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Academic Regulations Governing Specific Programs

CONTENTS

A. Special Projects and Internships 1

B. Departmental Honors 2

C. Honors Term Awards 2

D. Student Teaching Assistantships 4

E. Interdisciplinary Studies Program 5

F. Off-Campus Study 8

G. Experiential Learning Program 12

Academic Regulations Governing Specific Programs

A. Special Projects and Internships

1. To enable students to demonstrate more adequately their intellectual capacity and to fulfill their intellectual potential, Beloit College believes that they should have an opportunity to work independently on chosen projects. These learning experiences, referred to as "special projects," consist of individual work under faculty supervision or guidance, such as field investigation, library or laboratory research, planned reading programs, artistic creation, and approved foreign study of an independent or semi-independent character. Evaluation of special projects is based on appropriate tangible evidence of achievement.
2. Special projects may be elected by sophomores, juniors and seniors. A special projects contract must be approved by the department chair and the instructor concerned. This contract must be signed and submitted to the Registrar's Office by the date set for adding courses for that module. Failure to submit the contract by the end of the add period may result in the dropping of the course.
3. Special projects courses are numbered 390 and may be elected for 1/4 through 1 unit.
4. No more than two special projects may be undertaken in any one term, except as provided in section 8 below.
5. Special projects may be elected during vacation terms, upon payment of the appropriate fee. Grades for such work are due in the Registrar's Office not later than the end of the first week of classes in the subsequent term of residence.
6. Special projects elected in the senior year may be used in fulfillment of departmental honors programs.
7. Students enrolled in any off-campus credit program (e.g., Overseas Seminars, exchange programs, the Washington Semester, Argonne, Costa Rica, and other ACM programs) may elect special projects courses only if such courses will be taught by faculty supervising on the site of the off-campus program.
8. Junior and senior students may apply to participate in a program wherein they may take up to an entire on-campus term of independent study, and so will be permitted to waive the restriction in section 4 above. A student selected for such study will be responsible for setting up the program he or she wishes to undertake, for obtaining preliminary approval from the instructors directing the studies, and for presenting the program, together with its rationale, to the provost or his or her designee, who will either approve or deny the request. The student should be prepared to present as much evidence as possible of ability to carry through such independent study.

9. Students taking internships and/or special projects courses for 0.25 to 1.0 unit during the summer will be assessed an administrative charge shown on the Bursar's website for each internship or special project. This option may be used for up to a total of two units.

B. Departmental Honors

1. Departmental honors work offers the promising student individual counsel and supervision in the accomplishment of a creative or scholarly project, pursued with that an intensity and freedom which is seldom possible in the classroom. Intended to encourage and reward independence of thought, intellectual maturity, and distinguished academic achievement, independent study leading to departmental honors is offered by all departments of the college.

Honors work is open to any student who, in the judgment of the department concerned, is promising enough to do it adequately, has earned at least a "B" average in the major, and has completed six terms of credit work.

Departmental honors work centers upon the writing of a thesis or the undertaking and satisfactory completion of some creative or scholarly project approved by the department concerned. Departments may also require an examination and other requirements, and may withhold the awarding of honors if the student's work is not of honors quality.

2. Requirements for departmental honors are:
 - a. The consent of the department chair, normally given not later than the beginning of the first term of the senior year, and reported by the department chair to the registrar not later than two weeks after the opening of that term.
 - b. A minimum of one and a maximum of two courses of honors work to be completed for credit, and to be recorded as departmental honors. Recognition of achievement in departmental honors is recorded on the student's permanent record.
 - c. The chair will furnish the registrar with the names of those students to whom departmental honors are to be awarded. Those who do not receive honors may be given course credit for their work.

C. Honors Term Awards

1. Description and Purpose of Awards

A limited number of Honors Term Scholar Awards and Honors term Service Awards are available to outstanding students who would like to continue their study at Beloit College for an additional term beyond graduation. Students who are selected will receive full tuition remission in exchange for undertaking a project that contributes significantly to the academic and/or co-curricular programs of the college and simultaneously furthers their own academic or professional development. Students must have completed at least eight semesters of full-time enrollment at Beloit College to be eligible for an Honors Term. Eligibility for students who were admitted as transfer students must be comparable to eight semesters of full-time enrollment.

Honors Terms are only available in the semester that immediately follows graduation.

Honors Term Scholar Awards may be given for projects that involve academic research, educational research or program development; Honors Term Service Awards may be given for service to the college, service to the community, or a combination of these. All applicants should state clearly the major emphasis of the proposed honors projects.

Applicants must have a strong record at Beloit College, which includes:

- * good academic standing, with a minimum 3.2000 cumulative grade point average required for a Scholar Award
- * active participation in one or more departments or disciplines
- * a curricular or co-curricular record that demonstrates the ability to organize, manage, and complete an honors term project independently
- * a strong record with respect to the background required for the proposed project: for example, honors term service projects that include service to a local community organization or effort must be supported by a history of involvement with that, or a closely related organization. Similar demonstrated background is expected for other types of service to the college or to departments within the college.

2. General Information and Application Process

Honors term students enroll in HTRM 100 (scholar) or 101 (service) for two units and may take up to three additional units of credit. Any courses taken will be graded and included in the student's grade point average. In order to be eligible for an honors term award, a student must have completed all credit-bearing requirements for graduation. The proposal may include the completion of non-credit-bearing requirements to achieve honors in a major the student has already completed. An honors term may not be used to complete an additional major, minor, or certification.

Applications must be submitted to the office of the provost no later than the Wednesday after mid-term break during the term in which the student expects to complete all credit-bearing graduation requirements. The Academic Performance Committee will review each proposal. Applications for either type of honors term consist of a narrative proposal and supporting documents.

The narrative should include the following elements:

- a. a statement of the proposed project, and courses to be taken;
- b. an explanation of the value of the project to the student;
- c. an explanation of the value of the selected courses to the student;
- d. description of the proposed project's contribution to the college;
- e. a summary of the student's qualifications for carrying out the project;
- f. the name(s) of the faculty or staff member(s) who will be the primary sponsor(s) for the

honors term project.

- g. If a project relates to a department or program other than the one represented by the primary sponsor(s), evidence that the department or program to which the program pertains has been consulted and supports the project.

The narrative proposal should be accompanied by:

- * letter(s) of support from the primary sponsor(s), including an assessment of the student's qualifications and of the project's value to the student, the college, or the community;
- * letter(s) of support from any community members or organizations that will be engaged during the proposed project;
- * a copy of the student's college transcript.

Students who wish to drop an Honors Term may do so in accordance with the college policy for dropping classes (see Chapter IX, section P). A student who drops and Honors Term must also drop all other courses in which she or he enrolled.

An incomplete for the Honors Term will be granted in accordance with the college policy for incompletes (see Chapter IX, section R).

3. Selection

Selection of Honors Term Awards will be competitive, and applications will be judged on the merit of the proposal; the qualifications of the student; the value of the project to the student; the value of the proposed contribution to the academic and/or co-curricular programs of the college or to the community; and the quality of the recommendation.

Final selection will be made by the Academic Performance Committee (aPC). Applicants will be notified of the decisions approximately two weeks following the date when applications are due.

Specific decisions will not be based on a particular quota in any given year, but will favor projects that combine scholarship and service.

4. Final Report

An Honors Term student shall file a report of the project with the provost at the end of the honors term. The report is due by the end of the final exam period of the semester in which the Honors Term is undertaken. The Honors Term recipient's primary sponsor will inform the provost whether the student should receive a grade of CR or NC for HTRM 100 or 101. Students must receive a recommendation for CR and file their report in order to receive a grade of CR on their transcript; otherwise a grade of NC will be assigned and appear on the transcript.

D. Student Teaching Assistantships

1. Qualified junior and senior students may earn academic credit by assisting in college

courses. Typical student teaching assistant duties include participating in or leading discussions, assisting in helping students to gain course skills, assisting in laboratory courses, evaluating assignments, preparing students to write papers, evaluating the course at the end, and facilitating communication between the instructor and the students in the course.

2. Except for teaching assistantships in interdisciplinary courses, which offer Interdisciplinary 395 credit, all teaching assistantships are departmental offerings. Students may earn credit for no more than a total of one unit of teaching assistantship (395) within the 31 units of credit required for graduation. A student may be a teaching assistant in any particular course only twice for credit.
3. 395 taken for credit will be graded on a CR/NC basis. Teaching assistants receive one-half the credit assigned for the course assisted. 396 carries one-half unit of credit, and involves a special project or paper in addition to the duties normally associated with 395, and is graded on a letter basis. No matter how much work a student teaching assistant does, he or she must do appropriate amounts of extra academic work before receiving credit for 396.
4. 395, 396 credit may be departmental or interdisciplinary; no individual department is obliged, however, to grant such credit.
5. In exceptional cases, subject to the approval of the registrar, students without junior or senior standing may serve as teaching assistants for introductory courses.
6. A student teaching assistant's duties must never replace the role of the instructor in the course, but must be in addition to it.
7. If student teaching assistants aid in evaluation of any graded assignment, the course instructor must provide the final evaluation for that assignment.

E. Interdisciplinary Studies Program

1. Program Administration

An Associate Academic Dean, acting as the Director of Interdisciplinary Studies, works with the faculty, manages a range of standard interdisciplinary courses and interdisciplinary major and minor concentrations, and to supervises self-designed interdisciplinary majors and minors.

2. Guidelines for Courses

a. Course Proposals

- i. Interdisciplinary courses are those that provide perspectives on knowledge from more than one discipline and that explicitly explore those perspectives as well as methods of the disciplines.
- ii. Faculty wishing to offer a course designated “IDST” will prepare a proposal that

includes a description of the course and a rationale of the course's interdisciplinarity. The Director of Interdisciplinary Studies will approve or disapprove such proposals and will send approved proposals to the Curriculum Oversight and Administration Committee for action.

3. Guidelines for Self-Designed Interdisciplinary Majors
 - a. Students who wish to pursue a self-designed interdisciplinary major should request proposal guidelines from the Director of Interdisciplinary Studies.
 - b. Student may apply for the program as early as their third semester, but no later than their fifth semester.
4. Guidelines for the Interdisciplinary Minor Program
 - a. General Nature of Standard and Self-Designed Minors

Students who wish to pursue a self-designed interdisciplinary minor should request proposal guidelines from the Director of Interdisciplinary Studies. Interdisciplinary Studies provides optional "standard" minor concentrations, each of which addresses a particular area of inquiry around a specialized theme.

Students may declare an interdisciplinary minor as early as their third semester, but no later than their seventh semester.
 - b. Structure of Self-Designed Interdisciplinary Minors

Each self-designed interdisciplinary minor shall consist of six or seven units including at least two units from each of two different departments. Three of the units must be at the 200 level or above. No more than two-thirds of the units required for an interdisciplinary minor may be taken in one department. No more than four units that count toward the minor may be in progress or completed prior to approval of the minor. No more than three courses from another institution may count toward the minor. No more than two courses counting toward the minor may also count toward the student's major. One or more faculty member(s) must act as the advisor(s) for the minor.
 - c. Structure of Standard Interdisciplinary Minors

Each interdisciplinary minor shall consist of no fewer than four and no more than six units from at least two different departments, some of which are selected from a list of pre-approved sources. No more than two-thirds of the units required for an interdisciplinary minor may be taken in one department. While the interdisciplinary minor requires an explicit integration of perspectives, programs vary considerably in the way such integration is accomplished. Special introductory courses, seminar projects ("special projects"), social service experiences, or senior seminars are possible integrating mechanisms.
 - d. Additional Characteristics of Standard Interdisciplinary Minors

Standard interdisciplinary minors are designed and sponsored by faculty. In addition to specifying a program of study that constitutes the minor, all faculty proposals for a standard interdisciplinary minor should address the following:

- i. What is the focus or theme of the interdisciplinary studies minor? In what ways is the course of study consistent with a liberal education? How does this program compare with the offerings of other similar institutions? What advantages will accrue to students and to the college through this program?
 - ii. What kind of institutional resources are necessary to implement this program? Are they available now? (This refers to staffing, library holdings, other college special programs [e.g., ACM consortial offerings], special facilities and equipment.)
 - iii. Who will serve as advisor and take responsibility for the program? What arrangements will be made to ensure continuity of advising and supervision of the program?
 - iv. Who will staff the courses that comprise the interdisciplinary minor? What are the commitments for the scheduling of a) new courses especially developed for the interdisciplinary minor? b) existing courses that will be incorporated in the interdisciplinary minor? c) courses required in order to complete the interdisciplinary minor? d) courses that serve as electives for the interdisciplinary minor?
- e. Administration of Standard Interdisciplinary Minors
- i. Proposed changes to existing standard interdisciplinary minors or proposals for new standard interdisciplinary minors are submitted to the Director of Interdisciplinary Studies. The Director approves or rejects proposals, and forwards successful proposals to the Curriculum Oversight and Administration Committee and Academic Senate for formal approval. As part of its responsibility to supervise standard interdisciplinary minors, the Director of Interdisciplinary Studies may request faculty advisors to report to the Committee regarding the interdisciplinary minor. Working with the provost and Academic Strategic Planning Committee, the Director of Interdisciplinary Studies will periodically request advisors of standard interdisciplinary minors to review their respective programs.
 - ii. Each standard interdisciplinary minor will have a faculty advisor. In some cases, a committee of faculty and students will develop advisory guidelines to help students with course selection, or will organize special programs sponsored by the interdisciplinary minor. The faculty advisor advises students regarding the selection of courses that satisfy the interdisciplinary minor. The advisor will also supervise work done by students and certify the completion of the interdisciplinary minor. Upon notification that the requirements for a standard interdisciplinary minor have been fulfilled, the registrar will record the title of the interdisciplinary minor and note its satisfactory completion on the student's official college transcript.

F. Off-Campus Study

1. Study Abroad During the Academic Year

Note: This section concerns semester and academic-year study abroad undertaken on programs administered by Beloit College, including exchanges with universities abroad; programs sponsored by other organizations; and direct enrollment in universities abroad. Students studying in another country over the summer may transfer the credit toward the degree. Credit for such study is determined by the registrar in consultation with appropriate academic departments.

a. General application requirements and selection criteria

- i. Consultation about study abroad options and preparation with an advisor in the Office of International Education.
- ii. Approval of the academic advisor, to determine the academic merits of the student's proposed study abroad, including course selection, the applicant's preparation for the program, and the student's plan for follow-up upon return to Beloit College.
- iii. Fulfillment of eligibility requirements for the particular program (e.g. foreign language competence, pre-requisite and other courses appropriate to the subject matter of the off-campus program, grade point average).
- iv. Good academic standing at the time the application is considered; the student must be neither on academic probation nor, in the opinion of the Committee on International Education, in danger of being placed on probation. If a student is placed on probation after he or she has been approved for study abroad, the approval may be reversed.
- v. Submission of a compelling application and successful completion of an interview. The Committee on International Education will determine if the student may study abroad. In some cases, the committee may ask the student to undertake additional work and/or meet specific criteria to study abroad.
- vi. Recommendation by the dean of students.
- vii. Upon acceptance, clearance by a physician and purchase of health insurance valid overseas and including coverage for medical evacuation and repatriation.
- viii. Completion of the terms and conditions form and waiver and release.
- ix. Study abroad may not take place in countries and/or regions where a U.S. State Department Travel Warning is in effect. If a Travel Warning is issued before scheduled start of a program, students will be advised that they will not be able to study in the country, should investigate alternative programs of study, and should make alternative arrangements as appropriate. Should an exception to this policy be requested, each request will be reviewed on a program-by-program basis, in

consultation with experts on the country or region.

- b. Courses, credits, and grades.
- i. Students studying abroad normally take the equivalent of 4 units of coursework. Enrollment in fewer than 3 units or the equivalent or more than 4 units requires permission of the academic advisor and the Office of International Education.
 - ii. Students will indicate preliminary course choices at the time of the application. If these change upon arrival at the study abroad site, the student must consult the Beloit academic advisor about changes.
 - iii. The final determination of credit earned will be made when a transcript of the student's study abroad is received by the Office of International Education. This Office will recommend credit to the registrar in consultation with the academic advisor and the chair of relevant academic departments.
 - iv. Application of a course toward a major or minor must be determined in consultation with the major/minor department.
 - v. Grades and course titles will be posted to the Beloit transcript and identified as study abroad. However, grades will not be calculated into the cumulative grade point average. Where necessary, grades based on a different grading scale will be translated into Beloit equivalents by the Office of International Education in consultation with the registrar and relevant academic departments.
 - vi. In some cases, students will take courses while abroad that have been given Beloit College course numbers. In these cases, those grades will be calculated into the cumulative grade point average.
 - vii. In some cases, host country national students may enroll in the courses described under F.1.b.vi. as a form of reciprocity. In these cases, the students will be enrolled in the courses as non-degree students and will receive Beloit College credit upon successful completion of the course requirements. They will not be required to pay Beloit College tuition. Depending on the level of student commitment, the students would either register to audit a course or to take it for credit. Further, to be eligible to enroll in the course, students will have the same educational levels as their Beloit counterparts, normally understood to be the equivalent of at least 1 ½ years of university work, as determined by Beloit and/or its partner(s). Grades will be assigned by the course instructor(s) as is the case with Beloit students. Courses enrolling host country nationals will have been developed by Beloit and/or by Beloit and its partner(s).
 - viii. Study abroad credits are considered Beloit College credit, not transfer credit.
 - ix. Credit can not be granted for study abroad undertaken on a vacation term.

2. Study abroad programs administered by Beloit College.
 - a. Study abroad programs administered by Beloit College include exchanges, other direct enrollment in universities abroad, and programs directed by Beloit College faculty members. All such arrangements must be approved by the Committee on International Education, which will make a recommendation to the Academic Strategic Planning Committee, with the Academic Senate making the final decision.
 - b. The minimum number of students enrolled in a program directed by a Beloit faculty member will normally be 10 to assure the academic and financial viability of the program. Exchanges and direct enrollment programs may operate with as few as one student.
 - c. The Committee on International Education will have responsibility for selecting program participants in accordance with the procedures outlined under F.1.a.

Beloit College may accept applications for programs it administers from students enrolled in other institutions. These students will be evaluated in the same way as Beloit students. The Committee on International Education will also take particular care that the admission of external students does not detract from the quality of the programs.

3. Beloit College courses with international travel components.
 - a. Beloit College faculty members may offer courses with an international travel component. In planning these courses, the faculty members should consult with the Office of International Education about such matters as travel arrangements, other logistical matters, safety and security before submitting the course proposals for approval. Faculty members may also consult the Office and the Committee on International Education about course pedagogy and other matters.
 - b. Participants in courses with international travel components will need to sign the same terms of agreement and waiver as study abroad students as well as purchase health insurance as outlined in F.1.a.
 - c. The Committee on International Education will not have responsibility for the selection of participants in such courses but will hear reports on the courses.
4. Domestic Off-Campus Study

Note: This section concerns domestic off-campus study taking place during the academic year. Students studying in a domestic off-campus program during the summer may transfer the credit toward the degree. Credit for such study is determined by the registrar in consultation with appropriate academic departments.

- a. General requirements and selection criteria.
 - i. Consultation about program options and preparation with an advisor in the Office of International Education.

- ii. Approval of the academic advisor, to determine the academic merits of the student's proposed off-campus study, including course selection, the applicant's preparation for the program, and the student's plan for follow-up upon return to Beloit College.
 - iii. Fulfillment of eligibility requirements for the particular program (e.g. pre-requisite and other courses appropriate to the subject matter of the off-campus program, grade point average).
 - iv. Good academic standing at the time of the application is considered; the student must be neither on academic probation nor, in the opinion of the selection committee, in danger of being placed on probation. If a student is placed on probation after he or she has been approved for off-campus study, the approval may be reversed.
 - v. Submission of a compelling application for use by the selection committee in determining whether the student may study off campus.
 - vi. Recommendation by the dean of students.
 - vii. Completion of the terms and conditions form and waiver and release.
- b. Courses, credits, and grades
- i. Students studying off campus normally take the equivalent of 4 units of coursework. Enrollment in fewer than 3 units or the equivalent or more than 4 units requires the permission of the Beloit academic advisor and the Office of International Education.
 - ii. Students will indicate preliminary course choices at the time of application. If these change upon arrival at the campus program site, the student will consult the academic advisor about changes.
 - iii. The final determination of credit earned will be made when the transcript of the student's off-campus study are received by the Office of International Education. This office will recommend credit to the registrar in consultation with relevant academic departments.
 - iv. Application of a course toward a major or minor must be determined in consultation with the major/minor department.
 - v. Domestic off-campus study credits are considered Beloit College credit, not transfer credit.
 - vi. Should a student elect to take a vacation term to participate in a domestic off-campus study program, the student may earn transfer credit as determined by the registrar in consultation with appropriate departments.

G. Experiential Learning Program

1. Background

Beloit College has a long tradition of experiential learning as a special component of a liberal arts education. The college requires every student to include an applied or experiential dimension in her or his education. That education essentially develops in the classroom, but also stems from active participation in college and community activities, and in testing theory, knowledge, and personal goals through encounters in the laboratory, the community and the world.

At Beloit, opportunities for learning-by-doing exist within the curriculum, through the social and cultural life on campus, in community service, in sponsored domestic and international study programs, in summer research and work experience, and in academic year internships and field terms. Such experiences are enhanced when students approach these options with purposeful planning and meaningful reflection, so as to consider what each experience means to them and the ways in which it impacts their individual sense of purpose.

Career Works supports Beloit College's commitment to experiential learning and to students' academic, professional, and personal success. Career Works staff members partner with faculty and staff to consult on the design, implementation, and assessment of effective learning practices that support students' engagement with Beloit College's integrated learning outcomes of effective communication, productive collaboration, creative problem-solving, and intellectual and professional agility. Finally, Career Works advises students on how to best engage in experiential learning opportunities, such as internships, community engagement, campus leadership, and research.

2. Internship Programs

The internship programs at Beloit present opportunities for students to gain practical experience in a field of interest. These opportunities may be associated with a major field, or may be unrelated to the major. Career Works offers a variety of options in terms of length, location and degree of immersion--from the one- or two-day externships to semester long internship.

3. Policies Regarding Academic, For-Credit Internships

- a. Students may earn up to two units of internship credit during enrollment; they may earn up to four units with approval from the provost.
- b. Students must enroll by the deadline with the registrar.
- c. Credit for experiences already completed will usually not be supported, unless the student can offer documentation for the planning, evaluation, and reflection expected for the applicable Beloit College program.
- d. Students must be in good academic standing (2.000 G.P.A. or higher) in order to participate in an academic, for-credit internship.
- e. Academic internships require a significant amount of time on the field site as negotiated

with the faculty sponsor and community supervisor. The suggested range is 90-150 hours for a full unit of credit, 45-75 hours for a half unit of credit and 30-40 hours for a quarter unit of credit depending on the scope and nature of the other requirements.

- f. The faculty sponsor must approve a learning contract and determine successful completion.

Revision:

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02-02-10	Section G	January 2010
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