

ACADEMIC PROGRAM AND POLICIES

The Carroll academic program draws its inspiration from the University's rich liberal arts and sciences tradition. As Wisconsin's oldest institution of higher learning, Carroll continues to fulfill its mission of preparing graduates for lives of achievement, meaning, service and fulfillment by providing a student-centered educational program that promotes breadth of knowledge and responsible intellectual inquiry.

The purpose of this portion of the catalog is to provide clear information about the University's requirements and academic policies. It is the responsibility of all students to be knowledgeable about the curriculum requirements and academic policies of their particular catalog.

The Curriculum

The curriculum for all undergraduates at Carroll consists of 1) coursework associated with the University's General Education Program, 2) completion of a course of study leading to one or more majors (and often a minor) including support courses, and 3) elective courses that complete the undergraduate's educational experience. Carroll students earn the baccalaureate degree appropriate to their major field of study and are required to fulfill the degree requirements specified by the various academic programs and detailed in subsequent sections of this catalog. Graduates of the University must fulfill the requirements of a major and its associated degree requirements, the general graduation requirements and a minimum of 128 credit hours.

General Graduation Requirements

1. Students must earn a minimum of 128 credits, with the last 32 credits completed while enrolled at Carroll.
2. To graduate, students must earn a minimum 2.0 cumulative grade point average and a minimum 2.0 Carroll University grade point average.
3. An Application for Graduation form must be filed with the registrar's office one year before the expected date of graduation. Forms are available online and at the Registrar's Office. After the application is filed, a degree audit is sent to the student indicating remaining requirements to be completed.
4. Because mathematical literacy is relevant to both liberal learning and the practical demands of contemporary society, all students must demonstrate a knowledge of and proficiency in mathematics. Mathematics 106 or higher is required for all students pursuing a Bachelor of Arts degree or a Bachelor of Music Education degree. Mathematics 112 is required for all students pursuing a Bachelor of Science in Nursing degree. Students pursuing the Bachelor of Science degree are required to complete either

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Mathematics 112, or Mathematics 140 or higher. This requirement can also be met by Advanced Placement credit in statistics or calculus.

6. Each year the academic community gathers to consider contemporary issues and enduring questions, to honor individual and collective achievement, and to celebrate shared vision and values. Attendance at two of the University's Convocations is required of all full-time students each year.

The General Education Program

General Education expands student learning beyond the major area of study. The knowledge and skills developed through General Education are essential for students to reach their full potential as educated citizens in diverse communities and an ever-changing work force. The General Education Program at Carroll University provides not only breadth and depth outside the major, but a series of cross-cultural learning opportunities. Upon completion of Carroll's General Education Program, students will achieve the following learning outcomes:

1. Understand world cultures and reflectively interact with cultures other than their own.
2. Critically evaluate global issues from multiple perspectives.
3. Understand and analyze multiple philosophical, ethical, and religious positions held by persons within their own and other cultures.
4. Understand the methodologies germane to the fine arts, humanities, social sciences, and natural sciences as well as their larger social context.
5. Analyze and integrate material in a field outside the major area of study.
6. Develop and defend a position that demonstrates logical reasoning both orally and in writing.
7. Demonstrate information fluency by gathering, analyzing, and synthesizing information using emerging technologies and traditional media.

Students accomplish these learning outcomes through a Cross-Cultural Component and a Distribution Component.

Cross-Cultural Component

The Cross-Cultural Component is a five-course series through which students explore the study of culture:

- Cultural Seminar
- Writing Seminar
- Cross-Cultural Designation
- Cross-Cultural Experience
- Global Perspectives Colloquium

Cultural Seminar (CCS 100)

The Cultural Seminar, which is taken in the first semester, begins the exploration of culture through the study of one's own culture and a different culture. This course develops oral communication skills through critical reading and discussion.

Writing Seminar (ENG 170)

The Writing Seminar is taken during the first or second semester, includes cross-cultural readings, and develops foundational writing skills.

Cross-Cultural Designation (CCD)

The Cross-Cultural Designation course is taken after the Cultural and Writing Seminars. This course satisfies a Distribution requirement (see below), continues development of writing skills, and includes significant cross-cultural themes as preparation for the Cross-Cultural Experience.

Cross-Cultural Experience (CCE)

The Cross-Cultural Experience course is taken concurrently or after the Cross-Cultural Designation course. In an off-campus setting, students apply knowledge learned in the previous three courses through interactions with cultures other than their own.

Global Perspectives Colloquium (CCS 400)

In the Global Perspectives Colloquium, advanced students (usually seniors) from multiple disciplines engage in critical reading and discussion. Students reflect on their distribution courses and cross-cultural experiences while also refining their writing skills.

Distribution Component

The Distribution component consists of courses that are outside a student's academic major area of study. The Distribution Component includes two main features: four introductory-level General Education 1 (GE1) courses that encourage disciplinary breadth and one higher-level General Education 2 (GE2) course that fosters depth outside the major. There are five Distribution Areas, and each academic major is housed in one of these five Distribution Areas (see the list of majors at the end of this section):

- Fine Arts (F)
- Humanities (H)
- Philosophy/Ethics/Religion (P)
- Social Sciences (S)
- Natural Sciences (N)

GE1 courses

Students must complete four GE1 courses: one from each of the four Distribution Areas outside of their major area of study. Students are not required to take a course from the Distribution Area in which their major is housed (e.g., a Chemistry major need not take a GE1 course from the Natural Sciences Distribution Area).

GE2 courses

A student must take one GE2 course. A GE2 course must be from the same discipline as one of the GE1 courses previously taken (e.g., a GE1 English course and a GE2 English course).

A GE2 course builds upon knowledge from a previous GE1 course and provides depth in an area of interest outside a student's major.

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Cross-Cultural Designation

Some GE1 and GE2 Distribution courses are also listed with a Cross-Cultural Designation (CCD). Students must take at least one CCD course (see above). Students may satisfy the CCD requirement and a Distribution Area requirement in a single course.

A listing of GE1 and GE2 courses by Distribution Area follows. See also those that have a CCD after the course description – they satisfy the Cross-Cultural Designation requirement. More courses, especially GE2 courses, will be added to this list.

I. Fine Arts

Through practice and study, students will learn about the creative process that is central to disciplines found within the Visual and Performing Arts.

Fine Arts General Education 1 (F1)

ART 103, Prehistoric to Renaissance: Art History Survey
ART 104, Renaissance to Early Modernism: Art History Survey
ART 106, Drawing and Composition
ART 107, Beginning Design 2D and 3D
ART 209, Photography I
ART 225, Ceramics I
ENG 206, Fiction Writing
ENG 207, Poetry Writing
ENG 208, Creating Nonfiction Writing: The Documentary Impulse
FAR 105, Introduction to World Dance
MUS 151, History of Jazz
MUS 156, Listening to Classical Music
MUS 158, Rock Music: Roots and History
THE 101, Introduction to Theatre Arts

Fine Arts General Education 2 (F2)

ART 201, Painting I
ART 230, Printmaking I
ENG 307, Advanced Poetry
ENG 308, Advanced Creative Nonfiction

II. Humanities

Students will examine literary and historical artifacts to understand diverse cultures and their development over time.

Humanities General Education 1 (H1)

ENG 162, Gender and Literature (CCD)
ENG 165, Readings in Race and Gender (CCD)
ENG 210, African American Literature (CCD)
ENG 211, Introduction to Literary Study I: Poetry
ENG 212, Introduction to Literary Study II: Short Fiction and Drama
HIS 103, Roots of the Western World

HIS 104, Europe and the Modern World
HIS 105, America to 1877
HIS 106, America since 1877
HIS 107, Understanding the Premodern World
HIS 108, Understanding our Contemporary World
HIS 112, Introduction to Latin American History (CCD)
POL 210H, The Origins of Democratic Thinking

Humanities General Education 2 (H2)

ENG 226, Africa: Literature and Culture of Its Many Nations (CCD)
ENG 300, Great Authors (CCD)
ENG 301, Chaucer
ENG 304, Shakespeare
ENG 305, Advanced Exposition and the Rhetorical Tradition
ENG 312, Modernism and Postmodernism
HIS 213, Women in American History
HIS 225, Medieval Europe, China, and the Islamic Crescent (CCD)
HIS 254, Topics in Medieval European History

III. Philosophy/Ethics/Religion

Students will analyze multiple philosophical, ethical, and religious positions relative to individual and social life and acquire means to enter conversations about ethics, values and meanings.

Philosophy/Ethics/Religion General Education 1 (P1)

BIO 324, Bioethics
ENG 164, American Indian Literature and Spirituality (CCD)
ENG 255/ENG 255H, Postcolonial Literature (CCD)
PHI 101, Introduction to Philosophy
PHI 105, Introduction to Logic
PHI 206/PHI 206H, Ethics
PHI 207, History and Philosophy of Science
POL 275, Political Theory
POL 276, Democracy and Globalization
REL 102, Introduction to the Hebrew Bible
REL 103, Introduction to the New Testament
REL 106, Understanding Religion
REL 200, Religions of the Contemporary World
REL 201, Jesus of Nazareth
REL 210, Suffering and Hope (CCD)
REL 230, Foundations of Christianity
REL 231, Christianity in the Modern World

Philosophy/Ethics/Religion General Education 2 (P2)

ENG 303, Milton and Moral Choice: His Age and Ours
PHI 308, Philosophy of Religion

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PHI 320, Ancient and Mediaeval Philosophy
PHI 321, Modern and Contemporary Philosophy

IV. Social Sciences

Students will learn theoretical and methodological approaches to the study of societal dynamics and use that knowledge to analyze contemporary social issues.

Social Sciences General Education 1 (S1)

COM 101, Principles of Communication
COM 207, Intercultural Communication (CCD)
COM 290, Health Communication
ECO 124, Principles of Economics I - Microeconomics
ECO 225, Principles of Economics II - Macroeconomics
LEA 190, Leadership and Personal Effectiveness
PBH 101, Introduction to Public Health
PBH 102, Global Health (CCD)
POL 101/POL 101H, Our Flattening World: An Introduction to Global Studies (CCD)
POL 141, Introduction to American Politics
PPE 101, Introduction to Philosophy, Politics, and Economics
PSY 101, Introductory Psychology
SOC 101, Introduction to Sociology
SOC 102, Sociology of Social Problems
SOC 110, Cultural Anthropology (CCD)

Social Sciences General Education 2 (S2)

LEA 302, Leadership: Theory and Practice
PBH 421, Epidemiology
PSY 221, Life-Span Psychology (CCD)

V. Natural Sciences

Students will learn theoretical and practical methods of the natural sciences and will apply these methods to problems through laboratory or field experiences.

Natural Sciences General Education 1 (N1)

BIO 120, General Biology I
BIO 131, Human Genetics
CHE 104, Forensic Science
CHE 106, Drug Discovery
ENV 105, Earth Science
ENV 120/ENV 120H, Conservation and Environmental Improvement
PHY 105, Astronomy

Natural Sciences General Education 2 (N2)

(More courses to be added)

Organization of Majors in Distribution Areas**Fine Arts**

Art
Book Art
Graphic Communication
Music
Photography
Theatre Arts

Humanities

English
European Studies
History
Spanish
Writing

Philosophy/Ethics/Religion

Religious Studies

Social Sciences

Accounting
Business Administration
Communication
Criminal Justice
Education
Global Studies
Organizational Leadership
Philosophy/Politics/Economics

Physical and Health Education

Politics
Psychology
Public Health
Recreation Management
Sociology

Natural Sciences

Actuarial Sciences
Applied Physics
Athletic Training
Biology
Chemistry and Biochemistry
Computer Science
Environmental Science
Exercise Science
Health Science:
 Diagnostic Medical Sonography
 Radiologic Technology
Information Technology
Mathematics
Medical Laboratory Sciences
Nursing
Occupational Therapy
Software Engineering and
 Applied Mathematics

Majors

In order to be eligible for a Bachelor of Arts, Bachelor of Science or Bachelor of Music Education degree, a student must complete one major and earn a minimum 2.00 grade point average (Carroll and transfer credit) in all courses attempted for the major.¹ Generally majors require no more than 64 credits within a program (exclusive of credit for internships).² This regulation does not prevent a student from earning more than 64 credits, which would then permit the student to earn additional course credit in the major. The requirements for satisfying a specific major may be found under each program listing in the course descriptions section of this catalog. When a student has decided on a major field, he/she should consult with a faculty member in that program and make the necessary arrangements with the Registrar's Office. A student who elects to complete a second major should have an adviser from that program also. Students declaring more

¹. Some majors that must meet outside standards for accreditation may require a higher GPA.

². Required supporting courses are included within the 64-credit limit. Majors within professional programs may exceed 64 credits

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than one major must declare one major as the primary major.³ This declaration must be specified when a student applies for graduation.

The primary major will determine which degree is earned (B.S., B.A., B.S.N., or B.M.E.). A course may count toward two majors as long as the majors are in different disciplines. If a student has more than one major, however, each major must have 32 credits unique to each major. The student also may select a minor. A student may also count the same course in the major toward a minor as long as the minor is in a different program. The major must have a minimum of 32 unique credits in the major, and the minor must have 16 unique credits. In programs that have multiple emphases, a student may declare only one emphasis. A transfer student is expected to complete in residence at Carroll at least one-fourth of the number of credits required for the stated major field(s) of study.

Minors

Students may also decide to select one or more minors from a broad range of fields. While a minor typically requires fewer credits than a major, it provides students with a coherent course of study in the field. Descriptions and course requirements are listed in the program sections. At least one-fourth of the total credits required must be taken at Carroll with a minimum of a 2.00 grade point average. A student may not select a major and minor in the same discipline. A course in the minor may also count toward another minor as long as each minor has 16 unique credits.

Individually-Designed Major

A student interested in designing such a major will, in consultation with an adviser qualified and willing to assist, work out a program of study based primarily on regularly-taught courses at Carroll. The degree requirements of either the Bachelor of Arts or Bachelor of Science will be incorporated into this plan. The entire plan must be submitted to the Academic Steering Committee for review. It will reject any plan that creates staffing problems, violates the principle of the need for balance between concentration and breadth of study, or for any other reason is judged to be academically unsound. It will not impose a general rule about the number of courses in the major, except that no student will be permitted to take more than 40 credits within a program, except in professional programs. All proposals for individually-designed majors must be submitted to the Academic Steering Committee no later than one year prior to the intended date of graduation. A planning and approval form for the Individually-Designed Major is available in the Registrar's Office.

Electives

Students also have the opportunity to complete elective courses to broaden their knowledge in areas outside the major. Electives are generally free of restrictions, other than prerequisites, and fulfill neither major nor general education requirements.

³. Specific programs designate major support courses that are required for primary majors only.

International and Off-Campus Study

Study Abroad and New Cultural Experiences Program (NCEP)

The Office of International Education (OIE) provides Carroll students with opportunities to enhance the awareness of their own cultural conditioning, assumptions and perspectives by bringing them in contact with people who have backgrounds significantly different from their own. Two types of benefits result from such an experience: (1) Students develop a more vivid consciousness of the kinds of social, political, economic and religious forces that have contributed to the formation of their own self-concepts, and to the structure of American society as a whole; and (2) students develop a growing understanding of other cultures and customs.

OIE offers a variety of short-term study abroad options, with a worldwide geographic scope that spans all continents but Antarctica.

Carroll's NCEP (New Cultural Experiences Program) courses are developed and led by Carroll faculty; NCEP is Carroll's signature short-term study abroad program. A description of approved NCEP courses can be found on page 323 of this catalog.

Many semester and academic year study abroad opportunities exist for students who want longer, in-depth academic experiences in another country. Students who have earned 16 Carroll University credit hours, have sophomore standing and a cumulative grade point average of 3.0 or higher may apply for enrollment in study abroad. Most students study abroad during their junior or senior year. Students who are approved for study abroad must have a grade point average of at least 3.0 when the planned study abroad is to begin. Approved students will remain enrolled full time at Carroll University during the time they are abroad. A listing of exchange and affiliated study abroad programs can be found beginning on page 320.

Additional information about each of the options, including costs, is available from the OIE.

Domestic Off-Campus Study Opportunities

Carroll students also have the opportunity to participate in two Washington, D.C., based programs.

- The Washington Semester program at American University emphasizes course work with a four-credit internship in the public, private or nonprofit sectors of the capital. The student is responsible for paying tuition directly to American University.
- The Washington Center program includes a hands-on internship experience of at least 30 hours per week supplemented by enrollment in a single course in a semester.

Students should note that tuition in these programs may cost more than Carroll tuition, in which case the student would be responsible for the difference.

Additionally, students may explore international relations in depth by participating in a program based at the United Nations. The Wisconsin Universities program, con-

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ducted during a six-week summer term, concentrates the study of the U.N. in a two-week intensive course at the University of Wisconsin-Milwaukee followed by a four-week session in New York City. Students participating in this program earn six credits that may be transferred to Carroll.

Additional information about each of the options, including costs, is available from the Office of International Education.

Honors Program

The mission of the Carroll University Honors Program is to encourage motivated and talented students to pursue a breadth and depth of knowledge within an enriched curriculum. The program creates an environment designed to challenge students' perspectives and to foster intellectual development. This interdisciplinary program offers intensive sections of courses distributed over the arts and sciences. The Honors Program also provides special cultural and social activities on and off campus for all honors scholars.

Upon completion of normal Carroll University admission, all freshman applicants are considered for the Honors Program. Following a comprehensive review, the Honors Committee invites selected candidates to apply to the program. Late applicants, as well as transfer students and students currently enrolled at Carroll, are considered for the program on the basis of available openings.

Students admitted to the Honors Program upon matriculation to the University are expected to complete a six course curriculum including an Honors Cross-Cultural Seminar, an Honors Writing Seminar, three honors courses that may fulfill general education requirements and a two-credit Honors Global Perspectives Seminar. Students who join the Honors Program later are expected to complete four honors general education courses and the Honors Global Perspectives Seminar. Normally, students may choose from two general education honors courses per semester. To graduate as a member of the University Honors Program, a student must attain an overall grade point average of at least 3.40 with grades of B or better in each honors course. For more information, please contact the Carroll University Scholars Center.

Alternative Methods of Obtaining Credit

Carroll University recognizes that learning can occur in a variety of environments and through diverse experiences. At Carroll, there are several ways of obtaining credit for prior university-level learning in addition to satisfactory course completion. Students may earn up to 64 credits in a baccalaureate program through any combination of the following types of credit:

1. **Advanced Placement Credit** may be granted to students who are enrolled in a degree program at Carroll and obtain an appropriate score through Advanced Placement examinations. A copy of the current AP requirements is available from the Registrar or online. Qualified students may be granted credit following successful completion of a university-level course in secondary schools provided the course is submitted on a university transcript. A maximum of 48 credits may be obtained through advanced placement.

2. **The College Level Examination Program (CLEP)** grants credit to qualified students enrolled in a degree program at Carroll for up to seven courses (28 credits) on the General Examination when the qualifying level of the 75th percentile has been achieved in each test written. This credit will be divided in the following manner: English, four; mathematics, four; natural sciences, four; humanities, eight; and social sciences/history, eight. Credit for the General Examinations will count as elective credit toward graduation; some credits may meet general education requirements. Credit also may be granted for subject examinations when the scores are at the recommended qualifying level. No more than 48 credits of CLEP credit will be granted for the general and subject matter examinations combined. Additional information and registration forms are available from the Office of Part-Time Studies. This credit must be approved in advance.

3. **Credit by Examination** allows qualified students enrolled in a degree program at Carroll to take examinations for credit in selected courses. Such examinations are developed and administered by departments. In some instances, placement without credit might be recommended. Interested students may consult with department faculty about policies and procedures. Contact the Registrar's Office for the necessary form. A \$155 per credit fee (\$193 for Nursing courses) is charged for each examination. A student who does not complete the examination with satisfactory results may not repeat the examination.

4. **The International Baccalaureate Diploma** is recognized by Carroll University for purposes of admission, course credit and advanced standing or placement. Sixteen credits will be granted to holders of the International Baccalaureate diploma. Additional credit may be granted when more than four higher-level examinations have been taken and scores of four or higher have been earned. For students in the program who have not earned the diploma, four credits will be granted for each higher-level examination when a score of four or higher is earned. These credits will be declared to meet core and General Education requirements when the subjects validated by examination appear to be reasonably comparable to the subjects taught at Carroll University. Otherwise, the credits will be regarded simply as elective credit toward a Carroll degree. The student must enroll as a degree-seeking student at Carroll.

5. **Credit for Prior Learning** is possible when university-level learning, which relates to a degree program offered by the University, has occurred outside the normal educational setting. Credit for prior learning may be given when verified by employment records and the American Council on Education guidebook and transcripts or when verified by a program for credit within that program. A maximum of 24 credits may be obtained through this method. Carroll University uses the course-equivalency method with the portfolio model for assessment of prior learning that is not easily measured via standardized testing or transfer procedures. Such competency is expected to be related to the student's present degree program. The evaluation of such credit requires consideration by faculty. Students are required to demonstrate their learning, competencies and skills. Evidence will usually consist of a portfolio. However, a performance test, an essay examination, or an interview with an internal or outside expert may also be required.

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6. **Correspondence Courses**, up to 12 credits from an accredited institution, may be accepted in transfer and may be applied to a Carroll University degree. The course credit must be letter graded C or better. (D graded credit will not meet any graduation requirement.) Students must obtain written approval in advance from their adviser and the Registrar prior to registering for any correspondence or extension course. Forms are available in the Registrar's Office. A copy of the course description for each course to be taken must accompany the Transfer Credit Approval form when it is filed with the Registrar's Office. A maximum of eight semester hours of correspondence or extension course credit may be applied to major or minor requirements with the written approval of the appropriate Department Chair or College Dean. It must be filed in the Registrar's Office. Any correspondence or extension work taken prior to matriculation at Carroll University will be reviewed by the appropriate Department Chair or College Dean to determine its acceptance and application to graduation, major or minor requirements.

7. **D.A.N.T.E.S. (Defense Activity for Nontraditional Education Support)** course work will be considered on an individual case basis.

8. **P.O.N.S.I. (The National Program on Noncollegiate Sponsored Instruction)** credits will be evaluated on an individual basis.

9. **Proficiency Testing in Foreign Languages:** Students who have extensive background in a language other than English may be able to earn up to 16 credits in one language by demonstrating proficiency. The proficiency exam is intended for students with a more extensive background than high school foreign language study only. Carroll University grants credit to qualified degree-seeking Carroll students through the Proficiency Testing Program in Foreign Languages sponsored by New York University.

10. **Retroactive Credit for Modern Languages** allows students who are enrolled in a degree program to earn a maximum of 16 hours of credit in a modern language upon completion of one 300-level course with a grade of B or higher, or four, eight or twelve credits upon completion of 102, 201, or 202, respectively, with a grade of B or higher. This must be the student's first enrollment in an advanced university-level modern language course. Please see the Modern Languages and Literatures section for competency and test requirements.

11. Retroactive Credit for Mathematics

A student who takes Mathematics 161 and receives a grade of BC or above will receive retroactive credit for Mathematics 160, Calculus I, if Advanced Placement credit has not been awarded for the course. A student who takes Mathematics 207, Calculus III, and receives a grade of BC or above will receive retroactive credit for Mathematics 160 and Mathematics 161, if Advanced Placement credit has not been awarded for those courses.

12. OCICU

Carroll University has approved for degree credit several online courses offered through the Online Consortium of Independent Colleges and Universities (OCICU).

Credits earned in an approved OCICU course are posted to a student's transcript as the equivalent Carroll University course. The courses offered by OCICU may carry a different number of credits from the equivalent Carroll course. OCICU courses have different add/drop policies, pricing, refund policies, and start and end dates. OCICU courses meet during six eight-week terms throughout the year. Only part-time students may take OCICU courses during the fall and spring terms. All students may enroll in OCICU courses in the summer. Information on all of Carroll University's Web-based courses is available online.

Attendance

The University expects students to be prompt and regular in attendance at all scheduled classes. Records of attendance are maintained by each individual professor, and official attention is given any student with excessive absences. Attendance at clinical experiences is mandatory for all health sciences majors.

Credits

The unit of credit is the semester hour. It is defined as one 50-minute class period per week (or its equivalent) for one semester. Thus a lecture-discussion course that meets four 50-minute periods a week ordinarily carries four semester credits. One credit is granted at the completion of a semester for each applied music lesson (one half-hour per week), ensemble or practicum course for which a student is registered.

Course/Credit Load

The University year is divided into two semesters, a winter session and three summer sessions. The first summer session runs for three weeks and the other two for six weeks each. A student's normal class load is 16 credits of academic work each semester, with a total of 128 credits required for graduation. Any student with a cumulative grade point average of 3.00 or higher may petition to take 20 or 21 credits at an additional charge. Under no circumstances may a student take more than 21 credits each semester. A student on academic probation may not register for more than 12 credits. A student who enrolls for fewer than 12 credits is classified as a part-time student. Students must register for all course work in the semester/term in which the work is done. A student may take a maximum of four credits for the winter session and the three-week summer session and eight credits for each six-week summer session, with not more than 20 credits total for the summer.

Classification of Students

To be a sophomore, a student must have completed 28 credits; to be a junior, 60 credits; to be a senior, 92 credits.

Grading System

A system of letter grades is used in courses for which degree credit may be earned. A 4.00 grade point system is used under which a student earns grade points for each credit completed.

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Letter	Grade points	Description
A	4.00	Excellent
AB	3.50	Intermediate grade
B	3.00	Good
BC	2.50	Intermediate grade
C	2.00	Average
D	1.00	Low, merely passing
F	0.00	Failure
AU		Audit
I		Incomplete (See definition on next page.)
IP		In progress
NC		No credit allowed
NR		Grade not received
S		Satisfactory (A, A/B, B, B/C, C level)
U		Unsatisfactory (D or F level)
W		Withdrawal

Grade Point Calculation

The grade point values when multiplied by the number of course credits give the total number of grade points earned for that particular course. In a four-credit course, for example, a grade of B yields 12 grade points; a grade of A yields 16 grade points. The grade point average is the ratio between total academic grade points and total academic hours: that is, the quotient obtained by dividing the total number of academic grade points earned by the total number of academic hours attempted. For example, a program of 16 academic credits in which 48 grade points are earned will yield a grade point average of 3.00 or an average of B (48 divided by 16 = 3.00).

Incomplete Grading

A report of incomplete means that the student has been unable to complete the required work for a valid reason; it is not given for neglected work. In order to receive an incomplete, the student must initiate the request by submitting a properly completed form (available online and from the Registrar's Office) to the instructor prior to the end of the term. If the instructor agrees with the request, the completed form is signed by the student, the instructor and the department chair and is then submitted by the instructor to the Registrar. Upon receiving the form with all relevant information and appropriate signatures, the Registrar will post the incomplete grade to the student's transcript. An incomplete must be removed by the end of the eighth week of the next semester or it automatically becomes a failure. An extension of no more than one year may be granted only with written consent from the instructor and the department chair.

Academic Honesty

Cheating on examinations, plagiarism, improper acknowledgment of proper sources in written material, and inaccurate claims of work done are serious offenses in an academic setting. These forms of unethical behavior will be subject to severe disciplinary action.

The Carroll University Policies and Procedures on Student Academic Integrity can be found in the Student Handbook (available on the University's Web site) under the section entitled Academic Policies and Procedures. Instructors indicate penalties for academic dishonesty in their course syllabi.

Withdrawal Policy

A student seeking to withdraw from all courses may do so at any time during the semester. To do so, the student must complete a withdrawal form available in the Financial Aid Office and meet with the Director of Student Success.

Adding or Dropping Courses

A student may add a course only during the first week of the fall or spring semesters. For winter session, summer sessions, and other specially timed courses, refer to the published timetables for deadline dates to add courses. With the written consent of the instructor and the adviser, a student may drop a registered course through the eighth complete week of the fall or spring semester. For winter session, summer sessions, and other specially timed courses, refer to the published timetables for deadline dates to drop courses. The course will appear on the transcript as attempted credits; however, the grade will be a W (withdrawal) and will not affect the grade point average. It is the student's responsibility to complete the proper necessary paperwork; otherwise, the course grade will be recorded as an F.

Auditing Courses

With the instructor's permission, students generally may audit all courses at Carroll, except for studio art courses, applied music, music ensembles and laboratories. The minimum requirement to receive an audit (AU) grade is regular attendance, but individual instructors may have higher requirements. No credit is received for these courses. There are no restrictions for taking the same course for credit at a later date. However, students may not receive credit through "credit by examination" after auditing a course. Students taking the course for credit have priority enrollment over students who wish to audit.

Repeating Coursework Graded C, D or F at Carroll University

Any Carroll University credit earned with a C, D or F grade may be retaken at Carroll one time only for any given course. Both the C, D or F grade and the repeated grade will be recorded on the Carroll University transcript, but only the last grade awarded will be used in the appropriate grade point calculations. A student may not replace a Carroll University earned C, D or F with transfer credit. A student may not replace Carroll coursework graded higher than a C unless this provision is specifically allowed in program-specific policies.

Repeating Transfer Coursework Graded C, D or F

Any transfer credit with an earned C, D or F may be retaken for credit with a similar course at Carroll University or another accredited institution as approved by the Registrar. Upon matriculation at Carroll University, the student must obtain permission in advance from the Registrar to retake a transfer course graded C, D or F with a

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similar transfer course or with a Carroll University course. Both the C, D or F grade and the repeated grade will be recorded on the Carroll University transcript, but only the last grade awarded will be used in the appropriate grade point calculations. A student may not replace transfer coursework graded higher than a C unless this provision is specifically allowed in program-specific policies.

Independent Study

Independent study is offered by most programs and is subject to the same general university regulations that govern any course offering. Such courses are taken for academic credit (one to four credits) with the appropriate grading from an assigned instructor. The format of study may vary and is formulated in consultation with the assigned instructor. An independent study may be taken only with consent of the instructor and the college dean and must be arranged with the instructor before registering. In general, a student may count a maximum of four independent study credits toward graduation. An approved Permit for Independent Study form, available at the Registrar's Office, and a syllabus must be presented at the time of registration.

Internships or Work-Oriented Experiences

Students are urged to participate in a work-oriented gateway experience to prepare for their work in the world. Most work-oriented experience will be related to the student's major or minor field and generally will be taken during the senior year. Internships and work-oriented experiences are under the direct supervision of a member of the Carroll University faculty. Such courses are taken for academic credit with the appropriate grading (letter grades or S/U) from an assigned instructor. Each program will determine whether an internship or work-oriented experience will be offered. These courses are subject to the general regulations that govern any course offered, including registration within the time period allowed for an on-campus course. A student must have permission for an internship or work-oriented experience and present an approved Permit for Internship upon registration.

Satisfactory Grading Option for Juniors and Seniors

Juniors and seniors have the choice of taking any or all elective courses on a satisfactory/unsatisfactory (S/U) basis. A student shall not be permitted to alter the decision after the first four weeks of the semester. No student may take any course to complete a general education requirement on an S/U basis. No student may take any course within the major or minor fields, including required supporting courses, on an S/U basis, with one exception: internships or work-oriented experiences may count toward the major or minor even if taken S/U. Students are advised that graduate or professional schools often give less consideration to applicants whose records show this grade option. Satisfactory/unsatisfactory grades will not be included in computing the grade point average.

Transfer Credit Policy after Enrollment

It is necessary to obtain permission in advance from the Carroll University Registrar's Office in order to have coursework from another institution accepted in transfer. All coursework must be graded C or better to be accepted as credit earned toward gradu-

ation. However, core distribution courses, major and minor requirements may be fulfilled with a D. Grade point deficiencies at Carroll University cannot be made up with transfer course credit. NOTE: Students are required to complete their final 32 hours at Carroll University.

Official transcripts of all coursework from every post-secondary institution attended must be sent immediately following completion of the course to the Carroll University Registrar's Office, 100 N. East Ave., Waukesha, WI 53186. Failure to have transcripts sent, even if the course cannot be accepted for credit, may result in the student being dismissed or the degree being rescinded.

Transcripts

The Registrar's Office supplies official transcripts of records of those students who make a written request and who have no outstanding obligations to the university. In accordance with the Family Educational Rights and Privacy Act (1974), transcripts cannot be released without the express written consent of the student. The written transcript request should be mailed to the Registrar's Office, Carroll University, 100 N. East Ave., Waukesha, WI 53186.

Policy on Student Records

Several information sources are maintained concerning each student at Carroll University: the admission file, the permanent academic record, the student personnel file, the placement file, the alumni file, the publicity file, and the financial aid file for students applying for aid. A student may review the applicable files, except for material provided in confidence, with a professional staff member under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended.

FERPA¹ gives certain rights to parents regarding their children's educational records. These rights transfer to the student who has reached the age of 18 or is attending school beyond the high school level. Generally the school must have the student's written permission to release any educational information to anyone, including the student's parents. The law does allow for the following exceptions: school employees who have a need to know; other schools to which a student is transferring; certain government officials to carry out lawful functions; accrediting organizations; persons who need to know in cases of health and safety concerns.

Schools may disclose "directory information" or information published in the student directory unless the student signs a Right to Privacy form each time a student registers. Carroll University has adopted a policy that will only allow the disclosure of directory information if the party asking for the information can identify himself/herself in writing (this Carroll University policy is within FERPA regulations, which allow individual institutions to determine their own policies concerning directory information).

FERPA also grants the student the right to review those records, files, etc., that are maintained by the University. The student must make an appointment with the

¹ Furnished by the United States Department of Education, fact sheet.

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University Registrar to do so. Students may challenge any information they believe to be inaccurate. If the University official does not agree to modify the information, the student may file a written appeal and has a right to a hearing.

Students' Right to Know

Campus Security Act of 1990: Requires the disclosure of data on crimes committed on campus and campus safety policies and procedures. A copy of Carroll University's annual security report is available online.

Equity in Athletics Disclosure Act: Requires disclosure of data on participation rates and financing men's and women's sports in intercollegiate athletic programs at coeducational schools. It also requires data on revenues, total expenses and operating expenses of intercollegiate athletic programs. Data is available on request.

Graduation Rate: Current and prospective students have the right to request the institution's graduation rates. These rates are available in the Office of Admission and online at: <http://nces.ed.gov/collegenavigator/>.

Academic Standing

Good Standing

All students are expected to maintain at least a C (2.00) overall grade point average in Carroll University course work. Any student who does not maintain at least a 2.00 cumulative average in Carroll course work is subject to academic action following a review by the Academic Steering Committee.

Probation

As soon as a student's Carroll University grade point average drops below 2.00, that student is placed on academic probation. For a student on academic probation, the class load is limited to 12 credits. A student cannot be removed from probation until a 2.00 grade point average is attained.

Suspension

A student on probation for one or more semesters or a student who received no passing grades the previous semester will be suspended for one semester and the adjacent summer or be considered for dismissal. At the end of the suspension period, a student must apply for readmission. Upon suspension, a student may no longer live in on-campus housing or participate in university-related activities.

Dismissal

A student suspended a second time will be dismissed at the close of the semester because of failure to achieve an acceptable level of academic work. Students who are dismissed will be withdrawn from any registered courses at the University and will not be eligible to return to Carroll University.

Academic Appeals

The Academic Steering Committee (ASC) acts as the appeal body for questions related to academic policy, probationary questions, exemptions, etc. An academic petition form (available online or from the Registrar's Office) must be completed and returned to the Registrar's Office to initiate the appeal process. The petition form should carefully explain the nature of the request and include the appropriate signatures. All appeal decisions by the Academic Steering Committee are final.

Course grade appeals and appeals of sanctions for academic dishonesty are heard by the Student/Faculty Ethics Committee. Appeals should be made through the Office of the Associate Dean of Academic Affairs. The procedure for appeals is found in the Student Handbook.

Returning Students

Students returning to Carroll after the lapse of one or more semesters and students who have been suspended from the University and have become eligible to apply for readmission must do so through the Office of Admission. Each application is reviewed and applicants will be informed of the status of the application and, if applicable, the conditions of readmission.

Progression Standards for Specified Programs

Athletic Training Education Program

1. A cumulative GPA of 2.75 and preprofessional (natural, behavioral, and social sciences) GPA of 2.5 during the freshman and sophomore years is required for admission to the professional phase (junior and senior years) of the program.
2. Grades of a C or better are required in all preprofessional phase courses (natural, behavioral and social sciences). Any preprofessional phase course may only be repeated once.
3. A student must maintain a cumulative university GPA and a semester GPA of 2.75 throughout the professional phase. A student who gets below a 2.75 cumulative and/or session GPA will be placed on academic probation for the following semester. To have the probationary status removed, a student must attain a 2.75 cumulative and/or session GPA or higher in subsequent semesters.
4. If a student fails to attain a 2.75 cumulative and/or session GPA, s/he will be dismissed from the program.
5. Grades of C or better are required in all athletic training, exercise science and health science professional phase courses. A satisfactory (S) is required in all completed practica. If a grade below a C is achieved or an S is not achieved, the student may not progress to subsequent courses in the program until course is successfully repeated.
6. When repeating a professional phase athletic training, health science, or exercise science course, a student may be required to successfully complete ancillary learning experiences or clinical competencies/practica that validate theoretical knowledge.

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7. A course may be repeated only one time. A student receiving a D, F, or U twice in one athletic training course or in two athletic training courses is dismissed from the program.

Nursing Program

1. Grades of BC or better are required in all nursing, chemistry, biology and health science courses. A satisfactory (S) is required in all completed practica. If a grade lower than a BC or a grade of (U) is earned, the student will be placed on probation in the nursing program. In order to have the nursing probationary status removed, the student must repeat the coursework and earn a grade of BC or higher and/or a grade of (S). In all concurrent nursing and practica courses a student is required to earn a BC or better in the didactic course and a (S) grade in the practica. Unsuccessful achievement in either course necessitates repeating the didactic and practica course. If courses are repeated, the university repeat/replace policy applies to all courses.
2. A student must maintain a term GPA of 2.75. A student whose term GPA is below a 2.75 will be placed on academic probation for the following semester. To have the probationary status removed, a student must attain a 2.75 term GPA in the subsequent semesters.
3. A student will be dismissed from the program if 1) s/he fails to attain a 2.75 term GPA in the subsequent term, 2) s/he is placed on academic probation a second time during his or her tenure in the program, 3) s/he fails to meet the criteria for the removal from academic probation.
4. If a grade below a BC is achieved or an S is not achieved, the student may not progress to subsequent courses in the program if the course is a prerequisite of another. When repeating a nursing, biology, chemistry or, health science course, a student may be required to successfully complete ancillary learning experiences or clinical competencies/practica that validate theoretical knowledge.
5. A course may be repeated only one time. A student receiving a C, D, F, or U twice in one nursing chemistry, biology or health science course or in two nursing, chemistry, biology and health sciences courses is dismissed from the program.
6. A transfer student who takes NRS 100 and 230 concurrently and earns lower than a C in Nursing 100 must retake NRS 100 in the subsequent semester. In this case, the student may register for NRS 236 in the subsequent semester but may not register for NRS 233 or 234.
7. A student who withdraws from any nursing or health sciences course twice will be dismissed from the program. A student will be dismissed from the nursing program if they withdraw for academic reasons from a nursing or health science course that is being repeated because of a previous earned grade of C, D, F, or U.
8. If a student withdraws from a course for reasons other than director approved request for medical or personal leave, the student must successfully complete the course in the next available semester or academic term.

Physical Therapy Program

PrePhysical Therapy Program

To proceed to the professional phase of the physical therapy program in the senior year, a student must have a cumulative and preprofessional (natural, behavioral, and social

sciences) GPA of 3.0 or higher. Carroll University Academic Standing policies apply to prephysical therapy students.

Professional Phase of the Physical Therapy Program

1. In the professional phase of the physical therapy program (400, 500, and 600 physical therapy courses) student must attain a grade point average of 3.0 or better each semester. If a student earns a semester grade point average between 2.0 and 2.99, s/he is placed on academic probation.
1. If a student is on academic probation during the last semester of the program, the student must earn an S in the clinical internship course and in PTH 612: Clinical Research II, to graduate.
2. A student will be dismissed from the program if 1) s/he is placed on academic probation a second time during his or her tenure in the program, 2) s/he fails to meet the criteria for the removal from academic probation, 3) if s/he earns a semester GPA of 1.99 or less or 4) if s/he receives a D, F, or U twice in one physical course or in two physical courses.
3. When repeating a physical therapy course, a student may be required to successfully complete ancillary learning experiences or clinical competencies/practica that validate theoretical knowledge.
4. If a student is unable to take further courses in the next occurring semester as a result of this policy, the student is placed on academic suspension and repeats the course during the next appropriate semester.
5. A course may be repeated only one time.

Physical and Health Education Program

To complete a major in Physical Education with Health, the student must be admitted to the Teacher Education Program (TEP) in the Education Program.

The TEP requires that a student

1. Maintain a minimum cumulative GPA of 2.5
2. Maintain a combined GPA of 2.75 in the physical education major, the health education minor, and Department of Public Instruction approved secondary teaching education minor
3. Demonstrate professional behavior throughout his/her university career. The physical education with health student must make application to the TEP, including submission of the TEP Portfolio and passing scores on the PPST (PRAXIS I) examination, during the fall semester of his/her sophomore year. In the spring semester of the junior year, the student must successfully complete the Praxis II Content Knowledge Exam for health and physical education. Copies of the TEP Handbook are available from the Education Office.

Evaluation of Academic Standing and Progression in the Health Sciences

An interdisciplinary health science committee consisting of health sciences administrators and program directors, the Registrar, and the Office of Admission will conduct evaluation of academic progression at the end of each semester. Health sciences students may appeal a probation or dismissal decision by filing an Academic Affairs

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Petition with the Registrar's Office. The decision of the university regarding the appeal is final. During the appeal process, a student may participate in courses.

Medical or Personal Leave

If a student must be absent from a health sciences program for an extended period of time for medical or personal reasons or jury duty, written notice must be given to the respective program director prior to the leave, if possible. Written notice must also be given to the program's director prior to the student's return to the program. If applicable, the student may be asked to verify that s/he has complied with the program's technical standards with previously imposed conditions for leave. In addition, remediation or course repetition may be required of the student dependent on the length of the absence. Any course, laboratory, outside learning experience, or clinical practicum/internship makeup or remediation is dependent upon academic and clinical faculty and facility availability.

Policy on Reapplication to a Health Sciences Program

The Policy on Reapplication defines the process by which students may seek readmission to a health sciences program following dismissal of the student from the program for failing to maintain good academic standing. Readmission candidates may apply for readmission to the program no sooner than one year and no later than three years from the date of dismissal. Readmission candidates may exercise their reapplication option only once. Readmission candidates applying to the program must submit the materials required of all applicants for admission. In addition, they must provide transcripts relating to any education experiences completed since leaving the program. A letter indicating why the readmission candidate believes s/he will succeed academically and technically in the program must accompany application materials. Candidates readmitted to a health science program must comply with the progression standards in the current catalog.

Awarding of Diplomas

Diplomas are awarded three times a year (May, August and December) to seniors who have completed all degree requirements. Commencement ceremonies are conducted in May each year.

Seniors who have all degree requirements completed but wish to defer graduation, and those with specific academic deficiencies, will be allowed to participate in Commencement as long as the deficiencies are within the following parameters:

1. A need for one to four additional credits or completion of student teaching that is already in progress.
2. A deficiency of eight or fewer academic grade points.
3. Incomplete grades of from one to four credits.

Students may participate in only one Commencement. Notice of intent to participate in the May Commencement ceremony without the degree being awarded should be filed with the registrar's office at the time the application for graduation is submitted

or by April 15. All students who choose not to receive their degree and those with academic deficiencies will receive their diplomas at the next issuance following completion of all required work.

Additional Undergraduate Degree

With the recommendation of the college dean, a student already holding a baccalaureate degree from Carroll University or another institution may, under certain conditions, qualify for and be awarded an additional baccalaureate degree. Those conditions are as follows:

At least 32 credits beyond those used to achieve the initial degree must be undertaken and successfully completed at Carroll.

All of the university general education requirements in effect at the time of the enrollment for a second undergraduate degree must be met, either through transfer or in subsequent study at Carroll.

All of the program requirements for an additional major field of study must be met either through transfer or in subsequent study at Carroll.

Honors

The **Dean's List** is determined twice each year at the end of the fall and spring semesters. It includes the names of all full-time degree candidates who earned at least a 3.50 grade point average the previous semester in a minimum of 12 credits with letter grades with the exception of junior- and senior-level nursing students who need seven of the 12 credits with letter grades. The names of students on the dean's list are sent to the student's local newspaper if all of the student's grades are available at the time of the list's release and if the student has authorized the release of this information. Achievement of the dean's list is noted on the student's transcript. Dean's list for part-time students will be determined after a student has earned 12 Carroll credits. Thereafter, a student who completes fewer than 12 credits per semester and earns at least a 3.500 GPA is designated as being on the dean's list for that semester.

Phi Kappa Phi: Carroll University invites students in the top 7.5% of the junior class and the top 10% of the senior class and graduate programs to join Phi Kappa Phi, the nation's oldest, largest, and most selective all-discipline honor society. Phi Kappa Phi gives its members a lifelong connection to a global network of academic and professional activities, including opportunities to apply for national scholarships.

Delta Sigma Nu is the university's honorary scholastic society. Students in the upper 10 percent of the senior class who have completed by graduation 64 letter-graded credits at Carroll and a total of 100 letter-graded credits are elected to membership. The only exception is students on approved off-campus programs where letter grades are not given. Members of the junior class with an overall grade point average of 3.900 or higher who have completed 64 letter-graded credits at Carroll and have been enrolled at Carroll University for at least four semesters are elected to membership.

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Graduation honors based on the cumulative grade point average (GPA)* are awarded to those students who have completed all requirements for the degree: summa cum laude requires a GPA starting at 3.900; magna cum laude requires a GPA starting at 3.600; cum laude requires a GPA starting at 3.400. The complete record is considered, and there must be a minimum of 64 credits of letter grades. In order to be eligible for honors, a student must complete at Carroll, in letter-graded courses, one-half of the hours (currently 64) required for graduation. Students with transfer work must meet two criteria:

1. The student must have 64 letter-graded credits earned at Carroll.
2. Since a student with transfer work has a Carroll and an overall GPA, the lower of the two GPAs determines eligibility for honors and placement into one of the above three honors categories.

*The GPA is not rounded up.

Second degree graduation honors will be awarded to students who have completed all requirements for the degree. There must be a minimum of 32 letter-graded credits completed at Carroll University. The entire undergraduate record is considered and, if there is transfer work, the lower of the Carroll or overall grade point average (GPA)* determines eligibility for honors and placement into one of the three following categories: summa cum laude requires a GPA starting at 3.900; magna cum laude requires a GPA starting at 3.600; cum laude requires a GPA starting at 3.400.

*The GPA is not rounded up.

Academic Support

The University recognizes that the academic development of students is a top priority. Therefore, Carroll provides a wide variety of programs and services intended to help students achieve their full intellectual potential. Academic advisers meet regularly with students to select courses and to assess academic progress.

The Learning Commons, located on the lower level of the library, is the center for several academic support activities including the Writing Center, course-related tutoring, and the University's Supplementary Instruction Program.