

UNDERGRADUATE ADMISSION

General policy

Admission to Marian University is granted to students who show academic preparedness and where personal success seems likely. The goal of the Admission Selection Committee is to admit students who can best benefit from and contribute to the academic program and student life at the University. Marian University admits qualified students to all programs and activities at the University and offers all the rights and privileges pertaining thereto regardless of race, sex, creed, color, ethnic origin, or disability.

In determining an applicant's eligibility, the University gives consideration to the applicant's academic record, ACT or SAT test scores, and any college credit earned during or after high school graduation as well as letters of recommendation and life experiences. Credentials for each applicant are evaluated on an individual basis by the Admission Selection Committee to determine the potential for success of each candidate.

Admission decisions are made on a rolling basis; however, it is beneficial to students to apply early. Applicants usually receive a response to their application within two or three weeks after all credentials (application, transcript(s), and test scores) have been received. The Office of Admission may accept the student or deny acceptance until evidence of academic potential is provided.

Admission criteria

First-time freshmen

Marian University seeks applicants who have demonstrated the ability to successfully complete a challenging academic program. One of the best indicators for success in college is a strong high school record. The Admission Selection Committee will begin to evaluate students with at least a C average (2.00 GPA), who rank in the upper half of their high school graduation class, and who present a composite score of 18 ACT or 860 SAT. GED students are expected to achieve a minimum composite score of 2500 (250 composite score on tests completed before 1/1/02). These records will be used to determine the potential for success of each student as determined on an individual basis. The Office of Admission may require additional information, and may include an on-campus interview, essay, and/or letters of recommendation in determining the candidate's admissibility to the University.

Admission to freshman standing at Marian assumes at least 17 units of high school credit including at least four units of English, two of mathematics, one unit of laboratory science, and one of history. Biology and chemistry are prerequisites for the nursing program. Foreign language is recommended to those who desire a strong preparation for college. If a student's high school credits do not conform to this pattern but the record indicates a high probability of success in college, the application will still be considered.

For students who do not meet the admission criteria above, the Admission Selection Committee may request an interview for potential admission via the freshman EXCEL Program (see EXCEL Program), or deny acceptance to the University.

To be considered for admission, candidates must submit the following:

1. A completed Marian University application paper form or online form accepted.
<http://www.marianuniversity.edu/apply>
2. A non-refundable \$20 application fee.
3. A high school transcript covering at least the first six semesters of coursework. All available aptitude and achievement scores, cumulative grade point average and class rank should be included on the transcript if possible.
 - a. Students who have earned a General Educational Development (GED) diploma or High School Equivalency Diploma (HSED) must request that an official score report and an official partial transcript from any high school attended be sent directly to the Marian University Office of Admission by the respective agency or school(s).
 - b. Students who have been home-schooled should consult with the Office of Admission.
 - c. Final official high school transcripts, including the date of graduation, must be submitted prior to enrollment.
4. The official ACT or SAT test score report. (These aptitude tests are given at various centers throughout the country and information concerning the tests can be obtained from local high school guidance counselors. Copies of test scores are sent directly to the colleges indicated by the student on the test form. Marian accepts both

the ACT and SAT for admission purposes. Marian University code numbers are as follows: ACT — #4606, SAT — #1443.)

While not required, students considering Marian University are highly encouraged to meet with an admission counselor for an on-campus interview and tour. This would allow applicants an opportunity to share their personal experiences and goals as well as an opportunity to assess Marian's campus, programs, and unique opportunities.

Admission is contingent upon submission of final official high school transcripts, including the student's date of high school graduation. Failure to complete any of the aforementioned steps may result in the forfeiture of the student's right to admission and enrollment.

Transfer students

Students who have acquired academic credits at another regionally or nationally accredited college or university may be admitted to Marian with advanced standing. To be considered for admission as a transfer student, a minimum cumulative grade point average of 2.00 (on a 4.00 scale) is required. Only college credits with a grade of C– or better will be accepted in transfer. The Marian grade point average is based solely on courses taken at Marian University.

To be considered for admission, candidates must submit the following:

1. A completed Marian University application, paper form or online form accepted.
<http://www.marianuniversity.edu/apply>
2. A non-refundable \$20 application fee.
3. An official high school transcript, if fewer than 32 credits have been earned at another post-secondary institution.
4. An official transcript from each college or university attended, to include final semester coursework and grades.

Re-admission of former students

If a student has not maintained continuous enrollment at Marian University, formal application to the University must once again be made. If necessary, the Marian University Re-Admission Committee will review an applicant's file to determine if the student should be re-admitted to the University. This decision is based on past academic performance, as well as the student's

conduct while previously a student at Marian. All outstanding financial obligations must also be satisfied before re-admission is granted. Probationary status and academic standing continue upon re-admission. The program requirements and academic standards that were effective upon initial enrollment in the major will be applicable only if the student is re-admitted after an absence of only one semester. For non-enrollment for two or more continuous semesters (fall and spring), the program requirements and academic standards that are currently effective will be applicable.

To be considered for re-admission, candidates must submit the following:

1. A completed Marian University application, paper form or online form is accepted.
<http://www.marianuniversity.edu/apply>
2. No application fee is necessary.
3. An official transcript from each college or university attended since last enrolled at Marian University.

International students

International students are admitted to the University at the beginning of the fall and spring semesters. To be considered for admission, students must first demonstrate proficiency in English by taking the Test of English as a Foreign Language (TOEFL). A minimum score of 70 on the internet-based exam, a 193 on the computer-based exam, or a 525 on the paper-based exam is required. For information on test registration, go to the official TOEFL Web site at <http://web1.toefl.org/>. Japanese students have the option of completing the STEP/EIKEN test at Level 1 or Pre-1, or successful completion of the TOEFL. In addition to the required TOEFL or STEP/EIKEN score, international applicants must also possess a strong academic record to be considered for admission to the University.

To be considered for admission, candidates must submit the following:

1. A completed Marian University application paper form or online form accepted.
<http://www.marianuniversity.edu/apply>
2. A non-refundable \$20 application fee.
3. An official TOEFL score report.

4. Official or certified true copies of all secondary school records, all college/university transcripts (if applicable), diplomas, certificates and external examination results. All academic records must include an English translation.

International applicants must submit all required documents by May 1 for the fall semester or October 1 for the spring semester. Upon admission, international students must also submit proof of financial support to be used during the period of study before an I-20 form will be issued.

EXCEL Program admission

Students who have the potential for academic success and a strong desire to learn, but who do not meet general admission requirements or whom the Admission Committee deems best served, may be admitted to the EXCEL Program. This program, which admits a limited number of students annually, is designed to support students in their transition to the college experience by outlining the expectations and responsibilities of students for achieving both academic and personal success.

The EXCEL Program is open to first-time, full-time freshmen, as well as transfer students who bring with them fewer than 15 semester credit hours. Students who are seeking admission to Marian University through the EXCEL Program will be interviewed by the EXCEL Academic Advisor to assess the proper fit of the program for the student. This interview also provides the student with the opportunity to learn more about the program and its requirements. The results of the interview will be taken into consideration when determining admission to the program.

Those students admitted to the EXCEL Program must meet with their academic advisor at the beginning of their first year to review the expectations and responsibilities of the students during the duration of the program. During the freshman year (first two semesters), students in the EXCEL Program will take 28–30 credits from a prescribed curriculum approved by the EXCEL Program Academic Advisor. Students enrolled through the EXCEL Program must complete a minimum of 24 credits with a minimum grade point average of 2.00 (on a 4.00 scale) by the end of their first year in order to continue at Marian University the following semester. Additionally, students are expected to maintain contact with their academic advisor, attend classes regularly, and utilize the academic resources available to them.

Campus visits and interviews

Prospective students find a campus visit to be one of the best factors in determining the college for them. A visit to Marian University will include a campus tour led by a current student and a meeting with a counselor to discuss the admission process. Other appointments with representatives from financial aid, athletics or academic majors may be available as well. A typical visit to Marian University will last 1½ to 2 hours depending on the needs of the student and family.

Arrangements for campus visits are made through the Office of Admission, which is open from 8 a.m. to 4:30 p.m. Monday through Friday, and on Saturday, by appointment. Advance notice of one week is preferred when scheduling your visit.

New student registration/orientation

Upon receipt of the Marian University acceptance letter, new students are asked to submit an enrollment commitment/tuition deposit of \$100. This deposit is applied toward the student's fall tuition and is refundable until May 1 upon formal request made by the student.

Orientation activities for new students begin with Registration days that take place throughout the late spring and early summer months. On these dates students and parents become acquainted with University resources and procedures. Students will also meet with a personal academic advisor who will help to select appropriate coursework.

A few days prior to the start of the official academic year, new students will come to campus for a continuation of Orientation activities and events. Generally, students who participate in Orientation activities adjust more quickly and easily to college life.

Students with special needs

Information regarding services for students with disabilities or special needs is available in the Center for Academic Support and Excellence, (920) 923-8097. Students needing these services are encouraged to contact and meet with the Coordinator of Disability Services prior to enrollment.

Advanced placement

Incoming freshmen with strong academic abilities may be eligible for advanced standing. Academic credit may be awarded for satisfactory scores on the Advanced Placement (AP) tests or on the College Level

Examination Program (CLEP) tests of the College Board. Students should see their school guidance/career offices for further information regarding these examinations.

Post-secondary enrollment options

High school juniors and seniors meeting certain academic requirements may take post-secondary courses at Marian University through Wisconsin's Youth Options Program (YOP). Approved coursework grants credit toward the requirement for high school graduation and fulfills college credit. The program provides students with an opportunity to begin college coursework early. Information and application forms may be obtained from all high school guidance/career offices.

Last day to admit

Students may be admitted to Marian University and enrolled after the regular registration period but within the first week of classes. Registration is closed at the end of the first week of the fall or spring semester. Only if a student has unusual circumstances and/or the enrollment management plan requires it, may a student be admitted and enrolled during the second week of classes. Admission during the second week of classes requires final approval by the Executive Vice President for Academic and Student Affairs.

FINANCIAL AID

Financial aid at Marian University is awarded on the basis of financial need and/or academic performance. Need is defined as the difference between total educational costs and the contribution expected from the student and his/her family. Expected parent and student contributions are computed according to the federally prescribed system of need analysis known as Federal Methodology. Complete Financial Aid information is available at the Marian University Web site: <http://www.marianuniversity.edu/>

Application procedure

1. Students must apply and be accepted for admission to Marian University.
2. Students must file a Free Application for Federal Student Aid (FAFSA) form. The FAFSA should be filed on the Web at <http://www.fafsa.ed.gov/>. To receive financial aid, students must be enrolled at least half-time.
3. Students must complete and submit a Marian University Supplemental Form to the Financial Aid Office.
4. All forms should be completed and submitted in time to be received by the Financial Aid Office no later than March 1 for maximum consideration for the following academic year. Late applicants will be considered as long as funds remain.

All Marian University financial aid awards are for one academic year only. Students must reapply, following steps 2, 3, and 4 above, each year of attendance.

Students must continue to demonstrate need and maintain satisfactory academic progress as defined by the University to continue receiving financial aid. The Marian University policy on satisfactory academic progress for Financial Aid is available on our Web site: <http://www.marianuniversity.edu/financialaid> or from the Financial Aid Office.

A Marian University student who is in need of financial aid and meets eligibility criteria may receive a Financial Aid Award consisting of one or more of the following:

Grants (non-repayable gift aid)

Priority is given to early applicants.

Federal Pell Grant

The Pell Grant is a grant for needy qualified undergraduate students who are enrolled at Marian to seek a first undergraduate degree. The amount of award is based on a formula set by the U.S. Department of Education.

Federal Supplemental Educational Opportunity Grant (SEOG)

A Supplemental Education Opportunity Grant (SEOG) is an award to help undergraduates with exceptional financial need, as determined by the Financial Aid Office. Priority is given to Pell Grant recipients. Awards range from \$100 to \$1,000 per academic year depending on the student's need and funds available.

Indian Grant

This award for Native American students from Wisconsin is funded jointly by the Federal Bureau of Indian Affairs and the State of Wisconsin, depending upon funding levels. The amount of the grant is based upon financial need. Recipients must be at least one-fourth American Indian as certified by the appropriate Indian agency. Certification forms are available from the Bureau of Indian Affairs Office or any State Higher Educational Aids Board Office.

Wisconsin Tuition Grant (WTG)

This grant is restricted to Wisconsin residents who are at least half-time students attending private institutions within the state, who file early. The amount of the grant is based on a formula using the student's expected contribution and the tuition costs at Marian University. The maximum grant is determined by the State of Wisconsin. The FAFSA is the only application required. Students are limited to 10 semesters of this grant.

Wisconsin Talent Incentive Program Grant (TIP)

The Talent Incentive Program Grant (TIP) is a Wisconsin grant available to especially needy and qualified Wisconsin residents, depending upon funding levels. Freshman students may be nominated through a Wisconsin Educational Opportunity Program Officer or through the Financial Aid Office. The FAFSA is required and early application is encouraged. The TIP Grant is renewable for four years and ranges up to \$1,800 per year.

Marian University Family Discount

The Marian University Family Discount is designed to aid families with two or more members from the same household who are simultaneously enrolled full-time at Marian University in the undergraduate day program. This Discount provides a \$500 annual benefit (\$250 per term) per family member.

Scholarships

Scholarships may be offered to new full-time daytime undergraduates to Marian University. Scholarships are offered based on the student's grade point average in high school, ACT or SAT test scores, and involvement in school and community activities. There is no separate application other than the Marian University Admission Application. Scholarships are renewed provided the student remains full-time and maintains satisfactory academic progress.

New student scholarships

First-time, full-time freshmen students may be awarded one of the following scholarships:

Academic Achievement Award

\$8,000 per year

A limited number of Academic Achievement Awards are granted each year to incoming first-year students based on high school performance, standardized test scores, extracurricular activities, community involvement and scholarship interview. Candidates for the Academic Achievement Award should possess at least a 3.60 GPA on a 4.00 scale, rank in the top 15 percent of high school graduating class, score a composite 26 ACT or better, and make formal application by March 1.

Sr. Mary Mollison Legacy Scholarship

\$6,000 per year

Sr. Mary Mollison Legacy Scholarships are awarded each year to eligible students possessing a 3.10 GPA or better on a 4.00 scale and rank in the top 25 percent of high school graduating class.

Trustee Scholarship

\$5,000 per year

Trustee Scholarships are awarded each year to eligible students possessing a 2.80–3.099 GPA, rank in the top 50 percent of the class and/or have an ACT composite score of 21 or better.

Naber Leadership Scholarship

\$12,000 (\$3,000 per year)

Naber Leadership Scholarships are awarded each year to eligible students possessing a 2.50–2.799 GPA or better on a 4.00 scale and rank in the top 50 percent of high school graduating class.

Sr. Mary Sheila Burns Award

\$1,000 to \$3,000 per year

Sr. Mary Sheila Burns Awards are awarded each year to eligible students demonstrating academic promise,

leadership abilities and involvement in school and community activities.

Transfer student scholarships

Marian offers transfer scholarships and leadership awards, ranging from \$1,000 to \$5,000 per year, to full-time students enrolled in traditional undergraduate programs. The undergraduate application for admission, along with all necessary transcripts, serves as the scholarship application.

Other scholarships

The following scholarships ranging from \$250 to \$10,000 are awarded to students on the basis of demonstrated financial need and/or academic performance. Awards are determined by the Financial Aid Office. There are no individual applications for most of these scholarships.

Endowed scholarships

George P. and Helen B. Andrew Scholarship

Mary Ann and Frank Austin Scholarship

George J. and Mary C. Becker Scholarship

Ruth Nettekoven Becker Scholarship

Leon and Asella Biederman Scholarship

Sr. Cletus Blochlinger Scholarship

Ralph Breit Scholarship

Sr. Dolora Brogan Scholarship

Dr. and Mrs. Henry Chang Scholarship

Congregation of Sisters of St. Agnes Scholarship

Consultants Laboratory Nursing and Medical Technology Scholarship

Harry and Paschaleen Coonradt Scholarship

CSA Legacy Scholarship

Lou and Kathy Cristan Scholarship

Sister Digna Desch Scholarship

Rita Hewitt DiFrances Scholarship

Giles Doherty Scholarship

Mary M. Brandl Draheim Memorial Scholarship

Dr. William and Elsie Egan Endowed Scholarship

Fond du Lac Medical Alliance Nursing Scholarship

Angeline Jakovek Fritz Nursing Scholarship

Ross and Viola Galbreath Memorial Scholarship

Elizabeth and Walter Goebel Nursing Scholarship

Dorothy Guelig Scholarship

Jeanette and Harry Heeb Scholarship

Gretchen Verbetun Hornung Scholarship

Claire G. Hutter Scholarship

Jordan–Brunswick Scholarship

E.C. Kiekhaefer Memorial Scholarship

Helen Mary Dore Koehn and Joseph Koehn Scholarship

Sister Irene Kohne/St. Francis Home Scholarship

Dr. Michael A. and Dolorosa O'Brien Korb Family Scholarship
Michael J. Kraus Memorial Scholarship
Clarinda T. Mischler and Sister Adalbert Nursing Scholarship
Marian University Cabinet Scholarship
Belen Sanchez Mayorga Scholarship
Dale R. Michels Family Scholarship
Dr. Robert and Alice Moser Scholarship
National Exchange Bank & Trust Scholarship
Mildred and William O'Connor/Thomas Schevers Scholarship
Mary O'Rourke Scholarship
Dr. Ewald and Dorothy Pawsat Scholarship
Robert and Alice M. Promen Scholarship
Ira A. Ridenour Memorial Scholarship
Ellen and Rachel Ritchie Memorial Scholarship
Gertrude H. Rodenkirch Memorial Scholarship
Gladys Salter Scholarship
Sargento Foods, Inc.
Elizabeth Schevers-Tangen Memorial Scholarship
Sister John Baptist Shaja Memorial Scholarship
James and Kathleen Simon Scholarship
Social Work Program Scholarship
Brother Bob Smith Urban Scholarship
Dorothy Theisen Scholarship
Sr. Mary Agreda Touchett, CSA Scholarship
Dr. Edward W. and Myrtle Vetter Scholarship
Dr. Ruth Wilmington Scholarship
Agnes Ziegert Scholarship

Annual scholarships

American Family Insurance Community Involvement Scholarship
Marian University Faculty/Staff/Student Scholarship
Fond du Lac Area Foundation Scholarship
Fond du Lac Rotary Scholarship
Rath Foundation Distinguished Scholarship
Sentry Insurance Foundation Scholarship
UPS Scholarships
Wisconsin Academic Excellence Scholarship
Dave and Dee Ottery Nursing Scholarship
Dr. R.G. Raymond and Sarah Raymond Foundation Scholarship
Ted and Grace Bachhuber Foundation Adult Education Scholarship
Helen Kavanaugh Memorial Nursing Scholarship
Marian Verette Pierce Scholarship
Leonard Lewis Scholarship

Employment

Students who would like to work on campus can find the job postings at the Marian Web site in the Financial Aid section under Student Employment. Review the available positions and apply directly with the indicated supervisor. Once you are hired for a

position you will need to visit the Financial Aid Office to obtain a work authorization. At this point, students will be provided information about completing an on-line time sheet and other documentation necessary for working on-campus.

Federal Work–Study Program (FWS)

This type of half-time employment is available to students who demonstrate financial need and are enrolled for at least 6 credits. All positions are on campus or in community service positions and is coordinated through the Financial Aid Office.

Marian Campus Work Program (MCW)

This type of half-time employment is available to students that do not show need for federally funded work-study, but wish to work on campus. Students must be enrolled for at least 6 credits. All positions are on campus and are coordinated through the Financial Aid Office.

Loans

Federal Perkins Loan

Perkins Loans are provided on the basis of students' financial need and availability of funds. Undergraduates may borrow a maximum cumulative total of \$15,000, but no more than \$3,000 per year. The funds are awarded through the Marian Financial Aid Office. Repayment at a 5 percent interest rate begins 9 months after the student graduates or ceases to be enrolled for at least 6 credits. No interest accrues on this loan while students continue to be enrolled at least half time.

Federal Nursing Student Loan (FNL)

Funds from this program are available to junior or senior level students accepted into the Marian University Nursing Program and are awarded on the basis of need and availability of funds. The maximum loan is \$2,500 per academic year with a cumulative maximum of \$10,000. The funds are awarded through Marian University. Repayment and accrual of 5 percent annual interest begins 9 months after the borrower graduates or ceases to be enrolled for at least 6 credits.

Federal Subsidized Stafford Loan

This program is federally funded and based on financial need. Repayment and interest will begin 6 months after the student graduates or ceases to be enrolled at least half time.

Federal Unsubsidized Stafford Loan

The Unsubsidized program was developed to help those who do not show need for a full Subsidized Stafford Loan. Repayment will begin six months after the student graduates or ceases to be enrolled at least

half-time. However, interest will begin to accrue shortly after the funds are borrowed. The student has the option of paying the interest monthly, arranging quarterly payments with the lender, or making no interest payments. If no interest payments are made, the interest that accrues will be capitalized to the principal amount borrowed when the student graduates or ceases to be enrolled at least half-time, and after the six-month grace period.

Federal PLUS Loan

(Parent Loan for Undergraduate Students)

The PLUS Loan program is available to the parents of dependent students through applications from lenders of their choice. Parents may be eligible to borrow up to the cost of education minus any other financial aid the student is receiving. Eligibility is not based on need. However, lenders may determine credit worthiness prior to approving any loan funds. Interest and payments begin shortly after the loan has been received, and payments are required while the student is enrolled in the university. Contact the Financial Aid Office regarding application procedures. If a dependent student parent is denied the PLUS loan due to credit history, the student may borrow additional unsubsidized Stafford Loans.

Further information

Because of the number and complexity of financial aid programs, only basic descriptions of the various sources of aid can be provided here. No attempt is made to provide a comprehensive listing of all the considerations in assessing financial need and determining eligibility for funds. The awarding of financial aid to a given student depends upon the student's eligibility and the availability of funds. All guidelines for administering financial aid programs are subject to change at any time as the result of legislative action or administrative mandate from the federal and state agencies responsible for the direction of the programs. Full information may be obtained at <http://www.marianuniversity.edu/>

Marian University Satisfactory Academic Progress policy and procedures

Students enrolled at Marian University must maintain satisfactory academic progress in order to retain their financial aid. Students may obtain a copy of the policy that affects your financial aid from the Financial Aid Office or the Marian University Web site: <http://www.marianuniversity.edu/>. This policy differs from the Academic Policy.

Consumer Information

Marian University is required to notify you, on an annual basis, about information that is important to your education at Marian, and about Financial Aid. This information can help you make decisions about your education. You will find this information on the Marian University Web site at <http://www.marianuniversity.edu/>.

You will find consumer information regarding financial aid and the process, your rights and responsibilities, terms and conditions of aid offered, policy for returning aid for students who withdraw from classes, criteria for meeting satisfactory academic progress (The Financial Aid SAP process is different from the Academic process), information about university programs and staff/faculty, campus crime information, Privacy Act information, athletic information, and much more.

TUITION

Undergraduate Tuition

All tuition and fees are set by the University's Board of Trustees on an annual basis. The Business Office publishes an annual brochure detailing specific tuition and fee information. Brochures can be obtained from either the Business Office or Admissions Office.

Tuition for full-time students (those carrying 12–18 credits) is a flat rate. Tuition for half-time students (those carrying 1–11 credits) is set for each level of enrolled credits. There is an additional charge per credit for students carrying more than 18 credits.

There are three tuition payment options:

1. Pay the total semester amount by the first day of class and avoid all interest and payment plan charges.
2. Make ten monthly payments to Tuition Management Systems (TMS) from August through the following May. Determine monthly payments by multiplying the total semester amount by two for the full year's expenses, and divide by 10. To enroll with TMS, there is a fee but no interest charges.
3. Pay 40 percent of the total semester amount by the first day of class, 30 percent by September 30 and the remaining 30 percent by October 29 for the fall semester. For the spring semester the dates are February 28 and March 31. With this option, there is a \$25 payment plan charge per semester and a 1 percent monthly interest charge on the outstanding balance. Contact the Business Office with questions regarding payment plans.

PACE / Graduate Tuition

Payment is due in full by the first day of each course. Cash, Checks, VISA, MasterCard, and Discover are accepted payment methods.

Per Credit Charges

Alternate Certification Program	\$400
Graduate Education-Masters Tuition-EL Courses	\$400
Graduate Education-Masters Tuition-ET Courses	\$400
Graduate Education-Tuition - "Elective" Courses	\$250

PACE Program Tuition (including BSN)	\$330
OLQ Program Tuition	\$400
Graduate Nursing-Masters Program	\$525
Graduate Education - PhD Program	\$550
Undergraduate - Wintermester	\$330
Undergraduate - Summer School	\$330

Financial Holds

Students are required to pay their accounts in full before registering for the next semester courses. If payment is not received, then the account is placed on financial hold, which stops a student from registering for future courses, getting a transcript, or receiving a diploma.

Course audit fees

Audited courses are assessed at 50 percent of the regular tuition rate. General fees and course fees are assessed at the regular rate.

1. Courses taken for audit do not count as credits for financial aid consideration or veteran benefit certification.
2. When a student takes a combination of courses for regular credit and for audit, the student is required to pay the regular tuition and fees for all credits based on the annual brochure published by the Business Office.

Senior citizens fees

Senior citizens fees: \$25 to audit a class; \$35/credit to receive credit for a class. Senior citizens fees are applicable to non-degree-seeking students, 62 years of age and older.

Housing charges

Room charges are established for the following categories of housing: double or triple-occupancy residence hall, single- and double-occupancy townhouse, double-occupancy penthouse, double-occupancy efficiency suite, and single and double duplex housing. Single rooms are not guaranteed.

Meal plans

All residential students are required to participate in a meal plan. Exception may be made for health reasons. A letter from the student’s physician is required to verify health reasons. Residents may choose from among a variety of meal plans and snack points are also available for purchase.

FEES AND DEPOSITS

One-time charges

Application fee	\$ 20
New student fees	\$100
New student tuition deposit	\$100
Graduation fee	\$ 75
Housing deposit	\$110

Annual fees

The following fees are billed with tuition and differ from year to year:

General fee

This fee is set annually by the Board of Trustees and charged to students by semester. It covers use of campus facilities and access to University events and services. Half-time students are charged on a pro-rata basis.

Technology fee

This fee is set annually by the Board of Trustees and charged to students by semester. It covers Internet access and other technology enhancements. Half-time students are charged on a pro-rata basis.

Student Senate assessment

This fee was voted by the Student Senate and is charged by semester. It covers the cost of one main musical event per year. Half-time students are not charged.

Additional fees for certain courses

Certain courses require special materials, supplies, equipment and/or facilities, the cost of which is passed on to students through course fees. Students enrolled in clinicals are assessed fees that cover the direct non-teaching costs incurred by the University.

Payment of tuition and fees

All payments are processed through the Marian University Business Office. Acceptable forms of payment include cash, check, VISA, MasterCard or Discover. Questions regarding student accounts should be directed to Business Office personnel.

University Refund Policy

Drop before first class	100% refund
No notation on transcript	
Non-attendance/no drop/no show	90% refund
WD on transcript	

All students withdrawing from the University or changing enrollment status are issued tuition refunds based on the scale below:

Length of class	Amount of refund	Academic Notation
14 weeks or longer:		
1 st or 2 nd week (add/drop period)	100%	No notation on transcript
3 rd or 4 th week	75%	WD on transcript
5 th or 6 th week	50%	WD on transcript
After 6 th week	None	WD on transcript
After the 10 th week	None	WF on transcript
7 to 13 weeks:		
1 st week	90%	WD on transcript
2 nd week	75%	WD on transcript
3 rd week	50%	WD on transcript
After 3 rd week or up to 69% of course completed	None	WD on transcript
70% or more of course completed	None	WF on transcript
1 to 6 weeks or more than 2 course meeting days:		
10% of course completed	90%	WD on transcript
11 to 25% of course completed	75%	WD on transcript
26 to 40% of course completed	50%	WD on transcript
41% to 69% of course completed	None	WD on transcript
70% or more of course completed	None	WF on transcript
2-Day Courses:		
1 st day	50%	WD on transcript
2 nd day	None	WF on transcript

IMPORTANT

The official date of University withdrawal or course drop/withdrawal for purposes of determining refund and academic action is the day upon which properly completed withdrawal or course drop forms are received in the Registrar's Office.

- The Financial Aid Office has a separate Refund Policy for returning aid when a student withdraws.
- Students who are suspended or expelled for disciplinary reasons receive no refund on tuition.
- Fees for courses dropped after the add/drop period are not refunded, but drop forms must be filed in the Registrar's Office in order to avoid receiving an F for the course.
- Room charges are non-refundable.
- Board refunds are made, with appropriately approved exceptions, on a pro-rated basis.
- No student will receive a diploma or an official academic transcript until all accounts have been paid.
- The University, through the appropriate action of its Board of Directors and Administration, reserves the right to make changes in the above as financial and operational considerations may require. Changes in tuition or fees after publication of this bulletin are printed separately and are made available to all current and prospective students.

Academic and Student Services

GENERAL INFORMATION

Mission Statement: Marian University is a Catholic applied liberal arts institution of higher learning sponsored by the Congregation of Sisters of St. Agnes offering undergraduate, graduate, and continuing education programs. As a community, it welcomes diverse spiritual traditions and is committed to the transformation of the individual and the world through lifelong learning. Marian University is committed to the education of the whole person, striving to nurture intellectual, spiritual, aesthetic, psychological, social, and physical dimensions. The university's personal concern for students serves as the foundation for academic and student life as well as professional experiences. University programs integrate professional preparation with a liberal arts foundation. The university embraces justice, compassion, and service to the local and global community.

Students coming to Marian determined to shape their own environment will find almost unlimited opportunities for leadership at the University. Marian provides a fully supportive environment that responds to student needs. Students recognize that Marian is their University. They share in its governance through representation on administrative, faculty, and student life committees. They participate in matters that require adjudication through the University judicial boards, appeal committees, and policy making bodies. They are directly responsible for the social life and the activities on campus.

Marian students appreciate the advantages of a small campus but they also want a dynamic one. They want to achieve personal and professional goals through decisions that they participate in making.

Campus life aims to encourage an alertness that intensifies the enjoyment of learning, the appreciation of the world's cultural and artistic achievements, and the warmth and fun of recreation.

CENTER FOR ACADEMIC SUPPORT & EXCELLENCE

Mobile Unit West
(920) 923-8097
<http://www.marianuniversity.edu/interior.aspx?id=271>

Academic advising

All undergraduate degree-seeking students are assigned a faculty/staff academic advisor to assist the student in planning an academic program. The faculty/staff academic advisor is from the student's selected major. Students who have not selected a major are advised by the academic advisor, EXCEL, and Undeclared programs in the Center for Academic Support & Excellence (CASE Office).

Students are encouraged to meet with their academic advisor periodically throughout each semester. Students are expected to meet with their academic advisor in selecting courses, and making any major decisions regarding their academic program and/or career plans. Academic advisors assist students with decision-making, but final responsibility rests with students.

It is the responsibility of all students to know and observe all the regulations and requirements that apply to their program(s). Academic advisors assist students about course selection, general academic direction, academic requirements, goals, and career planning.

All academic related questions should be referred to the student's academic advisor or to the Dean of Academic Advising and Academic Services.

Academic Services

Academic Services is committed to meeting the academic needs of Marian University students. Academic Services available include study groups directed by staff and student leaders, individual tutors, and assistance with study skills (time management, goal setting, preparing for and taking tests, using support systems within the University, etc.). Information and assistance is available in the Center for Academic Support & Excellence. Also, see information regarding the Learning Center and Writing Center. Other resources/services provided include Graduate School Resources, NCLEX and Praxis I and II.

Academic testing

Academic Testing is responsible for the coordination, administration, and planning of academic tests that are requested by the university and educational community. The CASE Office serves as a national test center site for the following exams:

- Accuplacer Placement Assessments (math, reading, writing)
- ACT Residual Testing
- Castle
- College Level Examination Program (CLEP)
- DSST
- ISO
- Kryterion
- Proctor Service – external
- Traditional Student Testing

Disability Services

In alignment with Marian University's core values, Disability Services recognizes the inherent worth and unique contributions of every individual. Marian University and Disability Services values individual differences and support the premise that disability is an aspect of diversity, which plays a vital and important role in the educational experience.

Marian University promotes an inclusive and accessible educational environment to the greatest extent possible wherein individuals with disabilities are afforded equal opportunity to participate fully and benefit from its facilities, services and programs. Marian University is dedicated to fulfilling the mandates set forth by Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, both in letter and in spirit. No otherwise qualified individual with a disability shall be denied access or participation in any program, service, or activity offered by Marian University.

Each individual is responsible for making timely and complete disclosures and specific requests for reasonable accommodations to meet his or her particular needs. In addition, each individual is responsible for submitting appropriate documentation that supports the need for the requested reasonable accommodation. Reasonable accommodations are determined on an individual basis and implemented with high regard for confidentiality. It is strongly recommended that requests be made at least 4-6 weeks in advance of when they are needed to avoid delays that could potentially impact participation in a program, service or activity.

Marian University and any of its agents shall not coerce, intimidate, retaliate against or discriminate against any individual for exercising a right under section 504, or for assisting or supporting another to exercise those rights. Individuals who have exercised or have assisted in exercising rights under Section 504 remain subject to the same policies and procedures as other individuals at Marian University.

Each individual shall demonstrate cooperation with Marian's policies and procedures in order to obtain reasonable and appropriate accommodations. Accessing services: Meet with the Coordinator of Disability Services to disclose and discuss the disability and the reasonable accommodations requested. Provide documentation of the disability according to Marian's documentation guidelines. The Coordinator of Disability Services will review all documentation and determine eligibility for services. Requests for reasonable accommodations will be reviewed on a semester-by-semester basis and granted as supported by the documentation and individual needs. Also serves as a liaison to all University offices and services.

Reasonable accommodations may include, but are not limited to, the following:

Available Services: advocacy; consultation with faculty members regarding academic accommodations; facilitate awareness of students rights and responsibilities

Classroom Accommodations: preferential seating; priority registration; permission to tape record lectures; note-takers; hearing assistive devices for classroom settings; interpreters; syllabi in advance

Exam Modifications: testing in quiet, distraction-reduced environment; extended time to complete exams; exam readers, scribes; word processor; calculator; oral exams

Learning Accommodations: textbooks in alternate formats; enlargement of syllabi, notes, exams and academic documents; Kurzweil - learning software; Dragon Naturally Speaking -Speech Recognition Software

EXCEL Program

Further information regarding the EXCEL Program can be found in the Admission section of the Academic Bulletin.

Tutor Program

The goal of the Marian University Tutor Program is to help students gain the confidence and skill necessary to successfully complete course work. Marian University student tutors are recommended by Marian University faculty. Tutoring is available free of charge to any registered student during the fall and spring semesters. Contact the Center for Academic Support & Excellence for further information.

Undeclared Majors

The Center for Academic Support & Excellence assists students who may be uncertain about their choice of a field and/or major at Marian University. Academic advisors assist students in understanding the purpose and value of general education as part of the university experience; learning the “ground rules” governing university requirements, policies, and procedures; and taking responsibility in the academic advising and decision-making processes. To help undeclared students make choices compatible with their interests, abilities, and goals, the CASE Office offers various career inventories and other opportunities.

Learning and Writing Center

The Learning and Writing Center assists students to develop skills and knowledge necessary for meeting academic goals. The Learning Specialists and Writing Services Coordinator provide academic assistance in math, science, reading, writing, and study skills. Also provided are software applications and materials in an optimal learning space that serves individuals students as well as small group learning opportunities. Learning specialists provide one-on-one assistance to students. Assistance is available to students who speak English as their second language.

Contact, Math Learning Specialist 920/923-8739; Reading/Writing Specialist 920/923-8586; Science Learning Specialist 920/923-8964; and Coordinator 920/923-8764 for further assistance and information.

OFFICE OF LEARNING, ENGAGEMENT, and RETENTION

*Administration- 2nd Floor
(920) 923-8963*

The Office of Learning, Engagement, and Retention works with faculty, staff and administrators to encourage institutional action/change that will enhance student retention efforts. In addition, this office provides strategic vision and leadership in the development of policies, programs and procedures related to student success at Marian University. In addition, the Office of Learning, Engagement, and Retention has specific oversight for the First-Year Program (consisting of the First-Year Experience and First-Year Studies).

First-Year Program

The First-Year Program serves needs of undergraduate day students during their first year at Marian and integrates curricular (First-Year Studies) and co-curricular (First-Year Experience) elements.

First Year Experience

The Marian University First-Year Experience Program is committed to the success of first year students, guiding them in their transition to college and educational goal achievement. The program focuses on four areas of transition and adjustment to campus, academic success, leadership and personal development and wellness. Within the First-Year Experience program, Student Mentors serve first-year students to help facilitate the goals of the program.

New Student Orientation

The first week of each semester is devoted to the orientation of first-year and transfer students. Students are introduced to the academic and social aspects of university life. They attend information sessions, meet with their faculty advisor, and become acquainted with the faculty and traditions of the University. They also meet their classmates through curricular and co-curricular activities. For further information, contact the Director of First Year Experience at (920) 923-8723.

First-Year Studies

The curricular arm of the First-Year Program facilitates students' transition into the university environment and develops their critical thinking and reading skills to better meet the challenges of college-level work. All students entering Marian University with 23 or fewer credits take GEN 101: First-Year Seminar, (3 credits) during their first-semester of attendance at Marian. The Curriculum Coordinator of the First-Year Seminar collaborates with other general education courses typically taken the first-year to create a more integrated learning environment.

Retention

The Office of Learning, Engagement, and Retention: oversees the University Recruitment, Retention and Graduation Committee; directs the development of goals, procedures, processes, materials, and training to ensure that all staff, faculty are familiar and can easily access retention data, investigates grant opportunities to support retention initiatives and other revenue generating opportunities; evaluates administrative

policies, procedures, rules, regulations, communicates implications and their possible impact on student retention; and administers periodic student retention workshops for the University.

STUDENT DEVELOPMENT CENTER

Mobile Unit East
(920) 923-8799

Career and Graduate School Services

Career guidance assistance is available for all students through the Career and Graduate School Services Office located in Mobile Unit East.

Career planning

- Career Counseling: assistance identifying majors, what you can do with your major, occupational descriptions, training and qualification information.
- Informational interviewing and job shadowing opportunities.
- Assessments: Strong Interest Inventory and Myers–Briggs Type Indicator online access with personal interpretations provided by qualified Career Development professionals.
- Resource Library and Career and Graduate School Services Web site.

Internships

An internship is a learning approach that integrates university studies with paid or unpaid practical work experience that is directly related to the students major. Students may earn academic credit for internship experience with appropriate approval. Opportunities exist in business, industry, government and service agencies.

The purpose of an internship is to enhance the academic classroom experience and offer another opportunity and dimension to the student's education experience. Through these work experiences, students are given opportunities to test career choices, improve work skills and develop professional contacts. Career professionals and academic advisors work together with students to prepare and to secure internship sites.

Students are encouraged to take a 1-credit Career Preparation course offered each semester. This course

is designed to assist students identify and prepare for their internship experience.

Job search assistance

- Résumé and cover-letter writing, mock interviews, interviewing skills, dress for success.
- Internship and job fairs.
- Job postings; subscriptions; permanent full-time, half-time, summer, internship, and volunteer opportunities; internship and job search Web sites.
- Salary surveys.

Graduate school assistance

- Researching schools and admission assistance.
- GRE, MCAT, LSAT test prep resources.

Community Involvement Program (CIP)

The Community Involvement Program promotes students opportunities to volunteer on a short- or long-term basis for non-credit experience(s). Students record their volunteer hours through the Career and Graduate School Services Office, located in Mobile Unit East. Students can request a Volunteer Transcript outlining their volunteer service throughout their time at Marian University. The Career and Graduate School Services Office and the Volunteer Center of Fond du Lac County, Inc., co-coordinate a Volunteer Services Fair in the Fall. Volunteer opportunities are posted on the Career Services Web site.

Contact the Career and Graduate School Services Office at (920) 923-8799 for further Career Development information or to schedule an appointment.

Counseling Center

Confidential personal counseling is available to all students without cost through the Counseling Center, located in Mobile Unit East. This service covers a variety of topics, including but not limited to coping with change and transition; dealing with depression or anxiety; relationship and sexuality concerns; grief and loss counseling; time management and organizational skills; eating disorders; financial counseling; and building self-esteem.

Academic counseling is available to help with test anxiety, Pre-Professional Skills Test (PPST) preparation,

reading and vocabulary development, and general study skills.

Group counseling, self-help resources and program services are also offered.

If the counseling staff encounters issues outside their expertise, or if a student wishes to see another counselor, referrals are made to appropriate professionals in the community. For more information, or to schedule an appointment, please call (920) 923-8799.

INTERNATIONAL / MULTICULTURAL STUDENTS

International Multicultural Center
18 S. National Ave, Lower Level
(920) 923-8524

The International Multicultural Center (IMC) Program Office is open to meet the needs of international students with individualized support and development. To assist both our international and multicultural students learn about Marian University, the Fond du Lac community and life in the Midwest area of the United States. The coordinator will promote and assist in the development of multicultural educational programs for the campus and provide leadership opportunities and training to create an inclusive environment for **all** students.

Information will be provided on the following topics and all international students are **required** to stop in at the IMC during the first two weeks of the semester:

- Visa compliance
- Housing
- Homesickness
- Employment authorization
- Social Security card
- Driver's license
- Income tax
- Health insurance
- Travel

All international students under the age of 21 and having fewer than 64 university credits are required to live on campus. A completed health form, including TB skin test results, is required and must be on file by August 1 for the fall semester and January 1 for the spring semester. Additionally, all international students are required to carry health insurance and

must supply proof of health insurance prior to registering for courses.

Appointments are recommended but not required. To schedule an appointment, contact the International Student Advisor at 1-800-262-7426 or (920) 923-8523. Office hours are 8 a.m.–4:30 p.m. or by appointment.

RESIDENCE LIFE

The professional Residence Life staff have offices on the first floor of Naber Hall, the lower level of Townhouse C, and the first floor of the Courtyard, Building #1. The Residence Life Department represents the University's commitment to providing a residential community where students can pursue their educational interests in an informal and social setting. The office is responsible for providing social, recreational, spiritual, and educational programming and is also responsible for maintaining the University's policies and procedures, which may include disciplinary action.

Housing options

Naber Hall is a co-ed residence facility and has accommodations for double occupancy. Naber Hall is furnished comfortably with TV lounges, a reception area, kitchenette, and is the largest traditional residence hall reserved for the first-year student.

Cedar Creek, the newest Marian University housing option, contains a full-service kitchen, bathroom, living room, dining area, and two double occupancy bedrooms.

The Marian Townhouse Village, located at the east end of the campus, is a co-ed complex housing up to 84 students. Fourteen townhouse units with single- and double-occupancy rooms provide a unique alternative to traditional residence halls. As part of the residence life program, students may experience an "apartment-style" living arrangement while remaining on campus. The Townhouse Village is reserved for upper-class students.

The Courtyard is also a co-ed complex housing up to approximately 150 students. The Courtyard's three housing options designed to serve the needs of Marian students include:

1. House units accommodate 22 students in double-occupancy rooms in a two-story arrangement featuring an open lounge/living room on the first level and a loft living room above. Reserved for first-year students.

2. Penthouses are individual three-bedroom units, double-occupancy rooms only, including living rooms and showers but no cooking facilities. Reserved for first-year and upper-class students.
3. Efficiency suites are similar to penthouses but include a full-service efficiency kitchen and double-occupancy rooms only. Reserved for upper-class students.

Duplex housing is also available for specific interest groups and Greek organizations. Duplex housing offers single- and double-occupancy rooms. The Duplexes are reserved for upper-class students.

Each residence facility is assigned a Resident Assistant (RA). These upper class students are trained as resource people and coordinate social and educational programs for all residents. They are also responsible for maintaining the University's policies and procedures.

All student residence facilities have card-operated laundry equipment. Parking lots and bike racks for students are located throughout the campus. For housing information, or to obtain a housing contract, contact the Office of Student Life at (920) 923-7666.

STUDENT ACTIVITIES AND GREEK LIFE

The Office of Student Activities and Greek Life fosters learning and leadership opportunities outside of the classroom. Organizations, such as Marian Activities Committee (MAC) and Student Senate, are student-led and initiated as well as oversee programs that are educational, recreational, cultural and social. Some of the major campus events sponsored by these organizations and the office of Student Activities include Homecoming, Freak Week, Big Band, Late Night Breakfast, and the Student Recognition Banquet.

To obtain more information on clubs and organizations at Marian University, contact Student Senate at (920) 923-8515 or studentsenate@marianuniversity.edu. For programming events – or to get involved – contact MAC at (920) 923-8524 or mac@marianuniversity.edu or contact the Office of Student Activities and Greek Life at (920) 923-8125.

FOOD SERVICE

Marian University food service is available to all students, faculty and staff. Resident students are required to participate in one of the meal plans

offered. Breakfast, lunch and dinner are offered Monday through Friday while brunch and dinner are served on Saturday and Sunday. The Sabre Cafe is open six days a week featuring salads, hot sandwiches, hamburgers, fruit and beverages, along with many other tasty treats. Snack Points may be used like cash in both locations. Commuter students may purchase snack points or meal plans to be used either during regular meal times or at the Sabre Cafe and Snack Shack. Common Grounds, located in the Todd Wehr Alumni Center, offer coffees, beverages, bakery items, cold sandwiches and salads. Purchases may be made with cash or ID card snack points. For further information, contact the Office of Student Life at (920) 923-7666.

HEALTH SERVICES

Student Health Services provides services for students, staff and faculty.

Health Services is staffed by registered nurses and certified nurse practitioners who are supported by emergency room physicians from Agnesian HealthCare. Specially trained in all age emergency medicine, each nurse is qualified to triage medical conditions and refer patients for additional and follow up care.

Services offered include health information, treatment of minor injuries, illnesses and disease, immunizations, over the counter medications, and prescriptions by our nurse practitioner. For further information, contact the Student Health Services Office at (920) 923-7615.

INSURANCE

The University does not carry health, accident, life or property insurance on any student (unless an activity performed by a student is considered to be on behalf of the University), excluding intercollegiate athletics. All students are encouraged to obtain sufficient insurance coverage before enrolling. International students are required to carry health insurance. To obtain insurance information, contact the Office of Student Life at (920) 923-7666.

CAMPUS MINISTRY

Campus Ministry is an expression of the church's special desire to be present to all who are involved in higher education and to further the dialogue between the church and the academic community. The church brings to this dialogue its mission to preach the gospel of Christ and to help the human family achieve its full destiny.

Campus Ministry seeks to proclaim the Good News to the academic community and to a pluralistic society in a prophetic yet reconciling voice. Lay, religious, and ordained campus ministers constitute this professional, pastoral ministry in the church today. These campus ministers gather all the members of the church on campus to form the faith community, to appropriate the faith, to form a Christian conscience, to educate for justice, to facilitate personal development, and to develop future leaders for church and society.

The campus minister is available to students, faculty, and staff for personal and spiritual advisement.

Campus Ministry embraces the hope that all individuals will be “empowered by the spirit” to recognize their own dignity and worth and to reach out to others on the campus to collaborate in building God’s kingdom of love and justice (The Gospel on Campus). Contact Sr. Marie Scott, CSA, (920) 923-7624.

ATHLETICS

Marian University offers a varied and growing athletic program for both men and women. Facilities include a gymnasium, Smith Fields (soccer and softball), Herr-Baker Baseball Field, the Blue Line Family Ice Center Hockey Arena, and a fitness center.

Sabre athletes participate at the national level in the National Collegiate Athletic Association (NCAA) Division III and at the conference level in the Northern Athletics Conference (NAC), Northern Collegiate Hockey Association (NCHA), and Midwest Collegiate Hockey Association (MCHA). Women’s sports include basketball, golf, hockey, soccer, softball, tennis, volleyball, and cross country. Men’s sports include baseball, basketball, golf, hockey, soccer, tennis, and cross country.

Athletic eligibility

Marian University student–athletes must meet institutional and NCAA Division III eligibility requirements. For further information, students should contact the Director of Athletics at (920) 923-7178.

Intramural activities

The Intramural Department provides opportunities for competition in a wide variety of sports and is open to the entire student body. The activities include flag football, volleyball, basketball, softball, floor hockey, pool tournaments, and tennis. The Athletic Department and Intramural Department work

collaboratively, with intramural activities scheduled around athletic practices and contests. The programs are also open to faculty and staff. For further information, students can contact the Intramural Director at (920) 923-8090.

GENERAL ACADEMIC INFORMATION

This section of the Academic Bulletin contains program and degree requirements, and general academic regulations. While the section provides an exact statement of policy in effect at the time of publication, the University reserves the right to modify descriptions, requirements, and regulations at any time.

Organizational structure

The University’s instructional program is organized into seven schools including: the School of Arts, Humanities and Letters; the School of Business; the School of Criminal Justice; the School of Education; the School of Mathematics and Natural Science; the School of Nursing; and the School of Social and Behavioral Science.

In addition, Marian University offers courses specifically designed for non-traditional students who have significant work experience, through Marian’s Professional Adult and Continuing Education (PACE) Programs.

Academic year

The University conducts traditional academic programs in two semesters, the first from late August or early September to mid-December, and the second from mid-January to mid-May. Traditional undergraduate courses are also offered in two two-week and two four-week summer sessions as well as in a two-week winter session. Marian Professional Adult Continuing Education programs and graduate level programs run throughout the entire year.

Degrees and areas of study

The following degrees, majors, minors and other areas of study are offered at Marian University:

Degrees Awarded by Marian University

Bachelor of Arts (BA)
Bachelor of Science (BS)
Bachelor of Criminal Justice (BCJ)

Bachelor of Business Administration (BBA)
 Bachelor of Interdisciplinary Studies (BIS)
 Bachelor of Organizational Communication (BOC)
 Bachelor of Science in Business Administration (BSBA)
 Bachelor of Science in Education (BSED)
 Bachelor of Science in Interdisciplinary Studies (BSIS)
 Bachelor of Science in Nursing (BSN)
 Bachelor of Science in Radiologic Technology (BSRT)
 Bachelor of Social Work (BSW)
 Master of Arts in Education (MAE)
 Master of Science (MS)
 Master of Science in Nursing (MSN)
 Doctor of Philosophy (PhD)

Bachelor of Arts, Bachelor of Science

The Bachelor of Arts (BA) degree, as distinguished from the Bachelor of Science (BS) degree, requires proficiency in a foreign language at the intermediate level, as demonstrated by successful completion of Marian University foreign language courses at the 101, 102, 201, and 202 levels or the equivalent.

Majors, minors, and areas of study

Undergraduate Programs

	DEGREE	MAJ.	MIN.
Accounting	BSBA	X	X
Art Education	BS	X	
Art History			X
Athletic Coaching			X
Biology	BS	X	X
Biology Education			X
Biology–Cytotechnology	BS	X	
Broad Field Science Education	BS	X	
Broad Field Social Studies	BS	X	
Business Administration	BSBA	X	X
Chemistry	BS	X	X
Chemistry Education			X
Communication	BA	X	X
*Organizational Communication			
*Public and Professional Communication			
*Public Relations			
*Electronic Journalism			
Computer Forensics			X
Criminal Justice	BS	X	X
Cultural, Media and Gender Studies			X
Early Childhood/Elementary Ed.	BSED	X	
Elementary–Middle Education	BSED	X	
English	BA	X	X
*Literature			
*Writing			
English Education	BS	X	
English/Language Arts			X
Environmental Science			X
Expressive and Therapeutic Arts	BA	X	
Finance	BSBA	X	X
Forensic Science	BS	X	
Graphic Arts	BA	X	X

Health Care Administration	BSBA	X	
History	BS	X	X
Homeland Security	BS	X	X
Human Resources	BSBA	X	
Information Technology	BS	X	X
Interdisciplinary Studies	BSIS	X	
Jazz Studies			X
Leadership			X
Management	BSBA	X	X
Marketing	BSBA	X	X
Mathematics	BS	X	X
Mathematics Education			X
Middle–Secondary Education	BS	X	
Ministry			X
Minority Studies			X
Music	BA	X	X
Music Administration	BS	X	
Music Education	BS	X	
*Choral			
*General Education			
*Instrumental Music			
Natural Science			X
Nursing	BSN	X	
Philosophy			X
Pre-Law			X
Psychology	BS	X	X
Public Administration			X
Public Relations			X
Radiologic Technology	BSRT	X	
Religious Education			X
Social Studies			X
Social Work	BSW	X	
Sociology			X
Spanish	BA	X	X
Spanish Education	BA	X	X
Sport & Recreation Management	BSBA	X	X
Self-Designed Major	BS	X	
Studio Art	BA	X	X
Theology	BA	X	X
Writing			X

**denotes special emphasis or concentration within the major or minor*

Undergraduate Professional Adult and Continuing Education Programs

	DEGREE	MAJ.	MIN.
Business Administration			X
Criminal Justice	BCJ	X	
General Management	BBA	X	
Health Care Administration	BBA	X	
Homeland Security	BS	X	
Human Resource Management	BBA	X	
Information Technology Mgmt.			X
Interdisciplinary Studies	BIS	X	
Marketing	BBA	X	
Operations Management	BBA	X	
Organizational Communication	BOC	X	X
Radiologic Technology	BSRT	X	

Graduate Programs

Educational Leadership	MAE
Educational Technology	MAE

Differentiated Instruction Alternative Learning	MAE
Teacher Education	MAE
Criminal Justice Leadership	MS
Grief and Bereavement	MS
Organizational Leadership & Quality	MS
Adult Nurse Practitioner*	MSN
Nurse Educator*	MSN
Curriculum and Instruction Leadership	Ph.D.
Educational Administration	Ph.D.
Leadership Studies	Ph.D.

**Includes RN to MSN*

Post Baccalaureate Graduate Licensure Programs

- Alternative Education License (952)
- Director of Instruction
- Director of Special Education & Pupil Services
- Principal
- Superintendent
- Teacher Education Certification Program

Undergraduate Certificate Programs

- Grief and Bereavement
- Homeland Security Leadership
- Palliative Care

Graduate Certificate Programs

- Grief and Bereavement
- Nursing Education
- Online Teaching

Special Programs

- EXCEL Program
- Honors Program
- McNair Scholars Program
- Military Science

Pre-Professional Programs

Marian University offers preparation for undergraduate and graduate professional programs in medicine, dentistry, veterinary medicine, radiologic technology, cytotechnology, physical therapy, engineering, optometry, physician assistant, occupational therapy, and law at other colleges and universities. Marian urges students to design their undergraduate programs to meet the specific requirements of the graduate or undergraduate school they wish to enter. Pre-professional programs provide the student a basis for transfer to undergraduate professional schools or admission to graduate schools or internships. Please refer to the specific school sections for more information on pre-professional programs.

Self-Designed major

The Self-Designed Major (SDM) offers an opportunity for students who wish to pursue a course of study not accommodated by traditional majors at Marian University. By working with a faculty advisor and a self-designed major committee, students may formulate their own program of study in a way unique to the student’s learning goals and within specific guidelines. Students may apply for a self-designed major in order to qualify for graduate school admission in a particular field, to prepare for employment for a particular job, or for self-fulfillment.

The Self-designed Major allows students to achieve a quality program leading to a viable Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degree and is available to all undergraduate students in traditional programs. Students interested in the Self-designed Major should contact the appropriate School Dean for admission to the program, policies, and procedures.

Double majors

An undergraduate student may pursue two majors, with a primary major leading to the desired degree. All students receive only one degree. Double majors sometimes demand scheduling that extends programs beyond the traditional four years.

Licensure

Professional programs usually qualify the student for entry into practice. State law may mandate registration or license and specify state board examination requirements in some professions. Satisfactory completion of Marian University coursework provides adequate preparation for licensure or state board examinations.

SPECIAL ACADEMIC OPPORTUNITIES

Honors Program

The Honors Program at Marian University provides students who have excellent academic qualifications with an opportunity to participate in a challenging, innovative program of interdisciplinary study. Honors courses help them to fulfill general education requirements by replacing a portion of the liberal arts core with courses designed especially for them. Six or more of the seminars, which carry between one and seven credits, are offered each academic year. Honors Program students must complete 18 credits in these courses before attaining senior standing.

Honors students also complete a substantial senior capstone project within their major program of study. Designed in cooperation with faculty, these projects are reviewed and approved by members of the Honors Program Committee. A third component of the program is a series of co-curricular events, including performances, lectures, trips to museums, and other places of interest; and activities designed to broaden the overall experience of students enrolled in the program. Each student in the Honors Program is expected to attend at least three of these each semester at Marian University.

Most Honors Program students qualify for prestigious Academic Achievement Awards or Presidential Scholarships. The University provides a laptop computer for each student enrolled in the program. About 20 students are admitted to the program each year through a competitive application process. Typically, these Honors Program students have an ACT score of 25 or higher, a high school GPA of at least 3.50, and a positive recommendation. Students are required to write an application essay. A limited number of students may join the program as sophomores or as transfer students. For more information on the Honors Program, including an Honors Program Calendar of Events and Curriculum listing, please refer to the Honors Program page of the Marian University Web site: www.marianuniversity.edu/honorsprogram or contact the Director of the Honors Program for more information.

EXCEL Program

The EXCEL Program is a one year program for select students which is designed to provide those entering their first year of college with support and encouragement in their transition to the college experience. The purpose of the EXCEL Program is to set clear expectations for academic performance, provide opportunities for greater individualized learning, and promote the utilization of important campus resources and services so that students may gain the skills and strategies they will need to achieve both academic and personal success. Prospective students who are interested in this opportunity should contact the Enrollment Services Office or refer to the “Admission to the EXCEL Program” under the Admissions section of this Bulletin.

Study Abroad program

Marian University allows students to earn credits through a variety of Study Abroad options, including semester-long programs, short-term programs at

various language institutes across the world, and faculty-led study tours abroad. While Marian has a special connection with Harlaxton College in England, the Study Abroad office works with all students who want to study anywhere in the world.

Study Abroad opportunities allow students to continue with studies for their degree at Marian University but change their location and enjoy the richness of the differences in culture. Students considering a study abroad experience are encouraged to begin scheduling the time for their experience into their four-year program plan as early in their Marian career as possible. Since liberal arts courses can be taken as part of the study abroad experience, it helps students to begin planning as early as freshman year.

Costs for study abroad can be very comparable with costs at Marian. Many programs offer grants to help defray costs of studying abroad. Students should inquire about individual financial aid packages at the Financial Aid Office of Marian University. Students who pursue a major in Spanish, Spanish Education or a teaching minor in French, or Spanish are required to study abroad. They should consult with their academic advisor who will explain the specific requirements of their academic program. Other language minors and students who want to improve their language proficiency are encouraged to take advantage of these programs to explore other cultures while improving language skills. Students are encouraged to review the study abroad information on Marian University’s Web page and to contact Marian’s Study Abroad Office at 920-923-8523 or visit the office at 18 S. National Avenue for more information.

Ronald E. McNair Post-Baccalaureate Achievement (McNair) Program

Marian University is proud to be one of several hundred recipients of Ronald E. McNair Post-baccalaureate Achievement (McNair) program awards in excess of \$1.1 million. This program established and named in honor of Challenger space shuttle astronaut Ronald E. McNair is underwritten by The Department of Education. It is specifically designed to prepare participants for graduate studies through involvement in research and other scholarly activities. McNair participants are from *underserved backgrounds and have demonstrated strong academic potential*. Institutions that receive the award work closely with these participants through their undergraduate requirements, encourage their entrance into graduate programs, and track their progress through to their

successful completion of advanced degrees. The goal of McNair is to increase the attainment of graduate degrees by students in all disciplines from underrepresented segments of society.

For more information, please visit the McNair program's website at: <http://www.marianuniversity.edu/mcnair> or call (920) 923-8621.

Internships

Internships are learning approaches that integrate university studies with practical work experience directly related to the student's major.

The purpose of the internship programs at Marian University is to enhance the academic classroom experience and offer another opportunity and dimension to the student's educational experience. Through these work experiences, students are given opportunities to test career choices to improve work skills, to develop professional contacts, and to earn academic credit. Opportunities for internships exist in business, industry, government and service agencies. While most internship opportunities are in Wisconsin, a growing number are available nationally and even internationally.

All business, communication, and music administration majors are required to participate in an internship. With the exception of education, nursing, and social work, which have their own specially designed field and clinical experiences, all other majors and minors encourage internships as elective credits.

To be eligible for participation, students must meet the requirements of individual majors. Coordinators for the Internship Programs work with students to secure worksites and to prepare them for the internship experience.

Communication majors should contact the Communication Internship Coordinator at (920) 923-8792. Business majors should contact Internship Coordinator in the School of Business at (920) 923-8522. All other majors should contact the Career and Graduate School Services Office at (920) 923-7161.

Honor Societies

Marian University offers to those students who meet the criteria for membership the opportunity to participate in the following honor societies: Delta Epsilon, Sigma Delta Tau Chapter; National Scholastic Honor Society; Pi Gamma Mu — Wisconsin Zeta; Nurse

Honor Society; International Honor Society in Social Sciences; Phi Alpha Theta, Alpha Eta Beta Chapter; International Honor Society in History; Phi Alpha Delta Phi Chapter; Social Work National Honor Society; Sigma Beta Delta International Honor Society in Business; Lambda Pi Eta; Communication Honor Society; and the Kappa Delta Pi Chapter, the International Educational Honor Society.

These societies endeavor to advance scholarship, ethics, service, and professionalism in order to promote excellence. National recognition is accorded through the university chapter to traditional and non-traditional undergraduate students, graduate students, alumni, faculty, and staff who meet the membership criteria of the Society.

ACADEMIC POLICIES AND PROCEDURES

It is the responsibility of students to familiarize themselves with the academic policies, and requirements and for the university and the major. Students should seek assistance from the academic advisors during their course of study; however, students are ultimately responsible to monitor their course of study and to fulfill all degree requirements.

REGISTRATION

Credit hours

Academic workload and progress toward the degree are measured by credit hours. In traditional programs, each credit hour represents one 55-minute class period or 2 to 3 hours of laboratory work per week for a full semester. Incoming freshmen should plan to take 16 to 18 credits in the initial semester. Some students may be required or advised to take a lighter load to increase their chances of success.

Overload permission

Permission of the appropriate School Dean is required for any undergraduate student to enroll for more than 18 credits.

The following maximum student credit loads have been established for undergraduates:

Maximum student credit loads

2–3 week term	3 credits
4 week term	6 credits
7–8 week term	9 credits
13–14 week term	18 credits

In unusual circumstances, undergraduate students with a **cumulative 3.00 GPA** or higher may file an Overload Permission Request to exceed the maximum student credit load limits. A student may take no more than 4 credits in a 2-3-week term and no more than 21 credits in a semester. Final decisions on overload requests are made by the School Dean or Department Chair of the student's major. If granted, the student is required to pay for credits taken above the maximum student credit load.

Class standing

Undergraduate class standing is determined by the number of credits earned:

- Freshman — fewer than 32 credits
- Sophomore — 32 or more credits but fewer than 64
- Junior — 64 or more credits but fewer than 96
- Senior — 96 or more credits

Class standing of Special for all programs:

- All enrolled students not working toward a degree at Marian University are classified as special students

Full/half-time student status

Determination of full-time or half-time student status is based on the credit load per semester.

Full-time student: To be classified as full-time, undergraduate students must be registered for at least 12 credits or more per semester; graduate students must be registered for 9 or more credits per semester; and doctoral students must be registered for 6 or more credits per semester.

Half-time student: A student enrolled for fewer than 12 credits at the undergraduate level; fewer than 9 credits at the graduate level; or fewer than 6 credits at the doctoral level is classified as half-time.

	Full-time	3/4 time	1/2 time
Undergraduate	12+	9-11	6-8
Graduate	9+	6-8	3-5
Ph.D.	6+	n/a	3-5

Scheduling courses

The student bears primary responsibility for registering for courses to meet all degree requirements. While some courses are offered every semester, others are cycled every year or in odd or even years, or at the discretion of the University. The student, in partnership with their academic advisor, must plan carefully to take courses when they are

offered in order to fulfill liberal arts, major, and minor requirements. The University cannot guarantee that every student in a traditional program will graduate in four years; however, through academic advising, it makes every effort to help the student complete requirements without unnecessary delay.

Course cancellations/changes

Marian University reserves the right to cancel any course, change instructors, or alter meeting times as the University deems necessary. Reasonable attempts will be made to provide proper notification prior to the scheduled start date of the class so that affected students may register for an alternate course. It is the responsibility of each student to communicate with his/her academic advisor regarding availability of required and elective courses.

In extraordinary circumstances, the University reserves the right to change a sequence of courses for an individual or group of students. This would ordinarily require the approval of the Executive Vice President for Academic and Student Affairs and the Dean of the school in which a student is matriculating.

Failure to officially register

A student who attends a course for which he or she has not officially registered and for which he or she has not paid will not be allowed to receive a grade or credit for the course.

Course numbering system

001–009	Pre-college level; does not fulfill degree requirements
010–299	Undergraduate lower division level recommended for freshmen and sophomores
300–499	Undergraduate upper division level recommended for juniors and seniors
500–999	Graduate courses

Pre-college level courses (001–009):

Courses with numbers of 001–009 are pre-college level and do not fulfill degree requirements and do not count toward the total minimum 128 credit hours to graduate. Although grades for these courses will appear on the transcript, they will not be calculated in the semester or in the cumulative GPA.

The following list includes Marian University’s current pre-college courses:

- CHE 001 Preparatory Chemistry, 3 credits
- ENG 001 Review of English, 3 credits
- MAT 001 Basic Algebra, 3 credits
- MAT 002 Essential College Mathematics, 3 credits
- MUS 002 Basic Musicianship, 1-2 credits
- NUR 002 Math for Meds, 1 credits

Add/drop/withdrawal from courses

See University Refund Policy.

Students assume all responsibility for adding, dropping, and withdrawing from courses including the full completion and submission of Course Drop forms. The drop date shall be the date upon which the Registrar’s Office receives the Course Drop form. Students should refer to the University’s Refund Policy for specific policies governing withdrawing from courses after the start date. To avoid an “F” grade, student must drop any courses not attended.

Students who receive federal financial aid funding should check with the Financial Aid Office when any changes are made in course registration for the semester.

Administrative withdraw from courses

An instructor may request that the Registrar administratively withdraw a student from a course if the student has not attended the first session of a course that meets once each week, or the student has attended neither of the first two sessions of a course that meets more frequently than once a week, and has not notified the instructor. Students who are administratively dropped by the instructor of the course will be assessed a 10% tuition penalty and have a WD grade recorded on their transcript. This policy does not negate the responsibility of students for their schedule of classes.

Change of major/degree requirement

Degree requirements indicated in the academic bulletin at the time of a student’s entry into Marian University remain in effect as long as the student attends Marian on an uninterrupted basis and completes a degree. Students who change a major must meet the requirements of the declared degree program as stated in the academic bulletin that is current when the change is made. A degree program consists of the liberal arts core curriculum, major program, and any special requirements of a particular

degree, curriculum, major and/or minor declared by the student.

Undergraduate Students Taking Graduate Courses

Marian University undergraduate students with advanced standing may, with special permission, be allowed to take courses at the graduate level.

- A. University requirements: In order to take graduate courses, undergraduate students must
 - Hold at least junior status (64 or more credits).
 - Have earned a minimum cumulative 3.0 GPA.
 - Have no “incomplete” grades.
 - Fulfill the prerequisite of the course.
 - Apply to Graduate Studies for permission to take graduate courses.
 - Receive approval of the undergraduate academic advisor, the Dean of Graduate Studies.
- B. School requirements: Individual programs may impose additional requirements or bar undergraduate students from enrolling in graduate courses.
- C. Credit Level: Undergraduate students are limited to graduate courses numbered at the 500 level.
- D. Credit Limit: Students may take no more than six graduate credits during a semester and three graduate credits in summer. Students taking graduate classes are limited to the maximum student credit loads established for undergraduate students. Exceptions to the credit limit may apply to undergraduate students in specially-designed programs leading to a master’s degree.
- E. Application of credits to degree program: A maximum of nine graduate credits may be applied to an undergraduate degree. Graduate credits earned will not count toward a graduate degree if used to fulfill requirements of an undergraduate degree program.
- F. Although an undergraduate student may take a graduate level course, the student is not guaranteed acceptance into the graduate

program after completion of the baccalaureate degree.

Tuition Note: full-time undergraduate students who have matriculated into a traditional baccalaureate degree program will be charged the undergraduate tuition rate when taking graduate courses during the fall and spring of the academic year. Undergraduate students taking graduate courses on a half-time basis or in the summer will be charged the graduate rate.

Accelerated courses

Accelerated courses offered through PACE are specifically designed for and limited to students admitted to these programs. In exceptional circumstances, students in the traditional day program may be allowed to enroll in an accelerated course under the following guidelines:

1. Students must have a minimum 3.00 cumulative GPA and senior standing.
2. Students must have approval of their faculty advisor, the Dean of PACE, and the appropriate School Dean.
3. Students will be limited to one accelerated course per traditional semester. A second course would be approved only in extreme circumstances.
4. The course should not be available in the traditional schedule format during that semester and must be required to meet graduation requirements.
5. The registration form must be turned in together to the PACE Office no later than two weeks prior to the start date of the course.
6. The student is responsible for ordering text books, accessing online course modules, completing all pre-class assignments due the first night of class, and following all PACE policies, which can be found on the MAAP Web site at <http://cw.marianuniversity.edu/maap/>.
7. Since accelerated classes are limited to no more than 20% traditional students, students are advised to contact the PACE Office as soon as possible (ext. 8123).

Attendance policy

Marian University, at the heart of its core values, is a community committed to learning. Class attendance is essential to the learning process of the entire community. Absence from class by a student not only

limits that student's learning, but it also limits the learning of the entire class that is deprived of that student's input. Any absence, for any reason, prevents the student and the class from getting the full benefit of the course. Students should be aware that class attendance may also be required for financial aid purposes and could impact existing or future financial aid. Students are, therefore, expected to attend all classes of the courses in which they are registered and to be on time. Instructors may include class attendance as a measure of academic performance for grading purposes in the course syllabus. Such criteria are supported by Marian University. It is the responsibility of the student to contact the instructor to discuss any missed class work due to absences. When a student is absent from class, it is up to the instructor to determine what make-up work, project, or test may be allowed.

Classroom and Campus Expectations

Students are encouraged to maximize the learning experience offered through Marian University. Ideal learning takes place in environments where trust, mutual respect and active engagement is valued and observed by all participants.

Students enrolled at Marian University are expected to conduct themselves in a manner appropriate to a professional setting. Students are expected to be respectful of the learning environment established by the instructor. No student has the right to be disruptive, disrespectful or uncivil in their conduct, including language, in any setting at Marian University (this includes online, Facebook and other social media outlets, web-based venues).

Absence due to legal obligations

When a student must be absent from class for court-imposed legal obligations (e.g., jury duty or subpoena), the student may wish to seek a release through the procedures of the appropriate court if the obligation will jeopardize a student's academic work.

If a student is unable to obtain a release, the student must present the appropriate School Dean a written verification of the obligation and inform all instructors of the anticipated absence in advance.

If the student will be absent for a short time, the student's instructors will make arrangements to accommodate missed assignments or examinations. If an extended absence is anticipated, the student's request must go through another level of review. The student will meet with the instructors and the

appropriate School Dean to determine if arrangements will be made to accommodate the student's completion of his or her academic work. If necessary, the student will be allowed to withdraw from all or part of his or her coursework without penalty. A student withdrawing for this reason will be authorized a full tuition refund and applicable fees for all credits from which the student withdraws.

Students are expected to attend class if they are not required to spend the full day in meeting this obligation. After the legal obligation is satisfied, it is the responsibility of the student to contact the instructor to discuss missed class work and make arrangements to fulfill the requirements of the class.

Un-Enrolled Individuals in the Classroom Policy

On a daily basis, the University uses measures to reasonably ensure the health, safety, and welfare of the University community -- its students, staff, and faculty. The University also is committed to ensuring the maintenance of a campus that promotes a positive and productive learning environment. As a result, it is important for the University to ensure, on a daily basis, that those who come to campus have the authority to do so.

Faculty, staff, and students may not bring un-enrolled persons to class without express authorization or permission from their supervisor and/or instructor. Should a University student, staff, or faculty member have a personal, child, or family-care emergency, or face a personal illness that poses a risk of infection to others, they should immediately contact their supervisor(s) and/or instructor(s) to discuss the need for the use of authorized personal/release time, and/or make alternate arrangements for the completion of academic assignments. The cooperation of all within the University community is encouraged and appreciated.

This policy is not intended to inhibit persons who are not members of the Marian community from visiting the campus for legitimate reasons, such as attending a sporting event, attending a meeting, or visiting the coffee house.

Off-campus educational activities/intercollegiate athletic contests

Participation in off-campus educational activities and intercollegiate athletic contests is considered to be an integral part of the Marian educational experience. Accordingly, faculty are required to provide students the opportunity to make up course work associated

with absences due to participation in such activities. Students are responsible for informing instructors in advance of any such anticipated absences and for making arrangements to make up any work missed as a result, in accordance with instructor's policies as stated in course syllabi. This policy may result in a student being required to complete an assignment or take an examination earlier than the specified date. Students' grades may not be penalized solely for absences due to participation in such University-sponsored activities, provided that students meet their responsibilities with respect to notification and completion of make-up work.

Exceptions:

Some instructional activities such as seminars, language practica, clinicals, and the like involve interaction among students and with professionals as an intrinsic part of the educational experience. These interactions may not be susceptible to make-up activities.

Final exams (traditional programs)

Final exam week is part of the regular academic semester, and all classes are required to meet as shown in the final examination schedule. Each course offered for credit is concluded with a final examination unless the instructor has Dean approval that some other method of evaluation is more appropriate to the objectives of the course. There are two half-day study periods incorporated into the schedule on a Tuesday morning and a Wednesday afternoon. Any student with more than three exams on one day may individually consult his or her instructors for consideration for special arrangements. Instructors may allow individual students with unusual circumstances, such as serious illness, death in the family, or postseason athletic events, to take an examination at another time, but may not otherwise change the time of the examination except with the permission of the appropriate School Dean.

Withdrawal from university

Students withdrawing from the University must file a Withdraw from the University Request form with the Registrar and follow specified withdrawal procedures. The official date of University Withdrawal for purposes of determining refund and academic action is the day upon which the properly completed Withdraw from the University Request form is received in the Registrar's Office. Tuition will be refunded according to the University Refund Policy. If withdrawal is not completed prior to the last week of

the semester, grades will be recorded. Note: International students on an F-1 visa must meet with the International Student Coordinator prior to withdrawing.

Military call to active duty

When students are called to active duty in the United States armed services, Marian University wishes to provide as much assistance as possible. The following policy and procedures are provided in order to minimize disruptions or inconveniences for students fulfilling their military responsibilities:

If called to active duty, a student should present an original copy of his or her service orders to the Registrar. At that time, the student should inform the Registrar in writing one of the following two options he or she chooses: (1) The student may elect to withdraw from Marian University and receive a 100% refund for tuition; or (2) The student may choose to remain enrolled and receive the grade(s) and credit for the course(s) if more than half of the semester has elapsed at the time the student is called to active duty. In such a case, no refund is necessary or appropriate. Students who are called to active duty should contact the Registrar's Office immediately to ensure that a timely course withdrawal or modification of one's course schedule is effectuated. Please refer to the Registrar's Office for the complete policy.

Waiver

Students may request an exemption from a specific degree requirement in the major, minor, Liberal Arts Core Curriculum, or other general degree requirements. Granting of a waiver for a specific course does not grant credit for that course, and any credits waived must still be made up so that the minimum 128 degree credits is still met. Waiver forms are located in the Registrar's Office or at <http://www.marianuniversity.edu/interior.aspx?id=279>

Course Substitution

If a student has taken a course in place of one specifically required for the major, minor, or Liberal Arts Core Curriculum requirement, the student must request a formal substitution by completing a Course Substitution form, which is located in the Registrar's Office or at <http://www.marianuniversity.edu/interior.aspx?id=279>

Transfer credit

Marian University students who take part of their undergraduate work at another institution with the intention of transferring the credit back to Marian University should obtain prior approval. An Approval for Off-Campus Courses form can be obtained from the Registrar's Office or at the following Web site: <http://www.marianuniversity.edu/interior.aspx?id=279>

Final transfer credit evaluation will be made only after the Registrar's Office has received an official transcript of the coursework directly from the issuing school.

Transfer Credit Policy

Marian University generally accepts course credits earned at regionally or nationally accredited institutions or candidates for accreditation, if the undergraduate grades are C– or above or if the graduate grades are B or above. A maximum of 96 credits may be transferred into Marian University for undergraduate programs. Courses are evaluated on the basis of equivalent course offerings at Marian University and, if accepted, may be counted toward meeting graduation degree requirements. School Deans, Department Chairs, Program Directors, or department faculty shall determine those courses that meet major requirements.

Transferred courses are not included in the Marian University grade point average calculation.

Marian University Transfer/Articulation Agreements

University of Wisconsin Colleges/University of Wisconsin System Schools:

Students who receive an Associate of Arts and Science degree from any of the University of Wisconsin Colleges or University of Wisconsin System Schools will have completed all Marian University General Education Liberal Art Core requirements except Theology. This requirement will be fulfilled by taking 3 credits of either THE 100 Foundations of Christian Experience or THE 102 Fundamentals of Catholic Theology at Marian University. Students must meet all specified additional proficiency, school, or program requirements. Students are also responsible for meeting all residency requirements and general baccalaureate degree requirements.

Wisconsin Technical College System:

Students who receive an Associate degree from any of the Wisconsin Technical College System institutions will have fulfilled all of their General Education Elective Liberal Art Core requirements. Students will be required to fulfill all General Education Liberal Art Common Core courses through equivalent course transfers or by taking the appropriate course at Marian University. Students must meet all specified additional proficiency, school, or program requirements. Students are also responsible for meeting all residency requirements and general baccalaureate degree requirements.

Students with previously earned Bachelor Degrees:

Students who have received a Bachelor degree from a regionally or nationally accredited institution requiring at least 32 General Education credits will have completed all Marian University General Education Liberal Art Core requirements. Students must meet all specified additional proficiency, school, or program requirements. Students are also responsible for meeting all residency requirements and general baccalaureate degree requirements.

Failure to Provide Required Documents:

A student entering Marian University after having attended any post-secondary institution for any length of time must provide Marian University with all official transcripts of all prior course work by the end of the first semester attended. Failure to provide official transcripts from all institutions attended will result in a registration hold being placed on the student record. The registration hold will not allow for registration in future semesters until all required documents are obtained.

Students enrolled at other colleges

Students who are regularly enrolled at other colleges and universities should seek permission from their institutions before enrolling for courses at Marian. Students are responsible for determining that Marian courses will transfer to their home institutions.

Administrative Withdrawal

Marian University reserves the right to withdraw any student from classes at any time during the semester or term for reasons such as (but not limited to):

- Non attendance (see Administrative Withdraw from Courses for further details)
- Lack of required course prerequisites
- Credit limit due to academic probation
- Academic dishonesty

Tuition refunds will not be granted when students are withdrawn by the institution for cause.

Grades and academic standards

Grading system

The University uses the following grading and grade point system:

A	Excellent	4.00
A-		3.75
B+		3.25
B	Good	3.00
B-		2.75
C+		2.25
C	Satisfactory	2.00
C-		1.75
D+		1.25
D		1.00
D-		.75
F	Failure	0
AU	Audit	0
CR	Credit	0
I	Incomplete	0
IP	In Progress	0
NC	No Credit	0
PI	Permanent Incomplete	0
S	Satisfactory	0
U	Unsatisfactory	0
WD	Withdrew	0
WF	Withdrew — Failing	0

Audit Policy (AU) — Students may elect to audit a maximum of one undergraduate course per semester on a space-available basis. See Tuition and Fees for rates of audited courses. Although audited courses do not earn credits or quality points, any audits that cause the total semester course load to exceed 18 credits require permission of the appropriate School Dean. No audit courses can be added, or courses changed to/from audit status, after the last day to add courses each semester. Conditions for earning audit (AU) designation on the transcript are determined by the individual instructor. If the student fails to meet the requirements, the designation NC (no credit) will be applied to the transcript.

Courses taken for audit do not count as credits for financial aid consideration or veteran benefit

certification. When a student takes a combination of courses for regular credit and for audit, the student is required to pay the regular tuition and fees for all credits based on the annual brochure published by the Business Office.

Credit/No Credit (CR/NC) — Selected variable credit courses can be taken for no credits. The CR designation indicates satisfactory completion of work in the course. The NC designation indicates unsatisfactory performance of course expectations.

Satisfactory/Unsatisfactory (S/U) — Certain courses, as indicated below, may be taken on a Satisfactory/Unsatisfactory (S/U) basis. Satisfactory is defined as work equivalent to a letter grade of C– or above. Credits earned on an S/U basis count toward the total required for graduation, but are not included in the computation of the grade point average. Students who take 12 credits that earn the traditional GPA grade of A, B, C, or D will qualify for the Dean’s List in that semester. In addition:

- Only elective courses may be taken. Courses required toward a major or minor, or courses taken to fulfill the general education core requirements, may not be taken on an S/U basis. Approval of the student’s academic advisor is required. (Exception: clinicals in the School of Education and thesis or dissertation.)
- Sophomores, juniors, and seniors whose cumulative grade point average is 2.50 or above may take a maximum of one S/U course per semester, with a maximum of 12 credits counting toward graduation.
- Students must inform the Registrar’s Office prior to the end of the first week of instruction if a course is to be changed to or from the S/U basis. Instructors are not informed of students who choose the S/U option.

Incomplete (I) — An Incomplete (I) grade may be reported for a student who has carried a subject with a passing grade until the end of the semester and then, because of illness or other unusual or extraordinary reasons beyond his/her control, has been unable to take or complete the final examination or to complete some limited amount of term work. An Incomplete grade may not be given to permit a student to correct work already completed or to improve upon a grade.

An Incomplete grade may be given to a student who is absent from a final examination if the instructor is

satisfied that the absence resulted from illness or extraordinary cause beyond the student’s control. In default of such proof, the examination grade shall be an “F.” The student must obtain permission from the instructor for an Incomplete grade prior to the end of the course. The Incomplete grade will carry 0 credit points and will not be computed in the GPA. Undergraduate students who have received an incomplete do not qualify for the Dean’s List.

An Incomplete grade is automatically changed to “F” if course work is not finished within twelve (12) calendar weeks after the close of the semester in which it was issued (i.e., twelve weeks after final grades were due in the Registrar’s Office for the fall, spring, or summer semester). The instructor, at his or her discretion and in consultation with the student, may set an earlier deadline within the allowable period. Exceptions to this policy require approval of the appropriate School Dean. Once an incomplete grade has lapsed to an “F” grade, it may not be changed back to an Incomplete grade.

All Incomplete grades must be completed and grades that apply toward the degree must be received in the Registrar’s Office by the end of a student’s last semester of attendance within the published degree completion deadline.

In Progress (IP) — If a course has been designed to extend beyond the end of the semester so the grades cannot be submitted by the published deadline, an In Progress (IP) grade may be used. It is also used for thesis and for field study courses, such as internships, co-operative experiences, practicum, student teaching, or portfolio, action research and independent research projects when, through no negligence by the student, the faculty member determines that an extension of time is warranted. However, use of this grade must be confirmed with the Registrar’s Office before issuance to be certain it is more appropriate than the Incomplete (I) grade. The In Progress grade will carry 0 credit points and will not be computed in the GPA. The In Progress grade must be made up by the end of the next semester; however, all In Progress grades must be completed and grades that apply toward the degree must be received in the Registrar’s Office after the end of a student’s last semester of attendance within the published degree completion deadline.

If a grade is not received by the deadline, the In Progress grade will be changed automatically to an “F,” with both the semester and the cumulative grade point averages adjusted accordingly. An “F” may not be changed back to an In Progress grade.

Permanent Incomplete (PI) - A Permanent Incomplete (PI) may be assigned for a graduate student in cases resulting from extraordinary circumstances such as a debilitating illness or other unusual or extraordinary reasons beyond the control of the student which prevents the completion of course work. In such cases, the instructor completes a Grade Change form which requires the approval of the School Dean or Department Chair to grant a Permanent Incomplete. The PI grade subsequently cannot be changed to a regular letter grade. Students, who have received a PI grade and want credit for that course, must register again and complete the designated requirements. Students may graduate with a PI provided all degree requirements have been met. A "PI" grade is not computed into the grade point average.

Withdrawal (WD)

Withdrawing after the designated withdrawal period (WF) — Withdrawal after the designated withdrawal period will be calculated as an "F" in determining grade point average.

Unreported Grades (NG) — The grade of "NG," indicating "no grade reported," is recorded by the Registrar's Office when an instructor has not submitted a grade for a student by the University Grade Deadline. The instructor must complete a Grade Change form and submit it to the Registrar's Office to change a "NG" grade to a letter grade. The instructor's and School Dean's signatures are required on the Grade Change form.

Grade Point Average (GPA)

The grade point average is obtained by dividing the total number of quality points by the total number of credits. A cumulative average of 2.00 is required for graduation. Courses in which F's are received must be included in the computation of the grade point average, unless the student repeats the course and earns a passing grade. Courses taken on an S/U basis are not included in the computation of the grade point average. (GPAs are not rounded up.) Courses offered at the pre-college level (001–009) are not calculated in the GPA. Transfer and audit grades are not included in the Marian University GPA.

Repeated courses

Courses may be repeated in a subsequent semester in an effort to raise the GPA; however, only the credits and grades earned in the last attempt are figured in the GPA and stand as the official grade for the course.

The original grade will remain on the transcript. The repeat course is indicated by brackets [] around the grade used for the GPA calculation. The University does not guarantee a student the right to retake any course. Courses may be deactivated, discontinued, or offered on a different schedule.

If a course is repeated in the same semester, the term GPA will reflect both grades; however, the overall cumulative GPA will reflect only the repeated grade.

Courses repeated at other institutions have no effect on the GPA at Marian University and cannot be used to replace a grade received in a Marian University course.

Grade requirements of department or professional programs

Each department or professional program may establish its own grade point average requirements for admission, retention, or graduation and/or licensure. See individual division sections for requirements.

Dean's list

Each year, the Dean's List is published two times, with the names and majors of all full-time undergraduate students who have earned at least a 3.50 grade point average the previous semester in at least 12 credits that count toward computation of the overall GPA. At the time the Dean's List is generated, students with an In Progress (IP) grade will not be listed; however, once the In Progress has been completed, students may qualify and a notation will appear on the transcript. Students who have received an Incomplete (I) grade do not qualify for the honor.

Grade change

If an instructor finds an error in a student's final grade, the instructor may file a Grade Change form in the Registrar's Office. Changes of grades cannot be made on the basis of further work completed after the end of the course. Once terminal grades are recorded, they are considered final and cannot be changed to an Incomplete or In Progress. If an Incomplete or In Progress has lapsed to an "F", it cannot be changed back to an Incomplete or In Progress grade. If a student believes an incorrect grade has been given, the student should consult with the instructor. If no resolution occurs, the student may choose to follow the Grade Appeal Process. Students should contact the School Dean of the instructor's academic

school for the timelines, the complete policy, and detailed procedures for appealing a grade.

Academic record change policy

The Registrar's Office takes considerable care to ensure the student's academic record is accurate. Any student who feels an error has been made should immediately contact the Registrar's Office. Records become permanent and cannot be changed after one year from the course completion date.

Change of address/name policy

Current and former students may update their personal information which includes local and/or home address, telephone number(s), email address, or legal name by completing and signing the Change of Address/Name form. Name changes require a copy of legal documentation such as social security card, driver's license, marriage license, court order, dissolution decree, current passport, or official proof of identity, certified by U.S. embassy abroad or by the appropriate foreign embassy in the U.S. To ensure accurate and proper documentation these changes cannot be made by email, telephone, or by a third party. The form is available online at:

<http://www.marianuniversity.edu/interior.aspx?id=279>

Academic Retention Standards

Students are expected to maintain satisfactory progress toward the completion of degree requirements. Any student not on probation is considered to be in good academic standing.

Satisfactory progress: Students permitted to continue at Marian University are considered to be making satisfactory academic progress and are eligible for financial aid provided they meet the criteria in the Satisfactory Progress policy available from the Financial Aid Office. Students are expected to maintain satisfactory progress toward the completion of degree requirements. For purposes of financial aid eligibility students should consult with the Financial Aid Office for detailed regulations and procedures.

Academic notice: Students who do not meet the minimum standards for satisfactory progress may be sent an Academic Notice. No institutional restrictions are attached to Academic Notices, but students should consult their Academic Advisors for requirements in their particular major.

At the undergraduate level, an Academic Notice is sent to: (1) all students whose cumulative grade point

average is below 2.00 but above the minimum required for the specific semester of attendance as stated in the Probation policy, and (2) all continuing students whose semester grade point average is below 2.00 but whose cumulative average remains above 2.00.

Probation: Students whose cumulative grade point average falls below the minimum required for any semester of attendance are placed on probation. Minimum retention standards for undergraduate students are as follows:

Semester of attendance at Marian	GPA
First	1.50
Second	1.75
Third	1.90
Fourth through Graduation	2.00

Undergraduate students placed on academic probation must have the written permission of the appropriate School Dean to carry more than 12–13 credits. They are ineligible to participate in intercollegiate sports.

Graduate students should refer to the Graduate Studies section of this bulletin or their student handbooks for minimum retention standards at the graduate level.

Higher grade point averages may be required for admission to, continuation in, or progression in some programs of study.

Academic dismissal

Students who incur probation in two consecutive semesters may be dismissed from Marian University. Dismissed students may apply for readmission to the University after one full semester away from the University.

Academic records and transcripts

The Registrar's Office maintains the official academic records of all students. No record may be released to any unauthorized individual or agency without the approval of the student. Records cannot be transmitted by electronic means or as the result of telephone or second person requests. Marian University of Wisconsin is in compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). Specifics of students' rights under this Bill are available in printed form from the Office of the Registrar or online:

http://www.marianuniversity.edu/uploadedFiles/Student_Life/Student_Services/FERPA.pdf

Transcript information

Transcripts are released only upon written request by the student. The Family Educational Rights and Privacy Act of 1974 (Federal law commonly referred to as the Buckley Amendment), requires the Registrar's Office to obtain the student's signature each time a transcript is requested. Phone or email requests are not acceptable. Faxed requests with a signature will be accepted.

Normal processing time is one to two working days after receiving the request. During peak working times and holiday breaks, this processing time may be extended. Transcript requests are processed in the order they are received. Questions concerning transcripts should be directed to the Registrar's Office at (920) 923-7618.

Transcripts may be held due to outstanding financial obligations. The Registrar's Office will notify a student if a hold will prevent the release of their transcript. The student must resolve this matter before the transcript will be sent. Financial obligations may be satisfied with the university by contacting the Cashier at (920) 923-7611.

Transcripts from other institutions

Marian University does not issue copies of transcripts (high school, college, or university) or other documents received from other institutions. All transcripts received by Marian University become the property of the university and cannot be released to the student. Students may review their transcripts from other institutions in the Registrar's Office during regular office hours.

Registrar's Office forms

Forms mentioned in the above sections may be obtained at the Registrar's Office or online at: <http://www.marianuniversity.edu/interior.aspx?id=279>

Academic records of deceased or former students

Academic records of former students, including deceased former students, are kept confidential. Academic records of deceased former students may be released or disclosed, at the time of death, upon written request, to a spouse, a parent, the executor of the estate, the eldest surviving child, the eldest surviving sibling, and surviving descendent, or

pursuant to a court order or subpoena. Only the University Registrar may release the academic records of deceased students. For further information, the petitioner should contact the Registrar's Office.

Summer And Winterim Sessions For Traditional Programs

Several academic departments offer courses during the summer and during the winter break. The summer includes two two-week and two four-week sessions, mid-May to mid-August; Winterim session is held over two weeks in early January. Course offerings are available online at:

<https://selfservice.marianuniversity.edu/SelfService/Search/SectionSearch.aspx>

Summer admission requirements for undergraduate students:

1. Students attending Marian University for the first time who intend to pursue a degree or certification program must formally apply for admission through the Office of Admission; call (920) 923-7650 for more information. A \$20 application fee is required.
2. Students who are taking only summer course work and are transferring their credits to another institution, or are taking course work for personal enrichment, need not formally apply through the Office of Admission.

Summer registration/maximum credit load

1. A maximum of 18 undergraduate credits may be taken during summer, as follows: 3 credits maximum in each of the two-week sessions, and 6 credits maximum in each of the four-week sessions. Exceptions when courses span more than one session must be approved by appropriate School Dean.
2. Students are strongly encouraged to register for courses at least three weeks prior to the starting date of the course. However, registrations will be taken up to the starting date of the course.

Cancellation of summer courses

Marian University reserves the right to cancel any course, change instructors, or alter meeting times as the University deems necessary. Reasonable attempts will be made to provide proper notification prior to the scheduled start date of the class so that affected students may register for an alternate course. It is the responsibility of each student to communicate with

his/her academic advisor regarding availability of required and elective courses.

Procedures for dropping a summer course

Students wishing to drop a course in which they are enrolled must complete a Course Drop form and submit it to the Registrar's Office. Determination of financial obligation and amount of refund, if any, is based on the date the Registrar's Office receives the Course Drop form. Forms can be obtained from the Registrar's Office or online:
<http://www.marianuniversity.edu/interior.aspx?id=279>

GRADUATION

The following policies and procedures are related to degree-completion and graduation. Students have the ultimate responsibility to monitor their course of study and fulfill all degree requirements.

General baccalaureate requirements

Students must complete the following requirements for the baccalaureate degree:

1. Successfully complete the General Education Program requirements.
2. Successfully complete a major program emphasis of at least 34 credits with a minimum GPA as specified by the program or department; at least 18 credits of upper level coursework, in the major, must be completed at Marian University.
3. Successfully complete a total of at least 128 credits of college work, which includes at least 36 credits of upper-level coursework.
4. Attain a minimum total cumulative GPA of 2.00 on a 4.00 scale and a minimum GPA of 2.00 in all upper-level coursework in the major or minor selected by the student.
5. Earn all of their last 32 credits at Marian University.*
6. Meet any special requirements of a particular degree, curriculum, major, and/or minor selected by the student.
7. File an application to graduate and pay the required application fee.

**Residency requirements:* The residency requirements exclude credits such as those acquired through

challenge or CLEP examinations, assessment of prior learning, transfer, the 60-credits of professional training in the radiologic technology clinical program or those credits not completed under direct supervision of the University. For certain programs one or more minors are required.

Students in the Marian Adult Accelerated Programs (MAAP) must meet the minimum requirement of 32 residency credits; however, they are not required to earn all of their last 32 credits at Marian University.

Note: Completing an additional major within the same Marian University baccalaureate degree will not result in the awarding of a second degree.

Time limit for degree

Although there is no specific time limit for the completion of undergraduate degrees, the University reserves the right to review coursework that is more than seven years old to determine whether or not the content or practice has significantly changed; in that case, the student may be required to complete additional coursework to satisfy degree requirements. The University is neither obligated nor committed to continue courses or programs so that students can take more than the normal four or five years to complete bachelor's degrees.

Refer to individual sections for graduate degree requirements and time limits for the Master of Arts in Education (MAE) degree; the Master of Science in Leadership (MS) degree; the Master of Science in Nursing (MSN) degree; and the Doctorate in Educational Administration and Leadership (Ph.D.).

Graduation application

All students who are planning to graduate are required to submit an application for graduation to the Registrar at the beginning of the semester in which all degree requirements will be completed. Graduation information and the application are located on the following Web site:
<http://www.marianuniversity.edu/interior.aspx?id=1535>

Application Due Date: Applications for graduation need to be filed early to allow for proper evaluation of records and timely preparation for the ceremonies. The deadline for filing this application is February 15 for May graduation of the same academic year; June 1 for August graduation of the same academic year; and October 1 for December graduation of the same academic year.

If you will be finished with classes: **You should apply for graduation by:**

Fall semester	October 1
Winterim session	October 1
Spring semester	February 15
Summer session	June 1

Earlier applications are encouraged. If you discover that you need to change your graduation date, you need to notify the Registrar three weeks or more before the graduation date.

A non-refundable graduation fee is required and must be paid at the time of application. If payment is not included, the Registrar’s Office will return the application unprocessed. If all requirements are not met by the deadline, your graduation will be cancelled; you will then need to re-apply for the next graduation and pay a re-application fee.

August graduates

August graduates with six (6) or fewer credit hours remaining to complete their baccalaureate degree requirements may participate in the May graduation ceremony if they are registered for the remaining six or fewer credits to be completed by the end of summer school; they must submit an application for graduation by February 15 if they intend to participate in the May ceremony.

Degree completion deadline

All course work and degree requirements must be completed and all grades that apply toward the degree must be received in the Registrar’s Office after the end of a student’s last semester of attendance within the deadlines below:

Students completing their course work and degree requirements for graduation by January 15 will have the December graduation date stated on their diploma, by June 15 will have the May graduation date stated on their diploma or by August 31 will have the August graduation date stated on their diploma. If this deadline is not met, the student’s name will be removed from the semester’s graduation list, and the student will be required to reapply for graduation.

Graduation reapplication

If a student fails to complete degree requirements, the Registrar’s Office will not place a student’s name on any future graduation lists unless a new degree application is received from the student or

arrangements have been made with the Registrar in advance. Students may reapply for the next graduation and pay a re-application fee. The original graduation fee will not be refunded.

Withdrawal from graduation

When students apply for graduation and find that they have been unable to fulfill the requirements, they may choose to withdraw the application and change the date to the next scheduled graduation date without reapplying, only if the student contacts the Registrar three weeks or more before the graduation date for which the student originally applied. If it is less than three weeks, the student must formally reapply and pay the reapplication fee.

Graduation honors for undergraduate degrees

Undergraduate students who maintain a high level of scholastic excellence throughout their university career receive the earned degree with honors. Honors designations on transcripts are based upon the student’s complete academic record at Marian University since only credits earned at Marian are used to determine a student’s grade point average. Students who have earned **between 44 and 59 credits** at Marian University receive their degrees as follows:

With Distinction3.75 and above

Students who have earned **at least 60 credits** at Marian University receive their degrees as follows:

Cum Laude3.50 to 3.74
 Magna Cum Laude3.75 to 3.89
 Summa Cum Laude3.90 and above

Students whose grade point average qualifies them for graduation with honors the semester before they graduate will be recognized at the commencement ceremony.

Students in their junior or senior year who wish to take courses off-campus to transfer to Marian University, should contact the Registrar to determine the effect of taking off-campus courses on the student’s eligibility for graduation honors.

Marian University does not calculate honors for graduate degrees.

Additional major after baccalaureate degree

Students who already have earned a degree from Marian University and are not enrolled in a graduate program may return and fulfill the requirements for another major. These students must apply for readmission to the University, declare the appropriate major on the application, and register as seniors. Students who return to Marian University to complete another major must meet only the requirements for that major. Students must complete one-half of the credits in a given traditional program major at Marian University, if transferring some of the major courses.

It will be the student's responsibility to fill out a Completion of Additional Major form in the Registrar's Office upon completion of the requirements for the additional major so that a notation can be placed on the permanent record. A student who has completed such an additional major will not take part in a second graduation ceremony nor receive a second degree from the University. Students who hold a bachelor's degree from another college or university may not complete an additional major only at Marian University.

Second bachelor's degree

A student who has completed a bachelor's degree at another college or university may apply for admission to Marian University with the intention of completing an additional, unduplicated, bachelor's degree. The student must meet normal admission requirements.

A maximum of 96 transfer credits from previously attended; regionally or nationally accredited colleges and universities will be allowed toward completion of the additional degree. The student must meet all degree requirements outlined in this academic bulletin.

ACADEMIC COURSE OPTIONS**Mutually Directed Study**

Mutually Directed Study courses provide an opportunity for students enrolled in accelerated degree completion programs to take courses that are currently listed in the Marian University Academic Bulletin, but are offered at times and/or locations that pose a major hardship for non-traditional students. Students seeking credit via this option are limited to a total of fifteen (15) credits counted toward graduation and to six (6) credits within a school. To apply for a Mutually Directed Study contact the PACE Office at (920) 923-7632.

Independent Study

Independent Study at Marian University means a student's pursuit of learning in a course but outside the usual classroom setting. This description does not include term papers, problems, etc. assigned in regular course offerings. Independent Study courses may be undertaken as a related course to an existing one or as an advanced course. It is not a parallel private course to a simultaneous group offering. To be considered for an Independent Study, students must meet the following requirements:

1. Sophomore standing.
2. GPA of 3.00 or above.
3. No more than one Independent Study per semester.
4. No more than four (4) will be counted toward graduation.

Independent Study forms can be obtained from the Registrar's Office or the Student Form Web site <http://www.marianuniversity.edu/interior.aspx?id=279>

Credit by examination or prior learning

Through the educational means listed below, students can demonstrate acquired college-level learning and can be awarded college credit for learning outside of Marian University. These credits will be applied toward the Marian University degree as long as other credit requirements in the particular degree program are met.

AP — Advanced Placement Examinations are taken by high school students and demonstrate that college-level knowledge has been gained in a particular academic area. Marian University accepts Advanced Placement tests for credit if a minimum test score is achieved. Students may contact the Registrar's Office for further information.

CLEP and DSST — College Level Examination Program examinations can be taken according to the current criteria and policies of Marian University. The student is responsible for requesting Marian University policy information and institutional recognition for CLEP and DSST. Details may be obtained from the Coordinator of Academic Testing located in the CASE Office.

DANTES — Subject Standardized Tests per ACE's (American Council on Education) Commission on Educational Credit and Credentials recommendations.

NOTE: Marian University only accepts 30 credits of CLEP and/or DANTES credit toward an undergraduate degree.

Other courses, workshops and training programs

— Courses, workshops and training programs offered by business, government, military, and other non-collegiate agencies accredited by the American Council on Education (ACE) may also be evaluated for college credit.

Experiential Learning Assessment: Credit for Prior Learning

Marian University recognizes that learning may take place outside a classroom setting and will grant up to 30 undergraduate credits for Credit for Prior Learning based on individual evaluation in accordance with the following policy:

- The student, with the aid of a program Academic Advisor, must provide evidence of learning. The kind of documentation or evidence required is determined by the nature of the learning in accordance with recommendations of the Council for Adult and Experiential Learning (CAEL).
- Learning, to be creditable, must be comparable to learning that occurs in a course or courses in the Marian University curriculum. Other courses may be acceptable based on their relationship to the student's educational goals and college-level learning.
- If credit by examination is available, the student is encouraged to take the examination.
- Current fees for evaluation of creditable prior learning are a one-time general assessment fee of \$7 per credit hour submitted for assessment and a per-credit fee of \$75 for each credit granted.
- Marian University faculty evaluates CPL portfolios with expertise in the course's academic area.

Students may contact the Registrar's Office for more information. Non-traditional students interested in Credit for Prior Learning should contact the PACE Office.

RIGHTS AND RESPONSIBILITIES

This section of the Academic Bulletin includes key items that highlight certain pertinent rules, rights, and responsibilities that may be of special assistance to students. Because this section is not all-inclusive, students are encouraged to study the rest of this bulletin, university and student handbooks, and other university materials to become knowledgeable about matters of importance to them, their program of study, and their graduation requirements.

Grade appeal

Appealing grades not yet recorded: If, during a grading period, a student believes he/she is being evaluated unfairly, the student first consults the instructor of the course to explain his/her objection and to understand better the instructor's evaluation. If no resolution is achieved, the student may consult the School Dean of the instructor's academic school. If resolution is not achieved, the student must wait until final grades are posted and initiate a grade appeal if necessary.

Appealing final (recorded) grades: If a student believes that the final grade received in a course is unjust, he/she may follow the formal policy and procedure for Grade Appeals as follows:

Grades submitted to and recorded by the Registrar's Office, with the exception of "I" or Incomplete, are considered final. Only in extraordinary situations may recorded grades be changed. Extraordinary circumstances are confined either to:

1. Clerical error on the part of the instructor in submitting the grade; or
2. Clear or apparent major inconsistency or injustice due to "arbitrary and capricious" grading on the part of the instructor in assigning the grade.

Based on this, the student is limited to specific grounds for appeal. If a student simply disagrees with the faculty member's judgment about the academic quality of the student's work, this does not constitute valid grounds for appeal.

Valid grounds for a change of major inconsistency or injustice include the following:

1. The terminal grade was based on something other than performance in the course; and/or

2. The instructor applied standards that were more exacting or demanding than those applied to other students in that course; and/or
3. The terminal grade was a result of significant, unannounced, and unreasonable departures, from those articulated in the course syllabus distributed at the beginning of the course.

Procedures for Formal Grade Appeal: The formal grade appeal procedure should be utilized only for terminal grades; it is not to be used to challenge grades on individual assignments. Prior to filing a formal grade appeal, the student must discuss the terminal grade with the instructor and seek resolution. If no resolution is achieved, the student must contact the School Dean of the instructor's academic school within 8 weeks after the official grade was issued. If this does not take place within the specified time, the case is closed and the grade shall stand.

If the School Dean or designee cannot achieve a resolution between the instructor and the student, the student may file a formal written grade appeal with the Dean of the School or designee housing the course in question. A formal grade appeal must be filed within 12 weeks after the end of the semester in which the grade was given. Students may lose the right to appeal if they fail to adhere to the timelines delineated in this policy. The University officials, noted above, may extend the timelines under extraordinary circumstances.

When clerical error is claimed, evidence may be requested. If evidence shows that clerical error was made, the appropriate University official, as noted above, directs the Registrar, in writing, to correct the recorded grade.

Upon receipt of a Grade Appeal request charging major inconsistency or injustice, the appropriate University official, as noted above, shall convene a University-wide academic appeals committee to consider the request if it is determined that the appeal meets the criteria, involves a palpable issue, and is supported by evidence capable of sustaining rational argument. (See Section 1.6.3.6 for composition of committees). In appealing a grade, the burden of proof rests with the student.

Upon receipt of the written request, the hearing will be held within one month, or as designated by the School Dean. The Academic Appeals Committee notifies the student and the instructor of the time and place of the hearing. The hearing will be closed and all parties will maintain confidentiality.

The committee reviews the student's written request and any other evidence the student presents. Committee members may ask for clarification and for other information. They consult the instructor to ascertain his/her view of the situation. The hearings are taped and minutes kept.

When the committee has all the evidence necessary or available, it writes a report with its recommendations. The report states and summarizes the issues involved, the sources of data received, factors involved that were weighted and analyzed, and its recommendations. On the basis of its evidence, the Committee may recommend either:

1. that the grade be redetermined, or
2. that the grade stand.

If the committee recommends that the grade be redetermined, it may further recommend how a more just grade is to be determined. The committee may request the opinion of other competent evaluations if records of student work are available. The committee forwards its recommendation to the Executive Vice President for Academic and Student Affairs, who notifies the student and the instructor of the committee findings within seven days of the completion of the written report.

All minutes, tapes, and documentation will be kept in the Office of the Executive Vice President for Academic and Student Affairs.

The student or instructor may appeal the decision of the Academic Appeals Committee to the Executive Vice President for Academic and Student Affairs within one week of notification. This request must provide specific grounds for a subsequent appeal, which are

1. Due process was not followed; and/or
2. Policy was incorrectly applied; and/or
3. Important evidence was missing.

Decisions of the Executive Vice President for Academic and Student Affairs are final.

Note: All involved in the grade appeal process must be apprised of the following:

1. A grade, even when a major injustice or inconsistency is determined, may nonetheless be the grade earned.
2. A re-evaluation of an inconsistently or unjustly determined grade could result in a raised grade, the same grade, or a lowered grade.

- The faculty member involved is usually the only person capable of fairly evaluating the student's actual performance or work since only he/she has observed the student throughout the grading period.

Academic grievances

In student complaints about faculty actions, the persons involved should handle academic grievances informally. If the grievance cannot be resolved, it may be taken to the School Dean. The student should submit a written statement with attached documentation (e.g. syllabi, relevant assignments, relevant teacher responses about assignments, grading criteria, papers, tests, quizzes, portfolios, etc.) If it still remains unresolved, a formal grievance may be filed with the appropriate School Dean. All such grievances will follow the grade appeal process.

Student complaints that are related to alleged discrimination and/or harassment are not covered under this policy or procedure. In such cases, students are directed to School Dean, any Vice President, or the Director of Human Relations to proceed with their complaints. Likewise, complaints about University policy and procedure should be directed to the responsible office or unit.

Academic Honesty Policy

(The Academic Appeals and Grievance Committee also addresses cases of Academic Honesty)

A policy of Academic Honesty speaks to the Mission Statement of Marian University by ensuring academic integrity and thereby furthering the personal, moral and intellectual development of the learning community.

The intent of this policy is to establish consistency and to heighten the moral responsibility of the entire university community (faculty, staff and students) by identifying areas that would violate the concept of academic honesty.

Little distinction is made between the student who is actually guilty of academic dishonesty and anyone who aids the student (e.g. by providing a copy of a stolen exam or by writing a paper for another student). The University reserves the right to change a student's grade at any time, even after a course has been completed, if it is shown that the student violated the Academic Honesty Policy.

The University has identified three major violations of academic honesty, including plagiarism, cheating, and intentional misrepresentation of the truth. All rules

and standards of academic honesty apply equally to all electronic media, particularly all Intranet and Internet activities.

Plagiarism - Presenting another person's work as one's own. Examples include:

- The occasional use of words or ideas from outside sources without documenting those sources. This includes failure to cite properly an internet source. Possible penalties: At the discretion of the instructor the penalty may range from an "F" on the paper or referral to the Learning and Writing Center.
- Extensive copying of words or ideas from outside sources without documentation. This includes submitting as one's own part of a paper obtained from an Internet source. Possible penalties: At the discretion of the instructor the penalty may range from receiving a "F" on the assignment to receiving a grade of "F" for the course.
- Purchasing work done by another, having another person do the work, or submitting as one's own a paper obtained from an internet source. Possible penalties: The student may receive an "F" for the course, the student may be suspended from the university for one semester, or the student may be asked to leave Marian University permanently.

Cheating – The attempt by the student, whether successful or not, to give or receive aid and/or information by illicit means in meeting any academic requirements, including examinations. Examples include:

- Occasional copying from another's paper during an exam (or assignment). Possible penalty: Receiving an "F" on the exam.
- Using "crib" notes or extensively copying from another's exam (or assignment). Unless approved by the instructor, this includes, during an examination, using electronics equipment, such as cell phones and PDAs, consulting with others, or using other unauthorized materials. Possible penalties: The student may receive an "F" on the exam or receive a "WF" or "F" for the entire course.
- Using a stolen exam or having another person take the exam. Possible penalties: The student may receive an "F" for the

course, the student may be suspended from the university for one semester, or the student may be asked to leave Marian University permanently.

Intentional Misrepresentation Of The Truth

Examples include:

- Forgery or falsification of academic documents or records.
- Engaging in conduct aimed at making false representation of a student's academic performance, history, and/or achievements.
Possible penalties: The student may be suspended from the university for one semester or may be asked to leave Marian University permanently.

The School Dean, or designee, (to appoint a designee will be an option for the Dean through this process) will have the responsibility of notifying the Executive Vice President for Academic and Student Affairs of any student who is an violation of these policies to determine if there have been multiple violations of academic honesty. If there have been, please see bullet #2 under Intentional Misrepresentation of the Truth.

The following process will be used to investigate violations of this policy and to implement the suggested penalties.

- A. An investigation may be initiated by the instructor or a student or parties who have reason to believe that an offense has taken place. Students or others need only notify the instructor and the School Dean of the academic school, either verbally or in writing that they think a violation has taken place. The names of those supplying information will be held in strictest confidence by the University.
- B. The instructor may pursue the matter informally first. The School Dean needs to be informed and will keep a record of all violations of academic honesty. The School Dean will notify the student's academic advisor and necessary departmental personnel of the course of all violations of academic honesty. After discussing the matter with the School Dean, the instructor may confront the student with the charge informally and suggest a penalty that the instructor feels is appropriate. If the instructor is the Dean, he/she may ask to the student to meet with the Executive Vice President for Academic and Student Affairs as part of the informal process. The student may either accept the

penalty or may request a formal hearing before the Marian University Academic Appeals and Grievance Committee.

- C. The instructor or the student may pursue the investigation formally through the appropriate School Dean. The School Dean will notify the Chair of the Academic Appeals and Grievance Committee. This method is suggested for those charged with cheating, plagiarism, and all misrepresentation of the truth.
 1. The School Dean will give written notice to the individual(s) involved and notify the Chair of the Academic Appeals and Grievance Committee.
 2. The committee will determine whether enough information exists to confirm that cheating or plagiarism has occurred in each case. In those cases where it is determined that the student violated this policy, the committee will apply a penalty taken from these guidelines, taking into consideration the recommendation of the instructor. If the committee determines that a third incident of academic dishonesty has occurred, the student will be dismissed from the university.
 3. The decision of the Academic Appeals and Grievance Committee is final. The Committee Chair notifies the Dean, who in turn, notifies the Executive Vice President for Academic and Student Affairs.

Notification of rights under FERPA for postsecondary institutions

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The rights afforded to students under FERPA include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, School Dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the

University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they seek to change, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including, for example, law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The University may disclose education records in certain other circumstances:

- To appropriate parties in a health or safety emergency.
 - To officials of another school, upon request, in which a student seeks or intends to enroll.
 - In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 - To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs.
 - To accrediting organizations to carry out their functions.
 - To organizations conducting certain studies for or on behalf of the University.
 - The results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime with respect to that crime.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
 5. The University designates the following as public or "Directory Information": The student's name, address, telephone number, email address, photograph, dates of attendance, previous institution(s) attended, major field of study, full- or half-time enrollment status, awards, honors, degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight) of athletes, date and place of birth and other similar information.
 6. Students may restrict the release of "Directory Information," except to school officials with legitimate educational interests and others as indicated in point #3 previously. To do so, a student must make the request in writing to

the Registrar's Office, Marian University, 45 S. National Ave., Fond du Lac, WI 54935-4699. Once filed, this request becomes a permanent part of the student's record until the student instructs the University, in writing, to have the request removed.

Student Right-to-Know

In relation to the Student Right-To-Know Act, graduation/completion rates are available online: http://www.marianuniversity.edu/uploadedFiles/Student_Life/Student_Services/SRTKGraduationRates.pdf Contact the Registrar at 1-800-262-7426 for further information.

General Education Program

The General Education Program (46 – 49 credits) consists of the learning requirements that must be satisfactorily completed by all traditional baccalaureate candidates, regardless of their majors.

Marian University's General Education Program includes courses that provides a broad base of common learning and prepares the entering student for the college experience. The General Education Program is divided into two sections: First Year Studies and the Liberal Arts Core Curriculum (LACC).

If you began your academic career at Marian University prior to the 2008-2009 academic year, contact the Registrar's Office for previous liberal art core degree requirements.

First-Year Studies

All students entering Marian University with fewer than 24 credits are required to successfully complete GEN 101 First-Year Seminar.

The Liberal Arts Core Curriculum (LACC)

Students must complete 46 credits in five areas of study: Mathematics and Natural Science, Humanities and the Arts, Social Sciences, Applied Liberal Arts, and Theology. The LACC provides a course of study that will enable students to develop a deeper understanding of themselves and their connections to the world. It embodies the Mission and Core Values of Marian University by providing a broad foundation for the spiritual, personal, intellectual, and professional development of all students. The LACC Student Learning Outcomes of knowledge acquisition, effective communication, critical thinking, global perception, and socially-responsible action are

incorporated throughout the core.

All degree candidates are required to complete the requirements that follow. Each course is described in the course listing. Major programs may place limitations on choices of Liberal Arts Core Curriculum courses. General Education Program requirements are listed at the head of the course description section of each major program. The General Education Program Committee, working with the academic divisions, determines acceptable courses for the Liberal Arts Core Curriculum.

STUDENT LEARNING OUTCOMES

As a community of higher education, the academic program is formulated to insure that undergraduate students will acquire the following:

Knowledge Acquisition Students use analytical skills to research, interpret, and evaluate information within a variety of learning contexts.

Performance Indicators:

1. Demonstrate the ability to gather information from a variety of resources
2. Utilize technology to acquire information
3. Evaluate information for relevance
4. Evaluate information for quality
5. Demonstrate knowledge of basic facts, concepts, and processes
6. Analyze and critique works, concepts, and theories of creative expression

Effective Communication Students appreciate, comprehend, and critically evaluate written, oral, and visual communication and use a variety of means to express themselves effectively.

Performance Indicators:

1. Interpret verbal communication
2. Interpret non-verbal communication
3. Use standard conventions in all learning contexts to express self clearly in speech
4. Use standard conventions in all learning contexts to express self clearly in writing
5. Effectively communicate in a variety of settings
6. Employ various modes of communication such as computer technology, language, or aesthetic media
7. Engage in artistic expression

Critical Thinking Students use various modes of inquiry to solve complex problems in multiple contexts involving interpretation, evaluation, analysis, and inference.

Performance Indicators:

1. Identify key issues and assumptions
2. Discern the ethical consequences of decisions and actions
3. Employ quantitative and/or qualitative analysis to solve problems effectively
4. Develop logical, well-supported conclusions
5. Recognize multiple perspectives
6. Analyze arguments and supporting evidence
7. Practice creative problem-solving

students are required to participate in University assessments.

Global Perspectives Students appreciate and understand the diversity of individuals, beliefs, cultures, and societies.

Performance Indicators:

1. Analyze issues from diverse social, historical, scientific, economic, or spiritual dimensions
2. Examine how one's values and beliefs influence interactions
3. Identify and understand multiple perspectives
4. Develop knowledge of and appreciation for other cultures, beliefs, and societies
5. Recognize the importance of diverse spiritual traditions
6. Examine and reflect on the human condition as expressed or documented in works of art

Socially Responsible Action Students develop a personal sense of social justice.

Performance Indicators:

1. Understand and critique the spiritual, moral, and/or ethical foundations of social justice
2. Identify injustice and explore possible alternatives
3. Develop strategies for engaging society in a socially just manner
4. Recognize how individuals and groups can effect positive social change
5. Investigate and experience the cathartic and therapeutic benefits of the arts

Assessment program

The Marian University assessment program is of the highest quality; this includes both the curricular and co-curricular aspects of the University. As part of its ongoing commitment to seeking improvement in its academic program, Marian University has adopted an assessment plan to assess how the University is accomplishing the learning outcomes. Various instruments allow the university to gather information for these assessments. Faculty will review the results of the assessment instruments to renew and improve the effectiveness of programs. All Marian University

The General Education Program (46 – 49)

FIRST - YEAR STUDIES - TOTAL CREDITS: 3

All students entering Marian University with fewer than 24 credits are required to successfully complete **GEN 101** (3 credits)

LIBERAL ARTS CORE CURRICULUM – TOTAL CREDITS: 46

Students are required to take 31credits from the Common Core Courses. Common Core courses are open to all students and are comprised of 100 and 200 level courses in the Areas of Study. Students are required also to take at least 15 elective core credits, with a minimum of 3 credits from each area of study. **

Studies of Natural Science and Mathematics **	Studies of Humanities and the Arts**	Studies of Social Science**	Studies of Applied Liberal Arts**	Studies of Theology
<p>Common Core Courses Mathematics - 3 credits MAT 100, MAT 111, MAT 112, MAT 122, MAT 130, MAT 150, MAT 151, MAT 201</p> <p>Lab Science - 4 credits BIO 100, BIO 102, BIO/ENS 104, BIO 105, BIO 114, BIO 150, CHE 101, CHE 103, PHS 102, PHS 108, PHS 110, PHS 201, PHS 203, PHS 211</p>	<p>Common Core Courses Philosophy - 3 credits PHI 132</p> <p>Literature - 3 credits ENG 110, ENG 111, ENG 112, ENG 113, ENG 201, ENG 202, ENG 211, ENG 212, ENG 213, ENG 214, ENG 216, ENG 217</p> <p>Art or Music - 3 credits ART 101, ART 103, ART 111, ART 201, ART 203, ATH 201, MUS 101, MUS 107, MUS 130, MUS 200, MUS 202, MUS 203, MUS 205, MUS 211, MUS 220</p>	<p>Common Core Courses History - 3 credits HIS 101, HIS 102</p> <p>Sociology or Psychology - 3 credits PSY 101, PSY 105, SOC 100</p>	<p>Common Core Courses Expository Writing - 3 credits ENG 105</p> <p>Argumentative and Research - 3 credits ENG 106</p>	<p>Common Core Courses Introductory Theology - 3 credits THE 100 or THE 102</p>
<p>Elective Core Courses 3 credits PHS 100</p> <p><i>The elective core course list for the Studies of the Natural Sciences and Mathematics is the same list of classes located in the Common Core Course list.</i></p>	<p>Elective Core Courses 3 credits ART 202, ART 205, ART 207, ART 211, ART 212, ART 230, ART 235, ART 236, ART 237, ART 240, ART 250, ART 303, CMG 215, EME 321, ENG 302, ENG 304, ENG 314, ENG 324, ENG 334, ENG 402, PHI 220, PHI 231, PHI 304, PHI 305, PHI 306, PHI 312, PHI 315, PHI 316, PHI 318, THR 203</p>	<p>Elective Core Courses 3 credits CRJ 101, EDU 202, HIS 205, HIS 206, HIS 207, HIS 208, HIS 209, HIS 222, SWK 101</p>	<p>Elective Core Courses 3 credits BIO 210, BUA 203, COM 101, COM 232, COM 302, EME 321, ENG 301, ENG 406, ENG 408, FRE 101, FRE 102, FRE 201, FRE202, GER 101, GER 102, GER 201, GER 202, MAT 100, MAT 122, MAT 130, MAT 201, PHI 220, PHI 231, PHI 232, PHI 320, SPA 101, SPA 102, SPA 104, SPA 105, SPA 107, SPA 108, SPA 109, SPA 110, SPA 112, SPA 113, SPA 201, SPA 202, SPA 320, SPA 322, SPA 324, TEC 102</p>	<p>Elective Core Courses 3 credits</p> <p>All 200-level or above theology courses are eligible to fulfill the theology elective credit requirement.</p>

*** Any common core course may be used as an elective, but an elective core course cannot be used as a common core course.**

Exception: Studies of Theology. Students must take THE 100 or THE 102 and an elective from the theology elective core course list

**** Any common core course may be used as an elective, but an elective core course cannot be used as a common core course. Exception: Studies of Theology. Students must take THE 100 or THE 102 and an elective from the theology elective core course list***