Academic Regulations

Students in the Opus College of Engineering are expected to comply with the academic requirements and regulations listed in the university section of this bulletin, along with all official college regulations. For Opus College of Engineering policies, refer to this section of this bulletin.

Academic Integrity

The Opus College of Engineering recognizes that any form or degree of academic dishonesty challenges the principles of truth and honesty, which are among the most important foundation principles of Marquette University. Consequently, the college treats matters of academic dishonesty as serious violations of academic trust and penalizes all students found to engage in such behavior. The reduction of academic dishonesty within the Opus College of Engineering must be a cooperative enterprise of faculty, student and administrators.

Refer to the University Academic Integrity Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#academicintegrity) in this bulletin.

Academic Dismissal/Probation/College Academic Alert (CAA)

Academic Dismissal

The Opus College of Engineering adheres to the University Academic Censure Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#academiccensureprobationdismissalacademicalert) in this bulletin.

Academic Probation

A student may be placed on Academic Probation for several reasons:

- Admission to the Opus College of Engineering subject to academic probation
- Failure to achieve satisfactory academic progress
- Reinstatement under Academic Probation subsequent to Academic Dismissal or College Academic Alert decisions.

The typical terms of Academic Probation are:

- Enroll in a maximum 15 semester-hours at Marquette University.
- Receive no more than one W or AU grade.
- Receive no grades of CD, D, F, I, UW, or WA.
- Receive no excessive absence reports.
- Meet monthly with his/her academic adviser.
- Meet with an adviser in the Office of Student Educational Services.
- Activate and monitor his/her Marquette email account.
- Set up an appointment to meet with the Director of Academic Advising the week following the posting of mid-term grades. Failure to do this may result in a delay in registering for the following semester.

If a student fails to meet the conditions of Academic Probation, there are two possible outcomes:

- The student will be subject to Academic Dismissal if his/her cumulative GPA is below 2.000. The student may appeal this decision.
- The student will be subject to the placement of a College Academic Alert hold, which will restrict the student from enrollment in classes at Marquette University for future terms. The student may appeal this decision.

If the appeal is successful, the student will continue on Academic Probation for one additional semester.

The goal of the above policy is to monitor all our students at the end of each semester to identify possible problems (both academic and non-academic) and to ensure that all our students are given every opportunity to continue to make progress toward the completion of their degree programs.

College Academic Alert (CAA)

Students admitted to the Opus College of Engineering are expected to meet college academic standards and maintain good academic standing. Academic performance is monitored carefully by the Committee on Scholastic Actions, and students either not maintaining steady progress or not demonstrating adequate achievement will be barred from future registration by a CAA registration hold.

The bases for committee review are:

- grade point average (GPA) deficiency
- inadequate progress
• grades of CD, D, F, I, W, WA, UW or ADW
• the number of semesters on college probation
• the violation of special conditions

Special conditions may be prescribed in writing at the time of the student’s admission, readmission or transfer into the college. Conditions may also be prescribed in writing in the case of a student whose course performance or failure to follow academic advice warrants such action. All students to whom conditions have been specified will be subject to committee review and possible CAA restriction should they fail to fulfill the specified terms. It is possible that a student be barred from registration for academic reasons even though the student’s cumulative GPA exceeds 2.000. Students concerned about their academic progress should consult the Engineering Academic Advising Center.

Students placed on College Academic Alert status will be notified by letter or email of the committee’s decision and of the appeal process. If a student’s appeal is denied, the student may request to enroll in another college via the process outlined in the University Academic Censure Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#academiccensureprobationdismissalacademicalert), and if accepted, the CAA hold will be removed after admission into the new college.

Unless the CAA is removed via the individual colleges’ appeal process, the student may not register for courses at Marquette and may be dropped from any classes for future terms in which he/she is registered.

Academic Load

The academic load of a student is measured by credit hours assigned to each course. The typical engineering program varies from 15 to 19 credit hours per term.

A Credit Overload Request form for permission to exceed 20 credit hours must be submitted for approval prior to registration to the Engineering Academic Advising Center. The form is available on Marquette Central academic forms website. (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml)

AFROTC, AROT C and NROTC students may be required by their program to carry in excess of 19 hours and may do so if their academic performance is satisfactory.

Students in summer sessions must petition for credit loads in excess of eight hours in each session or 16 hours for the entire summer term.

Attendance

Because absence from class will prevent a student from getting the full benefit of a course and because in many courses, each student’s involvement contributes to the learning process for all other students in the class, the college has adopted the University Attendance Policy for all of its undergraduate courses.

Absence from Final Exams, Incomplete (I) Grade

Generally, students who fail to take final examinations in any course will automatically be assigned an F grade. Exceptions: Students who because of verified illness and/or a crisis emergency who notify the course instructor and the Office of Academic Affairs of the circumstances within 48 hours prior to the exam, may be given an I grade and an extension to retake the examination with prior approval of the instructor. Such I grades are given only through the Office of Academic Affairs and only if the student’s prior course performance merits this extra consideration.

Generally, students who have failed to complete a small but important course assignment would find this deficiency reflected in a lower grade assignment in the course. Exceptions: Students who obtain prior instructor permission and who merit the opportunity to make up the deficiency because of the circumstances beyond the control of the student causing the deficiency may be assigned an incomplete (I) grade.

All temporary grades must be removed by the calendar dates specified in the University Bulletin and Academic Calendar or they shall revert to F grades.

Background Checks, Drug Testing

Some degrees, majors and/or courses may require a student to submit to a criminal background check and/or drug testing. The results of those checks and/or tests may affect the student’s eligibility to continue in that degree, major and/or course.

Course and Grade Limitations

The Opus College of Engineering has established the following policies regarding grades, the use of the Course Repeat option, and the useful lifetime of courses.

Limit on the use of Course Repeat Option

Since the institution of the punitive F in May of 1991, the University has implemented the use of the Substitute Repeat Option whereby a repeated course grade will be used in the computation of the GPA and the student will receive degree credit only once.
The Opus College of Engineering endorses the use of the Course Repeat Option as a means to improve a student’s GPA but limits its use to a maximum of five instances during the engineering program. Due to federal regulations students may repeat a course in which a passing grade has been earned only once to improve the grade. CheckMarq automatically checks to see if a student is repeating a course. If a student attempts to enroll in a course that would exceed the federal limit, CheckMarq will restrict the student from enrolling. The student may submit the Repeat Course Permission for Undergraduate Students form located in Forms-Academic section of the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml) if the repeat is in compliance with the University Repeat Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#repeatedcourses).

**Limit on the number of W, UW, and WA grades a student can receive in all courses**

Students are allowed to earn a maximum of five grades of W and a maximum of three grades of UW and/or WA.

**Limit on the number of grades of F which can appear on a student’s transcript**

Students are allowed to earn a maximum of five grades of F during their engineering program. Grades of F which are subsequently replaced by the use of the Course Repeat Option count toward this total. Thus, a maximum of five F grades can appear on the student’s transcript (whether or not they enter into the calculation of the GPA). However, only a maximum of 3 repeats are allowed for any one course in which F grades were earned.

**Statute of Limitation on Opus College of Engineering Courses**

Due to the rapidly developing nature of all engineering disciplines, the technical content of an engineering course has a finite lifetime after which the material may become outdated and no longer serve as a foundation for a current engineering degree nor as an appropriate prerequisite for advanced courses. With this in mind, the Opus College of Engineering places a statute of limitations of no more than eight years on all Opus College of Engineering courses. In many cases, it may be deemed by the appropriate department that certain courses have a lifetime well below the eight year maximum.

The implication of this statute of limitations for engineering courses is for students who have been out of school for an extended period of time and wish to reapply to Marquette to finish their degree program and for students who have been studying on a part-time basis and whose program has extended over many years. Courses that have exceeded the statute of limitations will need to be repeated, subject to the Course Repeat policy.

**Exceptions and/or Allowances**

As with all policies and procedures the aim is to help provide the structure needed by some students to complete their engineering degree programs in a timely manner and to maintain the quality of our programs by awarding degrees to only those students whom we would be proud to proclaim as Marquette Engineering graduates.

**Advanced Credit and Transfer Credit from Other Programs**

Normally, transfer (advanced standing) evaluations from other colleges and universities are made by the Office of Academic Affairs at the time of admission from information made available on official university transcripts or from supplementary information (grade reports) when the transcripts are not yet available, however, without the official transcript, all evaluations are conditional. This evaluation usually indicates which courses required at Marquette are satisfied by transfer (advanced standing) credits. This evaluation may be completed in cooperation with the Director of Student Studies and Records and appropriate department representatives.

Transfer credit records are shown on the student’s record and these credits plus the remaining credits prescribed by the chair/adviser must meet the degree requirements set forth in the Degree Requirements Policy and Procedure.

Students transferring from one college to another at Marquette are informed which previously completed courses transfer into their new degree program. Their chair/adviser shall identify remaining degree requirements for the permanent advising file. Only credit will transfer, not grades.

Any subsequent addition or change in student advanced standing/transfer credit will be entered on the student’s record.

**Advanced Standing (Transfer) Admissions Guidelines**

Well-defined admissions standards are approved for freshman applicants to the Opus College of Engineering. These have proved to be an effective evaluation method for prospective students seeking admission to the Opus College of Engineering.

In addition to the University Transfer Credit Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/admissionprocedures/admissionasatransferstudentadvancedstanding), as described in the Admissions section of this bulletin, the following additional guidelines are applied, recognizing that exceptions can be made by the Assistant Dean for Academic Affairs of the College of Engineering.

- Transfer students from ABET accredited engineering programs: GPA of 2.500 or better with math and science grades of at least 2.500.
- Transfer students from schools with approved articulation agreements programs with Marquette University or approved pre-engineering programs: GPA of 2.500 or better with math and science grades of at least 2.500.
- Transfer students from other colleges at Marquette: GPA of 2.500 or better with math and science grades of at least 2.500.
- Transfer students from junior and 2-year colleges: GPA of 2.750 or better with math and science grades of at least 3.000.
Transfer students from technical programs offering other than a baccalaureate degree: GPA of 3.000 or better and at least 3.000 in math and science courses. Admittance will be on a probationary basis until a minimum of 24 semester hours have been completed at Marquette. Exceptions may be made for institutions where established articulation agreements exist.

International students admitted through consultation with the Office of International Education (OIE). Transfer credits will normally be awarded as recommended by the OIE Director. In some cases, credit will not be awarded, but courses may be waived as appropriate. Exceptions can be made by the Associate Dean for Academic Affairs of the Opus College of Engineering.

Curriculum Substitution and/or Allowance Petition

Occasional exceptions from the prescribed curriculum are permitted with student petition and approval. Such petitions are initiated by the student through the submission of a completed Curriculum Substitution and/or Allowance Request form in the Engineering college office. The basis for the request must be reasonable and documented. A copy of the approved petition is placed in the student’s file; a second copy is made available to the student through the Office of Academic Affairs.

Dean’s List

Engineering students will be recognized by the dean of the college as having achieved the distinction of dean’s list for the respective semester if they: complete 12 or more credits, have a semester GPA of at least 3.500 and did not receive any grades of I, ADW, WA, F, U or UNC for the semester.

Degree Designations, Majors and Minors

The Opus College of Engineering offers the following Undergraduate degrees:

Bachelor of Science in Biomedical Engineering, Bachelor of Science in Civil Engineering, Bachelor of Science in Construction Engineering, Bachelor of Science in Computer Engineering, Bachelor of Science in Electrical Engineering, and Bachelor of Science in Mechanical Engineering. This is the degree designation that will appear on the diploma.

Students in Biomedical Engineering may elect a major in Biocomputing (BIOC), Bioelectronics (BIOE) or Biomechanics (BIOM). Students in Civil Engineering may elect a major in either Civil Engineering (CIEN) or Environmental Engineering (ENEN); a major in Construction Engineering (CEMA) is available for students pursuing that degree. Students may choose a major in Electrical Engineering (ELEN) or Computer Engineering (COEN). The major designation will appear on the student’s official transcript; however, major designations will not appear on the diploma.

Students may also elect to pursue a minor program in any of the above areas other than their major. The college will identify minors (i.e. Mathematics, Business Administration) which have been completed, if the candidate for a degree requests, by filing the Minor Declaration form, that the minor(s) be identified on the student’s official transcript. This minor designation refers only to those that are identified by the various departments and colleges as published in this bulletin.

The request for minor designation will be included on the degree application form to be completed at the beginning of the final semester in school by the deadline appearing in the Academic Calendar, although the curriculum planning to meet this objective must be carefully coordinated beforehand. Minor Declaration forms are available in the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml).

Degree Requirements

All engineering students must successfully complete the curriculum prescribed in the Undergraduate Bulletin by the college at the time they are admitted or readmitted as degree candidates. This includes the requirements of the minimum number of degree hours earned, all required courses and an approved elective program, a C (2.000) average in all Marquette credits applied toward the degree, and a C (2.000) average in all Opus College of Engineering courses. A minimum of 60 credits must be taken at Marquette University. The final 30 credits must be taken at Marquette University or in an approved study abroad program unless given prior approval from the Office of the Provost. The 32 credit hours of upper division course work must be taken at Marquette University. At least 15 credit hours of course work in the major must be completed at Marquette University.

The following conditions apply under special circumstances:

1. If all degree credit is earned in continuous study in engineering at Marquette, the fulfillment of all degree requirements is normally straightforward. Students making an inter-college curriculum change will have credits earned in a previous curriculum allocated to the new curriculum by the Office of Academic Affairs through consultations with the appropriate department chair or his/her designate.

2. Students who are readmitted to their program after an absence of two or more consecutive semesters are obliged to follow the curriculum in effect at the time of readmission or more directly they must complete the courses prescribed by their department at the time of readmission. Normally, this will be defined in concert with the Director of Student Studies and Records in consultation with department chair or his/her designate. Previous credits earned will be allocated in the current degree requirement as fully as possible.

3. Transfer students coming into engineering degree programs will have their previous credits evaluated and applied toward the specific engineering degree they are pursuing, at the time of admission.

4. A student may elect to repeat courses at Marquette using the Course Repeat (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#repeatedcourses) policy. The repeated course grade will be used in the computation of the GPA. The first grade will be removed from the GPA. The original grade will remain on the students record. Students must complete and submit a Request to Repeat an
Undergraduate Course form. **Note:** For Opus College of Engineering students, the Course Repeat cannot be used more than five times throughout their career.

5. Credit/No Credit (CR/NC) grades do not affect the students GPAs, only degree hours earned. The same rule generally applies to credit added through Advanced Placement programs and CLEP exams.

6. Any variation from standard degree requirements must be accompanied by approved Curriculum Substitution and/or Allowance Request forms, which are available on the Engineering Academic Advising Center (http://www.marquette.edu/engineering/academic-advising-center) website.

**Discrimination**

Marquette University does not discriminate on the basis of race, color, religion, sex, national origin or handicap in its educational programs or activities including employment and admissions. Federal laws prohibit such discrimination.

**Electives**

The following are general definitions for determining the category in which an elective is placed.

**University Core of Common Studies (UCCS) Electives**

Students are required to take courses in nine knowledge areas which are grouped into three categories as shown below. Full details on UCCS requirements can be found on the UCCS Core website (http://www.marquette.edu/core).

**Examining the World:**

- Rhetoric: 6 credit hours
- Mathematical Reasoning: 3 credit hours

**Engaging the World:**

- Individual and Social Behavior: 3 credit hours
- Diverse Cultures: 3 credit hours
- Literature/Performing Arts: 3 credit hours
- Histories of Cultures and Societies: 3 credit hours
- Science and Nature: 3 credit hours

**Evaluating the World:**

- Human Nature and Ethics: 6 credit hours
- Theology: 6 credit hours

Students pursuing an engineering major will, through the courses required in their major, satisfy the following five knowledge areas: Rhetoric, Mathematical Reasoning, Science and Nature, Human Nature and Ethics, and three of the requisite six credits in Theology.

The other four knowledge areas and the additional Theology requirement must be satisfied through the selection of appropriate electives. The knowledge areas of Individual and Social Behavior (ISB), Diverse Cultures (DC), History of Cultures and Societies (HCS), and Literature/Performing Arts (LPA) are known as the core electives. For an updated list of courses in each of the knowledge areas, please refer to the list maintained on the UCCS website (http://www.marquette.edu/core-of-common-studies).

The four-year plans for the BIOC, BIOE, BIOM, CEMA, CIEN, and ENEN majors specify three core electives. This is because the four-year plans assume that one of the three core electives will be a Dual-Application course. If a student in one of these programs does not complete a dual-application course to satisfy core requirements, a fourth core elective will be required and degree Refer to the University Core of Common Studies section of this Bulletin for information about dual application courses.

**Technical Electives**

Any course in which tool or skill information makes up the prime substances: e.g., surveying, industrial organization, accounting, business law, as approved for their major. For further details on appropriate technical electives refer to the Undergraduate Bulletin for the particular major.

**Credit/No Credit (CR/NC) Grading Option**

Courses taken under CR/NC Option may not be required courses or courses within the student’s specified major. In other words, department electives or any required course in a student’s major may not be taken by students in that department under CR/NC provisions.

Only one such pass-fail course can be taken each semester, with a maximum of four total for graduation. Co-op credit does not count toward this total.

For more information, see the university policy in this bulletin or visit the Marquette Central website (http://www.marquette.edu/mucentral/registrar/policy_cr_nc_option.shtml).
Grade Appeals

Any student may consult the instructor about the grades he/she receives for work done. The exercise of this right neither requires a fixed procedure nor is it subject to procedural conditions. Grades that may be contested under these procedures are any final grades, that is, any grade received upon the completion of a semester. Normally no formal procedure of appeal will be given consideration if the documents are submitted later than the final day officially scheduled for the removal of incompletes, approximately four weeks after the beginning of the regular academic semester immediately following the term in which the grade was assigned.

1. The student must first consult with the instructor to determine the reasons for the grade. When there are special circumstances, the chair of the department may waive the consultation with the instructor.
2. When the student is not satisfied with the reasons given by the instructor, he may present his case in writing to the chair of the department. The student should present all evidence of his performance and may request that all other pertinent materials be supplied by the instructor.
3. When the chair has examined the appeal and after consultation with the instructor, he/she will:
   1. inform the student that no further departmental action is to be taken, or
   2. call a committee to review the appeal.
4. The chair will appoint a committee of three regular members of the department. The chair may appoint himself/herself to such a committee.
5. The committee may proceed from written evidence or may consult the instructor and/or the student according to its judgment.
6. The committee shall give one of three decisions:
   1. that the grade given will remain.
   2. that the instructor reconsider the grade in light of what the committee discovered and that the instructor's reconsidered grade will stand.
   3. that the committee recommends a change of grade to the Associate Dean for Academic Affairs of the college.
7. The decision of the committee shall be the final action inside the department and any appeal beyond the department is made to the dean of the college which offered the course.

Military Duty

The Opus College of Engineering has implemented the following policy which has been approved by the Office of the Provost and the Business Office regarding the activation of students to serve on active military service.

1. Up to the mid-term of a semester - a grade of W will be assigned for all courses being taken and a full tuition refund will be made. A note will be included on the transcript to indicate the reason for the W grades.
2. Between the mid-term and the last day to withdraw with a W grade - W grades will be assigned, no tuition refund will be made but the student will be permitted to retake the courses upon return to Marquette from military service without tuition charge.
3. During the last two weeks of the semester -
   1. With the consent of the instructor and the student, letter grades may be assigned based on the student's performance in the courses.
   2. A second option, based on the judgment of the instructors and agreed to by the student, X or I grades may be assigned. The student would then have to complete these courses during the first semester after returning to Marquette from military service to receive a grade. No refund will be made. The student could also decide upon returning to Marquette to retake the entire course/s without tuition charge.
   3. The final option is to assign W grades with no refund given. The student would be permitted to retake the courses upon returning to Marquette without a tuition charge.

Military Duty

The student has the responsibility of contacting the college office to inform them of the situation and if possible, the length of time that he/she will be gone. Because the student will ordinarily have only 24-48 hours to complete arrangements before reporting for duty, it will be the responsibility of the college office to insure that the student's instructors, the offices of the Bursar, the Student Financial Aid and the Registrar are informed of the grade/refund decision in each individual case.

Learning Disabilities Services

The Opus College of Engineering also cooperates with Marquette and the Coordinator of Disability Services in upholding the following statement:

In the spirit of Marquette’s commitment to cura personalis -- care for the whole person -- Marquette offers university-wide services for students with learning disabilities (LD). LD services include referrals for diagnostic testing, tracking of the academic progress of students with learning disabilities, a Student Guide providing basic directions for students with learning disabilities, and further information and practical advice for faculty and advisers.

The Office of Academic Affairs will coordinate with the Office of Disability Services (ODS) any actions taken, accommodations allowed, or services provided to a given student. If an instructor is contacted by a student who wishes that his/her disability be accommodated, the instructor should contact the Associate Dean for Academic Affairs for proper verification. Normally the instructor will be contacted by the associate dean and/or ODS and informed of learning disabled students possible difficulties on an individual case by case basis.

Basic information about learning disabilities can be obtained from the Office of Disability Services website (http://www.marquette.edu/oses) or contacting the office at 414-288-1645.
Faculty and advisers are urged to inform themselves about learning disabilities, to be alert to warning signs of learning disabilities in their advisees, and to refer any student suspected or known to be learning disabled to the Office of Disability Services for further assistance.

**Repeating Courses**

A student may repeat any course he/she has taken subject to college and university limitations. The motive may be to satisfy the requirement of a better grade, or to gain a better working knowledge of the topic. Some departments may require that a specific grade level be achieved prior to enrolling in successive course work.

Under the Course Repeat policy, students may repeat courses before graduation. The latest repeated course grade will be used in the computation of the GPA and the student will receive degree credit only once.

Advisers should be aware of the Course Repeat policy and recommend it to their advisees if it would be in a student’s best interest to engage this privilege rather than suffer the punitive consequences of a low grade. These consequences can be in loss of college standing, loss of eligibility for financial aid including scholarships and grants, and others.

**Note:** For Opus College of Engineering students, the Course Repeat Option cannot be used more than five times throughout their career. As per University policy, a student may repeat a course which has earned a passing grade only once. See the University Repeated Courses Policy [here](http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#repeatedcourses) for more information.

**Senior Year Course Plan Review**

It is the responsibility of students to know the requirements for their chosen major and minor as specified in the Undergraduate Bulletin and to keep track of their progress toward degree completion. Although it is assumed that each student and adviser keeps an accurate record of the degree progress of all advisees, one check point in particular becomes a matter of college policy.

Each student is required to submit to the Engineering Academic Advising Center a “Senior Year Course Plan Review” no later than May 1 in the year preceding his/her final academic year. This form is available on the college website [here](http://www.marquette.edu/engineering).

**Sexual Harassment**

The Opus College of Engineering shall adhere and cooperate with the following University Statement of Policy.

As Marquette University is committed to maintaining an environment in which the dignity and worth of each member of its community are respected, it is a policy of the University that sexual harassment of students and employees will not be tolerated and will be subject to appropriate disciplinary action.

Sexual harassment is a form of sex discrimination. Sexual harassment by or of either sex is prohibited by state and federal anti-discrimination law. It is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature. In the University context, it includes instances when such conduct is indicated to be a term or condition of an individual’s academic or employment experience, used as a basis for academic and employment decisions, interferes with an individual’s academic or employment performance, or creates an intimidating, hostile, or offensive academic or employment environment.

Even consensual relationships may lead to or derive from potentially exploitative circumstances. Any exploitation of the trust inherent in Marquette’s institutional context is abhorred. Of course, non-exploitative attachments also can develop in such relationships. But given the potential for exploitation or favoritism by even the well-meaning, the individual faculty or staff person carries the burden to disengage from, or otherwise neutralize, any relationships which hold potential for exploitation or favoritism.

This applies whether the relationship involves students or staff colleagues. Anyone finding him/herself in such a situation should seek guidance and assistance as needed from University personnel, with the objective of neutralizing any exploitative potential. Failure to neutralize any such potential of any such relationship can constitute grounds for disciplinary actions up to and including termination for all classifications of University employee.

It shall be a violation of University policy for anyone, student, faculty or staff, to engage in any form of sexual harassment or to retaliate against a person who has initiated an inquiry or complaint.

Any student with a complaint should contact the Dean of Students or his/her academic dean or director.

Any employee with a complaint concerning students or employees should contact his/her immediate supervisor. If the complaint is with the supervisor, the employee should contact the supervisor’s immediate superior.

Any student or employee may also contact the Director of Affirmative Action for counseling and assistance.

The right to confidentiality of any party involved, including the complainant and the accused, will be respected insofar as it does not interfere with the University’s obligation to investigate allegations of misconduct and to take corrective action where appropriate.
Simultaneous Enrollment in Two Academic Programs

Credit for courses pursued at another educational institution while simultaneously enrolled at Marquette (concurrent registration) will not be allowed unless specifically authorized by the dean.

Expanding on this policy declaration the following justifications and qualifications are added:

The Opus College of Engineering believes it is academically essential to know and monitor the aggregate academic load of all degree students and to guard against situations that adversely affect the overall student performance.

The college will permit simultaneous registration providing:

1. an equivalent course is not available at Marquette, and
2. the student has prior written permission regarding course selection from his/her adviser and has successfully petitioned the Associate Dean for Academic Affairs prior to the start of the classes.

Student action outside of these policy guidelines may jeopardize transfer credit allowance.

Undergraduate Independent Study

Provisions exist on a limited basis for junior and senior students to engage in independent study under the approved direction of a faculty member. Students wishing to avail themselves of this option should obtain the faculty director's approval as well as the department chairman's concurrence. "Independent Study Reading and Research Contract" forms for such course approval are available through the Engineering Academic Advising Center (http://www.marquette.edu/engineering/academic-advising-center) page of the college website.

The independent study program is primarily intended to provide enrichment. However, it may be utilized on a limited and approved basis to complete deficiencies when no other course of action is available.

A 3.00 or higher GPA is normally required to participate in the program. Documentation on the contract's satisfactory fulfillment should be on file in the department office and with the college office of academic affairs.

Other Opus College of Engineering Policies

For additional information on Opus College of Engineering policies, refer to the college website (http://www.marquette.edu/engineering/students.shtml).