



MARQUETTE UNIVERSITY

College of Engineering Faculty - Advisor Handbook

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GENERAL GUIDELINES FOR FACULTY AND ADVISORS
CLASSROOM MANAGEMENT

Faculty are given an extensive amount of autonomy in setting standards and requirements for their courses. However, as a precaution and in the interest of commonality some guidelines are advanced to avoid problems and pitfalls which beset student-faculty-administrative relations.

STUDENT-FACULTY-ADMINISTRATIVE GUIDELINES

1. Faculty must clearly define all course expectations, prerequisites, objectives, homework requirements, attendance policy, testing procedures, grading and related academic matters at the start of each semester. It is the instructor's responsibility to manage each of these issues as part of normal everyday classroom management. The Dean's Office will not normally interfere with classroom management unless there are unusual circumstances, or, there is a breakdown in operations.
2. Faculty are required to administer tests or appropriate assessments sufficient to reach a valid mid-semester grade for all students. Mid-semester examinations should be administered unless sufficient material is available to arrive at an accurate mid-semester appraisal. Final exams must be administered as scheduled in the Timetable of Classes. Testing and major project assignments on the week of mid-terms and the week prior to final exams should be avoided.
3. Instructors are to assign both mid and final grades for all students in accordance with instructions distributed with grade collection forms and by the deadline dates prescribed.
4. No departure from the published exam schedule is permitted unless approved by the Dean's Office and Registrar's Office two (2) weeks prior to the exam. Only a very exceptional need will be accommodated.
5. All classes are to be held as scheduled. All faculty absences are to be reported in advance to the respective department chairman. The chairman will determine individually the disposition of each class in question.
6. Faculty may not post grades which carry student identification (including student ID numbers) for public review and are further required to protect the confidentiality of student performance at all times.
7. Faculty are asked to guard against and attempt to discourage dishonesty in all academic matters. Students who are performing dishonestly are subject to academic censure in accordance with the Academic Dishonesty Policy and Procedure, page 8.

CLASSROOM MANAGEMENT (con't)

8. The instructor has every right to expect students to conduct themselves with good classroom decorum. The instructor is asked to report serious breaches of student conduct to his chairman who may initiate further action with the Dean's Office to resolve the problem. Smoking is prohibited in the Engineering building and eating and/or drinking in the classroom should not be allowed.
9. Students are expected to complete all assignments and take all exams except where verified or documented illness or emergencies develop. Students should make every effort to inform the instructor of such emergencies either through direct contact with the instructor or through the Dean's Office. Failure to do this will jeopardize the student's later request for special make-up considerations. A student's right to special consideration due to absence rests on proof of inability to attend class and prompt reporting of such circumstances.
10. The faculty can expect to be provided with class lists on the first day of class and to be advised regularly of students who have formally withdrawn from class. No student should be added to a class after late registration without permission of the Dean's Office.
11. Please report any serious physical environment problem to the Dean's Secretary. Further, the classroom should be free from outside interruptions and announcements except for emergencies.
12. Faculty are expected to post and keep regular office hours. Six hours on at least 3 days is considered normal for full-time faculty.
13. Instructors should file, in the Chairman's Office, a copy of final exams given in each course. Further, instructors should maintain a file of graded samples of final exams and/or other appropriate materials in various quality ranges for potential ABET inspections.

GENERAL GUIDELINES FOR FACULTY AND ADVISORS **DUTIES OF AN ADVISOR**

The advisor is a person appointed by the Dean to assist in every practical way a group of students, both individual and collectively, in resolving the many problems they face while in college. The efficiency with which he can function depends first on his attitude toward the students and his desire to help them and, secondly, on the cooperation he gets from his advisees.

Below are listed the major duties of an advisor. They are listed under two rather broad categories, such as duties dealing with academic matters and duties dealing with the more general or personal part of the advisor's functions. It is unavoidable that these overlap in some instances.

ACADEMIC DUTIES OF AN ADVISOR

1. When assigned to a group of advisees, the advisor should immediately plan with the student his overall projected program through the eighth semester.
2. The advisor shall be responsible for keeping records of his advisees' progress. Use the advising files available from the General Office, or computer data base.
3. The advisor when informed of the unsatisfactory academic status of his advisees shall then counsel the student regarding the consequent changes in his overall projected program and shall counsel the student to make such changes.
4. The advisor shall recommend or discourage any changes to be made in the individual's program within his group of advisees. No student's program shall be changed for any reason without the advisor's knowledge.
5. The advisor shall review mid-term grades within his group, paying particular attention to those students who obviously need help, and suggesting a reduced load, or other corrective action.
6. The advisor shall take cognizance of information passed on to him regarding his advisees by such agencies as the General Office, the Office of Student Life, other faculty members, etc.
7. The advisor has a responsibility to counsel students regarding outside work and recommend such adjustments as lighter program, different working hours, special class hours, etc . . . , where advisable.
8. The advisor must feel qualified to present options to the Dean's Office regarding any of his advisees who might come before him for possible action. In some cases, the advisor might want to ask for further information from some of the advisee's teachers, his departmental associates, etc. . .
9. Students who are achieving less than a "C" average should be discouraged from carrying a full load.
10. Full-time students may be referred to the Office of Student Educational Services for guidance, and assistance with study skills, tutoring or study groups.
11. Refer all students in financial need and those who seek scholarship assistance to the Office of Student Financial Aid.

GENERAL DUTIES OF AN ADVISOR

1. It is an obligation of every instructor, especially those who act as advisors, to counsel students in all matters which pertain to university life. At times some extremely delicate matters complicated by a question of an individual's rights and liberties may be involved. These call for an intelligent and tactful action on the part of an advisor, and no one procedure fits all probable situations.
2. It is essential that the advisor be as well acquainted with his advisees as possible.
3. The advisor must make his advisees aware of their mutual relationship.
4. The advisor should also keep as close a check as possible on the extracurricular activities of his advisees and should recommend either increasing or decreasing these activities in individual cases and as the situation warrants.
5. The advisor should be aware of the many agencies on the campus which are available to aid in counseling students, e.g., the Counseling Center, Study Skills Programs, the Office of the Campus International, Campus Ministry, Writing Center, Career Services, etc...
6. The advisor should feel obligated to bring any of the serious problems of his advisees to the attention of the proper authorities, e.g., the Dean's Office, the Dean of Students, etc...
7. The advisor is responsible for conferring with parents or assisting the Dean's Office in so doing when parents initiate correspondence.
8. The advisor, especially in the junior and senior years, should offer students counsel regarding their professional development after graduation. Specifically, he/she should advise the students where possible with regard to their choice of position, the possibilities of graduate work, their likelihood as teaching prospects, etc... In general, he/she should help the students to crystallize their objectives in life. Obviously, where the advisor feels inadequate, he should seek help or direct his advisees to other people.
9. The advisor has the responsibility of setting a good example for his/her advisees, particularly in the area of professional development.
10. The advisor will post the office hours during which he/she will be available to see students and advisees.

COLLEGE POLICY AND PROCEDURE
ABSENCE POLICIES AND PROCEDURES
(Effective January 1993)

1. Because absence from class will prevent a student from getting the full benefit of a course, and because in many courses each student's involvement contributes to the learning process for all other students in class, attendance is mandatory for every exercise of a course in which a student is registered. Excessive absences may result in lower grades.
2. Students registered in any course offered by the College of Engineering are bound by this attendance policy even if they are enrolled in another college, program, or division of the University. It is the responsibility of each student to know and to follow the College's Class Attendance Policy and any specific attendance regulations of his/her instructors.
3. In the case of an emergency absence (prolonged absence from class due to illness or other personal emergency), a student must inform the Engineering Office, which will keep a written record of such cases and to inform the relevant instructors. Normally, the College Office will not keep a record nor take any action unless such absences extend for one week or longer.
4. **Enforcement of the absence policy shall lie with the faculty.**
5. Instructors may take class attendance into account when evaluating student performance and assigning final grades, subject to the three conditions listed below.
 - 5.1. The instructor's norms for reducing grades because of absences (i.e., the rate at which grades will decline per absence) must be clearly indicated on the course syllabus and announced during the first week of class each semester.
 - 5.2. Students are given some latitude regarding attendance to account for illness and emergencies. Normally the maximum number of absences permitted before lowering a final grade is equal to two weeks of classes. (That is, in a class meeting three times each week, six absences may be allowed. In a class meeting twice each week, four absences may be allowed.) Until the maximum is reached, final grades may not be reduced because of excessive absences.
 - 5.3. Final grades may not be lowered more than half a letter grade for each absence beyond maximum.
6. In enforcing the absence policy according to these guidelines, and thereby lowering a student's final grade, records of absences (specific dates) must be kept accurately and carefully, just as grades for tests and assignments are kept. Attendance checks, therefore, must be done regularly and carefully if this class attendance policy is to be enforced at all.
7. Appeals of grades that are lowered for reason of excessive absences shall be handled in the normal fashion as set forth in the grade appeals policy.

ABSENCE POLICIES AND PROCEDURES (con't)

8. Whenever an instructor observes that a student's absences are adversely affecting performance and may ultimately result in the lowering of a final grade, or if for any reason a student seems to be experiencing serious difficulties in the class, the instructor, in addition to taking the usual supportive measures, should inform the Associate Dean of the College of Engineering. The Dean's office will subsequently take appropriate action.

Generally, tardiness in excess of 10 minutes will be counted as an absence. Tardiness of less than 10 minutes will constitute a 1/3 absence.

The student has the right to appeal these actions to the Dean on the basis that the majority of accumulated absences were for legitimate serious reasons (documented health and personal problems). The appeal must be presented in written form to the dean within one week of the action taken. In all cases, it is presumed that poor attendance on the student's part will adversely affect student grade performance.

COLLEGE POLICY AND PROCEDURE ABSENCE FROM FINAL EXAMS, "I" AND "X" GRADES

1. Generally, students who fail to take final examinations in any course will automatically be assigned an "F" grade.

Exceptions: Student who because of verified illness and/or a crisis emergency and who notify the Engineering Office of the circumstances within 48 hours of the exam, may be given a "X" grade and an extension to retake the examination. Such "X" grades are given only through the Dean's office and only if the student's prior course performance merits this extra consideration.

2. Generally, students who have failed to complete a small but important course assignment would find this deficiency reflected in a lower grade assignment in the course.

Exceptions: Students who obtain prior instructor permission and who merit the opportunity to make up the deficiency because of the circumstances causing the deficiency may be assigned an "I" incomplete grade.

3. All temporary grades must be removed by the calendar dates specified in the University Bulletin or they shall revert to "F" grades.

COLLEGE POLICY AND PROCEDURE
ACADEMIC CENSURE AND DISMISSAL FROM SCHOOL
FOR ACADEMIC REASONS

QPA DEFICIENCY

All students are expected to maintain a “C” (2.0) or better QPA in Marquette work. Students whose cumulative QPA falls below a “C” (2.0) QPA will be warned on their grade report and advised of the QPA level they must earn in future course work to remove the deficiency and achieve a 2.0 average.

Students who continue to fall below these minimum standards will ordinarily be dismissed, but may be continued under prescribed written program limitations and expectations at the discretion of the Dean’s Office.

Students who persist in achieving below a “C” average after appropriate warnings and/or intervention, will be subject to dismissal.

EXCESSIVE FAILING GRADES

Students who fall under the non-punitive “F” system (students enrolled prior to May 1991) will have no punitive grade point effect due to failing grades, although such grades are part of the permanent record. However, students whose academic progress and/or program is adversely affected due to the continued accumulation of failing grades may be dismissed according to the following tabulated summary:

Degree Hours Earned	Hours of Accumulated Failing Grades
0 - 34	9
35 - 70	15
71-102	18
103	21

Dean’s Actions are taken on all students who fall below these standards and students are either dismissed for lack of progress or permitted to continue under a prescribed program with written limitations and expectations. It is, therefore, possible that a student could be dismissed for lack of progress due to excessive failures even though his cumulative QPA exceeds 2.0.

SUMMARY

In all situations, academic dismissal would imply either an excessive QPA deficiency or an excessive accumulation of failing grades. Students are always given the right of appeal of academic dismissals through the Associate Dean of the College.

COLLEGE POLICY AND PROCEDURE
ACADEMIC DISHONESTY

The College of Engineering recognizes that any form or degree of academic dishonesty challenges the principles of truth and honesty which are among the most important foundation principles of Marquette University. Consequently, the College treats matters of academic dishonesty as serious violations of academic trust, and penalizes all students found to engage in such behavior.

The reduction of academic dishonesty within the College of Engineering must be a cooperative enterprise of faculty, students and administrators. Instructors should make every reasonable effort to create an atmosphere which reduces the possibility of dishonesty, and should make it clear to each class that disciplinary action will be taken if dishonesty is discovered. It is recommended that a statement to this effect is made on the course syllabus.

Acts of academic dishonesty include but are not limited to the following:

1. The illegitimate use of materials, in any form during a quiz or examination.
2. Copying answers from the quiz or examination paper of another student.
3. Plagiarizing or falsifying materials or information used in the completion of any assignment which is graded or evaluated as the student's individual effort. Plagiarism includes submitting as one's own the ideas or work of another, including the computer programs or material from the computer files of another, regardless of whether that information is used verbatim or in paraphrased form, and regardless of whether those ideas or that work is derived from published materials or from private materials of another person who either intentionally or unintentionally contributes to the act of plagiarism.
4. Obtaining, through theft, bribery, collusion, or otherwise improperly securing an examination paper prior to the time and date for the administration of the examination. Also, use of an examination paper previously administered (e.g. during an earlier semester) without the consent of the instructor who authored the examination.
5. Furnishing credentials that have been earned by another person, or falsifying records, transcripts, or other academic papers in order to falsely present one's academic position.
6. Impersonating a candidate at an examination or availing oneself of such an impersonation.
7. Intentionally interfering with any person's scholastic work, for example, by damaging or stealing laboratory experiments or library materials.
8. It is presumed that material submitted by a student for an assignment is original to that assignment and, therefore, submitting the same work for more than one course without the consent of the instructors of each course in which the work is submitted is considered dishonest.
9. Aiding or abetting any such offenses.

ACADEMIC DISHONESTY (con't)

PROCEDURE

Action should be taken if there is clear evidence of dishonesty.

If the dishonesty occurs during a class or examination period, the instructor may remove any extraneous materials from the student's desk, but may not make specific accusations. In those circumstances the instructor should quietly ask the student to see him/her privately after the class/exam.

If the instructor is satisfied that there is clear evidence of dishonesty, or if the student admits dishonesty, the instructor should follow one of the following courses:

- A(i) If the infraction is of a type which the instructor considers warrants a penalty of less than a grade of F for the course in which the dishonesty occurred, the instructor should arrange for the student(s) to meet with him/her together with the chairman of the instructor's department as soon as possible after the alleged dishonesty.
 - (ii) Having heard the student's explanation and taken into account the student's motives, the instructor and the chairman together will decide on an appropriate penalty. The penalty may range up to but not include an F for the course in which the dishonesty occurred. The student will be informed of the decision by a letter from the department chairman. A copy of this letter should be sent to the Associate Dean in the College office.
 - (iii) If, after hearing the student, the chairman and instructor decide that the infraction deserves a penalty stricter than they are authorized to impose, the chairman should send all relevant materials including the evidence of the dishonest act, a clear note of the interview with the student and an explanation of the case, together with a recommendation of penalty to the Associate Dean. The procedure thereafter will be stated in B (ii) - (iv) below.
- B(i) If the instructor considers from the outset that the infraction warrants a penalty more severe than the department is authorized to impose, he/she will discuss the matter with the chairman of the department. If the chairman agrees that a severe penalty is appropriate, the instructor will assemble all relevant materials including clear evidence of the dishonesty, an explanation of the events leading to the discovery of the dishonesty and a penalty recommendation signed jointly by the chairman and the instructor. These materials should be sent to the Associate Dean in the College office.
 - (ii) In these circumstances, the Associate Dean will conduct an investigation and interview the student(s) involved and, if deemed necessary, the instructor. The Dean will not take part in this investigation.

ACADEMIC DISHONESTY (con't)

- (iii) An appropriate penalty will be recommended by the Associate Dean to the Dean having regard to the findings of the investigation and the recommendation of the chairman and instructor. It may not always be appropriate to follow the departmental recommendations.
- (iv) The student will be informed of the decision by letter with a copy to the instructor and the chairman of the instructor's department. If the student is not an Engineering student, a copy of the letter will also be sent to the student's dean or director.

APPEALS

A student may appeal a penalty for dishonesty within fifteen (15) days of the date of the letter informing him/her of the decision. The appeal should be in writing and should be addressed to the Dean of the College of Engineering.

In considering the appeal, the Dean may consult with the Associate Dean and the chairman of the department involved for clarification of facts, but the decision of whether to allow or disallow the appeal is the Dean's alone.

A decision will be made within ten (10) days of receiving the written appeal, and the student will be informed in writing of the decision. Copies will be sent to the instructor concerned and the chairman of his/her department. If the student is not enrolled in the College of Engineering, a copy of the appeal decision will also be sent to the student's dean or director.

Any further appeal should be directed to the office of Academic Affairs.

COLLEGE POLICY AND PROCEDURE **ACADEMIC OVERLOAD**

Students, on a limited basis, may carry in excess of 19 hours if their cumulative Marquette average is 3.0 or higher. The Dean's office will not normally approve of an overload unless there is consultation and approval of the student's advisor. Forms for this approval are available through the General Office. AFROTC, AROTC and NROTC students may be required by their program to carry in excess of 19 hours and may do so if their academic performance is satisfactory.

Students in Summer Sessions must petition for credit loads in excess of 8 hours in the summer term.

COLLEGE POLICY AND PROCEDURE
ADVANCED CREDIT AND TRANSFER CREDIT
FROM OTHER PROGRAMS

1. Normally, advanced standing evaluations from other colleges and universities are made by the Dean's Office at the time of admission from information made available on official university transcripts or from supplementary information (grade reports) when the transcripts are not yet available.

This evaluation usually indicates "what courses required at Marquette are satisfied by advanced standing credits." This evaluation may be completed in cooperation with the Associate Dean's Office and appropriate departmental representatives. All credit evaluation material becomes part of the permanent advising file.

2. When Permanent Record Cards are prepared, the advisor will receive a copy of the transfer record. These credits plus the remaining credits prescribed by the chairman/advisor must meet the degree requirements set down in the Degree Requirements Policy and Procedure, page 15.
3. Students transferring from one college to another at Marquette are informed which previously completed courses transfer into their new degree program in Engineering. Their chairman/advisor should set down remaining degree requirements for the permanent advising file.
4. Any subsequent addition or change in student advanced standing/transfer credit will be confirmed by a Permanent Record Card copy sent to the advisor, and will be entered on the student data base.
5. Advisors are required to maintain an accurate up-to-date file on all advisees, containing among other records, a current curriculum check-off sheet charting degree progress, curriculum substitution forms, and Degree Progress Reports.

COLLEGE POLICY AND PROCEDURE
ADVANCED STANDING ADMISSIONS GUIDELINES

Well-defined admissions standards are approved each year by the Board of Undergraduate and Professional Studies for freshmen applicants to the College of Engineering. These have proved to be an effective method of prospective students seeking admission to the College of Engineering who have had previous academic experiences at other colleges at Marquette or from other institutions.

The following guidelines will be applied, recognizing that exceptions can be made by the Dean of the College of Engineering.

ADVANCED STANDING ADMISSIONS GUIDELINES (con't)

1. Transfer students from ABET accredited engineering programs: QPA of 2.5 or better with math and science grades of at least 2.5.
2. Transfer students from schools with approved 3-2 programs with Marquette University or approved pre-engineering programs: QPA of 2.5 or better with math and science grades of at least 2.5.
3. Transfer students from other colleges at Marquette: QPA of 2.5 or better with math and science grades of at least 2.5.
4. Transfer students from junior and 2-year colleges: QPA of 2.75 or better with math and science grades of at least 3.0.
5. Transfer students from technical programs offering other than a baccalaureate degree: QPA of 3.0 or better and at least 3.0 in math and science courses. Admittance will be on a probationary basis until a minimum of 24 semester hours have been completed at Marquette. Exceptions may be made for institutions where established articulation agreements exist.
6. International students admitted through consultation with the Office of Campus International: Transfer credits will normally be awarded as recommended by the OCIP Director. In some cases, credit will not be awarded, but courses may be waived as appropriate. Exceptions can be made by the Associate Dean of the College of Engineering.

COLLEGE POLICY AND PROCEDURE APPROVAL OF COURSES TAKEN AT OTHER SCHOOLS

Approval forms to take courses at other schools for transfer credit back to Marquette are available to the student in the General Office.

The Dean's Office may approve these courses and will require an official transcript of completed work. Advisors will be notified when such credit is added to the student's record. Students who take courses at other schools without permission run the risk of being denied transfer credit. A grade of C or better is required to transfer credit. Course grades do not transfer.

Several institutions in Wisconsin and Illinois have articulation agreements with Marquette outlining the transfer of credits from their institution. These are on file in the Dean's Office. Students wishing to inquire where transferable courses may be taken can be advised to see the Associate Dean's Office. In addition, courses from many other institutions that transfer to Marquette are listed on the Credit Transfer System (CTS) data base. Access to this information is currently available through the General Office.

COLLEGE POLICY AND PROCEDURE
AUDIT

Students who wish to audit courses without earning credit must present evidence of their preparation for the course or courses in which they wish to enroll. Students may change from credit to audit status during the period extending from the first day of classes through the four weeks following the end of mid-semester examinations with the permission of both the course instructor and the dean of the college in which the student is enrolled. Auditors are expected to attend all classes but are not required to complete written course assignments or examinations. The application fee and tuition deposit are assessed for audit courses.

COLLEGE POLICY AND PROCEDURE
COURSE SUBSTITUTION AND PETITION

Occasional exception from the prescribed curriculum are permitted with student petition and approval. Such petitions are initiated by the student and the advisor and allowances are not effective until approved by the Dean. The basis for the request must be reasonable and documented. A copy of the approved petition is placed in the student's file; the second copy is returned to the advisor who should communicate this information to his advisee.

COLLEGE POLICY AND PROCEDURE
DEGREE CANDIDATE CHECK-POINT
(95 Hour Check)

Although it is assumed that each advisor keeps an accurate record of the degree progress of all advisees, one check point in particular becomes a matter of college policy.

Each advisor is requested to submit to the college office a dated and signed check-off form as soon as an advisee earns in excess of 95 credit toward his/her engineering degree.

This check-off form should:

1. Show all completed courses to date with an appropriate check mark.
2. List current course in progress.
3. Indicate the terms in which remaining requirements will be completed, e.g., FA '97, SP '98, etc...
4. Indicate the cumulative Quality Point Average overall.

DEGREE CANDIDATE CHECK-POINT (con't)

5. Indicate the cumulative Quality Point Average in the Major.
6. The number of credits completed, and yet to be completed - to insure that the minimum 133 will be achieved.

The motivations for this policy are several:

We must not be faced with a situation wherein students are denied a degree due to some error or oversight on our part. Although the student carries the responsibility of knowing that he/she meets all degree requirements, we have an obligation to make operative a system which guides students toward this objective. Errors on our part which result in loss of job or income to a potential graduate may become a source of liability to the University and does not reflect our commitment to individual attention.

COLLEGE POLICY AND PROCEDURE
DEGREE DESIGNATIONS, MAJORS AND MINORS

The College of Engineering offers the following Undergraduate degrees:

Bachelor of Science in Biomedical Engineering
Bachelor of Science in Civil Engineering
Bachelor of Science in Computer Engineering
Bachelor of Science in Electrical Engineering
Bachelor of Science in Industrial Engineering
Bachelor of Science in Mechanical Engineering

****This is the degree designation which will appear on the diploma****

Students matriculating after August 29, 1990 may elect to pursue a Minor program in any of the above areas.

Students in Biomedical Engineering may elect a major in either Bioelectronics or Biomechanics. This designation will appear in the "Major" block of the students official transcript. Student in Industrial Engineering may elect a major in Engineering Management or Manufacturing Engineering. Students in Electrical Engineering may elect a "major" in Electrical and Electronic or Electrical and Computer Engineering. However, none of these designations will appear on the diploma.

We will identify an other minor (ie. Mathematics, Business) which has been completed, if the candidate for a degree requests that the minor be identified on the permanent University record (transcript). This minor designation refers only to those which are identified by the various departments and colleges as published in the University Combined Bulletin.

DEGREE DESIGNATIONS, MAJORS AND MINORS (con't)

The request for minor designation will be included on the degree application form to be completed at the beginning of the final semester in school, although the curriculum planning to meet this objective must be carefully achieved beforehand.

COLLEGE POLICY AND PROCEDURE **DEGREE REQUIREMENTS**

All Engineering students must successfully complete the curriculum prescribed in the bulletin by the College at the time they are admitted or readmitted as degree candidates. This includes the requirements of a minimum of 133 degree hours earned, all required courses and an approved elective program, a “C” (2.000) average in all Marquette credits applied toward the degree, and a “C” (2.000) average in all College of Engineering Courses. The last 32 hours of course work taken at Marquette must include at least 15 hours in the major or the required department courses shown in the senior year of the catalog showcase curriculum, whichever is greater.

What follows are conditions that apply under special circumstances:

1. If all degree credit is earned in continuous study in Engineering at Marquette, the fulfillment of all degree requirements is normally straight-forward. Students making an inter-college curriculum change will have credits earned in a previous curriculum allocated to the new curriculum by the Dean’s Office or department chairman.
2. Students who are readmitted to their program after an absence of two or more consecutive semesters are obliged to follow the curriculum in effect at the time of readmission or more directly they must complete the courses prescribed by their department at the time of readmission. Normally, this will be defined in concert with the Department Chairman or Undergraduate Director. Previous credits earned will be allocated in the current degree requirement as fully as possible.
3. Transfer students coming into Engineering degree programs will have their previous credits evaluated and applied toward the specific engineering degree they are pursuing, at the time of admission.
4. If a student repeats a course and earns a second grade, both grades are calculated into the student QPA. The repeated credits earned, however, do not count in the degree total. That is, students only receive degree credit for a given course once. See Ordinary Repeat (page 23).
5. A student may elect to repeat two courses at Marquette using the Substitute Repeat facility. The repeated course grade will be used in the computation of the QPA. The first grade will be deleted from the QPA. See Substitution Repeat (page 23).

DEGREE REQUIREMENTS (con't)

6. S/U grades do not effect the students QPA's, only degree hours earned. The same rule generally applies to credit added through Advanced Placement programs and CLEP exams unless a grade is authorized and accepted by the student.
7. Any variation from standard degree requirements must be accompanied by approved Curriculum Substitution forms available in the General Office.

COLLEGE POLICY AND PROCEDURE **DISCRIMINATION**

Marquette University does not discriminate on the basis of race, color, religion, sex, national origin or handicap in its educational programs or activities including employment and admissions. Federal laws prohibit such discrimination.

COLLEGE POLICY AND PROCEDURE **ELECTIVES**

The following are general definitions for determining the category in which an elective is placed. All students must complete nine semester hours of humanities/social sciences electives. Students may use additional theology and philosophy courses to satisfy their humanity/social science requirement. (See Undergraduate Bulletin for additional details.)

HUMANITIES ELECTIVE

Any course which has as its prime substance the communication of ideas on cultural, social, historical disciplines, e.g. History, Literature, Philosophy, Theology, etc.

SOCIAL SCIENCES ELECTIVE

Any course which has as its prime substance the study of institutions and functioning of human society and the interpersonal relationships of individuals as members of society; e.g., Anthropology, Psychology, Sociology, etc.

In the event of uncertainty, a petition form (Substitution and Allowance) should be used to obtain prior permission. A list of approved Humanities/Social Science Electives is contained in the appendix.

TECHNICAL ELECTIVE

Any course in which tool or skill information makes up the prime substances: e.g., surveying, industrial org., accounting, bus. Law, and all language courses below the literature level.

COLLEGE POLICY AND PROCEDURE
GRADE APPEALS

Any student may consult the instructor about the grades he/she receives for work done. The exercise of this right neither requires a fixed procedure nor is it subject to procedural conditions. Grades that may be contested under these procedures are any final grades, that is any grade received upon the completion of a semester. Normally no formal procedure of appeal will be given consideration if the documents are submitted later than the final day officially scheduled for the removal of incompletes, approximately four weeks after the beginning of the regular academic semester immediately following the term in which the grade was assigned.

1. The student must first consult with the instructor to determine the reasons for the grade. When there are special circumstances, the chairman of the department may wave the consultation with the instructor.
2. When the student is not satisfied with the reasons given by the instructor, he may present his case in writing to the chairman of the department. The student should present all evidence of his performance and may request that all other pertinent materials be supplied by the instructor.
3. When the chairman has examined the appeal and after consultation with the instructor he will:
1) inform the student that no further departmental action is to be taken, or 2) call a committee to review the appeal.
4. The chairman will appoint a committee of three regular members of the department. The chairman may appoint himself to such a committee.
5. The committee may proceed from written evidence or may consult the instructor and/or the student according to its judgement.
6. The committee shall give one of three decisions:
 - a) that the grade given will remain.
 - b) that the instructor reconsider the grade in the light of what the committee discovered and that the instructor's reconsidered grade will stand.
 - c) that the committee recommends a change of grade to the Dean of the College.
7. The decision of the committee shall be the final action inside the department and any appeal beyond the department is made to the Dean of the student's College.

COLLEGE POLICY AND PROCEDURE
GRADE CHANGE

Once final grades are signed and submitted by the faculty member of the Dean's Office they are considered permanent and are recorded as such on all official university records and grade reports.

In the event that the wrong grade was recorded through error the student has one week from the date of the receipt of the grade report to bring the error to the attention of the Dean's Office in writing or in person. If the error was strictly mechanical, the Instructor Grade List will be consulted and the correct grade confirmed.

If the grade established by the instructor is contested, the student should first consult the instructor in question before the first day of the start of the next semester. If the student and instructor resolve the grade conflict "with good and sufficient justification," the student has until the calendar date for removal of temporary grades (published in the bulletin), to submit to the Dean's Office a signed change of grade card from the instructor. Every grade change authorization must be academically verified and documented. Such cards are available in the General Office.

If the contested grade is not resolved, the student may follow the Policy and Procedure for appeal of grades on file in the Dean's Office. The final grade will be determined when the appeal procedure is concluded. (No deadline date).

COLLEGE POLICY AND PROCEDURE
GRADUATION REQUIREMENTS

1. The University graduates students three times each year (August, December, and May).
2. Students who plan to graduate must apply for a degree with the Dean's Office on a standard degree application form at the start of their last semester or term in school. Forms are available in the Dean's Office and deadline dates for application are posted and must be observed.
3. Graduation requirements include:
 - 133 earned hours minimum. (NROTC and AROTC not included)
 - 2.000 average in all Marquette work.
 - 2.000 average in all College of Engineering Courses*.
 - completion of all required courses and an approved elective program.

*Effective beginning Fall of 1998.

GRADUATION REQUIREMENTS (con't)

4. Students are cautioned to enter their last term with a clear understanding that they are satisfying all degree requirements. Their advisor and chairman can be consulted to resolve any doubts.
5. All curricular modifications must be accompanied by approved Course Substitution forms (page 13) which are available through advisors or the General Office.
6. All degree requirements must be completed on schedule. Incomplete grades and late exams will delay graduation for at least one term.
7. A "95 Hour Check" (page 13) should be done by the student and his/her department. However this is accomplished, its intention is to make sure the students program of study is on track and to allow for possible alterations to be made to the student's registration before it's too late.
8. Students are cautioned against failure in the Senior semester. Failure to meet any degree requirement will delay graduation for at least one term.
9. A final check of each student's degree requirements will be made by the student's department and the Associate Dean during their last semester and the students will be notified if they fail to meet any requirements. However, this will be too late to adjust course loads.
10. All May graduates must partake in the May graduation exercise. Exceptions are granted only upon approved written petitions to the College Dean one week prior to commencement.

COLLEGE POLICY AND PROCEDURE **GRADUATE COURSES FOR UNDERGRADUATES**

Under limited circumstances, a student may be given permission to enroll in a graduate course for undergraduate credit. Petition forms for this purpose are available in the Dean's Office. Students wishing to take a course for graduate credit while still in the undergraduate program must follow the procedure set down by the Dean of the Graduate School.

If the graduate course is used to fill an undergraduate requirement (elective) then it cannot be used to fill a graduate requirement at a future date.

If the graduate course is taken as an undergraduate overload, the student may petition the graduate school to use the course at a later date as graduate credit provided the student is admitted to the graduate School. Normally a 3.0 QPA is the minimum requirement for participation.

COLLEGE POLICY AND PROCEDURE
INDEPENDENT STUDY
(Readings and Research 195 and 295)

Provisions exist on a limited basis for a student to engage in independent study under the approved direction of a faculty member. Students wishing to avail themselves of this option should obtain the faculty director's approval as well as the Department Chairman's concurrence. Contract forms for such course approval are available through the department or College Office and the provision is limited to Jr., Sr., and Graduate Students.

The independent study program is primarily intended to provide enrichment. However, it may be utilized on a limited and approved basis to complete deficiencies when no other course of action is available.

A 3.000 QPA is normally required as a minimum to participate in the program. Documentation on the contract's satisfactory fulfillment should be on file in the Department Office and in the advisors file.

COLLEGE POLICY AND PROCEDURE
MILITARY DUTY

The College of Engineering has implemented the following policy which has been approved by Academic Affairs and the Business Office regarding the activation of students to serve on active military service.

1. Up to the mid-term of a semester - a grade of W will be assigned for all courses being taken and a full tuition refund will be made. A note will be included on the transcript to indicate the reason for the W grades.
2. Between the mid-term and the last day to withdraw with a W grade - W grades will be assigned, no tuition refund will be made but the student will be permitted to retake the course/s upon return to Marquette from military service without tuition charge.
3. During the last two weeks of the semester -
 - a) With the consent of the instructor and the student, letter grades could be assigned based on the students performance in the courses.
 - b) A second option, based on the judgements of the instructor and agreed to by the student, X or I grades could be assigned. The student would then have to complete these courses during the first semester after returning to Marquette from military service to receive a grade. No refund will be made. The student could also decide upon returning to Marquette to retake the entire course/s without tuition charge.

GRADUATE COURSES FOR UNDERGRADUATES (con't)

- c) The final option would be to assign W grades with no refund given. The student would be permitted to retake the courses upon returning to Marquette without a tuition charge.

The student has the responsibility of contacting the College Office to inform them of the situation (and if possible, the length of time that he/she will be gone). Because the student will ordinarily have only 24-48 hours to complete arrangements before reporting for duty, it will be the responsibility of the College Office to insure that the student's instructors, the Bursar, the Office of Student Financial Aid, and the Registrar are informed about the grade/refund decision in each individual case.

COLLEGE POLICY AND PROCEDURE **MINIMAL LEARNING DISABILITIES SERVICES**

The College of Engineering also cooperates with Marquette and the Coordinator of Handicapped Services in upholding the following statement:

In the spirit of Marquette's commitment to cura personalis - - care for the whole person - - Marquette offers university-wide minimal services for students with learning disabilities. Minimal LD services include referrals for diagnostic testing, tracking of the academic progress of students with learning disabilities, a Student Guide providing basic directions for students with learning disabilities, and further information and practical advice for faculty and advisors.

The Associate Dean will coordinate with the Office of Disability Services (ODS) any actions taken, accommodations allowed, or services provided to a given student. If an instructor is contacted by a student who wishes that his/her disability be accommodated, the instructor should contact the Associate Dean for proper verification. Normally the instructor will be contacted by the Dean and informed of learning disabled students possible difficulties on an individual case by case basis.

Basic information about learning disabilities can be obtained from a brochure sent by the University Committee for Learning Advancement to every member of the Marquette community, or directly from Ms. Patricia Almon, Office of Disability Services, 288-1645.

Advisors are urged to inform themselves about learning disabilities, to be alert to warning signs of learning disabilities in their advisees, and to refer any student suspected or known to be learning disabled to the Office of Disability Services for further assistance.

COLLEGE POLICY AND PROCEDURE
REPEATING COURSES

A student may repeat any course he/she has taken. The motive may be to satisfy requirement of a better grade, or, to gain a better working knowledge of the topic. Some departments may require that a specific grade level be achieved prior to enrolling in successive course work. Two options apply to these situations.

ORDINARY REPEAT

A student who is required to repeat a course because of failure to achieve a required minimum grade level, or , who chooses to repeat a course for any other reason must obtain approval of the Dean's Office prior to the close of late TVR registration as published in the Timetable of Classes. The students permanent record will reflect degree credit for the course only once. The new grade will be averaged into the overall Q.P.A. computation.

SUBSTITUTE REPEAT

Students who began their studies after May 1991 are subject to the punitive "F" system of Q.P.A. computation. Under the Substitute Repeat Policy, these students (these students only) are given the option of repeating up to two courses before graduation - and unlike the ordinary repeat, the new repeated course grade will be used in the computation of the Q.P.A. The first official transcript, and, the student will receive degree credit only once. The petition for Substitute Repeat must be filed in the Dean's Office prior to the close of late TVR registration as published in the Timetable of Classes.

Advisors should be aware of both procedures, but, particularly aware of the Substitute Repeat facility. It may be in a students best interest to engage this privilege rather than suffer the punitive consequences of a low grade. These consequences can be in loss of college standing, loss of eligibility for financial aid including scholarships and grants, and others.

COLLEGE POLICY AND PROCEDURE
ROTC REQUIREMENTS FOR ENGINEERING

AIR FORCE

All AROTC students must complete all required courses as outlined in the university bulletin for their specific engineering major. The Speech requirement (CMST012) is waived for AFROTC candidates matriculated after May 1994. Completion of AFAS 011, 021, 022, 141, 142 will satisfy the HUM/SOC requirement of the curriculum. The additional requirements of the AFROTC program will result in a 138-146 credit hour program in engineering.

<u>YEAR</u>	<u>COURSE</u>	<u>CREDITS</u>
FRESHMAN		
1 st semester	AFAS 011 (HUM ELEC)	1
	AFAS 013	1*
2 nd semester	AFAS 012	1
	AFAS 014	1*
SOPHOMORE		
1 st semester	AFAS 021 (HUM ELEC)	1
	AFAS 023	1*
2 nd semester	AFAS 022 (HUM ELEC)	1
	AFAS 024	1*
JUNIOR		
1 st semester	AFAS 131	3
	AFAS 133	1*
2 nd semester	AFAS 132	3
	AFAS 134	1*
SENIOR		
1 ST semester	AFAS 141 (HUM ELEC)	3
	AFAS 143	1*
2 nd semester	AFAS 142 (HUM ELEC)	3
	AFAS 144	1*

*This course work is effective for Fall 1998

ARMY

All ROTC students must complete all required courses as outlined in the university bulletin for their specific engineering major. The Speech requirement (CMST 012) is waived for AROTC candidates matriculated after May 1994. Completion of MISC 010, 011, 146, 144, will satisfy six (6) hours of the HUM/SOC component. The additional requirements of the AROTC program will result in a 144 credit hour program in engineering.

<u>YEAR</u>	<u>COURSE</u>	<u>CREDITS</u>
FRESHMAN		
1 st semester	MISC 001	1
	MISC 010 (HUM ELEC)	1
2 nd semester	MISC 002	1
	MISC 011 (HUM ELEC)	1
SOPHOMORE		
1 st semester	MISC 003	1
	MISC 024	2
2 nd semester	MISC 004	1
	MISC 025	2
JUNIOR		
1 st semester	MISC 005	1
	MISC 135	2
	MISC 137	1
2 nd semester	MISC 006	1
	MISC 136	2
	MISC 138	1
SENIOR		
1 ST semester	MISC 007	1
	MISC 146 (HUM ELEC)	2
	MISC 147	0
2 nd semester	MISC 008	1
	MISC 144 (HUM ELEC)	2
	MISC 148	0
	HIST 118 (HUM ELEC)	3

NAVAL ROTC

All NROTC students must complete all required courses as outlined in the university bulletin for their specific engineering major. The additional requirements of the NROTC program will result in a 142 credit hour program in engineering.

Students must take all required courses with the exception of CMST 012 which is waived. Nine (9) credit hours of Humanity/Social Science course work are required of Naval ROTC students. NROTC students are required to take either HIST 118 or POSC 129 to satisfy a portion of their Humanity/Social Science requirements. In addition, Naval personnel may satisfy three (3) hours of HUM/SOC elective by course NASC 185. Marine personnel may satisfy three (3) hours of HUM/SOC elective by course NASC 161. In order to complete this requirement without substitution approval it is suggested that NROTC students should take, (as their third requirement), either an additional HIST or POSC course. (See page 16 for HUM/SOC requirements.)

Six (6) hours of technical electives may be satisfied by technical courses NASC 151 and 152. Effective Fall 1998, NASC 142 and 162 will be used. Advisors should note that Marine Option students do not currently receive technical elective credit from their ROTC program.

<u>YEAR</u>	<u>COURSE</u>	<u>CREDITS</u>	<u>NAVY OPTION</u>	<u>MARINE OPTION</u>
All	NASC 001	0	X	X
FRESHMAN				
1 ST Semester	NASC 009	2	X	X
2 ND Semester	NASC 022	2	X	X
SOPHOMORE				
1 ST Semester	NASC 142 (TECH ELEC)	3	X	X
2 ND Semester	NASC 162 (TECH ELEC)	3	X	
JUNIOR				
1 ST Semester	NASC 151	3	X	
	NASC 161 (HUM ELEC)	3		X
2 ND Semester	NASC 152	3	X	
Summer (Jr/Sr)	NASC 193	4		X
SENIOR				
1 ST Semester	NASC 181	3		X
	NASC 185 (HUM ELEC)	3	X	X
Fall Jr/Sr	HIST 118	3	X	X
-or-				
Spring Jr/Sr	POSC 129	3	X	X

NAVAL ROTC REQUIREMENTS FOR ENGINEERING (con't)

In the event a student elects to withdraw from the NROTC program, NASC 142, 151, 152, 162 will not qualify as tech electives in an engineering program. NASC 022 may be substituted for COMM 012 in this case.

COLLEGE POLICY AND PROCEDURE **SEXUAL HARASSMENT**

The College of Engineering shall adhere and cooperate with the following University Statement of Policy.

As Marquette University is committed to maintaining an environment in which the dignity and worth of each member of its community are respected, it is a policy of the University that sexual harassment of students and employees will not be tolerated and will be subject to appropriate disciplinary action.

Sexual harassment is a form of sex discrimination. Sexual harassment by or of either sex is prohibited by state and federal anti-discrimination law. It is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature. In the University context, it includes instances when such conduct is indicated to be a term or condition of an individual's academic or employment experience, used as a basis for academic and employment decisions, interferes with an individual's academic or employment performance, or creates an intimidating, hostile, or offensive academic or employment environment.

Even consensual relationships may lead to or derive from potentially exploitative circumstances. Any exploitation of the trust inherent in Marquette's institutional context is abhorred. Of course, non-exploitative attachments also can develop in such relationships. But given the potential for exploitation or favoritism by even the well-meaning, the individual faculty or staff person carries the burden to disengage from, or otherwise neutralize, any relationships which hold potential for exploitation or favoritism. This applies whether the relationship involves students or staff colleagues. Anyone finding him/herself in such a situation should seek guidance and assistance as needed from University personnel, with the objective of neutralizing any exploitative potential. Failure to neutralize any such potential of any such relationship can constitute grounds for disciplinary actions up to and including termination for all classifications of University employee.

It shall be a violation of University policy for anyone, student, faculty or staff, to engage in any form of sexual harassment or to retaliate against a person who has initiated an inquiry or complaint.

Any student with a complaint should contact the Dean of Students or his/her academic Dean or Director.

SEXUAL HARASSMENT (con't)

Any employee with a complaint concerning students or employees should contact his/her immediate supervisor. If the complaint is with the supervisor, the employee should contact the supervisor's immediate superior.

Any student or employee may also contact the Director of Affirmative Action for counseling and assistance.

The right to confidentiality of any party involved, including the complainant and the accused, will be respected insofar as it does not interfere with the University's obligation to investigate allegations of misconduct and to take corrective action where appropriate.

COLLEGE POLICY AND PROCEDURE
SIMULTANEOUS ENROLLMENT IN TWO ACADEMIC PROGRAMS

Our University Bulletin states as follows:

“Credit for courses pursued full time at another educational institution while simultaneously enrolled full time at Marquette will not be allowed unless specifically authorized by the Dean or Director.”

Expanding on this policy declaration the following justifications and qualifications are added:

The College of Engineering believes it is academically essential to know and monitor the aggregate academic load of all degree students and to guard against situations which adversely effect the overall student performance.

The College will permit simultaneous registration providing:

1. an equivalent course is not available at Marquette.
2. the student has prior written permission regarding course selection from his/her advisor and has successfully petitioned the Dean's Office prior to the start of the classes.
3. student action outside of these policy guidelines may jeopardize transfer credit allowance.

COLLEGE POLICY AND PROCEDURE
S/U OPTION

The simplest interpretation on the S/U Option as applied to engineering students is as follows:

1. The option applies to juniors and seniors (60 hours earned as of the beginning of the semester).
2. Courses taken under S/U Option may not be core courses or courses within their specified major. In other words, department electives or options may not be taken by students in that department under S/U provisions, but Humanities may.
3. Only one such pass-fail course can be taken a semester, with a maximum of four total for graduation. Co-op credit is excepted.

Arrangements to take a course under the S/U Option should be made during the regular registration period, and they must be completed no later than the period of late registration.

Marquette University College of Engineering

Add / Audit / Drop Form

Students are ***required*** to obtain advisors signature to add, audit, or drop any courses before the form is returned to the Dean's Office for processing.

Name: _____ ID: _____ Date: _____

Add:

Dept. Name	Course No.	Lecture Section	Lab Section	Credit Hours	Instructor's Name

Audit:

Dept. Name	Course No.	Lecture Section	Lab Section	Credit Hours	Instructor's Signature

Drop:

Dept. Name	Course No.	Lecture Section	Lab Section	Credit Hours	Instructor's Name

Print Advisors Name _____ Advisor's Signature _____

** If it is not possible to obtain your advisor's signature before the final date of withdrawal, then obtain the signature of your Department Chairperson.*

Associate Dean's Signature _____ Date _____

Distribution: White-Student FileYellow - Advisor Pink-Instructor Gold-Student

*** PLEASE PRESS FIRMLY ***

Marquette University College of Engineering

Course Approval Request

Students must complete and submit this form when requesting approval to take courses at colleges other than Marquette University in order to complete degree requirements published in the Undergraduate Bulletin.

Name _____ Date _____

Id# _____ Major _____ Advisor _____

The following courses offered by _____
(Name of College or University)

in the _____ Session of _____ are submitted
for approval by the above named student who is in good standing
at Marquette University in the College of Engineering.

**Note: A quarter hour is equivalent to 2/3 of a semester hour, and will transfer in reduced quantity.*

Specific Course Title: _____ Credit Hours: _____

Dept. and Course #: _____ Marquette Equivalent (if known): _____

Other Approval (if required): _____

Specific Course Title: _____ Credit Hours: _____

Dept. and Course #: _____ Marquette Equivalent (if known): _____

Other Approval (if required): _____

Specific Course Title: _____ Credit Hours: _____

Dept. and Course #: _____ Marquette Equivalent (if known): _____

Other Approval (if required): _____

I understand that this request is only a pre-approval between the student and Marquette University, and that the course I am requesting approval for will not transfer onto my Marquette record until an official transcript, with the final grade, is received by the **Office of the Registrar, Marquette University, P.O. Box 1881, Milwaukee, WI 53201** directly from that college in which the courses are taken. Also, I understand that grades below "C" are unacceptable for transfer credit, and that only course credit will transfer, not grades.

Approve _____ Disapprove _____

Signature of Associate Dean _____ Date _____

White - Student File

Yellow - Advisor

Pink - Student

Marquette University College of Engineering

Curriculum Substitution and/or Allowances Request

This form is to be completed and submitted by the student when requesting an exception from the degree requirements published in the Undergraduate Bulletin.

Name _____ Date _____

ID# _____ Major _____ Advisor _____

Statement of specific substitution or allowance you are requesting:

Provide a reason for this request:

~ to be completed by office ~

Signature of Advisor _____	Approve _____	Disapprove _____
Signature of Dept. Chairman _____	Approve _____	Disapprove _____

FINAL DISPOSITION: Approve _____ Disapprove _____

Signature of Associate Dean _____ Date _____

