

Academic Policies

Graduation Requirements

Graduation requirements are 1) completion of the Explore-Select-Connect requirements, 2) completion of a major, 3) the accumulation of 124 credits, and 4) a cumulative grade point average of 2.00 or better.

First Year

In the first year each student is required to take a First-Year Studies Course, the First-Year Writing Course, and one Exercise Science activity course, as well as fulfill the first-year explorations requirement. In the event that scheduling logistics prevent a student from fulfilling these requirements in the first year, the student may, with the approval of the academic advisor, postpone completion until the following year. In the case of performance music courses, for example, this may be the natural plan for completion.

First-Year Seminar

Any First Year Studies course may be used to satisfy the first-year explorations requirement, and if the course is offered in a department or program that is not in a division, then it may be used toward completion of the breadth requirement.

First-Year Writing Course

The First-Year Writing Course is English 110.

Emphasis in English 110 is on reading, analyzing, and writing about texts. Close textual analysis is integrated with the study of the writing process. Frequent writing is required.

Students will be introduced to and practice the following:

- Practice in writing as a process;
- Developing basic skills of textual analysis and evaluation;

- Formulating and supporting their own interpretations.

First-Year Explorations Requirement

To complete the first-year explorations requirement normally a student must take at least three credits in the first year in each of the four divisions (see below for the definition of divisions). Departments will designate courses that cannot be used to satisfy this requirement. However, a student who participates in a performance group in music may complete the requirement in the second year. The same will apply to similar situations where an entry level course does not carry three credits and the natural successor course cannot be taken in the same year. Any course used to complete the explorations requirement cannot also be used to satisfy the breadth requirement or the global and cultural studies requirement.

First-Year Explorations Learning Goals Behavioral and Social Sciences

The social and behavioral sciences study human beings in communities and as individuals through careful observation of behaviors, analysis and evaluation of data, and the drawing of reasoned conclusions. Therefore, the introductory courses in the social and behavioral sciences have the following learning goals:

1. To explain fundamental concepts, theories, and vocabulary of one social or behavioral science;
2. To develop proficiency in comprehending, analyzing, and applying texts and data to construct arguments on topics in a social or behavioral science discipline;
3. To explain how social scientists develop conceptual categories through the application of evidence-based inquiry;

The Explore - Select - Connect Curriculum

Explore First-Year Program	Select Academic Development Program	Connect Senior Year Program
<p>← Individualized Learning Plan →</p> <p>Global and Cultural Studies</p> <p>Options: (1) Approved Off-Campus Program, (2) Foreign Language Study, (3) two Global and Cultural Studies courses (one of which must be at the 200 level or higher).</p>		
<p>First-Year Interdisciplinary Seminar</p> <p>First-Year Writing Course (At least three credits)</p> <p>First-Year Explorations Requirement A course (at least three credits) from each of the following divisions: Behavioral and Social Sciences Fine Arts Humanities Natural Sciences</p> <p>Wellness One Exercise Science activity course</p>	<p>Breadth Requirement - course work selected from divisions outside the major.</p> <p>Majors There are different types: Discipline-based Major (e.g., English) Interdisciplinary Major (e.g., Global Studies) Broad Field Major (e.g., Physical Science) Self-Designed Major (e.g., Classical Studies)</p> <p>While all can lead to a variety of professional futures, some are especially recognizable as pre-professional, e.g.: Business Administration Educational Studies Exercise Science tracks</p> <p>Many majors fit well into available Pre-Professional Programs such as Health Professions Pre-Law Pre-Engineering</p>	
Communicating Plus		
Electives		
		Capstone Experience in the Major

4. To identify ethical concerns and solutions in conducting and applying research with humans and animals.

Fine and Performing Arts

Expression in the fine and performing arts is intrinsic to the human experience. The ability to recognize and work with an art form's formal structures and unifying principles is fundamental to deeper understanding of other's expressions in the past and present and for effective personal expression. Therefore, the introductory courses in the fine and performing arts have one or more of the following learning goals:

1. To use creatively the materials and principles of an art form for personal expression;
2. To recognize the formal structures and unifying principles of artistic or rhetorical constructions created by others;
3. To recognize the formal structures and unifying principles of artistic or rhetorical constructions through the ages.

Humanities

The humanities record our achievements in history, language, philosophy, and religion. Studies in the humanities are designed to develop a sensitive understanding of cultural heritage, a critical ability to evaluate the products of mind and spirit, and a disciplined capacity to participate in the creation of new dimensions and directions of human endeavor. Therefore, introductory humanities courses have the following learning goals:

1. To develop a sensitive understanding of a cultural heritage;
2. To develop a critical ability to evaluate and comprehend, through analysis and interpretation, products of mind and spirit;
3. To demonstrate an ability to assimilate, organize and evaluate arguments

and interpretations and to articulate conclusions.

Natural Sciences

The natural sciences offer ways of knowing, understanding and making testable predictions about the natural world. Scientific studies involve cooperative and creative endeavors that develop observational, analytical, quantitative, and communication skills. These studies are rooted in the scientific method involving hypothesis formation and experimentation, followed by public presentation of findings. The study of the natural sciences provides individuals with tools to understand the natural world and thus informs our lives as citizens and global stewards. Therefore, the student learning goals for introductory courses are:

1. To describe and apply the scientific method, which includes:
 - applying observational skills to natural phenomena,
 - posing questions that are answerable by the scientific method,
 - employing analytical and quantitative skills to interpret scientific evidence,
 - employing communication skills to describe the results;
2. To build a knowledge base of the fundamental concepts, theories, and vocabulary of one of the natural sciences;
3. To apply scientific concepts to natural science issues relevant to contemporary life.

Divisions

We define the divisions as they have informally existed here at Ripon College. The following is the list of divisions and the departments they comprise.

Behavioral and Social Sciences: Anthropology, Business Administration, Economics, Educational Studies,

Politics and Government, Psychology, and Sociology

Fine Arts: Art, Communication, Music, and Theatre

Humanities: English, Romance and Classical Languages, German, History, Philosophy, and Religion

Natural Sciences: Biology, Chemistry, and Physics

The following courses do not count towards completion of the First-Year Explorations Requirements: Art 202; French 111, 112, and 211; German 111, 112, and 211; Greek 111, 112, and 211; all Interdisciplinary Studies graded P/F or S/U, 211, and 212; Latin 111, 112, and 211; Music 102; Spanish 111, 112, and 211; Theatre 200, 210.

The following departments or programs are not members of divisions for the purpose of completing the explorations requirement: Environmental Studies, Exercise Science, Global Studies, Leadership Studies, Mathematics and Computer Science, Military Science, Women's and Gender Studies.

Wellness

Exercise science strives to develop skills in physical activities and knowledge of the relationships among lifetime physical activity, physical fitness, and healthy lifestyles. Therefore, courses fulfilling the wellness requirement have the following learning goals:

1. To develop skill in physical activities for lifetime health and recreation;
2. To develop knowledge about physical activities for lifetime health and recreation.

Each student (unless presenting a medical excuse certified by the chair of the Exercise Science department) must pass an activity course offered by the department. A student who has a medical excuse for the entire first year will fulfill the requirement as soon as possible after the excuse is no longer valid.

Global and Cultural Studies

Requirement

Students must do **one** of the following to complete this requirement.

1. Complete an off-campus program approved for this purpose by the Educational Policy Committee. All abroad programs have been approved.
2. Earn credit for the third semester (211) of college-level foreign language study or an approved course at a higher level.
3. Complete at least six credits in two courses approved for this purpose. **One of the courses must be at the 200 level or higher.** No course may be counted toward completion of this requirement and either the breadth requirement or the first-year explorations requirement. The following courses have been approved: Anthropology 110, 175*, 211, 222, 224, 226, 227, 230, 300*, 312, 313, 314, 318, 321, 323*, 330; Business Management 330; Classics 110/310, 120/320, 250/450, 300*; Educational Studies 300*, 327; Economics 300*; English 260*, 340*; Environmental Studies 300*; French 112, 211, 222, 300*; German 112, 211/222, 321, 344; Global Studies 111, 180, 300*, 321, 370; Greek 112, 211; History 200*, 253, 254, 279, 281, 282, 362, 381, 382; Interdisciplinary Studies 110, 250, 300*, 322; Latin 112, 211; Music 112*, 330*; Philosophy 175*, 222, 342, 344; Politics and Government 100, 111, 180, 300*, 370*, 372, 373, 375, 376, 380, 390; Religion 221, 222*, 242, 252, 300*, 322, 332, 342; Spanish 110, 112, 211, 222, 440; Theatre 231, 300*; Women's and Gender Studies 204*, 300*, 340.

**Some topics under this number may count toward the Global and Cultural Studies requirement.*

No course may be counted toward completion of this requirement and either the breadth requirement or the first-year explorations requirement.

The Global and Cultural Studies Requirement will be waived for international students and permanent resident immigrants who have grown up in another country or who have had a substantive experience in another country. Consult the registrar for a waiver of the requirement. (vF; 3-3-04)

Foreign Language Retroactive Credit

Students whose high school or other background permits them to enroll in a language course above 111 will, after completing the course with a grade of B or above, receive credit for previous courses in the sequence. The maximum credit granted retroactively shall be 12 credits for any one language; credit may be earned for more than one language. The credits will not carry a grade, but count towards the degree.

Majors

Each student must have an approved major in order to graduate. Courses taken in a major or minor can also be used to satisfy any other requirement.

Breadth Requirement

Each student must earn 16 credits in courses taken in departments from divisions outside the division of the major. Courses taken to meet the breadth requirement will typically be taken after the first year of study. Exceptions to this practice may be made to accommodate students' needs and circumstances, but students are encouraged to take courses for breadth throughout their college careers. With the exception of Music 103 (Group Jazz Improvisation) and Music 190 (Performance Organizations), all courses used to satisfy this requirement must be letter-graded courses. No more

than a total of four credits earned from Music 103 may be counted toward the requirement (or toward graduation). No more than a total of eight credits earned from Music 190 may be counted toward the requirement (or toward graduation). If a course has a listing in a department, then the course is treated as a course in that department even if there are other listings. Courses in leadership studies will be considered to be in the Behavioral and Social Sciences division for the purposes of this requirement. Courses in mathematics, computer science, and exercise science (excluding activity courses), Environmental Studies 120, and Interdisciplinary Studies 211 and 212 will count as outside the division for all students majoring in other areas. For this purpose, Global Studies 111 is a course in the division of Humanities and Global Studies 112 is a course in the division of Behavioral and Social Sciences. Military science courses do not count for breadth. Spanish, French, German, Latin, and Greek 111, 112, and 211 may not count towards the breadth requirement. Students with a major that crosses divisional lines (for example some interdisciplinary majors and some business management majors) may count the division with the most courses as the home division. Courses (even in the major) outside this division will count toward completion of the breadth requirement. If the course does not have any listing in a department, then it counts as breadth for all students.

Individualized Learning Plan

Each student will design and maintain an individualized learning plan in conjunction with an academic advisor. Both the student and advisor will keep copies of this document. The document is to be used for planning purposes both in regard to curricular and extracurricular matters. Students should be encouraged to think about their entire experience

including course work, study off campus, internships, involvement in campus and community life, etc. Furthermore, this document will help students and advisors keep track of graduation requirements. This is to be a fluid document that changes as students grow and change.

Communicating Plus

The Communicating Plus Program is a curricular initiative designed to ensure that Ripon College graduates will have had many opportunities to practice and develop sophisticated communication and lifelong learning skills. The program is an area of special emphasis within the existing liberal arts curriculum. Building on the long-term success of the College's Writing Across the Curriculum Program, it emphasizes excellence in written and oral communication. This "communicating" thrust of the program is designed to help students learn to communicate effectively and with aplomb in a variety of life situations. The "plus" component of the Communicating Plus Program supports curricular efforts to engage students in meaningful critical thinking and problem-solving activities. The Ripon College faculty believes these skills are the basis for successful lifelong learning that will enrich a wide range of work, leisure, and personal endeavors.

As a curricular emphasis woven throughout the liberal arts curriculum of Ripon College, the program is defined by a discrete set of student learning goals (see below). Academic departments and programs of study, in consultation with the Communicating Plus director, determine how best to achieve the Communicating Plus student learning goals within the structures of their majors and minors. Departmental plans ensure that each student will experience a coherent, consciously planned approach to development of the skills involved. Summaries of the departmental plans are published

in each department or program's section of the college catalog. In the advising process, faculty and students may refer to the departmental plan to build students' awareness of their progress toward mastery of the Communicating Plus student learning goals.

The Communicating Plus Program is housed in the Collaborative Learning Center located at 420 Thorne Street. Communicating Plus and the Collaborative Learning Center provide a student peer mentoring program, study and computer facilities, opportunities for faculty development, consultation for grant development, and outreach programming.

The Communicating Plus Program enriches the culture of the Ripon College community as it supports efforts to engage students, faculty, staff, and others connected to the college in lively and disciplined discussions of the major intellectual, social, and ethical issues confronting citizens of the 21st century. The program is a college-wide effort to clarify the connections between liberal education, effective communication, and lifelong learning for all who come into contact with the intellectual life of this community.

The Communicating Plus Student Learning Goals:

Specifically with regard to written communication, all students will be introduced to and practice:

Close analysis of the uses of language in a field of study.

Critical analysis of the arguments and evidence in persuasive texts.

Adaptation of reading skills to accomplish thorough comprehension of a variety of types of texts.

Use of a multistage writing process to produce clearly organized, fluent, and substantive written texts.

Development of thesis statements for argumentative or persuasive essays.

Use of a standard writing handbook, style manual, and/or other aids as tools to edit final drafts for appropriate usage and grammatical correctness.

Analysis and response to the written work of peers.

Use of visual and technological aids appropriate to each field of study to facilitate the production or presentation of written work: e.g. online databases, style guides, web pages, computer graphics programs.

Specifically with regard to oral communication, all students will be introduced to and practice:

Active and appropriate contribution to group discussion of an idea, issue, text, topic or work of art.

Active and critical listening in such situations as lectures, forum discussions, media presentations, and group discussions.

Research, preparation, and oral presentation on a topic in the students' field of study.

Analysis and response to the oral presentations of peers.

Use of appropriate visual and technological aids to facilitate the preparation and/or delivery of an oral presentation.

Specifically with regard to critical thinking, all students will be introduced to and practice:

Analysis of underlying assumptions, biases, and appeals to emotion in arguments.

Analysis and assessment of the reasoning used to support an argument.

Conscious awareness of processes used to learn and integrate new ideas.

Consideration of issues and problems from multiple perspectives with the recognition that not all points of view are valid.

Critical evaluation of the credibility of information resources.

Specifically with regard to problem-solving, all students will be introduced to and practice:

Identification and analysis of problems.

Articulation and application of the problem-solving processes in a field of study.

Information gathering using a variety of strategies: e.g. observation, experimentation, interviewing, and library, database, and online research.

Appropriate and substantial participation in collaborative problem-solving processes.

Recognition of the implications and new problems arising from the proposed solution to a problem.

Individual department implementation plans can be found under the department's heading in the Courses of Study section of this catalog.

Majors and Minors

Majors

A student's major provides two important elements of liberal education: understanding of what mastery in a field entails, and expertise necessary for subsequent study or employment. Each major provides depth of analysis to complement the breadth aimed at in the distribution requirements.

Four broad categories of majors are available at Ripon: discipline-based, interdisciplinary, broad field, and self-designed. Because of the problems of scheduling necessary courses, it is advisable to make the choice of a major no later than the end of the sophomore year.

Because major requirements differ in each field of study, students should refer to "Courses of Study" for specific information about each major offered. The typical major consists of at least 24 credits of upper-class courses in the major field. At least one-half of the credits counted toward a major must be taken at Ripon.

All courses required for a major,

including required courses in departments other than the major department, and all courses elected to count toward the major must be passed with a grade of C- or higher in order to count toward that major. (This C- rule does not apply to courses needed as a prerequisite to a required major course except where noted.) A 2.00 average must be attained for all courses presented for a major. No course may be substituted for a course required for a major without the approval of the chair of the department and the associate dean of faculty.

All students are expected to meet the requirements of their major department in effect at the time they declare their major. If requirements change after they have declared a major, they may choose either the new or old set of requirements. In extenuating circumstances, students may, with the written approval of their major advisor, arrange a combination of old and new requirements.

Some students arrange their programs so as to complete two departmental or interdepartmental majors.

Interdisciplinary majors, established by the faculty, combine courses from two or more fields when the courses have strong interrelations, serve an emerging vocational objective, and constitute a legitimate and liberal area of study.

Self-designed

Self-designed majors are for the mature student with special interests and abilities and the motivation to design a unique major not available through existing college programs. Self-designed majors should be structured out of courses from different academic departments or disciplines, supplemented in most cases by independent study. The student's academic ability, motivation, justification, and coherence in planning will be considered when a proposal for a self-designed major is evaluated for approval.

Proposals for self-designed majors are usually prepared during the sophomore year and must be submitted before fall break of the fifth semester and approved by the end of the fifth semester. The student chooses as an advisor a faculty member who will assist the student in designing an individualized major with a coherent theme, oversee the work, advise the student throughout the program, and supervise the completion of a senior essay or project which will integrate the courses chosen for the major. Two to four credit hours will be given for the senior essay/project course.

Under the guidance of the advisor, the student will write a detailed outline of the proposed major, describing its purpose and rationale and specifying the courses to be taken. The proposal must specify how coursework for the major addresses the Communicating Plus goals of written communication, oral communication, critical thinking, and problem solving. No self-designed major will be approved without this material. This written proposal is then submitted to the associate dean of faculty for evaluation. If the proposal is approved, the student will then become a "self-designed major" under the supervision of the student's chosen advisor.

A student may do an independent study project in one of the academic departments (see Independent Study in this section of the Catalog) or design an interdisciplinary project (see Interdisciplinary Courses in the Courses of Study section of this Catalog). All students must submit a written evaluation of their self-designed major to the associate dean of faculty by the last class day of their senior year.

The self-designed major must not duplicate too closely existing college programs and should be comparable in breadth, depth, and intellectual content to such specific interdisciplinary majors as Business Management, Chemistry-

Biology, Latin American Area Studies, and Psychobiology. A minimum of eight courses, amounting to at least 32 credits, with a reasonable distribution of courses at the 200, 300, and 400 level, will be required. Application forms for self-designed majors are available in the office of the associate dean of faculty.

Recently approved self-designed majors include: "Science Fiction Writing," "Politics and Communication," "Pre-Architecture," and "Sports Medicine."

Minors

Departments are authorized to request approval of minors totaling no fewer than 18 and no more than 22 credits and made up of a group of courses selected on the basis of close integration of contents and methodology. At least one-half of the credits counted toward a minor must be taken at Ripon. For a student who completes these courses with a 2.00 average and no grade below C- and no S-U grade, the name of the minor will be recorded on the permanent record.

A student who elects a major in a course of study may not also elect a minor in the same course of study; only one minor in any course of study may be elected.

No course may be counted toward both a major and a minor or toward two minors. Where a given course is required for both the major and the minor or for two minors, an additional course must be selected with the approval of the head of the appropriate course of study.

Academic Integrity Policy

Ripon College's vision and educational mission statements are printed on page 1 of this Catalog. In order to fulfill the college's mission, a high degree of academic integrity is required. The college is concerned with developing in its members the ability to use responsible inquiry; effective communication; and the other

skills of analysis, understanding, and transmittal. For that development to occur, each individual must use his or her own resources; each must develop his or her own talents in cooperation with others; each must be honest with him or herself as well as with others in assessing and presenting the skills that have been developed and the information that has been accumulated. Only in this way will the maximum growth in ability occur, and only in this way will a true community of learning flourish.

Practicing, condoning, or even ignoring academic dishonesty must result from a radical misunderstanding of or disagreement with the very nature of the academic community at Ripon College. Academic dishonesty frustrates the growth, undermines the development, mocks the community, and thwarts the advancement of learning. Therefore, each member of the community has a responsibility to one's self and to others to do all possible to maintain the highest possible level of academic integrity on campus. As much as possible, faculty members have the responsibility to design courses and assignments within courses which require the development of skills of analysis and understanding and which limit opportunities for dishonest responses. Students have the responsibility to take their own development and achievement with sufficient seriousness that they work for honest growth rather than dishonest appearances. Members of the faculty, the administration, and the student body have the further responsibility to utilize available opportunities to present their convictions about academic integrity, to encourage others to support academic integrity, and to dissuade, by penalty if necessary, any and all instances of academic dishonesty.

The Academic Honor Code

The Academic Honor Code reflects

Ripon College's strong commitment to academic integrity. Ripon College students have the right to live and study in a community that upholds the highest standards of academic honesty, and we expect all members of this community to adhere to those standards.

The expectations of the Honor Code are that each student has the responsibility to:

1. Strive to maintain the highest possible level of academic integrity.
2. Encourage others to support academic integrity and discourage acts of academic dishonesty.
3. Understand and support the protected nature of intellectual property.
4. Present her or his own work on all assignments and examinations and properly cite the work of others.

If a student is in need of clarification about any aspect of the Honor Code, he or she is encouraged to consult with a member of the Joint Judiciary Committee.

Credit

Credits Earned at Ripon

One-half of the credit hours required for a major or a minor must be taken at Ripon.

A maximum of 16 Military Science credits can be counted towards the degree. A maximum of four MUS 103 (Group Jazz Improvisation), and a maximum of eight MUS 190 (Performance Organizations) can be counted towards the degree.

The senior year is to be completed at Ripon College except under the following conditions: students having a cumulative average of 3.00 in at least 96 credit hours taken at Ripon may petition to substitute one year of work in a professional school for the senior year at Ripon. If the petition is approved by the major advisor and the associate dean of faculty, the student

will, upon successful completion of the year of professional study, receive an A.B. from Ripon.

Students attending an institute of technology for study of engineering after three years at Ripon will receive the A.B. degree from Ripon College when they have finished the second year of professional study and have received their engineering degree. Students who hope to take advantage of this arrangement must file petitions with the associate dean of faculty before May 1 of their junior year.

Seniors who are within four credit hours of graduation at the end of their seventh semester, or within eight credit hours of graduation at the end of their eighth semester, may, with the consent of their major advisor and the registrar, complete their work in absentia. Students who do not meet these stipulations may petition the associate dean of faculty for a waiver of the senior residence rule.

Normally, a petitioner should have a cumulative average of at least 2.50, have completed 96 credit hours of work at Ripon, be within eight credit hours of having completed a major and the distribution requirements, have the petition approved by the major advisor and the courses to be taken elsewhere approved by the departments concerned, and have a compelling reason for wishing to complete degree requirements at another institution.

Credit Loads

In order to accumulate the 124 credit hours required for graduation in eight semesters, students must average 15.5 credit hours per semester. Those enrolling in fewer than 12 credit hours are not considered to be full-time students and are classified as special students. Students may enroll in no more than 24 credits in any one semester unless the request to do so is supported by the academic advisor and approved by the associate dean of faculty.

Auditing

Students may, by agreement with the instructor, register to audit a course and in such cases are not necessarily responsible for writing papers or taking examinations. The minimal requirement for an audit is regular class attendance. Further requirements, such as participation in required activities and keeping up on assigned readings, may be established by the instructor of the course, through prior arrangement with the student. The instructor may drop a student from auditing status in a course if convinced that minimal or agreed requirements are not being met. An audited course, which is entered on a student's permanent record as such, fulfills no requirement and does not count toward graduation or a major. Because no grade is given, a student's cumulative average is not affected by auditing a course. Changing to or from auditing status is a change in registration; therefore, the restrictions and deadlines for changes of registration apply.

Off-Campus Credit

Transfer Credit

All courses taken elsewhere for transfer credit must be approved in advance in writing by the advisor and the department concerned. Written approval will constitute assurance that credit toward fulfillment of course requirements for graduation will be granted for any course in which a student earns a grade of C- or better. Should a student earn a D in the first semester of a two-semester course but a C- or better in the second semester, both semesters will fulfill course requirements although only the credits of C- or better will count toward graduation. Grades earned elsewhere are not considered in computing a student's Ripon average. Students are reminded that one-half of the credit hours required for their major or minor must be taken at Ripon.

No credit will be given for courses taken by correspondence, telecourses, online, or web-based courses except by permission of the registrar.

Summer School Credit

Ripon College will grant a maximum of one credit hour per full-time week of summer school; for instance, a student attending a six-week summer session can transfer to Ripon College no more than six credit hours of work. That work must be in courses approved by an accredited college or university. Course approval forms for summer school are available in the registrar's office and should be completed prior to the end of the spring semester. Regulations governing transfer credits, stated in the preceding section, also cover summer school credits.

Independent Study: Internships

Through independent study, a student may choose a subject for research outside of or beyond the content of any course normally offered at Ripon. Independent study projects require faculty approval and supervision, but not regular teaching procedures, class meetings, or assignments. Projects generally culminate in a substantial paper or research report.

Prerequisites for independent study are junior or senior standing, consent of the department chair, and at least 12 credit hours of work counting toward a major in the department. Except by permission of the associate dean of faculty, a student may take no more than 12 credit hours of independent study, and only eight of these may be in one department.

A further dimension of independent study is the internship option in which the student engages in directed work-study with an approved employer or agency. All of the criteria for independent studies apply for these more specialized projects involving internships. In addition the following criteria must be ap-

plied in directing an internship: no more than five credit hours may be taken in any semester; frequent consultation must be held with the faculty director; final responsibility for evaluation and grade must be by the faculty director; the credit hours count toward totals of independent study but not toward self-designed off-campus study.

All internships taken for credit at Ripon College shall include, at the minimum, a paper written by the student or a presentation by the student that will be evaluated by the member of the academic department that approved the internship. In the case of interdisciplinary internships, the faculty sponsor for the internship will evaluate the paper or presentation (vF, 04.02.03).

Internships for more than five credit hours during a semester must be established under the guidelines for self-designed off-campus study for credit involving internships.

Grading System

Ripon College uses a 12 point grading scale from A to F; all grades on this scale except F are passing grades. The grades on this scale are:

A	B-	D+
A-	C+	D
B+	C	D-
B	C-	F

Other symbols on permanent records are:

I	Incomplete
P	Pass
S	Satisfactory
U	Unsatisfactory
W	Withdrew with permission
*	Course dropped after third week of semester

“Incomplete” is given only for work missed because of illness or other valid cause, and not because of failure to complete work on time. If an “Incomplete” is not altered by the deadline announced in

the calendar, the registrar will record an “F.”

Any student who withdraws or is dismissed from the College later than the last day for course withdrawal will receive an “F” in any course which the student is failing at the time of withdrawal. In extenuating circumstances, the associate dean of faculty may authorize the recording of “W” rather than “F.” “W” is also given in those courses from which a student withdraws by permission of the associate dean of faculty before the end of a semester. (See “Withdrawal from the College” in this section of the *Catalog*.)

A student may repeat any Ripon course at Ripon College at any time if it is still offered. If not offered, an acceptable substitute must be approved in advance by the appropriate department chair or the dean of faculty. The first grade will be retained on the permanent record with a slash through it or parentheses around the credit earned. The second grade (whether higher, lower, or the same) will be recorded in the semester in which the course is repeated, and the student’s cumulative average will be recomputed to reflect the second grade. Courses originally taken for regular grades may not be retaken on an S-U basis.

If a student fails in a course, credit for it can be gained only by repeating the course. In no case, however, is the original grade deleted from the permanent record.

Pass-Fail

The following courses are graded Pass-Fail: Art 250; Biology 310; Communication 550; Educational Studies 320, 421, 431, 435, 441, 451, 461, 471; Exercise Science 111, 112; Global Studies 551, 552; Interdisciplinary Courses 113, 114, 150, 170, 190, 225; Music 010; Applied Music 050, 160, 190; and Theatre 200, 210. Such courses may carry credits but not grade points. A grade of Pass indicates

work of A through D- quality. No courses other than those mentioned above may be graded Pass-Fail.

Satisfactory-Unsatisfactory Option

The purpose of this option is to encourage students to explore areas outside their major fields and to elect courses in which they are interested but may have little previous training.

All students who are not on academic probation may elect courses on a Satisfactory-Unsatisfactory basis. Students may not take more than one such course in a single semester or more than four in all four years combined. Courses offered only on an S-U basis are not counted under the S-U option.

Students electing a course under this option will receive a grade of "S" for work of A through C- caliber and will receive credits toward graduation. Students earning a grade of "U" for work of D+ through F caliber will not receive credits. Neither grade will affect the student's semester or cumulative average and no course taken under the S-U option can be counted in the numerical total required for a major or a minor. Courses taken to fulfill distribution requirements may not be elected on an S-U basis. Courses for which a student has received a regular grade may not be repeated under the S-U option. Students planning on graduate work are cautioned against taking on an S-U basis courses required for admission to graduate school.

At registration students will fill out a special form for any course they wish to take on an S-U basis. A student may change to or from an S-U basis at any time prior to the date listed on the College calendar.

S-U students will be treated like regular students in a course: they will be responsible for the same assignments, examinations, term papers, and so forth; will be

graded by the same standards; will be subject to the same attendance regulations; and may be held to the same course prerequisites.

At the end of the semester, instructors will submit the usual letter grades (A-F) to the registrar and these will be converted to "S" (for letter grades A through C-) or "U" (for letter grades D+ through F) for recording on student permanent records. The original letter grades will be kept on file in the registrar's office, but will not be made available to graduate schools or prospective employers. Students may, however, choose at any time before graduation to convert the "S" or "U" into the regular letter grade assigned by the instructor.

Except by permission of the dean of faculty, no course may be offered solely on an S-U basis. When the course is offered solely on an S-U basis, the instructor submits only an "S" or "U" grade, and the restriction against counting toward a major or toward a graduation requirement does not apply.

Grade Reports and Transcripts

Grades are recorded at the end of each term, and a grade report is sent to the student. Federal law sets some conditions of further distribution. A student may request additional grade reports from the office of the registrar. Transcripts of grades are not issued unless clearance has been sent by the business office to the registrar. Upon graduation, students are sent without charge one transcript of their college record. Each additional transcript costs \$4. Transcripts are withheld for students who have outstanding financial obligations to the College.

At midterm grading period, temporary D and F grades are reported to the registrar and distributed to advisors with notices to the students.

Adding and Dropping Courses

Students may change their registration in courses, with proper notification to the registrar and their advisor, until the end of the first full week of classes. Students may add courses up to the end of the third full week of classes each term, except that the instructor's written approval is required during the last two weeks of this period. Students may drop courses up to one and one-half weeks after the registrar's issuing of mid-semester D and F grades.

Courses dropped after the third full week will appear on the student's transcript with an asterisk in the grade column. Changing from regular to audit status requires dropping the course for regular credit and adding it as an audit.

For half-semester courses or courses which do not cover a full semester, the following policies apply: students may add such courses up to 10 calendar days into the course, with the instructor's permission required in the last seven days; students may drop such courses up to the end of the fifth full week of class meetings; in no case may a student withdraw from a course after the course has terminated; drop/add deadlines for courses lasting fewer than eight weeks will be determined at the instructor's discretion.

In all cases the student should contact the registrar to obtain the request forms and to ensure accurate records. Requests for exceptions should be addressed to the associate dean of faculty.

Class Attendance

1. The College expects students to attend all classes. However, illness and problems requiring personal attention may interfere with a student's best intentions to fulfill this requirement. Students who miss classes, for any reason, are responsible for the work missed. At the

earliest possible time, students shall seek out their professors to obtain information about the assignment(s) they missed. Professors are not required to duplicate class experiences missed by absent students.

2. Professors will establish individual attendance policies in consideration of the extent to which attendance itself constitutes a part of the learning experience and contributes to the educational integrity of a particular course. Students must be excused from classes for college-sanctioned activities (e.g., so that they may participate in field trips for their other courses and athletic events). Students who will miss class due to college-sanctioned activities must notify their professors in advance to arrange for makeup work.

3. Professors whose attendance policies impose penalties for absences must provide each student with a written copy of their policies within the first week of the semester. If an attendance policy provides for assigning a grade of F or U for excessive absences, the professor must inform the student in writing, with a copy to the registrar, at the point in the semester when the failing grade is earned. A failing grade based on excessive absences may not be recorded by the registrar's office until after the last day for course withdrawals.

Academic Honors

Graduation Honors: The designations *summa cum laude*, *magna cum laude*, and *cum laude* are awarded to graduating students who have completed at least 90 credit hours at Ripon College. Transfer students presenting for graduation between 60 and 89 Ripon credit hours must present among them a last full term of undergraduate study at Ripon. To receive *summa cum laude*, the student must have a cumulative average of 3.90; *magna cum laude*, 3.70; *cum laude*, 3.40.

Honors in the Major: Students whose grades in all courses which can be counted toward a specific major average 3.50 or better will, upon graduation, be awarded honors in that major (e.g., “Honors in Biology, Honors in Business Management, Honors in Music”). In the determination of honors in a major, all courses taken which can apply to that major will be included in computing honors. Exceptions are prerequisite courses outside the major, courses which do not receive conventional grades (A, B, C, etc.), and those courses in the department or major which do not count toward the major (e.g., 401 courses).

Dean’s List: At the end of each semester, students who have earned a 3.40 average or better are placed on the Dean’s List. In order to qualify for the Dean’s List, a student must complete 12 credits of regular grade work (work graded A, B, C, etc.), and may have no U or I.

Phi Beta Kappa

Phi Beta Kappa is the nation’s oldest academic honor society. It was founded in 1776 at the College of William and Mary in Williamsburg, Virginia, and a second chapter was founded at Harvard three years later. Phi Beta Kappa stands for freedom of inquiry and expression, disciplinary rigor, breadth of intellectual perspective, wide knowledge, the cultivation of skills of deliberation and ethical reflection, and the pursuit of wisdom. A liberal arts society at its core, Phi Beta Kappa has granted charters for local chapters at less than ten percent of colleges and universities across the nation. Consistent with national criteria, the guidelines for initiation into Ripon Colleges’ chapter include: a broad liberal arts education within all of the divisions of study (humanities, behavioral and social sciences, natural sciences and mathematics, and the fine arts), a major in at least

one traditional liberal arts discipline (national guidelines prohibit vocational and/or pre-professional programs of study such as, but not necessarily limited to: Nursing, Business Administration, Exercise Science, Military Science, Telecommunications/Journalism, and Education), education in a foreign language to at least the intermediate (courses at or above 211) level, a minimum GPA of 3.5, diverse extra-curricular and/or community involvement, and strong character. Membership in Phi Beta Kappa remains one of the most prestigious undergraduate honors in the nation.

Election to Phi Beta Kappa is made in the spring of each year from members of the senior class who have demonstrated superior scholarship. The number elected is limited to a small fraction of the senior class.

Academic Standing

A student’s academic standing is computed by dividing cumulative credit hours into honor points. A credit hour normally equals one hour of recitation or lecture or two to four hours of laboratory per week per semester. Honor points are determined by the grade earned:

A	4 honor points per credit hour
A-	3.67 honor points per credit hour
B+	3.33 honor points per credit hour
B	3 honor points per credit hour
B-	2.67 honor points per credit hour
C+	2.33 honor points per credit hour
C	2 honor points per credit hour
C-	1.67 honor points per credit hour
D+	1.33 honor points per credit hour
D	1 honor point per credit hour
D-	.67 honor points per credit hour
F	No honor points per credit hour

Thus, a student who carries 16 credit hours in a semester and receives an A in every course will earn 64 honor points and a 4.00 or straight A average for the semester. A student’s *cumulative aver-*

age is computed by dividing total credit hours cumulated into total honor points earned. Both *semester* and *cumulative* averages are computed at the end of each semester. Courses in which a student receives I, P, S, U, or W do not affect semester or cumulative averages.

At the end of each semester, the associate dean of faculty will review the records of all students falling into the following categories:

1. Failure to achieve the following cumulative averages:
 - End of one semester 1.70
 - End of two semesters 1.80
 - End of three semesters 1.90
 - End of four or more semesters 2.00

2. For full-time students except first-term, first-year students:
 - a. failure to earn an average of 12 credits per semester;
 - b. two consecutive semesters with fewer than 10 credits earned in each;
 - c. a semester grade point average of 1.00 or less.

Students in categories 1 or 2 will be dismissed from the College for unsatisfactory performance or placed on academic probation for the next semester. No restrictions are imposed on students who are placed on academic probation. However, being placed on academic probation is formal notification that an improvement in performance must be achieved in order to remain enrolled at Ripon.

If a student is academically eligible to remain at Ripon College, he or she is meeting satisfactory progress guidelines for financial aid.

Maymester

In addition to the two standard semesters, Ripon College has an intensive term of 15 days (including one day for final examinations) following Commencement

at the end of the spring semester. The Maymester is designed as a brief, flexible period in which students may enroll for single, intensive courses including those which have extended off-campus components. Other courses where immersion in the material is essential may also use this one-course-at-a-time format.

There is no additional tuition charged to students who have been enrolled full-time for the preceding year. Students who have been enrolled only one semester of the preceding year will be charged one-half of the normal per credit tuition. Other students will be charged the per credit hour tuition charge for the preceding year. In addition, there may be special fees charged for transportation or unusual expenses for all students.

Registration for Maymester is done at the same time as registration for the spring semester. There may be an application process for some Maymester courses. Students may add (drop, switch) a Maymester course at January registration or at spring registration for the following fall semester. At that time bills will be delivered for room, board, and/or fees and payment required. Changes in registration after that point will be treated as withdrawal from Maymester with prorated refunds.

Three-Year Bachelor of Arts Degree

This program is designed for highly motivated and able students who wish to accelerate their undergraduate education in order to enter graduate school or their career a year early. There are no special entrance requirements for secondary school students, and the first-year student academic program is the same for both three- and four-year degree candidates. But in their second and third years, three-year degree candidates must elect more courses and achieve higher grade point averages.

To qualify for a three-year A.B., a student must earn at least 112 credit hours with a 2.75 average or higher, complete the Explore-Select-Connect requirements, and complete the requirements for a major. All credit hours must be earned on the Ripon College campus; transfer credits, retroactively granted credits in foreign languages, credits from off-campus programs (such as ACM, Bonn, or RAYA), summer school credits, IBNA credits, and CEEB Advanced Placement Examination credits may not be counted in the 112 credit hours total, and transfer or summer school credits may not be used toward the satisfaction of any requirements.

In order to enter and remain in the program, a student must have earned at least 32 credit hours and a 2.50 average or higher after two semesters, at least 52 credit hours and a 2.60 average after three semesters, at least 72 credit hours and a 2.70 average after four semesters, and at least 92 credit hours and a 2.75 average after five semesters. Any student who fails to meet these requirements must drop out of the program and cannot be readmitted. Three-year degree candidate students may not take more than four courses under the S-U option or more than one S-U course in a single semester. Students who wish to enroll in the three-year program should indicate their tentative intention of doing so at the time of preregistration for their third semester. After second semester grades have been recorded and averages computed, students with a cumulative grade point average of less than 2.50 or fewer than 32 credit hours will be declared ineligible. At final registration for the third semester, all students who have a cumulative two-semester average of 2.50 or higher in at least 32 credit hours of work must declare their candidacy for the three-year degree if they wish to participate.

Academic Advising

The purpose of the advising system at Ripon College is to support and enrich the liberal arts educational experience of students.

The advising system is organized under the following general structure to introduce students to Ripon College's academic opportunities and responsibilities.

Incoming first-year students will be assigned to an academic advisor. Flexibility is maintained for advisory groups to meet cooperatively and for necessary individual adjustments.

Each student will be expected to decide on an area of major interest and obtain a major advisor by the spring semester registration period of the junior year. Students are reminded that for several majors offered at the College, entry later than the start of the sophomore year is difficult; and all students should be continuously aware of the educational concerns involved in the development of their academic program. Students must have an academic advisor in the department of each declared major or minor.

It is the obligation of all students to know and observe all the regulations which apply to their program(s). Advisors assist, but final responsibility rests with students.

Additional Academic Regulations

Eligibility for Extracurricular Activities

All full-time students are eligible to participate in extracurricular activities and intercollegiate athletics, subject only to the resident regulations established for athletes by the Midwest Conference and the National Collegiate Athletic Association Division III.

Withdrawal from the College

Students withdrawing from the College for any reason, including participation in off-campus programs, are required to report to the associate dean of faculty for instructions concerning proper withdrawal procedure. If this is not done, no refund will be made of any portion of semester charges paid, and any amount unpaid for the semester will become due in full; furthermore, students may be given failing grades in their courses. The official date of withdrawal is the date on which the associate dean of faculty is notified in writing. The financial liabilities of a withdrawing student are explained in the “Expenses” section of this Catalog.

Readmission

Students who leave Ripon College for any reason must have their return approved by the associate dean of faculty. Students who have been dismissed from the College will ordinarily not be considered for readmission until the lapse of at least one semester.

Registration

Application for advanced credit for work taken before entering the College must be made before registration for the first semester at Ripon.

All students are expected to register at the time designated. Course changes may not be made after the deadline specified in the College calendar. No credit is given for any work for which the student is not regularly registered in advance.

Students with double majors must have the signatures of both major advisors on registration and course change forms.

Transfer Students

Transfer students must complete a minimum of 32 credit hours at Ripon, including at least one-half the credit hours required for any major or minor, and must meet all the requirements for a Ripon College degree, including the senior residence requirement. Credit for work done elsewhere is granted only for courses in which a grade of C- or better has been earned. Whether courses at other institutions meet Ripon distribution requirements is decided by the registrar, in accord with guidance from academic departments. A “Pass” grade is not transferable unless the original college certifies that the student did work of C- or higher quality. Transfer grades are not included in computing a student’s average at Ripon.

A.B. Degree

Ripon College is one of the few colleges in the country which holds to the academic tradition of awarding degrees written in Latin. For this reason the Ripon College degree is referred to as an A.B. (artium baccalaureus), rather than as a B.A. (bachelor of arts) which is awarded at many other institutions.