

IX

General Academic Regulations

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IX

General Academic Regulations

A. Degrees

1. The Bachelor of Arts and Bachelor of Science degrees are conferred by Beloit College upon completion of the prescribed requirements. The degree normally awarded is that of Bachelor of Arts. Those whose major field of concentration is in the natural sciences (biology, biochemistry, chemistry, geology and physics) may, however, elect to receive the Bachelor of Science degree if they present a minimum of four units in science and/or mathematics and/or computer science outside their major department. Students whose major field of concentration is mathematics or computer science may elect to receive the Bachelor of Science degree if they present a minimum of four units in the natural sciences. Students whose major field of concentration is health and society may elect to receive the Bachelor of Science degree if they present a minimum of eight units in the natural sciences and/or mathematics and/or computer science. This election is normally made at the time of the selection of the major field of concentration, and must be made prior to the beginning of the senior year.

B. Determination of Degree Requirements

1. Degrees and primary degree requirements are fully described in the Beloit College Catalog. A student may choose to be governed by the degree requirements enumerated in any one of the following three catalogs:

- a. the catalog at the time of entrance;
- b. the catalog at the time of declaration of major; or
- c. the catalog at the time of graduation.

C. Current Degree Requirements and Degree Expectations

1. Current Requirements for the Bachelor's Degree, where "completion" of any requirement is understood to mean "completion with a passing grade."

- a. Completion of the college's Writing Requirement:
 - i. All students must complete a minimum of three designated Writing (W) courses. In all W courses:
 - An important developmental objective is to improve students' writing skills; these courses can also deploy writing components to serve other learning objectives.
 - Students engage in substantial writing practice by completing multiple

assignments/activities with a writing component.

- Instructors use classroom time, design assignments, and provide activities to address writing strategies and outcomes.
- Students draft and write in response to instructor feedback

b. Completion of the college's Quantitative Reasoning Requirement:

i. All students must complete a minimum of one designated Quantitative Reasoning (Q) course. In all Q courses:

- An important developmental objective is to improve students' skills related to thinking with numbers; these courses can also deploy quantitative reasoning components to serve other learning objectives.
- Students engage in multiple assignments/activities with a quantitative reasoning component.
- Instructors use classroom time, design assignments, and provide activities related to quantitative strategies and outcomes.
- Students revisit and improve quantitative reasoning skills in response to instructor feedback.

c. Completion of the college's Intercultural Literacy Requirement:

i. All students must complete a minimum of one designated Intercultural Literacy (C) course. In all C courses:

- An important objective is to increase student awareness of their political, social, and cultural locations and the ways in which their cultural lenses affect how they understand and operate in the world.
- Students engage in multiple assignments/activities with an intercultural literacy component.
- Instructors use classroom time, design assignments, and provide activities to advance intercultural literacy.
- Students have opportunities to reflect on the development of intercultural literacy as a lifelong process.

Each of the above requirements must be satisfied by a different course.

d. Completion of the college's liberal arts breadth requirements. These five requirements, where a requirement is understood as .75 unit or two courses, should normally be completed by the end of the student's fourth semester. Students may not be granted

junior status until they have completed these requirements. The breadth requirements consist of:

- i. at least one requirement in Conceptual and Foundational Systems;
This domain concerns the foundational concepts and systems that are central to all investigation. Courses in this domain, among other things, provide the foundations for communication and discourse, for scientific inquiry, and for reasoning itself. The focus of Systems courses is on these foundational concepts themselves, as well as the many rules and principles that govern their systemic relationship and application. Within this domain, students develop an applied, working knowledge of the various relational principles that govern a foundational system.

AND

- ii. at least one requirement in Artistic and Creative Practices;
This domain concerns the articulation of the intellectual processes and techniques used to create an imaginative product with an audience in mind. Courses in this domain engage students' mastery of techniques and sharpen their aptitude for creative abstraction and its use in the imaginative process. Products that might emerge from courses in this domain include works of art, computer programs, entrepreneurial projects and other creations that engage students' mastery of techniques, as well as their abilities to work with and through creative abstraction. The goals of courses in this domain include instructing students on approaches and techniques used for creating conceptual material for an audience, introducing standards of creative practice, training students on observation and critique of their own and others' work, and cultivating technical proficiency necessary for the creative discipline.

AND

- iii. at least one requirement in Social Analysis of Human Behavior;
This domain concerns social analysis as a way of understanding human behavior. Students explore approaches and models that enhance our understanding of human behavior within a variety of cultural and social contexts, both contemporary and historical. This domain encompasses a range of methodological approaches, both qualitative and quantitative. Typically, courses offer theoretical/analytical approaches to the study of human behavior that relate to empirical data. These courses may also address the implications of social science research for public policy formation.

AND

- iv. at least one requirement in Scientific Inquiry into the Physical and Biological Universe;
This domain concerns scientific inquiry as an approach to comprehending the physical and biological universe. In these courses, students formulate and test hypotheses about the physical and biological universe by gathering, analyzing,

and interpreting empirical data in laboratory and/or field settings. Students develop abilities to evaluate scientific evidence and may also develop an understanding of the applications of science for local, national, and global issues.

AND

- v. at least one requirement in Textual Cultures and Analysis;
This domain concerns the study and critical analysis of texts. In this domain, texts are considered finite, organized discourses that are intended to communicate. Courses in this domain examine the connections and coherence between the parts of the discourse and the cultural, social, philosophical, and/or historical contexts from which they stem. Students learn how to engage texts, both as reader and respondent, and they develop the interpretative and analytic skills necessary for responsible engagement with texts.

Each of the above domain requirements must be satisfied by a different course prefix (e.g., PSYC, BIOL, HIST, WGST).

- e. Completion of the Liberal Arts in Practice requirement, usually during the junior year, that totals the equivalent of at least one unit of academic credit: applied or original work extending beyond the traditional classroom, such as (1) a LAP-designated credit, (2) a course with a paired LAP experience, or (3) a LAP synthesis project with a public presentation, exhibit, publication, or performance.
- f. Completion of a capstone experience (1/2 or 1 unit of academic credit). Capstone experiences occur after the fourth semester, typically in a student's final year. Each program or department identifies one or more opportunities for its majors to fulfill the capstone requirement. While some capstones may qualify as Liberal-Arts-in-Practice-designated credits, a single capstone unit may not simultaneously satisfy both the LAP requirement and the capstone requirement.
- g. Completion of a specific departmental or interdisciplinary major with a cumulative grade point average of at least C (2.00) in all full or fractional courses in the departmental or interdisciplinary major. Majors require at least 8 units, and self-designed interdisciplinary majors require at least 12 units. Majors may not require more than 11 units in any one department and may require no more than 15 units total, including supporting courses. Completion of a major requires certification by the appropriate committee, department, or program that all credit and non-credit bearing requirements of that major have been met.
- h. At least 31 units of earned credit, with a cumulative grade point average of at least C (2.000) in all Beloit courses attempted.
 - i. Such credit is granted on the basis of work done at Beloit, credit by examination, CEEB advance placement and credit by examination, GCE A-level examination, IB examination, or work done elsewhere and accepted on transfer (see "Advanced placement and advanced placement credit").

- ii. At least 16 units must be completed at Beloit College.
- iii. No more than two units of credit earned elsewhere may be transferred to Beloit during the senior year.
- iv. No more than 13 units with any one course prefix may be counted toward the total of 31 units required for graduation.
- v. No credit shall be granted for repetition of a course for which credit has previously been earned, unless the course is designated as repeatable.
- vi. No more than four units of course work offered by the physical education department may be counted toward the 31 units required for graduation.
- vii. No more than a total of one unit of teaching assistantship (395) may be counted toward the 31 units required for graduation.
- viii. No more than a total of two units of English as a Second Language (ESL) may be counted toward the 31 units required for graduation.
- ix. Those students who elect a minor must, in order for the minor to be officially awarded, achieve a cumulative grade point average of at least 2.0 in courses presented in fulfillment of the minor.

2. Current Expectations for the Bachelor's Degree

Students will be expected to complete at least two units (or equivalent non-credit-bearing activities) involving study or experience of a language and/or culture not their own, and of the relations between nations or other global entities in a global context.

D. Definition of Unit of Credit

The Curriculum Oversight and Administration committee assigns credit for courses during the course-approval process. Credit allocation is also monitored at the program or department level and through faculty, curriculum, and program reviews by the college.

Course credit is recorded in units. Full unit courses meet for a minimum of 150 minutes per week for the semester or the equivalent amount of time if the course meets for less than the full semester. Some courses include additional time for class meetings, laboratories, studio, and other activities, but students do not earn additional units for these activities. For a one-unit course, students are expected to spend twelve hours per week in course-related activities, including work both in and out of the classroom, laboratory, or studio. Courses meeting for fewer hours each week or requiring less outside work may be assigned a fraction of a unit of credit.

Most units of credit are awarded by the college in traditional courses as described above, but some are awarded in other types of courses or in less usual formats, such as off-campus study,

special projects, etc. Units of credit for such experiences are determined considering contact hours, duration, and/or learning outcomes compared with a one-unit course.

The policy governing internship credit is given in the APM, Chapter X.G.

E. Advanced Placement and Advanced Placement Credit

1. Beloit College awards advanced placement and/or credit by examination for examinations administered through the Advanced Placement Program of the College Entrance Examination Board. CEEB scores of 4 and 5 give automatic credit and placement.
2. Up to 8 units of credit from tests administered outside the college (such as Advanced Placement and the International Baccalaureate) may be applied towards graduation. Students who have taken the G.C.E. A-level examinations will receive the equivalent of one unit of credit for each passing grade (A, B, C). For those who take the International Baccalaureate examinations, one unit of credit will be granted for each score of 4-7 on a Higher Level test, and for each score of 6-7 on a Standard Level test. The college reserves the right to review each test in order to make a determination of its acceptability. This review will be made by the appropriate academic department in consultation with the registrar.
3. Advanced placement credit will apply only towards the total number of units required for graduation, and will not be included in the Beloit grade point average.

F. Transfer of Credit from Other Institutions

1. No more than 15 units (60 semester hours of transfer credits) will be applied toward the Beloit degree.
2. In general, and subject to the limitations stated in these regulations, work done elsewhere will be recorded in equivalent credit units (where a unit equals 4 semester or 6 quarter hours). Transfer credit will apply towards the total number of units required for graduation and may apply towards Requirements for the Bachelor's Degree listed under C.1.a., C.1.b., and C.1.d. above. Grades from transfer courses will neither be recorded on the transcript nor included in the Beloit grade point average.
3. No more than 8 units of distance learning course work (e.g. extension, correspondence, or on-line) will be allowed toward the degree.
4. Beloit College may enter agreements with other institutions to offer junior standing to students who have completed an A.A., A.S., or A.L.S. degree at those institutions and who are admitted to Beloit College. Junior year standing means that a minimum of 16 units of additional work need to be successfully completed in order for the student to have met the course requirements for graduation from Beloit College. The Curriculum Oversight and Administration Committee will be responsible for reviewing and approving such agreements, and the status of such agreements shall be made available on the college's website.

5. All academic work on the college level and of a liberal arts nature, undertaken at other accredited institutions, and successfully completed with a grade of "C" or better, must become part of the student's permanent record at Beloit. Official transcripts of such work must be presented at the time of application for admission.

G. Classification of Students

1. Regular undergraduate students who matriculate at Beloit College are classified as first-year students, sophomores, juniors, or seniors, depending on course units earned, and are assigned an expected year of graduation according to the following schedule:

First-year: fewer than 7 earned units

Sophomore: 7 to 14.9 earned units

Junior: 15 to 22.9 earned units

Senior: 23 or more earned units

Special students and auditors are classified as such upon admission.

2. Students who wish to accelerate and graduate ahead of their assigned year of graduation may have their classification changed with the approval of the registrar. Readmitted students will be classified upon re-entrance to the college on the basis of expected year of graduation.

3. Students transferring to Beloit College with advance credits from other schools are classified and assigned a year of expected graduation according to the schedule above.

4. A student admitted with three or more units of advanced placement will be classified as a second semester first-year student. If a student is admitted with seven or eight such units, he or she will be classified as a sophomore.

H. Commencement and Awarding of Diplomas

1. In any given academic year, students whose degree requirements are completed or expected to be completed at any time between September 1 and the end of the succeeding December will be considered members of that year's class, and will be included alphabetically in the commencement listing for that class. The commencement exercises for a particular class will be held following the close of the spring term, and participation of members of that year's class will be on the following bases:

- a. Unless they have previously been excused by the registrar, students whose degree requirements are completed any time between the previous September 1 and the close of the spring term are required to participate in commencement exercises at the close of that spring term.
- b. Students who expect to complete their degree requirements no later than the following December 31 are also expected to participate in commencement exercises. Diploma cases may be presented to such prospective graduates as a part of this ceremony, but

students whose degree requirements are not completed prior to commencement will be awarded diplomas only after completion of such requirements as certified by the registrar.

- c. Normally, only students to be awarded the degree at the end of the spring term, or who may reasonably be expected to complete requirements by December 31, will be permitted to participate in the commencement ceremony. Any exceptions must be approved by the registrar.
- d. Diplomas of students completing graduation requirements before commencement will be dated according to the spring commencement date. For students completing graduation requirements at the end of August or December, diplomas may be otherwise dated as the registrar deems appropriate.

I. Academic Honors

1. Dean's List

A student who attains at least a 3.400 cumulative grade point average for the semester will be placed on the Dean's list. The student must have taken at least 3 graded units for the term, and may not have received a grade of "F" or "I" in any course that semester. Students on academic probation or with incompletes from previous terms cannot earn Dean's list recognition.

2. Graduation with Honors

Graduation with honors is determined by the student's Beloit College cumulative grade point average, computed at the time of graduation. To be graduated *Cum Laude*, a student is required to have earned a grade point average of 3.400; to be graduated *Magna Cum Laude*, a student is required to have earned a grade point average of 3.600; to be graduated *Summa Cum Laude*, a student is required to have earned a grade point average of 3.800. Such honors are recorded on the student's diploma and permanent record.

J. Special Non-Degree Programs

1. Continuing Education Program (CEP).

- a. Beloit College offers a Continuing Education Program (CEP) as an integral part of the college's educational mission. To be eligible to participate in the CEP program a student must be at least 25 years of age or have already earned an undergraduate degree, and must not be currently enrolled as a full-time student at Beloit College. Once enrolled as a full-time student, a person cannot shift back to the CEP program.
- b. CEP students will be permitted to register for any Beloit College course not filled during regular student registration. They may enroll in a maximum of two full courses in any term for a maximum of four per academic year. CEP students will be charged a reduced fee. A charge of one-half the regular CEP rate is assessed to those auditing a course.

NOTE: The CEP reduced rate is applicable during the academic year only. It is not applicable to the summer term.

- c. If a CEP student is admitted to a degree program at the college, he or she may apply no more than two CEP units earned at the reduced CEP rate towards the degree requirements. Students wishing to apply other completed CEP units towards a degree must pay a surcharge equal to the difference between the CEP rate and the pro-rated tuition charge for one unit at the time the student formally begins the degree program.

2. Non-Credit Course Tuition for Older Students and Alumni

Students who are 65 years of age or older may enroll in courses on a non-credit, space-available basis for a special reduced tuition rate. Beloit alumni of any age also may enroll in courses on a non-credit, space-available basis, for a reduced tuition rate. For a listing of this tuition rate and all other special fees-including fines, please go to the Accounting website or the current course catalog.

Reduced rates for older students and alumni (for enrollment in either credit or non-credit courses) will be applicable during the academic year only, when the base rate is the standard tuition charge. There will be no discount on any charges other than tuition, and no Beloit College financial aid awards will be made to students who elect this option.

K. Student Records and Transcripts

1. The college maintains records for each student, both for campus reference use and as a service to the student. These records are cumulative both in time and in interest, including not only an academic record of each term the student is in college, but also information on honors received during college, financial needs, and educational and occupational plans.

Permanent records are confidential between the student and the college. A student may request transcripts of his or her permanent academic records at any time; however, transcripts will not be released without the student's authorizing signature and approval from the Accounting Office.

Requests for transcripts must be presented in writing to the registrar, giving notice of at least one week. One transcript of record may be furnished for each student without charge. For each additional transcript, a fee is required. All financial obligations to the college must be arranged to the satisfaction of the Accounting Office before a transcript may be prepared for a student.

2. The college will not release academic information to parents without student consent except when a student is
 - a. placed on academic probation or warning;
 - b. suspended for academic reasons;
 - c. dismissed for academic reasons; or
 - d. in a medical emergency.

3. Although the Office of the Registrar will compute the exact rank in class for each student, this information will not appear on the student's transcript, and will be released only upon request of the student involved.

4. In accordance with the Family Educational Rights and Privacy Act of 1974, students who wish to review those records, files, documents, and other materials which contain information directly related to the student and which are maintained by the college may do so by appointment with the registrar. Students may challenge information which they consider inaccurate or misleading, and if the custodian of the record refuses a request for modification or removal of the information, the student may file an appeal or place a written explanation of the challenge in the file.

College "directory information" may be made available to the public unless a student acts to restrict such release by written notice to the registrar by the end of the first week of classes during any given semester. "Directory information" includes the student's name, address, telephone listing, date of birth, academic major, participation in officially recognized sports and other activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

L. Academic Calendar

1. The academic calendar shall be developed by the registrar in consultation with the Curriculum Oversight and Administration Committee to include a fall and spring semester. Each semester shall have:

- a. the number of days and weeks of instruction, including exam days, required by the U.S. Department of Education;
- b. a mid-term break;
- c. a sufficient number of final examination days to accommodate all course meeting times;
- d. a schedule that allows completion of the fall semester and grade submission before December 25 and completion of the spring semester in May.

2. Additional credit-bearing courses may be offered at times other than the fall and spring semesters.

M. New Course Approval, Class Size, and Scheduling

1. All new permanent courses shall be approved by the appropriate department or program, and forwarded with the recommendation of the Curriculum Oversight and Administration Committee to the Academic Senate for final action. Courses offered on a "one-time" or "first-time" basis may be approved or disapproved by simple action of the Curriculum Oversight and Administration Committee, whose action must in turn be reported to the Academic Senate "for information."

2. New Interdisciplinary Studies courses shall be approved in the same manner, except that initial approval shall be by the instructor's department and the Interdisciplinary Studies Committee.
3. Departments may, at their discretion, propose departmental minors of no more than 6 units.
4. The minimum class size shall be five students. The department chair, in consultation with the dean of the college, shall determine the offering of any course in which fewer than five students are enrolled.
5. No change shall be made in the hours or place of scheduled classes without the approval of the registrar.
6. Classes ordinarily are not scheduled on Saturday or Sunday, so that weekends may be available to members of the college community for individual study, recreation, and other activities related to the academic or extracurricular program of the college.
7. The campus program of convocations, lectures, recitals, concerts, theatre productions, films, and other designated special events is considered an integral part of the educative process at Beloit College. Students are encouraged to attend as many of these as possible. The time slot from 8:00 to 10:00 p.m. on Wednesdays is reserved for public events of an all-College nature under the sponsorship of the Cultural and Community Affairs Committee.
8. Faculty members are encouraged to be sensitive to students' religious preferences and to accommodate, if at all possible, student requests for an excused absence for purposes of observing a religious holiday. If at all possible, faculty members will make every effort not to schedule exams or quizzes on religious holidays when a student's desire to observe that holiday has been expressed. However, the final decision to schedule an exam or quiz rests with the faculty member.

N. Official Date of Record

The last day to add classes and to register late is the official Date of Record for the college. This date is used for reporting official enrollment statistics each term by the registrar.

O. Advising and Declaration of Major

1. Advising

Each student is assigned a faculty advisor to assist with program planning, course selection, career choices, academic difficulties, and personal problems. The advisor encourages the student to develop the ability to make responsible decisions.

- a. When a faculty advisor has an off-campus term, his or her advisees will be reassigned, so that all students will always have an on-campus advisor.

- b. If either an advisee or an advisor feels that the relationship between them is not productive, a change of assignment can be made by a request to the director of Academic Advising or his or her designee. Such a change should be considered part of the normal procedure, and not an unusual request.
 - c. First-year students will be assigned advisors, and may remain with that advisor until the end of their sophomore year. Students add advisors when they declare majors and/or minors.
2. Declaration of Major
 - a. Although a student may declare a major in any field of concentration offered by the college from the time of matriculation on, he or she must declare a major no later than the time he or she elects courses for the fifth credit term.
 - b. A student may elect additional major fields with the approval of the advisor and chairs of the departments concerned.
 - c. Change of major field(s) may be made only with the consent of the major department(s) concerned, and with the approval of the advisor.
 3. Major Advisors
 - a. Once a student has declared a field of concentration, his or her advisor will be the chair of the department offering that field, or someone designated by the department or program chair.
 - b. Students declaring two or more fields of concentration will be assigned to a major advisor in each field.
 - c. Students certifying for teaching also will be assigned an advisor in the Department of Education.

P. Election of Courses

1. The advisor reviews and approves the election of courses to assist the student in making satisfactory progress towards graduation, and to help make the student's years at Beloit rewarding ones.
2. Courses are numbered according to level of difficulty, based upon prior preparation and knowledge expected. Courses numbered in the 100 range require the least in the way of prior preparation, whereas the courses numbered in the 300 range require the most. All offerings carry credit of one unit unless otherwise indicated.
3. Students may elect courses without having passed the stated prerequisite courses only with written approval of the instructor concerned. Students in good standing who do not qualify for a particular course on the basis of prerequisites may, with the instructor's consent, audit the course without charge.

4. Special Projects courses are numbered 390, and may be taken for one-fourth, one-half, or one unit. Sophomore status is normally required.
5. Students may elect only those courses listed in the official course schedule. No regularly offered courses may be elected as Special Projects, except with the approval of the registrar.
6. The normal course load at Beloit College is 4-4.25 units. To be considered full-time, a student must be registered for at least 3 units, unless they have received approval from the advisor and the registrar. If a student lives on campus, they also need permission from the director of Residence Life to be registered for less than 3 units. To be considered half-time, a student must be registered for at least 1.5 units. Prior to the first day of class for any given term a student may register for a maximum of 4.75 units.

On or after the first day of classes for a given term, students wishing to elect units in excess of 4.75 may do so with the written authorization of both the major advisor and the registrar. Such approval requires that the student have a minimum grade point average of 3.200 and no incompletes, and shall be made only after evaluating the student's academic progress and the reasonableness of their program. No student may register for more than 5.5 units in either the fall or the spring term.

Students seeking an exception to this policy may petition the Academic Performance Committee.

Q. Changing and Dropping Courses

1. After on-line registration closes, any changes in course election must be approved by the student's advisor and the course instructor.
2. After the first day of classes, a course may be elected as late as the end of the first week of the term, with the approval of the advisor and the instructor of the course. After the first week of the term, students must obtain approval of the registrar before adding courses to their schedules, and shall be assessed a per course late fee. For a listing of all other special fees-including fines, please go to the Account website or the current course catalog.
3. A course dropped at any point prior to the beginning of the second half of the course will be expunged from the student's record. If a course is dropped after this date, the grade of "F" will be recorded unless a late drop or the grade of "WP" has been approved by the Academic Performance Committee upon petition from the student. The request for the late drop of a course must be submitted within one year of the end of the semester in which the course was taken.
4. Students intending to drop courses must indicate their intent to the registrar prior to the drop deadline by submitting a drop card signed by the instructor and the advisor. Failure to turn in the signed card on time will result in a fine for each course dropped at a later date if the intent to drop is proved to the satisfaction of the Academic Performance Committee. If the committee is not satisfied that the student intended to drop the course prior to the deadline, the student must be graded in the course. For a listing of all other special fees-including fines, please go to the Account website or the current course catalog.

5. Should a student drop all courses after a term has begun, they will be charged according to the Beloit College refund schedule for tuition, room, board, and fees, as indicated on the Bursar's website.
6. A student who discontinues attendance in a course without official withdrawal may receive a grade of "F" in the course.

R. Academic Evaluation and Grades

1. Course Unit

A course unit represents approximately one-fourth of the student's normal academic effort in any one term, and is considered the equivalent of four standard semester hours or six quarter hours.

2. Cumulative Grade Point Average

Grades in all courses at Beloit College shall be included in the computation of the cumulative grade point average, with three exceptions:

- a. courses designated CR/NC, as announced prior to the course offering;
- b. repeated courses. A student opting to retake a failed course will be evaluated CR/NC. If the student receives a CR in retaking the course, the "F" shall not be figured into the student's GPA, but shall be recorded on the student's transcript as "RF." If the student receives lower than a "C" in retaking the course, a grade of "RNC" shall be posted. The grading policy on repeat courses:
 - i. applies only to courses taken at Beloit College.
 - ii. applies to "topics" courses only if the same topic is repeated. A "topics" course is one that may be repeated for credit if the topic is different.
 - iii. does not apply to music lessons and music ensembles.
 - iv. does not apply to dance courses that may be taken twice for credit.
- c. non-Beloit programs abroad approved by the Committee on International Education.

3. Range of Evaluation

Grade:	Grade-points for each unit	Definition
A	4.00	Credit earned in a manner that demonstrates unusual ability and distinctive achievement.
A-	3.7	
B+	3.3	
B	3.0	Credit earned in a manner that demonstrates articulate, above-average performance.
B-	2.7	
C+	2.3	
C	2.0	Credit earned in a manner that demonstrates satisfactory performance.
C-	1.7	Passing work, but below the standard required for graduation.
D+	1.3	
D	1.0	
F	0.0	Failure to achieve credit.
RF		Indicates successful repetition of a previously failed course.
I		Incomplete (See below under "Incompletes")
X		Notation used for work not yet evaluated. A mark of "X" will be replaced by any other mark subsequently reported. This mark may be recorded only with consent of the dean of the college or his or her designee.
AU		Audit notation given when, with the consent of the instructor at the beginning of the course, the student attends the course without intention of maintaining graduation standards of performance, but does maintain a standard of performance which the instructor conceives as adequate for an audit. Audited courses may not be

Grade:	Grade-points for each unit	Definition
		converted into credit courses. Laboratory, studio, and applied music courses normally may not be audited.
CR		Credit earned at a satisfactory level ("C" or better, but not assigned an evaluation).
NC		No credit (given only in CR/NC courses).
RNC		Indicates unsuccessful repetition of a previously failed course.
WP		Passing withdrawal notation granted upon petition of a student during the second half of a course when withdrawal is approved by the Academic Performance Committee after the instructor of that course certifies that the student is doing passing level work at the time of withdrawal.
S		Satisfactory (given only for registered, non-credit internships and athletic participation).
U		Unsatisfactory (given only for registered, non-credit internships).

S. Incompletes

1. Beloit College expects its students to complete all course requirements on schedule. It is assumed that faculty are prudent in establishing course requirements well-promulgated early in the semester. It is also assumed that students, in consultation with their advisors, will undertake responsibilities commensurate with their abilities and commitments. Incompletes will be granted only in cases of serious illness or injury, family crisis, or some other substantiated unforeseen circumstance beyond the control of the student that would make it impossible to complete all course requirements by the end of the semester. Incompletes are only an option if the student has extenuating circumstances that occur in the last two weeks of a traditional term, or if the student experienced extenuating circumstances earlier in the term and was unable to catch up with the work, despite good faith efforts to do so. An incomplete is intended for special circumstances where students have a very limited number of remaining assignments due. A student may not receive an incomplete for a course because of failure to complete required assignments on time and/or because of a significant number of absences occurring during the course of the term.

2. Students who believe that they can demonstrate a legitimate need for an incomplete should (1) obtain a Request for an Incomplete form from the Registrar's Office, (2) seek instructor approval to take an incomplete and establish the terms, and (3) return the form to the

Registrar's Office. The earliest a student may apply for an incomplete is two weeks before the last day of classes; the last day for a student to complete this process is the last final exam day. In cases of illness or injury occurring at the end of the semester, notification from the Dean of Students staff to the registrar will suffice to initiate the process.

3. Unless the instructor stipulates a shorter time period for completion of the work, an incomplete must be satisfied within eight weeks of the last final exam day of the semester. In exceptional cases (e.g., lengthy illness) the instructor may petition the Academic Performance Committee or its designee to extend the period of the incomplete.
4. A regular letter grade will be recorded upon notification by the instructor to the Registrar. Incompletes normally will convert to the grade of "F" at the end of the eight-week period unless a request for an extension has been approved. As long as an "I" remains on the student record for a course, a student may not be enrolled for credit in any course that has that course as a stated prerequisite. A student may not graduate while an "I" remains on the record.

T. Credit by Examination

1. Credit by examination may be earned for any course unless specifically excluded by the offering department. The word "examination" is taken to mean any form of evaluation required by a department, and may include as much written, laboratory, studio, or other type of evidence as is normally required of students who are regularly enrolled in the course. If such evidence is not required, the examination should involve methods of evaluation equally rigorous. A department may suspend credit by examination in particular terms, if required by the absence of particular faculty members from the campus.
2. Interested students may obtain from the department titles of books normally used in the course and a course syllabus or other information as to course content.
3. A student who believes he or she has the necessary knowledge, preparation or background to establish credit by examination shall make application to the appropriate department chair no later than the end of the second week of the semester. If the student has a reasonable chance to establish credit, he or she shall arrange for the examination, together with all relevant material required by the department, to be completed no later than the exam period for that course.
4. Credit by examination shall be evaluated as "satisfactory" (equivalent to a grade of "C" or above) or "unsatisfactory," and shall be recorded on the permanent record if satisfactory. Failures will not be recorded.
5. A student attempting credit by examination shall not be entitled to formal instruction in the subject matter of the course.
6. A fee is charged for a successfully completed credit by examination. For a listing of this fee and all other special fees-including fines, please go to the Account website or the current course catalog.

U. Class Attendance and Compartment

1. Attendance at classes is required and is considered an essential component for each course. Failure to attend classes may affect the final grade, depending on the policy of the instructor of each course.
2. If at any point before the add deadline a student has missed more than half of the scheduled class sessions, an instructor may, in consultation with the student's advisor, drop a student from a course. The instructor shall submit a drop card to the Registrar's Office, signed by both the instructor and the student's advisor. The Registrar's Office shall notify the student about the instructor-initiated drop. Note: The intent of this policy is to enable faculty, during the first week of classes, to enroll a waitlisted student in place of an enrolled student who has absences as described above.

If a student does not plan to attend a class, s/he should follow regular drop procedures unless s/he has received written notice that s/he has been officially dropped from the class.

3. Each instructor should report to the director of Academic Advising any excessive number of absences which, in the opinion of the instructor, affect the student's work. Negligence in attendance indicates that the student is not attempting to fulfill course requirements. Continued indifference to attendance obligations may result in separation of a student from the college. A student who discontinues attendance in a course without officially withdrawing may receive an "F" in the course.
4. When a student has an emergency (death in the family, severe illness, or other compelling circumstances), the student should notify the Dean of Students Office, which shall inform the various administrative offices and the student's instructor(s) and advisor(s) about the absence. However, all absences, including emergencies, are evaluated by the instructor. It is the student's responsibility to notify the instructor in advance whenever possible about an absence. In all cases, the student is responsible for course work missed.
5. Excused absences for religious holidays must be arranged in advance with individual faculty members. Faculty members are encouraged to be sensitive to students' religious preferences, and will, if at all possible, accommodate student requests for an excused absence. Faculty members will also make every effort not to schedule exams or quizzes on religious holidays when a student's desire to observe that holiday has been expressed. However, the final decision to schedule an exam or quiz rests with the faculty member.

V. Academic Honesty Policy

1. Statement of Policy

In an academic institution, few offenses against the community are as serious as academic dishonesty. Such behavior is a direct attack upon the concept of learning and inquiry and casts doubts upon all measures of achievement. Beloit insists that only those who are committed to principles of honest scholarship may study at the college.

2. Acts of Academic Dishonesty

- a. Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered. For example, intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise is considered cheating.
- b. Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.
- c. Plagiarism is the representation of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. By placing his or her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.
- d. Unauthorized audio or video recording of classes is prohibited. A student seeking to record any class must receive permission from the instructor before any recording takes place. If permission is granted for recording, all students in the class must be informed that the class is being recorded. Any recording is for the personal academic use of the individual student only, though the faculty member or the college may require the student to share the recording.
- e. Other acts that will not be tolerated include the theft and/or mutilation of any library material; willfully providing college officials with false, misleading, or incomplete information; and forgery or falsification of grades, college records, or documents. Collusion in any act of academic dishonesty will be treated as a commission of the act.

3. Action Taken by Instructors

- a. When an act of academic dishonesty appears to have occurred within the academic process, the individual instructor in whose class the violation took place shall discuss the apparent violation with the student as soon as possible and shall give the student an opportunity to explain his/her action.
- b. If the matter is not resolved after the instructor's discussion with the student, the instructor may consult with the Dean of Students. The instructor may refer the matter to the Dean of Students for further investigation and review, in which case the instructor shall state in writing the factual basis for his/her belief that a violation of the academic honesty policy has occurred.
- c. In cases where academic dishonesty is determined by the instructor of the course, the instructor may impose one or more of the following sanctions:
 - i. an oral reprimand;
 - ii. a written reprimand presented only to the student;

- iii. an assignment to repeat the work, to be graded on its merits;
- iv. a lower or failing grade on the test, project, or paper in question;
- v. a lower grade in the course;
- vi. a failing grade in the course.

Regardless of whether or not a sanction was imposed, the instructor shall then report the incident to the Dean of Students. This report shall include:

- i. any relevant materials (e.g. paper where plagiarism is noted along with links to plagiarized material, exams of two students accused of cheating);
- ii. a summary of the conversation that the faculty had with the student, and/or other communication (e.g. email) including when it took place;
- iii. the sanction imposed by the instructor (with some rationale).

The decision of the instructor will be noted and filed in the Dean of Students Office.

- d. A student who has been sanctioned by an instructor for an act of academic dishonesty may appeal to an ad hoc appeals committee within one week of receiving the instructor's decision, as outlined in Section 6.
 - e. Individual instructors always retain the right to evaluate the student's work in the course.
4. Actions Taken when the Violation is not Course Specific

Rarely do violations of the Academic Honesty policy occur out of a specific course context (e.g. submitting a modified transcript to an employer or graduate school). In these instances, the complainant shall report the violation and evidence of the violation to the Dean of Students office. The Dean of Students office will investigate, endeavor to speak with the accused student, and render a sanction. As with other violations and sanctions, a student who has been sanctioned may appeal to an ad hoc appeals committee within one week of receiving the decision, as outlined in section 6.

5. Action Taken by the Dean of Students

- a. The Dean of Students (or designee) shall meet with every student accused of and/or found in violation of the academic honesty policy. The dean may determine whether a sanction should be imposed beyond the sanction(s) imposed by the instructor. This determination is to be made after an investigation, review of any written or oral evidence, and discussion with the student and the complainant (typically a faculty member); or, the dean may refer the matter directly to an ad hoc appeals committee for a formal hearing as outlined in Section 6.

- b. The Dean of Students may impose any of the following sanctions:
- i. a written reprimand presented only to the student and the relevant faculty member or other complainant; or a written reprimand with a copy sent to the advisor and the instructor; a copy of any written reprimand will be placed in the Dean of Students office file;
 - ii. placement on disciplinary probation; in writing, sent to the student, advisor(s), and the instructor (or other complainant) with a copy placed in the Dean of Students office file.
 - iii. removal of the student from the course; with a written notice to the faculty member and advisor(s), the Registrar, and a copy placed in the Dean of Students office.
 - iv. suspension or dismissal from the college. Suspensions and dismissals may be immediate; suspensions may be up to one year. Note: students who are dismissed for violating the Academic Honesty Policy will have the following written on their transcript: "Dismissal for Violation of the College's Academic Honesty Policy."
- c. The Dean of Students shall notify the complainant and the student of any decision to impose further sanction(s). A decision to impose sanctions made by the Dean of Students may be appealed by the student to an ad hoc appeals committee under Section 6.
6. Appeals
- a. Students wishing to appeal a decision made by the Dean of Students or by their designee or a sanction imposed by an instructor for a violation of the Academic Honesty Policy must notify the Dean of Students. Appeals shall be made in writing and within one week of receiving the decision of the Dean of Students or the instructor. The notification should contain an explanation of the rationale for appeal. *The appeal is to specify whether the student is appealing the violation, the sanction applied, or both.*
 - b. An appeals committee shall be established, consisting of the faculty members of the Academic Performance Committee, two student representatives – Academic Senators or members of the Beloit Student Government, and an Associate Dean of Academic Affairs, who will serve as chair of the hearings and voting member in the case of a tie. If any faculty member or student member has a conflict of interest, the chair shall designate an alternate to serve in the member's stead. Preference will be given to those who have been trained regarding the appeals process.
 - c. The Dean of Students shall notify the complainant of the student's intent to appeal no more than three (3) business days after the student has indicated their intent.
 - d. The appeals committee may proceed independently to secure evidence for the hearing. Members of the appeals committee, the complainant, the Dean of Students or their

designee, and the appealing student shall have access to any evidence secured by the committee or by any party at least three (3) business days before the hearing.

- e. The student charged with a violation of the Academic Honesty Policy may request, when needed, the aid of the chair of the appeals committee in obtaining the information necessary to answer the charges made against them or requesting the attendance of witnesses at the hearing. When a witness is unable to attend a scheduled hearing, the witness may make a written and signed statement that may be submitted to the appeals committee and shared with all parties at least three (3) business days before the hearing.

Witnesses are to be limited to those who have direct knowledge of the situation (e.g. not “character” witnesses). When the student is appealing the decision or sanction of the Dean of Students or designee, that person will normally be called as a witness to explain their decision-making.

- f. The student is to respond to any queries or prompts from the committee chair within two (2) business days of each request. The student must cooperate with setting a hearing time/date, within three (3) weeks of the appeal.
- g. The appealing student shall have the option of being accompanied by a member of the college’s faculty, staff, or student body. That support person is prevented from speaking, except to the student, during the process. Members outside the college community (e.g. lawyers, parents) are not allowed to accompany the student in the hearing.
- h. The student and the appeals committee members shall have the right, within reasonable limits set by the chair, to question all witnesses who testify orally.
- i. An audio recording of the proceedings shall be kept by the chair of the appeals committee until any appeal has been concluded and by the Dean of Students following the appeal. Ordinarily, no transcript shall be printed.
- j. The appeals committee shall deliberate in closed session. The committee’s decision shall be based on the hearing, the evidence, witness testimony, and the papers filed by the parties.
- k. The appeals committee will render one of three decisions: uphold the original decision, modify the original decision, or overturn the original decision. The latter two options could result in a new finding such as responsible or not responsible, sanction(s) being removed, or sanction(s) being added or increased. Under all circumstances, the appeals committee decision is final.
- l. The appeals committee shall issue its decision in writing, which shall contain its findings of facts, conclusions, and actions, within two (2) weeks (ten (10) business days) of the hearing. The decision shall be sent to the student, the complainant, the registrar, and the Dean of Students office. If the student is dismissed, the final transcript shall reflect the committee’s decisions. The decision of this committee is final.

7. Summer and Vacation Disciplinary Process

The Dean of Students, or designee, shall investigate and determine any sanction for all violations of the College's Academic Honesty Policy referred to it by an instructor during the last week of classes, exam periods, or vacation periods. A student may appeal the Dean of Students' decision to the provost. All appeals must be in writing within five (5) business days of being notified of the decision by the Dean of Students. The provost has thirty (30) business days to review evidence and render a decision. The provost's decision is final.

8. Dishonesty during the Appeals Process

If a student violates the Academic Honesty Policy, presents false evidence, or provides statements found to be untrue during the process (with the faculty member/complainant, Dean of Students or their designed, the provost, and/or during the appeals hearing), additional sanctions may be applied. When additional sanctions are applied, the student may appeal those sanctions in accordance with Section 6, but sanctions determined prior to the finding of false evidence (e.g. suspended) will be in force while this additional appeal is being processed.

9. Academic Honesty Violations and Late Drop Requests

As part of the Academic Performance Committee's (APC) practice, APC is to be informed by the Dean of Students office when a student applying for a late drop has also violated the Academic Honesty Policy in that class so that the committee has a full context in which to consider the drop request.

10. Transcript Notation and Restriction on Issuance of Transcript

When a student is dismissed for violation of the Academic Honesty Policy, a notation of "dismissal for violation of the college's academic honesty policy" shall be placed on the student's transcript. If a student chooses to pursue an appeal, no transcript shall be issued until the appeals process is completed.

11. Readmission

Students who have been dismissed for violation of the Academic Honesty Policy may apply to the Academic Performance Committee for readmission to the college no earlier than one year after the academic dismissal. Students may be readmitted on the approval of the committee, which will consider each application on an individual basis. Students seeking readmission should contact the office of the Dean of Students.

W. End of Term Assignments and Examinations

1. End of term assignments and exams shall be distributed in such a way as to avoid unreasonable workloads for students. Work due during the final three days of classes and the final exam period shall not count for more than 40% of a student's final grade for the course, excepting independent research courses and special projects.

2. There will be four examination days following the end of each term. Schedules normally will be designed so that the last day of classes is followed by two study days, not necessarily in succession. No assignments can be due, no activities required, nor exams given on study days.
3. At the first class meeting, instructors should announce plans regarding final evaluation for the course.
4. If there is only one major* end of the term assignment or exam, and it is a written exam, the final examination slot must be utilized.
 - a. Examinations given during the final examination period normally will be designed for completion in two hours, and must be completed within three hours.
 - b. Take-home examinations must be turned in by the end of the three-hour examination slot assigned to the course for which the take-home examination is written.
5. If there is only one major* end of the term assignment or exam, and it is an assignment (e.g.: paper, performance, group presentation), the assignment must be due by the last day of classes or during the final examination slot assigned.
6. If there are two major* end of term assignments or exams, then only one can be due during the last three days of classes. The final examination slot should be utilized for the other assignment or exam.
7. Exam slots will be rotated each semester among the course time blocks. The schedule will be listed in the registration materials.
8. The four examination days of the final examination period will have a total of twelve three-hour blocks of time available for examinations.
9. All work for first module courses must be completed by the conclusion of the first module.
10. Students will take examinations at scheduled times, except in cases of:
 - a. more than two examinations in one day;
 - b. four examinations in a row;
 - c. hardship, such as illness, psychological disturbance, and the like, as confirmed by the Dean of Students Office.

If students qualify for exceptions as listed above, they must bring requests for such to the registrar prior to the beginning of exam week.
11. Students wishing to address possible lack of compliance with the policy should first discuss the matter with the course instructor. If the student and the instructor are unable to reach a satisfactory resolution, the student may approach the chair of the instructor's department, and ultimately the dean of the college.

* Major refers to an assignment or exam that is worth at least 20% of the final grade in the course.

X. Other Academic Evaluation Policies and Procedures

1. Evaluation Reports

Reports of the term's work are issued to all students and advisors by the registrar after the close of each term. Academic Alert Slips reporting unsatisfactory work in progress are issued to students and their advisors as may be required.

2. Appeal of Grades

Students wishing to appeal a grade should first discuss the matter with the course instructor. If the student and the instructor are unable to reach a satisfactory resolution, the student may approach the chair of the instructor's department. Final appeal of a grade should be directed to the dean of the college.

3. Change of Grades

After they have been submitted to the Registrar's Office, final grades may be altered only at the request of the instructor and with the approval of the Academic Performance Committee.

4. Basis of Final Grades

The final standing of any student for any term shall be based upon the daily records and examinations or other forms of evidence of academic progress, the relative value of each being left to the judgment of the instructor.

5. Submission of Grades

All final grades, including those of candidates for graduation, shall be handed to the registrar by the date published in the academic calendar.

6. Giving Out of Grades

Faculty members should refrain from giving term grades to students either orally or by posting. Mailing notice of grades to students is permissible.

7. Early Evaluation

Faculty members should provide students with evaluation of their course performance prior to the deadline for dropping courses without penalty.

8. Academic Alert Slips

Each instructor should report to the Academic Advising Office the name of any student whose work is unsatisfactory, below "C" performance. The Academic Advising Office expects that these reports will be submitted prior to the date for dropping courses without penalty.

9. Emergencies

When, in the opinion of the instructor, an emergency or special situation has arisen in a student's case, a report should be made to the dean of students immediately.

10. Senior Seminars

Required senior departmental seminars offering credit may be graded either with a letter grade or CR/NC, as established by the department.

11. Variations in Grading Policy

Exceptions to the established grading policy for a given course may be granted by the Curriculum Oversight and Administration Committee on a one-time basis.

12. Comprehensive Evaluation

A student is required to participate in the comprehensive evaluation conducted by the faculty in his or her field of concentration if the department requires it. Performance will be graded Honors, Satisfactory, Low or Unsatisfactory.

Y. Academic Deficiencies

1. At the end of each term, the Academic Performance Committee reviews the grades of all students who have not met standards. Consideration includes consultation with advisors where feasible, and a review of extenuating circumstances, if any. Each case is reviewed individually, but the Academic Performance Committee is guided in its decisions by certain minimal standards.

2. A student is expected to maintain at least a 2.000 cumulative grade point average, and to be accumulating units, under the normal course load of four units, at a rate consistent with achieving 31 units by the end of eight semesters. A student may be given a probationary period when he/she falls below either of these expectations.

3. Any student may be warned, placed on probation, placed on academic suspension, or dismissed at any time by the Academic Performance Committee for marked deficiency in scholarship or for continued absences from classes.

a. Academic Warning

Students may be placed on academic warning for excessive incompletes and/or a term average between 2.000 and 1.850.

b. Academic Probation

Students may be placed on academic probation for a term average below 1.850; a cumulative grade point average less than 2.000; or two consecutive semesters of term averages between 1.850 and 2.000. Probationary status may endanger the continuation of financial aid.

c. **Suspension and Dismissal**

Students with extremely low term or cumulative averages are subject to the actions of academic suspension or academic dismissal. A student may be dismissed or placed on academic suspension without having been placed on warning or probation the previous semester. A student may be placed on academic suspension if both the semester and cumulative grade point averages are significantly below a 2.000, but not low enough to meet dismissal criteria. A student may be subject to academic dismissal if his/her cumulative grade point average at the end of the semester is below 1.000 after the first term; below 1.500 after the second term; below 1.650 after the third term; below 1.800 after the fourth term; below 1.850 after the fifth term; or below 1.900 after the sixth term. A student is subject to academic dismissal for a semester of all "F" grades.

4. Normally first-term first-year students are not dismissed for academic deficiency, but are instead warned or put on academic probation. However, the Academic Performance Committee may dismiss first-year students if its findings indicate such action to be appropriate in the individual case.

5. Suspensions and dismissals may be appealed by writing the Academic Performance Committee. Decisions normally will not be changed, except in cases of extenuating circumstances. An adverse opinion on the appeal may then be appealed to the dean of the college.

6. Students who have been dismissed may apply to the Academic Performance Committee for readmission to the college no earlier than one year after the dismissal. Students may be readmitted on the approval of the committee, which will consider each application on an individual basis. Students seeking readmission should contact the dean of students.

7. A student who has been readmitted after an absence of one (1) year (two terms) or more, and whose previous academic record was deficient may, at the time of readmission, submit a request to the Academic Performance Committee that previous work at Beloit be re-evaluated by the registrar on the same basis as credits offered in transfer. A minimum of 16 units of credit for graduation must be completed at Beloit College after a student is readmitted.

Z. Withdrawal from the College

1. A student is considered to have withdrawn from the college when he or she fails to register for either a credit term, or a vacation term as approved by the advisor.

2. A student may withdraw from the college in the middle of a term if the withdrawal is approved by the dean of students or his or her designee and by the registrar.

3. A student who has been requested to withdraw from the college must complete the procedures applicable to voluntary withdrawal.

4. Students who wish to re-enroll after withdrawal or dismissal must apply to the Academic Performance Committee.

AA. Exceptions to Regulations

1. All students have the right to petition the Academic Performance Committee to waive any academic requirement. A student seeking an exception to an academic regulation (e.g., late withdrawal from a course) must petition the Academic Performance Committee. The student's request must be in writing, and must indicate the way(s) in which the regulation works to the student's disadvantage. In most instances a statement of support from one or more faculty members (the student's advisor, the instructor of the course) must accompany the request. All requests are reviewed individually, and the committee may grant an exception to the regulation if it believes the request has sufficient merit.
2. It is assumed that students will comply with the various rules of the college, including living in the campus residence halls during the appropriate periods as specified by the dean of students. Acceptance of college rules is viewed as a contractual arrangement which seeks to protect the interests of both the students and the college. Students attending Beloit who seek exemptions from college regulations and provisions which have to do with Residence Life, and which have economic implications, must receive approval from the dean of students or his or her designee. All such arrangements must be executed in writing and signed by both parties.
3. Students who complete graded courses at Beloit College prior to matriculation as a degree-seeking student may choose to convert their grade from the assigned letter grade to CR/NC at any point prior to the completion of their fourth full-time semester at Beloit. Students seeking this change must notify the registrar in writing, and they must provide a letter of support from their advisor.

Revisions to Chapter IX

Date Chgd	Subsection	Approved
02-02-2010	Section C, Sub-section 1 e viii	Fall 2009
02-02-2010	Section Q, Sub-section 3	Fall 2009
02-02-2010	Section Y, Sub-section 1	Fall 2009
06-07-2010	Section I, P and S	Sr. Staff – 06-07-10
06-10-2010	Section C, Sub-section 1 Section C, Sub-section 2	AS – April 2010
01-05-2011	Style Guide updates Section L, Sub-section 1	Web page AS – February 2011
06-08-2011	Section O updates Section U – Replaced previous language	AS – April 2011
01-04-2012	Section C, Sub-section 1e	AS – December 2011
02-21-2012	Section C, Sub-section 1 f	AS – February 2012
04-23-2012	Section U, Sub-section 7, 8	AS – April 2012
05-23-2012	Section U, Sub-section 3 Section U, Sub-section 4 a and c Section U, Sub-section 5 Section U, Sub-section 7	AS – May 2012
10-03-2012	Section C, Sub-section 1	AS – October 2012
04-26-2013	Section C, Sub-section 1 h, vii, viii, ix Section O, Sub-section 8 Section P, Sub-section 1	AS – April 2013
09-19-2013	Section Z, Sub-section 3	AS – May 2013
02-10-2014	Section C, Sub-section 1 a, ii	AS – December 2013
12-01-2015	Section D	AS – May 2015
09-23-2016	Section A Section F, Sub-section 4 Section S, Sub-section 1-4	AS – October 2016
06-16-2020	Section F, Sub-section 1-3	EEA – June 2020
08-24-2020	Section V	EAA – August 2020
5-25-21	Section C, Sub-section 2, a and b (removed) Section D Section F, Sub-section 6 (removed) Section L, Sub-section 1 a, c, and d Section O, Sub-section 2 (removed) Section P, Sub-section 6 and 7 (removed), 8 Section Q, Sub-section Q, 3 and 5 Section R, Sub-section 1	AS-May 19, 2021