Academic Regulations

Academic Regulations and General Information

Students in the Klingler College of Arts and Sciences are expected to comply with the academic requirements and regulations listed in the university section of this bulletin and must fulfill the graduation requirements stated in the bulletin in effect the year they entered Marquette.

Students who have interrupted their enrollment for one or more years follow the requirements and regulations listed in the bulletin in effect during the academic year of their return. (Exception is made for students who interrupted enrollment to serve in the Armed Forces.)

It is the responsibility of students to know and fulfill all university, Klingler College of Arts and Sciences, and major department requirements.

While the principal policies and procedures of the college are contained in this section of the bulletin, questions concerning other regulations should be directed to the college or relevant department office.

Academic Integrity

The Klingler College of Arts and Sciences adheres to the University Academic Integrity Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#academicintegrity). We believe in prevention through education; accordingly, the faculty of the college takes measures to educate students about the foundational principles of academic integrity.

In instances where academic dishonesty is suspected, instructors are responsible for initiating investigations into the alleged violation and students are responsible for cooperating fully with the investigatory process. Students and faculty should refer to the University Academic Integrity Policy in this bulletin for specific details.

If the college comes to know that a student has committed a substantiated act of academic dishonesty in a course offered by the college, and if that student withdraws from that course, the college will assign the student a grade of ADW for that course.

Absences from Final Examinations

An Arts and Sciences student who misses a final examination in any course must contact their course instructor immediately. For more information, refer to the University Attendance Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#attendance).

Academic Dismissal/Probation/Academic Alert (CAA)

Academic Dismissal

The Klingler College of Arts and Sciences adheres to the University Academic Censure Policy (http://bulletin.marquette.edu/undergrad/academicregulations/#AcademicCensure), as outlined in the Academic Regulations section of this bulletin.

In addition, any internal transfer student who has his/her ‘Required to Withdraw for Academic Reasons’ appeal approved by the college will be reinstated or readmitted as an undeclared major on probation for a minimum of one semester and special conditions will be prescribed in writing at the time of the student’s transfer into the college. The internal transfer student who fails to fulfill the specified terms of the conditions, will be required to withdraw for academic reasons at the end of the semester and there is no guarantee any future appeal will be upheld.

College Academic Probation

Undergraduate students in the Klingler College of Arts and Sciences are expected to maintain a cumulative and term grade point average of 2.000. Students who do not make the progress necessary to meet university and college graduation requirements are subject to academic censure. Students may be placed on academic probation or are continued on academic probation for the following:

• A term grade point average (GPA) below 2.000
• Inadequate progress toward the major
• Inadequate progress toward B.A./B.S. degree requirements
• One or more grades of SD, D, F, I, W, WA, UW or ADW
• A complete term withdrawal
• The violation of special conditions

College Academic Alert (CAA)

Students admitted to the Klingler College of Arts and Sciences 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 College Academic Alert (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

Therefore, it is possible that a student will be barred from registration by a CAA even though the student’s cumulative GPA exceeds 2.000. Students concerned about their academic progress should consult the college office.

Students placed on CAA status will be notified by letter or email of the committee’s decision and of the appeal process. If an appeal is approved, special conditions may be prescribed in writing at the time of the student’s reinstatement or readmission 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. In addition, any internal transfer student who has his/her CAA appeal approved by the college will be reinstated or readmitted as an undeclared major on probation for a minimum of one semester and special conditions will be prescribed in writing at the time of the transfer into the college. The internal transfer student who fails to fulfill the specified terms of the conditions, will be subject to CAA restriction at the end of the semester and there is no guarantee any future appeal will be upheld.

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/undergrad/academicregulations/#AcademicCensure) of this bulletin, and if accepted, the CAA hold will be removed after transfer 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.

Advisers/Advising

Upon entering the Klingler College of Arts and Sciences, a student is assigned a pre-major adviser. The student must consult with this adviser (or the Arts and Sciences Advising Center (http://www.marquette.edu/as/advising_index.shtml) ) at least once before registering for their first term and at least once every term thereafter.

Upon declaring a major, the student will be assigned a major adviser with whom the student must consult at least once each term before registering for classes. Students with more than one major are strongly encouraged to also consult with their second major advisers.

Advisers are available during each registration period as well as by appointment throughout the academic year.

Refer to the University Academic Advising Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#academicadvising) for additional information on Academic Advising: the University’s Advising Philosophy; Goals for Advising; and Adviser and Student Expectations.

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 (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#attendance) for all of its undergraduate courses.

Background Checks, Drug Testing

Some degrees, majors and/or courses may require a student to submit 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.

CD or D Grades

Courses completed with a grade of CD or D do not count toward the total hour requirement for a major or minor but do fulfill the subject matter requirement and do count toward the total 120 credit hours required for graduation. Courses in which a CD or D grade was earned initially may be repeated once. In such cases, only the grade earned in the repeated course will be counted in the cumulative grade point average, but both grades will appear on the official transcript; credit will be given only once. See the University Repeated Courses Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#repeatedcourses) for additional information on academic regulations: the University’s Advising Philosophy; Goals for Advising; and Adviser and Student Expectations.
Credit Overload

Students may register for up to 20 credit hours in a fall or spring semester. Registering for more than 20 credit hours requires the permission of the college office. To seek this permission, a student must fill out and hand in to the college office the Credit Overload Request form available at Marquette Central academic forms website. (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml)

Elective Courses

Of the 120 credit hours required for a degree, those not fulfilling the University Core of Common Studies, the College of Arts and Sciences B.A. or B.S. curriculum requirements and the major requirements are deemed electives. Courses in other divisions of the university may also be taken for elective credit.

Independent Study (4995) Courses

Independent Study (4995) courses offer students the opportunity to engage with increased intensity the study of special topics under the supervision of a faculty member.

These courses may be used to grant students credit for serving as researchers in faculty labs or on faculty research projects when:

- The student is conducting independent research under the supervision of the faculty member.
- The type of work done by the student clearly advances his/her educational objectives.

Faculty and students arranging an Independent Study course must adhere to the following guidelines for all 4995 courses:

1. These courses are intended for students conducting independent research or interpreting or analyzing research data, under the supervision of a faculty member. (A 4995 course is not to be used to grant a student credit for serving merely as a lab assistant or for awarding credit for an internship.)
2. All 4995 courses must be described by a complete syllabus, or a written course or project plan, which contains a clearly articulated set of instructional goals and a detailed plan for assessing whether those goals are achieved.
3. The syllabus must also include a calendar of meetings between faculty and student (including dates and times), the dates for assignment deadlines, as well as assessment and grading methods (including percentages of the total grade represented by each assignment, exam or research paper).
4. The course must include a culminating writing or research project reflecting the knowledge gained in the course.
5. All 4995 courses must include face-to-face meetings with faculty, in addition to individual reading and research. Distance learning is not acceptable for 4995 courses.
6. These courses are available only to juniors and seniors (exceptions will be granted only in extraordinary circumstances and must be approved by the department chairperson and the associate dean of the college).
7. A 4995 course is available only to a student who has declared a major or minor in the subject area of the course proposed, and who has completed at least 12 credit hours in that department.
8. These courses are not to be used as substitutes for regularly scheduled courses or for fulfillment of requirement of either the University Core of Common Studies or the Klingler College of Arts and Sciences B.A. or B.S. Curriculum.
9. All 4995 courses are to be taught only by regular full-time faculty. If this is not the case (for example, where a student’s work is done in a laboratory off campus), departments proposing 4995 credit must ensure academic quality by providing secondary student mentoring by a Marquette faculty member, by requiring a plan for the proposed research, and by requiring a written record of the research results.
10. Departments may establish the maximum number of credit hours (3-6 cr. hrs.) earned in 4995 courses which may be applied to a major or minor.
11. Departments may also establish a minimum grade point average for enrollment in 4995 courses (3.000 is recommended), as well as additional guidelines as appropriate.
12. An Independent Study course must involve a minimum workload of 170 minutes for each credit, during each week of the semester, as per the University Credit Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#credit).
13. An Independent Study course should not be used to award additional credit(s) to a regular credit bearing course.

The Independent Study approval form is located on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml). The deadline for approval of 4995 courses by department chairpersons is the close of late registration for the session in which the course is to be offered. Refer to the Academic Calendar (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academiccalendar) for deadlines. Late requests for 4995’s must be approved by the associate dean of the college and will be granted only in extraordinary circumstances.

Majors and Minors

Candidates for degrees are required to complete a major. Formal declaration of the major should be filed in the appropriate departmental office, usually during the sophomore year.
A minor is not required but is offered in most disciplines and some interdisciplinary fields. Students pursuing a minor must complete a declaration of minor form found on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml). Once completed, the form must be turned in to the student’s college records office.

The number of credit hours required for various majors and optional minors is listed in the departmental sections of the bulletin.

Overlap Limit: A minor requires 9 unique credits [credits not used to satisfy requirements for a different major/minor]. A major requires 15 unique credits [credits not used to satisfy requirements for a different major/minor]. Cognate requirements are not considered when examining overlap of majors or minors.

At least fifteen credit hours in the major and nine credit hours in the minor must be completed at Marquette.

**Interdisciplinary Majors and Minors**

The Klingler College of Arts and Sciences is committed to the fundamental goal of integrating diverse areas of learning into a coherent whole. This integration lies at the heart of the liberal arts education provided at Marquette University. Achieving this goal involves two steps. First, as part of the college curriculum, students are required to study material from the wide variety of disciplines comprising the arts and sciences. Second, by majoring and perhaps minoring in a specific discipline of their choice, students pursue learning in more depth and are then challenged to integrate this into their broader understanding of the world acquired through the college curriculum. For students whose interests go beyond the boundaries of traditional disciplines, the college offers the interdisciplinary majors and minors listed in the college section - Interdisciplinary Majors and Minors (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/helenwayklinglercollegeofartsandsciences/interdisciplinarymajmin).

**Individualized Interdisciplinary Majors and Minors**

In addition, students for whom particular interests may be better served by a flexible grouping of courses from several areas can create an individualized interdisciplinary major or minor. Examples of such self-designed majors or minors include Arabic Studies, Environmental Studies, Italian Studies, Latin American Studies, and Middle Eastern and North African Studies. Students should consult the college office regarding the creation of the individualized major or minor, and to acquire the guidelines and the form that must be submitted. The student must work with a faculty adviser in their area of interest. With this adviser, the student will write a proposal explaining the relationship between educational objectives and the choice of an interdisciplinary major or minor, a list of courses to be included, and the sequence in which they will be taken. Two letters of recommendation are required: one from the faculty adviser, and the second, from a faculty member that is familiar with the student's academic work. Such proposals, as well as any subsequent modifications, must be approved by the college's associate dean.

**Professional Minors**

Professional minors are available in advertising and Fine Arts (Graphic Design, Motion Narrative, Photography, Studio Art) in the College of Communication, business administration, human resources management, information technology, and marketing in the College of Business Administration, biomedical sciences in the College of Health Sciences and health studies in the College of Nursing. See the appropriate sections of this bulletin for information.

**Transfer Credit Policy**

In accordance with the University Transfer Credit Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/admissionprocedures/admissionasatransferstudentadvancedstanding), the Klingler College of Arts and Sciences will grant credit for courses taken for a grade and completed at a C or better at a regionally accredited college or university. Only credit will transfer, not grades. Courses completed in a quarter-hour system will be converted to semester credits. A Marquette equivalent will be specified for each transferable course. Courses awarded as 9290-9299, (lower division) or 9390-9399 (upper division) indicate transferable credit for which there is no discernible Marquette equivalent. Courses awarded as 9290-9299 or 9390-9399 will count toward the degree and may fulfill UCCS, college curriculum or major/minor requirements; however, they will not fulfill any requirement where a specific course number (i.e. PHIL 1001 Philosophy of Human Nature or THEO 1001 Introduction to Theology) has been indicated. Contact the director of student records with any questions or concerns regarding transfer of credit.