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) Szepanskiak 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.

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
be maintained and shared, uncompromising honesty and responsibility are essential elements of community life.

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in many ways, including instruction on the components of academic honesty, modeling the Franciscan values of respect and integrity, as well as abiding by university policies on penalties for cheating and plagiarism.
Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Collaboration is only acceptable when it is explicitly acknowledged.

Ethical conduct is the obligation of every member of the University community, and breaches of academic integrity constitute serious offenses. Since a lack of academic integrity necessarily hinders the student’s academic development, it cannot be tolerated under any circumstances.

II. Violations of Academic Integrity

Some of the various ways in which academic honesty can be violated are listed below. Violations include but are not limited to:

- **Cheating:** Cheating is taking, giving, or accepting any illicit advantage for any course work inside or outside of the classroom. This includes use of materials, books, notes, electronic devices, and communication with others not expressly permitted for the assignment or activity. Students may not employ others, including commercial enterprises, to conduct research or prepare work for them. Students may also not submit the same work more than once without prior instructor approval. Submitting the same assignment twice violates the assumption that every assignment advances a student's learning and growth.

- **Fabrication:** Fabrication is the falsification or invention of any information, data, or citation in an academic exercise.

- **Facilitating Academic Dishonesty:** Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity. Such students are as guilty of intellectual dishonesty as the student who receives the material even though they may not themselves benefit academically from that dishonesty.

- **Plagiarism:** Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or in a note. Citation is also required when material from any source in print, electronic, or other medium is paraphrased or summarized in whole or in part in one's own words. Since information that is “common knowledge,” such as names of leaders of prominent nations, basic scientific laws, etc. need not be footnoted, plagiarism can, in some cases, be a subtle issue. Any questions about what constitutes plagiarism should be discussed with the faculty member.

- **Denying others access to information or material:** It is a violation of academic integrity to deny others access to scholarly resources, or to deliberately impede the academic work of another student. Examples of offenses of this type include: giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals, or by deliberately misplacing or destroying reserve materials; or by altering computer files that belong to another.

III. Determination of Violations

If an instructor suspects a violation of the University Academic Integrity Policy, he or she will meet with the student. This meeting must occur within five days of the discovery of the suspected violation and will provide the student with an opportunity to clear himself or herself to the satisfaction of the instructor.

- If the student is cleared, the matter will be dropped.
- If the student admits to the violation as alleged, a brief description of the violation signed by the student and the instructor will be sent to the Registrar’s and appropriate Dean’s Office. The appropriate course sanction must also be noted on this document. The dean will review the circumstances and impose a University sanction (see Section IV below). The student will be notified of the dean’s decision within 5 days of receiving the signed description of the violation.
- If the student and the instructor cannot agree on the matter of guilt on the alleged violation, each shall submit a signed statement indicating his/her position to the appropriate college dean within two class days of their meeting. The dean will meet with both parties within five weekdays of receiving both letters. The dean will make the final ruling, impose University sanctions, and notify the instructor and student in writing within five weekdays after the meeting. If the student is ruled guilty of violating the Academic Integrity Policy, the instructor may impose a course sanction (see Section IV below).

IV. Sanctions

For any violation of the Academic Integrity Policy the following sanctions are imposed:

- A **course sanction** is imposed by the instructor. It can range from a warning to a failing grade for the assignment or course or require extra work before the course can be completed. Violations having been determined, the student surrenders the right to withdraw from the course.

- A **university sanction** is imposed separately by the dean of the appropriate college depending on the severity of the violation. The possible University sanctions range from a "censure" (an official reprimand, recorded as a note in the student's file) to dismissal from the University. Dismissals are noted on the student's transcript.

**Appeal Procedure for Academic Probation, Academic Dismissal, or Alleged Violations of Academic Integrity**

The procedure for appealing a dean’s imposition of academic probation or dismissal for alleged violation of academic integrity is as follows:

**Step 1** – The student completes a form obtained from the Registrar’s Office. The student making the appeal must complete this
Appeal Procedure for Alleged Violations of Academic Integrity

The procedure for appealing imposition of a sanction ranging from censure to dismissal for a violation of academic integrity is as follows:

Step I – The student completes Appeal for Alleged Violation of Academic Integrity (AAVAI) form which is available in PDF format through the Registrar’s Home Page. The student must submit the completed form to the Registrar’s Office no later than twenty days after notification of the censure or dismissal. The Registrar will forward a copy of the form to the Dean(s) of the appropriate college(s).

Step II – The Dean must schedule a meeting with the student within five calendar days after receiving the form. If a resolution is achieved at the meeting, no further action will be taken beyond the Dean and the student signing the form explaining the agreed upon decision. Signed copies of the form are retained by the Dean and the student, as well as forwarded to the Registrar.

If no resolution is achieved, the form is forwarded to the Chair of the Educational Standards Committee. The student should expect notification of an appeal hearing to be convened within seven days after the Chair receives notification.

Step III – The Student Appeals Subcommittee, composed of the Chair of the Educational Standards Committee, two additional faculty members preferably from the Educational Standards Committee, and two students preferably from the appropriate college and approved by the Chief Academic Officer will convene a hearing. The subcommittee will interview the student, the Dean, and at the discretion of the committee, any other persons related to the appeal. The student, the Registrar, the Dean, and the Chief Academic Officer will receive electronic notification of the subcommittee’s decision within three days of the hearing. This will be followed by hardcopy letter to the student, the Registrar, and the Dean within 5 days of the hearing. A complete file is forwarded to the Chief Academic Officer/Provost within 5 days of the hearing. The decision of the subcommittee is final.

Appeal Procedure for Reapplication after Sanctioned Dismissal

The procedure for appealing for reapplication after a sanctioned dismissal is only available to students who were granted this right as a condition of their original sanction. The student must produce written evidence from the University that the right was granted. The procedure is as follows.

Step I – The student completes Appeal for Reapplication after Sanctioned Dismissal (ARSD) form which is available in PDF format through the Registrar’s Home Page. The student must submit the completed form to the Registrar’s Office no later than two months prior to the semester for which the student is seeking reapplication. The Registrar will forward a copy of the form to the Dean of the appropriate college(s).

Step II – The Dean must schedule a meeting with the student within five calendar days after receiving the form. If a resolution is achieved at the meeting, no further action will be taken beyond the Dean and the student signing the form explaining the agreed upon decision. Signed copies of the form are retained by the Dean and the student, as well as forwarded to the Registrar.

If no resolution is achieved, the form is forwarded to the Chair of the Educational Standards Committee. The student should expect notification of an appeal hearing to be convened within seven days after the Chair receives notification.
Step III – The Student Appeals Subcommittee, composed of the Chair of the Educational Standards Committee, two additional faculty members preferably from the Educational Standards Committee, and two students preferably from the appropriate college and approved by the Chief Academic Officer will convene a hearing. The subcommittee will interview the student, the Dean, and at the discretion of the committee, any other persons related to the appeal. The student, the Registrar, the Dean, and the Chief Academic Officer will receive electronic notification of the subcommittee’s decision within three days of the hearing. This will be followed by hardcopy letter to the student, the Registrar, and the Dean within 5 days of the hearing. A complete file is forwarded to the Chief Academic Officer/Provost within 5 days of the hearing. The decision of the subcommittee is final.

A grievance based on alleged racial, gender, or other discrimination should be directed through the appropriate Title IX procedures explained in the Student Handbook.

Grievance Procedure: Grading or Other Course Matters
When a student has a complaint about a given grade or other matter directly related to a course, the following procedure will be followed if the problem cannot be resolved in an informal discussion between the instructor and the student:

Step I – The student files a Documentation of Formal Grievance form secured from the Registrar’s Office within 20 calendar days of the contested occurrence or receipt of grade report. The completed form is returned to the appropriate Dean of the college from which the course was offered. A copy is forwarded to the instructor by the Dean. The instructor must contact the student within 10 class days to discuss the grievance. The results of the discussion will be indicated on Step I of the form, signed by the instructor, and forwarded to the appropriate college Dean.

Step II – If the grievance is not resolved in Step I, the student can request that the appropriate program administrator to review the grievance. The administrator will request the student and faculty member to submit material within 14 calendar days after the Step I decision has been received. The Step II review may be conducted as a meeting or conference call and will include the appropriate administrator, faculty member, the student, and a representative selected by student (if any). Students can receive assistance or advice during these procedures from parents or other persons of their choosing, including an attorney. The administrator’s decision will be in writing, to the student within 7 calendar days after the meeting. Results of the Step II meeting will be indicated on Step II of the form and the entire packet will be filed in the office of the Vice President for Academic Affairs.

Step III – If the grievance is not resolved in Step II, the student can request that the appropriate college Dean review the grievance. The Dean will request the student and faculty member to submit material within 14 calendar days after the Step I decision has been received. The Step II review may be conducted as a meeting or conference call and will include the appropriate college Dean, faculty member, the student, and a representative selected by student (if any). Students can receive assistance or advice during these procedures from parents or other persons of their choosing, including an attorney. The Dean’s written decision will be provided to the student within 7 calendar days after the meeting. The decision of the Dean is final. Results of the Step III meeting will be indicated on Step III of the form and the entire packet will be filed in the office of the Vice President for Academic Affairs.

Note: All forms are available in the Registrar’s Office. If the student fails to adhere to the stated timelines the grievance will be dropped. If University personnel fail to adhere to the stated timelines, the grievance will proceed to the next step. The timelines may be extended by mutual agreement of parties involved. Twenty (20) class days regarding GRADING is interpreted to mean the twentieth calendar day after the grades are e-mailed from the Registrar’s Office.

Student Records and FERPA
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

- The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. The student should submit to the Registrar a written request that identifies the record(s) he/she wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, the student will be notified of the office that does maintain the record.

- The right to request the amendment of the student’s education record that the student believes is inaccurate or misleading. A student who wishes to ask the University to amend a record should write the Registrar, clearly identifying the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is the disclosure to school official with legitimate education interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company
with whom the University has contracted as its agent to provide service instead of using University employees of officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the University.

- Upon request, the University may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll. Written verification of such intent will be obtained.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of St. Francis to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

An exception is the disclosure of directory information. The University of St. Francis defines directory information as: student name, e-mail address, hometown, dates of attendance, awards and honors, academic majors, date of birth, enrollment status (e.g., undergraduate or graduate, full-time or part-time), degrees conferred (including dates), and participation in officially recognized activities or sports (height, weight, position, photograph), if an athlete. Such information may be disclosed, without the student's consent, at the institution's discretion, except as specified in the note below.

In addition, the University publishes a directory that includes the student's name and telephone numbers. This publication is for student, administrative, and faculty use. Telephone numbers will not be released except through this publication. The University will, upon request, disclose educational records without consent to officials of another school in which a student seeks or intends to enroll. Written verification of such intent will be obtained. All requests to release a student's record must be made in writing and signed by the student as described under the “Requests for Transcripts” in the University catalog.

NOTE: Currently enrolled students may withhold disclosure of all of the above items of information under FERPA. Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for the University of St. Francis not to release any of this “directory information;” thus, any future requests for such information from non-institutional persons or organizations (e.g., future employers) will be refused. To withhold disclosure, written notification, on the form specified, must be submitted by the student to the Registrar’s Office. This may be done at any time within a semester of enrollment. The student's notification of non-disclosure will remain in effect until the student notifies the Registrar’s Office, in writing, of removal of the non-disclosure status. Regardless of the effect upon you, the University of St. Francis assumes no liability as a result of honoring your instructions that such information be withheld. The University of St. Francis assumes that failure on the part of any currently enrolled student to specifically request non-disclosure of directory information items indicates individual approval for disclosure.

### Undergraduate Academic Policies

#### Admission Requirements and Procedures

Applicants for admission are considered individually and must demonstrate evidence of their ability to complete college-level work based on previous successful academic performance. Undergraduate students are accepted to the University as first-time freshmen and transfer students. Non-degree seeking students are allowed to take classes through an abbreviated application process. Some academic programs require additional criteria and materials to be reviewed for admission to their academic major. These programs include Nursing, B.S.N. Fast Track, Business Management, Health Care Leadership and Organizational Leadership.

#### Freshman Student Admission

**Requirements for admission as a freshman student**

The following guidelines are used when evaluating an applicant’s high school record:

- A college prep curriculum that includes the following academic subjects:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 units</td>
</tr>
<tr>
<td>Mathematics (Geometry and two additional courses including one full year of Algebra I or its equivalent or any other courses above Algebra I)</td>
<td>3 units</td>
</tr>
<tr>
<td>Social Studies</td>
<td>2 units</td>
</tr>
<tr>
<td>Science (one with lab)</td>
<td>2 units</td>
</tr>
<tr>
<td>Foreign Language, Computer Science, or Music/Art with courses from two of the three areas</td>
<td>3 units</td>
</tr>
<tr>
<td>Electives</td>
<td>3 units</td>
</tr>
<tr>
<td>TOTAL</td>
<td>17 units</td>
</tr>
</tbody>
</table>

- Grade point average of 2.5 or higher on a 4.0 scale