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, students and administrators.

Refer to the University Academic Integrity Policy (http://bulletin.marquette.edu/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/undergrad/academicregulations/#academiccensureprobationdismissalacademicalert) in this bulletin.

Academic Probation

Students 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 C-, D+, D, F, I, UW, WA or WF.
- Receive no excessive absence reports.
- Meet monthly with their academic adviser.
- Meet with an adviser in the Office of Student Educational Services.
- Activate and monitor their 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 term.

If students fail to meet the conditions of Academic Probation, there are three possible outcomes:

- Students are subject to Academic Dismissal if their cumulative GPA is below 2.000. Students may appeal this decision.
- Students are subject to the placement of a College Academic Alert hold, which restricts students from enrollment in classes at Marquette University for future terms. Students may appeal this decision.
- Students are placed on continued Academic Probation. Students may not appeal this decision.

If an allowed appeal is successful, students continue on Academic Probation for one additional term.

The goal of the above policy is to monitor all our students at the end of each term 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 are barred from future registration by a CAA registration hold.

The bases for committee review are:

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

Special conditions may be prescribed in writing at the time of students' admission, readmission or transfer into the college. Conditions may also be prescribed in writing in the case of students whose course performance or failure to follow academic advice warrants such action. All students for whom conditions have been specified are subject to committee review and possible CAA restriction should they fail to fulfill the specified terms. It is possible that students are barred from registration for academic reasons even though the 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 are notified of the committee's decision and of the appeal process. Students may appeal for reinstatement or request a transfer to another college at Marquette University. The University Academic Censure Committee reviews appeals and makes decisions on whether to accept or deny appeals. The decision of the committee is final.

Unless appeals are accepted and the CAA hold is removed, students may not register for courses at Marquette and may be dropped from any classes for future terms in which they are 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](http://www.marquette.edu/mucentral/registrar/policy_forms.shtml)

AFROTC, AROTC 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 prevents 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 are automatically assigned a WF grade. Exceptions: Students, who because of verified illness and/or a crisis emergency and 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 students' 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 revert to F grades.

Background Checks, Drug Testing

Some degrees, majors and/or courses may require students 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

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 restricts 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/undergrad/academicregulations/#repeatedcourses).

LIMIT ON THE NUMBER OF ADW, W, UW, WA AND WF 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 ADW, UW, UW, WA and/or WF.

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

Students are allowed to earn a maximum of five grades of F or WF during their engineering program. Grades of F or WF which are subsequently replaced by the use of the Course Repeat Option count toward this total. Thus, a maximum of five F or WF grades can appear on students’ transcript (whether or not they enter into the calculation of the GPA). However, students may take a single course a maximum of three times in which F or WF grades were earned, a maximum of three F or WF grades in a single course.

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 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 credits are shown on students’ records 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 transfers, not grades.

Any subsequent addition or change in student advanced standing/transfer credit are entered on students’ records.

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/undergrad/admissionprocedures/#transfercoursecreditpolicy), as described in the Admissions section of this bulletin, the following additional guidelines are applied, recognizing that exceptions can be made by the Associate Dean for Academic Affairs of the Opus College of Engineering.

For students admitted to other Marquette University colleges seeking transfer to the Opus College of Engineering:

- Minimum ACT scores of 25 in Composite and Math are required.
- For students who meet the minimum ACT score requirement, a minimum cumulative GPA of 2.500 in all Marquette courses and a minimum GPA of 2.500 in all math and science courses is required.
- For students who do not meet the minimum ACT score requirement, a minimum cumulative GPA of 3.000 in all Marquette courses and a minimum GPA of 3.000 in all math and science courses is required.

For students seeking transfer from other institutions without an articulation agreement:

- A minimum cumulative GPA of 2.500 in all courses and a minimum GPA of 2.500 in all math and science courses is required.

For students seeking transfer from other institutions with an articulation agreement:

- A minimum cumulative GPA of 3.000 in all courses and a minimum GPA of 3.000 in all math and science courses is required.

International students are admitted through consultation with the Office of International Education (OIE). Transfer credits are normally awarded as recommended by the OIE Director. In some cases, credit is not 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 petitions and approval. Such petitions are initiated by students through the submission of a completed Curriculum Substitution and/or Allowance Request form in the Engineering Academic Advising Center. Students should consult with their academic adviser whether substitutions are appropriate. The basis for the request must be reasonable and documented.

**Dean’s List**

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

**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 appears 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 (CNEN) is available for students pursuing that degree. Students may choose a major in Electrical Engineering (ELEN) or Computer Engineering (COEN). The major designation appears on students’ official transcript and diploma.

Students may also elect to pursue a minor program in any of the above areas other than their major. The college identifies 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 students’ 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 is included on the degree application form to be completed at the beginning of the final term 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 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 their designate.

2. Students who have interrupted their enrollment from the university are normally 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 is defined in concert with the Director of Student Studies and Records in consultation with department chair or their designate. Policies and regulations that are in effect at the time of return apply to all students, regardless of the term of initial enrollment.

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

4. Students may elect to repeat courses at Marquette using the Course Repeat policy. The repeated course grade is used in the computation of the GPA. The first grade is removed from the GPA. The original grade remains on the student's 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), Satisfactory/Unsatisfactory (S/U) grades do not affect the student’s GPAs, only degree hours earned. The same rule applies to credit added through Advanced Placement programs, Credit by Examination 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 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.

Marquette Core Curriculum (MCC) Electives
Students must complete a course from each of the following content areas within the SAME Discovery theme. A maximum of two courses in the Discovery Tier can be applied towards a primary major.

- Humanities (DSCV HUM) – any Humanities (HUM) approved course in the same Discovery theme
- Natural Science and Mathematical Reasoning (DSCV NSM) – any Natural Science and Mathematics (NSM) approved course in the same Discovery theme
- Social Science (DSCV SSC) – any Social Science (SSC) approved course within the same Discovery theme
- Discovery Elective (DSCV ELE) – any approved course within the same Discovery theme

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 that 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 term, 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.

Grade Appeals
Any student may consult the instructor about the grades received 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 term. Normally no formal procedure of appeal is 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 term 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, the chair:
   a. informs the student that no further departmental action is to be taken, or
   b. calls a committee to review the appeal.

4. The chair appoints 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:
   a. that the grade given remains.
   b. that the instructor reconsider the grade in light of what the committee discovered and that the instructor’s reconsidered grade stands.
   c. 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.

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 coordinates 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 their disability be accommodated, the instructor should contact the Associate Dean for Academic Affairs for proper verification. Normally the instructor is 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

Students may repeat any course they have 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 is used in the computation of the GPA and the student receives degree credit only once.

Advisers should be aware of the Course Repeat policy and recommend it to their advisees if it would be in students' 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 a total of five times throughout their career. Students may take the same course no more than three times. As per university policy, a student may repeat a course which has earned a passing grade only once. See the University Repeated Courses Policy (http://bulletin.marquette.edu/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.

Students are required to submit to the Engineering Academic Advising Center a "Senior Year Course Plan Review" no later than May 1 in the year preceding their final academic year. Students are notified when the form is available.
Sexual Harassment

The Opus College of Engineering adheres and cooperates 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 is not tolerated and is 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 their academic dean or director.

Any employee with a complaint concerning students or employees should contact their 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 Title IX Coordinator for counseling and assistance.

The right to confidentiality of any party involved, including the complainant and the accused, are 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) are not 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 permits simultaneous registration providing:

1. an equivalent course is not available at Marquette, and
2. the student has prior written permission regarding course selection from their 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-level 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).

Other Academic Regulations
For information on additional university academic regulations, consult the Academic Regulations (http://bulletin.marquette.edu/undergrad/academicregulations) section in this bulletin.