



**SAINT MARTIN'S UNIVERSITY
ACADEMIC CATALOG
2011/2012**

**Undergraduate and
Graduate Programs**

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GENERAL INFORMATION



ABOUT THIS CATALOG

The 2010/2011 edition of the Saint Martin's University Academic Catalog is divided into sections to assist you in planning your undergraduate or graduate education at the University. Please refer to the table of contents to find main section headings.

The course listings, appearing under each program area heading, provide the following information:

- Course number
- Course title followed, in parentheses, by the number of semester hours of credit earned for completing the class
- Synopsis of the course offering
- Prerequisites required for admission to the class, if applicable

ACCREDITATION

Saint Martin's University is a comprehensive institution offering undergraduate- and graduate-level programs. Established in 1895, Saint Martin's is a Catholic university and is the educational apostolate of St. Martin's Abbey, a Benedictine monastery of the Roman Catholic Church. Members of the Abbey pray, work and live together on the University campus.

Saint Martin's University is accredited by the Northwest Commission on Colleges and Universities, the Washington State Board of Education and the U.S. Immigration and Naturalization Service.

Its undergraduate civil engineering and mechanical engineering programs are accredited by the Accreditation Board for Engineering and Technology Inc. (ABET).

The programs of the College of Education and Professional Psychology are accredited by the Washington Professional Educator Standards Board (PESB). The residency teacher education program, which is designed to prepare teacher candidates to become outstanding P-12 professionals, was granted initial accreditation by the Teacher Education Accreditation Council (TEAC) for a period of five years from June 2008 to June 2013. This accreditation certifies that the forenamed professional education program has provided evidence that the program adheres to TEAC's quality principles.

The University is a member of the American Association of Colleges; Council for Independent Colleges; Council for the Advancement and Support of Education; Independent Colleges of Washington; National Catholic Education Association; Northwest Association of Private Colleges and Universities; Washington Friends of Higher Education; Service Members Opportunity Colleges; American Association of Benedictine Colleges and Universities; and the Carnegie Association for the Scholarship of Teaching and Learning.

Saint Martin's University's programs of study are approved by the Washington State Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of people eligible to receive educational benefits under Title 38 and Title 10.

Saint Martin's University reserves the right to make changes as it deems necessary in procedures, policies, calendar, curriculum, overall academic programs or majors and costs.

MISSION STATEMENT

Saint Martin's University is a Catholic Benedictine institution of higher education that empowers students to pursue a lifetime of learning and accomplishment in all arenas of human endeavor.

Saint Martin's students learn to make a positive difference in their own lives and in the lives of others through the interaction of faith, reason and service.

The University honors both the sacredness of the individual and the significance of community in the ongoing journey of becoming.

Context

Established in 1895, Saint Martin's University is the educational mission of Saint Martin's Abbey, a Catholic Benedictine monastery, whose members pray, work and live together on the University campus. The physical beauty of Saint Martin's 300-acre campus reflects the rich intellectual and spiritual nature of its presence in the Pacific Northwest.

Essential features of university life are animated by its Benedictine identity and its participation in the centuries-old traditions of Catholic intellectual thought and the search for truth.

Thus, the University honors students and guides them toward achieving academic excellence. Superior teaching is the expected norm. Rooted in the long tradition of the liberal arts, the University curriculum cultivates: creativity and the ability to communicate and pursue ideas; critical thinking and independent inquiry; academic proficiency; the formation of sound ethical judgments; and service to humanity.

Reflecting the Benedictine virtue of hospitality, the University welcomes and, indeed, seeks students not only from the Pacific Northwest, but also from other parts of the nation and the world at its main and extension campuses. Saint Martin's treasures persons of all ages, religions and nationalities as it encourages cognizance of diverse viewpoints and an appreciation of all cultures.

Saint Martin's University
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Saint Martin's is an equal opportunity institution.

Saint Martin's University does not discriminate in employment or the delivery or administration of its educational programs, policies, scholarship and loan programs, athletic or other University programs on the basis of sex, sexual orientation, race, color, religion, marital status, national or ethnic origin, military or veteran status, age or disability. Students are entitled to all rights, privileges, programs and activities generally accorded or made available to students at the University.

ACADEMIC CALENDAR 2011–12

FALL 2011

Advising and registration for new students: Session 1	July 7-8
Advising and registration for new students: Session 2	July 14-15
Advising and registration for new students: Session 3	July 21-22
Extension term I begins	August 8
Faculty Convocation and Student Welcome	August 26
Residence halls open	August 28
Classes begin	August 30
Mass of the Holy Spirit	September 1
Labor Day (Holiday)	September 5
Last Day to change or add a class	September 9
Extension term I ends	October 3
Midterm break	October 13-14
Midterm grades due in Records Office	October 17
Extension term II begins	October 17
Last day to withdraw from a class	October 28
Advising and preregistration begins	October 31
Saint Martin's Day (Holiday)	November 11
Thanksgiving recess	November 24-25
Last day of classes	December 7
Saint Thomas Aquinas Study Day (no classes)	December 8
Semester examinations	December 12-15
Extension term II ends	December 13
December graduate recognition ceremony	December 16
Grades due in Records Office	December 19

SPRING 2012

Extension term III begins	January 9
Residence halls open	January 15
Martin Luther King, Jr. Day (Holiday)	January 16
Classes begin	January 17
Last day to change or add a class	January 27

Presidents Day (Holiday)	February 20
Extension term III ends	March 7
Spring vacation begins after last class	March 16
Midterm grades due in Records Office	March 19
Extension term IV begins	March 19
Saint Benedict Day (holiday)	March 21
Classes resume after spring vacation	March 26
Advising and preregistration begin	April 2
Good Friday (Holiday)	April 6
Easter	April 8
Easter Monday (Holiday)	April 9
Honors Convocation and Scholars Day (no classes)	April 24
Last day of classes	May 3
Saint Thomas Aquinas Study Day	May 4
Senior Commencement Fair	May 4
Semester examinations	May 7-10
Bachelor baccalaureate and hooding	May 11
Master baccalaureate and hooding	May 12
Commencement	May 12
Extension term IV ends	May 12
Grades due in Records Office	May 14

SUMMER SESSIONS 2012

Extension term V begins	May 21
Summer session 1 begins	May 21
Memorial Day (Holiday)	May 28
Summer session 1 ends	June 29
Summer session 2 begins	July 2
Independence Day (Holiday)	July 4
Extension term V ends	July 18
Summer session 2 ends	August 10
Grades due in Records Office	August 13

HISTORY

Saint Martin's University was established in 1895 by monks of the Roman Catholic Order of Saint Benedict. The Order, the oldest in Western civilization, was founded by Saint Benedict of Nursia in about 528.

From that early time to the present, Benedictines have worked in education. Their abbey schools nurtured and protected the legacy of the classics of Western civilization.



Monk scholars helped write the cultural and educational history of Europe and, in the past century, that of the United States.

Benedictine history in the United States began in 1845 when Abbot Boniface Wimmer, O.S.B., established the first American abbey school, Saint Vincent College, near Latrobe, Pennsylvania. From there, Benedictines founded high schools, colleges and universities throughout the country. Saint Martin's is one of 18 Benedictine colleges and universities in the United States and Canada and the only one west of the Rockies.

The site of Saint Martin's University and Abbey, on a wooded hillside in rural Lacey, Washington, was selected in 1893 by Abbot Bernard Locnikar, O.S.B., of Minnesota's Saint John's Abbey, Saint Martin's motherhouse.

Saint Martin's first enrolled boys and young men between the approximate ages of 10 to 20. The new school admitted its first student, Angus McDonald, on Sept. 11, 1895.

Both boarders and "day scholars" were accepted and taught from a curriculum of preparatory and high school classes, plus classical and commercial college courses.

By 1897, 29 students were attending Saint Martin's. College-level courses were added in 1900 to provide the necessary education for candidates planning to enter the Benedictine priesthood.

Saint Martin's University also has a long history of building global relationships. In 1920, Father Placidus Houtmeyers was one of the first monks to take Catholic education principles to Beijing. Saint Martin's strong relationships with China and Japan continue today. The University's collaboration with Mukogawa Women's University is more than 25 years old and its partnership with Pudong Business School of the Shanghai Maritime University is almost a decade old.

Saint Martin's became a four-year, accredited, baccalaureate-granting institution in 1940. The University became coeducational in 1965. It changed its name from Saint Martin's College to Saint Martin's University in August 2005 to more clearly define its existing nature and programs, strengthen the University's outreach ability and better fulfill its global mission.

SAINT MARTIN OF TOURS

Saint Martin of Tours, the patron saint of the University, figures prominently in the development of Christianity in fourth-century Europe. During his lifetime, Martin established about 3,500 churches.

Although his youth was spent as a cavalryman in the Roman army, he longed for something more. He horrified his father, a tribune in the army, by studying to become a Christian.

Legend has it that Martin, while still a soldier, chanced upon a shivering beggar clutching his rags about him in the bitter cold. Martin cut his flowing cavalry cloak in two and gave half to warm the beggar. Some time thereafter, Martin had a vision in which that beggar revealed himself to be the Lord Jesus Christ. Soon after, Martin obtained a discharge from the army.

As a free man, he began his commitment to Christianity in earnest, studying under famous scholars and teachers of the era. Soon he was considered the holiest man in France. Although he was sought as a bishop, he chose to remain a missionary until 371, when the people of Tours, France, prevailed upon him to become bishop. Saint Martin's Abbey and University take their name from this illustrious patron.

ACADEMIC VALUES

Knowledge: We emphasize broad geographic and historical perspectives, cultural and linguistic plurality and scientific and aesthetic understanding.

Spirituality: We provide and encourage the development of personal recognition of spiritual values beyond the intellectual and physical.



Hospitality: We welcome and include in our community people from diverse backgrounds and locations. We encourage diverse viewpoints and the appreciation of different cultures.

Service: We expect that our students will live exceptional lives dedicated to serving others in the local and global community. We expect such service to mirror the Catholic Benedictine life and to nurture the family spirit among all who participate in the University.

Creativity: We expect our students to find joy in acts of creation and recognize artistic expression as the bridge between interior and exterior spaces.

Communication: We provide opportunities for students to pursue ideas and communicate them in varied forms.

Inquiry: We work to develop thoughtful graduates who are able to engage in honest and thorough analysis and critical and independent thinking, and who are prepared to address the complex nature of our society.

Discovery: We believe that discovery, including self-discovery, is developed in the context of learning, serving and valuing the worth of others.

Holistic Education: We believe that intellect alone cannot sustain a meaningful life, and thus we work to unfold the potential of the whole person.

LOCATION

Saint Martin's University is located in Lacey, Washington, adjacent to Olympia, the state capital. The population of the Lacey area is about 41,000, and that of Thurston County — which includes the greater Olympia area of Lacey, Olympia and Tumwater — is about 250,000.

The beauty of the 300-acre Saint Martin's campus reflects the rich intellectual and spiritual nature of its presence in the Pacific Northwest. The wooded areas of campus are threaded with pleasant walking trails. Many species of wildlife roam the undeveloped acres on campus and the meadows below the main University buildings.

Located near the shores of South Puget Sound, Saint Martin's is conveniently located near Interstate-5, less than an hour from Seattle, two hours from Portland, Oregon, and 30 minutes from Tacoma. In nearby cities, students can take advantage of events ranging from top-flight art shows, concerts and theater to professional sports. With its proximity to metropolitan areas, the Greater Olympia area also attracts nationally recognized entertainers, artists and musicians, providing cultural opportunities to complement the University's educational experience.

The University's proximity to the state capital gives students an opportunity to watch and take part in legislative and government-related activities. Valuable student internships and work experiences can be obtained through positions in government offices and agencies.

For nature lovers, the area is exceptional. Swimming and other water activities are as close as five minutes from campus on a wealth of nearby lakes, streams and ocean inlets. Pacific Ocean beaches, just 50 miles west, offer opportunities for clamming, kite-flying, deep-sea fishing and sailing. Less than an hour away, hikers, skiers, backpackers and other outdoor enthusiasts can pursue their favorite pastimes in the mountains or enjoy such spectacular Northwest attractions as Mount Rainier National Park, Mount St. Helens, the Olympic Peninsula and the San Juan Islands.

CAMPUS FACILITIES

Saint Martin's Abbey: The Abbey, home of the Benedictine monks, is across from Old Main, the University's oldest building.

Abbey Church: The Abbey Church is the spiritual center of Saint Martin's. A beautiful, modern structure adjacent to the Abbey, its surrounding gardens and serene atmosphere draw many people from on campus and the nearby community. The church is used for daily services as well as for small concerts and other activities. A bronze statue of the Benedictine Order's patron saint, Saint Benedict of Nursia, stands near the church entrance.

Harned Hall: Opened in 2008, Harned Hall is shared by students and faculty in every division. This technology-rich building features eight general classrooms, four seminar rooms, a computer classroom, a small computer lab, an electrical lab, a faculty room and a tiered lecture hall. Wireless access is available throughout the building.

Old Main: Old Main, the University's primary academic building, contains most faculty and administrative offices, many classrooms and laboratories, the Computer Resource and Copy Center, the University bookstore, and the student and monastic dining rooms. The student dining area, St. Gertrude Dining Hall, recently was renovated and expanded to accommodate seating for 250. Students can dine outside, weather permitting, or remain inside and enjoy the view from the hill onto the lower campus. Old Main's south wing, the University's oldest structure, was completed in 1913, and the west wing in 1923. It was seismically updated in 2000.

O'Grady Library: O'Grady Library, designed by internationally acclaimed architect Michael Graves, opened in January 2001. This remarkable building enhances students' access to both research materials and technology by integrating library and computer services under one roof. The library features the Information Commons, Multimedia Center, Curriculum Resource Center, eight group study rooms, three media rooms, two technology classrooms and the spacious Benedictine Reading Room. The building has 550 network ports as well as wireless access throughout. Reference materials, books, journals, videos, music CDs, computers and multimedia equipment are available for use by the entire Saint Martin's community.

The *Information Commons* blends traditional reference services with technology support. Here, students can confer with a librarian on a research strategy, consult reference books, explore resources in the library catalog or one of the library's web-based databases, search the Internet, write papers and get help publishing finished projects to a class website.

The *Multimedia Center* holds the library's audio and video collections and has equipment and viewing rooms for using these resources. The Center also features computer workstations with scanners, specialized computer graphics software and video-editing tools. Laptops, digital cameras, digital voice recorders, digital camcorders and other multimedia equipment are available for student checkout at the library's circulation desk.

The *Curriculum Resource Center*, developed to support education students, houses an extensive collection of children's literature, young adult books, classroom sets and other teaching-related materials. Group study rooms can be reserved in advance for team projects or study sessions. The networked technology classrooms support multimedia presentations and offer a setting conducive to hands-on classroom projects.

The library extends its resources through participation in various consortia. Summit, the catalog of the Orbis Cascade Alliance, offers Saint Martin's students access to more than 9 million titles from over 30 academic libraries in the Pacific Northwest, with two-business-day courier delivery to the O'Grady Library. The Cooperating Libraries in Olympia (CLIO) project provides Saint Martin's students with borrowing privileges at The Evergreen State College Library and the Washington State Library. Traditional interlibrary loan services also are available.

The O'Grady Library staff provides professional, personal service, offering immediate reference assistance, technology troubleshooting, and individualized research or technology consultations. Librarians are committed to developing students' information literacy skills, and the entire staff is dedicated to addressing students' information needs.

Computer Resource and Copy Center: A wide variety of computer resources are available to Saint Martin's students. These include:

1. *General-purpose computers.* Computers are available in the Computer Resource Center in Old Main, O'Grady Library, Harned Hall, Trautman Student Union Building, Parsons Hall and Cebula Hall. These computers are licensed with a variety of up-to-date software, including Microsoft Office Professional, programming languages, library reference materials, statistical software and engineering applications.
2. *Print, copy and scanning.* Several locations are available for students to scan materials to data formats, and students have easy access to laser printers. Per-page print and copy charges are modest and are partially subsidized by the University. In addition, students are given a \$10 credit toward their printing each semester. Copies can be made in the Computer Resource and Copy Center at \$.05 for black and white copies and \$.25 for color copies; see the staff for assistance. Black and white or color copies can also be made at the O'Grady Library and Harned Hall utilizing a card or coin vending unit attached to the copiers.
3. *Email, Internet and research tools.* While on campus, students have easy access to the University's network and to the Internet. Email accounts and library database information also can be accessed off-campus via the Internet. The residence halls

provide wired Ethernet connections for each resident. Wireless Internet access is also provided in common areas and in many classrooms.

To access University computer resources, a student must first complete a one-time computer/email account application. This includes the student agreeing to comply with the University's Acceptable Use Policy. Students who violate that policy will quickly lose all access to University systems. Inappropriate uses such as pornography, copyright violations or piracy will result in immediate loss of privileges.

Trautman Student Union Building (TUB): Dedicated in 1965, the Student Union Building is a center for student activities, student government and clubs. It offers meeting and activity space for students, a game room, and a relaxing environment for connecting with the community.

Marcus Pavilion: The Hal and Inge Marcus Pavilion, originally dedicated as "Saint Martin's Pavilion" in 1968, is the site for many University, alumni and community activities. Student activities there range from physical education classes and intramurals to team practices and weight-lifting. The facility also is the site for numerous sporting events, concerts, conferences and exhibitions, as well as commencement ceremonies for Saint Martin's and area high schools.

Norman Worthington Conference Center: Completed in 1992, the University's beautiful conference center adjoins the Hal and Inge Marcus Pavilion and is a popular venue for area events. In addition to housing a large conference room that can be divided into smaller areas, the Norman Worthington Conference Center features a skylighted lobby, offices and a kitchen. The University's primary location for meetings, conferences and social events, it is sometimes used for the performing arts.

Kreielsheimer Hall: Kreielsheimer Hall, the University's arts education building, contains classroom, rehearsal and shop space, as well as practice rooms for Saint Martin's music and theatre arts programs. The 5,000-square-foot building opened in 1998.

Cebula Hall: Cebula Hall houses most engineering classrooms and offices, an engineering computer center and engineering laboratories. Its name honors Father Richard Cebula, O.S.B. (1916-2004), who served as the engineering division chairman for many years.

St. Raphael Hall: Built in 1924, St. Raphael Hall contains the Abbey guest quarters on its upper story. On the ground floor is the Lynch Center, which houses Abbey offices and the Integrated Technology Services offices.

Charneski Recreation Center: Opened in the fall of 2009, this 36,000-square-foot facility houses three multi-purpose courts, a four-lane running track, a batting cage and a fitness center equipped with weights, cardio equipment, a multi-purpose classroom and an aerobics-dance studio.

Track and Field Facility: Saint Martin's track and field, dedicated in 2009, features an all-weather running track, an irrigated infield and soccer field.

Zaverl Hall: Zaverl Hall, built in 2006, contains mechanical engineering labs and maintenance and storage facilities.

Residence halls: Saint Martin's has four residence halls offering a variety of housing arrangements to students living on campus. All halls are coeducational, and all rooms and apartments house same-gender roommates. The four halls have a variety of amenities that foster the sense of community for which Saint Martin's is noted. Halls are smoke-free and furnished, and all have laundry facilities. Rooms/apartments in all four residence halls are equipped for Internet and cable TV access; Spangler, Baran and Burton Halls are also equipped for phone access.

Parsons Hall, Saint Martin's newest residence hall, provides traditional-style housing for first-year students with double rooms and community bathrooms, and suite-style housing for sophomores, juniors and seniors. Built in 2008, the hall features an espresso stand, convenience store, mail room, computer lab, fitness room, conference room, fireplace, community kitchen, and Housing and Residence Life offices.

Spangler Hall provides on-campus residential space for 142 students. Furnished suites are primarily for sophomores, and apartments are primarily for juniors and seniors. Hall amenities include a student lounge on each floor, a fitness room, a prayer room, a game room, a conference room, and card-key security locks on exterior doors. The hall also houses a mailroom and a kitchen/patio area for social gatherings. Spangler Hall has Housing and Residence Life offices where students can check out games, pool sticks, vacuum cleaners, etc. and find professional staff members to assist them as needed.

Baran Hall, located in a forested setting, was renovated in 2011 and houses primarily second-year students. It offers spacious single and double rooms, and includes two computer labs, a prayer room, game room, and study lounges on each floor. The Great Room provides an ideal setting for social activities, and is the most frequently used site for Residence Life-sponsored events. Baran Hall also includes a community kitchen for student use and card-key security locks on the outer doors.

Burton Hall, provides on-campus apartment-style living for juniors and seniors. The hall is comprised of furnished four-bedroom apartments housing approximately 90 students, includes a large community room for activities and gatherings, and is also home to the University Health Center on the first floor.

Lambert Lodge: Lambert Lodge, on the shores of Puget Sound, belongs to the Saint Martin's monastic community and is used as a recreational retreat. It is the site for occasional University activities and retreats.

Extension campuses: Saint Martin's University operates extension campus programs at nearby Joint Base Lewis-McChord, Centralia College, Everett Community College (for mechanical engineering students) and Tacoma Community College (for civil engineering students).

The extension programs at the military installations provide educational access at the undergraduate and graduate level to military personnel, their families and, on a space-available basis, area residents. While the extension campuses operate on different schedules from the University's main campus, Saint Martin's facilities and resources are open to all students, regardless of where they are enrolled.

STUDENT LIFE



The Office of Student Affairs works to retain students by maintaining and improving the overall quality of campus life through programming based on Catholic Benedictine tradition, hallmarks of which are hospitality, respect for the individual, service and development of the whole person. The department also works to meet the needs of a diverse student population.

Collaboration among students, faculty and staff enhance each student's overall growth and development through coordinated programs, activities and services. Structured experiences help students develop and refine leadership skills, make responsible choices,

celebrate common values, embrace diversity, respect the rights of others, resolve conflicts, explore and define personal goals, recognize civil and social responsibilities, and develop other characteristics expected of University graduates.

These experiences, and the services provided by the University, enrich Saint Martin's learning environment. They are key factors in preparing students to pursue their career choices and become educated citizens, involved community members and future leaders.

CAMPUS MINISTRY

The Office of Campus Ministry provides a Christian environment in the Catholic Benedictine tradition in which all students and employees, regardless of religious persuasion, are assured respect and freedom to pursue personal spiritual growth.

Campus Ministry is greatly influenced by the centuries-old traditions, customs and spirit of Benedictine monasticism. One of those traditions is hospitality. The Office of Campus Ministry supports all students and reinforces their integration into their spiritual community through liturgies, educational and social justice programs, and activities such as volunteerism, retreats, prayer groups, discussions, and local, national and international trips. These programs are intended to assist students in blending their faith into their daily lives.

STUDENT ORGANIZATIONS AND ACTIVITIES

Various campus organizations and activities contribute to the intellectual, moral and social development of students. All students are urged to participate in out-of-class and community activities as part of their University education. Saint Martin's believes co-curricular activities provide experience, enrichment, knowledge and opportunities for personal growth not always available in the classroom. They also contribute to the well-being of the University community and its neighbors.

Student activities are coordinated through the Office of Campus Life. Activities include social and educational excursions, leadership workshops, cultural events, sporting events, lectures, dances and traditional activities such as Homecoming.

The University recognizes and supports the vital contributions made possible by students' participation in student government, the Associated Students of Saint Martin's University (ASSMU). ASSMU represents the needs of the students to the faculty, administration and board of trustees. All currently enrolled undergraduate students are members of ASSMU and can participate in the election of representatives and executive officers.

Individual student clubs and organizations are officially recognized through ASSMU. These organizations are typically formed around recreational interests, academic majors, social issues or personal development activities.

CAREER SERVICES

The Career Center helps students define their career goals and objectives as they relate to future employment or graduate school opportunities. Career planning begins when the student enters Saint Martin's and continues through graduation. The Center's services are available to all students and alumni at the University's main campus and extension campuses. Those services and programs include:

- Online database (Saints4Hire) for jobs, scholarships and alumni mentors
- Resume, cover letter, interviewing, negotiating and other skill-building workshops
- Graduate school testing information
- Major and career exploration sessions for undecided students
- On-campus interviewing and recruiting
- Career guidance testing
- Career fairs
- Internet access
- A career resource library
- Assistance finding scholarship opportunities
- Peer advisors
- Facebook page

LEARNING AND WRITING CENTER

The Learning and Writing Center (LWC) offers free academic support services to all Saint Martin's students. The Learning Center provides subject area tutoring, extensive math drop-in tutoring, personalized learning consultations, and academic success workshops. The staff at the center also works closely with the University's academic early warning system — a referral system that supports student success. At the LWC, students meet with trained peer readers to discuss their academic, personal and professional writing.

COUNSELING AND WELLNESS CENTER

The Counseling and Wellness Center provides free and confidential counseling services to all enrolled students. Our professional staff of counselors is available to assist students with a wide range of issues to promote a successful college experience. Students can receive help for any social, emotional, educational or vocational issues, including: academic stress; stress; adjustments; depression; anxiety; and relationship issues.

Our substance abuse prevention program coordinator is available to provide assessments, outreach and education on substance abuse prevention and awareness. Other services that we provide to the campus community include: consultation; referrals; training; educational programs. To make an appointment, students can call, email or stop by the Counseling and Wellness Center.

STUDENT HEALTH CENTER

Saint Martin's Student Health Center, located in room 102 of Burton Hall, is dedicated to the wellness of Saint Martin's students. Staffed by a physician, nurse practitioner and physician's assistant, the Student Health Center assists students in developing a commitment to healthy lifestyles and becoming advocates for their own health care. Services include:

- Acute care for colds, flu and other medical concerns
- Writing of prescriptions (no prescription medications are kept on the premises)
- Limited disease management for chronic health problems, such as asthma, diabetes and high blood pressure
- Referrals for services that extend beyond the scope of the center

All enrolled main campus undergraduate students are assessed a Student Health Center fee and may use the services of the center at no additional charge. Graduate students may utilize the Student Health Center for a fee paid at the time of visit.

The Student Health Center is open Monday, Wednesday and Friday; staff are available on Tuesday and Thursday to schedule appointments. Hours of operation are announced at the beginning of each semester.

DISABILITY SUPPORT SERVICES

Saint Martin's University is committed to providing a campus environment that is accessible to all students. The Office of Disability Support Services handles coordination of services and academic accommodations for students with disabilities.

Students wishing to request appropriate accommodations are responsible for initiating contact with the office. The office will assess the individual needs of each student, assist him or her in communicating those needs to faculty and staff and help the student obtain materials, services and the assistance necessary to successfully pursue their higher education.

Procedures for course substitutions and waivers for students with documented disabilities are available in the Office of Disability Support Services.

Students who need special housing accommodations on campus due to a disability also find assistance through the Office of Disability Support Services.

OFFICE OF INTERNATIONAL PROGRAMS AND DEVELOPMENT

The Office of International Programs and Development (OIPD) serves the Saint Martin's community through a variety of international programs and services related to language, culture and academic exchange. The goal of OIPD is to enhance and support international and cross-cultural education. The office supports this mission through numerous programs designed to integrate our international and domestic communities.

Specifically, programs offered by OIPD are: study abroad and study tour opportunities; International Education Week; International Taste of Culture; the annual Saint Martin's University Dragon Boat Festival; conversation partners; student cultural ambassador program; summer cultural exchange programs, home-stay opportunities; and various volunteer opportunities. OIPD also offers student-led cultural activities that provide international students with a better understanding of American culture and an opportunity to explore the Pacific Northwest.

STUDY ABROAD

Students have opportunities to spend a semester, academic year or summer break abroad through an approved program or sister university. These programs are available in more than 20 countries, representing nearly all continents, and are selected to ensure students receive a quality of education comparable to Saint Martin's. Costs are often similar to those accrued at Saint Martin's, and credits may count toward a student's degree.

Short-term faculty-led programs, or study tours, are also available to students who wish to have a shorter, more focused time abroad. Study tours typically last from one to six weeks, are comprised of several Saint Martin's students, and have a specific study focus.

Participating in a study abroad experience is a memorable and possibly life-changing event for a student. Beyond developing new friendships and taking in new sights, many other benefits exist:

- Overseas experience strengthens an undergraduate degree and aids students in standing out in a competitive job market.
- Many study abroad programs offer unique and special opportunities such as internships and volunteering in a field of interest.
- Study abroad enhances a student's overall academic experience by providing an alternative perspective to learning subject matter.
- Studying abroad helps build a greater sense of self-confidence, independence and direction, which in turn, helps our students develop leadership skills.

PUBLICATIONS

The Belltower is a periodic newspaper written and edited by Saint Martin's students. Its purpose is to serve the communication needs of the student community and provide a vehicle for communicating student, faculty and staff news and views on campus issues.

Insights, a periodic publication of the Office of Marketing and Communications, provides news about the University, Abbey and alumni to alumni, friends and families of students.

Other communications concerning the University and its students include periodic newsletters for parents and a variety of news and information that is carried on the University's website, www.stmartin.edu.

ATHLETIC AND RECREATIONAL PROGRAMS

Athletic and recreational activities are planned and supervised as an integral part of educating the whole student. Students are encouraged to participate in individual and group recreation.

The Hal and Inge Marcus Pavilion is the University's indoor athletic facility.

Saint Martin's outdoor track and field facility, which was dedicated in the spring of 2009, features an all-weather running track and an irrigated infield for field-event competition. Students use the infield for soccer practice and intramural games.

In the fall of 2009, Saint Martin's opened the new 36,000-square-foot Charneski Recreation Center. This facility includes three multi-purpose courts, a four-lane running track, a batting cage and a 9,000-square-foot fitness center equipped with weights, cardio equipment, a multi-purpose classroom and an aerobics-dance studio.

The University's athletic fields and courts, as well as nearby public golf courses, lakes, shores and mountains, offer opportunities for many sports and activities.

Saint Martin's is a member of NCAA Division II Great Northwest Athletic Conference. University teams participate in men's and women's basketball, golf, soccer, cross country, and outdoor and indoor track and field; women's volleyball and softball; and men's baseball.

Students also can take part in intramurals at the team or individual level. Activities vary from year to year, but often include volleyball, basketball, table tennis, badminton, tennis, soccer and softball.

Sports and camping equipment is available for individual student use at no charge.

CONFERENCE SERVICES AND FACILITIES

Saint Martin's University Conference Services operates and manages the Norman Worthington Conference Center and the Hal and Inge Marcus Pavilion. These two facilities are available for use by students and staff for a variety of internal campus events. Spaces include classrooms, playing fields, basketball and volleyball courts, and locker rooms. The versatility of both facilities offers several options for equipment, technology and room layout.

As rental space, the Norman Worthington Conference Center and Marcus Pavilion are also available to the public for community meetings, conferences, banquets, receptions, graduations, trade shows and other activities. For athletic events, the Hal and Inge Marcus Pavilion can provide seating for 4,300 guests. Conference Services manages the scheduling of these facilities and offers a one-stop-shop conferencing experience that meets the needs of those using the space. On-campus catering services are provided exclusively by Bon Appétit, the University's food service provider. Our friendly and knowledgeable conferencing staff will work closely with you to make your event a success and your experience memorable.

Note: The Art Acuff Fitness Room is no longer in use as a weight/fitness room.

CAMPUS DINING SERVICES

Saint Martin's food service, Bon Appétit, provides a variety of services to the campus community and its guests. The University community dines in the St. Gertrude Dining Hall. The hall is open for breakfast, lunch and dinner Monday through Friday, and for brunch and dinner on weekends. The dining hall is open to the public.

Bon Appétit also provides catering to student organizations and University departments, and to outside events at the University. Catering information is available online at the Saint Martin's website, www.stmartin.edu.

STUDENTS AND MILITARY SERVICE

The U.S. Army Reserve Officer Training Corps (ROTC) Program is available in cooperation with Pacific Lutheran University and other area colleges; the U.S. Air Force ROTC is available in cooperation with the University of Washington. Contact the ROTC offices at the respective universities for more information.

RESIDENCE LIFE

The residence halls are an integral part of the University community and complement its educational programs.

The Office of Housing and Residence Life provides an environment that helps students learn and grow. The halls are maintained by professional and paraprofessional staff members specifically employed to assist students.

All single undergraduate students younger than 21 and who have fewer than 60 semester hours are required to live in the residence halls, except in those instances listed in the University's Student Handbook. Procedures and policies for the residence halls are outlined in the Student Handbook and the housing contract. Residents are responsible for familiarizing themselves with this handbook and contract, and for complying with terms and conditions of each document.

Additional information about the University's residence halls is available from the Office of Admission or the Office of Housing and Residence Life.

For new students, a housing contract and a \$200 damage deposit/new student room reservation (taken from the enrollment deposit or charged to your account if your enrollment deposit is waived) are required. Damage deposits are kept on file if the resident continues to live in the residence hall in future semesters. Damage deposits may be refunded if requested in writing within 30 days of checking out of the residence halls. The damage deposit may be refunded only if no damage has been done to the room and the student has no outstanding balance on his/her account.

For returning Saint Martin's students, an additional \$175 room reservation deposit must be on file with the Office of Student Accounts prior to early housing registration each year. Proof of payment must be made before early room reservations are accepted.

STUDENT CONDUCT

Students at Saint Martin's are expected to conduct themselves in a responsible manner that reflects favorably on themselves and the Saint Martin's community. University conduct system policies and guidelines are outlined in the Saint Martin's University Student Handbook. While the University is not responsible for student actions, a student not following the rules can expect University officials to initiate appropriate disciplinary action as outlined in the Student Handbook.

Policies and regulations may be amended from time to time. The University reserves the right to suspend, expel or otherwise discipline a student whose conduct is disruptive or dangerous to the University or members of the Saint Martin's community.

ADMISSION

Saint Martin's University seeks to enroll students of all ages and backgrounds who will benefit from the distinctive, personalized education provided by the University.

Admission to Saint Martin's University is not based on any single criterion. Traditional indicators of a potential student's academic ability are considered important and are carefully weighed in all admission decisions. Consideration also is given to an applicant's life experiences, level of motivation, eagerness to participate in the educational process, and commitment to serve the needs of the community.

Applicants are encouraged to thoroughly investigate Saint Martin's University before submitting an application or committing to enroll. The University website, www.stmartin.edu, contains a wealth of information, including contact information for University officials and offices. The Office of Admissions can answer most questions or direct you to the person or office that can best assist you. Applicants are encouraged to visit campus, whether Saint Martin's main campus in Lacey or one of the University's extension campuses.

For more information about admission to Saint Martin's University, please contact: Office of Admissions, Saint Martin's University, 5300 Pacific Avenue SE, Old Main 256, Lacey, WA 98503-7500. Telephone: 360-438-4596 / toll-free: 800-368-8803;

email: admissions@stmartin.edu; website: www.stmartin.edu.

There are different applications for admission depending on which program you are applying to:

- Undergraduate admission (first-year and transfer)
- International student admission, all levels
- Graduate admission
- Education and teacher certification program admission
- Extension campus admission
- Readmission of former Saint Martin's students
- A description of the application procedure for each one of these follows.

UNDERGRADUATE ADMISSION

The Office of Admissions welcomes applications for first-year admission, college and university transfer admission, and returning student admission.

Saint Martin's University practices rolling admission, meaning there is no formal application deadline and applicants receive an admission decision approximately three weeks after submitting a complete application. Applications are accepted for both the fall and spring semester.

Applicants applying for the spring term are advised to apply no less than 30 days prior to the start of the term to ensure sufficient time to process the application. Applicants are accepted up until the first day of class.

Applicants for the fall term are welcome to apply at any time, but are strongly encouraged to apply by Saint Martin's Priority Application Deadline of March 1.

Upon an individual's submission of a complete Application for Admission, the Office of Admissions will review the application and notify the applicant of an admission decision usually within three weeks. Applications arriving after the recommended March 1 guideline will receive full consideration on a space-available basis. However, only students accepted before March 1 will receive priority consideration for institutional financial aid, as well as state and federal financial aid. After March 1, financial aid resources may be limited. Please contact the University's Office of Admissions with questions or concerns about application guidelines or the availability of financial aid.

All applicants should complete the Saint Martin's University Application for Admission. The application is available through the Office of Admissions or online at www.stmartin.edu. The Catholic College Admission Application also is accepted, but the Office of Admissions may request additional information. It is suggested that supplemental information be provided by those students who will be applying for Saint Martin's University financial aid or scholarship programs.

FIRST-YEAR ADMISSION

Saint Martin's University welcomes applications from students who have earned a high school diploma, successfully completed a home school program, or the test of General Education Development (GED) prior to enrollment.

The most important criterion in the selection process is demonstrated academic achievement. High school transcripts, Scholastic Aptitude Test (SAT) or American College Testing (ACT) exam scores, letter of recommendation and a personal essay are the primary vehicles through which the University evaluates academic achievement. Individual circumstances are always considered, and applicants are encouraged to submit any and all additional information in writing or through an interview to fully explain their educational background. Candidates for admission will be evaluated upon the high school transcript submitted at the time of their application. Some decisions may be deferred until 7th or 8th term grades are available. The best SAT or ACT scores submitted with the application will be used in the review process. For the SAT individual scores from different exams will be combined to form the highest possible combined score.

Character and community involvement are also important in the University's effort to form a well-rounded and active student body. Applicants should take the time to complete the relevant sections of the Application for Admission so the Admission Committee is fully aware of their activities in and out of high school. One letter of recommendation is required, additional letters (up to three) are always welcome.

The average high school GPA of admitted students is between 3.2 and 3.3 each year. The Admission Committee will carefully review applications from students with a cumulative high school GPA below 2.80. After review, a student may be offered regular admission or admission through Saint Martin's Conditional Admit Program (CAP). CAP is designed to help students succeed in college-level courses through special ad-

vising and tutoring from the Learning and Writing Center. CAP students are required to maintain a 2.0 GPA their first year at the University. More information about CAP is available from the Office of Admissions or the Learning and Writing Center.

It is strongly recommended that high school applicants to Saint Martin's complete an academic program that includes the following:

- *English – 4 years*
At least three years of study should be from college preparatory composition and English literature. (One year may be satisfied by courses in drama, public speaking, debate or journalism.)
- *Mathematics – 3 years*
College preparatory algebra and geometry. (One additional year in advanced mathematics is recommended for students majoring in the sciences, engineering or business.)
- *Science – 3 years*
College preparatory science, including one year of a laboratory science. (Three years of science with two years of laboratory science are recommended for students majoring in engineering or the sciences.)
- *Social Science – 2 years*
History, psychology, political science, economics, sociology and cultural anthropology.
- *World Language – 2 years*
Students completing two years of a single world language in high school with a B average will have met the University's world language requirement.
- *Academic Electives – 3 years*
Academic electives and advanced study beyond the recommended course pattern. (Additional courses in English, mathematics, laboratory science and world language will strengthen the student's Application for Admission.)

Students who do not meet these academic requirements or fulfill recommended course patterns may be offered admission on a conditional status.

High school students are encouraged to submit their application materials during the first semester of their senior year.

Application for First-Year Admission

To apply for first-year admission, students must submit:

- The Application for Admission, in either paper or online format
- Personal essay, as instructed on the Application
- Official high school transcript, GED certificate or home school documentation

- Official transcripts from all colleges or universities attended (if applicable)
- A \$35 nonrefundable application fee or fee waiver
- Test scores from the College Board's SAT exam or American College Testing Program (ACT). Saint Martin's institutional codes, which applicants need to have their exam scores reported to the Office of Admission, are 4674 for the SAT and 4474 for the ACT.
- School Report Form
- A letter of recommendation from a counselor or teacher (one letter is required, applicants may send up to three)

Home School Applicants

Home-schooled applicants will be evaluated on an individual basis. Applicants should supply as much information as possible about their home school experience. At minimum, transcripts, descriptions of all courses, with reading lists, should be submitted to the Office of Admissions. If courses have been taken at a local high school or college, transcripts must be submitted.

University Credit for High School Students/Running Start/AP/IB

High school students earning college credit will be considered freshmen for University admission purposes. College-level credit will be evaluated in a manner consistent with standard transfer equivalency programs. Students must submit official college transcripts to receive credit for college courses completed while in high school.

Running Start students must follow freshman application procedures and meet freshman admission standards, including completion of high school course requirements.

Students participating in the College Board's examinations may receive credit for exam scores of 3, 4 or 5. Exceptions to this policy are General Education requirements in writing and literature. An Advanced Placement exam score of 4 or 5 may exempt students from taking ENG 101, but not ENG 102 or the literature requirement. Students with Advanced Placement scores of 4 or 5 may receive elective credits in writing and literature.

Saint Martin's recognizes the International Baccalaureate Program. Credit may be given for scores of 5, 6, or 7 in selected higher level IB examinations. International Baccalaureate credits can be used to satisfy appropriate general education requirements and can be applied to major or minor programs of study with the approval of the academic department.

A maximum of 32 semester credits may be granted for IB or AP examinations, or any other type of advance credit for high school applicants.

To receive academic credit for AP exams students should have official copies of their exam results sent to the Office of Admissions by the College Board or have them printed on their final high school transcript. To receive credit for IB exams students should submit their final high school transcript with IB exam scores to the Office of Admissions for review by the University's registrar. Transcripts will be reviewed on an individual basis.

TRANSFER ADMISSION

Students transferring from other colleges or universities are considered for admission on the basis of academic achievement, life experience, professional objectives and community involvement. Applications are welcome from students attending two-year and four-year accredited colleges and universities worldwide. Applications for Admission are evaluated on an individual basis to determine admissibility and transcripts are evaluated on an individual basis to determine transferability of credit. Applicants are encouraged to provide as much information as possible about their previous education, life experience and educational/ professional objectives to assist the Admission Committee in making its decision.

Saint Martin's University participates in transfer agreements with 28 community colleges in the state of Washington. Community college graduates who have a Direct Transfer Associate Degree completed after 1990 are admitted to Saint Martin's with junior standing. They will have satisfied Saint Martin's General University Requirements with the exception of one course in religion and one course in philosophy. Transfer credits not included in a Direct Transfer Associate Degree will be evaluated on a course-by-course basis, and credits will be applied to academic major requirements according to established guidelines and policies.



A maximum of 96 semester hours (144 quarter hours) will be accepted toward fulfillment of requirements for a baccalaureate degree. Transfer credits from a two-year accredited college may not exceed 64 semester hours (96 quarter hours). No more than 30 semester hours (45 quarter hours) earned by extension or correspondence will be accepted. Of these, no more

than six semester hours (nine quarter hours) may be taken by correspondence. Credits earned more than nine years ago will be reviewed to determine transferability.

If an applicant has completed less than 30 semester credits or 45 quarter credits (generally one year) of college or university study they are asked to submit high school academic records (transcript, GED certificate or home school documentation) and SAT or ACT scores.

Application for Transfer Admission

To apply for transfer admission students must submit:

- The Application for Admission, in either paper or online format
- Personal essays, as instructed on the Application
- Official transcripts from all colleges and universities attended
- A \$35 nonrefundable application fee or fee waiver
- Official high school transcript, GED certificate or home school documentation, if applicable

- Test scores from the College Board Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT), if applicable
- For those who have prior military credits: All scores from U.S. Armed Forces Institution Examinations (USAFI) and/or (DANTES) and/or College Examination Program (CLEP). Other documentation such as DD Form 214, DD Form 295, AARTS transcripts, CCAF transcripts, DLI transcripts and SMART transcripts.

ACCEPTANCE OF AN UNDERGRADUATE OFFER OF ADMISSION

Students will be notified of a decision regarding admission usually within three weeks after an application is complete.

Students who plan to enroll at Saint Martin's must return the Enrollment Confirmation card with the Enrollment Deposit of \$325. This deposit is credited to the student's account for the first semester of enrollment. The enrollment deposit may be submitted at any time, but the University recommends that the deposit be submitted by May 1 for fall semester and by Dec. 1 for spring semester. The deposit is nonrefundable after these dates.

Students who will be living on campus also are required to submit a housing contract; \$200 of the student's enrollment deposit will be used as the required housing deposit. The housing deposit is refundable, provided the terms and conditions of the housing contract are met.

Residence hall assignments and pre-registration appointments are assigned after the enrollment confirmation deposit is received.

INTERNATIONAL STUDENT ADMISSION

Saint Martin's University welcomes applications from international students and provides support services for them through the Office of International Programs and Development. Saint Martin's maintains an active International Club that promotes interaction between U.S. and international students and fosters a supportive environment on campus.

International students must submit all application materials at least three months before their expected date of enrollment.

International students seeking admission to the University must submit:

- A completed Saint Martin's University International Student Application for Admission and a non-refundable \$35 (U.S. currency) application fee.
- An official translated transcript from each secondary school, college or university previously attended.
- Personal essay as instructed on the Application.

- Test scores from the Test of English as a Foreign Language (TOEFL) are required if their native language is not English. Students who do not have a TOEFL score or who score 525 or below on the paper-based TOEFL (or the equivalent) will be enrolled in the English as a Second Language (ESL) Program until they are able to meet this requirement.
- Proof of health insurance coverage that is valid in the U.S. Those international students who lack valid U.S. health insurance coverage will be required to enroll in the University's health plan.
- An official statement of financial support attesting to the student's ability to finance his or her education at Saint Martin's. A letter of full guarantee or support submitted by any sponsoring agency will meet the requirement for proof of finances.

GRADUATE ADMISSION

Information concerning admission to the University's individual graduate programs is contained in the graduate section of this catalog:

- Master of Business Administration (MBA)
- Master of Arts in Counseling Psychology (MAC)
- Master of Civil Engineering (MCE)
- Master of Engineering Management (MEM)
- Master of Education (MED)
- Master in Teaching (MIT)

EDUCATION PROGRAM ADMISSION

Students who seek to enroll in any of the University's education programs must make separate Application for Admission to the University's College of Education and Professional Psychology. Admission to Saint Martin's University does not secure admission into an education program. For specific requirements, please contact the College of Education and Professional Psychology office, 360-438-4333, for admission information or to schedule an interview.

SUMMER SESSION ADMISSION

Summer session courses are offered at the Lacey campus by all of the University's colleges and schools in terms of varying length from the first week after graduation through the first week of August. The curriculum, which complements that of the regular academic year, provides opportunities to make up academic deficiencies, accelerate progress toward graduation, and undertake a variety of personally enriching learning experiences. Students from any institution may apply, provided they meet the prerequisite and program participation requirements for the courses in which they wish to enroll. Those not matriculated at Saint Martin's University should contact their home institution about transferability of the credits.

A weeklong Spiritual Life Institute is sponsored by the Religious Studies Department each June. Visiting theologians join professionals from the local community, members of Saint Martin's Abbey and the University faculty to discuss theological questions, contemporary issues and their deeper meanings in our lives. Participation is open to all. The Institute may be taken for credit as RLS 494; Saint Martin's students may use it to fulfill the General Education Requirement in religious studies.

Summer is a busy time for international education at Saint Martin's University. The Office of International Programs and Development offers language instruction and cultural enrichment programs for students from many parts of the world, extending the hospitality and warm welcome for which Saint Martin's University and the Pacific Northwest are known.

An attractive array of Summer, Term V and Term I courses also are offered online during the summer months and at the University's extension campuses.

EXTENSION CAMPUS ADMISSION

Applicants should submit the Saint Martin's University Extension Campus Application either by paper or online format to be considered for admission to the extension programs at Joint Base Lewis-McChord, Centralia College, Everett Community College, Olympic Community College or Tacoma Community College.

The extension campuses at Joint Base Lewis-McChord are for the benefit primarily of active-duty service members and their families. Civilians should first consider our degree programs Saint Martin's main campus in Lacey or the other extension campuses. Recent high school graduates are required to apply to, and if admitted, complete their degree program at main campus unless there are highly exceptional circumstances. Only main campus offers the full range of support services often necessary for timely and successful degree completion. Questions about which campus is the right campus for you to apply to should be directed to an admission counselor in the Office of Admissions. A complete Extension Campus Application consists of:

- The Extension Campus Application for Admission, in either paper or online format
- Official transcripts from all colleges, universities and military services schools attended
- A \$35 nonrefundable application fee or fee waiver (The undergraduate application fee of \$35 is automatically waived for active-duty members.)
- Official high school transcript, GED certificate or home school documentation, if requested
- All scores from U.S. Armed Forces Institution Examinations (USAFI) and/or (DANTES) and/or College Examination Program (CLEP).

In addition, active duty personnel must submit the following forms or transcripts:

- DD Form 295, an Army/American Council on Education Registry Transcript (AARTS) - or - a Community College of the Air Force

(CCAF) transcript - or - a Sailor/Marine American Council on Education Registry (SMART) transcript

- Retired or completed-service personnel must submit a completed DD Form 214.
- DLI transcripts

APPLICANTS WITH MILITARY EXPERIENCE

Saint Martin's University operates extension campuses at Joint Base Lewis-McChord. Please see the catalog index for sections describing the extension campuses and their programs.

Servicemembers Opportunity Colleges Consortium

Saint Martin's University is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System. SOC, established in 1972, is a consortium of national higher education associations and more than 1,700 institutional members. SOC Consortium institutional members subscribe to criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DoD) and Coast Guard, and veterans.

The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military services to deliver specific associate and bachelor's degree programs to servicemembers and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station. SOC operates the two- and four-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR) and Coast Guard (SOCCOAST).

Yellow Ribbon Program

Saint Martin's University is a participant in the Yellow Ribbon Program, also known as the Post 9/11 GI Bill. Eligibility for benefits is determined by the Veterans Administration. Eligible service members, veterans and their dependents will receive the maximum tuition assistance allowed by the program, plus assistance with books and living expenses. Yellow Ribbon benefits replace other forms of Saint Martin's financial assistance such as merit scholarships and grants.

Veterans Administration / Vocational Rehabilitation

Applicants applying through Veterans Administration or vocational rehabilitation programs should schedule an appointment with an admission counselor through the Office of Admissions to complete all required academic degree plans and necessary paperwork. Applicants to the University should allow a minimum of two weeks from the time of their advising appointment for completion of transcript evaluation, academic degree program, financing documentation and additional information.

APPLICATION FOR READMISSION

Students who have attended Saint Martin's previously and left voluntarily (i.e., were not suspended), should submit an Application for Re-Admission to the Office of Admissions if they have been away two or more semesters. Students who have attended another college or university during their absence must submit official transcripts from each institution. Admission normally will be granted if the applicant's cumulative grade point average is 2.25 or better.

Students who have been away only one semester should contact the Office of the Registrar directly to register for classes.

Students who have been suspended from Saint Martin's University for poor academic performance may appeal or seek reinstatement from the University's Academic Standards Committee. Details regarding the procedure to be followed are available in the Office of the Vice President for Academic Affairs, Old Main 269, and on pages 71-72 of this catalog.

Students who have been dismissed from Saint Martin's University for conduct or behavior may seek reinstatement from the Office of the Dean of Students. Details regarding the procedure to appeal for reinstatement after conduct-related dismissal are available in the Office of the Dean of Students, Old Main 206.

In all cases listed here, students are strongly advised to contact the Office of Financial Aid at the same time and ask specifically what they need to do to reinstate or reapply for financial aid.

FINANCIAL AID

Guided by the Benedictine values of hospitality and stewardship, we strive to make Saint Martin's accessible through a combination of reasonable tuition rates and generous financial aid. The University provides a comprehensive financial aid program that includes scholarships, grants, employment and loans to assist its students in financing a university education. Awards take into account a variety of circumstances: financial need, academic merit, talent or a combination of these elements.

Saint Martin's University serves a wide variety of students in many programs, at many locations. Eligibility for aid varies just as widely. Students are encouraged to speak to someone in the Office of Financial Aid to understand clearly what is available to them.

Students and families have the primary responsibility for paying the cost of education. Financial aid exists to supplement the student's and family's efforts, and to fill in where family resources are not enough. Saint Martin's University will partner with you every step of the way. Our role in this partnership, guided by our Benedictine values, goes well beyond the scholarships and grants that will be part of your financial aid package.

We understand students and families undertake a significant financial commitment and make real sacrifices to attend Saint Martin's. We work hard to provide the highest quality experience possible inside and outside the classroom. In exchange, we ask our students to take their education seriously, to engage deeply in the academic and social fabric of campus, and to take to heart our mission to create graduates who are active, productive members of society.

We take with equal importance our role as stewards of the tuition and costs paid to us each year. As the most affordable Catholic university in the Pacific Northwest, we strive to make a Saint Martin's education as accessible as possible. Each year the University dedicates more than \$7 million toward financial aid. We strive to assist as broad a group of students as possible, but it is not possible for us to meet 100 percent of every student's need.

APPLYING FOR FINANCIAL AID

The Free Application for Federal Student Aid (FAFSA) is required to apply for financial aid at Saint Martin's University. Students not wishing to apply for state or federal aid (including Stafford and Perkins Loans) must file the Saint Martin's University FAFSA Non-Filer Form in order to receive their merit or other non-need based scholarships. Failure to do so will result in forfeiture of those scholarship awards.

Students are encouraged to complete the FAFSA online at www.fafsa.ed.gov as soon as possible after January 1 of each year. Alternatively, they can mail their completed FAFSA to the federal processor no later than mid-February to meet the March 1 deadline for new students and mid-March to meet the April 15 deadline for continuing students. Students can obtain a paper copy of the FAFSA by calling 1-800-4FEDAID or file online at www.fafsa.ed.gov. The Saint Martin's University FAFSA code is 003794.

DEADLINES

- Newly admitted students – March 1
- Continuing Saint Martin's students – April 15

These deadlines apply to all students in all programs, and apply to both the FAFSA and the FAFSA Non-Filer Form.

PENALTIES FOR MISSING DEADLINES

New students who have been admitted and submitted the FAFSA form to the federal processor by March 1 receive priority consideration for financial aid at the University. Students who submit financial aid materials after March 1 will receive awards on a first-come, first-served basis.

Continuing students must submit a renewal FAFSA or the FAFSA Non-Filer Form by April 15. Penalties for filing after this date are:

- 1 – 15 days late (4/16 – 4/30): Institutional aid is reduced 10 percent.
- 16 – 45 days late (5/1 – 5/30): Institutional aid is reduced 25 percent.
- 46 days to day before class starts (5/31 – to day before class starts): Institutional aid is aid reduced 35 percent.
- First day of class or later: Institutional aid is reduced 50 percent. In addition, some state and federal funds you would normally be eligible for may not be available after the start of the semester.

Appeals for missing the FAFSA/FAFSA Non-Filer Form deadline will not be accepted. Exceptions may be made only in the case of circumstances beyond the student's control such as illness or death in the family.

FINANCIAL AID AWARDS

The amount of need-based financial aid a student receives is calculated using a formula established by the U.S. Department of Education. The formula takes into account such things as student and/or family income, family size, number in college, income, assets and certain types of expenses. FAFSA data is processed by the central processor, and the Expected Family Contribution (EFC) is calculated. This information is forwarded to the applicant (on the Student Aid Report or SAR) and to Saint Martin's University if listed as one of the schools to receive the data. The EFC is compared to the student's Cost of Attendance (COA), and financial need is determined. Based upon this, each applicant is awarded the scholarships, grants and federal for which they are eligible. Awards are made for the academic year. Some students will be selected for verification. Please see page 35 for details and what actions the student or family must take.

Saint Martin's has several different Costs of Attendance, depending upon the following:

- Academic Level: Undergraduate, graduate, STAR or post-baccalaureate study
- Location: Main campus or extension campus
- Housing (for main campus undergraduates):
On-campus, at home with parents, off-campus/not with parents

Rarely does a financial aid award contain one source of funds. At Saint Martin's, they are truly "financial aid packages" and may contain up to a dozen different sources of funding, ranging from scholarships to work-study.

Awards to new students begin mailing at the end of February or the beginning of March each year and continue through the spring. Those who are admitted and who submitted their FAFSA in January will receive their awards first. All those who are admitted by the priority deadline of March 1 and submit their FAFSA by that date will receive 100 percent of the aid for which they are eligible. New students selected for verification will receive an estimated or tentative award, subject to change and to be made final upon completion of verification.

Awards to continuing students are not created until the student has pre-registered for the upcoming semester! This is to insure each award is based upon the correct COA. Students who file their FAFSA on-time (April 15) and are pre-registered should receive their award in early June. Those selected for verification will not receive an award until verification is completed.

SPECIAL CIRCUMSTANCES

If your family should experience one or more of the following situations, you may file a special/unusual circumstance letter to update your information (those families who are appealing will be selected for verification):

- Loss of wages
- Death of a parent or spouse
- Divorce or separation

- Retirement of a parent or spouse
- Medical/dental that are exceptional or unexpected
- K-12 private school tuition costs
- Loss of child support
- Support paid to extended family members
- National or natural disaster

Situations we cannot consider:

- Inability to liquidate assets
- Consumer debt
- Mortgage payment
- Having employment to return to school
- Property taxes

ELIGIBILITY FOR FINANCIAL AID

Only students who have been officially admitted to Saint Martin's University and are enrolled in a degree-seeking program are eligible for financial aid from the University. For federal and state aid, a student must meet the requirements established by the U.S. Department of Education and/or the State of Washington's Higher Education Coordinating Board to be an eligible recipient of financial aid.

For continued eligibility, each student is expected to maintain Satisfactory Academic Progress (SAP) toward his or her degree and meet any other conditions of the award. Failure to do so may result in the student being placed on financial aid probation or termination of the student's eligibility to receive financial aid.

Eligibility for aid varies depending upon whether or not a student is enrolled full-time. Full-time enrollment is defined as the following for the purposes of financial aid:

- Main campus undergraduate students – 12 credits
- Graduate Students – 6 credits
- Extension campus students (those on the Term Schedule, such as at JBLM) – 6 credits per eight-week term (Terms 1 and 2 comprise fall semester, and Terms 3 and 4 comprise spring semester) or 12 credits for each semester.

Students considering enrolling at a level below this should contact the Office of Financial Aid and understand how their financial aid will be affected.

Eligibility for aid, especially federal loans and grants, also varies depending upon an undergraduate student's class standing, e.g., freshmen, sophomore, etc. Class standing is based strictly upon the number of credits earned ("earned" is defined as having passed the course):

First year/freshman: 0–29 semester credit hours earned

Second year/sophomore: 30–59 credits earned

Third year/junior: 60–89 credits earned

Fourth year/senior: 90 or more credits earned

Zero Credits Earned: Students who earned zero credits (all grades of F or a combination of F, W (withdrawn), I (incomplete) and V (vanished) during a semester are subject to the return of 50 percent of their federal aid. The college assumes the student has ceased participation in academic activities at the midpoint in the semester. The student will be responsible for any balance from the loss of funding.

Satisfactory Academic Progress: The Office of Financial Aid must monitor Satisfactory Academic Progress (SAP) for all students receiving financial aid (federal, state and/or institutional) from the University. This process is separate from the Academic Progress that is monitored by the Academic Standards Committee. To remain eligible to receive financial aid, all financial aid recipients must meet two requirements: a quantitative measure or number of credits earned, and a qualitative measure or cumulative grade point average (GPA) each measurement period.

Satisfactory Academic Progress is reviewed for all students at the conclusion of spring semester each year. Students placed upon probationary status for financial aid will have their progress reviewed at the end of fall semester. Extension campus students will be reviewed on the same schedule, Terms 1 and 2 comprising fall semester and Terms 3 and 4 comprising spring semester.

Undergraduate Students

1. After the completion of two semesters, students must maintain a cumulative grade point average of 2.00 or higher.
2. Students must complete, with a passing grade, at least 66 percent of all courses attempted. When calculating the percentage of courses attempted, all credit-bearing courses taken at Saint Martin's University are considered, regardless of change of major. Students wishing to calculate their percentage of courses attempted may review their transcript through Self-Service (transcripts). The calculation is as follows: Earned Credits divided by Attempted Credits. Attempted Credits included classes which a student may receive an F, W (withdrawn), I (incomplete) or V (vanished).
3. An undergraduate student may not exceed 192 attempted credits.

Please be advised that the Washington State Need Grant has its own Satisfactory Academic Progress policy, which will be reviewed at the beginning of each semester prior to disbursement.

1. Washington State Need Grant recipients must have completed no more than 125 percent of the maximum length of their program credits (160 credits) in order to remain eligible for the state need grant.

2. To meet minimum satisfactory progress standards, Washington State Need Grant recipients must complete at least one-half of the original amount of credits for which the aid was calculated and disbursed.

Graduate Students

1. After the completion of two semesters, students must maintain a cumulative grade point average of 3.00 or higher.
2. Students must complete, with a passing grade, at least 66 percent of all courses attempted. When calculating the percentage of courses attempted, all credit-bearing courses taken at Saint Martin's University are considered, regardless of change of major. Students wishing to calculate their percentage of courses attempted may review their transcript through Self Service (transcripts). The calculation is as follows: Earned Credits divided by Attempted Credits. Attempted Credits include classes which a student may receive an F, W (withdrawn), I (incomplete), or V (vanished).

Satisfactory Academic Progress Appeals: Students who fail to maintain Satisfactory Academic Progress will be denied financial aid by Saint Martin's University. Students have the right to appeal this decision in writing. Appeals will be reviewed by the Financial Aid Appeals Committee for reconsideration based on extenuating circumstances presented by the student. Decisions by this committee will be considered final. You may obtain a complete outline of the SAP policy and appeal process in the Office of Financial Aid.

Verification: By law, each year a minimum 30 percent of all Saint Martin's University financial aid applicants must have the information submitted on the FAFSA verified. Verification is a process to confirm that the information provided on the FAFSA is accurate. The U.S. Department of Education randomly selects some FAFSAs for verification. Others are selected by the U.S. Department of Education or Saint Martin's due to discrepancies in their data.

If you receive a financial aid award prior to being informed that you have been selected for verification, that award becomes an Estimated or Tentative Award, and is fully subject to change. Verification can result in a student's financial aid award changing. Students subject to verification should pay close attention to correspondence (mail, telephone, and especially email) from the Office of Financial Aid, respond quickly to any requests for information, and understand at all times the status of their financial aid award.

Those selected for verification will be asked to provide specific documentation. Not all students selected for verification have to submit the same documents. Typically both parent and student tax returns for the last one or two years are required.

The normal expectation is that documents requested for verification be submitted to the Office of Financial Aid within 10 working days. If any student or family feels they cannot meet this 10-day deadline, they should inform the Office of Financial Aid immediately. It is the student and family's responsibility to complete the Verification process. Failure to do so by the start of the semester will result in the student being deemed ineligible to receive financial aid and all aid will be cancelled.

Verification ensures that the information students and parents report is accurate. Verification prevents ineligible students from receiving aid by reporting false information and ensures that eligible students receive all of the aid for which they are qualified.

LIMITS ON FINANCIAL AID

If a student is attending Saint Martin's and has exceeded one or more of the maximum timeframes or limits to receive financial aid, as described below, the pertinent type of aid will be automatically terminated.

Annual Limit: In any single academic year, the total amount of aid from all sources cannot under any circumstances exceed your Cost of Attendance. This includes Saint Martin's, state and federal programs, and private or "outside" scholarships. In the rare case that you reach this limit, we will first reduce your loans, then if necessary any Saint Martin's funds. There are exceptions to this policy as dictated by federal law for veterans and active-duty military personnel. Please contact the Office of Financial Aid for complete details.

Maximum Timeframe to Receive Aid — Institutional: Undergraduate students at Saint Martin's University are eligible to receive institutional financial aid for eight full-time semesters (prorated for transfers students based on number of credits transferred into the institution). Students who need an extra semester to complete their academic program can appeal to the Office of Financial Aid for an additional semester of aid. Those needing two semesters can appeal, but exceptional circumstances must be demonstrated. Students are strongly encouraged to work closely with their advisor to develop course schedules that allow for on-time graduation.

Maximum Timeframe to Receive Aid — Federal: Per federal regulations, undergraduate students who qualify for federal financial aid can only receive federal aid for 180 semester credits (this includes credits earned at other institutions). Some federal grants have different limitations; students should consult with the Office of Financial Aid if they have questions about the specific grants they are receiving.

Maximum Timeframe to Receive Aid — State: Per state regulations, undergraduate students who qualify for federal financial aid can only receive federal aid for 160 semester credits (this includes credits earned at other institutions).

TYPES OF FINANCIAL AID

Eligibility is determined by academic merit, your EFC, or a combination of the two. Some scholarships and grants have very specific criteria. Your award may have a combination of the following:

Athletic award: Top student-athletes may be offered these scholarships at the discretion of Saint Martin's University athletic coaches.

Benefactors Scholarships (previously Scholarship-to-be-Named): This form of institutional gift aid is given to students with a GPA above 3.5 who may receive one of

our donor scholarships; students will be awarded a specific scholarship that matches such things as their intended major, extracurricular interests, commitment to community service, or leadership.

Family Discount: This form of institutional gift aid is given to students who have another family member attending Saint Martin's University as a full-time, degree-seeking, main campus student. This form of gift aid does not have to be repaid.

Federal Supplemental Educational Opportunity Grant (SEOG): This need-based grant does not need to be repaid. The award amount decreases if the recipient is not enrolled full-time. Priority is given to Pell Grant recipients who are enrolled full-time.

Federal TEACH Grant: This federal grant/loan is awarded to students who agree to teach for four years as a highly-qualified teacher in a high-need field at a low-income school after completing their degree. If the four-year service requirement is not met, the funds must be repaid by the student as an unsubsidized Stafford Loan.

Federal Work-Study: This federal need-based program allows students to work on campus to earn an income to help meet educational costs. Students are notified at the beginning of the school year on how to apply for positions. Many jobs are available and it is the student's responsibility to secure employment if they wish to work. Students are paid directly for their work; it is not deducted from their tuition bill. Students should manage these funds carefully and use them to meet educational expenses. Saint Martin's cannot replace this award with scholarship or grant aid if a student does not wish to work.

Legacy Scholarship: If your parent(s), sibling(s), spouse, or grandparent(s) graduated from Saint Martin's University, College or High School, you will receive this award if you reported the names of your family members on your Application for Admission. If you did not, contact your admission counselor immediately. All names and graduation dates are verified.

Merit Scholarships: This form of institutional gift aid is given to newly admitted students who demonstrate outstanding academic achievement. Those who qualify receive one of the following scholarships: Chancellor's Academic Merit Scholarship, President's Academic Merit Scholarship, Dean's Academic Merit Scholarship, or the Faculty Merit Scholarship.

Parish Youth Leadership Scholarship: This scholarship is for students who did not graduate from Catholic schools but were leaders in Catholic parish youth groups and were recommended by parish pastors or youth group advisors.

Pell Grant: For this federal need-based grant, eligibility is determined by criteria set by the federal government. The award amount will decrease if a student is not enrolled full-time. This grant does not need to be repaid.

Perkins Loan: This is a need-based loan borrowed under the student's name, which has a fixed interest rate of 5 percent. A minimum enrollment of half-time (at least six

credits per semester) is required. No payments are required and no interest will accrue while the student is enrolled at least half-time. After the student leaves school, there is a nine-month grace period during which there are no payments and no interest accrues. First-time borrowers are required to complete an entrance counseling session, which details the borrower's rights and responsibilities.

Saint Martin's University Grants or University Scholarship: This form of institutional gift aid is given as part of our Benedictine commitment to making the Saint Martin's experience accessible to many. Students not receiving an academic merit scholarship may receive this award.

Subsidized Stafford Loan: This is a need-based loan borrowed under the student's name. Students must be enrolled in at least six credits each semester to be eligible. No payments are required while the student is enrolled at least half-time (at least six credits per semester), and no interest will accrue while the student is in school. After the student leaves school, there is a six-month grace period when no payments are required and no interest accrues. First-time borrowers are required to complete an entrance counseling session, which details the borrower's rights and responsibilities.

Unsubsidized Stafford Loan: This is a non-need-based loan borrowed under the student's name. Students must be enrolled in at least six credits each semester to be eligible. No payments are required while the student is enrolled at least half-time (at least six credits per semester), but interest will accrue. After the student leaves school, there is a six-month grace period when no payments are required. Students may choose either to pay the interest while they are in school or defer it until they begin repayment. First-time borrowers are required to complete an entrance counseling session, which details the borrower's rights and responsibilities.

Washington State Need Grant: This is a need-based state grant that does not need to be repaid. The award amount decreases if the recipient is not enrolled full-time.

OTHER MEANS FOR PAYING EDUCATIONAL COSTS

Other Loans: There are other types of educational loans beyond the Stafford and Perkins Loans. The two principal types are:

- Parent PLUS Loan, a non-need-based loan parents can take out to help pay for their child's education.
- Private Loan or Alternative Loan, a non-need-based loan borrowed from a private lender, such as a bank.

Outside Scholarships: There are many types of scholarships offered by businesses, foundations and philanthropic organizations. Every little bit helps; we encourage all students to apply for any scholarship that might apply to them. Students are required to report any outside scholarships received. Saint Martin's will not reduce Saint Martin's aid unless the amount falls under our Limit on Total Aid policy.

Tuition payment plans: A frequently overlooked method of managing college costs is a monthly payment plan. Plans have a small set-up fee, but do not charge interest. Be sure to set up your plan early, as the first payment is often due in July or August before classes start. Payment plans at Saint Martin's are administered by tuition management systems (TMS). Information is available from the Student Financial Service Center or online at www.afford.com/stmartin.

FOR MORE INFORMATION

Individuals seeking more information about financial aid at Saint Martin's may contact the Office of Financial Aid by calling 360-438-4397 or 800-368-8803, or by emailing fnaid@stmartin.edu. The office is open from 8 a.m. to 5 p.m. Monday through Friday except holidays. Students also can write the office at: Office of Financial Aid, Saint Martin's University, 5300 Pacific Avenue SE, Lacey WA 98503-7500.

EXPENSES

All fees are subject to change on 30 days' notice.

TUITION RATES

- **Full-time Student** (12-18 semester hours): \$27,300 per academic year.
- **Part-time and Overload Rate:** \$910 per semester hour for one to 11 credits and for each credit above 18 credits.
- **Accounting, Business, Economics, and Engineering classes (Undergraduate and Graduate):** \$30 per semester hour surcharge.
- **Audit (no credit):** \$455 per semester hour.
- **Graduate-Level Credits:** Please see the graduate program portion of this catalog
- **FOCUS Program:** \$75 application fee; \$130 per semester hour awarded

Final tuition charges are based on the student's class schedule as recorded on the last day for adding or changing classes, an official date listed in the academic calendar of this catalog. The University may assess additional fees for testing, labs and other services.

RESIDENCE CHARGES

<i>1. Baran Hall</i>	Year/Semester
Double room charges	\$3,860/\$1,930
Single room charges	\$4,100/\$2,050
<i>2. Spangler Hall Suites</i>	
Double room charges	\$4,240/\$2,120
Single room charges	\$4,730/\$2,365
Super single charges	\$5,300/\$2,650

3. Spangler Hall Apartments

Single room charges	\$5,740/\$2,870
Single room charges (studio)	\$5,990/\$2,995

4. Burton Hall Apartments

Single room charges	\$5,300/\$2,650
Double room charges	\$4,880/\$2,440

5. Parsons Hall

Double room charges	\$4,460/\$2,230
Single, shared bath, room charges	\$5,010/\$2,505
Single, private bath, room charges	\$5,450/\$2,725
Super single charges	\$5,590/\$2,795

6. Board Charges

Gold Plan	\$4,760/\$2,380
Silver Plan	\$4,500/\$2,250
Bronze Plan	\$4,255/\$2,128
Commuter	\$1,650/\$825

For other housing options, please contact the Office of Housing and Residence Life, 360-412-6163.

Session Room and Board: For information, please contact the Office of Student Accounts, located in the Student Financial Service Center, 360-438-4389.

New Student Damage Deposit/Room Reservation: \$200. If student is residing on campus, this \$200 fee is included in the \$325 Enrollment Deposit.

Please see the Refund Policy elsewhere in this section of the catalog for a description of refund policies for room and board deposits as well as room damage deposits.

FEE SCHEDULE

All fees listed are 2011/2012 rates.

STUDENT SERVICES FEES

- **Freshman Orientation**, fall semester (non-refundable): \$275, main campus only
- **Transfer Student Orientation**, fall semester: \$85, main campus only
- **New Student Orientation**, spring semester: \$30 spring semester, main campus only
- **Student Activity Fee** (non-refundable): \$110 per semester, main campus undergraduates only
- **Health Center Fee** (non-refundable): \$51 per semester, main campus undergraduates only

- **Health Insurance** (non-refundable): Estimated \$1,380 per year for student premium (family coverage is available). Students who have sufficient personal coverage may waive this fee by submitting a completed online waiver form to the University's insurance provider by the first day of the semester. Waivers cannot be accepted after the deadline; if a student has not submitted the form by the deadline, he or she will be responsible for the insurance charge. Details about completing the online waiver can be found on the "Health Insurance" webpage of the Office of Student Accounts. International students must contact the Office of International Programs and Development (360-438-4504) for information regarding insurance requirements.

REGISTRATION FEES

- **Application Fee** (may be waived): \$35
- **Enrollment Deposit:** \$325
If student is residing on campus, \$200 of this deposit will be applied to the Damage Deposit. If not residing on campus, the entire \$325 will be applied to tuition charges. NOTE: Please see the Refund Policy later in this section of the catalog for a description of tuition deposit refund policies.
- **Late Validation Fee** (non-refundable): \$50 (charge effective on first day of class)
- **Laboratory and Special Class Fees** (non-refundable): Fee information is included on each semester's schedule. NOTE: Fees may be charged for specific laboratories.

SPECIAL FEES

- Continuing, non-enrolled student fee. (For those non-enrolled students who have finished their coursework but not their degree requirements or for those who are on leave, this fee enables the student to use the University library, Computer Resource and Copy Center and other University resources): \$50 per semester.
- FOCUS program credits and credit by examination (non-refundable): \$75 application fee; \$130 per credit hour
- Applied lessons in music: \$195 per credit hour

PAYMENT

Saint Martin's University accepts the following methods of payment in person or by mail: cash, check, money order, or traveler's check.

The following methods of payment are accepted online only: MasterCard, Discover and American Express. (Visa cannot be accepted). A convenience fee of 2.5 percent will be assessed for this service. Free electronic check (e-Check) is also available online. Credit card payments cannot be accepted in the Student Accounts Office in person, by mail, by phone, by email or by fax. For further information regarding payment

options or wire transfer information, contact the Office of Student Accounts, located in the Student Financial Service Center, 360-438-4389.

Regular Payment: All fees are due and payable in full on or before the first day of the semester or session.

Payment Plans: Contact the Office of Student Accounts, located in the Student Financial Service Center, 360-438-4389, for information on the University's annual and semester payment plans.

STUDENT HEALTH INSURANCE

Saint Martin's University requires main campus students to have health insurance coverage. Students are encouraged to maintain any personal coverage they have, if possible. Those who do not have personal coverage through a private insurer must purchase health insurance through the University's provider. Students having satisfactory personal coverage may waive the fee by submitting a completed online waiver form to the University's insurance provider by the first day of the semester. Waivers cannot be accepted after the deadline; if a student has not submitted the form by the deadline, he or she will be responsible for the insurance charge. Details about completing the online waiver can be found on the "Health Insurance" webpage of the Office of Student Accounts (www.stmartin.edu/Student_accounts/Insurance.aspx).

International students are required to have coverage while attending school in the U.S. and must contact the Office of International Programs and Development (360-438-4504) for further information.

PROPERTY LOSS OR DAMAGE

Saint Martin's University does not assume responsibility for loss of money, securities or personal property held by students. Damage of school property is charged to the responsible student or repaired at his or her expense.

REFUND POLICY

GENERAL INFORMATION

Saint Martin's University measures its classes in semester credit hours. The academic year on the main campus and at Centralia College, Everett Community College and Tacoma Community College extension campuses is divided into two semesters of 16 weeks each. Two six-week summer sessions also are offered, as are 12- and eight-week sessions, depending on the program. At Saint Martin's extension campuses at Joint Base Lewis-McChord, the University offers five eight-week sessions. Refund procedures and calculations vary by campus and by the session in which the student is enrolled. Contact the College of Education and Professional Psychology office (360-438-4333) for information regarding the Alternative Route to Teacher Certification schedule/refund.

ACTION REQUIRED BY STUDENT

Students enrolled at the main campus in Lacey who wish to withdraw from a class or from the University must notify the Office of the Registrar in writing.

Students enrolled at the Joint Base Lewis-McChord, Centralia College or Tacoma Community College extensions must notify the director of extension programs.

OFFICIAL WITHDRAWAL DATE DETERMINATION

Date of withdrawal is determined by the date the written notification is received by the Office of the Registrar or, if enrolled at the Joint Base Lewis-McChord extension campuses, the date written notification is received by the director of extension programs. Failure to attend class does not constitute an official withdrawal.

REFUND CALCULATIONS AND APPEALS

Refunds are based on total charges, not on amounts already paid by the student. Please note that if the student is receiving financial aid, the Office of Financial Aid will determine whether eligibility for financial aid requires an adjustment. This is determined by the Office of Financial Aid in conjunction with the Federal Return of Title IV Funds Policy. Students should be aware that federal and state awards may have to be repaid before the student is eligible for a refund.

Students who think their refund amount is incorrect should contact the director of student accounts.

NON-REFUNDABLE PAYMENTS

Certain payments to the University are non-refundable. The fee section of this catalog specifies those non-refundable fees. In most cases, these include application fees, laboratory fees, student activity fees, technology fees and new student orientation fees.

Student health insurance is also non-refundable if the student withdraws after 45 days, since the policy continues to provide coverage even though the student is no longer enrolled at the University.

Please see sections on room and board for descriptions of applicable refund policy.

TUITION REFUNDS

16-Week Regular Session

(GoArmyEd students: Please see 8-12 week refund schedule, below.)

<i>Date of Withdrawal</i>	<i>Percent of Charges Dropped</i>
Prior to first day of session and from 1 to 10 calendar days	100
From 11 to 17 calendar days	75
From 18 to 24 calendar days	50

From 25 to 31 calendar days	25
After 31 calendar days	0

Eight- to 12-Week Session (Includes enrollment in GoArmyEd 16 week session)

In compliance with the one refund policy of GoArmyEd, Saint Martin's University has elected to use the eight-week refund schedule for all students enrolling through GoArmyEd, regardless of course location. Thus, this policy includes all extension sites and the Lacey campus for students enrolled in GoArmyEd. The refund schedule is as follows:

<i>Date of Withdrawal</i>	<i>Percent of Charges Dropped</i>
Prior to first day of session and from 1 to 8 calendar days	100
From 9 to 12 calendar days	50
From 13 to 16 calendar days	25
After 16 calendar days	0

Six-Week Session

<i>Date of Withdrawal</i>	<i>Percent of Charges Dropped</i>
Prior to and through the first class session	100
Through 7 calendar days	50
From 8 to 14 calendar days	25
After 14 calendar days	0

Refunds are paid within 30 days following the student's official date of withdrawal, expulsion or grant of a leave of absence, as documented by the University.

TUITION DEPOSIT

Tuition deposits are not refundable after May 1 for the summer sessions or fall semester, or after Dec. 15 for spring semester.

ROOM AND DAMAGE DEPOSIT

Damage Deposit and Cancellation Fee

A refundable \$200 damage deposit must be on file with the Office of Student Accounts prior to the issuance of keys to the room. (A \$100 cleaning service fee is non-refundable for apartments.) No portion of the \$200 deposit will be refunded if: the application is cancelled more than 30 days from the date it is signed, or after August 1, regardless of the date signed; or if requested more than 30 days after officially checking out of the halls. Reservations not claimed by noon of the fourth day of classes may be terminated by the University. A resident who does not check out in accordance with the procedures described in the Student Handbook will be subject to fines and/or forfeiture of all or part of his/her deposit.

After taking occupancy, if the applicant stays the entire contract period and applies to return to the residence halls the following academic year, his/her damage deposit will automatically be carried over to the following academic year.

Cancellation Fee: A \$300 cancellation fee will be assessed if this contract is terminated after the University's fall semester add/drop deadline.

BOARD REFUND

Meal plans may be selected and changed by written request anytime before the add/drop date, but no changes will be made thereafter. Fall meal plan balances carry over to spring with the purchase of a traditional (Bronze, Silver or Gold) meal plan. At the end of the spring semester, all balances expire. If a student leaves Housing or the University before the end of the semester, board charges are prorated at a daily rate based on the ratio of full days used (to and including the official withdrawal date) to total days covered by the student's board contract. Please refer to the Saint Martin's University dining services brochure or visit www.cafebonappetit.com/saintmartin for additional meal plan policy information.

ROOM REFUND

Room charges are prorated if a student officially withdraws from the University and checks out according to contract by the 30th day of the semester. Room charges are not refundable if a student is not leaving the University or if the student withdraws after the 30th day of the semester. Additionally, a \$300 cancellation fee will be assessed if this contract is terminated after the University's fall semester add/drop deadline.

Room damage deposits may be refunded only after written application is made to the Office of Housing and Residence Life. They may be refunded only when the application is received no later than 30 days after a student officially stops living in the residence hall. The deposit is refundable if:

- a. The resident follows the check-out policy outlined in the Student Handbook.
- b. Room keys are properly checked in with the Office of Housing and Residence Life.
- c. No damages or excess cleaning charges are associated with the resident's room upon check-out.
- d. The resident does not have an outstanding balance on his/her account with the University.
- e. The student fulfills the housing contract Terms of Residence and does not cancel his/her reservation more than 30 days from the date it is signed or after August 1.

A \$100 cleaning service fee is non-refundable for apartments.

EXTENSION PROGRAMS

Saint Martin's University operates accelerated eight-week term extension campuses at Joint Base Lewis-McChord and Centralia College, as well as a mechanical engineering two-plus-two program at its Everett Community College extension campus and a civil engineering two-plus-two program at Tacoma Community College. The Everett Community College, Tacoma Community College, and Centralia College (for Education programs) extension campuses operate on the same semester academic schedule as the Lacey campus. Please see the Lacey campus schedule for academic start dates.

Undergraduate, graduate and teacher certification courses are taught at both military extension campuses and are primarily for the benefit of armed forces personnel and the military community.

DEGREE OPTIONS

The following degree options are offered at the Joint Base Lewis-McChord extension campuses:

Bachelor of Arts Degree

- Accounting
- Business Administration with concentrations in Accounting, Finance, Management and Marketing
- Criminal Justice
- Political Science
- Psychology
- Special Education

Bachelor of Science Degree

- Computer Science

Elementary or Secondary Teacher Residency Certification

(a bachelor's degree is required prior to enrolling in this program)

Professional Certification

(a Residency Certification is required prior to enrolling in this program)

Master's Degree

- Master in Teaching (elementary, secondary, special education — see graduate program section)
- Master of Education (special education, professional certification — see graduate program section)
- Master of Business Administration (see graduate program section)
- Master of Engineering Management (see graduate program section)

The Centralia College extension campus offers courses that lead to bachelor's degrees in criminal justice and elementary education. Graduate-level coursework is also available toward a Master in Teaching or Master of Education, as well as courses in endorsement areas. For further information please contact the Centralia College extension campus at 360-736-9391 ext. 414.

Applications are accepted from military personnel, prior military personnel and civilian students. See the Admission section of this catalog for a list of materials applicants must submit.

The University's registrar, through extension campus academic advisors, will inform students of the total number of credits accepted, as well as courses necessary to complete degree requirements.

REGISTRATION

The Saint Martin's University extension campus at Joint Base Lewis-McChord offers courses on an accelerated, five-term academic year (semester hours) schedule. Terms are eight weeks in length.

TERM DATES

2011	<i>Term 3</i>	Jan. 10 – March 9
	<i>Term 4</i>	March 21 – May 14
	<i>Term 5</i>	May 23 – July 20
	<i>Term 1</i>	Aug. 8 – Oct. 3
	<i>Term 2</i>	Oct. 17 – Dec. 13
2012	<i>Term 3</i>	Jan. 9 – March 7
	<i>Term 4</i>	March 19 – May 12
	<i>Term 5</i>	May 21 – July 18
	<i>Term 1</i>	Aug. 13 – Oct. 8
	<i>Term 2</i>	Oct. 22 – Dec. 18

Registration begins three weeks before the start of the term. Students may register as soon as they are authorized to do so by their respective academic advisor. Military identification cardholders and their family members may register the first week. The second and third weeks are open to all students. New students may register at the Joint Base Lewis-McChord extension offices for classes at either location, or at the Centralia extension offices for classes at the Centralia campus. Existing students may register online as soon as registration is open to students.

LACEY CAMPUS STUDENTS

Students enrolled in a degree program at the University's main campus in Lacey will be permitted to take undergraduate courses at the extension campuses at Joint Base Lewis-McChord only with the approval of their respective student advisor, the department chair of the course in question, the dean of the academic unit which offers the course, and the vice president for academic affairs. Enrollment is on a space-available basis only.

CLASS LOADS

The maximum student load at Joint Base Lewis-McChord extensions is nine semester hours per term. No exceptions are made to this policy without prior approval from the University's vice president for academic affairs and the director of extension campuses.

For undergraduate students using Veterans Administration benefits, six semester hours per term is considered to be full-time.

For graduate program students using Veterans Administration benefits, enrollment in three semester hours per term is considered full-time.

To be considered a full-time student for financial aid purposes, a student must be enrolled for a combined total of 12 semester hours in terms one and two, and a combined total of 12 semester hours in terms three and four.

WITHDRAWAL POLICY

A student may withdraw from a course by completing a withdrawal form at the Joint Base Lewis-McChord extension office. The course instructor will determine whether the student is passing or failing. A "W" will be sent to the University registrar to be recorded on the student's transcript. The last day to withdraw from a course is the last day of the term's fifth week.

TUITION REFUND POLICY FOR EXTENSION CAMPUSES

A percentage of tuition will be dropped if a student withdraws from a class. The refund amount depends on when the withdrawal occurs, as indicated below. There are no tuition refunds for distance learning courses after the start of classes.

Eight-Week Term

<i>Date of withdrawal</i>	<i>Percent of charges dropped</i>
1 to 8 calendar days	100
9 to 12 calendar days	50
13 to 16 calendar days	25
After 16 calendar days	0

GoARMYEd STUDENT REFUND POLICY

The following refund schedule for GoArmyEd students was implemented following GoArmyEd regulations which do not allow universities to follow more than one refund schedule. Saint Martin's University is using the eight-week refund schedule for all students enrolling through GoArmyEd, regardless of course location. Thus, GoArmyEd students at all extension sites and the Lacey campus will follow the following refund schedule:

<i>Date of withdrawal</i>	<i>Percent of charges dropped</i>
1 to 8 calendar days	100
9 to 12 calendar days	50
13 to 16 calendar days	25
After 16 calendar days	0

Sixteen-Week Term: Same as 16-week session on main campus; see previous tuition refund schedule.

TRANSCRIPTS

Official and unofficial transcripts can be obtained only from the Office of the Registrar on the main Saint Martin's University campus in Lacey. The request must be in writing and must bear the student's original signature. Unofficial transcripts can be obtained online for no fee once a student has established an academic account with the University. Please see the Academic Policies and Procedures section of this catalog for complete information.