

# IX

## General Academic Regulations

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## IX

### General Academic Regulations

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#### 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
    - a. 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.
    - b. Students will be expected to complete a My Academic Plan (MAP) during their sophomore year in consultation with their advisor.

#### **D. Definition of Unit of Credit**

The Curriculum Oversight and Administration committee assigns credit hours 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.

Typical full semester (15 week) courses that meet approximately four hours per week or more are awarded one unit of academic credit. One Beloit College unit is the equivalent of four semester hours (see transfer credit guidelines, ASP, Chapter IX.E). This follows the federal definition of a credit hour under Section 600.2 and 600.24(f) of the Higher Education Opportunity Act:

“An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonable approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately ... ten to twelve weeks for one quarter hour of credit or the equivalent amount of work over a different period of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

In keeping with this policy, a one-unit course is expected to involve a minimum of twelve total hours of student work per week (two hours of outside work for each hour of class time, in keeping with the Federal definition of the credit hour). This may include laboratory or studio time. 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.

















6. Disability accommodations and/or services may affect a student's decision regarding course selections. A student with a disability, who seeks accommodations and/or services, must meet with the director of the Learning Support Services Center Enrichment and Disability Services office and have his/her documentation verified before s/he is eligible to receive disability accommodations and /or services. If a student alerts a college official (faculty/staff) about his/her disability, the student should be referred to the director a staff member in the LSSC. The Disability Policy for Students can be found in Chapter IV of the Administrative Policy Manual. Additional related information is available at <http://www.beloit.edu/dss/>.

7. With advance permission of the advisor and registrar, enrolled students in good standing are permitted to take designated courses at other accredited colleges and universities, and to transfer credit earned in such courses to Beloit College without payment of extra fees to Beloit. Beloit degree requirements and any field of concentration restrictions concerning transfer credit must be observed.

8. The normal course load at Beloit College is 4 units. To be considered a full-time, a student must be registered for at least 3 units, unless he or she has received approval from the advisor and the registrar. 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 his or her 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.

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, he or she will be charged according to the Beloit College refund schedule for tuition, room, board, and fees, as printed in the college catalog.

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 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

<b>Grade:</b>	<b>Grade-points for each unit</b>	<b>Definition</b>
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

<b>Grade:</b>	<b>Grade-points for each unit</b>	<b>Definition</b>
		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 unauthorized 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.

The instructor shall then report the incident and sanction to the dean of students. 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 5.
- e. Individual instructors always retain the right to evaluate the student's work in the course.

#### 4. Action Taken by the Dean of Students

- a. The dean of students shall meet with every student accused of academic dishonesty. The dean may determine whether a sanction should be imposed beyond the sanction(s) imposed by the instructor after an investigation, review of any written or oral evidence, and discussion with the student, the faculty member, and any non-faculty complainant; or, the dean may refer the matter directly to an ad hoc appeals committee for a formal hearing as outlined in Section 5.
- b. The dean of students may impose any of the following sanctions:
  - i. a written reprimand presented only to the student; a written reprimand with a copy sent to the advisor and the instructor; or a written reprimand with a copy placed in the Dean of Students Office file;
  - ii. placement on disciplinary probation;
  - iii. removal of the student from the course;
  - iv. suspension or dismissal from the college.
- 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 5.

#### 5. Appeals

- a. Students wishing to appeal a decision made by the dean of students or by his or her 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.

- b. An appeals committee shall be established, consisting of the three faculty members of the Academic Performance Committee, a student representative of the Judicial Board, and the Chair of the Faculty Status and Performance Committee, who will serve as chair of the hearings and voting member in the case of a tie. If any faculty member has a conflict of interest, the chair of FS&P shall designate an alternate faculty member to serve in the member's stead.
- c. The dean of students shall notify the faculty complainant of the student's intent to appeal.
- d. The appeals committee may proceed independently to secure evidence for the hearing. All parties shall have access to any evidence secured by the committee or by any party at least three days before the hearing.
- e. The student charged with a violation of the Academic Honesty Policy may request, when needed, the aid of the appeals committee in obtaining the information necessary to answer the charges made against him/her 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 days before the hearing.
- f. Each party shall have the option of being accompanied by an advisor from the college's faculty, staff, or student body.
- g. The parties, their representatives, and the appeals committee members shall have the right, within reasonable limits set by the chair, to question all witnesses who testify orally.
- h. An audio recording of the proceedings shall be made and retained by the chairperson of the appeals committee until any appeal and by the dean of students following the appeal. Ordinarily, no transcript shall be printed.
- i. The appeals committee shall deliberate in closed session. The committee's decision shall be based solely on the hearing, the evidence, and the papers filed by the parties.
- j. The appeals committee shall issue its decision in writing, which shall contain its findings of facts, conclusions, and actions, within two weeks 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.

#### 6. Summer and Vacation Disciplinary Process

The Dean of Students Office 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 one week of being notified of the decision by the dean of students. The provost's decision is final.

#### 7. 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.

#### 8. 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
02-02-10	Section C, Sub-section 1 e viii	Fall 2009
02-02-10	Section Q, Sub-section 3	Fall 2009
02-02-10	Section Y, Sub-section 1	Fall 2009
06-07-10	Section I, P and S	Sr. Staff – 06-07-10
06-10-10	Section C, Sub-section 1 Section C, Sub-section 2	AS – April 2010
01-05-11	Style Guide updates Section L, Sub-section 1	Web page AS – February 2011
06-08-11	Section O updates Section U – Replaced previous language	AS – April 2011
01-04-12	Section C, Sub-section 1e	AS – December 2011
02-21-12	Section C, Sub-section 1 f	AS – February 2012
04-23-12	Section U, Sub-section 7, 8	AS – April 2012
05-23-12	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
10-03-12	Section C, Sub-section 1	AS – October 2012
04-26-13	Section C, Sub-section 1 h, vii, viii, ix Section O, Sub-section 8 Section P, Sub-section 1	AS – April 2013
09-19-13	Section Z, Sub-section 3	AS – May 2013
02-10-14	Section C, Sub-section 1 a, ii	AS – December 2013
12-01-15	Section D	AS – May 2015
9-23-16	Section A Section F, Sub-section 4 Section S, Sub-section 1-4	AS – October 2016