

## GENERAL INFORMATION

*Ad Majorem Dei Gloriam*  
“For The Greater Glory of God”  
The Jesuit Motto

## REGIS UNIVERSITY

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Regis University is a coeducational university which comprises Regis College, the School for Professional Studies and the Rueckert-Hartman School for Health Professions, all conducted in the Jesuit tradition at the Lowell campus, Denver, Colorado, and at other institutional sites in Colorado and Nevada.

## THE SEAL OF REGIS UNIVERSITY

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Symbols used in the seal include the following:

- The Latin *Universitas Regisiana Societatis Jesu* translates as “Regis University of the Society of Jesus” and names the University and its sponsoring organization, the Jesuit Order.
- The crown is a symbol of the University’s patron, St. John Francis Regis. The word regis in Latin means “of the King.”
- John Francis Regis, *Jean-Francois Regis* in his native language, was a Jesuit saint who lived 1597-1640. Known as the “Father of the Poor,” he was a teacher, missionary and champion of the outcast in the *Massif Central*, a mountainous district of France located west of the Alps.
- 1877 is the founding date of the University.
- The mountains are symbolic both of the Rocky Mountains and of the mountains of the *Massif Central* where St. John Francis Regis lived and worked.
- The letters *IHS* are the Greek letters *Iota, Eta, Sigma*, the first three letters of the word “Jesus.” The letters *IHS* within a sunburst comprise the seal of the Society of Jesus. The Jesuit seal is found on the pediment at the front entry of Main Hall, Lowell campus.
- The alternating stripes (originally red and gold) are from the shield of the Onaz-Loyola family. St. Ignatius Loyola, born in 1491, founded the Jesuits in 1540.
- The motto “Men And Women In Service Of Others,” in Latin *Homines Ad Serviendum Aliis*, is an expression used to describe the purpose of Jesuit education: to form men and women who use their knowledge and energies in the unselfish service of others. The motto also expresses the desire of Regis’ faculty and staff to be of service to students and the community.

## REGIS COLLEGE CHANGE TO REGIS UNIVERSITY

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

The academic structure of the institution retains Regis College as the name of the unit offering the traditional undergraduate program, which offers a full range of programs in the liberal arts, sciences, business, and education. Additionally, one graduate program is offered through Regis College. The School for Professional Studies serves adult learners through a spectrum of innovative professional undergraduate and graduate degree programs (e.g., business administration and computer science undergraduate programs and master’s degree programs in management, computer information

technology, and liberal studies). The Rueckert-Hartman School for Health Professions offers undergraduate programs in nursing, health information management, and health care administration. Graduate programs are offered in nursing, physical therapy and health services administration.

Regis currently serves students in both graduate and undergraduate programs through three academic units at nine campuses. Current campus locations are north Denver (Lowell), Aurora, Interlocken at Broomfield, DTC, Colorado Springs, Fort Collins, Longmont, and two in Las Vegas, Nevada.

## REGIS UNIVERSITY HISTORICAL HIGHLIGHTS

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- 1877 Regis University, then known as Las Vegas College, was established in Las Vegas, New Mexico.
- 1884 A second venture, known as Sacred Heart College, was started in Morrison, Colorado, while Las Vegas College continued to operate in Las Vegas, New Mexico.
- 1887 Las Vegas College and Sacred Heart College were combined and moved to the newly completed Main Hall in Denver, Colorado, where the joint operation was known as the College of the Sacred Heart.
- 1888 Classes began with 75 students on September 5.
- 1889 The College was empowered to confer university and college degrees by an Act of the State Legislature of Colorado on April 1.
- 1890 Ten degrees were awarded.
- 1911 The gymnasium, now known as the Robert J. O'Sullivan Center, was completed behind Main Hall.
- 1921 On April 19, the Articles of Incorporation were amended to change the name of the College to Regis College. The North Central Association of Colleges and Schools granted accreditation as a junior college.
- 1922 Regis purchased an additional 40 acres of land, extending the campus to its present boundaries of Federal and Lowell Boulevards on the east and west, Regis Boulevard (formerly West 50<sup>th</sup> Avenue) and West 52<sup>nd</sup> Avenue on the south and north, totaling 90 acres.
- 1923 Carroll Hall student residence and an addition to Main Hall were completed.
- 1924 Lay members joined the Jesuits on the faculty of Regis College.
- 1937 Regis Men's Club was created as a lay board to advise Jesuit Trustees on publicity, advertising, facilities, and alumni relations.
- 1944 The dramatic effect of World War II on enrollment was shown when Regis graduated three students.
- 1945 Coeducational evening classes were established.
- 1951 Loyola Hall was completed and served as the main classroom building.
- 1952 Regis received accreditation from the North Central Association of Colleges and Schools to grant four-year degrees.
- 1956 The first female faculty member was hired.
- 1957 Regis had its first graduating class of more than 100 students. O'Connell Hall student residence and the Student Center were completed. Renovation of other major campus buildings, extensive renovation of campus facilities and re-landscaping were completed.
- 1958 The *Civis Princeps* award was created to recognize outstanding citizens of Colorado.
- 1960 The Regis College Field House was completed.

- 1963 The Student Center was substantially enlarged.
- 1964 DeSmet Hall student residence was completed.
- 1966 A \$2.2 million capital fund-raising campaign was completed, and the Science Building and Dayton Memorial Library (built with a grant from Mrs. Elizabeth Dayton) were completed.
- 1968 The status of Regis College was changed to that of a coeducational institution, effective September 1.
- 1972 West Hall student residence was completed. David M. Clarke, S.J., became the 22<sup>nd</sup> President of Regis College and the first President to hold office by virtue of a vote of the Board of Trustees, rather than by appointment by the Provincial and approval by the Trustees.
- 1973 The American Association of University Professors was voted as the collective bargaining agent for the Regis College undergraduate faculty.
- 1974 The United States Army Medical Equipment and Optical School program was established.
- 1975 Carroll Hall was renovated and became the residence for the Regis Jesuit community.
- 1977 Centennial Year. Regis Career Education Program (RECEP), the first accelerated undergraduate program for adults, began in Colorado Springs, Colorado, at the request of Fort Carson.
- 1978 The President's Council was established. MBA (Master of Business Administration) was established as the first graduate program.
- 1979 The high school and college became separate corporations under separate leadership. The Regis Career Education Program II (RECEP II) was established in Denver.
- 1981 The campus at Colorado Springs, Colorado, was established.
- 1982 The old gymnasium was renovated and dedicated as Robert J. O'Sullivan Center to house the Regis College Theatre and offices for RECEP II. The Master of Arts in Adult Christian Community Development (MAACCD) program was established.
- 1983 The administrative reorganization was carried out: four Vice Presidents directly under the President; Academic Dean for Campus Programs and Academic Dean for Career Programs directly under the Academic Vice President. The Denver Tech campus was established.
- 1987 The Coors Life Directions Center, built with a grant from the Adolph Coors Foundation, was completed.
- 1988 Regis assumed responsibility for Loretto Heights College, and moved Nursing and University Without Walls programs from the Loretto Heights campus to the Lowell campus. A Regis University student was recognized as an American Rhodes Scholar.
- 1989 The College completed the \$15 million "Commitment to the Future" development program by raising \$16.5 million. The Boulder, Colorado, campus was established.
- 1990 Regis Jesuit High School moved to Parker and Arapahoe Roads in southeast Denver and the College purchased and occupied the high school buildings and grounds.
- 1991 On July 1, Regis College became Regis University with three constituent schools, Regis College, the School for Professional Studies, and the School for Health Care Professions.
- 1992 The Board of Trustees named Michael J. Sheeran, S.J., President of Regis University, and David M. Clarke, S.J., Chancellor.
- 1993 Michael J. Sheeran, S.J., was inaugurated as the 23<sup>rd</sup> President of Regis University. On August 12, Pope John Paul II and United States President William Jefferson Clinton met in the President's Dining Room in Carroll Hall. Regis University School for Professional Studies introduced an accelerated bachelor's degree completion program in business administration.

- Regis College English faculty member Joanne Karpinski received a Fulbright Professorship to teach at Moscow University. *USA Today* named Regis University student Hung Pham to its College All-Academic Team.
- 1994 Regis College Chemistry faculty member Surendra Mahapatro received a Fulbright Professorship to teach in Belize, South America.
- 1995 School for Professional Studies faculty member Matjaz Bren received a Fulbright Professorship to teach in Slovenia.
- 1996 Regis University, in conjunction with the PeaceJam Youth Conference, hosted Nobel Peace Laureates Betty Williams and Rigoberta Menchu Tum.
- 1997 Regis received a \$3 million gift from an anonymous donor in memory of alumnus Father C.B. "Woody" Woodrich's service to the poor and indigent. The campus at Fort Collins, Colorado, was established. Dayton Memorial Library was rededicated after a \$5 million renovation. Nobel Peace Prize recipient His Holiness the 14<sup>th</sup> Dalai Lama of Tibet visited Regis.
- 1998 Nobel Peace Prize recipients Archbishop Desmond Tutu and Mairead Corrigan Maguire visited Regis. School for Professional Studies faculty member Jonathan Hochberg received a Fulbright Professorship to teach in Uruguay.
- 1999 The School for Health Care Professions hosted former American Red Cross President Elizabeth Dole as the keynote speaker marking the 10<sup>th</sup> anniversary of the school. Regis University was recognized for leadership in the field of student character development in *The Templeton Guide: Colleges that Encourage Character Development*. The University was one of 100 colleges and universities named to Templeton's Honor Roll. Campuses at Las Vegas, Nevada, and Interlocken at Broomfield, Colorado, were established. Nobel Peace Prize recipient Jose Ramos-Horta visited Regis.
- 2000 *USA Today* named Regis University student Charity Tillemann-Dick to its College All-Academic Team. The Center for the Study of Accelerated Learning was inaugurated in the School for Professional Studies. The Institute on the Common Good brought Nobel Peace Prize recipient Oscar Arias to Regis. The Arboretum at Regis University was dedicated on the Lowell campus.
- 2001 In August, the School for Health Care Professions ushered in the University's first doctoral program in Physical Therapy. Head Men's Basketball Coach Lonnie Porter, Colorado's winningest men's college basketball coach, surpassed his 400<sup>th</sup> win, and was inducted into the Colorado Sports Hall of Fame. Nobel Peace Prize recipients Adolfo Perez Esquivel and Elie Wiesel visited Regis. New Ventures separated and became a not-for-profit corporation of Regis University.
- 2002 Nobel Peace Prize recipient Jody Williams visited Regis. Residential townhouses were built to accommodate 180 students in two-story townhouse apartment "flats." Regis University began a year-long celebration of its 125th anniversary.
- 2003 John Hume became the eleventh Nobel Peace Prize Laureate to visit Regis since 1996. A second campus in Las Vegas, Nevada opened. The Ranger Dome was completed.
- 2004 Thanks to a \$5.8 million gift from Doyle and Margaret Hartman, Carroll Hall was completely renovated. The first stage of a major renovation of Main Hall opened the third and fourth floors for office and classroom use. The Center for the Study of War Experience officially opened. The School for Health Care Professions was renamed the Rueckert-Hartman School for Health Professions.
- 2005 Ground was broken for a new chapel over the site of the O'Sullivan Center, and the arts center moved to the former chapel. Sister Helen Prejean, C.S.J., author of the best-selling *Dead Man Walking*, received an honorary degree. The Gerard Manley Hopkins, S.J., Poetry and Prayer Garden, featuring a sculpture of the Jesuit poet, was dedicated on the east side of Carroll Hall.
- 2006 For the 12<sup>th</sup> consecutive year, U.S. News and World Report ranked Regis University a top school in the West. In March, Lech Walesa became the 12<sup>th</sup> Nobel Peace Laureate to speak at Regis University in nine years. President Mary McAleese of Ireland visited the Lowell campus in May. Nursing Professor Dr. Barbara White was named a Fulbright Scholar to Seoul, Korea. Two new SPS campuses opened in Aurora and Longmont. The academy founded by Men's

Basketball Coach Lonnie Porter to help Denver-area at-risk children was renamed Porter-Billups Leadership Academy in honor of NBA star Chauncey Billups, who became a partner.

- 2007 In January, Denver Archbishop Charles J. Chaput, O.F.M. Cap., officially dedicated the new John Francis Regis Chapel on the Lowell campus. The Board of Trustees approved the addition of a School of Pharmacy, to begin offering classes in the fall 2008. Leonard Pomponio and Rosemarie Pomponio gave a gift in honor of their entire family to be used for the complete renovation of the Science Building. The largest campaign in the history of the University, the "Campaign for Regis University, Writing the Next Chapter," officially concluded in July, raising \$82.7 million.

## HISTORY OF REGIS UNIVERSITY

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

The Society of Jesus (Jesuits) is an international Roman Catholic religious order of priests and brothers known for its missionary and educational work. The Jesuit education network extends to more than 2,000 institutions of various types and levels, including 177 universities and 356 high schools. Ten thousand Jesuits and nearly 100,000 lay people provide education for more than 1.8 million students in 56 countries around the world. In the United States, there are 46 Jesuit high schools and 28 Jesuit colleges and universities.

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

In 1884, Bishop Joseph P. Machbeuf of the Diocese of Denver, eager to have a respected school for boys in Colorado, persuaded the Jesuits to open a new college in Morrison, Colorado, named Sacred Heart College. In 1888, when the Morrison site proved too remote, Dominic Pantanella, S.J., the first president, moved the college, now combined with Las Vegas College and known as College of the Sacred Heart, to its present location in northwest Denver where it included the College and an associated Jesuit high school.

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

Main Hall, built in 1887, was the only building on the campus until expansion began in 1911 with the addition of the gymnasium. Today, the Regis University Lowell campus comprises 17 buildings on 90 acres.

Regis was initially accredited by the North Central Association of Colleges and Schools (NCA) in 1921. In 1952, Regis was accredited by the NCA as a four-year, degree-granting college. Student enrollment has increased steadily, with a large expansion coming immediately after World War II as a result of the G.I. Bill.

Recognizing the need for educating men and women together, the College became a coeducational institution in 1968. In 1979, because of the expanding needs of high school and college education, Regis Jesuit High School and Regis College became independent institutions.

In 1977, Regis College began to offer selected programs to adult learners through classes at Fort Carson and Peterson Air Force Base and in temporary facilities at St. Mary's High School in Colorado Springs, Colorado. Since that time, career programs (currently named School for Professional Studies) has expanded to include master's degree programs in business administration, computer information technology, education, counseling, management, nonprofit management, software and information systems and an individually designed program as well as a wide choice of undergraduate majors,

offered at several campus and off-campus locations. In 1981, Regis acquired a permanent location to house its Colorado Springs programs.

In 1981, the Board of Trustees established "The National Commission of the Future of Regis College" to examine the College's purposes and develop a plan for its future needs. Drawing upon the expertise of distinguished corporate, civic, religious, and educational leaders, the National Commission offered 257 recommendations, which outlined for the Board of Trustees an imaginative and vigorous vision of Regis. The result was the development, implementation, and successful completion of the College's largest fund-raising effort in history—the \$15 million "Commitment to the Future."

The Commitment to the Future was a key element in assuring the future success of Regis University. In addition to that major effort, the University is fortunate to include among its resources, the funds contributed by individuals, corporations, and foundations in general support of the University and in support of specific programs.

In 1988, health care programs were established at Regis University when Regis acquired Loretto Heights College. Three years later (1991), the Health Care Programs became the School for Health Care Professions. The name was changed to the Rueckert-Hartman School for Health Professions in 2004, and the nursing department name changed to the Loretto Heights Department of Nursing.

## THE MISSION OF THE UNIVERSITY

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

We seek to provide value-centered undergraduate and graduate education, as well as to strengthen our commitment to community service. We nurture the life of the mind and the pursuit of truth within an environment conducive to effective teaching, learning, and personal development. Consistent with Judeo-Christian principles, we apply knowledge to human needs and seek to preserve the best of the human heritage. We encourage the continual search for truth, values, and a just existence. Throughout this process, we examine and attempt to answer the question: "How ought we to live?"

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

## EDUCATIONAL GOALS

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

- Provide our students with an excellent education in which they develop the ability to think critically, perceive comprehensively, and perform competently.
- Offer a liberal education in the arts and sciences that develops talent and abilities, promotes awareness of career alternatives, and provides the practical skills necessary to pursue such careers. We believe that recognizing the continuum between conceptual rigor and practical application enables our students to adapt to new situations throughout life.
- Examine the dominant values that constitute society. We provide our students with the experience and understanding necessary for establishing their own framework of values within which they can make moral judgments and personal choices. In this way, we help empower students to make a positive impact on a changing society.
- Investigate the theories, methods and data of academic disciplines, as well as their underlying assumptions and values.
- Promote an atmosphere of personal concern for each student. This includes conscientious advising, substantial interaction between faculty and students, and close attention to each individual's personal intellectual growth.

- Concentrate our limited resources as a private and independent institution on select areas and extend these resources by forming partnerships with other organizations. In this way, the University attempts to be innovative, both educationally and technologically.
- Motivate students, faculty, and staff to put their wisdom, skills, and knowledge at the service of humanity.
- Expand the presence and influence of the Jesuit vision and values, which are derived from the Ignatian, Catholic, and United States traditions of education.

## UNDERGRADUATE CORE EDUCATIONAL EXPERIENCE

### Framework and Goals

From its origins in the Renaissance and Reformation, Jesuit education has provided leadership in bringing the traditions of Christianity and classical learning in fruitful engagement with new developments in thought and culture. This task remains central at Regis University, where the core educational experience seeks to provide all undergraduate students with Jesuit liberal arts education. The core educational experience challenges students to reflect on tradition, continuity, and change, and to explore the question “How ought we to live?” in terms of the development of Western thought from classical to contemporary.

Inspired by Catholic tradition and Ignatian spirituality, the core educational experience at Regis celebrates the essential goodness of the world and the joy of learning. This education is grounded in the belief that faith and reason are complementary; it emphasizes the basic values of human dignity, diversity, freedom, and justice; and it promotes the formation of conscience and character through imaginative and critical discernment. The core educational experience aims to develop the whole person. It seeks not only to enable students to meet the challenges and goals of their personal and professional lives, but also to cultivate their leadership in service to others and in work for the common good.

The Regis University core educational experience engages students in an academic environment that both models and nurtures the beliefs, commitments, and goals that are central to Jesuit liberal arts education. The mentoring relationship between faculty, staff, and students is central to this experience. While required core courses are essential to the core educational experience, core goals and themes inform all academic majors and professional programs, as well as campus and community activities.

### Characteristics of the Core Educational Experience

The specific structure of the core educational experience varies within each of the University's three schools because of the different student populations and instructional formats in Regis College, the School for Professional Studies, and the Rueckert-Hartman School for Health Professions. Nonetheless, the core educational experience in all three schools is characterized by:

- Development of the Whole Person

The core educational experience is designed to nurture the whole person: head, heart, and hands, intellect, sensibility, and skills. The whole person, however, is not understood in terms of an isolated self. Rather, Regis seeks to develop leaders whose compassion and concern for others inspires them to contribute to the common good.

- Academic Challenge

Regis University is committed to academic excellence: the disciplined search for knowledge and the joy of discovery and understanding. The core educational experience is designed to strengthen students' skills in critical reading and thinking, speaking and writing, research and scholarship, and the use of information technologies. Students are encouraged to become partners in a collaborative process of learning and discovery.

- Liberal Arts Foundation

The core educational experience promotes literacy in the major academic disciplines the arts, the humanities, the natural sciences, and the social sciences. By giving students an opportunity to explore the questions, methods, and understandings of different disciplines, the core educational experience establishes a broad foundation for more specialized studies.

- Integration

The core educational experience challenges students to integrate new learning with prior knowledge and personal experiences. It seeks to strengthen habits and skills of integration, thereby encouraging students to become life-long learners and to achieve more comprehensive understandings of truth.

- Ethical Inquiry and Reflection

By challenging students to examine the ethical dimensions present in all of their studies, the core educational experience seeks to cultivate the habit of critical reflection on values. Students are encouraged to reflect upon crucial human concerns and to strengthen values that lead to sound decisions and just actions.

- Spirituality and Religion

Rooted in the Roman Catholic tradition, Regis University is committed to integrating faith with learning. The core educational experience fosters a critical appreciation of religious questions and spiritual experience. While special attention is given to Catholic philosophical and theological tradition, the core educational experience also involves exposure to other philosophical and religious traditions. It encourages mutual respect and genuine dialogue in the context of a shared search for meaning.

- Concern for Social Justice

The core educational experience seeks to nurture a life of service for the common good and a commitment to work toward a more just and peaceful world. By challenging students to develop the analytical skills necessary to understand relationships of power and privilege in contemporary society, the core educational experience strives to cultivate respect for human diversity and a special concern for the poor and the oppressed.

- Global Awareness

While contemporary individuals operate in many different social contexts, the Jesuit tradition has always been global in its horizons and outreach. Thus, the core educational experience furthers students' appreciation of the diversity of persons and cultures, the complexity of relationships in the new and evolving international order, and the impact of humans on the natural environment.

- Leadership

Regis University is committed to developing leaders in the service of others. Recognizing that there are many forms of leadership, the core educational experience challenges students to strengthen their personal leadership skills through academic courses, service learning experiences, and other campus and community activities. Special attention is focused on refining students' abilities to listen and to engage in dialogue in diverse settings.

## GRADUATE STATEMENT

Graduate degree programs at Regis University emanate from and embody the University mission of educating men and women to take leadership roles and to make a positive impact in a changing society. These programs provide a rigorous, focused, value-centered professional education rooted in the Jesuit Catholic tradition.

Graduate education at Regis University is learner-centered. Learners and faculty are full partners in an educational relationship that emphasizes academic excellence, active and collegial participation in the educational process, practical application of theory, ethical processes and decisions, and a commitment to lifelong learning.

Regis University's graduate programs infuse professional education with Jesuit ethos and values, develop the whole person, and foster professional competence.

Regis University graduate programs are characterized by:

- Openness – a respect for others and their perspectives;
- Optimism – an affirmation of the goodness of the world and of the human dignity of all people in it; and
- Other-centeredness – a conscious move beyond self to an appreciation of the interconnectedness of human beings and their actions.

Regis University graduate programs purposefully emphasize:

- Academic Excellence

Regis University graduate programs are committed to academic excellence: the disciplined search for knowledge and the joy of discovery and understanding. Regis University expects each graduate student to achieve mastery in a discipline, including the ability to integrate and extend knowledge to contexts outside the classroom and to effectively translate theory into practice. Graduate learners are also encouraged to be active partners with faculty in the collaborative process of learning and discovery and to become lifelong learners.

- Leadership

Regis University graduate programs develop leaders in the service of others. In this context, leaders are communicators with vision who analyze problems, find and implement solutions, and structure and facilitate processes to make a positive impact on society.

- Ethics

Ethical decision-making and behavior are fundamental components of Regis University graduate programs. Ethics in Regis University graduate education guides individuals to make a conscious effort to apply ethical principles to decisions; to integrate and broaden the considerations surrounding the decisions; and to examine carefully the consequences and implications beyond personal and organizational self-interests.

- Social Justice

Graduate programs at Regis University strive to nurture a life of service for the common good, to cultivate respect for human diversity, and to strengthen a special concern for the poor, the marginalized, and the oppressed. By emphasizing a concern for social justice, Regis University graduate programs reinforce an individual's commitment to be an active and productive member in society and to work for structural change to protect the disenfranchised.

- Global Awareness

Regis University graduate programs are committed to preparing learners to live, work, and lead in an increasingly interconnected global society. Graduate programs strive to create a learning environment that celebrates diversity, values the uniqueness of the individual, and instills a passion for justice for all people.

## REGIS UNIVERSITY BEHAVIORAL GOALS

With respect to "Living the Mission"

At Regis University we practice what we teach by being committed to building and sustaining a culture that values the dignity, diversity, and contributions of all its members. With mutual respect and justice, the Regis community seeks to live the Jesuit mission by:

- Maintaining the highest ethical relationships within the Regis community as well as with partners, suppliers and other business entities, the Catholic Church, other religious traditions, and educational institutions.
- Fulfilling our obligation to society by supporting women and men in the Jesuit tradition to be leaders in their families, communities, and vocations.
- Achieving a unique student experience by providing values-centered education with rigorous academic programs, a focus on life-long learning and service to others that prepares students to contribute to the transformation of society.
- Reviewing and strengthening the continuing health and financial viability of the University with strategies and resources that are responsive to the Mission.
- Acknowledging and affirming exceptional contributions, seeking fair and equitable rewards, and providing opportunities for self-expression and growth in the Regis community.

Regis University thrives when all members of the community act to promote a culture that is congruent with the Mission.

## UNIVERSITY OUTCOMES

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For centuries, the Jesuits have been perfecting an educational tradition of academic excellence, value-centered education, and service to the community. As a Jesuit institution, Regis University is deeply embedded within that heritage. Central to the tradition is the fact that the mission of the University is the driving force behind all educational programs. The mission can be no less central when the issue of assessment of student academic achievement is engaged.

Over the past decade, the assessment of student academic achievement has gained a prominent place on the agendas of institutions of higher education. The North Central Association of Colleges and Schools Higher Learning Commission indicated in 1991 that a formal plan for outcomes assessment would be required to maintain accreditation. In complying with the North Central Association mandate, Regis University developed a plan for the assessment of student academic achievement.

From our mission, a set of University-wide Outcome Statements was developed. The goal of developing these statements was to transform our mission and educational goals into explicit and ultimately measurable declarations that capture the collective thinking of the faculties of the University. In effect, the University Outcome Statements have become the operational foundation for assessment of student academic achievement. These University-wide outcome statements are broad-based and address every aspect of the University mission related to student learning and academic achievement, including learning within a specific academic discipline or cross-disciplinary area and learning in general education. The statements also identify the need for graduates to be well prepared for lives of work and service. Finally, the University Outcome Statements encompass some of the critical attitudes and personal values Regis feels are important for citizenship in a global society.

The University Outcome Statements are listed below.

All students graduating from Regis University should have:

- In-depth knowledge of a discipline or content area.
- Knowledge of diverse cultures, perspectives, and belief systems.
- Knowledge of arts, sciences, and humanities.
- Ability to think critically.
- Ability to communicate effectively.
- Ability to use contemporary technology.
- Commitment to ethical and social responsibilities.
- Commitment to leadership and service to others.
- Commitment to learning as a lifelong endeavor.

## ACCREDITATION AND AFFILIATIONS

Regis University is accredited by the North Central Association of Colleges and Schools Higher Learning Commission (NCA-HLC). For any additional information regarding the Regis NCA accreditation status, address, and phone/fax numbers for NCA-HLC follow:

30 North LaSalle Street; Suite 2400  
Chicago, IL 60602-2504  
(312) 263-0456  
(312) 263-7462 Fax  
[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

The Chemistry Department in Regis College is accredited by the American Chemical Society, Commission of Professional Training (CPT).

The Health Information Management Program in the Rueckert-Hartman School for Health Professions is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). The programs in the Loretto Heights Department of Nursing in the Rueckert-Hartman School for Health Professions are accredited by the American Association of Colleges of Nursing, Commission on Collegiate Nursing Education (CCNE). The Physical Therapy Program in the Rueckert-Hartman School for Health Professions is accredited by the American Physical Therapy Association, Commission on Accreditation in Physical Therapy Education (CAPTE).

Regis University holds membership in the Association of American Colleges, American Council on Education, National Catholic Education Association, Association of Jesuit Colleges and Universities, American Association of Colleges for Teacher Education, Associated Colleges of Colorado, Council of Independent Colleges, National Association of College and University Summer Sessions, and the National University Continuing Education Association. Regis University is a full member of the Association of Graduate Liberal Studies Programs.

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

The University is authorized under Federal law to enroll nonimmigrant alien students.

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

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

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

### THREE ACADEMIC AREAS

Regis University comprises three separate academic units—Regis College, School for Professional Studies and Rueckert-Hartman School for Health Professions.

- Regis College offers a full range of undergraduate programs in the liberal arts, sciences, business, and education, and a Master of Arts in Education.
- The Rueckert-Hartman School for Health Professions includes the undergraduate program in Nursing with the traditional, the accelerated, and the CHOICE nursing options, the RN-to-BSN (Bachelor of Science in Nursing) and the RN to MS degree completion option, Health Care Administration program and the Health Information Management program. The School also offers a graduate program in Nursing with Leadership in Health Care Systems, Family Nurse Practitioner (FNP), and Neonatal Nurse Practitioner (NNP) specializations, Health Services Administration, Clinical Leadership for Physicians Assistants, and a doctoral program in Physical Therapy.
- The School for Professional Studies offers undergraduate and graduate programs for the working adult at multiple campuses across Colorado and at two campuses in Las Vegas, Nevada, as well as programs for learning at a distance. Undergraduate programs offer a wide choice of majors through accelerated classroom-based education, guided independent study, credit for prior learning, and distance technology. Graduate programs offer nine master's degrees. These degrees are delivered via traditional and accelerated classroom formats at multiple campuses; via guided independent study; video and internet. Graduate degrees include Master of Arts (MA), Master of Business Administration (MBA), Master of Nonprofit Management (MNM), Master of Science in Computer Information Technology (MSCIT), Master of Science in Accounting (MSA), Master of Science in Organization Leadership (MSOL), Master of Science in Software and Information Systems (MSSIS), Master of Arts in Counseling (MAC), and the Master of Education (MED).

### UNIVERSITY SITES

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Regis University serves more than 16,000 students in both graduate and undergraduate programs through three academic units. Programs are offered at the main Lowell campus in north Denver, as well as at sites in Aurora, Interlocken at Broomfield, Colorado Springs, DTC, Fort Collins, Longmont, and in Las Vegas, Nevada.

**Facilities Use Policy**

The facilities of Regis University are provided solely for enrolled students and others engaged in University-sponsored business, educational or social activities. Persons who are not engaged in University-sponsored business, educational or social activities, including children, friends, or other invitees of students, may be restricted from using or being present in University owned or controlled facilities at the discretion of the University.

**LOWELL CAMPUS****The Adult Learning Center**

The Adult Learning Center houses office and classrooms, as well as an auditorium, for the School for Professional Studies and the Rueckert-Hartman School for Health Professions.

**Carroll Hall**

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

Regis College departments/offices housed in Carroll Hall include accounting, business division, Freshman Commitment Program, economics, education, English, modern and classical languages, history, political science, philosophy, physical education, Master of Arts in Education, and the Honors Program.

The Rueckert-Hartman School for Health Professions is located on the third and fourth floors with the Office of the Academic Dean, all program faculty, and nursing and physical therapy laboratories.

**Coors Life Directions Center**

This building was constructed in 1987 and houses the offices of Career Services, Counseling and Personal Development, Disability Services, the Fitness Program, Leadership Development, and Student Health Services.

**The Field House**

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

**Fine Arts Building**

Formerly the chapel, this building houses the fine arts offices, studios, and gallery.

**Libraries**

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

The libraries include Dayton Memorial Library on the Lowell campus and the Colorado Springs Library. Library services also extend to the DTC campus in Denver under a cooperative agreement with the Koebel Library and to the Las Vegas, Nevada, campus through agreements with the Dickinson Library at the University of Nevada at Las Vegas and the Henderson District Public Library.

Dayton Memorial Library offers an extensive array of library resources and services. These include 400 individual study stations, numerous group study rooms, individual faculty studies, a multimedia production lab, and two state-of-the-art electronic classrooms.

The Regis collections contain more than 280,000 volumes and receive some 2,100 periodicals. An additional 20,000 full text journals are available online. Regis is a depository for federal government documents and offers a growing collection of audio-visual materials. The Father William E. Becker, S.J., Art History Slide Collection includes over 85,000 items. The archives of Regis University and Loretto Heights College offer unique historical resources for research. The Regis University Archives houses the Edward S. Curtis collection of photographs and history of the North American Indians. The collection of rare and antiquarian volumes also includes illuminated manuscripts from the thirteenth and fifteenth centuries. The library also contains the Notarianni Political Collection, an assembly of over 4,000 items related to American presidential campaigns from John Adams to the present.

Regis University uses the Innovation Interface, Inc. online system, which links the Regis libraries to the major academic libraries in Colorado, and provides access to more than 25 million volumes, as well as more than 160 databases and delivery services. The Regis online catalog and other electronic resources may be accessed by home computer. The libraries also provide electronic reserves and the full range of Internet-based information and research services.

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

The libraries are increasingly known for their teaching. The reference librarians are frequently in the classrooms lecturing on research skills. Regis is committed to promoting the skills of library research as an essential to lifelong learning.

### **Loyola Hall**

Loyola Hall contains many classrooms, faculty, and administrative offices, including the Office of the Academic Dean for Regis College and the Writing Center. Communications, criminal justice, experiential education, forensics, religious studies, sociology, and Summer Session offices are also located here. Other classrooms are located in the Science Building, the Field House, Main Hall, and the Adult Learning Center.

### **Main Hall**

Main Hall, constructed in 1887 as the College's first building, stands as the landmark of the University and houses many of the administrative offices, several classrooms, and the Department of Fine and Performing Arts (Regis College).

### **Residence Halls**

Regis University offers three traditional residence halls—O'Connell, DeSmet, and West. Each residence hall is staffed by senior residence coordinators, residence assistants, residence chaplains, and peer ministers. Lounge and laundry facilities are found in each residence hall. In addition, the University offers the Residence Village and the Ignation Village, townhouse apartments for upper classmen. The Residence Village is set up with each unit consisting of three bedrooms, two or two and a half baths, a washer-dryer unit, full kitchen, and living room. Ignation Village offers two or four bedrooms and has all the amenities of a complete Residence Village unit.

### **The Science Building**

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

### **The Student Center**

The Student Center, as the name implies, is the center of campus activities. It houses the Office of Student Life; student government; student media; University Ministry; Campus Safety; Residence Life; Housing and Event Services; and Student Activities. The University Bookstore, Dining Hall and Ranger Grille (including Einstein's Bagels) are also located in the Center.

## STUDENT LIFE

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### MISSION STATEMENT

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

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

### SCOPE OF SERVICE

The service information provided in this section applies to all University students with the following exceptions: Counseling and Personal Development, Student Health Services, Student Activities, Residence Life, Housing and Event Services, and Athletics. These services, as described, are available for Regis College undergraduate students and the Rueckert-Hartman School for Health Professions Nursing and Physical Therapy students. Other services may be available to students and may vary by site and program. Services are subject to modification or termination at any time as determined necessary by the University and students and other individuals may be subjected to service limitations and restrictions or may be denied services as determined necessary or appropriate by the University to protect its educational and work environment and the safety and well-being of its employees.

### OFFICE OF THE DEAN OF STUDENTS

The administrative responsibility for the supervision and coordination of the student life areas and staff rests with the Dean of Students. These areas include Career Services, Counseling and Personal Development, Disability Services, Food Services, Leadership Development, Life Directions/Wellness Program, Residence Life, Housing and Event Services, Student Activities, and Student Health Services. The Dean of Students is also responsible for overseeing the student judicial system. The Office of the Dean of Students is located on the second floor of the Student Center, room 223.

### COUNSELING AND PERSONAL DEVELOPMENT

The Office of Counseling and Personal Development strives to support students in their psychological well-being, personal and social development and academic success. Counseling and Personal Development promotes healthy lifestyles and a community that minimizes harm and maximizes potential for health and well-being. The office provides individual consultation, group seminars and campus-wide awareness activities related to a broad range of mental and physical health-related issues. Services include short- and long-term psychotherapy, crisis management services and consultations to student, faculty and staff. All services are free and confidential to those who are enrolled in the Regis College, Accelerated Nursing or Doctoral Physical Therapy programs. The office staff is made up of experienced licensed professional counselors and therapists, including a consulting psychiatrist who visits campus weekly. Counseling and Personal Development also advises several student organizations such as CHOICES peer education, the Substance Abuse Harm Reduction program and Active Minds mental health advocates, in addition to hosting educational workshops and seminars throughout the year.

## CAMPUS SAFETY

The Campus Safety Office exists to provide greater security and safety to the entire Regis Campus community. All known problems relating to the safety of people and/or to the safety of the University, a building, or personal property should be reported immediately to the Campus Safety Office at 303-458-4122. It is important that incidents be reported to provide maximum security and safety to the Regis community. Security issues at the extension sites should be referred to the School for Professional Studies Operations and Administration Services Department.

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

## CAREER SERVICES

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

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

Career Services conducts individual career counseling sessions and seminars on relevant topics such as resume writing, interviewing skills, networking skills, internet job searches and preparing for graduate school. Current career information is available in the Career Library.

## DISABILITY SERVICES

Regis University is committed to ensuring equal access to programming for qualified students with disabilities. Students with documented disabilities who are seeking accommodations must work through the Office of Disability Services (ODS).

### **Eligibility**

To be eligible for services, qualified students with documented disabilities must register with the ODS. Documentation must be current in order to receive services. The ODS is located in the Life Directions Center, room 118; 303-458-4941; [disability@regis.edu](mailto:disability@regis.edu). Appropriate accommodations are based upon documentation. Accommodations are granted on a case-by-case basis depending upon the disability and the documentation.

Students may disclose and request accommodations at any time during the term; however, it is suggested that students disclose at the beginning of the academic career since accommodations are not retroactive.

Five and eight-week courses are fast paced and reading intensive. Since incomplete grades are seldom granted, these courses are expected to be completed during the term. Students should contact the program advisor and/or a member of the ODS if they have concerns about a disability and the fast pace of these types of courses.

## FOOD SERVICES

Regis has contracted with a food service company, Sodexo, for all meals served in the dining hall and the Ranger Grille. Special diets recommended by doctors can be provided in most cases. The Office of Student Life should be contacted for these arrangements. All unmarried, non-Metropolitan Denver first year students residing on campus are required to take a meal plan, unless specifically exempted in writing by the Dean of Students, based on medical grounds. Request for such exemptions must be filed during the first two weeks of classes each semester, and the University requires sufficiently detailed

medical information from the student's physician to permit University officials to judge whether recommended diet restrictions can be met by the Food Service.

Guests of members of the University community are welcome to use food services of the University. Use by guests is subject to charges established by the University and its food service operator.

## LEADERSHIP DEVELOPMENT PROGRAM

### Leadership Certification

Leadership certification is completed when students have had at least two experiences each in the following areas:

- Outdoor Leadership Adventures
- Community Service
- Learning from Experts
- Workshops and Conferences

Following these experiences, students write a mission/vision statement that will help guide them during the rest of their time at Regis. Ideally, this track should be completed during the students first three semesters at Regis.

### Minor in Leadership Studies

Regis College offers a multidisciplinary minor in leadership studies. The minor is designed to work with any major field of study and covers leadership theory, research, and application. Students interested in completing a minor in leadership studies must submit an application, letter of intent, resume, and letter of reference to the Office of Leadership Development. Applications are reviewed, and students selected into the minor by the Faculty Advisory Board. Requirements for the minor are listed in the Regis College section of this *Bulletin*.

## LIFE DIRECTIONS/WELLNESS PROGRAM

At the core of Regis' Jesuit philosophy is the belief that our sense of well-being, or health, is a reflection of the extent to which all facets of our lives are in balance. Each of us must learn to contend with the physical, psychological, spiritual, career, social, and intellectual dimensions that comprise virtually all aspects of our daily lives as whole persons.

The purpose of the Life Directions Center/Wellness Program is to educate students about various life choices, and to offer skills training to assist students in making choices and changes. Wellness services and educational programs are offered through the departments of Career Services, Counseling and Personal Development, Disability Services, Leadership Development, Life Directions/Wellness Program, and Student Health Services.

## FITNESS PROGRAM

The purpose of the Fitness Program is to assist the students, faculty, and staff of Regis University in their endeavors to increase or maintain their physical health. Specifically, the program focuses on exercise and proper nutrition while recognizing that physical health is but one facet of total wellness. Services are available to all students.

The Fitness Program offers students:

- A place to work out—the 6,000 square foot fitness facility housed within the Life Directions Center contains aerobic and strength-training equipment—including both free weights, variable resistance machines, and a bouldering wall. The fitness area is open seven days per week.
- Exercise guidance and fitness goal setting. Professional or student staff offer orientations to training principles and equipment usage, teach a variety of fun exercise classes, and provide fitness testing services as well as exercise prescription and consultation.
- Nutritional guidance and goal setting for proper nutrition or weight management. Nutritional analysis, nutrition classes/videos, education materials, and one-to-one consultation are offered.

The Fitness Program also sponsors special events and educational opportunities such as exercise incentives, workshops, guest lectures, demonstrations, Healthy Heart Week, and blood cholesterol screening.

## OFF-CAMPUS ACTIVITIES

Students and faculty at Regis University are encouraged to take advantage of the diversity of educational opportunities and experiences available within the vicinity of the University. Students are encouraged to attend campus events or engage in off-campus activities as a supplement to on-campus instruction and activities. Students are required to provide their own transportation to and from off-campus activities and events within the local area. The University will generally provide assistance with transportation from the off-campus site upon request by a student, but assumes no obligation to do so. Students are required to assume all liability associated with their transportation to and from, and attendance at, off-campus experiences whether for required or voluntary activities.

## RESIDENCE LIFE, HOUSING AND EVENT SERVICES

Residence Life, Housing and Event Services is responsible for all aspects of the residential program including selection and training of residential staff, room assignments, room changes, programming, discipline, and health insurance. This department is also responsible for conference services. All inquiries regarding these areas should be made to the Residence Life Office located in the Student Center, room 216.

Professional staff, senior staff, resident assistants, resident chaplains, and peer ministers staff each residence hall. The residence hall staff works to insure and promote the quality of community life in the halls through educational programming, spiritual development, social activities, and advising. Campus housing is available to Regis College traditional undergraduate and Rueckert-Hartman School for Health Professions traditional nursing option students.

## STANDARDS OF CONDUCT

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

Students' conduct and behavior, including without limitation students' adherence to ethical standards of conduct governing the profession they are preparing to enter and the University's Student Standards of Conduct, are continuing points of assessment in all programs, courses and activities engaged in by students. Notwithstanding the published performance assessment standards, students' grades or academic progress may be impacted adversely due to unacceptable behavior or conduct.

## STUDENT ACTIVITIES

The Office of Student Activities is located on the second floor of the Student Center, room 214. The Intramural Athletics program, Club Sports program, Student Government, Outdoor Adventure program, and Best of Colorado program, among other clubs and organizations, are housed in this office. Student Activities also advises various forms of educational and entertainment programming, including, but not limited to, multi-cultural awareness, healthcare awareness, student involvement, and on-campus activities. In addition, Student Activities coordinates special events including Orientation Weekend, Family Weekend, Thursday Thrills, and Ranger Week.

Posting approval, leadership training and event organization are also available through the Office of Student Activities.

### **Intramural Athletics**

Intramural Athletics attracts participants from all three Regis schools who are interested in participating in the wide variety of activities provided by the Intramural Sports Council and Student Activities.

Regis Intramural Athletics includes activities such as men's and women's flag football, co-ed volleyball, men's basketball, co-ed floor hockey, and men's/women's co-ed softball. Additionally, Intramurals sponsors several tournaments during the year, including doubles volleyball, bowling, and 3-on-3 basketball. Intramurals is supervised by the assistant director of Student Activities and is organized by the Intramural Sports Council (ISC). All Regis College students are invited to apply for commissioner positions in April.

## **STUDENT HEALTH SERVICES**

Student Health Services provides basic health care to traditional undergraduate students enrolled in Regis College, to undergraduate nursing students in the Rueckert-Hartman School for Health Professions, and to graduate students in the Physical Therapy program.

Two nurse practitioners are available Monday-Friday from 7 a.m. to 7 p.m., with physician services also available by appointment for limited hours each week. Routine ambulatory medical care, treatment of minor medical emergencies, gynecological services, prescriptions, minor lab tests, medical referrals, and selected vaccinations are available on site.

Student insurance plans will be billed for office visits, lab tests, vaccinations and other services. Student Health Services will accept as full payment reimbursements received from student insurance for all services available in the center. Students will be responsible for un-reimbursed laboratory tests, vaccinations, and other charges incurred by Student Health Services from outside medical labs or providers. Prescription medications may be purchased from the Student Health Services for a small co-pay fee. Prescriptions will be billed only to the Regis University-sponsored student health plan.

Student health care records are maintained in accordance with applicable federal and state privacy laws.

### **Health Requirements**

As a prerequisite to registration and according to Colorado state law, measles, mumps, and rubella immunity are required for all Regis University students. Students can be considered immune to measles only if they have physician documentation of:

- Two MMR (measles, mumps, rubella) vaccinations.
- Laboratory evidence of measles, mumps, and rubella immunity.

Additionally, meningitis vaccination and immunization is required of all new Regis University students residing in the residence halls.

This information becomes part of the student's medical record, which is maintained and updated with each subsequent contact with Student Health Services. Students arriving on campus without an updated immunization record are required to report to Health Services to arrange for these records and/or immunizations. If the student fails to submit acceptable immunization documents by the first day of class, s/he has 14 days to submit the documentation to Student Health Services. Failure to provide the required documentation of immunizations will result in the student being considered noncompliant and therefore will be dropped from classes.

As a condition of enrollment, all full-time Regis College, all Rueckert-Hartman School for Health Professions pre-licensure nursing students, pre-licensure physical therapy students, and students enrolled in graduate nurse practitioner programs must maintain health insurance coverage. This requirement can be met in one of two ways:

- Enrolling in the University-sponsored Student Health Insurance plan.  
or

- Waiving the University plan and presenting proof of and maintaining coverage by an alternative health insurance plan of the student's choosing with coverage at least as extensive as that provided by the University plan.

Eligible students must enroll in or waive the University plan during their first term and every successive fall semester. If an eligible student does not waive the University plan by the stated deadline for the semester, he/she will be automatically enrolled in and billed for the University-sponsored health insurance plan.

### **Communicable Disease Policy**

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

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

Full policy statements regulating communicable diseases are available in the Student Health Services Office and the Office of Student Life.

## **CAMPUS ACTIVITIES AND ORGANIZATIONS**

The University sponsors a wide variety of extra curricular activities. Campus activities are aimed at creating a stimulating climate in which students may develop their leadership, physical, mental, and moral potential.

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

Student clubs, activities, and organizations are available to meet most cultural, academic, recreational, social, leadership, service, and spiritual interests. Anyone interested in finding a particular organization with which to be involved may contact the Office of Student Activities in the Student Center. Students are encouraged to develop their own organizations and can seek funding through the Student Activities Appropriations Committee.

The following is the current list of active organizations for the 2007-2008 academic year.

### **STUDENT ORGANIZATIONS**

#### **Student Activities Programs**

Best of Colorado: freshman and transfer student events

Club Sports

Ice Hockey (men)

Rugby (men)

Lacrosse

Intramural Sports

Basketball (men and women; 3 on 3; 5 on 5)

Bowling (coed)

Flag Football (coed; men)

Softball (coed)

Ultimate Frisbee (coed)

Volleyball (coed)

Last Call: Seniors Only Program

Regis Outdoor Club  
The Gathering: Christian Concert Series

### **Academic Organizations and Honor Societies**

Alpha Epsilon Delta: Pre-Medicine Honor Society  
Alpha Sigma Nu: National Jesuit Honor Society  
Biology Club  
Business Club  
Cappa Gamma Pi: National Catholic Honor Society  
Lambda Pi Eta: Communication Honor Society  
Model League of Arab States: similar to Model United Nations  
National Society for Collegiate Scholars  
Neuroscience Club  
Phi Alpha Delta: Pre-Law Society  
Philosophy Club  
*Polaris*: a publication by the Honors Department  
Psi Chi  
Psychology Club  
*Reflections*: literary magazine  
Regis Association of Nursing Students (RANS)  
Regis Forensics Team  
Sigma Theta Tau: Nursing Honor Society

### **Social and Special Interest Organizations**

Active Minds: Suicide Prevention and Mental Health Awareness  
Asian American Association  
Cascade: a mentoring program for local elementary and middle school students  
Catholic Spark  
Chess Club  
Choices: Peer Education and Health Promotion  
Circle K: service club  
*Highlander*: campus newspaper  
Insignias: student representatives for the Admissions Office  
J-CRU: Christian fellowship organization (non-denominational)  
JUSTICE: peace and justice organization  
KRCX: student-staffed radio station (101.5 FM)  
New Student Orientation Guides: a support system and resource for new students  
Ramblers: a singing and performing arts group  
Ranger Yearbook  
Rangerettes: dance team  
REACH: Regis Athletics Choosing Healthy Lifestyles  
REAP: Regis Environmental Action Program  
Regis Outdoor Club  
Romero House: a live-in community service experience

### **Student Government Organizations**

Appropriations: hears funding appeals and distributes club funding  
Class Representatives: sponsors events for each class  
Executive Cabinet: responsible for providing strong leadership-lead by the student body President  
Healthcare Awareness Committee: host events to increase healthcare awareness  
Multi-cultural Awareness Committee: plans events to encourage cultural diversity  
Program Activities Council: plans weekly events on and off campus  
Student Involvement Committee: coordinates activities that enhance school spirit and extracurricular participation  
Student Judicial Board: responsible for hearing and deciding cases regarding student discipline  
Student Senate: addresses issues facing student body—chaired by student body Vice President

## OFFICE OF THE VICE PRESIDENT FOR MISSION

The administrative responsibility for the supervision and coordination of Athletics, University Ministry, and University Mission rests with the Vice President for Mission.

### ATHLETICS

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

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

The Athletic Department is open 8:30 a.m. to 5 p.m. each weekday, and is located on the 2<sup>nd</sup> floor of the Field House.

### UNIVERSITY MINISTRY

As a Jesuit institution, Regis University is concerned with creating an atmosphere that enhances spiritual growth and a Judeo-Christian response to life situations. A full-time University Ministry staff has primary responsibility for developing programs that foster deeper faith awareness within the total Regis community, and for translating this individual and communal faith into action and witness.

University Ministry provides the following services: daily and Sunday celebration of the Eucharist, availability of the Sacraments, ecumenical opportunities for prayer and faith development, days and evenings of recollection, special prayer and liturgical services, spiritual direction and advising, forums and interdisciplinary ventures, retreats, and assistance to persons experiencing grief. The University Ministry staff and Jesuit community are available to the entire University community.

## ENROLLMENT SERVICES

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The University reserves the right to deny admission, services, continued enrollment and re-enrollment to any applicants, students or other persons whose personal history, medical history, background, or behavior indicates that their presence in University facilities, programs, or activities, or use of University services would endanger themselves, or the health, safety, welfare, well-being or property of the University, its employees, students, guests, or others, or would interfere with the orderly performance and conduct or the University's or affiliated agencies' functions.

Enrollment Services at Regis University consists of the Financial Aid office, Academic Records and Registration, and the Student Accounts office. These three offices have a combined customer service area located on the 4<sup>th</sup> floor of Main Hall at the Lowell Campus to assist students with questions pertaining to all areas.

## FINANCIAL AID

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The Financial Aid office strives to help as many Regis University students as funds permit. Most awards are based on financial need. However, a limited amount of aid is available to students without need. Students are encouraged to call 303-458-4126 or, if calling from outside the Denver Metro area, toll-free 1-800-388-2366, Ext. 4126 for financial aid information.

## ADMISSION

Financial aid awards are made after a student has been admitted to an eligible degree or certificate program of the University and has applied for financial aid.

## FORMS

Eligibility for financial aid is determined by the Free Application for Federal Student Aid (FAFSA), available on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students should allow ample time for the processed document to reach the Financial Aid office. The Web is considered the fastest and most accurate way to complete the FAFSA, with a processing time of one to two weeks.

Signed copies of federal tax returns (parent and student for dependent students; or student and spouse, if independent) and an Institutional Verification form may also be required. In order to meet Regis' priority funding date for the following academic year (summer, fall and spring semesters), a completed FAFSA must be received by the government processor by March 1. Returning students applying ONLY for on-campus student employment, who do not plan to complete the FAFSA, should submit a Regis Student Employment Application by March 1.

All continuing students must submit a FAFSA annually by the March 1 priority date in order to be considered for all types of financial aid. The FAFSA code for Regis University is 001363.

## HOW ELIGIBILITY IS DETERMINED

The Free Application for Federal Student Aid (FAFSA) is analyzed according to a need analysis approved annually by the U.S. Congress and implemented by the U.S. Department of Education. Components such as income, number in family, number of household members in college, and asset strength are integrated into the formula. The need analysis attempts to determine the amount students and their families can afford to contribute toward the student's education for one year. This amount is called the Expected Family Contribution. Results of this analysis are forwarded to the Financial Aid office(s) specified by students on the application.

The Financial Aid office determines reasonable cost of education budgets, including tuition, fees, room and board (for both campus resident students and students living off campus), personal expenses, and transportation costs. The budgets are designed to permit students to live at a modest but adequate standard during the period of education. The student's Expected Family Contribution is subtracted from the cost of the education budget to determine financial need or eligibility. Students who do not

demonstrate financial need through this process may still be eligible for scholarships, Federal PLUS loan, Unsubsidized Federal Stafford loan, or other forms of assistance offered by Regis University.

## TYPES OF NEED-BASED AID

After the student's completed need analysis has been received, Financial Aid office personnel prepare an award "package" to the extent that funds allow for each eligible student. A description of the types of aid that comprise an aid package follows.

## GRANTS (GIFT ASSISTANCE)

### **Federal Pell Grant**

This is a federally funded program for undergraduate students with extreme financial need. Application is made by using the Free Application for Federal Student Aid (FAFSA). Federal legislation limits Federal Pell Grant funds to students who have not earned a bachelor's degree. The student's Expected Family Contribution, estimated costs, and enrollment status determine the amount of the Federal Pell grant. For 2007-2008, \$4,310 is the maximum award. The University disburses the funds.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This federally funded supplemental grant may be awarded to a student seeking a first baccalaureate degree. The FAFSA is used to apply for this grant. Students who qualify for Federal Pell Grants are considered for Federal Supplemental Educational Opportunity Grants.

### **Colorado LEAP (CLEAP)**

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

### **Supplemental LEAP (SLEAP)**

This grant can be part of the financial aid package for Colorado-resident undergraduate students who have extremely high financial need and are enrolled in a teacher certificate program. Students are automatically considered for the grant when they complete the FAFSA. This award is comprised of federal and state funds.

### **The College Opportunity Fund (COF)**

This program provides an amount of money (stipend) per semester hour paid by the State of Colorado on behalf of an eligible undergraduate student. The amount of stipend is set annually by the Colorado General Assembly for students attending an eligible private institution. The stipend is 50% of the stipend amount set at public institutions. The maximum stipend semester hours is capped at 145 semester hours, with an additional 30 hours of undergraduate semester hour eligibility available. For eligible Regis University undergraduate students the stipend is awarded through the financial aid process.

A COF undergraduate student at Regis University is a student who:

- Is classified as an in-state student;
- is a graduate of a Colorado high school or has successfully completed a non-public home-based education program in Colorado or received a GED in Colorado;
- demonstrates financial need through the student's eligibility for the Federal Pell Grant program (student must complete the FAFSA); and
- meets any other eligibility requirements established by the Colorado Commission on Higher Education (CCHE).

Students are required to apply for the COF stipend program through the College Assist website. This application needs to be completed only once in a student's lifetime. The link to the College Assist application is <https://cof.college-access.net/cofapp/>.

### **Colorado Student Grant**

Colorado Student Grants are state funds awarded to Colorado-resident undergraduate students with high financial need. Students must file the FAFSA in order to be considered for this grant.

**Regis Grant**

A Regis Grant is an award of Regis University funds for undergraduate students. A FAFSA is required because grants are based on demonstrated financial need.

**Federal Academic Competitiveness Grant**

This federal grant is available for first year students who graduated from high school after January 1, 2006, and for second year student who graduates from high school after January 1, 2005. It will provide up to \$750 for first year students and up to \$1,300 for sophomores who are eligible for Federal Pell Grant, enrolled full-time, U.S. citizens, and have completed a rigorous high school curriculum as defined by the U.S. Department of Education. Sophomores must also have earned a 3.000 cumulative grade point average at the end of their freshman year.

**National SMART Grant**

This federal grant provides up to \$4,000 for juniors and seniors who are eligible for the Federal Pell Grant, enrolled full-time in specific science and math majors as defined by the U.S. Department of Education, and are U.S. citizens. Recipients must have and maintain a 3.000 cumulative grade point average.

**LOANS (REPAYABLE ASSISTANCE)****Federal Perkins Loan**

The Federal Perkins Loan is a federally funded loan with a portion of the loan contributed by Regis University. Loans are made directly by Regis University to graduate and undergraduate students who provide evidence of financial need through the FAFSA process. Loans are repaid to Regis University. The interest rate is 5% and the repayment period begins nine months after the borrower ceases to be enrolled at least half-time. Loans under this program may not exceed \$4,000 per year as an undergraduate student with an aggregate maximum of \$20,000. Descriptions of reasons for deferment and cancellation are detailed in the promissory note, which must be signed and returned to the Student Accounts office each year prior to the disbursement of funds. Students must attend an exit interview before leaving the University at which time the loan obligations and contingencies are discussed.

**Federal Nursing Student Loan**

The Federal Nursing Student Loan is a federally funded loan with a portion of the loan contributed by Regis University. Loans are made directly by Regis University to nursing undergraduate students who provide evidence of financial need through the FAFSA process. Loans must be repaid to Regis University. The interest rate is 5% and the repayment period begins nine months after the borrower ceases to be enrolled on at least a half-time basis. The aggregate maximum for the loan is \$13,000. Descriptions of reasons for deferment and cancellation are detailed in the promissory note, which must be signed in the Student Accounts office each year prior to the disbursement of funds. Students must attend an exit interview before leaving the University at which time the loan obligations and contingencies are discussed.

**Federal Stafford Loan**

The Federal Stafford Loan is a federal education loan designed to help students pay for college. To apply for a Federal Stafford Loan, students must submit a Free Application for Federal Student Aid (FAFSA). The FAFSA results determine a student's financial need and this affects the amount of loan that can be borrowed. Students may be offered a subsidized or unsubsidized Federal Stafford Loan, or both. If the loan is subsidized, the federal government pays the interest while the student is enrolled and through a six-month grace period after the student has graduated or ceased to be enrolled at least half-time. Students begin to pay interest on the loan when repayment begins.

Students may be eligible for unsubsidized loans if educational costs remain after all other financial aid is subtracted. The unsubsidized loan amount is not necessarily determined by need. Students are responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. Students can choose to pay the interest or allow it to accumulate and be capitalized, that is, added to the principal amount of the loan. Capitalizing the interest will increase the amount to repay.

Funds for student loans come from a bank, credit union, or other lenders that participate in the Federal Family Education Loan Program. Regis University is a lender in partnership with CollegeInvest, a not-for-profit division of the Colorado Department of Higher Education for graduate students. It is important to evaluate the different terms offered by participating lender. While Regis University has identified a list of preferred lenders based on their superior financial benefits to borrowers, customer service, and automated services, students are free to choose any lender.

**Federal PLUS Loan**

Parents of dependent students may borrow on the student's behalf and graduate students may borrow PLUS on their own behalf. The annual maximum loan limit equals the student's cost of attendance minus any financial aid. There is no cumulative loan limit for a Federal PLUS Loan. Interest capitalization and repayment begin immediately upon loan disbursement with interest set at a fixed 8.5%. A federal origination fee of 3% and a default fee of up to 1% may be deducted prior to disbursement. A FAFSA and a Federal PLUS Loan Application are required. Need is not a factor. A credit check and the absence of adverse credit history are required.

**Federal Graduate PLUS Loan**

Federal PLUS loan is available to graduate students. To be eligible, a graduate student must be attending Regis University at least half-time (3 semester hours per term), file a Free Application for Federal Student Aid (FAFSA), apply for the Federal Stafford Loan, and not have any adverse credit when a credit check is conducted.

A graduate student may borrow up to the full cost of education (as determined by the Financial Aid office) less the amount of other financial aid awarded, including Federal Stafford Loans and alternative loans. The estimated cost of attendance includes tuition, room, board, books, personal, transportation, and other educationally-related expenses.

The Federal Graduate PLUS interest rate is fixed at 8.5%. Federal loan fees of up to 4% may be deducted from the loan amount prior to disbursement. Graduate PLUS loan repayment begins within 60 days after graduation or dropping below half-time status. Students who are enrolled at least half-time will be placed in deferment status. The standard repayment period is ten years.

**EMPLOYMENT (EARNED ASSISTANCE)****Federal Work Study**

Federal Work Study is a federally funded work program with a portion of the funds provided by Regis University. Awards are based on need. Funds are paid to the student every two weeks for work performed. A designated number of student jobs are in community service. Students must file the FAFSA and apply by March 1.

**Colorado Work Study**

Colorado Work Study is a state-funded employment program for Colorado resident undergraduate students and is available to those with or without need. Students must complete the FAFSA for need-based work-study or the Regis University Student Employment Application if they are interested in no-need work-study and apply by March 1. Payment of work-study earnings is made every two weeks based on the number of hours worked.

**Regis Work Study**

Student employment positions on campus are available on a limited basis. Students who are interested in work-study as well as other types of aid must complete the FAFSA. Students who are interested in work-study only should complete a Regis University Student Employment Application by the March 1 deadline to be guaranteed consideration for this award for the following fall and spring semesters. Information about off-campus positions in the Denver metropolitan area may be obtained from Career Services.

**MERIT-BASED AID**

Some types of assistance do not have financial need eligibility as a qualifying factor. Rather, they are based upon academic, leadership or athletic excellence. If the student receives both need-based and merit-based aid, the aggregate total may not exceed the student's demonstrated need. Scholarship amounts vary but most do not exceed tuition and fees.

**Board of Trustees, Blue and Gold Scholarships and Regis Achievement Awards**

A limited number of Board of Trustees Scholarships are offered to entering Regis College freshmen with high scholastic achievement. The award is renewed each year for a total of four years (eight semesters) as long as the recipient maintains a 3.000 grade point average. These scholarships are not available during the summer semester.

A limited number of Regis Achievement Awards are offered to entering Regis College freshmen with proven ability. The award is renewed each year for a total of four years (eight semesters) as long as the recipient maintains a 2.750 grade point average.

### **Natural Science Scholarship**

This full-tuition scholarship is awarded to Regis College freshmen and transfer students who plan to major in chemistry, biology, or mathematics. A test of proficiency is given at the University in February. Scholarships are renewable for up to four years of study (eight semesters for freshmen and four semesters for transfers) for students who maintain a 3.000 or higher grade point average. Recipients must remain in the field of study for which the award was made. Natural Science Scholarships are not available during the summer semester.

### **Forensic Award**

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

### **Endowed/Restricted Scholarships**

Regis University offers over 100 endowed and annual scholarships to students enrolled in Regis College, the Rueckert-Hartman School for Health Professions, and the School for Professional Studies. These scholarships have been established through the generous support of foundations, corporations, and the University's alumni, parents, and friends. Scholarships are an investment in the students of Regis, and the University community is grateful for the vision of our scholarship donors. Scholarships are a very meaningful way to honor families, friends, and loved ones.

Criteria for each scholarship is determined by the donor and selection is made by the Scholarship Committee of Regis University. Eligibility is based on merit and/or financial need. The Scholarship Committee uses information provided by students in the general application process, including the FAFSA and academic records. Students are automatically considered for scholarship awards at the time of application; there is no separate application for these scholarships. On occasion, students may be asked to furnish additional information for selected scholarships. Scholarships are renewable for four years if the student maintains certain academic requirements and funding is available.

Donors are interested in basic information about scholarship recipients. By accepting the scholarship, a student agrees to allow the University to share this type of information with the donor.

### ***Endowed/Restricted Scholarships 2007-2008***

- 1977 Special Endowment
- Admiral Richard H. Truly Financial Aid Endowment
- Albert T. and Claire Schneider Endowed Fund for Student Loans
- Alicia M. Leavitt Memorial Scholarship
- All State Insurance Fund
- Alpha Sigma Nu Scholarship
- Alumni Association Merit Scholarship
- Bloedorn Annual Scholarship
- Boettcher Opportunity Scholarship
- Boettcher Scholars Program
- Bruskotter Scholarship Fund
- Captain Felix William McKenna, Jr., Scholarship
- Captain Ralph J. Dwyer, Jr., Memorial Scholarship
- Catholic Minority Scholarship
- Chambers-Hemmings Scholarship
- Charles A. Frueauff Foundation Endowed Scholarship
- Charles and Rosalie Hora Scholarship
- Charles B. Lindahl Endowed Scholarship
- Charles E. Collins Memorial Scholarship
- Charles Gustav and Margaret D. Klempera Memorial Endowed Scholarship
- Cherne Endowed Scholarship
- Clare Boothe Luce Scholarship
- Clarence Hein Annual Accounting Scholarship
- Colorado Springs Scholarship
- Conway Family Scholarship

- Coulter Foundation-M. Edward Timmins Scholarship in Undergraduate Business Studies
- Daniels Fund Scholarship
- Daniels Opportunity Scholarship
- David M. Clarke, S.J., Fellowship
- Dominic Pantanella, S.J., Memorial Scholarship
- Dr. James L. Guilianelli Endowed Scholarship
- Ed and Sally Dempsey Endowed Scholarship
- Edna Dugan Memorial Endowed Scholarship
- Edward T. and Katherine Gibbons Scholarship
- Elaine Perry Endowed Scholarship
- Ella Mullen Weckbaugh Memorial Scholarship
- Ella Mullen Weckbaugh University Ministry Scholarship
- Ellen Guest Endowed Financial Aid Fund
- Eugene H. Rourke Endowed Scholarship
- First Data Endowed Scholarship
- Francis X. Bryne Memorial Scholarship
- Freda Roof Scholarship
- Gallagher Family Scholarship
- George Rogers Clark Brant Endowed Scholarship
- Harry D. Rothenberg Graduate Endowed Scholarship
- Herschel R. Shwayder Memorial Scholarship
- Hill Foundation Scholarship
- Hooper Holmes Undergraduate Nursing Scholarship
- Hsu Asian Student Endowed Scholarship
- J. K. Mullen Endowed Scholarship
- Jack Coyne '65 Endowed Scholarship
- James Gill, M.D., S.J., Endowment
- James W. Martin Scholarship
- Jean and Dennis McDaniel Scholarship
- JHR Endowed Scholarship
- John and Jeannie Fuller Endowed Scholarship
- John K. and Catherine S. Mullen Scholarship
- Johnson Scholars
- Joseph A. Ryan, S.J., Scholarship
- Leah Anne Shiely Endowed Scholarship
- Lee/David Family Scholarship
- Leon Lascor Endowed Scholarship
- Lydia M. Pena, S.L., Endowed Scholarship
- Lyle Gene Fuchs Scholarship
- Margaret R. Doyle Endowed Scholarship
- Mary L. Robbins Endowed Scholarship
- Mattie D. Brown African-American Scholarship
- May Bonfils Memorial Endowed Scholarship
- Maybethe Rhodes Buck Scholarship
- Meaghan Gallagher Memorial Scholarship
- Monahan Single Parent Scholarship
- Nagel Scholarship Fund
- Native American Endowed Scholarship
- Notarianni Family Scholarship in Memory of Elissa A. Notarianni
- Pacesetters Scholarship Program
- Paris, Paris & Cartone Scholarship
- Patrick D. Vinton Memorial Scholarship
- Paul and June Schmitz Endowed Scholarship
- Pauline Collins Stewart Endowed Scholarship
- Perrella Family Scholarship
- Porter-Billups Scholarship
- Premier Bank Endowed Scholarship
- Ralph Nagel Nursing Fund
- Robert J. Lacey Annual Accounting Scholarship
- Robert J. Lacey Endowed Accounting Scholarship
- Schramm Endowed Scholarship
- Second Century Fund Scholarship

- Special Education Scholarship
- SPS Adult Scholarship
- St. Anthony's Hospital/Regis University Graduate Nursing Scholarship
- Stephen James Atencio Endowed Scholarship
- Stephen R. Krieger, S.J., Scholarship
- The Dawson-St. Jude Scholarship
- Thin Blue Line Scholarship
- Thomas W. and Hanna R. Nevin Endowed Scholarship
- Tracey Family Scholarship for Native American Students
- Trueblood Scholarship
- Undergraduate Nursing Scholarship
- UPS Annual Scholarship
- US WEST Endowed Scholarship
- Viola Vestal Coulter Foundation Scholarship
- Well Fargo Scholarship for Disadvantaged Youth
- William Randolph Hearst Endowed Scholarship
- William T. Miller, S.J., Endowed Scholarship
- Wilma Jean Hart Endowed Scholarship
- Women's Golf Team Endowed Financial Fund
- Zarlengo Endowed Scholarship

### **Colorado Scholars Award**

The Colorado Scholars Award (formerly the Colorado Scholarship) is an award funded by the Colorado General Assembly and offered by Regis University to Colorado resident undergraduate students for outstanding academic achievement. Very limited funding is available for this award. Students must meet the following minimum eligibility requirements:

- Students must demonstrate academic excellence by achieving and maintaining at least a 3.750 cumulative grade point average.
- Recent high school students graduating from a Colorado high school in May 2005 or after must hold a minimum high school grade point average of 3.750.

### **Athletic Awards**

Athletes in baseball, volleyball, basketball, softball, lacrosse, cross country, soccer, and golf may be awarded athletic grants by the Athletic Department at Regis University. Students should contact the Athletic Department or coach of their sport. Additional aid may be awarded from other sources if the FAFSA is completed and further eligibility is indicated. Students who receive full athletic grants for tuition, fees, room and board may not receive other gift aid except for Federal Pell Grants. All awards must comply with NCAA or AIAW and conference rules, including the academic eligibility prescribed. Renewal conditions are set by the athletic department.

## **OTHER SOURCES OF AID**

### **Bureau of Indian Affairs**

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

### **Dependent's Tuition Assistance**

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

### **Division of Vocational Rehabilitation**

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

### **Employee Tuition Benefit (ETB)**

ETB is available to eligible employees of Regis University and to the eligible employee's spouse and dependent children. Eligibility for benefits varies according to the number of hours and months an

employee has worked. Students must be admitted to an eligible program and be eligible to receive the benefit including meeting the minimum requirements of the financial aid satisfactory academic progress policy. Complete details are included in the ETB application available in the Human Resources Department.

### **Faculty Children's Exchange (FACHEX)**

FACHEX awards are tuition-only grants offered by Regis University to Regis College undergraduate students whose supporting parent works for a participating Jesuit Institution. A very limited number of FACHEX awards are made each year to new recipients. FACHEX awards are not available for use during the summer semester. Awards are renewed for four years (eight semesters maximum) if a cumulative grade point average of 2.000 or higher is maintained.

### **Tuition Exchange**

Tuition Exchange awards are tuition-only grants offered by Regis University to Regis College undergraduate students whose supporting parent works for a participating institution. A very limited number of Tuition Exchange awards are made each year to new recipients. Tuition Exchange awards are not available for use during the summer semester. Awards are renewed for four years (eight semesters maximum) if a cumulative grade point average of 2.000 or higher is maintained.

### **Outside Scholarships**

The Financial Aid office at Regis University, high school guidance offices, and public libraries have listings of scholarships provided by companies, individuals, and trusts outside the University. The Regis University website provides access to a scholarship database at [www.regis.edu](http://www.regis.edu).

### **State Scholarship/Grant Programs**

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

### **Veterans' Benefits**

The University is approved by the State Approving Agency of Colorado, a division of the State Board for Community Colleges and Occupational Education, to offer courses of education and training for veterans and eligible dependents under the provisions of the Department of Veteran's Affairs. Additionally, Regis University is approved to provide the same service in the state of Nevada. Veterans and other eligible persons should obtain their certificates of eligibility from the regional office of the Department of Veterans Affairs (VA) before entrance into the University.

The payment of benefits by VA differs according to half-time or full-time enrollment. Students who are eligible for veterans' benefits should check with the Regis University certifying official in the Office of Academic Records and Registration for specific information about their particular program. Additionally, students receiving veterans' benefits must notify the Regis University certifying official under the following conditions:

- The student is temporarily withdrawing from the program;
- the student is permanently withdrawing from the program;
- the student is changing programs and/or majors; or
- the student is attending another college or university.

## **DEFERRED PAYMENT PLANS**

Regis University offers a tuition payment plan to qualified Regis College undergraduates, Accelerated Nursing students and Doctor of Physical Therapy students. Other students are offered different tuition deferment options. Details are available through the Student Accounts office.

## **INTERNATIONAL STUDENTS**

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

## CONSORTIUM AGREEMENTS

The Financial Aid Consortium Agreement is an agreement between Regis University and an eligible college to share enrollment information and records for student financial aid eligibility.

Under a Consortium Agreement, Regis University may act as the Home school, meaning the student intends to receive his or her degree or certificate from Regis. The other school acts as the Host school. Students may take classes that Regis University approves for credit at the other college, and those credits will be transferred to Regis. Under this agreement, students can be considered for financial aid if they are at least half-time students, combining classes at both schools the student is attending. Students must renew their consortium agreement each semester.

### Registration/Enrollment

Students should enroll in a degree-granting program at Regis University and create a degree plan with a Regis University advisor. This plan can be altered with the advisor's approval.

At the beginning of each semester, students must register for all courses they will take during that semester. If a student is taking courses at Regis University, he/she follows the standard registration process at Regis. Students who are taking courses at a Host school must meet with a Regis University advisor for pre-approval of their planned courses before they register. They should also complete a Concurrent Enrollment form (CEF) to ensure that courses at the Host school will transfer for credit at Regis.

When registering at a Host school, students should identify themselves as a Regis University student. If courses are taken at Regis, tuition is paid to Regis. If courses are taken at a Host school, tuition is paid to the Host school.

Students attending a Host school should apply for financial aid through Regis University. Students must:

- Submit a FAFSA;
- complete an Authorization to Release Information form; and
- contact the Financial Aid office at Regis University to complete any additional forms as appropriate.

Courses approved by the Regis University advisor and taken at a Host school are considered for financial aid eligibility. Students must notify the Financial Aid office if their enrollment plans change, since enrollment status affects financial aid eligibility.

Financial aid is not paid until the Financial Aid office receives verification from the Host school that a student is enrolled for the minimum required credits. This occurs after the Host schools add/drop period. Any credit refund from financial aid proceeds is mailed within two weeks after financial aid is credited to the student account at Regis University.

Regis University has entered into a consortium agreement with the Colorado Community College System, which includes the following 13 Colorado community and junior colleges:

Arapaho Community College  
Colorado Northwestern Community College  
Community College of Aurora  
Community College of Denver  
Front Range Community College  
Lamar Community College  
Morgan Community College  
Northeastern Community College  
Otero Junior College  
Pikes Peak Community College  
Pueblo Community College  
Red Rocks Community College  
Trinidad State Junior College

Students may individually enter into a consortium agreement with Regis University if attending classes abroad or at certain other colleges not part of the Colorado Community College System. For more information concerning these consortium agreements or to explore the possibility of an agreement with a different institution, please contact the Financial Aid Office at 1-800-388-2366 Ext. 4126.

## ENROLLMENT REQUIREMENTS

In some cases, the student must be enrolled as a full-time student in order to qualify for financial assistance. Most aid programs allow for less than full-time attendance, but the student must generally be enrolled as at least a half-time student in order to qualify. The student award letter specifies the enrollment requirements upon which the financial aid award is based.

### **Undergraduate Status      Credit Hour Requirement**

Full-Time	12 or more semester hours
Three-Quarter Time	9 to 11 semester hours
Half-Time	6 to 8 semester hours

### **Graduate Status              Credit Hour Requirement**

Full-Time	6 or more graduate semester hours
Half-Time	3 to 5 graduate semester hours

NOTE: If taking undergraduate classes to meet requirements for a graduate degree, the student must have at least six undergraduate semester hours to be considered a half-time student.

## NOTIFICATION AND DISBURSEMENT

When a student's financial aid application is complete (all forms and reports received), it is reviewed by Financial Aid office personnel. If a student is eligible and funds are available, an award letter is sent. The student should complete and return the Award Response Form (ARF) if any of the following situations exist: 1) the student is declining part of the award, 2) the student has received a scholarship or financial assistance not noted on the award letter, 3) the award letter is based on information which has changed (such as enrollment status or living arrangements), or 4) the student is accepting student loans. Most aid is divided into two or three equal payments, based on the number of semesters for which the student is receiving financial assistance.

Grant and loan funds that have been awarded are credited to the student's account within a week of the end of the add/drop period after the student has begun enrollment for the appropriate credit hours. The student will be contacted if any funds are received by check that require personal endorsement. Any funds in excess of student expenses billed by Regis University may be used for other allowable educational expenses such as books and living expenses. These funds are not available until approximately 14 days after the add/drop period for the semester. Students should plan ahead and have sufficient resources to meet these costs for at least the first three weeks of the semester.

## SELECTIVE SERVICE REGISTRATION

All individuals required to register for the draft, in accordance with the Military Selective Service Act, must comply with this mandate or forfeit eligibility for federal student aid.

## SATISFACTORY ACADEMIC PROGRESS

The federal and state governments require the Financial Aid office to monitor the academic progress of students who are receiving federal, state, or institutional assistance. All hours attempted and completed are reviewed at the end of each semester. Cumulative grade point averages and maximum hours of financial aid eligibility are monitored once per year after spring semester. The full policy for Satisfactory Academic Progress is posted on the Regis University website.

## REFUNDS DUE TO WITHDRAWAL

Scholarships, grants and loans normally are not credited to a student's account until after the add/drop period for the student's academic program each semester. At this time enrollment status is verified and,

if required, adjustments are made. Financial aid is not credited to a student's account if no enrolled hours can be verified or enrolled hours are insufficient based on the level on the award letter.

Students who completely withdraw after aid has been credited may have their aid adjusted in accordance with federal and state regulations.

Students withdrawing from the University should be aware of the following:

- To officially withdraw, Regis College students should contact the Retention Coordinator in the Office of Admissions; RHSHP students should contact the director of their program; and SPS students should contact their program advisor.
- Students who leave the University and do not formally withdraw are assigned a grade of "F" (failure).
- Withdrawal does not eliminate financial obligation to the University. Charges owed to the University at the time of withdrawal are the student's responsibility based upon the University's tuition and housing refund policies. Details of these policies are available in the Student Accounts office.
- There are specific federal, state and University withdrawal policies regarding tuition and fees, housing charges, refunds to financial aid programs and repayments resulting from withdrawal. The student's withdrawal may result in a return of funds to the federal financial aid programs, and the student may have to re-pay those funds.

When withdrawing, there are three situations that may require immediate repayment of financial aid funds:

- If University charges are reduced as a result of withdrawal, and a student account credit balance is created, these funds may be used to repay financial aid programs, depending on the amount of financial aid and the date of withdrawal.
- A student may have to repay financial aid funds that are in excess of an amount determined to be reasonable for the length of enrollment. This repayment is based on federal guidelines.
- If withdrawal occurs prior to fully establishing enrollment eligibility, the entire financial aid award, including any credit balance, will be repaid to the financial aid programs. This may result in a balance due to the University.

Earnings in work-study programs are paid through the time of withdrawal. Students may not continue student employment after withdrawing from the University.

Financial aid is for enrolled students only. Except in rare situations, financial aid cannot be disbursed after withdrawal. Students who receive financial aid and withdraw may be placed on financial aid suspension. Refer to the full Satisfactory Progress Policy on the University website.

Information regarding the federal regulation for calculating refunds and repayments and the order of financial aid programs to which aid is restored is included in a detailed Return of Financial Aid Funds policy statement available in the Financial Aid office.

## STUDENT ACCOUNTS

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### TUITION, FEES, ROOM AND BOARD CHARGES

Tuition, fees, room and board charges are posted to students' accounts as they are assessed. Current rates charged can be found in each college/school section of this *Bulletin*. Payments are applied to accounts when received by the University. Students may call Enrollment Services at 303-458-4126 with questions concerning their account. If calling from outside the Denver Metro area, the toll-free number is 1-800-388-2366, Ext. 4126.

### FINANCIAL POLICIES

The tuition, fees, and other charges described in this *Bulletin* are good faith projections for the current academic year. They are, however, subject to change from one academic term to the next as deemed necessary by the University in order to meet its financial commitments and to fulfill its role and mission.

There may be other fees and charges that are not specified in this *Bulletin*. These fees and charges may be ascertained by contacting the University office that administers the program or activity in which the student intends to enroll or engage. Additionally, a non-refundable tuition deposit may be required by an individual program upon official acceptance to the University.

The University will not register a student or issue official transcripts, diplomas, or other educational credentials or certifications to or on behalf of any student or former student with a financial obligation, which includes without limitation, Federal Perkins, and Federal Nursing loans. Students who incur financial obligations to the University are obligated to the University for past due loans and accounts including but not limited to, collection fees, court costs, attorney's fees, administrative costs, and pre- and post-judgment interest.

### **International Students**

International students are required to pay prior to registration. An exception may be made if the student completes and signs an International Exception Payment Policy form which is available on the Regis University website at [www.regis.edu](http://www.regis.edu).

## **REFUNDS OF TUITION**

Students are permitted to withdraw from an individual course, from all courses for an academic period, or from their program. Information about withdrawal procedures and deadlines is available from each school. At the beginning of each course (through the add/drop period), tuition is refunded at 100%. Subsequent to the add/drop period, tuition is refunded on a prorated basis through 60% of the academic period. After 60% of the academic period has elapsed, there is no refund of tuition. The refund calendar for each academic period is available at all Regis University sites.

## **PAYMENT POLICY AND PAYMENT OPTIONS**

### **Semester-Based Programs**

Semester-based programs include the following:

- Regis College Undergraduate
- Traditional Undergraduate Nursing
- Doctor of Physical Therapy

Tuition and fees are due on the first day of the month prior to the start of the academic period. Students who register within a week of the start of the academic period may not receive an invoice before payment is due. Loss or delayed receipt of the bill does not relieve students of the obligation to pay on time. Invoices can be faxed to expedite tuition and fee payment by the due date. Students can access WebAdvisor for current and upcoming charges and due dates as well as to pay online. To obtain a copy of an invoice or for additional information, call 303-458-4126. For more Student Account information, students may access the website at [www.regis.edu](http://www.regis.edu).

### **AVAILABLE PAYMENT OPTIONS**

- cash, check, money order
- credit card (Visa, MasterCard, Discover, American Express)
- WebAdvisor online payment
- Regis Payment Option (RPO)

### **Paying with Cash, Check, Money Order or Credit Card**

Payment can be made in person, by phone, fax, or mail. Payments made by cash, check, or money order are accepted at the Cashier's Office located on the Garden Level of Main Hall. In addition, payments can be mailed to Regis University, P.O. Box 173861, Denver, CO 80217-3861 (Please do not mail cash payments.). For proper allocation of funds, it is required that payments be accompanied by the invoice payment stub and that the Regis University Student I.D. number and the term for which the payment should be applied appear on the check or money order. Credit card payments are accepted by

phone, fax or online. Call 303-458-4126 or toll free 1-800-338-2366 Ext. 4126 or fax your credit card payment to 303-964-5449.

### **WebAdvisor Online Payment**

Payments can be made online at <http://webadvisor.regis.edu>.

### **Regis Payment Option (RPO)**

A convenient interest-free Regis Payment Option (RPO) is offered to students enrolled in semester-based courses in the Doctor of Physical Therapy and Regis College Undergraduate Programs. This plan makes tuition payment more manageable by spreading all or part of the semester tuition expenses over four or five monthly payments.

The enrollment cost for the Regis Payment Option requires a non-refundable \$50 per semester enrollment fee to cover the administrative cost of this plan. Interest charges will not be assessed on the plan balance. However, finance charges begin to accrue 30 days following the payment due date on late payment amounts. A \$15 penalty will be assessed for each late payment. Please refer to [www.regis.edu](http://www.regis.edu) for more information.

### **Sponsored Billing**

Deferment with Tuition Voucher - If the student's employer has signed a third-party agreement with Regis University or the student is eligible for an external scholarship, the student may qualify for third-party billing to the employer or sponsor. Students may request a Sponsored Billing (Third-Party Billing) information sheet for details. Please note: Sponsored Billing is different from employee tuition reimbursement whereby the student is responsible for paying the tuition and is reimbursed at a later time by the employer.

### **Confirmation of Registration/Registration Invoice**

A registration invoice is mailed to students after registration or changes in registration.

### **Non-Traditional Programs**

Non-traditional programs include the following:

- Regis College
  - Master of Arts in Education
- Rueckert-Hartman School for Health Professions
  - Accelerated Nursing
  - Health Care Administration
  - Health Information Management
  - RN-to-BSN Option
  - Master of Science in Nursing
  - Master of Science in Health Services Administration
  - Master of Science in Clinical Leadership for Physician Assistants
  - Doctor of Physical Therapy
- School for Professional Studies
  - Graduate Programs
  - Undergraduate Programs

For non-traditional programs, tuition and fees are due at the end of the first week of the academic period. Students who register within a week of the start of the academic period may not receive an invoice before payment is due. Loss or delayed receipt of the bill does not relieve students of the obligation to pay on time. If payment is not received by the due date, a \$75 late fee, per course will be assessed to the student's account and all past due amounts, need to be paid prior to further registration. Students can access WebAdvisor for current and upcoming charges and due dates as well as pay online. Invoices can be faxed to expedite tuition and fee payment by the due date. To obtain a copy of an invoice or for additional information, call 303-458-4126. For more information on Student Accounts, students may access the website at [www.regis.edu](http://www.regis.edu).

## AVAILABLE PAYMENT OPTIONS

- cash, check, money order
- credit card (Visa, MasterCard, Discover, American Express)
- WebAdvisor online payment
- Tuition Deferment Options
  - o Tuition Deferment with fee
  - o Military Deferment, no fee
  - o Sponsored Billing with Tuition Voucher

### **Paying with Cash, Check, Money Order or Credit Card**

Payment can be made in person, by phone, fax, or mail. Payments made by cash, check, or money order are accepted at the Cashier's Office located on the Garden Level of Main Hall. In addition, payments can be mailed to Regis University, P. O. Box 173861, Denver, CO 80217-3861.

For proper allocation of funds, it is required to:

- Make sure payments are accompanied by the invoice payment stub; and
- notate the specific term, (07FA, 08SP, 08SU) to allocate payment to and write the Regis University Student I.D. number on the check or money order.

Credit card payments are accepted by phone or fax. Call 303-458-4126 or toll free 1-800-338-2366 Ext. 4126 or fax your credit card payment to 303-964-5449.

### **Tuition Deferment**

- Tuition Deferment with Fee

Regis University offers a convenient option to defer tuition. Students may defer tuition for 55 days after the end of the course using the Tuition Deferment with a Fee. Deferred tuition is due in full, on or before the deferred payment due date. Course fees cannot be deferred.

Tuition Deferment forms are due on or before the tuition due date. The use of any deferred payment option creates a financial obligation between the student and Regis University. For assistance call 303-458-4126 or toll free at 1-800-388-2366 Ext. 4126.

The deferment fee varies according to the length of the academic period associated with the course. Payment of the deferment fee is due by the end of the first week of the academic period and must be accompanied by a completed Tuition Deferment form. Deferment fees are not transferable or refundable.

The per-course fee charged for this service is as follows:

- \$30 - six week or less course
- \$35 - seven to eight week course
- \$40 - nine to ten week course
- \$60 - eleven to twelve week course
- \$70 - thirteen to sixteen week course

If tuition payment is not received by the deferred due date, a \$75 per-course fee is assessed to the student account and all future academic period registrations may be dropped. If a company reimburses the student for tuition, it is the responsibility of the student to pay by the tuition due date. The tuition deferment is not dependent on grades being sent or received, and payment is due on or before 55 days after the end of the academic period.

- Military Deferment, No Fee

Students on active military duty (requires a copy of active military ID) may defer tuition for 55 days after the end of the course using the Military Deferment. Deferred tuition is due in full on or before the deferred payment due date. Course fees cannot be deferred.

Military deferment forms are due on or before the tuition due date. The use of any deferred payment option creates a financial obligation between the student and Regis University. For assistance call 303-458-4126 or toll free at 1-800-388-2366, Ext. 4126.

If tuition payment is not received by the deferred due date, a \$75 per-course fee is assessed to the student account and all future academic period registrations may be dropped. If a company reimburses the student for tuition, it is the responsibility of the student to pay the tuition by due date. The tuition deferment is not dependent on grades being sent or received, and payment is due on or before 55 days after the end of the academic period.

- Sponsored Billing

Deferment with Tuition Voucher - If a student's employer has a sponsored billing agreement with Regis University, the student may qualify for billing to the sponsoring organization. This is different from employee tuition reimbursement whereby the student is responsible for paying tuition and is reimbursed at a later time by the employer. Students should consult with their employer to determine if a direct billing agreement has been established with Regis University. If one has been established, the student will need a Tuition Voucher or "letter of credit" from the employer which includes student name, student ID, course title(s), tuition amount, name, and address and contact information on where the bill should be sent. The Tuition Voucher or "letter of credit" should be submitted to Student Accounts at the Lowell Campus, mail code A-8. The Tuition Voucher may be faxed to Student Accounts at 303-964-5418.

It is the responsibility of the student to obtain a Tuition Voucher from the employer for each course and ensure that it is received at Enrollment Services by the end of the first week of the academic period. If for any reason the sponsor refuses to pay, the student is responsible for all charges.

If the sponsor payment is not sufficient to cover tuition and fees, the student will have to either pay their portion or make payment arrangements using the Tuition Deferment by the due date for that class.

### **Confirmation of Registration/Registration Invoice**

A registration invoice is mailed to students after registration or changes in registration.

## **ACADEMIC RECORDS AND REGISTRATION**

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### **ACADEMIC INFORMATION**

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

### **UNIVERSITY CHANGES IN PROGRAMS, COURSES AND SERVICES**

The University reserves the right to terminate or modify program requirements, content, and the sequence of program offerings from one academic term to the next for educational reasons it deems sufficient to warrant such actions.

Further, the University reserves the right to terminate programs, courses or services from time to time for financial or other reasons it determines warrant such action. The content, schedule, requirements, and means of presentation of courses may be changed at any time by the University for educational reasons that it determines are sufficient to warrant such action. Programs, services, or other activities of the University may be terminated at any time due to reasons beyond the control of the University including, but not limited to, acts of God, natural disasters, destruction of premises, labor disturbances, governmental order, financial insolvency, or other reasons or circumstances the University determines warrant such action.

The course descriptions contained in this *Bulletin* are based upon reasonable estimations and projections of faculty qualifications and availability, and other appropriate educational considerations. The matters described are subject to change based upon changes in circumstances upon which these projections were based as deemed necessary by the University to fulfill its role and mission, meet accreditation standards, and for other reasons described above.

Changes in programs, courses and services are applicable to degree plans and other programmatic plans.

## STUDENT RESPONSIBILITY

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

Academic advising is provided to assist students in planning their academic programs. Advisors are not authorized to change established policy of the University. Students are solely responsible for ensuring that their academic programs comply with the policies of the University. Any advice that is at variance with the established policy must be confirmed by the appropriate Dean's Office.

## TRANSFER/COMPETENCY-BASED CREDIT

- Undergraduate

Transfer credit is awarded for college-level work completed at other colleges and universities that are accredited by a regional accrediting association (e.g., North Central Association of Colleges and Schools). Undergraduate transfer courses in which grades of "C-" or better have been earned are equated to Regis courses when possible. Otherwise, acceptable courses are assigned an appropriate department prefix and course level (upper division "UD" or lower division "LD"). A maximum of 98 semester hours may transfer toward an undergraduate degree. Quarter hours are converted to semester hours by using a 3:2 ratio.

Competency-based credit may be awarded for approved non-classroom experiences. This includes recommendations by the American Council on Education for military and corporate training, Regis University credit-by-exam, Prometric Learning Center credit-by-exam, national standardized exams (College Board Advanced Placement [AP] Examinations, College Level Examination Program [CLEP], Defense Activity for Non-Traditional Education Support [DANTES] subject standardized testing program, National Programs on Noncollegiate Sponsored Instructions [PONSI], International Baccalaureate Program [IB], ACT Proficiency Examination Program [PEP], National League for Nursing [NLN] tests), and life experience credit. When students are granted competency-based credit for a course, the credit is considered as a substitute for the course. If advanced placement is granted without credit in a subject area, the hours required must be satisfied by taking advanced courses.

Acceptance of transfer or competency-based credit varies by degree program.

- Graduate

In graduate programs for which transfer credit is permitted, transfer credit is awarded only for graduate-level course work for which a grade of "B-" or better has been earned at other colleges and universities that are accredited by a regional association (e.g., North Central Association of Colleges and Secondary Schools). Of the total semester hours required for any one of the graduate degree programs, no more than 20% of the total semester hours required may be comprised of transfer course work or course work included in a previously earned graduate degree from a transfer institution or from Regis University. Transfer credit is approved by the dean or designee of each graduate program. Only credit completed within the last ten years is eligible for transfer consideration. Transferable graduate work is equated to Regis courses when possible. Quarter hours are converted to semester hours by using a 3:2 ratio.

Graduate degree programs may have more restrictive or more specific transfer credit policies in addition to the general policies stated above. Specific transfer policies appear in the appropriate graduate degree section of this *Bulletin*.

## REGISTRATION

### UNIT OF CREDIT

The unit of credit at Regis University is the semester hour (SH). Throughout this *Bulletin*, references to "hours" of University credit or "credit hours" are intended to denote semester credit hours unless otherwise clearly noted.

## CREDIT LOAD

Undergraduate Status	Full Time	12 or more semester hours
	Part Time	6-8 semester hours
Graduate Status	Full Time	6 or more semester hours
	Part Time	3-5 semester hours

## OVERLOAD

Refer to the appropriate school/program section for policies and procedures on course overload.

## CLASS LEVEL

Undergraduate class level is determined by the number of semester hours completed as follows:

<b>Class</b>	<b>Semester Hours Earned</b>
Freshman	0-29
Sophomore	30-59
Junior	60-91
Senior	92 or more

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

## CLASS ATTENDANCE

Students are expected to make every effort to attend all class meetings. Attendance standards may be established by individual instructors and reflected in the course syllabus.

## COURSE NUMBERING SYSTEM

Standardized course numbers used by Regis University according to academic rigor of the course are distributed in the following ranges:

100 - 199	Remedial
200 - 299	Lower division (freshman level)
300 - 399	Lower division (sophomore level)
400 - 499	Upper division (junior and senior level)
500 - 599	Post-baccalaureate (graduate level; not part of a master's degree program)
600 - 699	Masters (graduate level)
700 - 799	Doctoral (graduate level)

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

490, 690	Independent Study: Research under the direction of a faculty member in a discipline or topic of study not covered in a scheduled course.
495, 695	Seminar: Intensive research under the direction of a faculty member in a theme or topic specific to junior, senior or graduate level, major or minor study.
496, 696	Senior/Master's Project: Capstone experience representing significant effort on the part of the student in demonstrating understanding of the program emphasis.
697	Professional Paper: Qualitative research within an organization that enhances the future effectiveness of the enterprise.
498, 698	Internship: Practical experience in a field of study applicable to the student's career choice.

499, 699	Thesis: Advancement of an original point of view as a result of research and an opportunity to defend it before a faculty committee appointed by the department/program director.
XXX (A-D)	Courses that are taught in sequential order and require further study for topic completion.
XXX (E-W)	Courses that are grouped under a broad topic or theme of study, with allowance for repeatability under different sub-topics and letter designations.

## COURSE PREFIX DESIGNATION

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

## ADD/DROP

Changes in registration (add/drop) for Regis College students must be submitted on the official add/drop form during the add/drop period to Academic Records and Registration. For students in the Rueckert-Hartman School for Health Professions and the School for Professional Studies, changes may be initiated by the student telephoning the appropriate program office or by adding or dropping on WebAdvisor, the web-based student information system. No course may be added or dropped after the final day of add/drop designated in the schedule of courses (made available through the appropriate program office).

Each student is responsible for completing, dropping or withdrawing from all courses listed on his or her schedule. The schedule is retained in the Academic Records and Registration office on the database system, WebAdvisor and in hard copy form. Credit is given only for courses that appear on the schedule. Students who are registered and fail to attend receive a grade of "F" for the courses.

## SPECIAL REGISTRATION

Special registration requests are not available on WebAdvisor.

### **Independent Study**

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

### **Special Study**

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

### **Extended Study**

Extended Study provides a means for students to earn one semester hour in addition to existing credit value for a course. The course prefix, number and title are the same as the course listed in the *Schedule of Courses*. Extended Study requirements are met under the supervision of a faculty member who teaches the course.

## UPPER DIVISION REGISTRATION

Regis College and traditional nursing freshmen and sophomores are permitted to take upper division courses only if they have completed the prerequisites and if they have obtained the permission of the instructor of the course. Normally, that approval is given by obtaining the instructor's signature on the Registration form prior to submitting the form to the Academic Records and Registration office. Juniors and seniors must also complete the prerequisites of an upper division course as listed in this *Bulletin* before enrolling for the course.

## COURSE AUDIT

Prior to graduation, students desiring to participate in a course for personal enrichment and exploration are permitted to audit a course with written permission from the associate dean (Regis College programs) or designated administrative staff/program director (School for Professional Studies and Rueckert-Hartman School for Health Professions programs, respectively). Students are expected to participate in the course by maintaining normal attendance and completing course assignments but are exempt from assigned tests. Students receive an "AU" grade with no credit earned and are charged the regular tuition rate. Some programs do not permit auditing.

Students should contact the appropriate program for information and permission regarding the audit option. Exercising the audit option must be completed by the add/drop deadline.

## COURSE REPEATABILITY

Except under the grade improvement option, courses should not be repeated. It is ultimately the responsibility of the student to assure that courses are not erroneously repeated. Should a course be erroneously repeated, the last entry is the only one for which credit hours are earned and grade points are calculated in the grade point average. There is no refund of tuition for courses erroneously repeated. If a course is repeated at another institution, it is considered duplicate credit and is not accepted in transfer. The Regis course remains on the student record.

## GRADING

### University-Wide Course Grading System

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

Grade	Grade Points	Description (Undergraduate/Graduate)
A	4.00	Outstanding scholarship
A-	3.67	
B+	3.33	
B	3.00	Superior work / Satisfactory
B-	2.67	
C+	2.33	
C	2.00	Satisfactory / Unsatisfactory
C-	1.67	
D+	1.33	
D	1.00	Unsatisfactory
D-	0.67	
F	0.00	Failure (no credit)
P	*	Pass (grade of "C" or higher / grade of "B" or higher)
N	*	No Pass (no credit)
AU	*	Audit (no credit)
W	*	Withdrawal
I / -	*	Incomplete – the grade accompanying the "I" becomes the permanent grade if additional work is not completed and a different grade submitted by the incomplete deadline for the course.
IP/N	*	In Progress No Pass (No Credit)
IP/F	*	In Progress Failure (No Credit)
Y	*	Instructor did not submit grades by deadline.

\* Where no grade points are indicated, the grade does not calculate into the grade point average.

## PASS/NO PASS GRADES

Pass/No Pass (P/NP) grading is available for courses with regular grading for Regis College undergraduate students, Rueckert-Hartman School for Health Professions traditional option nursing students, and some School for Professional Studies courses. In some graduate programs, selected courses permit P/NP grading. **All Veterans must contact the certifying official in the Academic Records and Registration office before registering for a course on a Pass/No Pass basis.**

### **Regis College and RHSHP traditional nursing students only:**

- The P/NP option is available to undergraduate students who have completed 30 hours of graded coursework. Transfer students must have completed 20 hours of graded course work at Regis University before they may exercise the P/NP option. Students on academic probation are not encouraged to take courses (with the exception of remedial courses) on a P/NP basis, but may do so with the approval of the appropriate dean.
- The P/NP option may be exercised for only one course each semester and the total number of hours that may be taken on a P/NP basis for credit at Regis is limited to 18 semester hours.
- The P/NP option may be exercised for only two of the Core studies course requirements. Also, the option cannot be used for courses in the area of the major or minor, except for experiential courses, such as field experience, approved by the individual departments or divisions and for student teaching courses in the Education department.
- If a student changes his or her major and has already taken a required lower division course in the new major area on a P/NP basis, the course meets the requirement. Upper division courses are evaluated by the department or division as to whether or not the course(s) should be accepted.
- To register for a course on the P/NP basis, the student must obtain a special form from Enrollment Services and return it, properly completed, no later than the last day of the add/drop period for the semester. This required form is in addition to the regular registration forms. After the add/drop period, a student cannot request a grading change for the course.
- The minimum passing level for undergraduate courses taken on a P/NP basis is a "C." The student receives appropriate hours of credit toward graduation for a "P" grade, but that grade is not calculated in the grade point average. The student does not earn credit hours for an "N" grade, nor is that grade calculated in the grade point average.
- Students enrolled in experiential courses under the P/NP option (e.g., field experience course in accounting, business administration, economics, psychology, or sociology, etc., and student teaching courses in education) are eligible for the Dean's List provided they are enrolled for a total of 15 or more hours, of which 12 are graded hours.

## GRADE OF INCOMPLETE

A grade of Incomplete or "I" denotes that the required work for the course is incomplete due to unforeseen circumstances. Unforeseen circumstances mean, for example, that an accident, an illness, a death, or a major life transition has occurred. This grade is awarded at the discretion of the instructor and is submitted with an alternate grade (i.e., I/D, I/F).

A student must submit a written request (or school form) to the instructor that an incomplete grade be assigned. The length of time and the remaining requirements to complete the course are determined by the instructor; however, the maximum length of time for completion is the end of the following semester. Summer semester does not apply to Regis College/Traditional Nursing students. Faculty will notify students in writing of the approval/denial of their request and provide instructions and guidelines required to resolve the incomplete grade.

If course work is not completed by the end of the next applicable semester and a grade change form submitted by the instructor, the incomplete grade reverts to the alternate grade assigned by the instructor and is calculated in the grade point average. Some programs have restrictions on alternate grade assignment, so students should refer to the appropriate program or department section of this *Bulletin* for specific information.

Due to rare circumstances, a student may request in writing that an extension of the incomplete grade be granted. The extension must be approved by the academic dean or his/her designee for the respective program/school.

### Consequences of an Incomplete Grade

- Teacher licensure/certification or any graduation completion postings cannot be recorded on the academic transcript until incomplete grades are changed and a set grade point average is calculated.
- Army regulations require that students receiving tuition assistance complete coursework within 60 days of when the incomplete is assigned. Some corporations may not reimburse tuition monies if the grade of incomplete is assigned.
- Students already on academic probation who receive an incomplete grade will be continued on probation.
- Students who are on financial aid and receive an incomplete grade will be subject to review and may be placed on Financial Aid suspension.

### GRADE OF IN PROGRESS (“IP”)

In Progress “IP” grades may be assigned to students in a graduate-level capstone project/thesis course where it may be appropriate for a student to take longer than the academic period provided for assignment completion. If the course instructor agrees that the student should be given additional time, an “IP” grade may be assigned. The student can be granted a period of up to 24 months to complete the required assignments. The grade recorded on the student’s record is “IP/F” or “IP/N” depending on whether the grade for the course is a letter or Pass/No Pass grade. If the student does not complete the assignment within the 24 month period the “IP” grade reverts to the alternate “F” or “NP” grade. The decision on the completion deadline is determined by the instructor in consultation with the student; however, the final decision is made by the instructor. Some graduate degree programs may have a more restrictive maximum completion time for an In Progress grade. More specific policies may appear in the appropriate school section of this *Bulletin*.

The student is not officially registered during the period of the “In Progress” unless the student is officially enrolled in other courses and, therefore, may not be eligible for financial aid or other benefits during the “In Progress” period.

“IP” grades will be assigned only for the graduate-level capstone courses where a project or a thesis is the primary output of the course. In Progress is not appropriate for other courses where there is a definitive end date. In those cases the appropriate grade is Incomplete.

### REPEAT GRADE IMPROVEMENT OPTION

Students have the option of improving a grade earned in a course at Regis University by repeating the same course at Regis. The following guidelines apply:

- Regardless of whether the repeat grade is higher or lower than the original grade, the last grade earned is the grade for which credit is awarded and grade points are calculated in the grade point average. All previous grades are replaced with an (R) notation and the hours are recorded as zero (0.00) with a repeat notation indicating that the course has been retaken.
- Courses taken for grade improvement must be taken with the same grading option (i.e., letter grading versus Pass/No Pass) when repeated.
- If a student withdraws from a course being taken for a repeat grade, the original grade remains on the transcript and a grade of “W” is posted to the transcript for the second course.
- The Repeat Grade Improvement Option applies only to grades earned from Regis University from the fall semester 1972 to the present.

The Repeat Grade Improvement Option may be exercised only while the course requested for repeat remains active in the University’s curriculum. Substitutions of similar or revised courses for the original course are not allowed. Upon graduation, the record is sealed and the Repeat Grade Improvement Option is no longer available for that educational intent.

### APPEALS OF DISPUTED GRADES

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

## CHANGE OF RECORDED GRADE

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

It is expected that great care and attention is given in the awarding of grades so that the need for change is minimal. It is also expected that no instructor give a grade of "I" (Incomplete) unless unforeseen circumstances make it necessary.

## GRADE REPORTS

Only final grades are official and entered on the student's permanent record. Official grade reports for students enrolled in Regis College are mailed out at the end of each academic period. Beginning fall 2003 semester official grade reports are not mailed to students enrolled in the School for Professional Studies and the Rueckert-Hartman School for Health Professions.

Grades for all current students are available online through the WebAdvisor link at [www.regis.edu](http://www.regis.edu). Additionally, students may request an official grade report via phone, fax, e-mail or online. All official grade reports are mailed to the student's permanent address. Midsemester grades, if applicable, are mailed to both the local and permanent addresses. Regis College undergraduate students may elect to have grade reports mailed to an alternate address by completing the appropriate form, available in the Academic Records and Registration office.

Under federal legislation (the Family Educational Rights and Privacy Act of 1974, as amended), grades may be released to parents or other parties only with the student's written authorization, unless the parent claims the student as a dependent for federal income tax purposes and provides appropriate documentation. Release Authorization forms are available in Enrollment Services or online at [www.regis.edu](http://www.regis.edu).

## CALCULATION OF GRADE POINT AVERAGE (GPA)

Only grades and credits earned at Regis University are used to calculate the student's grade point average. The grade point average is calculated by dividing the total number of grade points earned by the total number of attempted credits. Grade points earned are calculated by multiplying the number of credits for a course by the grade points associated with the grade received. Appropriate grade points for each grade awarded by the University appear in this section of this *Bulletin* under the University-Wide Course Grading System heading. When no grade points are indicated, the grade and the credits do not calculate into the grade point average.

## STUDENT RECORDS

### CONFIDENTIALITY OF STUDENT RECORDS

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

- The right to inspect and review information contained in the student's educational records.
- The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the right to have a hearing concerning such amendment request.
- The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's educational records.

- The right to secure a copy of the University's policy.
- The right to file complaints with the U.S. Department of Education concerning alleged failures by Regis University to comply with the provisions of the Act.

Each of these rights, with any limitations or exceptions, is explained in the University's policy statement, a copy of which may be obtained from the Academic Records and Registration office or online. The point of contact within the University for the exercise of all rights and the access to all information concerning student rights under the Act is the Academic Records and Registration office. This specifically includes, but is not limited to, the procedure for amending a student's educational record, the procedure for filing a complaint to determine accuracy of a student's educational record, the procedure for filing a complaint with the U.S. Department of Education, and the policy for determining which individuals within the University are "school officials" and what constitutes a "legitimate educational interest."

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

- Name, address, telephone number, e-mail address, dates of attendance, class.
- Previous institution(s) attended, major/minor field of study, awards, honors, degree(s) conferred.
- Past and present participation in officially recognized sports and activities, physical factors of athletes (height and weight), and their date and place of birth.

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

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Academic Records and Registration office.

General information and forms pertaining to FERPA may be found online at [www.regis.edu](http://www.regis.edu).

## STUDENT NAME CHANGE

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

Any student desiring to change his/her name on educational records must submit a Change of Name Affidavit. These forms are available in the Academic Records and Registration office or online at [www.regis.edu](http://www.regis.edu) and must be notarized unless the request is made in person and photo identification is presented to a Regis University staff member.

## TRANSCRIPT REQUESTS

Transcripts of credit are available free of charge through the Academic Records and Registration office. A 24-hour transcript information line is available. Students may call 303-458-4126 to obtain detailed information regarding ordering transcripts. Additionally, transcript ordering information/forms are available on the Regis University website at [www.regis.edu](http://www.regis.edu).

### **Policies and procedures governing the issuance of transcripts are as follows:**

- Financial obligations to the University must be satisfied.
- Requests for transcripts must include the student's signature for release of this confidential information. Transcript requests by telephone or e-mail are not accepted.

## Current Students

If you are a current student, unofficial copies of transcripts may be viewed or downloaded from WebAdvisor accessed via [www.regis.edu](http://www.regis.edu).

## ACADEMIC STATUS NOTATIONS

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

## DISCIPLINARY STATUS NOTATIONS

"Disciplinary Suspension" and "Disciplinary Expulsion" are recorded on the academic transcript within the appropriate semester. Students may petition to remove "Disciplinary Suspension" from the transcript by appealing to the Vice President for Mission and Student Development. Notification of "Disciplinary Expulsion" appears on the transcript for five years. Following that period, a student may petition the University to have this notation removed from the transcript. A student who is expelled from the University is not eligible to return.

## ACADEMIC DISHONESTY POLICY

Regis University is committed to intellectual integrity in its academic pursuits. Sanctions may, therefore, be imposed by the programs, areas, departments or divisions (hereafter referred to as departments) of the University for cheating (defined as using inappropriate sources of information on a test) or plagiarism (defined as presenting as one's own the ideas the words or products of another). Such sanctions may include a failing grade on the assignment, failure of the course, or expulsion of the student from the course or the department, and they are decided upon and imposed by the department after consideration of the evidence.

Academic dishonesty also includes forgery and unauthorized alteration or misuse of one's own or another student's academic records. It also includes knowingly furnishing false information when seeking admission to Regis University. Detailed regulations on Standards of Conduct are available in the *Student Handbook*, which covers all University students. Some programs/schools may have more specific policies and procedures for Academic Dishonesty. These policies and procedures appear in the appropriate section of this *Bulletin* or in the program/school handbook.

## GRADUATION REQUIREMENTS

### GOVERNING BULLETIN

- Undergraduate: Regis College

Undergraduate students must adhere to the Core Studies requirements published in the *Bulletin* in the year in which they entered. Graduating students must also meet the major(s) and minor(s) requirements as stated in the *Bulletin* in effect when the major(s) and minor(s) were declared and approved. Undergraduate Regis College students who do not complete a Leave of Absence form—or if the form has expired (after two semesters) and they return to Regis College—must meet the current Core and major/minor requirements. Requests for exceptions should be made in writing to the academic dean.

- Undergraduate: Rueckert-Hartman School for Health Professions

Undergraduate students with current signed degree plans adhere to Core Studies and major/minor requirements as defined in the degree plan.

- Undergraduate: School for Professional Studies

Undergraduate students with current signed degree plans adhere to the degree requirements as defined on the Degree Plan. Undergraduate students without a signed Degree Plan must adhere to the degree completion requirements as stated in the University *Bulletin* in effect at the date of acceptance into the program.

- Graduate: All Schools

Graduate students with current signed degree plans adhere to degree requirements as defined in the Degree Plan. Graduate students without a signed Degree Plan must adhere to degree completion requirements as stated in the University *Bulletin* in effect at the date of acceptance into the program.

## DEFINITION OF A MAJOR

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

Most major areas require additional lower division course work and/or additional upper division course work beyond the minimum of 18.

See requirements for specific majors in each school.

## MAJOR DECLARATION

By the end of the sophomore year, each Regis College undergraduate student must select a major area. In some majors, even earlier decisions are encouraged. The programs in accounting, business administration, computer science, economics, education, and the natural sciences require careful planning in order to meet all requirements in four years. For Regis College undergraduate students, lower division requirements must be satisfied prior to submitting a Major Declaration form to the department for approval. Major Declaration forms may be obtained from the Regis College Dean's Office and must be filed with the appropriate department.

The major indicated on the Application for Admission form and the subsequent degree plan serve as the declaration of a major for all other Regis University programs.

## DOUBLE MAJOR

To earn a double major, all requirements for both majors must be met (including a minor if either major has a required minor in a specific area). A written and/or comprehensive examination may be required in the majors selected. When both majors are offered within the same degree (e.g., Bachelor of Arts), that degree is awarded. When a double major consists of one major from the Bachelor of Arts and one major from the Bachelor of Science, a single degree—the Bachelor of Arts and Science—is awarded. When one of the majors is offered with the Bachelor of Science in Nursing degree (BSN), only the BSN degree is awarded. In all cases, both majors are recorded on the diploma and the transcript.

Students seeking a Bachelor of Arts, Bachelor of Science, or Bachelor of Arts and Science degree must select one of the majors as the first or primary major. Students seeking any other degree must select the major offered within the degree as the primary major. If the two majors are offered by different programs or college/schools, the academic dean of each must approve the request for the double major and assign an advisor. Each dean or designee is responsible for written notification to the director of Academic Records, the appropriate program director, and the student of the action taken.

## BACCALAUREATE DEGREE REQUIREMENTS

### ACADEMIC REQUIREMENTS

No course in which the candidate received less than a grade of "D-" is acceptable credit for the Core Studies requirements. However, if a particular Core Studies course is also being used to meet departmental or major/minor requirements, the minimal acceptable grade for the course may be higher depending upon the program and whether the course is meeting lower or upper division requirements. Students should refer to the appropriate program or department section of this *Bulletin* for specific grade requirement information.

In addition to the completion of the academic requirements in Core Studies or major/minor requirements, the following are also required of each degree candidate:

- Students must complete 128 semester hours of academic course work in which the candidate has earned a minimum cumulative Regis University grade point average of 2.000.
- Of the 128 semester hours required for graduation, Regis College undergraduate students must complete 36 semester hours at the upper division level; School for Professional Studies undergraduate students must complete 30 semester hours at the upper division level.
- No course in which the candidate received less than a grade of "D-" is acceptable credit toward fulfillment of degree requirements.
- All undergraduate students are required to complete a minimum of 30 semester hours at Regis University.
- Regis College undergraduate students are expected to complete their final 30 semester hours prior to graduation at Regis University.
- Student must complete a major consisting of a minimum of 18 hours of upper division course work in one subject area unless an interdivisional or flexible major is involved. A major is intended to provide organization, intensive work, and a comprehensive understanding of one field of knowledge.
- A minor is optional in Regis College and in the School for Professional Studies except for majors that require a specific minor. A minor area is not required in the Rueckert-Hartman School for Health Professions undergraduate nursing program. If a minor is chosen, the minor area is selected in consultation with the major advisor and consists of a minimum of 12 upper division hours in one subject area. Some minor areas may require additional lower division credit hours and/or additional upper division credit hours beyond the minimum 12. The minor should support the development of the major and aid the student in reaching his or her ultimate educational objective.
- No course in which the candidate received less than a grade of "C-" is acceptable credit for meeting upper division major or minor requirements. Some programs or departments require a grade of "C-" or better in the lower division requirements in the major.
- A transfer student must complete a minimum of half of the upper division hours in the major area and half of the upper division hours in the minor area at Regis University. (Exceptions to this policy are noted under "Departmental Regulations" in the departmental sections of this *Bulletin*.)
- Any course(s) taken toward fulfillment of major requirements may also count toward fulfillment of the Core Studies requirements. A single course cannot, however, satisfy two Core Studies requirements.
- Upper division courses required to meet one major or minor cannot be counted toward a major or minor in another discipline except under the following conditions:
  - In the event that the upper division requirements for a major exceed 18 upper division hours, those excess hours may also be applied to another major or minor.
  - In the event that the upper division requirements for a minor exceed 12 upper division hours, those excess hours may also be applied to another major or minor.
  - Courses that satisfy lower division prerequisites for more than one major or minor may be double counted.
- The successful passing of a written and/or oral comprehensive examination in the major field may be required by the academic department. The senior student who declares a double major must be prepared to take a comprehensive examination in both majors. The senior student with an interdivisional or flexible major may elect to take his or her comprehensive examination in any area in which he or she has accumulated 12 or more upper division hours. The scope of the material to be covered in these examinations, including departmental reading lists, is assigned by the department chairperson or director. The examination dates, places, and times are posted well in advance.

## CONCURRENT BACCALAUREATE DEGREES

Occasionally, students are interested in earning two concurrent baccalaureate degrees at Regis University. The student must select one of the degrees as the first or primary degree. After admission to the primary program, the student must submit a written request for admission to the academic dean of the second program. If the dean approves the admission, that dean is responsible for notifying the dean of the primary degree program, the director of Academic Records, and the student. Generally, the student completes the Core Studies requirements for the primary degree. If the second degree is offered from a college/school other than that offering the primary degree, the academic dean of the second college/school may require additional course work to meet Core Studies requirements.

Major requirements for both degrees must be fully met. One-half of each major and one-half of any minor (if required by the major or if one is chosen) may be transferred to Regis upon entrance. All prerequisites and lower division requirements for the chosen majors and/or minors must be satisfied. Generally, courses utilized to meet upper division major requirements of one baccalaureate degree cannot be double counted to meet upper division major hours required for another baccalaureate degree unless the upper division hours are in excess of 18 hours. If necessary, substitute courses are designated by the appropriate academic dean. Each candidate must complete a minimum of 30 hours of residence at Regis for each degree. A minimum of 158 total credit hours is required to earn two degrees concurrently. In all cases, two diplomas are awarded and both degrees are recorded on the transcript.

## ADDITIONAL BACCALAUREATE DEGREE

Changes of professional objective or special interests occasionally require attainment of a subsequent degree for individuals who have already completed a baccalaureate degree. Applications for admission to undergraduate study for an additional bachelor's degree must be submitted to the appropriate admissions office.

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

If the previous degree is from Regis University, the same stipulations apply, including the requirement of 30 additional hours of residency at Regis University.

## ADDITIONAL MAJOR

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

## GRADUATE DEGREE REQUIREMENTS

In addition to the completion of specific degree requirements, the following are also required of each graduate degree candidate:

- Completion of a minimum of 30 semester hours of 600-level or 700-level academic course work in which the candidate has earned a minimum cumulative Regis University grade point average of 3.000.
- All graduate students must complete all degree requirements within six years (72 months) from the date of the signature on the Degree Plan. Some Regis University degree programs may have more restrictive time limits on degree completion.
- All graduate students are required to complete a minimum of 80% of the total semester hours required for a graduate degree (600-level or 700-level course work) at Regis University.
- No course in which the candidate earned less than a grade of "C" (e.g., "C-") is acceptable credit for fulfillment of graduate degree requirements. However, the minimal acceptable grade for course work may be higher depending upon the program. Students should refer to the appropriate program or department section of this *Bulletin* for specific grade requirement information.
- If a "C" grade is acceptable for courses required for the degree, a maximum of two courses with a grade of "C" may count toward graduation requirements.
- Of the total semester hours required for a graduate degree at Regis University, no more than 20% of the total semester hours required may be comprised of transfer course work or may be comprised of course work included in a previously earned graduate degree from a transfer institution or from Regis University. Additionally, this course work must fulfill specific course requirements for the graduate degree.
- The successful completion of a Master's Project, Master's Thesis or equivalent and/or written or oral comprehensive exams may be required by the degree program.

## CONCURRENT MASTER DEGREE

To earn and be awarded two Master's degrees from Regis University within the same semester, all requirements for both degrees must be met (including prerequisite courses).

The student must meet all admissions requirements for each degree, be accepted as a student in each degree, and assigned an appropriate advisor for each degree. The student will select one degree as the primary academic intent and the other degree as a secondary academic intent.

Each program's requirements must be satisfied with distinct courses. A capstone must be completed for each degree.

For graduation requirements, a student submits two separate graduation applications, one for each degree to be awarded. Two diplomas will be issued. Each diploma will be issued separately.

Students must maintain a minimum cumulative grade point average of 3.000 in each program. Failure to do so will result in probation/suspension. The academic transcript will not separate out course work for degrees, but both degrees will be posted when they are awarded. Students may apply a maximum of two courses with a grade of "C" to each degree. Individual programs may have more restrictive requirements. Students will have six years to complete both degrees.

## ACADEMIC CERTIFICATES

Refer to the appropriate school/program for academic certificates available and for completion requirements.

## GRADUATION PROCEDURES

### APPLICATION

The Application for Graduation form must be submitted to the appropriate college/school before eligibility for graduation can be evaluated. Specific application deadlines and the Application for Graduation form are available from individual program offices or online at [www.regis.edu](http://www.regis.edu).

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

### DEGREE AWARD/TRANSCRIPT POSTING

Students graduate within the semester that all requirements are met and documentation of such is received by the appropriate college/school. Incomplete grades, late application for graduation, late receipt of transcripts of transfer credit, or late processing of Waiver Substitution forms will result in the degree being awarded in a subsequent semester (the degree is awarded in the semester in which all documentation is received/approved). Regis reserves the right to deny or revoke a degree or other academic credential if obtained by misrepresentation, fraud, mistake, or error.

Degree awards are posted to the Regis University transcript once all documentation of completion is received by the Academic Records and Registration office from the appropriate college/school.

Once a degree is awarded, the Repeat Grade Improvement Option or the Change of Grade Option is no longer available for that educational intent.

### GRADUATION HONORS

- Undergraduate

Undergraduate students who have earned 128 or more credit hours and who have completed all requirements for graduation are eligible for graduation honors.

Undergraduate program students who have completed 60 regular graded semester hours of Regis University course work are awarded graduation honors according to the following cumulative grade point average standards:

Summa Cum Laude	3.900 - 4.000
Magna Cum Laude	3.700 - 3.899
Cum Laude	3.500 - 3.699

Undergraduate program students who have completed between 30 and 59 regular graded semester hours of Regis University course work are awarded academic honors according to the following cumulative grade point average standards:

Summa Cum Laude	3.950 - 4.000
Magna Cum Laude	3.850 - 3.949
Cum Laude	3.750 - 3.849

NOTE: Since graduation honors are based on grade point average, regular graded semester hours and graduation honors are determined only by course work that earns grade points. (See University-wide Course Grading System in this section of this *Bulletin* for a listing of grades that earn grade points.)

- Graduate

Graduate students who have completed masters or doctoral degree requirements with a cumulative grade point average of 3.850 or better for 600-level or 700-level courses are awarded graduate honors.

Graduation honors are reflected on the academic transcript when the degree is posted.

## ATTENDANCE AT COMMENCEMENT CEREMONIES

Attendance at commencement ceremonies is encouraged. The Academic Records and Registration office is notified of the student's intent to participate in commencement through the Application for Graduation form. Undergraduate students are permitted to march in commencement if they are within 15 semester hours of completing their degree requirements. Graduate students are permitted to march in commencement if they are within six semester hours of completing their degree requirements. Graduates are listed in the commencement program for the commencement in which they march.

## DIPLOMAS

Diplomas are mailed to the student upon confirmation of the completion of all degree requirements. However, diplomas are not released if any financial obligation to Regis University exists.

## REGIS UNIVERSITY GRADUATION RATES

The cohort includes students who enrolled as first-time, full-time, certificate, or degree-seeking undergraduate students for a given fall semester. The graduation rate is calculated by the percentage of cohort students who graduate within six years of entering the University. Regis University's graduation rates are listed below.

Cohort Year	Graduation Rate
1995	52%
1996	61%
1997	54%
1998	60%
1999	59%
2000	59%

Questions related to graduation/completion rates should be directed to:

Academic Records and Registration  
Phone: 303-458-4126  
Fax: 303-964-5449  
Email: registrar@regis.edu