time convenient to their schedule.

A wireless campus infrastructure allows students to connect to the University network from their residence hall rooms (with their own computer system), one of the many computer labs located in each building around campus, or in outdoor spaces such as the campus quad. The Library, which provides unlimited wireless access throughout the building, offers more than 40 computer workstations and an array of online research databases and tools for scholarly pursuits. For more details on services available, please refer to the Library Services portion of this catalog.

**Classroom Technology**

The University’s focus on the integration of technology and student learning is evident within our 30 multimedia classrooms for instruction and presentation by both faculty and students. The multimedia classrooms have Internet access, video projection systems, computerized teacher stations, DVD and VCRs and stereo sound equipment for presentations.

Another example of the integration of technology and learning at USF is the Collaborative Learning Classroom (CLC). This classroom is specially designed for use with groups and team learning situations. The room has five group pods with laptop computers, Internet connectivity, an interactive computer whiteboard and other equipment to facilitate the collaborative learning environment.

*Blackboard* is the course management system that the University instructors use to share course materials with students and to communicate among the class participants. All courses at the University have a Blackboard course shell associated with it.

**Online Internet Courses**

The University of St. Francis is a national leader in providing distance learning to working professionals. The University of St. Francis has been offering its web-based option since 1997. The online programs are fully accredited by the North Central Association. Online students can earn a baccalaureate degree in Business Management, Health Care Leadership, Nursing BSN Fast-Track and Organizational Leadership. Furthermore, numerous graduate online degrees are available including an MBA, MS in Management, MS in Health Administration, and a MS in Training and Development.

St. Francis uses *Blackboard* software to deliver its Internet classes. A major difference in online courses versus the traditional classroom setting is that classes are not “time bound.” Students work on the course at a time and place convenient to their schedule. Like any class, the student will read texts, participate in class discussions, write papers, and take exams through the USF Online program. To maximize learning, it is recommended the student have the following computer hardware available for their use:

**Computer Requirements for Online Courses**

**Computer Hardware Requirements**

- Internet Access: 28.8 K dial-up modem (minimum); cable modem or DSL strongly recommended
- Processor: 400 MHz or faster
- Memory: 256 MB RAM; 2 GB free hard drive space

**Operating System Requirements**

- PC: Microsoft Windows XP, Windows Vista
- Mac: Macintosh OS X operating systems

**Software Requirements**

- Microsoft Office 2003 or 2007 (Word, Excel, PowerPoint)

**Supported Browsers for PC:**

- Internet Explorer 6.0.x, 7.0.x
- Firefox 2.0.x, 3.0.x
- Netscape, AOL and Apple Safari for the PC is not supported.

**Supported Browsers for Mac:**

- Firefox 2.0.x (OS X only)
- Safari 2.0.x, 3.0, 3.1 (3.2 not supported)
- Netscape, AOL and Internet Explorer for the Mac is not supported

**SPECIAL NOTES AND LIMITATIONS**

1. We do not recommend you use your company's computer for your online course. If you plan on using your work place computer, please get approval from your employer before enrolling in the course. Not all employers allow you to use your computer for non business related activities.

2. Using your computer from work may result in problems reaching your USF Online course. Many companies today are running firewall software or using hardware that could restrict your ability to access material over the Internet. If your company is running a firewall system and you have problems accessing your USF online course, you should consult with your company's technology department to determine whether they are willing to make adjustments to their firewall system for you. USF cannot do this since it is your company’s firewall that is blocking your access to the University.
Please note that some companies have policies that prohibit the personal use of the Internet. If your technology department is willing to make changes to their firewall for you, please contact the Center for Instructional Delivery at 866-337-1497 for the specific information that they will need to allow you access.

Library Services
The USF library provides equitable access to all affiliated users through the library website and MyUSF portal. The main library building, located at 600 Taylor Street, houses more than 40 computer workstations, a variety of areas for group and individual study, a number of traditional classrooms, a media viewing room, the USF Library Archives, a snack lounge, and comfortable seating areas throughout the building. In addition, the library provides a large collection of print, audiovisual and electronic resources including numerous online databases with thousands of electronic journals. During normal library hours professional librarians are available in person, or virtually, to answer questions, help find information, and demonstrate the best methods for conducting research.

Library users, both on and off campus, must register with the library in order to check out books from the online I-Share Catalog which includes access to the USF collection and to the collections of more than 70 academic libraries in Illinois. Instructions for library registration and detailed descriptions of all library services can be found on the library web site. The web site also includes instructions for using library resources and subject guides developed by librarians to help users quickly find the most relevant resources for each discipline offered at USF. Individuals with disabilities or special needs are asked to contact library staff to learn about software and devices available in the computer area on the main floor of the library.

Print and AV Collections
Users can access the online catalog via the library’s web site (http://library.stfrancis.edu) to search for books, journals and media materials throughout the entire library collection. The library’s print collection consists of more than 115,000 books and hundreds of print journal subscriptions. Physical audiovisual media consist of more than 5200 DVD/VHS titles, and 1300 CDs. The Health Science/Nursing collection, housed on the library’s main floor, contains approximately 3000 books and more than 70 journal subscriptions. A small medical collection is maintained at the Albuquerque site for the Physician Assistant program. A Curriculum Lab for education students and a collection of literature for children are located in the lower level of the library. Additional information and instructions on how to check out material from remote sites such as your home or office can also be found on the web site.

Electronic Collections
The library provides catalog access to 1600 e-books, and more than 15,000 electronic journals through an extensive collection of online research databases through such vendors as EbscoHost, FirstSearch, JSTOR, Gale Infotrac, ProQuest, PubMed, Lexis-Nexis and others. Use the Online Databases link on the library web page to access these databases. Online tutorials and guides provide detailed information about each database and directions for searching in the most efficient manner. Librarians are available for assistance anytime the library is open in person, by phone, chat, text or via email. Check the library web site for contact information.

Library Archives
The Library Archives is responsible for identifying, collecting, organizing, describing, preserving and making available for research and reference those records of the University that are of sufficient historical, legal, fiscal or administrative value to warrant permanent preservation. The Archives collects the inactive records of administrative, academic and student organizations, items of significance to the University's history and that of its founding congregation, and other special collections of materials that befit the mission of the Library. Records in the Library Archives are unique, rare, or of greater value than materials in the general library collection. These unique materials require special handling and preservation measures in order to continue to make the materials available for use. Any limitations on access are in place to balance user needs and preservation efforts so that archival materials will continue to be available to future researchers.

Access to Additional Collections
Interlibrary loan services are provided to supplement the University of St. Francis Library collection. Registered patrons may request books directly from more than 70 academic libraries in the state through I-Share, the library’s online catalog. Web forms are also available to request books and journal articles not available through the online catalog. Delivery of many articles is now available electronically via the web. Through a variety of consortia agreements, the USF library is able to provide most materials to patrons free of charge.

Library Services for Off-Campus Sites
The library strives to provide equitable access to resources and services for all extended campus locations. Students may request assistance at any time by using the Ask-A-Librarian web form chat or by calling 800-726-6500 to speak directly to professional librarian. An Interlibrary Loan Request Form is available for borrowing material not owned by USF. Users must register in Iliad in order to request articles not available from the USF collection. Distance students are generally also able to request interlibrary loan services through their local public library collection, however, should consider USF their primary resource library. Several short instructional tutorials are also available online to assist library users at any hour. Students at
the Albuquerque campus are provided with a small medical library on site, and also have access to resources at the University of New Mexico Health Sciences Library.

**Library Instruction**
Students and faculty are encouraged to contact the library to learn about the resources available, and to receive help with their research assignments. Professional librarians are available to provide instruction for both individuals and class groups upon request. In addition, electronic tutorials and subject guides are provided on the library web site.

**Student Services**
The University of St. Francis provides a variety of services and programs to meet the needs of the students. These range from service-oriented departments such as food service and the bookstore to those which provide challenges and opportunities to complement the academic experience such as Student Development, Counseling, and University Ministry.

The vision of education the University of St. Francis endorses, includes not only a viable and varied academic program, but also services and programs that afford opportunities for the students to mature both personally and socially. Hence, the University of St. Francis is committed to holistic development of the person and creates a supportive and dynamic environment for the students so that they may develop interpersonal skills, leadership qualities, and group dynamic skills to achieve common goals, knowledge of careers, a reaffirmation of Catholic ideals, and the ability to recognize and take responsibility for their human needs and aspirations.

The Student Affairs Division is responsible for complementing the academic life of the University of St. Francis students by presenting services, programs, and an atmosphere through which they may successfully work toward the accomplishment of these goals. The Dean of Students is the administrative officer primarily responsible for those activities that occur outside the classroom. The division includes Personal Counseling, Health Services, Residence Life, Orientation, Student Conduct Board, Student Development, and Student Government.

**Academic Advising Center**
The University values the connection and relationship between the student and academic advisor. The Academic Advising Center coordinates the academic advising and registration of new students, undergraduate and graduate, and provides information and assistance to students applying for credit for prior learning.

Each student is assigned an academic advisor within his or her major to assist with educational planning, academic advising and registration. Students who are undecided about their major or seeking to change their major may receive assistance from the Academic Advising Center in exploring various fields of interest, developing a plan of study for their educational goals, and/or selecting a major.

The Academic Advising Center also provides new students a transcript evaluation for previously earned credit that includes general education and major requirements fulfilling degree requirements. In addition, information and guidance is provided to enrolled students seeking credit from nationally recognized assessment programs (AP, CLEP and DANTES) or credit for non-traditional learning experiences. (see section on Credit for Prior Learning)

**Academic Resource Center**
The Academic Resource Center (ARC) provides students with information, guidance, and services to assist in their successful pursuit of educational goals. Students will find computers, study aids, study tables and comfortable locations for reading, as well as people to offer individualized help.

Opportunities for study groups or assistance can be found in the Writing, Math, and Science Centers. Tutoring in a variety of subjects, such as nursing, economics, accounting, psychology and theology, is located in the ARC as well. The Supplemental Instruction Program provides peer led study groups that provide discussions and study strategies for historically difficult courses. Additional services include workshops on learning strategies, study aid materials, learning strategy counseling, and services for students with disabilities.

Three programs are offered to smooth a student’s transition to college. Summer Academy offers a five day residential experience to incoming freshmen with a taste of college academics and course expectations, and presenting tools for academic success. First Hand Mentors provides new students with a peer mentor to introduce them to the USF campus and culture. The University Success Scholars (USS) program offers programming and enrichment activities that help students succeed in college and prepare for leadership. USS is offered to students who are “first generation college students,” (students whose parents have not graduated from college).

**Alumni Association/Alumni Relations Services**
The Alumni Association of the University of St. Francis supports the educational mission and excellence of the University, nurtures the University’s image, serves its members and friends, inspires uncommon loyalty and beneficence, and reflects the Catholic and Franciscan principles on which the University was founded. The Alumni Relations Office sponsors scholarship opportunities for current students, alumni chapters across the U.S., class reunions, Homecoming activities, connections to
university career services, special events and gatherings for both alumni and students, as well as moderates the GOLD (Graduates of the Last Decade) young alumni group and SAA (Student Alumni Association) – a registered student club that links current students with alumni for mentoring, internships, networking and job opportunities. The Alumni Relations Office also moderates BAN (Business Alumni Network) and the Alumni Association Board. Additionally, the Alumni Relations Office publishes the Saints Connection e-newsletter several times a year for our alumni. For more information, please contact the Alumni Relations Office via (877) 811-ALUM or alumni@stfrancis.edu or visit us online at www.stfrancis.edu/alumni.

Athletics
Intercollegiate athletics are an important part of campus life for both participants and spectators. For those who wish to compete on an intercollegiate level, basketball, baseball, cross-country, football, golf, soccer, tennis, and track & field are available for men; and basketball, cross-country, golf, soccer, softball, tennis, track & field, softball and volleyball are available for women. The men and women's intercollegiate teams compete as members of the Chicagoland Collegiate Athletic Conference (CCAC) and the National Association of Intercollegiate Athletics (NAIA, Division I).

The varsity sports teams, known as the "Saints," have demonstrated their excellence over the years by being selected to participate in the NAIA national tournaments many times. Tennis, golf, volleyball, baseball, football, softball, and cross-country have all competed in national competition with a great deal of individual recognition awarded to many University of St. Francis athletes.

Bookstore
The University of St. Francis Bookstore is your #1 source for used books. Textbooks can be purchased in the store or online through the USF portal where your schedule is posted. From your schedule page, click "jump to" and "order your textbooks". Textbooks can also be purchased online through the Bookstore website @ www.stfrancis.edu/bookstore and click "textbooks". The Bookstore buys back used books all year. However, the best time to sell back your books is during finals week. The Bookstore also sells USF clothing and gifts, school supplies, backpacks, bargain books, greeting cards and convenience. Please visit the Bookstore website to order USF clothing & gifts, and check store hours. The USF Bookstore is located on the 1st floor of Tower Hall.

Career Services
Students and alumni are welcomed and encouraged to participate in career planning, employment resources and activities available through Career Services. A computerized guidance system, SIGI3, is available to help in the career decision-making process. Students will receive assistance with developing their resume. Opportunities to participate in mock (practice) interviews are also coordinated through this office. Students seeking internships can search an electronic database of internship opportunities. Job postings, career fairs, and employer contacts are developed to assist students in finding employment opportunities which can also be found electronically. A career resource library containing career and employer information is available for students to use in their employment search. Directories on graduate schools for those interested in pursuing advanced degrees are also available. Information/application booklets are available for the following tests: Graduate Record Examination (liberal arts), Graduate Management Admissions Test (business), Law School Admissions Test, and others as needed. Detailed information on current programming and job postings can be viewed at http://www.stfrancis.edu/careerservices/. University of St. Francis is a member of the National Association of Colleges and Employers, www.naceweb.org. Other membership includes the Illinois Small College Placement Association (ISCPA) with such schools as Augustana, Knox and Illinois Wesleyan, www.iscpa.org, and American Association for Employment in Education, www.aace.org.

Counseling Services
Personal Counseling services are available to any student, faculty member, employee or alumnae of the University. This service provides professional consultation or psychotherapy services to individuals or couples who are experiencing personal problems that interfere with their lives. The Department addresses issues of loss and grief, adjustment problems, marital and family problems, depression, anxiety, and stress management. Students who have anxiety issues around test taking, adjusting to living away from home for the first time, or any problem that prevents them from functioning at their peak level of performance are also dealt with through this Department. The Department is responsible for conducting initial assessments of problems related to alcohol and drug use. Treatment for these issues is referred to professionals in a community convenient to the client. Appointments are made either in person or over the phone (815-740-3598) with the Director of Personal Counseling. All services are confidential. Information regarding your services cannot be released without written consent. All services are free of charge to students and employees of the University.

Food Service
Food service at the University of St. Francis is designed to be an integral part of the total collegiate experience. The board plan is designed to offer variety, quality, and a nutritious balance in the meals served. Resident students have meal service provided seven days a week during the academic year. Resident dining options include the Terrace Café for an all-you-care-to-eat experience, the Three Oaks Bistro with its restaurant style menu, and the Saints Snack Shop for those between meal cravings. Residents can choose from meal plans combining meals and Dining Dollars allowing them flexibility and
convenience. Commuter students are also encouraged to take advantage of the services through reasonable cash rates and daily specials. Special services range from a distinctive dining experience through the catering department to sick trays and special diets when necessary.

**Health Services**

Health Services is the liaison between the students and area health care facilities. Staffed by a registered nurse, the department provides treatment information, health maintenance, referrals, and professional evaluation. In addition, the department sponsors educational programs such as semi-annual blood drives, wellness topics, and freedom from smoking workshops. Professional physicians' care and emergency aid are available at area hospitals and clinics. When emergency care or hospitalization is required, arrangements will be made to transfer the student to a local hospital at the student’s expense. The health services director is additionally responsible for overseeing the compliance by all students to state immunization requirements.

The Health Services Department of the University of St. Francis has a legal and moral obligation to protect all patients’ right to privacy except in extreme emergencies, USF students are expected to notify their family about details concerning their health. Strict confidentiality is maintained at all times concerning the details of all student health records and care provided. Information CANNOT be released without the written permission of the student. This includes all requests for immunization records.

**Intramurals**

The University of St. Francis seeks to provide a varied intramural program that appeals to almost every student. Each year, over 30 women’s, men’s or co-recreational programs are offered in an attempt to provide opportunities to meet varied student interests. Elements of social interaction, physical activity, and good-natured competition are interwoven throughout the intramural program.

These programs provide an opportunity for exercise and recreation to balance the demands of study. All students are encouraged to participate in at least one intramural activity. A choice can be made from the physical sports - softball, touch football, basketball, volleyball, or soccer. Other options include game room sports such as chess, checkers, ping-pong, and pool. To honor the winners and celebrate a year of enjoyable competition, an annual awards banquet is held for all that participate.

**Office of Institutional Diversity**

Our Mission Statement: The University of St. Francis is committed to building an inclusive community that inspires acceptance, compassion, respect, and wisdom in understanding the multicultural richness of our society. We value the role of pursuing diversity through achieving flexibility of thinking, respect for differences, moral courage, and appreciation for common ground. GOAL 1 - Create a hospitable campus climate espousing diversity for students, faculty, staff and the community. GOAL 2 - Develop and implement comprehensive educational programs for students, faculty and staff that include cross-cultural competence, legal issues, best practices and relevant research for the purpose of promoting better understanding and appreciation of diversity and individual differences. GOAL 3 - Advocate a recruitment plan that will increase the percentage of diverse undergraduate students, faculty and staff. GOAL 4 - Champion internal and external research, collaborations, and partnerships with community businesses and organizations. GOAL 5 - Promote accountability: design and implement a continuous improvement process as part of the university strategic plan.

**Residence Life**

Your Residence Life department is dedicated to providing a safe and supportive environment where students residing on campus can develop their full potential. The department is led by trained full time professionals who strive to foster a positive living environment for you during your journey of independence. Accountability for your behavior is emphasized and opportunities for your growth and learning are provided. During your residence in the Motherhouse, Marian or Tower Hall, you are expected to maintain high living standards and respect for your fellow community members. Members of the Residence Life community enter into it freely and recognize the responsibility they have to one another and to themselves. All who choose to be part of the university’s residential community are expected to behave in a way that is congruent with the traditions, heritage and educational purpose of the University of St. Francis.

In the Franciscan tradition, Residence Life is dedicated to the ideals of mutual respect, integrity, friendship, love, and reverence for all people. Since respect and acceptance for all persons are basic community expectations, we value differences such as age, gender, race and ethnic background. All people will be treated with the consideration and respect we value for ourselves. Living in the Residence Halls is a privilege. As a member of the residential community, your behavior affects your fellow residents in a variety of ways. The university community expects all of its members and visitors to adhere to the following:

1. Recognize the academic purpose of the university.
2. Respect Christian values.
3. Respect the rights of others.
4. Be accountable for behavior and decisions.
Security
Campus security personnel are always on duty to answer questions or to assist students. Security provides ID marking of valuables, gives lectures on safety, and makes fire inspections monthly, as well as issuing parking permits and citations. Each security officer is trained in areas of burglary and theft investigations, and in first aid, CPR, and self-defense. The security staff is committed to the safety of all persons, as well as the protection of University of St. Francis property. All full-time security officers are certified as responders to assist in medical emergencies. In addition to a campuswide public address system, security can notify students, faculty and staff of emergencies through email and voicemail systems.

Services for Students with Disabilities (ADA)
The University strives to be in compliance with Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAA). To this end, a student who requires special accommodations or arrangements due to a disability should contact the Office of Disability Services, part of the Academic Resource Center (ARC). This contact preferably should occur no later than the first week of classes. Early contact before the semester start is encouraged to allow sufficient time to provide accommodations properly. Extra time is needed for some types of accommodations, such as sign language interpreters or special text formatting. Should a need arise after the start of a semester, the student is encouraged to contact the ADA coordinator as soon as possible. Each case will be reviewed on an individual basis to determine reasonable and appropriate accommodations.

Student Development
The Student Development office provides many opportunities for students to become more involved throughout the university community. Students are encouraged to participate in orientation and the large selection of events that take place on and off campus. USF students are invited to become involved with any of the current clubs and organizations. Programs available through these student organizations offer exposure to a wide variety of cultural, educational, and social events and activities, which may broaden the students’ interests and enhance the development of lifelong recreational pursuits. Various leadership development workshops and programs are available to students who are interested in developing their leadership skills. Students are encouraged to participate in the Student Government Association in order to address the needs and concerns of the student body. The Student Activities Board, a function of Student Government, plans and implements major student entertainment programs on campus which include Homecoming, Family Celebration, Little Sibs Weekend, Spring Fling, dances, game nights, karaoke nights, movies, coffeehouses, and other special events. Membership is open to all students.

University Ministry
University Ministry plays a vital role in creating a spiritual environment with and for students by building on the four Franciscan values particular for USF – respect, integrity, service and compassion. All students regardless of faith background are invited to participate in the four components of values education, community building, religious programming, and community service. Students participate in a wide variety of civic engagement opportunities and mission trips in the United States, Bolivia, and the Philippines. University Ministry staff and student Peer Ministers (living in the residence halls) involve participation in such events as retreats, daily and Sunday liturgies, ecumenical prayer services, Bible study, and discussion groups to enrich students’ spiritual lives. Spiritual counseling and catechetical instruction are available. Francis and Clare of Assisi serve as role models struggling to live the gospel message through simplicity, peacemaking, prayer and respect for all things created as we work to bring about the reign of God here and now.

Veterans’ Affairs
The University of St. Francis is approved for providing undergraduate and graduate education programs for veterans by the State Approving Agency for Veterans' Education in Illinois. Applications for benefits are processed by the Veterans Certifying Official located in Financial Aid Services. All inquiries regarding veteran services can be directed by E-Mail to veterans@stfrancis.edu or by calling 815-740-5097.

University of St. Francis is very proud to say that we have signed an agreement with the Veterans Administration to participate in the Yellow Ribbon GI Bill program as well as other federal GI Bill programs. Below is a listing of eligible programs:

- Post-9/11 GI Bill Chapter 33 of title 38, U.S. Code (Including Yellow Ribbon)
- Montgomery GI Bill (MGIB) Chapter 30 of title 38, U.S. Code
- Reserve Educational Assistance Program (REAP) Chapter 1607 of title 10, U.S. Code
- Post-Vietnam Era Veterans’ Educational Assistance Program (VEAP) Chapter 32 of title 38, U.S. Code, or section 901 or section 903 of Public Law 96-342

Veterans or their dependents are encouraged to visit our Veterans Programs web pages located at https://www.stfrancis.edu/admissions/veterans/. This is a full-service site that gives veterans all the information they need to apply for veterans benefits at University of St. Francis.
Through this site, first-time veterans at University of St. Francis can link to the VA-ONCE web site and complete the appropriate application form (VA 22-1990 for first-time applicants; VA 22-1995 for veterans who have used their benefits elsewhere). Veterans should be prepared to submit a copy of the Member 4 copy of their DD214 to complete their file. Active Duty Service Members should submit a copy of their current orders to complete their file.

Any individual receiving veteran’s benefits while enrolled at University of St. Francis is required to notify the Veterans Certifying Official of any changes in enrollment, regardless of the reason for the change. These changes would include any changes in class schedule, termination of enrollment, change of degree program, or return to active duty status. Early notification of these changes can prevent overpayment issues with the Veterans Administration.

**Currently Enrolled Veterans and Service Members**
The University of St. Francis supports students who are members of the United States armed forces and reserve units. An undergraduate or graduate student who is a member of the U.S. military, National Guard or Reserves who is called or ordered to active duty may be granted a Military Leave of Absence (MLOA) from the University for the period of active duty and up to one year after returning from active duty.

Students with the MLOA are not required to pay admission fees. MLOA allows these students to register for classes during their designated registration period prior to the term when they plan to return. Students with MLOA privileges may elect to return using the same catalog as when they left, or using the catalog in force when they return. Upon returning to the University, the student should complete the re-application process and contact the dean to determine a mutually acceptable plan to meet degree requirements.

MLOA applications are available through the Registrar’s Office. The completed MLOA form must be submitted to the Registrar’s Office in Tower Hall prior to the student’s departure. The MLOA form must be accompanied by a copy of the military orders indicating the date on which the student must report for active duty.

When students are called to active duty after classes begin, they should contact the Registrar’s Office to file the MLOA for subsequent terms. Students may elect to choose one of three routes to apply to the semester’s courses in progress. The decision as to which option to pursue will depend upon each personal situation, the time remaining in the semester and agreements which can be made with instructors and deans.

**Wellness Center**
The Wellness Center, which includes Counseling and Health Services, seeks to promote the holistic health and development of students through the delivery of a variety of services, resources, and programs. The Center’s goal is to empower students to be active partners in their own health care, to foster healthy decision-making, and to assist them in achieving their life goals.

**Expenses and Financial Policies**
The University of St. Francis is a non-profit corporation deriving its income from sources that include the contributions of the Sisters of St. Francis of Mary Immaculate, the gifts of alumni, faculty, business, industry, and other friends, and student tuition and fees. Since the tuition paid by the students is less than the cost incurred by the University in providing their education, the students are the beneficiaries of many persons who contribute to their educational development. University fiscal charges become effective with the beginning of the fiscal year that starts on June 1.

**Expenses**
Current information on tuition, fees, and payment programs can be found on the university Business Office website: [www.stfrancis.edu/finaid/tuition](http://www.stfrancis.edu/finaid/tuition).

**Family Plan**
Whenever two or more members of the same immediate family are concurrently enrolled at the University of St. Francis as full-time traditional undergraduate students, all shall be allowed a discount of 5 percent on tuition charges per semester.

**Other Policies**
- Enrollment shall be considered as signifying knowledge of all conditions, rules, and regulations and shall be deemed as acceptance thereof.
- The University shall not be liable for any damage or loss of personal property from any cause whatsoever.
- Students are not entitled to receive recommendations, degrees, honors or transcripts of credit until all bills are paid and the exit interview has been completed with financial aid concerning their National Direct/Defense Student loans and Perkins loans.
- At the discretion of the Board of Trustees, all charges are subject to change on 30 days notice.
- In the event of default in the payment of any amount due, and if the account is placed in the hands of an agency or attorney for collection or legal action, the student agrees to pay an additional charge equal to the cost of collection including agency and attorney fees and court costs.
A "Previous Term Billing Charge" in the amount of one percent per month will be added to all student accounts that are delinquent from any previous semester.

Refund Policies

The institutional refund policy listed directly below describes how tuition/room and board “charges” will be handled. The federal refund policy determines which portions of Federal Title IV aid need to be returned to the federal programs.

Institutional Refund Policy

Refunds for withdrawal from the University will be made only after proper withdrawal forms have been completed. The forms are available in the Registrar’s Office. Failure to properly notify this office renders the student ineligible for refund. Full tuition is charged unless the student makes a formal withdrawal. The following schedule applies to all USF academic programs. Tuition charges will be computed according to the following schedule:

Number of weeks from the published start date of the course (FULL TERM COURSES):

<table>
<thead>
<tr>
<th>During the…</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st or 2nd Week</td>
<td>100%</td>
</tr>
<tr>
<td>3rd or 4th Week</td>
<td>75%</td>
</tr>
<tr>
<td>5th Week and after</td>
<td>0%</td>
</tr>
</tbody>
</table>

Number of weeks from the published start date of the course (MODULAR COURSES):

<table>
<thead>
<tr>
<th>During the…</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Week</td>
<td>100%</td>
</tr>
<tr>
<td>2nd Week</td>
<td>75%</td>
</tr>
<tr>
<td>3rd Week and after</td>
<td>0%</td>
</tr>
</tbody>
</table>

Resident students who complete withdrawal forms before the end of the semester are subject to the same refund policy for courses according to the room and board contract. Room and board may be prorated for extenuating circumstances on case by case basis by the Director of Residence Life. Refunds are payable to students thirty (30) days after the official date of withdrawal. All questions and concerns related to the refund policies of the University of St. Francis should be directed to the Business Office Manager, Office of Business Affairs, S211, (815) 740-2268. Students dropped or suspended from the University of St. Francis are not eligible for refunds.

Students receiving Title IV assistance who completely withdraw from the University are entitled to a refund of any unused tuition/room and board charges. All attendees at USF will have their refund of Title IV assistance calculated using a policy that came forward as a result of the Reauthorization of the Higher Education Amendments of 1998.

Federal Refund Policy:

Step 1 – determine the last date of attendance. This may be determined by class records, attendance records, or the actual date the student initiates the withdrawal. If the student withdraws without notifying the institution, the midpoint of the semester will be used as the date.

Step 2 – determine the percentage of the term completed. This is accomplished by dividing the number of calendar days actually completed by the number of calendar days in the term.

Step 3 – determine the percentage of the total federal Title IV assistance the student has earned. This is determined by multiplying the percentage in step 2, above, by the total amount of federal Title IV assistance. At this time, the amount of unearned assistance is also calculated.

Step 4 – once the actual amount of assistance to be returned to the federal programs is determined, it will be returned in the following order:

*Unsubsidized Federal Direct Loans
*Subsidized Federal Direct Loans
*Perkins Loan
*Federal Direct PLUS Loans
*Federal Pell Grant
*Federal SEOG
*Other Title IV Assistance

In all instances where applicable, funds must be returned to the federal programs within 30 days. If applicable amounts are not returned, the student may be reported to the U.S. Department of Education as owing a refund to a federal Title IV program. The student must be aware that the amounts to be returned to the federal programs may be money the student has already received as a refund from the university for off-campus living expenses. By owing this refund, the student will be ineligible to receive any further Title IV assistance from any other institution.
College of Business and Health Administration Refund Notice For Georgia Students (as required by the Georgia Nonpublic Postsecondary Education Commission). The University of St. Francis and the student agree to abide by the following cancellation and refund policy:

Students wishing to cancel their course registration are asked to contact the Registrar’s Office no later than the end of the second week of the semester. Students in compliance with the deadline will be eligible for full refund of any tuition. Students who have not attended a class during the first three weeks of class will automatically have their registration cancelled by the institution and be eligible for a full tuition refund. Students who do not attend class three consecutive weeks, up until the seventh week of class, will automatically have their registration dropped and be eligible for a prorated tuition refund based upon their last date of attendance.

Tuition charges will be assessed according to the following schedule:

- Cancellation during weeks 1-2: No charge
- Cancellation during weeks 3-4: 75% of tuition refunded
- Cancellation during weeks 5-7: 50% of tuition refunded
- Cancellation after week 7: Full tuition charged

It is agreed that this notice together with the University Catalog represents the entire understanding between the University of St. Francis and the student and that no written or oral agreement, assumption, or other statement will, in any matter, affect the provisions of this notice unless mutually agreed upon by the University of St. Francis and the student.

Financial Assistance Programs

As a Catholic Franciscan institution, University of St. Francis wants to provide every qualified student the opportunity to attend our institution. We invest in our students and are committed to making a private education more affordable for all students.

At the University of St. Francis, financial assistance opportunities are provided for all eligible and accepted students. The institution administers programs in cooperation with federal, state and private agencies. In addition, the university has made a commitment to provide significant funding to students through its scholarship, grant and student employment programs. The university has also chosen to enhance financial offering in areas that promote academic excellence, leadership and/or talents. This financial support includes educational pursuits that fulfill the institution’s mission and encourage the values of respect, service, integrity, and compassion.

At the University of St. Francis, the responsibility of funding a student’s educational expenses is a partnership between the student, the student’s family and Financial Aid Services. We work with our students and their families to educate them about financial aid options and the application process to ensure that their needs are met.

To apply for undergraduate need-based financial assistance, a student must meet the following criteria:

- be a U.S. citizen or eligible permanent resident or non-citizen.
- be officially accepted for admission into a degree seeking program at USF
- be enrolled at least half-time (6 credit hours or more).
- complete the required federal and institutional financial aid applications.
- make reasonable progress in his/her academic program (see Financial Aid Satisfactory Academic Progress).

Applying for Financial Aid

Eligible students at USF are strongly encouraged to apply for all types of federal, state, and institutional assistance. To apply, students must complete the Free Application for Federal Student Aid (FAFSA). This application may be submitted on-line at www.fafsa.ed.gov and submitted to the federal processor. Students are also required to complete the USF Financial Aid Services Student Profile to provide information regarding the student’s anticipated enrollment, program of study, and eligibility for institutional scholarships. The financial aid process begins when the student’s FAFSA is received electronically and the student is accepted into a degree-seeking program at University of St. Francis. Other information, such as tax and income documents, will be requested if needed for federal verification purposes. Once the financial aid file is complete, a student will receive the Financial Aid Award letter outlining the total assistance offered toward the student’s cost of attendance.

Financial assistance will not be credited to the billing statement until the student's financial aid file is complete and, if required, verified by Financial Aid Services. This includes all federal, state, and certain types of institutional scholarships and grants. It is the student’s responsibility to comply with requests for information or late fees may be assessed by the Business Office. If the student or parent is borrowing a loan through the Federal Direct Loan programs, estimated loan funds may appear on the bill. The Federal Direct Subsidized and Unsubsidized Loan program requires a one-time entrance counseling session and a completed Master Promissory Note (MPN). Both the entrance counseling and promissory note requirement must be finalized, along with verification of the student’s enrollment. Once complete, the loan proceeds may be disbursed to the student’s billing account. The Federal Direct Parent Loan (PLUS) also has a promissory note requirement and it may be
required for each new loan during an academic year. After the PLUS promissory note is signed and enrollment is verified, the loan proceeds will be disbursed to the student’s account. If the combination of grants, scholarships, and loans results in a credit on the student’s account with the university, the Business Office will issue a refund check.

On campus employment is available for students who qualify through the Federal College Work-Study Program and/or part-time employment programs. Students are paid twice a month based upon the amount of hours worked. Please note that students receiving a Federal College Work-Study award are not guaranteed to earn the amount awarded. Actual award usage is dependent on the number of hours worked during each pay period. The average Federal College Work-Study award offered at USF is $2,500 per academic year. Students working 12 hours per week will earn the entire $2,500 over the course of the academic year.

**Financial Aid Satisfactory Academic Progress**

Federal and state regulations require that University of St. Francis establish and implement a policy to measure the academic progress of degree-seeking students who are applying for financial assistance. Satisfactory Academic Progress is monitored at University of St. Francis at the end of each semester. Students receiving any federal, state, institutional or funds from outside sources, must meet the following minimum standards of academic progress in order to be considered eligible for financial assistance.

**Program of Study or Educational Objective:** A student must be enrolled in a program of study leading to a degree or certificate at University of St. Francis.

**Grade Point Average (GPA) Requirement:** An undergraduate student must have a cumulative grade point average of 2.00 or higher to be eligible for continued financial assistance. A graduate student must have a cumulative grade point average of 3.00 or higher to be eligible for continued financial assistance.

**Course Completion Rate:** A new, continuing, or transfer student must complete 75 percent of the courses attempted throughout his/her entire enrollment at University of St. Francis and comply with the academic policies outlined in the University of St. Francis catalog to remain eligible for financial assistance. Courses in which students receive an “F” (Fail), "I" (incomplete), "W" (withdrawal), or "H" (audit) will not count as completed courses or earned grades.

**Maximum Timeframes:** A new, continuing, transfer or graduate student must complete their degree within a specified time period as described below. A student cannot receive financial assistance beyond the specified time allotted for completion of his/her program. Whether or not the student received financial assistance during each term of attendance does not alter the specified time period.

Completion of a Bachelors degree requires the completion of 128 credit hours. Students earning a Bachelors degree must complete the program with no more than 150% of the attempted number of credits required for graduation (e.g. 128 X 150% = 192 credit hours). Students will not be eligible to receive financial assistance if they attempt more than 150% of their required number of credits.

Completion of a Masters degree requires the completion of at least 36 credit hours. Students earning a Master’s degree must complete the program with no more than 150% of the attempted number of credits required for graduation (e.g. 36 X 150% = 54 credit hours). Students will not be eligible to receive financial assistance if they attempt more than 150% of their required number of credits.

**Financial Aid Warning:** Students who do not meet University of St. Francis Satisfactory Academic Progress for the first semester will be placed on Financial Aid Warning. While on Warning the student is eligible to receive assistance. Students on Warning are highly encouraged to seek academic assistance from their advisor, instructors or the Academic Resource Center (ARC). Students placed on Financial Aid Warning will receive official notification from Financial Aid Services regarding their status and should schedule an appointment with their Financial Aid Services Advisor to discuss their situation.

**Financial Aid Probation:** Students who do not meet University of St. Francis Satisfactory Academic Progress for the second consecutive semester will be placed on Financial Aid Probation. While on Probation the student is eligible to receive assistance. Students on Probation are highly encouraged to seek academic assistance from their advisor, instructors or the Academic Resource Center (ARC). Students placed on Financial Aid Probation will receive official notification from Financial Aid Services regarding their status and should schedule an appointment with their Financial Aid Services Advisor to discuss their situation.

**Financial Aid Suspension:** Students who fail to meet Satisfactory Academic Progress for a third consecutive semester will be placed on Financial Aid Suspension. Students on Suspension may not receive any federal, state, institutional or, in some cases, outside assistance. Students who lose their financial assistance eligibility will receive official notification from Financial Aid Services. A student may not be reinstated until the Satisfactory Academic Progress standards are met or the student is approved by the appeal guidelines listed in this policy.

**General Information:** Course Withdrawals: Withdrawals will be counted as hours attempted but not as earned credit. Incomplete Courses: Incompletes will be counted as hours attempted but not as earned credit. Repeated Courses: Repeats will be counted as hours attempted. Transfer Students: Accepted credits received from other schools for transfer students will be considered as part of the maximum time frame for University of St. Francis, even if financial assistance has never been received. Only those courses
accepted by University of St. Francis will be included in determining maximum timeframe for Satisfactory Academic Progress.

**Satisfactory Academic Progress Appeal Policy:** All students placed on Financial Aid Suspension due to failure to meet satisfactory academic progress have a right to appeal. In order for Financial Aid Services to evaluate your appeal, please follow the guidelines below, providing as much detailed information regarding the circumstances of the appeal. The details of the appeal must be thoroughly explained before your appeal will be evaluated. Appeals will be reviewed on a case by case basis. Students must submit the following items:

1. Official Letter of Appeal from the student explaining:
   a. A written explanation of why he/she failed to meet satisfactory academic progress requirements
   b. Educational goals while at University of St. Francis and the strategy he/she will use to attain these goals.
2. Official documentation from an academic advisor supporting continued financial assistance. Documentation should also outline student strategy for attaining satisfactory academic progress.
3. Documentation from appropriate third parties (i.e. physician or other professional person) that support the circumstances of the appeal.

Students will be notified of the appeal decision upon review by Financial Aid Services. If a student's appeal for reinstatement of financial assistance is denied or no appeal is made, all future tuition and fee charges must be paid by the student until minimum standards of satisfactory academic progress at University of St. Francis are met.

Once suspended, an undergraduate student will not be eligible to appeal again until he/she has successfully completed at least six consecutive credit hours with grades “C” or better at University of St. Francis or any other accredited institution. Courses taken at other institutions must be transferable towards the student’s program of study at University of St. Francis. Payment for these classes will be from the student's own resources. Students who are denied appeal for the maximum timeframe (150%) are permanently suspended from receiving financial assistance at University of St. Francis.

Once suspended, a graduate student will not be eligible to appeal again until he/she has successfully completed at least four consecutive credit hours with grades “B” or better at University of St. Francis or any other accredited institution. Courses taken at other institutions must be transferable towards the student’s program of study at University of St. Francis. Payment for these classes will be from the student's own resources. Graduate students who are denied appeal for the maximum timeframe (150%) are permanently suspended from receiving financial assistance at University of St. Francis.

Students may take courses at other institutions to remedy deficiencies providing that the courses will transfer to USF and approval was given from their academic advisor or the Registrar. Students on Financial Aid Suspension are not allowed to work on campus until they have remedied their academic deficiencies.

**USF Freshmen Scholarships**
Scholarships are awarded to freshmen based upon their high school achievements. The Admissions Office awards these scholarships to students who attend USF on a full-time basis in a traditional undergraduate program. Scholarships range from $1000 up to FULL TUITION. Students should contact the admissions office or speak with their admission counselor about their eligibility and the process for applying. Scholarships are awarded based upon academic performance in high school or upon academic majors the student wishes to pursue at USF. Most scholarships are renewable annually (four year award) based upon academic standing at USF or other stated scholarship guidelines.

**USF Transfer Scholarships**
Transfer scholarships are awarded based upon previous college work prior to enrolling at USF. The Admissions Office awards these scholarships to students who attend USF on a full-time basis in a traditional undergraduate program. Scholarships range from $1000 up to $10,000. Students should contact the admissions office or speak with their transfer counselor about their eligibility and the process for applying. Most scholarships are renewable annually (three year award) based upon academic standing at USF or other stated scholarship guidelines.

**Other USF Undergraduate Scholarships**
- **Catholic School Scholarship** - This $1,000 scholarship is awarded to entering first time freshmen who have graduated from an Illinois Catholic high school and are enrolled at USF full-time.
- **St Francis Grant** - Institutional grant assistance awarded on the basis of financial need as determined by the USF packaging formula.
- **St Francis Athletic Scholarships** - Scholarships awarded by the Athletic Department on the basis of athletic ability.

**Federal Assistance Programs**
- **Federal Pell Grant** - Federal grant assistance awarded to undergraduate students on the basis of financial need as determined by the U.S. Department of Education. Awards ranged from $400-$4,731 as of 2008-09.
**Federal Supplemental Educational Opportunity Grant** - Federal grant assistance awarded to undergraduate students with exceptional financial need. Priority for these funds is given to students who receive Federal Pell Grants. Awards range from $400-$4,000. Priority consideration is given to those students who have completed their financial aid file by June 1st of the award year in question.

**Robert C. Byrd Honors Scholarship** - A federally-funded program, administered by ISAC, that provides scholarships to exceptional high school graduates who show promise of continued academic excellence. Awards are given for up to four years at most approved institutions of higher education in the United States. The scholarship awards $1,500 per academic year, which is renewable for an additional three years of undergraduate study.

**Federal College Work-Study** - On-campus employment awarded to students on the basis of financial need. Student may work up to 20 hours per week while classes are in session. Students are paid an hourly wage and receive a check on a bi-weekly basis. Priority consideration for on-campus positions is given to full-time undergraduate students who are eligible for Federal College Work-Study.

**Federal Carl D. Perkins Loan** - Low-interest, need-based loans available for undergraduate and graduate students to assist with their educational expenses. These loans are awarded to students with significant financial need. Maximum loan is $4,000 per year, not to exceed $20,000 for an undergraduate degree. Graduate students may borrow up to $5,000 annually for a cumulative undergraduate and graduate total of $40,000. This is a federal loan, which must be repaid after graduation. The interest rate is 5% annually and repayment begins 9 months after the student ceases to be enrolled at least half-time.

**William D. Ford Federal Direct Loan Programs**

**Federal Direct Subsidized Loan** - A subsidized loan is available to students who have financial need based upon the Federal Formula for financial aid. This program is a low interest loan available to students to assist with educational expenses. The loan is guaranteed by the Federal Government the interest is paid on the student’s behalf while a student is enrolled at least half-time. The loan has an origination fee, which is deducted from the loan proceeds prior to disbursement. The maximum loan amounts for the Federal Direct Subsidized loan vary dependent upon a student’s class level in school. Repayment begins when a student ceases to be enrolled at least half-time for six consecutive months. Students may choose from four different repayment options offered by the Direct Loan Servicing Center.

**Federal Direct Unsubsidized Loan** - An unsubsidized loan is available to students to assist with educational expenses. This federal loan is not based upon financial need therefore making it available to any student who is not in default or has not borrowed the full maximum aggregate in loans. This program is a low interest loan available to students to assist with educational expenses. The loan is guaranteed by the Federal Government and interest accrues on this loan while the student is enrolled in school. The loan has an origination fee, which is deducted from the loan proceeds prior to disbursement. The maximum loan amounts for the Federal Direct Subsidized loan vary dependent upon a student’s class level in school. Repayment of principal and interest begins when a student ceases to be enrolled at least half-time for six consecutive months. Students may choose from four different repayment options offered by the Direct Loan Servicing Center.

Independent undergraduates and graduate/professional students are eligible to borrow an additional amount of unsubsidized loan funds. The limits for the additional unsubsidized loan vary dependent upon a student’s class level in school.

All students that have borrowed federal loans must complete exit counseling prior to graduation or if the student ceases to be enrolled at least half time. Exit counseling is a federal requirement, which educates students about their loan repayment options.

USF students have an excellent record for the repayment of their student loans. Based on the federal records as of October 2005 through September 2006, the Federal Direct Stafford Loan cohort default rate at USF is 2.3%.

**Federal Direct Parent Loan for Undergraduate Students** - PLUS loans are for parents who want to borrow to help pay for their dependent student's educational expenses. This program is a low interest loan available to parents to assist with educational expenses. There are no yearly or aggregate maximums for the Federal PLUS program. Maximum amount for this program is determined by the student’s educational expenses minus all other forms of financial assistance. This loan is subject to credit approval by the Federal Direct Loan Origination Center. Payment begins 60 days after the first loan is fully disbursed to the student’s account. A variety of repayment, deferment, and forbearance options may be arranged.

**USF Part-Time Employment** - The part-time employment program is available for all on campus students eligible to work in the United States and is not based upon financial need. Student may work up to 20 hours per week while classes are in session. Students are paid an hourly wages and receive a check on a bi-weekly basis.

**Illinois Student Assistance Commission Programs**

**The Illinois Future Teacher Corps** - This program provides scholarship funding to academically talented undergraduate and graduate students majoring in education disciplines designated as Teacher Shortage areas of the state of Illinois. Applicants may receive additional award dollars if they are studying in a teacher shortage discipline and agree to teach at a hard-to-staff school. Student must fulfill a teaching commitment for the assistance received. The scholarship changes to a loan if the student
fails to fulfill the teaching requirements. Contact the Illinois Student Assistance Commission for additional criteria. An application for this scholarship may be obtained on-line at the ISAC website: collegezone.com.

**Silas Purnell Incentive for Access Grant** - Award provides up to $500 to freshmen students who have a zero (0) Expected Family Contribution (EFC) as determined through the Federal Methodology calculation. Recipients must be Illinois residents and be enrolled on at least a half-time basis.

**Illinois Monetary Award Program (MAP)** - Award given on the basis of financial need to undergraduate students as determined by the Illinois Student Assistance Commission. The MAP Award is available for both full and part-time students. The maximum award amount is dependent upon legislative action and available funding in any given year. **Students must apply prior to July 1 or they will risk the loss of a portion or their entire award.** These deadlines are subject to change dependent upon funding. Information on academic year filing deadlines is available at collegezone.com

**Merit Recognition Scholarship (MRS)** - Award given to qualified Illinois high school students who ranked in the top 5% of their class or scored in the top 5% of Illinois students on college entrance tests. Program funding is dependent upon approval from the Illinois General Assembly. Eligible students are notified by the state and the scholarship is $1,000.

**Minority Teachers of Illinois Scholarship** - This program provides scholarship funding to minority undergraduate and graduate students majoring in education. Students must fulfill a teaching commitment for the assistance received. The scholarship changes to a loan if the student fails to fulfill the teaching requirements. Contact the Illinois Student Assistance Commission for additional criteria. A separate application for this scholarship may be obtained on-line at the ISAC website: collegezone.com.

**Named Undergraduate Scholarships/Annual Scholarships**

Students are encouraged to have a current financial aid application on file to be considered for the USF Named Scholarship Programs.

**USF Alumni Scholarships** – Awarded to students related to USF alumni made on the basis of need, academic promise, and approval by the Alumni Relations and Development Office.

**Mary Catherine Ward Abegg Scholarship** – Awarded to first generation students with a preference for Education

**Phyllis & Buel T. Adams Scholarship** - Awarded to an undergraduate, with a minimum GPA of 3.0, who demonstrates financial need.

**Donald C. Anderson and William W. Manion Endowed Scholarship** – awarded to full time students with demonstrated financial need and maintains a minimum of 3.5 GPA. Recipients may reapply to received an award provided they maintain a 3.0 GPA and maintain full-time status. Students may receive a maximum of eight consecutive semesters of financial support from this scholarship.

**Harold and Joyce Anglemire Scholarship** – Awarded to students who demonstrate both academic achievement and financial need.

**William and Jean Anson Scholarship** - Awarded to a Joliet student who typifies the spirit and qualities of the University of St. Francis. It shall be a non-athletic scholarship.

**Bank One Corporation Scholarship** - Awarded annually to students who are enrolled as a nursing major with good academic standing and financial need. This scholarship was established in 1996 by NBD Bank (now Bank One).

**Barnes & Noble College Booksellers, Inc.** – Textbook scholarships.

**Barr Foundation Student Scholarship** - Awarded to students from the Will County area, who demonstrate financial need, pursuing careers in the health care field. Special consideration will be given to students enrolled in pre-med or allied health programs and those seeking careers in physical rehabilitation, prosthetic application, or serving individuals who have a disability or prosthetic needs.

**Jennifer K. Bily Memorial Scholarship** - Awarded to student in good academic standing and with an identifiable financial need. First preference will be given to a senior nursing students residing in Plainfield, IL, and/or with an expressed interest in emergency/trauma disciplines. Established by Anthony and Kathy Bily in memory of their daughter, Jennifer, a nursing student.

**Lloyd Bowden Scholarship** - Awarded to a student who participates in intercollegiate athletics.

**LaVerne and Dorothy Brown Scholarship** - Awarded to two students with demonstrated financial need, who have exhibited dedication and service to others and commitment to academic and personal excellence. Incoming freshmen must rank in the top ten percent of their graduating class. Sophomore, junior and senior students must have achieved at least a 3.00 cumulative GPA.
Helen Antonini-Bruskas Scholarship - Awarded to a sophomore or junior studying in the humanities. Applicants must submit an essay on an issue of their choice, (philosophical, theological, historical, or literary). Faculty members will review the essays.

Helen M. Burst Scholarship – Awarded to a nursing major demonstrating financial need.

Joseph and Angeline Bydalek Scholarship - Awarded to students who are graduates of Bishop McNamara High School in Kankakee, who show good academic standing and demonstrated financial need; or to a student with some physical or mental disability; or to a student with financial need.

Richard Cheek Scholarship - Awarded to a student with demonstrated financial need.

Ed Chmielewski Scholarship - Awarded to one outstanding basketball male athlete and one outstanding female basketball athlete.

Jason Chonacki Scholarship – Awarded to two students who have a 2.50 GPA or higher as selected by Director of Campus Ministry and men's soccer coach.

Charlotte Codo Scholarship - Awarded to a student who taking at least one course in Art or French.

Margaret Coleman and John Philip Coleman Memorial Scholarship - Awarded to a sophomore, junior or senior who majors or minors in literature or art. Awarded to one student per year, the scholarship is renewable each ensuing year until graduation. The recipient must show evidence of practicing Christian ideals.

D'Amico Scholarship - Awarded to students pursuing degrees in Education with a demonstrated need for financial assistance. Students must have a G.P.A. of 3.0 or higher and write a one to two page essay on how they emulate Amy's spirit and qualities.

Henry Frank Scholarship - Awarded to students who are enrolled as a nursing major with financial need and good academic standing. This scholarship was established by Henry Frank to honor his personal friends, John and Cecily Leach, loyal supporters of the College of Nursing and Allied Health.

Bridget (Fitzgerald) Garavalia ’45 Nursing Scholarship - Awarded annually to a full-time undergraduate senior level nursing student in the Bachelor of Science in Nursing Program, demonstrating financial need and maintaining a GPA of 3.25 or better. Awards cannot exceed an applicant’s direct college costs.

Nancy K. Gosselin Memorial Scholarship - Awarded to full-time students from Illinois who rank in the upper half of the class and exemplify qualities of leadership. Preference will be given to students who have one deceased parent and who reside in Will County.

E. E. “Jim” Garrison Memorial Scholarship – Awarded to a nursing student.

Sheldon and Marie Hauck Memorial Scholarship - Awarded annually to undergraduate students. Priority given to employees of the New Lenox State Bank, children or grandchildren of NLSB employees, and students who exhibit financial need. Students must maintain a 3.0 cumulative GPA. Renewable based upon the recipient’s achievements and financial need.

Charlene M. Huffman Memorial Scholarship - Awarded to students from the Joliet area to encourage service to others, commitment to Franciscan ideals, and academic excellence.

Innovative Scholarships - Awarded each semester to students who wish to enhance their academic experience at USF. The purpose of the scholarship is to encourage innovation in expanding horizons beyond the on-campus university experience. Applications are considered by the Alumni Association Board.

Sonja Jezidija Scholarship – Awarded to students with demonstrated financial need and who rank in the upper half of their high school class. Special consideration will be given to applicants from single parent families and of Croatian descent.

W. Starr and Alvera Johnston Scholarship – Awarded to students with a GPA of 3.0 or higher who demonstrate financial need.

Cecily and John Leach Scholarship –Awarded each semester to students admitted to nursing programs that have financial need and are in good academic standing. This endowed scholarship was established in 1989 through the generosity of Joliet real estate developers, Cecily and John Leach, whose long history of support and friendship was permanently recognized at CONAH in the naming of the John and Cecily Leach Library.

Marcita and Joseph A. Ley Scholarship - Awarded to students with demonstrated financial need.

Bill Manner Student-Athlete Scholarship – Awarded to one or more student-athletes from the Joliet region. This annual scholarship gives preference to an individual who has overcome physical challenges.
Edwin G. and Sophie T. McAdoo/Rev. Harold Niedzwiecki Scholarship – Awarded annually to a third or fourth year student majoring in education or sociology and whose future career goals include working with troubled youth. Preference is to be given to students from one of the six New England states (Maine, Vermont, Massachusetts, New Hampshire, Rhode Island, or Connecticut), and if such student is not available, then to a student with financial need meeting all other scholarship criteria mentioned above.

Dr. James P. McCabe Scholarship - Awarded annually to a junior or senior pursuing a degree in Social Work. An application must be submitted and awards are based on factors including academic achievement, community involvement and financial need. Scholarship recipients will be selected by the Social Work faculty in conjunction with the director of financial aid and a member of the McCabe family.

Rachel and Harold McDonald Memorial Scholarship - Awarded annually to students who are pursuing a degree in Education and who have a demonstrated need for financial assistance.

Carolyn and Bart Murphy Scholarship – Awarded to undergraduate students with preference given to those who have a strong academic record from a parochial high school, demonstrated financial need and who contribute to their own education with their personal resources. Incoming freshmen must rank in the top quarter of their graduating class. Sophomore, junior and senior students must have a minimum 3.0 cumulative GPA. Renewal based upon student’s continued academic achievements and financial need.

Dale G. Nicholson Memorial Scholarship – Awarded to students who reside in Will County, rank in the upper third of their class, and exemplify qualities of leadership, service, and love for people.

NuMark Credit Union Financial Literacy Scholarship – Awarded to a student who is a graduate of Joliet Catholic Academy, Joliet Township High School or Joliet Junior College, a business major with demonstrated financial need and is contributing to their own education. Student should exhibit academic achievement, leadership and community service; preference will be given to full-time traditional incoming or continuing undergraduate student.

Kathy Patton Oelrich Endowed Memorial Scholarship – Awarded to a student in good academic standing and with identifiable financial need. Preference will be given to a senior student who can be assisted to graduation.

John and Margaret Plese Scholarship - Awarded to students of Hispanic heritage living in Will County; applicant must complete FAFSA and show estimated contribution of $4,000 or less for the academic year in question; must be working on or off-campus to help pay for their education (to be verified by 2 pay stubs); award amount varies with a maximum of $2,000; student must maintain a 2.5 GPA to receive the scholarship in subsequent years; funds may be used for tuition, fees, books or required supplies.

Christine Poole Ponquinette Scholarship - Awarded annually to a undergraduate junior or senior majoring in Social Work or a graduate student. Awards are based upon academic excellence, financial need, and ability to present oneself in an interview with the Social Work Department Scholarship Committee. An application must be submitted.

Sister Joan Preising Scholarship – Awarded to a student pursuing a degree in the Natural Sciences or Mathematics with a cumulative GPA of 3.0 or higher and demonstrated financial need.

Dorothy Rapson BSN Emergency Fund – Emergency financial assistance for medical bills, books and other onetime unexpected expenses.

Remco Medical Scholarship - Awarded to students from the Joliet area. Priority given to students who attended Joliet Township High Schools, Joliet Catholic Academy or Providence Catholic High School. Students must show a strong academic record, demonstrated financial need, and contribute to their own education.

J.D. Ross Excellence in Education and Service Scholarship – Awarded to full or part time students pursuing degrees in Business, Computer Science, Education, Health Care Leadership, Organizational Leadership and Nursing Fast Track. Applicants must earn an Associate of Applied Science Degree (preferred) or a minimum of 60 semester hours from Joliet Junior College with a minimum of a 3.0 GPA, reside in District 525, exhibit academic promise and performance, leadership qualities and active community service involvement, and demonstrate financial need in accordance with Federal and State financial aid guidelines.

Joliet Rotary Club Scholarship – Awarded to students graduating from Joliet Catholic Academy or Joliet Township High Schools. The criteria to be utilized in the selection process will be need, talent, academic achievement, leadership and community service.

Dr. Ivo E. and Evelyn Rowland Scholarship - Awarded to a Joliet area student with demonstrated financial need.

Patrick G. and Shirley W. Ryan Scholarship - Awarded to students in the recreation administration program specializing in therapeutic recreation.
**Virginia J. Saxon Scholarship** – awarded to female students based on the student’s ability, need, character, moral integrity and with an academic focus in Nursing, Teaching, Library Science, Social Work, Medicine, Law, Journalism, Psychology or Visual Arts.

**Sister Beatrice Schiller Scholarship** – Awarded to one freshman, one sophomore, one junior and one senior undergraduate student who has applied and been accepted for an Alumni Legacy Scholarship, is related to an alum, has good scholastic ranking and shows academic promise. This scholarship is renewable if directives in scholarship document continue to be met. Administered by the Alumni Association Board.

**(Mary Clare (Gordon ‘57) Szczepanik Endowed Scholarship** - Awarded yearly to a traditional age undergraduate student demonstrating financial need and majoring in elementary education. A single mother/father working to complete her/his degree may also be considered for this scholarship. The recipient of this scholarship should carry a GPA of 2.50 or higher.

**Arthur and Vera Smith Scholarship** – Awarded to students who have demonstrated financial need and contribute to their education with their personal resources. Incoming freshmen must have graduated from a parochial or public high school in the upper one-third of their class.

**James A. Smith Scholarship for Excellence in Journalism** – Awarded annually by the Mass Communication Department to a student who has a minimum GPA of 3.0 and has given outstanding service to the campus radio, television or newspaper and the University community through editorial leadership or participation in campus activities.

**Virgil L. Smith Scholarship** – Awarded to students with financial need who possess a commitment to academic and personal excellence and who contribute to their own education.

**Jane Engleton Snyder ’35 Scholarship** - Awarded to a junior or senior majoring in education, psychology, social work or recreation administration based on academic excellence, need and a personal interview. The scholarship recipient is selected by the Alumni Association Board.

**Clair and Josephine M. Southgate Scholarship** - Awarded to a female student with demonstrated financial need, majoring in the biology pre-medical program with a commitment to academic and personal excellence.

**Spirit of St. Francis Scholarship** – Awarded to students with demonstrated financial need who have the determination and drive to become “far more than what they are” who demonstrate Christian values and a desire to spread the Gospel message through example and conversation with everyone they meet.

**Mona Minard Stephen Scholarship** - Awarded to a junior of academic note regardless of major, residing in the Joliet area.

**USF Foreign Study Scholarship** - Awarded annually to student(s) enrolled in at least one full semester of study abroad (as defined within the criterion of this scholarship) with a GPA of at least 3.0 who demonstrate financial need and who have the maturity level and readiness for foreign study.

**Trizna/Vargo Family Scholarship** - Awarded to students who come from a family whose parent(s) is a teacher or in law enforcement and or is seeking a degree in Education. If there is no student who meets the aforementioned criteria, this scholarship will be awarded to students on a need basis.

**Lillian M. Tunze Scholarship Fund** – Awarded to student with financial need.

**The Wadsworth Endowed Scholarship Fund** – Awarded to undergraduate students of good moral character and who demonstrate financial need. Student will be in good academic standing and maintain an above average GPA while demonstrating leadership and good citizenship in the community and through University activities.

**Packey and Eileen Webb Scholarship** - Awarded to a resident of Joliet who has maintained a minimum GPA of 3.0 and exemplifies leadership and service while demonstrating financial need. The scholarship will be used for tuition purpose only.

**Donald (Ziggy) Zier Memorial** - Awarded at graduation to a senior security guard who best exemplifies the ideals of dedication and service to the university.

**Sister Charles Zieverink Music Endowment** – Used by the Music Program faculty for purposes they deem worthy for the advancement of the Music Department at the university.

**Jean Catherine Zipf Scholarship Fund** - Awarded to students with demonstrated financial need.

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**University Policies and Procedures**

**Guidelines on Academic Integrity**

**I. Academic Integrity**

As a Catholic, Franciscan learning community, committed to the values of respect, compassion, service, and integrity, the University of St. Francis acknowledges academic freedom as a fundamental right. For academic freedom and Franciscan values to