

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. As part of the General Education curriculum, all degree candidates must complete one of the approved courses in each of the seven Liberal Studies Program areas. Only two courses from the student's major, including required support courses, may satisfy LSP requirements, and only two courses from the student's minor may satisfy LSP requirements. The courses that students take to meet LSP requirements must conform to the catalog year in which the courses are taken. It is the responsibility of the student

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to make sure he or she completes one course from each area. Each LSP course may satisfy only one LSP area. See below.

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

6. Each discipline offers its own Senior Capstone to serve as a bridge to graduate study and/or career. See below.

7. 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

The General Education Program includes the First Year Program, the Liberal Studies Program, the Senior Capstone Experience, and the Convocation Program. Through its General Education Program, Carroll prepares graduates to reach their full potential as educated citizens in dynamic and diverse communities. Carroll's program draws on the tradition of liberal studies, which has been a cornerstone of higher learning for nearly 2,500 years, by requiring students to explore a wide range of academic disciplines, examine the modes of inquiry appropriate to each, and develop the essential skills and habits of lifelong learners.

First Year Program

This gateway experience transitions students from high school to university by introducing students to the skills needed for academic achievement. The First Year Program consists of a First Year Seminar and the Writing Seminar.

First Year Seminar (FYS 100)

The First Year Seminar (FYS) initiates students into the academic life of Carroll University. FYS courses offer intellectually rigorous topics that engage students in responsible inquiry. FYS strengthens a range of skills needed for academic achievement including effective written and oral expression, the ability to work with others to solve problems, the productive use of library resources, and basic information literacy.

Writing Seminar (ENG 170)

The Writing Seminar focuses on improving students' ability to make the essential connection between critical thinking and effective written communication.

Writing Seminar offers students further opportunities and strategies for discovering and communicating ideas through the creation of focused, well-structured, and well-developed essays.

Liberal Studies Program

The Liberal Studies Program (LSP) anchors every student's course of study, regardless of major, because it cultivates attitudes and imparts common knowledge and intellectual concepts that university-educated persons should possess. In addition, the Liberal Studies Program helps students improve their ability to think critically, communicate effectively, and appreciate the contemporary relevance of diverse academic disciplines.

To ensure exposure to a variety of disciplines and the bodies of knowledge they represent, undergraduates complete a minimum of one approved course in each of the seven areas listed below.¹

I. Understanding the Scientific Way of Knowing

Courses focus on how we gather new information about our world and lives through the use of the scientific method. Courses emphasize involvement in the scientific way of knowing through hypothesis posing and testing via qualitative and quantitative methods.

BIO 131: Human Genetics

BIO 150: Organismal Biology I

BIO 160: Organismal Biology II

BIO 385/NCEP 305: Reefs, Rainforests and Ruins of Belize

CHE 101: General Chemistry

CHE 102: Biological Chemistry

CHE 104: Forensic Science

CHE 106: Drug Discovery

CHE 109: Principles of Chemistry I

CHE 110: Principles of Chemistry II

COM 150: Research Methodology

ECO 212: Applied Statistics for Business

ENV 105: Introductory Physical Geography

ENV 120/ENV 120H: Conservation and Environmental Improvement

MAT 212H: Introduction to Statistics and Experimental Design

PHI 105: Introduction to Logic

PHY 101: Introductory Physics

PHY 102: Introductory Physics

PHY 105: Astronomy

PHY 203: General Physics

PHY 204: General Physics

SOC 311: Methods of Social Research

¹. Course descriptions listed in this catalog that satisfy a Liberal Studies Program area requirement are noted by the designation L1, L2, etc. Courses that satisfy more than one LSP area requirement have both designations but can satisfy only one LSP requirement.

II. Understanding the Natural World

Courses examine the physical and/or biological worlds by focusing on important information about the natural world and human life. Each course addresses the impact of scientific knowledge on contemporary issues and has a laboratory component that focuses on learning the scientific method through using it.

BIO 100: Introductory Human Biology

BIO 131: Human Genetics

BIO 150: Organismal Biology I

BIO 160: Organismal Biology II

BIO 200H: Human Biology; Health and Disease

BIO 385/NCEP 305: Reefs, Rainforests and Ruins of Belize

CHE 101: General Chemistry

CHE 102: Biological Chemistry

CHE 104: Forensic Science

CHE 106: Drug Discovery

CHE 109: Principles of Chemistry I

CHE 110: Principles of Chemistry II

ENV 105: Introductory Physical Geography

ENV 120/ENV 120H: Conservation and Environmental Improvement

PHY 101: Introductory Physics

PHY 102: Introductory Physics

PHY 203: General Physics

PHY 204: General Physics

PSY 250H: Brain, Mind and Behavior: An Evolutionary Synthesis

III. Understanding Human Behavior

Courses focus on the relationship between persons and their society. Concepts from the behavioral and social sciences are used to examine social, political, economic, or psychological issues.

BUS 265: Human Resource Management

COM 101: Principles of Communication

COM 250: Society and Mass Media

ECO 110: Introduction to Economics

ECO 124: Principles of Economics I-Microeconomics

ECO 225: Principles of Economics II-Macroeconomics

ENG 222H: Playing Crazy: Cultural Constructions of Madness

HSC 103: Personal and Community Health

POL 141: Introduction to American Politics

POL 255: Contemporary Global Politics

POL 335: Public Administration

PSY 101: Introductory Psychology

PSY 316: Thinking, Problem Solving, and Cognition

SOC 101: Introduction to Sociology

SOC 102: Sociology of Social Problems

SOC 110: Cultural Anthropology

SOC 305: Marriage and Family in Contemporary Society

IV. Encountering the Cultures of The World - Past and Present

Courses focus on non-western cultural traditions to better understand and appreciate differences among people. Students examine the history of these cultures and relate them to present circumstances. Direct experiences are encouraged.

BUS 250: Culture and Diversity in Organizations

COM 207: Intercultural Communication

ENG 162: Gender and Literature

ENG 164: American Indian Literature and Cultures

ENG 165: Readings in Race and Gender

ENG 210: African American Literature

ENG 226: Africa: Literature and Culture of Its Many Nations

ENG 255/255H: Postcolonial Literature

ENV 138: Cultural Geography

ENV 160: World Regional Geography

HIS 108: Understanding Our Contemporary World

HIS 110: The History of Modern China

HIS 224H: The World Since 1945

PHI/REL 308: Philosophy of Religion

POL 101: Our Flattening World: An Introduction to Global Studies

POL 201: Politics of the World's Nations

POL 301: Politics of Developed Nations

REL 106: Understanding Religion

REL 210: Suffering and Hope

REL 306: Asian Religions

SOC 110: Cultural Anthropology

V. Understanding the Aesthetic Mode of Knowing

Courses focus on understanding of the fine arts in order to develop aesthetic awareness, creativity and respect for artistic expression. The "arts" are understood in their cultural context and where possible related to other artistic expression.

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

ART 300: Early Modernism to Present: Art History Survey

ENG 211: Introduction to Literary Study I: Poetry

ENG 212: Introduction to Literary Study II: Short Fiction and Drama

MUS 151: History of Jazz

MUS 156: Listening to Classical Music

MUS 157: Beethoven

MUS 158: Rock Music: Roots and History

MUS 231H: Fin de Siècle: Birth of the Modern Age in Paris and Vienna

MUS 312: Music History II: Classic and Romantic Periods

THE 101: Introduction to Theatre Arts

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THE 215: European Theatre History and Literature to 1750

THE 216: Global Theatre History and Literature from 1750

VI. Critical Encounters with Great Ideas of Western Culture

Courses focus on the history of Western culture, with special emphasis on influential ideas and great literature. Students use historical evidence to make intellectually responsible decisions and have experiences enabling them to freely develop their personal identity.

ECO 105: History of Economic Thought

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 112: Introduction to Latin American History

PHI 101: Introduction to Philosophy

PHI 207: History and Philosophy of Science

PHI 320: Ancient and Mediaeval Philosophy

PHI 321: Modern and Contemporary Philosophy

POL 210H: The Origins of Democratic Thinking

POL 275: Political Theory

POL 276: Democracy and Globalization

PPE 101: Introduction to Philosophy, Politics and Economics

REL 102: Introduction to the Hebrew Bible

REL 230: Foundations of Christianity

REL 231: Christianity in the Modern World

REL 316: Judaism, Christianity, and Islam

VII. Perspectives We Live By: Decisions We Make

Courses focus on issues of moral and ethical responsibility, engage central issues of belief, and encourage students to develop their own spiritual and ethical identity.

BIO 224: Bioethics

BUS 260: Ethics in Business, Government, and Society

ENG 164: American Indian Literature and Cultures

ENG 210: African American Literature

ENG 222H: Playing Crazy: Cultural Constructions of Madness

ENG 226: Africa: Literature and Culture of Its Many Nations

ENG 255/255H: Postcolonial Literature

ENV 292: Environmental Ethics and Applications

PHI 206/206H: Ethics

REL 103: Introduction to the New Testament

REL 201: Jesus of Nazareth

REL 202: Religious Traditions in America

REL 215: Women in Religion

REL 310: Power, Politics, and Pluralism in Biblical Interpretation

Senior Capstone Experience

Each student completes a Senior Capstone that is part of both the major and the General Education requirements. The Capstone helps students prepare for transition to the workplace or graduate school and involves a major project that allows students to integrate knowledge in the major discipline and to exercise academic skills acquired through the general education program. Students must complete a Senior Capstone in each of their majors.

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 to have that faculty member serve as his/her adviser. A student who elects to complete a second major should have an adviser from that program also. Students declaring more 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.). One course may count toward two majors as long as the majors are in different programs. 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.

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.

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

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.

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 303 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 on page 300.

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, conducted 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 Carroll Scholars Center.

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 and culminates in the honors experience with a scholarly study within, or related to, the student's major. 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 participating in the Honors Program are expected to complete a six-course curriculum including an Honors First Year Seminar, an Honors Writing Seminar, three honors courses that may fulfill general education requirements and a senior honors

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experience (a research project, independent study or creative work). To complete the program successfully, a student must attain a 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 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 liberal studies program 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 programs. In some instances, placement without credit might be recommended. Interested students may consult with program faculty about policies and procedures. Contact the Registrar's Office for the necessary form. A \$130 per credit fee 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 liberal studies 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.

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 area chair or divisional 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 area coordinator or divisional 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.

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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. OCICU courses are available to part-time students only during 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.

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
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.

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.

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 divisional 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.

Repeating Coursework Graded D or F at Carroll University

Any Carroll University credit earned with a D or F grade may be retaken at Carroll. Both the 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 D or F with transfer credit. A student may not replace Carroll coursework graded higher than a D unless this provision is specifically allowed in program-specific policies.

Repeating Transfer Coursework Graded D or F

Any transfer credit with an earned D or F may be retaken for credit with a similar course at Carroll University or at 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 D or F with a similar transfer course or with a Carroll University course. Both the 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 D unless this provision is specifically allowed in program-specific policies.

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

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after the first four weeks of the semester. No student may take any course to complete a general education or liberal studies 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 graduation. However, core distribution and/or liberal studies 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 stu-

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

dent'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 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.

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. Some programs, as noted in the program sections of this catalog, have higher standards for progression.

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.

Health Sciences Programs

Policies applying to academic standing, progression, and the appeals process for Health Sciences programs are presented on page 157 of this catalog.

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.

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 divisional 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 and liberal studies 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 will induct its first members to its chapter of the honor society of Phi Kappa Phi in spring 2010. Phi Kappa Phi is 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

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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.

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.