2015–2016
Catalog Companion: General Information and Academic Policies & Procedures
Inquiries for additional information should be forwarded to the following offices:

- Office of Admission (717) 358-3951
- Office of Alumni Relations & Development (717) 358-3955
- Office of Communications (717) 358-3981
- Office of the Dean of the College (717) 358-4000
- Office of Financial Aid (717) 358-3991
- Office of the President (717) 358-3971
- Office of the Provost & Dean of the Faculty (717) 358-3986
- Office of the Registrar (717) 358-4168
- Office of Student Academic Affairs (717) 358-3989

General information:

Franklin & Marshall College
P.O. Box 3003
Lancaster, PA 17604-3003
(717) 358-3911

College website: www.fandm.edu

For questions about the admission process

call: (717) 358-3951
email: admission@fandm.edu

Statement on Nondiscrimination

Franklin & Marshall College is committed to having an inclusive campus community where all members are treated with dignity and respect. As an Equal Opportunity Employer, the College does not discriminate in its hiring or employment practices on the basis of gender/gender-identity, sex, race or ethnicity, color, national origin, religion, age, disability, veteran's status, genetic information, family or marital status, sexual orientation, or any other protected class. The College does not discriminate on the basis of gender, sex, race or ethnicity, color, national origin, religion, age, disability, veteran's status, family or marital status, sexual orientation, or other protected class in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs.

Franklin & Marshall College reserves the right to amend any administrative, academic or disciplinary policy or regulation described in this Catalog, without prior notice to persons who might thereby be affected. Information about expenses, fees and other charges applies to the academic year 2015–2016. All fees and other charges are subject to change. The provisions of the Catalog are not to be regarded as an irrevocable contract between the College and the student or between the College and the parents of the student. Insofar as possible, the information in this book is complete and accurate as of the date of publication.

Franklin & Marshall College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.
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THE MISSION OF FRANKLIN & MARSHALL COLLEGE

Franklin & Marshall College is a residential college dedicated to excellence in undergraduate liberal education. Its aims are to inspire in young people of high promise and diverse backgrounds a genuine and enduring love for learning, to teach them to read, write and think critically, to instill in them the capacity for both independent and collaborative action, and to educate them to explore and understand the natural, social and cultural worlds in which they live. In so doing, the College seeks to foster in its students qualities of intellect, creativity and character, that they may live fulfilling lives and contribute meaningfully to their occupations, their communities, and their world.

THE HISTORY OF FRANKLIN & MARSHALL COLLEGE

Franklin & Marshall College is one of the oldest institutions of higher learning in the United States. Its roots go back to Franklin College, founded in 1787 with a generous financial contribution from Benjamin Franklin. The product of a pioneering collaboration between English- and German-speaking communities in the most ethnically diverse region of the new nation, the College was launched by leaders of the Lutheran and Reformed Churches with support from trustees that included four signers of the Declaration of Independence, three future governors of Pennsylvania, two members of the Constitutional Convention and seven officers of the Revolutionary Army. Their goal was “to preserve our present republican system of government,” and “to promote those improvements in the arts and sciences which alone render nations respectable, great and happy.”

Marshall College, named after the great Supreme Court Chief Justice John Marshall, was founded in 1836 in Mercersburg, Pennsylvania under the sponsorship of the German Reformed Church. It attracted a distinguished faculty that became nationally known as leaders of an intellectual movement known as the Mercersburg Theology. In 1853 Marshall College moved to Lancaster and merged with Franklin College to form Franklin & Marshall College. James Buchanan, fifteenth President of the United States, was the first President of the Board of Trustees. From the time of its centennial, the College complemented its strengths in the classics and philosophy with a widely respected program in science. Then, in the 1920s, it added a program in business. The College’s transformation continued after World War II with gradual expansion in size and academic scope. Increasingly, students and faculty were drawn from all regions of the nation and the world. Campus facilities expanded and the College became primarily residential. It became coeducational in 1969. The connection to the Reformed Church, later part of the United Church of Christ, was severed and the College became a secular institution. Throughout all of these changes, however, the College remained committed to “liberal learning.” Frederick Rauch, the first president of Marshall College, had proclaimed in 1837, “The fortune of our lives and our government depends not exclusively on useful knowledge but on our character as citizens, and to form this character by cultivating the whole [person] is the aim of education in the proper sense.”
Today, with approximately 2,400 students, Franklin & Marshall College proudly continues its dedication to intellectual freedom and critical learning as fundamental to a democratic society. As its mission statement affirms, this means that it expects students to see connections, to discover community and to understand the centrality of service to the human endeavor.

THE INTEGRATION OF ACADEMIC AND RESIDENTIAL LEARNING

Franklin & Marshall College offers an integrated learning environment where students engage the values of the liberal arts both through the curriculum and in their lives outside the formal classroom. Consistent with the Mission Statement of the College, faculty and administrative offices place student learning at the center of their work. Programs and activities guide and support students as they explore a love of learning, the skills of critical thinking, the role of citizenship in their lives and the values of civility. The College challenges students to make the most of the academic program and other educational opportunities offered by this residential campus, to practice mental and physical wellness and to develop their talents and interests as part of an educated and socially responsible community.

The faculty-led College House system is the keystone of Franklin & Marshall’s vision for integrating academic and residential life. While a College House is in a literal sense a student residence, it is more than this. College Houses are led by senior members of the Faculty, the Dons, and by their colleagues, the College House Deans, experienced academic and student life professionals. The Houses foster an environment that infuses student life with thoughtful deliberation and intellectual exploration, habits of thought and analysis that will serve students throughout their personal and professional lives. The Houses are the meeting ground where students can interact and network among the extended College family. Together, Faculty Dons, College House Deans and students create events that bring faculty, students, alumni/ae, distinguished visitors and professional staff together in formal and informal settings to engage in lively discussions and social interactions that break the barrier between classroom and student residence.

Upon matriculation, all students are assigned to membership in a College House. Although students are not required to live in the House for all four years, this affiliation continues through the entire Franklin & Marshall experience and extends beyond graduation. Most students enter the House System as a member of a residential Connections seminar. These courses introduce students to skills of critical reading, critical thinking, oral communication and information literacy. At the same time, the students live together in the same area of the College House making it possible for discussions of substance about ideas to move easily between the classroom and the residential environment.

Within Houses, students elect leaders, craft and enforce standards of behavior, manage their own social programs and resolve the problems of living that arise among House residents. The governing structure of each House is based on the explicit acknowledgement that students are adults and should control many aspects of their social and residential life. College Houses are therefore also places where the arts of democracy are learned and leadership is incubated.
College Houses express the ethos of the College. College Houses are connected communities where all students can find a place. Creating an environment that is neither exclusively academic nor residential, the House environment is sometimes called a “third space,” a comfortable and inviting hybrid of classroom and residence hall that exceeds its individual parts. The College Houses model a way of living that makes for a rewarding life: they support a social landscape that integrates work, play, a critical approach to new ideas and the belief that every moment holds the opportunity for discovery and personal satisfaction.

This emphasis on integrating ideas and residential life informs many other areas of the student experience. Both academic and career advising ask students to think about the value of a liberal arts education and the connections among the liberal arts and the world of work. Social and co-curricular programming emphasizes student initiative in planning and organizing events. Students are encouraged to see themselves as citizens informed by an entrepreneurial spirit. The College also provides opportunities for students to explore the meaning of faith, religion and spirituality. Because of its commitment to educating the whole person, the College has a number of programs that emphasize health and wellness, including personal counseling, programs in the residence halls, varsity and intramural sports and workshops on health issues.

In March 2009, the faculty voted to implement a Common Hour, a weekly time during which no classes are scheduled, to enable the entire College community to gather for special events. This common gathering time, used for lectures, topical discussions, projects and other community gatherings since Spring 2010, was designed to promote the involvement of all members of the College in meaningful intellectual exchange and to broaden the reach of the liberal arts experience.
FRANKLIN & MARSHALL COLLEGE
ACADEMIC CALENDAR 2015–2016

FALL SEMESTER, 2015

August, 25–27, Tuesday–Thursday International Student Orientation
August 27, Thursday College Houses open for First Year Students, 1 p.m.
August 27–September 1, Thursday–Tuesday New Student Orientation
August 31, Monday College Houses & Theme Houses open for Upper Class Students, 8:30 a.m.
September 1, Tuesday Convocation
September 2, Wednesday Fall semester classes begin, 8 a.m.
September 7, Monday Labor Day (classes in session; administrative offices closed for federal holiday)
October 2–4, Friday–Sunday Homecoming Weekend and Family Weekend
October 9, Friday Fall break begins, 4:30 p.m.
October 14, Wednesday Fall break ends, 8 a.m.
November 24, Tuesday Thanksgiving recess begins, 6:05 p.m.
November 30, Monday Thanksgiving recess ends, 8 a.m.
December 11, Friday Fall semester classes end, 4:30 p.m.
December 12–15, Saturday–Tuesday Reading days
December 16, Wednesday Final examinations begin
December 20, Sunday Final examinations end
December 20, Sunday Winter recess begins
December 21, Monday College Houses & Theme Houses close; 11 a.m.

The College notes that a number of holidays occur during the semester. Please consult the College web-based calendar for these dates.
FRANKLIN & MARSHALL COLLEGE
ACADEMIC CALENDAR 2015–2016

SPRING SEMESTER, 2016

January 8, Friday
Spring Option orientation

January 10, Sunday
College Houses & Theme Houses open, 8:30 a.m.

January 12, Tuesday
Spring semester classes begin, 8 a.m.

January 18, Monday
Martin Luther King Day

March 11, Friday
Spring recess begins, 4:30 p.m.

March 21, Monday
Spring recess ends, 8 a.m.

April 21, Thursday
Spring semester classes end, 4:35 p.m.

April 22–25, Friday–Monday
Reading days

April 26, Tuesday
Final examinations begin

April 30, Saturday
Final examinations end

May 1, Sunday
College Houses & Theme Houses close, 11 a.m.

May 7, Saturday
Commencement

The College notes that a number of holidays occur during the semester.
Please consult the College web-based calendar for these dates.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>August 23–25, Tuesday–Thursday</td>
<td>International Student Orientation</td>
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<tr>
<td>August 25, Thursday</td>
<td>College Houses open for First Year Students, 1 p.m.</td>
</tr>
<tr>
<td>August 25–30, Thursday–Tuesday</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>August 29, Monday</td>
<td>College Houses &amp; Theme Houses open for Upper Class Students, 8:30 a.m.</td>
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<tr>
<td>August 30, Tuesday</td>
<td>Convocation</td>
</tr>
<tr>
<td>August 31, Wednesday</td>
<td>Fall semester classes begin, 8 a.m.</td>
</tr>
<tr>
<td>September 5, Monday</td>
<td>Labor Day (classes in session; administrative offices closed for federal holiday)</td>
</tr>
<tr>
<td>October 7, Friday</td>
<td>Fall break begins, 4:30 p.m.</td>
</tr>
<tr>
<td>October 12, Wednesday</td>
<td>Fall break ends, 8 a.m.</td>
</tr>
<tr>
<td>October 14–16, Friday–Sunday</td>
<td>Homecoming Weekend and Family Weekend</td>
</tr>
<tr>
<td></td>
<td>(home football vs. McDaniel)</td>
</tr>
<tr>
<td>November 22, Tuesday</td>
<td>Thanksgiving recess begins, 6:05 p.m.</td>
</tr>
<tr>
<td>November 28, Monday</td>
<td>Thanksgiving recess ends, 8 a.m.</td>
</tr>
<tr>
<td>December 9, Friday</td>
<td>Fall semester classes end, 4:30 p.m.</td>
</tr>
<tr>
<td>December 10–13, Saturday–Tuesday</td>
<td>Reading days</td>
</tr>
<tr>
<td>December 14, Wednesday</td>
<td>Final examinations begin</td>
</tr>
<tr>
<td>December 18, Sunday</td>
<td>Final examinations end</td>
</tr>
<tr>
<td>December 18, Sunday</td>
<td>Winter recess begins</td>
</tr>
<tr>
<td>December 19, Monday</td>
<td>College Houses &amp; Theme Houses close; 11 a.m.</td>
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**FRANKLIN & MARSHALL COLLEGE ACADEMIC CALENDAR 2016–2017**

**SPRING SEMESTER, 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 13, Friday</td>
<td>Spring Admit orientation</td>
</tr>
<tr>
<td>January 15, Sunday</td>
<td>College Houses &amp; Theme Houses open, 8:30 a.m.</td>
</tr>
<tr>
<td>January 16, Monday</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>January 17, Tuesday</td>
<td>Spring semester classes begin, 8 a.m.</td>
</tr>
<tr>
<td>March 10, Friday</td>
<td>Spring recess begins, 4:30 p.m.</td>
</tr>
<tr>
<td>March 20, Monday</td>
<td>Spring recess ends, 8 a.m.</td>
</tr>
<tr>
<td>April 27, Thursday</td>
<td>Spring semester classes end, 4:35 p.m.</td>
</tr>
<tr>
<td>April 28 – May 1, Friday – Monday</td>
<td>Reading days</td>
</tr>
<tr>
<td>May 2, Tuesday</td>
<td>Final examinations begin</td>
</tr>
<tr>
<td>May 6, Saturday</td>
<td>Final examinations end</td>
</tr>
<tr>
<td>May 7, Sunday</td>
<td>College Houses &amp; Theme Houses close, 11 a.m.</td>
</tr>
<tr>
<td>May 13, Saturday</td>
<td>Commencement</td>
</tr>
</tbody>
</table>
2016 SUMMER SESSION I
(5 WEEKS, JUNE 1—JUNE 30, 2016)

Monday, May 16, 2016  Registration Deadline
Tuesday, May 31, 2016  Housing opens for Session I, noon
Wednesday, June 1, 2016  Session I classes begin
Thursday, June 2, 2016  Session I deadline for course changes or withdrawing without record by 4:30 p.m.
Friday, June 10, 2016  Session I grading option (P/NP) deadline
Tuesday, June 28, 2016  Session I Deadline to withdraw with record
Thursday, June 30, 2016  Session I classes end
Friday, July 1, 2016  Students in residence must vacate their rooms by noon

2016 SUMMER SESSION II
(5 WEEKS, JULY 6—AUGUST 4, 2016)

Monday, June 20, 2016  Registration Deadline
Tuesday, July 5, 2016  Housing opens for Session II, noon
Wednesday, July 6, 2016  Session II classes begin
Thursday, July 7, 2016  Session II deadline for course changes or withdrawing without record by 4:30 p.m.
Friday, July 15, 2016  Session II grading option (P/NP) deadline
Tuesday, August 2, 2016  Session II deadline to withdraw with record
Thursday, August 4, 2016  Session II classes end
Friday, August 5, 2016  Students in residence must vacate their rooms by noon
EDUCATIONAL SUPPORT SERVICES

ACADEMIC ADVISING

Franklin & Marshall College emphasizes an approach to advising that takes seriously the College’s mission to foster in its students a love of learning, to educate them about the natural, social and cultural worlds in which we live, and to encourage them to become citizens who contribute productively to their professions, communities and world. Academic advisers guide students as they learn to make decisions about intellectual interests, course selection, a Major and ultimately, the meaning of a liberal arts education.

Faculty members from across the curriculum advise incoming students in a team-based model that is affiliated with a student’s assigned College House. Faculty in the academic departments advise their majors as well as offer advice to all students about pursuing graduate study in their disciplines. The College views academic advising as a natural extension of the faculty’s teaching role, and it is supplemented and supported by Dons and College House Deans, who work within the College House System. Health professions advising and legal professions advising are also available. More information about these special advising options can be found at www.fandm.edu/academics/student-resources/academic-advising.

ADDITIONAL EDUCATIONAL OPPORTUNITIES AND RESOURCES

The College has found many ways to recognize, encourage and reward special talents and to help students extend their academic interests into the realms of research, the arts, internships, educational travel, public service and employment. Some of the most prominent opportunities are described below.

STUDENT-FACULTY COLLABORATION

Hackman Scholars Program
This ten-week summer research program, administered by the Office of the Provost and Dean of the Faculty, was established in 1984 by William M. and Lucille M. Hackman. It brings students and faculty together to work on challenging, high-level research projects. Ranging from astrophysics and chemistry to sociology and art, “Hackmans” receive a $3,500 stipend to experience first-hand the excitement and challenge of collaborating with professors in advanced scholarly work. The program is open to all current Franklin & Marshall students. Participants must be nominated by the faculty members with whom they wish to work. Typically, about 65 students and 45 faculty members participate each summer. Applications should be made by faculty sponsors to the Committee on Grants.

Leser and Nissley Student/Faculty Partnership
The Leser and Nissley awards, established in 1993 by Walter and Martha Leser and J. Richard and Anna Ruth Nissley, support research conducted by students in true partnership with faculty members. Leser awards (in the natural sciences) and Nissley awards (in other disciplines) of up
to $1,000 are given annually; both are administered by the Office of the Provost and Dean of the Faculty. Applications should be made to the Committee on Grants.

**Preceptorships**
A number of upperclass students are invited by faculty to serve as student preceptors in courses for first-year students. More details about these opportunities may be obtained from the Office of the Provost.

**Production in the Arts**
Each year, there are numerous productions in venues such as the Green Room Theatre, Barshinger Center for Performing Arts and the Roschel Performing Arts Center, sponsored by the Department of Theatre, Dance and Film, the Department of Music and the Department of Art and Art History. Students, including non-majors in these areas, have the opportunity to perform or to become involved in working behind the scenes to help produce these performances and exhibits.

**Other Partnerships**
Many other academic-year and summer research positions are available through departmental and faculty grants.

**THE WARE INSTITUTE FOR CIVIC ENGAGEMENT**
The Ware Institute for Civic Engagement provides high-quality, transformative experiential learning opportunities that empower students to make a positive impact within their local and global communities. Through reciprocal partnerships with a variety of nonprofit organizations, the Ware Institute creates internships and volunteer opportunities for students to learn more about their communities and what it means to be a thoughtful and committed citizen of the world. The Ware Institute for Civic Engagement was founded in November 2000 through a generous gift from Trustee Paul W. Ware ’72. Among the Ware Institute’s flagship programs:

**Pre-Orientation Program**
- **Putting It Together in the Community (PIT):** PIT is a community service program for first-year students who have demonstrated a sincere commitment to service, leadership and/or civic engagement in high school and wish to continue these pursuits while in college. PIT is a great way to bond with other first-year students who share the same interest in community service. Announcements are sent to all incoming students in May and applications are due by June 15.

**Internships**
- **Public Service Summer Internship (PSSI):** This summer internship experience enables 14 students to make significant contributions to the community while learning meaningful job skills. Students are paid by the College and work full-time through June and July. Every Wednesday, interns come together on campus for discussions, reflection, and to participate in service projects. The application is made available in late January through an email announcement from the Ware Institute.
- **F&M Works in Lancaster Internship:** F&M Works in Lancaster is a year-long paid internship opportunity for students who are passionate about making a positive impact in the local community. Interns learn valuable work skills, explore potential career paths and are
mented by dedicated community leaders. Interns also attend professional development workshops, networking dinners and reflection sessions. Applications are made available right before Spring Break through an announcement from the Ware Institute.

**Alternative Break Trips (Not for Credit)**

- **Spring Break in Honduras**: The spring break trip to Honduras is health-related and may be a good option for students who are interested in medicine, public health, and service to others. There is no course credit for this program. Spanish is not required. The Ware Institute partners with Central American Relief Efforts (CARE) for students to facilitate dental hygiene workshops and eye exams, and assist in the creation of rural self-sustainable pharmacies.

- **Winter Break in Ghana**: The winter break trip to Ghana is education-related and may be a good option for students who are interested in teaching. Students spend about two weeks at the Heritage Academy teaching lessons they have developed based on their interests or areas of study. This trip not only provides valuable teaching experience but it also exposes students to global education issues and immerses them in another culture. The Heritage Academy was founded by Kwesi Koomson ‘97 to provide a progressive, empowering and life-changing education in Ghana that is in stark contrast to the antiquated and underfunded public school system.

**Volunteer Opportunities**

The Ware Institute helps students find volunteer opportunities that are fulfilling, meaningful and safe. While most opportunities take place in the Lancaster community, the Ware Institute offers three on-campus programs for students who are interested in committing to at least one semester. Background checks and clearances may be required before volunteering so students are encouraged to contact the Ware Institute for assistance.

- **Squash A.C.E.S. (Attitude, Community, Excellence and Service)**: Squash ACES is an after-school enrichment program that combines academics, service and the exciting game of squash. Members of the F&M squash teams provide on-court coaching support while other F&M students volunteer to tutor and mentor the middle and high school students from the School District of Lancaster.

- **F&M S.L.A.M. (Sports, Leadership, Athletics and Mentoring)**: F&M student volunteers work with Reynolds Middle School students on a one-to-one basis, providing homework help, mentoring and planned athletic activities.

- **V.I.T.A. Program (Volunteer Income Tax Assistance)**: V.I.T.A. is an IRS program designed to help low and moderate-income taxpayers complete their annual tax returns at no cost. F&M partners with the United Way of Lancaster County to offer an on-campus site open on the weekends throughout tax season. Recruitment for volunteer tax preparers begins in September. Two training seminars are offered in November and then students are directed to complete training online during winter break.

**Community-Based Learning (CBL) Course Support**

Community-based learning is a method of teaching that integrates hands-on learning in the community with traditional in-classroom instruction. Students are challenged to link the theories they learn to the realities in the community through reflection and classroom discussions. The Ware
Institute works with faculty members to identify appropriate opportunities for their students and provides logistical support to facilitate placements. Students should look for the CBL designation in the course catalog to identify the various courses that are offered.

**CENTER FOR LIBERAL ARTS AND SOCIETY (CLAS)**
The Center for Liberal Arts and Society endeavors to provide a vibrant, intellectual space where faculty, students and staff, as well as our fellow citizens in Lancaster, can learn, analyze and reflect on the complex and challenging issues facing us all.

By connecting academic studies in the liberal arts and sciences to pressing cultural and social questions—from the expansion of democratic participation, the ethics and politics of war and peace, to the mechanics of how people learn, we aim to demonstrate the critical relevance of liberal learning to civic life.

We do this through our signature programs, speakers and colloquia, which enrich the curricula, foster interdisciplinary collaboration and engage the academic community as well as the general public.

CLAS also hosts The Seachrist Institute for Entrepreneurial Studies, which was established to develop programs that explore the power of entrepreneurship to foster positive change. Its emphasis is on public and social entrepreneurship and the use of entrepreneurial approaches to meet pressing civic and social needs.

**THE FLOYD INSTITUTE FOR PUBLIC POLICY**
The Center for Opinion Research seeks to provide empirically sound research solutions and opportunities for academic and public policy researchers and the local community. It conducts the Franklin & Marshall Keystone Poll, the oldest Pennsylvania statewide poll exclusively directed and produced in the state. It also aims to produce and disseminate information that supports learning by students, researchers and the general public.

The Center for Politics and Public Affairs fosters the study of politics and public policy. It seeks to stimulate discourse on political and policy issues. Its activities include fellowships and internships, public policy and political research, publishing research on policy and political topics and overseeing the Keystone Poll.

The Floyd Institute also houses the Local Economy Center, which provides learning opportunities for students interested in studying local economies and serves the research needs of the Lancaster community.

**THE CLINIC FOR SPECIAL CHILDREN**
In 2007 Franklin & Marshall and Lancaster General Hospital entered a five-year partnership with The Clinic for Special Children, located in Strasburg, Pennsylvania. The clinic is a non-profit medical and diagnostic service for children with inherited metabolic disorders that occur in the Old Order Amish and Old Order Mennonite communities in Pennsylvania. Under the direction of its founder, D. Holmes Morton, M.D., the clinic provides comprehensive medical care for children with chronic, complex medical problems due to inherited disorders. The mission of the clinic is to advance methods of newborn screening, to improve follow-up services, to develop better diagnostic methods and to further clinical research in an ongoing effort to improve treatment and outcomes for children who suffer from rare inherited disorders.
**THE WRITING CENTER**

The Writing Center provides assistance for students working on college writing assignments through one-on-one tutorials and, at the request of faculty, in-class writing workshops. The Center’s trained staff of student writing assistants, mostly juniors and seniors, represents a wide range of majors and career interests. Students should prepare for a conference by bringing all available materials: the assignment, any data being used, a rough plan or formal outline, a few sketched-out paragraphs or a complete paper. Writing assistants will not edit a paper, but they can help writers recognize errors and make the necessary changes.

**COOPERATIVE PROGRAMS OF STUDY**

**TEACHING**

Franklin & Marshall College offers students the opportunity to secure the Pennsylvania Instructional I Teacher Certification in areas of secondary education through a cooperative program with Millersville University. Students may be certified in Citizenship (Social Studies), English, French, Spanish, German, Chemistry, Biology, Earth Science, Physics and Mathematics. Upon successful completion of the degree requirements and the certification program, the Pennsylvania Instructional I Teacher Certification is issued, granting permission to teach in public schools in Pennsylvania.

Franklin & Marshall faculty and professional staff support students who seek to apply their liberal arts education to the field of teaching and recognize that there are limitless possibilities and numerous ways to enter teaching careers. Examples include the Bank Street College Program (The Urban Semester), private school teaching, and internships (e.g., New Canaan Country School). Four years at Franklin & Marshall College does not always allow a student to complete both the Franklin & Marshall degree and full certification through Millersville University. Students are encouraged, however, to complete the Franklin & Marshall degree and a portion of certification and then fulfill certification requirements through post-baccalaureate work in education.

**ENGINEERING**

Franklin & Marshall students may participate in a cooperative engineering program with Case Western Reserve University, Columbia University, Pennsylvania State University College of Engineering, Rensselaer Polytechnic Institute or Washington University in St. Louis.

In this 3/2 (or 4/2) program, the student takes three (or four) years of prescribed undergraduate work at Franklin & Marshall, and then, upon successful completion of this work and receipt of the appropriate recommendation, transfers to one of the participating engineering schools. There, the student studies engineering for two additional years. Upon successful completion of five (or six) years of study, the student receives two degrees: a bachelor of arts from Franklin & Marshall, and a bachelor of science in engineering from the other institution. The student can sometimes complete a master’s degree in one additional year.

In addition to the conventional fields of engineering, other areas of study include: bio-medical engineering, environmental engineering, computer and systems engineering, engineering and policy and materials science and engineering.

Interested students should consult the Office of Student and Post-Graduate Development.
ENVIRONMENTAL MANAGEMENT AND FORESTRY

The College offers a cooperative program with Duke University in the areas of environmental management and forestry. The student earns the bachelor’s and master’s degrees in five years, spending three years at Franklin & Marshall and two years in the Nicholas School of the Environment and Earth Sciences at Duke.

The Bachelor of Arts degree is awarded by Franklin & Marshall upon successful completion of one year of study at Duke, provided that 32 Duke credits are earned. Duke awards the professional degree of Master of Forestry (M.F.) or Master of Environmental Management (M.E.M.) to qualified candidates at the end of the second year. The M.F. degree is in Forest Resource Management. Seven options are available for the M.E.M. degree: Coastal Environmental Management; Ecosystem Science and Conservation; Energy and the Environment; Ecotoxicology and Environmental Health; Global Environmental Change; Environmental Economics and Policy; or Water and Air Resources.

Interested students should consult the coordinator, Dr. Timothy Sipe, professor of biology, early in their careers at Franklin & Marshall, about appropriate course scheduling, so that the necessary prerequisites for admission to Duke can be completed. Additional information about the Duke program is available at www.nicholas.duke.edu.
ACADEMIC POLICIES
AND PROCEDURES

ACADEMIC HONESTY

Fundamental to the principle of independent learning is the requirement of honesty and integrity in performance of academic assignments, both in the classroom and outside. Accordingly, Franklin & Marshall College holds its students to the highest standards of intellectual integrity. Students who violate the responsibility of their educational freedom should understand the following:

A. A student charged with giving or receiving uncondoned assistance in an examination or other academic work will be brought before the Committee on Student Conduct or will be subject to administrative action.

B. Plagiarism, including unauthorized duplicate submission of work, is considered to be a violation of the Student Code. Penalties for plagiarism generally include a failing grade for the course and often suspension from the College for a period of one academic semester. It is mandatory that students adhere to the rules for acknowledging outside sources. The College relies upon a variety of means to uphold the principles of academic integrity, including the use of services to evaluate papers for plagiarism. The Writing Center makes available on its website “Using Outside Sources,” a useful guide to paraphrasing and quoting without plagiarizing. For more detailed information on documentation, students may consult the MLA Handbook for Writers of Research Papers, the Publication Manual of the American Psychological Association and the University of Chicago’s Term Papers, Theses and Dissertations by Kate Turabian.

C. No student may infringe upon the rights of others to have fair and equal access to library resources. Failure to sign out library materials appropriately is considered academic dishonesty and may result in the suspension of library privilege or other appropriate penalties. Failure to return promptly materials that have been recalled also constitutes an infringement upon the rights of others to fair and equal access to library resources. Offenders may be brought before the Committee on Student Conduct or may be subject to administrative action.

D. Academic honesty, integrity and ethics do not hinge upon, nor are they influenced by, technological change; plagiarism or other forms of cheating are just as wrong whether accomplished by pen, typewriter, computer, video or audio recording, telecommunications, or any other means. Similarly, interfering with student and faculty access to educational materials is wrong, whether the material is a computer disk or a library book.

E. A student who suspects another student of committing an act of academic dishonesty should consult with either the instructor for the course or the Office of the Dean of the College.

F. Faculty who suspect a student of academic dishonesty or receive a report of possible academic dishonesty from a student should contact the Office of the Dean of the College.
FACULTY STATEMENT ON PLAGIARISM AND OTHER FORMS OF ACADEMIC DISHONESTY

(Adopted by the Faculty in November 1980)

Plagiarism and other forms of academic dishonesty (e.g., cheating on examinations or the unauthorized duplicate submission of papers or other work) strike at the very heart of the academic enterprise. They constitute instances of bad faith that are inappropriate to the College community. The College should make every effort to set papers and examinations that do not encourage academic dishonesty and make every effort to educate students about the nature of academic dishonesty, about why it is contrary to the spirit of learning and teaching, and about the consequences for those who engage in it.

If an instructor believes that a student has plagiarized material and can locate the source, then the instructor will normally bring the evidence promptly to the attention of the Dean of the College or designee. If the Dean of the College agrees with the instructor that the student may have plagiarized, then the Dean of the College or designee may send the case to the Committee on Student Conduct for prompt hearing. Alternatively, with the agreement of the faculty member, the student may accept a penalty imposed by the Dean of the College or designee.

If the Committee on Student Conduct finds a student guilty of plagiarism, the student will normally suffer suspension for an appropriate period. Furthermore, the instructor should award the student a failing mark for the course in which the plagiarism occurred. In the case of a student who has chosen the Pass/No Pass option, the Dean of the College will tell the Registrar to rescind the option. It is a matter of discretion of the Committee on Student Conduct whether or not to make the exact reason for the suspension a permanent part of the student’s transcript.

If an instructor believes that the student has misrepresented his or her work, but the instructor cannot locate a source, the instructor will normally consult with the department chair or the Dean of the College. If the chair or Dean agrees that there are sufficient reasons to believe a student may have misrepresented his or her work, the faculty members involved should try to determine whether or not misrepresentation has occurred. One means would be to ask the student to explain the paper. A student’s inability to understand the work he or she submitted will normally result in a significantly lowered grade for the course. Moreover, the chair should inform the Dean of the College when the instructor concludes that a misrepresentation has occurred. Again, in cases of Pass/No Pass options, the Dean of the College will tell the Registrar to rescind the option.

Allegations concerning other forms of academic dishonesty, such as cheating on an examination or unauthorized duplicate submission of papers or other work, will be subject to review in a manner similar to that described above. The penalties for such acts of academic dishonesty, which violate the spirit and purpose of an academic community, will be similar to those for plagiarism.

THE USE OF COPYRIGHTED MATERIALS

The College obeys, and expects its students to obey, Federal copyright laws. These laws generally prohibit the copying without permission of a copyrighted work. That work may be literary, musical, or dramatic; a picture, a sound or video recording, or a computer program or material; or any other original expression fixed in some tangible form. For guidelines governing copyrighted materials, consult the College’s Copyright & Fair Use Policy site at www.fandm.edu/college-policies/
PATENT POLICY OF FRANKLIN & MARSHALL COLLEGE

The objective of the College patent policy is to facilitate the invention, transfer and application of new technology that promises to be of benefit to the general public and, at the same time, to protect the interests of the inventor and the College. It applies to all employees and students of Franklin & Marshall College.

A copy of this policy may be obtained by contacting the Office of the Provost or by viewing it at www.fandm.edu/college-policies/academic/intellectual-property-policy.

DISRUPTIONS
OF THE ACADEMIC PROCESS

All students should be familiar with this policy statement on campus disruptions, adopted by the Faculty in May, 1969:

1. Franklin & Marshall College is fully committed to the principle that freedom of thought and expression must be assured for all members of the College community, including the freedom to express or demonstrate disagreement and dissent by reasonable and peaceful means.

2. This freedom is a sine qua non of a college. The commitment is hereby reaffirmed.

3. The spirit of this commitment is clear and it should, by common consent, be held inviolate.

4. But the determination of what is orderly and peaceful cannot be left only to those engaged in that action. The College retains the responsibility to state and enforce those determinations.

5. The process of free exploration, examination and evaluation of ideas can survive only in an atmosphere in which every member of the College is guaranteed the right to think, talk and move about freely. When any members of the College, unwittingly or by design, deprive others of these rights, the institution and its academic endeavors are placed in grave jeopardy.

6. Those who deny this freedom to others shall be subject to sanctions by the College and may, after due process, be considered unwelcome as members of the community.

7. The academic process cannot be conducted in an atmosphere tainted by disruption or by the threat of intimidation, coercion, or duress.

8. While the maintenance of the integrity of the academic process is an obligation of all members of the College, there is a clear responsibility imposed upon the faculty to safeguard that integrity and to certify standards of performance of all engaged in the academic life of the College.

9. The College’s determinations on such matters are reached through reasoned thought and rational discourse. The College will not condone or tolerate unreasoned or injudicious violations of the spirit of the College or disruptions of the orderly academic process.

10. The College cannot recognize as valid conclusions reached under the imposition or threat of intimidation.

11. It is asserted, therefore, that activities which disrupt the normal academic processes of the College are not only inappropriate but intolerable. Individuals who initiate or engage in
such activity shall be subject to appropriate disciplinary procedures or sanctions by the College. Such action shall, of course, provide for appropriate access to fair hearing and due process.

COMMUNICATION WITH STUDENTS
The College typically communicates with students by the following methods: mail to their home or local address, mail to their campus box, or e-mail to their Franklin & Marshall account. Students are expected to regularly monitor communications to these destinations.

THE COURSE CREDIT SYSTEM
Franklin & Marshall College uses a course credit system. Thirty-two (32) course credits are required for graduation. A typical course is assigned one (1) course credit (equivalent to 4 semester hours), though some courses may be assigned more or less than one course credit. Departments may offer half (0.5) credit courses and double (2.0) credit courses. The smallest unit of credit offered at Franklin & Marshall is one-half (0.50).

GRADUATION REQUIREMENTS
FOR STUDENTS ENTERING THE COLLEGE IN THE FALL OF 2013 AND PRECEDING YEARS
To be eligible for the Bachelor of Arts degree, a student must satisfy these requirements:

1. Complete the online Application to Graduate by the published deadline (in the fall semester of the student’s senior year);
2. Earn 32 course credits (at least 21 of them with standard grades)
   a. within a time period of
      (1) twelve (12) semesters of enrollment and
      (2) eight (8) calendar years from initial matriculation,
   b. with a cumulative grade point average of at least 2.00, and
   c. with standard grades in all General Education, Distribution, Writing, Language Studies, Non-Western Cultures, major or minor courses, or any other course used to satisfy a specific requirement;
3. Meet all General Education requirements by:
   a. completing the Foundations requirement during the first two years of study;
   b. completing the Distribution requirement by:
      (1) passing at least one course in the humanities, the arts and the social sciences;
      (2) satisfying the natural sciences distribution requirement by passing two natural science with lab courses or by passing one natural science with lab course and an additional course carrying the Natural Science in Perspective (NSP) designation;
      (3) satisfying the Language Studies requirement;
      a) for students matriculating in the Fall 2007 semester or beyond, the requirement is to complete the third course in a foreign language sequence or to demonstrate equivalent proficiency through testing. This requirement may be waived for
international students from non-English speaking countries (see page 4 for further details).

b) for students matriculating prior to the Fall 2007 semester, a two-course requirement was in place (see page 4 for details).

(4) satisfying the Non-Western Cultures requirement by passing a course which has been designated as “NW,” or through an experience which has been approved by the College as a suitable alternative, and

c. completing the First-Year Writing requirement by either:
   (1) passing ENG 105,
   (2) passing a first-year seminar,
   (3) passing an introductory course which has been designated writing intensive (W), or
   (4) earning a score of 4 or 5 on the Advanced Placement English Language and Composition exam;

4. Pass an approved major field of study, with a minimum of a 2.00 grade point average in those courses considered by the major department to fulfill the major requirements;

5. Earn at least sixteen (16) course credits on the Franklin & Marshall campus; and

6. Enroll in at least three course credits during each of the last two semesters (usually the seventh and eighth semesters) in which the student completes degree requirements, with the final semester being in residence at Franklin & Marshall College.

   • Petitions for exceptions to either of these rules on educational grounds must be made to the Committee on Academic Status.

   • Students who have attended Franklin & Marshall College for eight full-time semesters and who expect to complete the graduation requirements elsewhere may petition the Committee on Academic Status to do so.

For special graduation requirements for transfer students, see “Transfer Credit Prior to Matriculation” pages 46–47.

GRADUATION REQUIREMENTS

FOR STUDENTS ENTERING THE COLLEGE IN THE FALL OF 2014 AND FOLLOWING YEARS

To be eligible for the Bachelor of Arts degree, a student must satisfy these requirements:

1. Complete the online Application to Graduate by the published deadline (in the Fall semester of the student’s senior year);

2. Earn 32 course credits (at least 21 of them with standard grades)
   a. within a time period of
      (1) twelve (12) semesters of enrollment and
      (2) eight (8) calendar years from initial matriculation,
   b. with a cumulative grade point average of at least 2.00, and
   c. with standard grades in all Connections, Exploration, Language Study, Non-Western Cultures, major or minor courses, or any other course used to satisfy a specific requirement;

3. Meet all Introduction and Exploration Phase requirements by:

4. Pass an approved major field of study, with a minimum of a 2.00 grade point average in those courses considered by the major department to fulfill the major requirements;

5. Earn at least sixteen (16) course credits on the Franklin & Marshall campus; and

6. Enroll in at least three course credits during each of the last two semesters (usually the seventh and eighth semesters) in which the student completes degree requirements, with the final semester being in residence at Franklin & Marshall College.

   • Petitions for exceptions to either of these rules on educational grounds must be made to the Committee on Academic Status.

   • Students who have attended Franklin & Marshall College for eight full-time semesters and who expect to complete the graduation requirements elsewhere may petition the Committee on Academic Status to do so.

For special graduation requirements for transfer students, see “Transfer Credit Prior to Matriculation” pages 46–47.
a. satisfying the Introduction phase of the curriculum through completion of the two-course Connections requirement during the first two years of study;
b. satisfying the Exploration phase of the curriculum through completion of:
i. six course credits distributed as follows
   (1) one course credit in the Arts (A);
   (2) one course credit in the Humanities (H);
   (3) one course credit in the Social Sciences (S);
   (4) two course credits in the Natural Sciences, either through passing two natural science with lab courses (N) or passing one natural science with lab course (N) and an additional course carrying the Natural Science in Perspective (NSP) designation;
   (5) one course credit in Non-Western Cultures (NW) or through an experience which has been approved by the College as a suitable alternative; and
   ii. the Language Studies requirement by passing or placing out of the third semester of any foreign or classical language sequence (generally the 201 level);
4. Complete the Concentration Phase by passing an approved major field of study, with a minimum of a 2.00 grade point average in those courses considered by the major department to fulfill the major requirements;
5. Earn at least sixteen (16) course credits on the Franklin & Marshall campus; and
6. Enroll in at least three course credits during each of the last two semesters (usually the seventh and eighth semesters) in which the student completes degree requirements, with the final semester being in residence at Franklin & Marshall College.
   • Petitions for exceptions to either of these rules on educational grounds must be made to the Committee on Academic Status.
   • Students who have attended Franklin & Marshall College for eight full-time semesters and who expect to complete the graduation requirements elsewhere may petition the Committee on Academic Status to do so.

For special graduation requirements for transfer students, see “Transfer Credit Prior to Matriculation” pages 46–47.

DEGREE AUDITS
A degree audit is an electronic review of each student’s course transcript matched against the College’s requirements for a degree. Students may review their degree audits through Inside F&M and become informed about their progress toward the degree at any given time. Faculty advisers also have access to the degree audits of their advisees. While the electronic degree audit is usually accurate, at times the complicated nature of a major or other requirement may lead to inaccuracies. Students are responsible for reporting audit discrepancies to the Registrar. In addition, a discrepancy in the degree audit does not change the actual requirements for graduation; in particular, unfulfilled requirements are not waived because of degree audit discrepancies. The responsibility for understanding and meeting degree requirements rests entirely with the student.

GRADUATION RATE
Franklin & Marshall College, in compliance with the 1990 Federal Student Right-to-Know and Campus Security Act, publishes the percentage of students who enter the College as new first-year
students in the fall and then graduate in six years or less. The six-year graduation rate for the classes who entered as first-year students in the Fall of 2009 was 86%.

COLLEGE GRADUATION HONORS

College honors are awarded to graduating students on the basis of their final cumulative grade point average according to the following standards:

<table>
<thead>
<tr>
<th>Honors</th>
<th>Minimum GPA</th>
<th>Maximum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.90</td>
<td>4.00</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.70</td>
<td>3.89</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.50</td>
<td>3.69</td>
</tr>
</tbody>
</table>

GRANTING OF HONORS

Departmental or program honors are awarded to students who successfully meet the following requirements:

1. Complete an approved outstanding Independent Study project, which entails extensive independent research or creative effort and which culminates in a thesis, a work of art, a recital, or some other performance.
2. Submit the Independent Study project to a specially constituted review board and successfully defend the project in an oral examination of the project and of related work.
3. Complete a significant body of course work of high caliber in the department or program or in related departments or programs.

The rule of thumb for a “significant body of course work” in the field or related fields is a minimum of four courses, in addition to the Independent Study project. If departments or programs wish to impose stricter guidelines or to waive this minimum, they should submit requests to the Provost and Dean of the Faculty, who may consult the Educational Policy Committee for advice in particular cases.

Departments may determine whether a “significant body of course work” is worthy of honors in either of two ways: first, they may determine a minimum grade point average for work in the department beneath which students may not be granted honors; or second, they may meet subsequently to the student’s oral defense and vote to determine whether the “significant body of course work” is worthy of honors.

Students usually will major or minor in a particular department or program in order to receive honors in it, but need not, provided that they: meet the above requirements; are recommended by the review board to the department or program for honors on the basis of the quality of the project and its defense; and receive the recommendation of the department or program that the supporting course work in the field is of sufficiently high caliber to support the recommendation for honors. The “significant body of course work” of students with a Joint Major will be evaluated by the home department of the adviser of the Independent Study. For students with Special Studies majors, this evaluation will be conducted by the student’s primary department (typically the one in which five courses or more are taken).

The following guidelines are to be observed in Independent Study projects considered for departmental or program honors:

1. As early as possible, the project adviser, in consultation with the advisee and department or program chairperson, should constitute a review board of at least three but no more than
five persons, one of whom might well be from another department, program, or institution. Copies of the completed thesis or project should be sent to all members of the review board before the oral examination.

2. The adviser should establish procedures for the oral defense with the examiners, specifying, for example, whether the student will make a brief opening statement, how much time will be allotted to each examiner and in what manner, etc. The adviser is responsible for briefing the student on these procedures well in advance of the defense.

3. The defense should last at least one, but no more than two hours. Artistic performances will, of course, vary in length. The defense should be open to any interested observers, with the knowledge of the student, and its time and location should be published in advance of the meeting.

4. To allow the student and examiners maximum freedom, the adviser should not enter into the defense unless specifically asked to do so, and should not feel obligated to be present for all the deliberations of the review board.

5. After the oral examination, the review board members alone should, after discussion, vote by secret ballot on the thesis and its defense. They are asked to determine whether the thesis and its defense warrant a recommendation of “Honors” or “No Honors,” as one part of the department’s or program’s evaluation of candidates for honors. The chairperson of the review board should notify the department or program chairperson in writing of the board’s recommendation.

6. The recommendation to the Provost and Dean of the Faculty for departmental or program honors will consist of:
   a. The written recommendation to the department or program chairperson by the chairperson of the review board concerning “Honors” or “No Honors” on the basis of the project and its defense, and;
   b. The evaluation by the department or program chairperson concerning the caliber of a significant body of course work in the field.

Both recommendations must be made at the “Honors” level for students to receive departmental or program honors.

7. The project adviser alone is responsible for assigning the final grade for the Independent Study project and for reporting that grade to the Registrar.

**INTERDISCIPLINARY HONORS**

A student who earns “Honors” on an interdisciplinary project may be granted “Interdisciplinary Honors” if each department meets separately and each grants “Honors” based on a significant body of work in its own discrete department. In that instance, the transcript will read “Interdisciplinary Honors: Dept 1/ Dept 2.”

**WITHHOLDING AND REVOCATION OF DEGREES**

1. A student who is subject to a pending disciplinary case is not eligible to receive a degree or participate in graduation until that case is resolved.

2. The College reserves the right to withhold a degree and/or graduation participation if warranted by circumstances such as the discovery of serious violation of the College’s policy on Academic Honesty.
3. The College also reserves the right to revoke an already granted degree if circumstances such as the above warrant.

4. An eligible student with any unpaid College bills may participate in the graduation ceremony but will not receive a diploma. The College reserves the right not to release official transcripts until all bills are paid.

**COMMENCEMENT**

Degrees are conferred once each year at the annual Commencement exercises following the spring semester. Students who complete all requirements for the degree in summer or fall will receive their diplomas and will be listed in the Commencement program the following spring. Candidates for a degree are not required to attend these ceremonies. Those who elect not to attend should notify the Registrar and indicate their preferred mailing address in writing in order to receive their diploma.

Seniors who are close to completion of graduation requirements by the end of the spring semester may apply in the Registrar’s Office to participate in Commencement exercises without receiving a diploma if they:

1. Have a 2.00 or higher major grade point average, a 2.00 or higher cumulative grade point average and the approval of their major department;
2. Are in overall good standing at the College (this includes disciplinary matters);
3. Are able to complete all graduation requirements by satisfactorily completing not more than two (2) additional course credits;
4. Submit a workable plan to complete all graduation requirements as soon as possible and no later than the August 31 following Commencement. In extraordinary circumstances, students may request an exception. If such a request is approved, students will not be permitted to participate in extra-curricular activities, including intercollegiate sports, subsequent to the Commencement in which they participate;

   This policy is administered by the Assistant Registrar. Exceptions to these requirements are rarely made. If a student feels that an extraordinary situation is present, he or she may present the case, in a written petition, to the Registrar for special permission to participate. Denial by the Registrar may be appealed to the Committee on Academic Status; no further appeals are possible.

   Qualified students may participate fully as seniors in all Commencement exercises. Their names will be listed in the Commencement program with a notation “degree requirements to be completed.”

   These students will receive their diplomas in the spring following completion of all requirements but will not be listed in that year’s Commencement program. For alumni purposes, such students will be considered members of the class of their choice. Additional information may be obtained from the Registrar’s Office.

**HONORS LIST AND DEAN’S LIST**

A student whose grade point average for the preceding semester is 3.70 or better is placed on the Honors List. A student who attains an average of 3.25 or better is placed on the Dean’s List. In both cases, to be eligible, the student must have satisfactorily completed three course credits in courses for which the standard grading option was utilized. (In addition, there may be no grade below “C-,” where “NP” grades are considered to be below “C-.”)
HONOR SOCIETIES AND SIMILAR RECOGNITION

Alpha Kappa Delta—sociology
Benjamin Rush—health professions
Black Pyramid—senior honorary society
Eta Sigma Phi—classics
Gamma Kappa Alpha—Italian
John Marshall—pre-law
Mu Upsilon Sigma—instrumental music
Omicron Delta Epsilon—economics
Phi Alpha Theta—history
Phi Beta Kappa—scholarship
Pi Delta Phi—French
Pi Gamma Mu—social science
Pi Mu Epsilon—mathematics
Pi Sigma Alpha—political science
Psi Chi—psychology
Sigma Delta Pi—Spanish
Sigma Pi Sigma—physics

Phi Beta Kappa recognizes superior intellectual achievement in the pursuit of liberal education. Founded in 1776 at the College of William and Mary, Phi Beta Kappa is the premiere academic undergraduate honorary society. The Theta Chapter of Pennsylvania was established at Franklin & Marshall College in 1908.

Each year, resident members of the Chapter meet to review students’ credentials and elect new members, predominantly seniors, plus a few highly exceptional juniors.

The Society seeks students with outstanding records and good character who have developed the qualities of mind that are the aim of a liberal, humane education and approach their studies with intellectual curiosity in pursuit of a comprehensive understanding of the natural and social worlds.

Evaluation of candidates is based on various indicators of the intellectual spirit, including but not limited to high grades, the opinions of professors and professional staff familiar with candidates’ achievements, participation in upper-level classes, independent research, competency in areas such as quantitative analytical skills and foreign languages and sparing use of the Withdrawal and Pass/No Pass options. Students should normally have completed either coursework in three different disciplines in at least two divisions (a minimum of two courses, one of which must be beyond the introductory level) or a double major or major/minor in two different divisions. These guidelines will pertain to Special Studies and interdisciplinary majors as well.

DANA SCHOLARS

The Dana Scholars program, made possible by the Charles A. Dana Foundation, recognizes about 70 continuing students of high academic achievement, outstanding character and leadership potential. Dana Scholars are nominated by the faculty.
ANDREW M. ROUSE SCHOLARS

The Andrew M. Rouse Scholarship, endowed by and named in honor of Andrew M. Rouse ’49, former Trustee of the College, seeks to recognize two outstanding first-year students who have demonstrated high academic achievement, strong character and significant leadership skills, whether through their communities, schools, or religious organizations. Rouse Scholars should have the potential to make a positive and significant impact on the student body, and to contribute to the legacy of the College. The scholarship covers all academic costs, including full tuition, books and laboratory fees and is renewable for three years (subject to demonstrating academic eligibility and showing leadership at the College). Each scholar is eligible to apply for a $3,000 research/travel grant that will enable the student to develop further his or her leadership skills.

ACADEMIC STANDARDS

Students who are making satisfactory progress toward the degree are allowed to continue their studies at Franklin & Marshall College. Satisfactory progress toward the degree is defined as meeting the following minimum class standing and academic performance standards:

A. ACADEMIC PROGRESS. Students are normally expected to complete four course credits each semester and to complete course work required for the Bachelor of Arts degree within eight semesters. A review is made at the end of each regular semester to determine the class standing of every student. For enrollment in the sophomore class, a student must have earned seven course credits; in the junior class, 15 course credits; in the senior class, 23 course credits; and for graduation, 32 course credits.

While unusual circumstances may prevent some students from proceeding on this schedule, the College is unwilling to extend the time indefinitely. Therefore, sophomore status must be attained in a maximum of three semesters; junior status in a maximum of six semesters; senior status in a maximum of nine semesters; and graduation within a maximum of 12 semesters. All requirements for graduation must be completed within a maximum of eight calendar years from initial matriculation. Students who fail to meet the minimum requirements of academic progress will be placed on academic suspension for a period of one semester. Students with unusual circumstances that prevent them from meeting these requirements may petition the Committee on Academic Status for an extension.

Students may view end of semester grades on their transcripts through Inside F&M.

B. ACADEMIC PERFORMANCE. Students must achieve the following minimum cumulative grade point averages as a function of the number of course credits earned:

<table>
<thead>
<tr>
<th>Course Credits Earned</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 4</td>
<td>1.50</td>
</tr>
<tr>
<td>more than 4 to 8</td>
<td>1.60</td>
</tr>
<tr>
<td>more than 8 to 12</td>
<td>1.70</td>
</tr>
<tr>
<td>more than 12 to 16</td>
<td>1.80</td>
</tr>
<tr>
<td>more than 16 to 20</td>
<td>1.90</td>
</tr>
<tr>
<td>more than 20</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students who do not achieve a semester grade point average of at least 2.00 will be placed on “semester advisory” status. Students who do not achieve a cumulative grade point average of
at least 2.00 will be placed on “cumulative advisory” status. Students who do not achieve either a semester or cumulative grade point average of 2.00 will be placed on “semester and cumulative advisory” status. Students on “advisory” status will be informed of this in writing, and a College House Dean will meet with these students to discuss academic concerns. Students should consider these meetings to be mandatory.

**Students will be placed on Academic Suspension if:**

- They fail to meet the minimum cumulative grade point average for the appropriate credits earned (unless in the just completed semester they earned a semester grade point average of 2.40 or higher for at least three course credits);

- They fail to meet the minimum requirements for class standing or completing the Foundations requirements; OR

- They fail all courses attempted in any one regular semester.

Students in their first semester at Franklin & Marshall College will generally not be suspended if they pass at least one course.

Suspended students may submit an appeal for a rescission of the suspension to the Committee on Academic Status.

First suspensions are for a period of one academic semester, and they include the summer period between the end of the semester at which they receive the suspension and their eligible date of return. Students receiving a suspension at the end of a fall semester are eligible to resume their studies at the beginning of the next fall semester. Students receiving a suspension at the end of a spring semester are eligible to resume their studies at the beginning of the next spring semester.

This period of suspension allows students time to reflect upon the sources of their academic difficulties and return to the College better prepared to meet the academic expectations of the faculty. Students placed on suspension should choose carefully the activities they pursue during the period of suspension because they will be expected to explain and justify those choices as part of the procedure for returning from a suspension. Although students may enroll in courses at another institution during the period of suspension, they may not earn credit toward graduation requirements at Franklin & Marshall College during this period. Return to the College after a first suspension is highly likely but not automatic.

Subsequent suspensions are for a period of two academic semesters, and include summer period(s) from the beginning of the suspension to the eligible date of return. Subsequent suspensions place in doubt a student’s willingness and ability to meet the academic standards of the College. This longer period of time should be used to examine seriously whether the student should continue at the College. Although students may enroll in courses at another institution during the period of suspension, they may not earn credit toward graduation requirements at Franklin & Marshall College during this period.

Students who wish to return from an academic suspension must write a letter to the Committee on Academic Status requesting permission to return. This letter must be submitted by May 1 for students wishing to return in the Fall, and by December 1 for students wishing to return in the Spring. Prior to submission of this letter, students are expected to consult with their College House Dean.
COURSE REGISTRATION AND CREDIT

CLASS SCHEDULING
The master schedule of classes is made available online prior to registration each semester. Classes begin at 8:00 a.m. and end at 4:20 p.m. on Mondays, Wednesdays, and Fridays; they begin at 8:30 a.m. and end at 6:05 p.m. on Tuesdays and Thursdays. Additionally, there is an evening class period Monday through Thursday that begins at 7:30 p.m. The class schedule allows for a twice-weekly Common Hour. The Common Hour is scheduled from 11:30 a.m.– 12:35 p.m. on Thursdays and is reserved for College community events. Tuesdays from 11:30 a.m.– 12:35 p.m. is designated as a free hour and may be scheduled for meetings, multiple-section common examinations, etc.

In order to permit student participation in extracurricular activities, attendance at regularly scheduled classes or labs is not usually required after 4:20 p.m. on Mondays, Wednesdays and Fridays or after 6:05 p.m. on Tuesdays and Thursdays, except for regularly scheduled evening classes.

Some courses involve field trips, lectures, or other activities scheduled outside of regular class hours. These experiences are listed in a course syllabus whenever reasonably possible. If a schedule conflict occurs for a student, s/he should contact the instructor and attempt to resolve the matter as soon as possible, and certainly substantially in advance of the event.

REGISTRATION PROCEDURE
Class scheduling is done through the Registrar’s Office, which maintains all official academic records, sends out transcripts, supervises course registration and changes, and tracks students’ progress in meeting degree requirements. Students register online through Inside F&M for courses that have been approved by their academic advisers. The class schedules of first-year students are prepared during the summer preceding entrance into the College. Subject to the payment of the appropriate fees, students may register for courses prior to each registration period. Exceptions to this are:

1. Students are responsible for satisfying prerequisites for a course; they may not register for courses with listed prerequisites that they have not completed unless they have permission of the instructor of the course or the chairperson of the department in which the course is offered. Credit for a course may be denied or later withdrawn if a student enrolls without the necessary prerequisites or prior approval of the instructor or department chairperson.

2. Certain courses require permission of the instructor prior to registration. Permission of the instructor may be withheld if a student has not completed the necessary prerequisites for a course, or has not done sufficient supplementary reading and work to prepare the student to profit from the course.

3. Registration in all courses is subject to availability of spaces in classes, and it is the student’s responsibility to ensure that he or she is properly registered in all courses. Departments and instructors may, with the approval of the Provost and Dean of the Faculty, establish enrollment limits in courses. Enrollment may not exceed 50 in a course without permission of the Provost and Dean of the Faculty.
FULL-TIME STATUS
A student must be enrolled for at least three course credits a semester (equal to twelve semester hours) to be regarded as a full-time student. The normal student workload is four course credits each semester. Students may register for a maximum of two course credits in any one Franklin & Marshall summer session. Two credits in a Franklin & Marshall summer session is regarded as full-time.

PART-TIME STATUS
Part-time status is defined as registration for fewer than three course credits. This option is not available during each of the last two regular semesters in which students are completing degree requirements.

A student may neither initially enroll for fewer than three course credits nor drop to fewer than three course credits during the semester without the approval of the Committee on Academic Status.

Part-time status may have some effect on the student’s participation in College activities (e.g., intercollegiate athletics, College governance, etc.). Also, the part-time student may not be eligible for any form of institutional financial aid.

ADDING COURSES
After pre-registration has been completed, students may add open courses to their schedules through Inside F&M. Entering a course later than the second meeting of the class requires the approval of the course instructor. The deadline to add a course is the same as the “withdraw-without-record” deadline, typically 13 calendar days after the start of the semester. It is the student’s responsibility to ensure that he or she is properly registered in the courses being pursued.

COURSE CREDIT OVERLOADS
Course credit overloads are subject to the following rules:

1. A course load of four-and-one-half course credits (4.5) is not considered an overload.
2. A student may not take five course credits during his or her first semester of enrollment at Franklin & Marshall College.
3. After the first semester, students who in the previous semester were enrolled as full-time students and earned a semester grade point average of 2.50 or higher automatically qualify to enroll for five course credits.
4. Students who do not automatically qualify must petition the Committee on Academic Status for permission to enroll for five course credits.
5. After the first semester, students who in the previous semester were enrolled as full-time students and earned a semester grade point average of 3.50 or higher automatically qualify to enroll for up to six course credits. Students who meet this requirement and wish to enroll for more than six course credits must petition the Committee on Academic Status.
6. Students may register for more than four course credits beginning the day before the first day of classes.
7. A 0.5-credit course that meets only for half the semester (with a frequency for that half semester equal to that for a full-credit course) shall be considered to contribute a credit load of 0.5 for the entire semester.
WITHDRAWING FROM COURSES WITHOUT RECORD

A student may withdraw from a course or courses through Inside F&M during the “withdraw-without-record” period (typically 13 calendar days after the start of the semester), and no notation of the withdrawal will be made on the student’s academic record.

WITHDRAWING FROM COURSES WITH RECORD

Withdrawals with record may occur after the “withdraw-without-record” period and before the withdrawal deadline (typically 10–14 calendar days before the last day of regularly scheduled classes). Withdrawals with record are subject to the following rules:

1. Any student in his or her first semester at the College may withdraw with record from one course provided that full-time status is preserved; the student must submit a completed Course Withdrawal Form to the Registrar’s Office and a “W” will appear on the student’s academic record.

2. After the first semester at Franklin & Marshall College, a student may withdraw with record from two additional courses. This rule means that a student may withdraw from one of four courses in two different semesters or from two of five or more courses in one semester. In each case, the student must submit a completed Course Withdrawal Form to the Registrar’s Office and a “W” will appear on the student’s academic record.

3. Any student who does not follow the required procedures for withdrawing from a course will receive a grade of “F.”

See the 2015–2016 academic calendar for official withdrawal deadline dates.

WITHDRAWING FROM COURSES AND PART-TIME STATUS

When withdrawing from a course (or courses) will result in a student being enrolled in fewer than three course credits, the student’s status changes from full-time to part-time.

1. A student wishing to drop courses and assume part-time status must petition the Committee on Academic Status. Students should not assume that the Committee’s approval is automatic.

2. Dropping to part-time status is an unusual step, and Committee approval depends upon the existence of extenuating circumstances such as health problems or unusual personal difficulties.

3. The deadline for submitting a petition for part-time status is the last day of classes in that semester.

PASS/NO PASS OPTION

The College encourages students to broaden their educational experience by taking some of their electives in areas that are of interest to them, regardless of the level at which they might perform. To this end, the College allows students the option of taking some electives on a Pass/No Pass basis. The purpose of this option is not to lighten course loads or to increase students’ grade point averages.

The following rules apply:

1. A student may elect to take up to eight course credits on a Pass/No Pass basis.

2. The Pass/No Pass option is not available during a student’s first semester at Franklin & Marshall College.
3. If a student is enrolled in fewer than five course credits, only one course credit may be taken on a Pass/No Pass basis (including courses with required Pass/No Pass registration).
4. If a student enrolls for five course credits, two course credits may be taken on a Pass/No Pass basis.
5. The Pass/No Pass option may not be used when completing a course that satisfies any of the curriculum requirements.
6. The Pass/No Pass option may not be used when completing a course that satisfies any requirements for a major, minor, or special studies area of concentration (including specified related courses).
7. The Pass/No Pass option must be elected no later than 28 calendar days after the opening of a semester. Election of the option requires the submission of a form to the Registrar’s Office with the signature of the adviser. The adviser should not be asked to sign the form if the adviser is also the instructor in the course. In this case, the student should obtain the signature of the department chair or the Dean of the College. The signature of the instructor in the course is intentionally not required, and the instructor should not be consulted in this process. The instructor should not know who is registered on a Pass/No Pass basis until after final grades are submitted.
8. A grade of “C-” (as of Fall 2005) or better earns a “P” grade.
9. Courses taken Pass/No Pass that receive a grade of “P” earn credit toward graduation, but they are not included in the calculation of grade point averages.
10. One summer session course credit may be taken each five-week term on a Pass/No Pass basis. This option applies only to courses taken at Franklin & Marshall College or a Central Pennsylvania Consortium school.
11. The election of a Pass/No Pass option is final. To request the change of a grading option after the deadline, including changing from Pass/No Pass to a standard letter grade, a student must petition the Committee on Academic Status. The Committee rarely grants these petitions unless there were truly extenuating circumstances why the regular deadline was not met.

**REPEAT OF A COURSE**

College policy permits a student to repeat a Franklin & Marshall course for a grade only if the previous grade was “D+,” “D,” “D-,” “F,” or “NP.” Please note that a subsequent offering of a particular course cannot be guaranteed.

The following rules apply to repeating a course:

1. When a course is repeated, it counts only once for credit toward the degree.
2. When a course is repeated, only the most recent grade is included in the calculation of the cumulative grade point average and the average in the major or minor. Both grades, however, appear on the permanent record, with a notation next to the original grade indicating that the course was later repeated.
3. Repeated courses must be taken for a regular grade unless the first grade was an “NP.” When the original grade was an “NP,” a student may elect either the Pass/No Pass or regular grading options.
4. No course may be taken more than twice without the approval of the Committee on Academic Status.
5. No course that is a prerequisite to another course may be repeated if the higher level course has been passed successfully (“P,” or “D-” or higher).
6. No course may be repeated by taking a proficiency exam.
7. A student may not use the repeat option more than three times.
8. An allowable repeat of a course must be taken at the same institution where the course was originally taken. In particular, courses originally taken at Franklin & Marshall with a grade of “D+,” “D,” “D-,” “F,” or “NP” may only be repeated at Franklin & Marshall. Students may petition the Committee on Academic Status for exceptions to this policy.
9. As clarification, if a course for which the original grade was “D-” or higher is repeated, and if a withdrawal (“W”) occurs in the repeat, then the original grade and credit are retained. If, however, the course is failed when repeated, the original credit is lost. If a course for which the original grade was “F” is repeated, and if a withdrawal (“W”) occurs in the repeat, then the original grade remains for grade point average calculations.
10. Election of the repeat option requires the submission of a form to the Office of the Registrar.
11. It is the student’s responsibility to verify that repeated courses are properly noted on the transcript.

**AUDITING COURSES**

There is no official auditing of courses at Franklin & Marshall College. Any full-time student may, with the prior permission of the instructor, attend a course for which the student is not registered. There is no record of this shown on the student’s transcript.

**ATTENDANCE AT CLASS**

At the opening meeting of each course, instructors state their policy on class attendance. Subject to the discretion of individual instructors, students are expected to attend all scheduled meetings, lectures, discussions and laboratory periods that make up the course. Students who violate instructors’ rules of attendance may receive a grade of “F.” In addition, when the rules of attendance are clearly communicated in the course syllabus or in a similarly explicit manner, a student who violates the attendance policy may be dismissed from the course upon the joint agreement of the instructor and the College House Dean. Students who are dismissed from a course for excessive absences may be reinstated only by the joint consent of the instructor and the College House Dean.

Students who believe that they are obliged to miss class for health or counseling reasons should see those offices in advance, unless emergency conditions prevent. The Student Wellness Center does not issue class absence notes and encourages students to communicate with their professors before missing class, although there are certain health situations for which professors will receive communication from the Student Wellness Center or College House Deans, detailed on the Student Wellness Center’s web site. Students with other reasons that they believe are valid for missing class should contact their College House Deans, also in advance unless emergency conditions prevent.

The academic calendar of the College is, by policy, a secular one. A student who has a schedule conflict due to a religious obligation should discuss the situation with his or her professors prior to the date of the conflict; any accommodation would be at the discretion of the faculty member. The administrative academic calendar can be found on the College server and on the College’s online calendar. Holy days are listed on the College’s website.
PETITIONS FOR EXCEPTIONS TO ACADEMIC POLICIES

Students may petition the Committee on Academic Status for exceptions to academic policies of the College. Petition forms may be found in the Office of the Dean of the College (623 College Avenue or Old Main) and on the Registrar’s Office website.

MAJORS AND MINORS

MAJORS

The regulations for admission to, and the maintenance of, an academic major at Franklin & Marshall College are as follows:

1. A student must submit to the Registrar a major declaration form, approved by the chairperson of the department, in which the student chooses to major, preferably by the end of the second semester of the sophomore year.

2. A department may refuse a student admission to “regular” major status or dismiss a student from “regular” major status only in the following circumstances:
   a. If, after the end of the sophomore year, the student has not taken courses in the department, or has failed to attain a grade point average of at least 2.00 in those courses within the major.
   b. If the student has failed to meet other clearly defined academic criteria, approved by the Educational Policy Committee, for admission to or continuance in the major in the department.
   c. A maximum of eighty-five (85) students from any class may declare a major in Business, Organizations, and Society.

3. Departments will establish a “provisional major” category to which students are assigned when their circumstances fit the situations outlined in Item 2. The department chairperson notifies the Registrar when a student is made a “provisional” major or is granted regular major status. If a student fails to satisfy departmental criteria for major status after one semester as a “provisional” major, the student may be dropped as a major by departmental action.

4. A student is permitted to continue in College for one semester without a major after having been dismissed from a major.

5. Appeals from students concerning their major status may be made to the Committee on Academic Status.

SPECIAL STUDIES MAJOR PROGRAM

The rules governing the Special Studies major program include the following:

1. A student must prepare a proposal that includes a succinct but accurate title for the major, a brief description and a list of courses, including course numbers and names and grades in any courses already taken. The proposal must also include a rationale for proposing a Special Studies major instead of a double or Joint Major or a major/minor combination.

2. Courses must include at least five courses from one department/program, five divided between two other departments/programs and a one-semester course, SPC 490. Courses may include additional research (490) courses, Directed Readings and pre-approved
courses taken at other institutions, including study abroad courses. The total number of courses may not exceed 16.

3. The proposal must also include the signatures of a primary adviser, a secondary adviser and the official academic adviser to Special Studies majors. The primary adviser is usually a member of the department/program in which five or more courses are taken.

4. When the proposed major intersects with programs such as Africana Studies, International Studies, Comparative Literary Studies, Science, Technology and Society, or Women’s and Gender Studies, the major should be designed in consultation with that program and approved by the program chairperson.

5. A student must submit a copy of the approved proposal and a course projection sheet to the Registrar’s Office.

6. Students in the Special Studies program can, if they have an outstanding academic record, pursue Academic Honors by writing a formal thesis and submitting to an oral examination by a committee of at least three voting faculty members. Such students are subject to the rules governing departmental or program honors.

7. A student who has declared a Special Studies major may not apply more than three courses from that major toward a second major or minor.

Interested students should consult Dr. Kimberly Armstrong, associate dean of the faculty, who is the official academic adviser to Special Studies majors.

**JOINT MAJOR**

A Joint Major is a group of courses from two departments/programs and requires a rationale and the approval of both departments/programs and the Associate Dean of the Faculty. Each of the component majors must be represented by eight distinct course credits, so that the Joint Major consists of sixteen distinct courses.

The following rules govern Joint Majors:

1. A Joint Major must be approved by both programs or departments and by the Associate Dean of the Faculty.

2. Students must submit a projection form to the Registrar’s Office from each department or program. The student must provide a rationale for the Joint Major.

3. Students who have declared a Joint Major may not apply more than three courses from that major toward a second major or minor.

4. At least one of the departments/programs combined in the Joint Major must offer its own major.

**OPTIONAL MINOR**

The regulations for admission to an academic minor at Franklin & Marshall College are:

1. Students may elect to pursue a minor in any department or program offering an approved minor program.

2. Approved minor programs consist of six course credits arranged by a department or program to constitute an integrated, cumulative academic experience.

3. Minors should be declared before the beginning of the senior year.

4. All courses in the minor must be taken for standard grades, and the student must pass all six course credits with at least a 2.00 grade point average overall.
5. At least four of the minor courses must be taken at Franklin & Marshall College.
6. A student may officially declare only one minor.
7. To declare a minor, a student consults with the designated department or program chairperson and submits a minor declaration form to the Registrar’s Office.
8. A student who has declared a Special Studies major may not apply more than three courses from that major toward a minor.
9. A student who has declared a Joint Major may not apply more than three courses from that major toward a minor.

**ADDITIONAL SPECIAL EDUCATIONAL OPPORTUNITIES**

Students at Franklin & Marshall College may earn academic credit by completing a number of additional special educational opportunities including Tutorials, Directed Readings, Independent Studies and Internships-for-Credit. The smallest unit of credit offered at Franklin & Marshall is one half (0.50).

**TUTORIALS**

A Tutorial is a regular course (either one that is a permanent part of the curriculum or one taught as a “topics” course) taught on an individual basis. A student may register for a Tutorial with the consent of the instructor and the approval of the department chair. The student should complete an “Application for Tutorial” form available in the Registrar’s Office and on its website.

**DIRECTED READINGS**

A Directed Reading is an investigation of a topic through readings chosen by a student with the agreement of the instructor. Assignments normally include multiple short papers as opposed to a thesis. A student may register for a Directed Reading with the consent of the instructor and the approval of the department chairperson. The student should complete an “Application for Directed Reading” form available in the Registrar’s Office and on its website.

**INDEPENDENT STUDIES**

An Independent Study consists of an extensive research project completed under the supervision of a faculty member.

The following rules govern Independent Studies:

1. An Independent Study must be approved by a faculty adviser and the department chairperson.
2. An Independent Study must culminate in a thesis or performance.
3. The student and the adviser for the Independent Study should agree in advance whether the project will extend over one or two semesters, for one-half, one or two course credits.
4. The deadline to register for an Independent Study is the end of the first two weeks of the semester in which the Independent Study is undertaken.
5. To register for an Independent Study, a student completes the “Application for Independent Study” form and returns it to the Registrar’s Office.
6. If an Independent Study is to be considered for Departmental Honors, the additional guidelines described in the section on Departmental Honors should also be observed. The regulations governing grading options for an Independent Study are as follows:

1. If the student elects the standard letter grade option, the student registers under normal procedures and presents the required Independent Study application with the department or program chairperson’s approval. It should be noted that this is the only one of the grading options that is automatic. Each of the others requires additional input to the Registrar from the student, the department chairperson, or both.

2. The student may elect the Pass/No Pass option in the first semester of a two-semester Independent Study. In this case, the student completes the Independent Study application and a Pass/No Pass form, including the signature of the chairperson, and files it with the Registrar before the add deadline. This procedure differs from the normal Pass/No Pass regulations in that the instructor (i.e., the Independent Study adviser) knows about the use of the option and reports the grade directly as Pass or No Pass.

3. In some cases the department requires the Pass/No Pass option in the first semester of a two-semester Independent Study. In this instance, the chairperson notifies the Registrar in writing prior to the add deadline. This note must include the name of each student involved. The chairperson should also indicate this requirement on the approval form given to the student when the student requests permission for Independent Study.

4. If the student elects the “no grade/double grade” option, then no grade and no course credit are awarded at the end of the first semester and two grades and two course credits are awarded at the end of the second semester. The use of this option must be approved by the chairperson of the department or program. This option must be indicated on the Independent Study application and cannot be selected after the two-week deadline. In other words, this option is viable only for an Independent Study originally designed to cover two semesters and for which it is not realistic to assign a grade halfway through the Independent Study.

5. For Independent Studies under the “no grade/double grade” option, the deadline to withdraw without record is the “withdraw-without-record” deadline for regular courses during the first semester. A withdrawal beyond that date, but during the first semester, will result in a “W” (withdrawal with record) on the student’s transcript for only the first semester. Withdrawal (after the “withdraw-without-record” deadline) during the second semester will result in a “W” on the student’s transcript for both semesters.

INTERNSHIPS-FOR-CREDIT

Students may earn academic credit by completing an approved Internship-for-Credit with appropriate off-campus organizations. Internships-for-Credit broaden an educational experience by linking the theoretical and conceptual frameworks provided by the many academic disciplines offered at the College with the practical application of this knowledge.

Each Internship-for-Credit has two main components. The first involves on-site duties and responsibilities—the structured practical experience articulated through a Job Description provided by the employer or sponsoring organization. The second component entails an Educational Plan that is developed in conjunction with the faculty sponsor. The Educational Plan includes a bibliography of related readings, a schedule of agreed-upon consultations between the student and faculty sponsor.
and a description of the proposed project, paper, or performance that the student will complete for the faculty sponsor. This project, paper, or performance will serve as the most important element of the grade received for the Internship. The faculty member will receive a brief appraisal of the student’s performance from the on-site supervisor.

The following regulations govern Internships-for-Credit:

1. Students must have sophomore, junior, or senior status in order to register for an Internship-for-Credit.
2. Only students with a cumulative grade point average of 2.0 or higher are eligible to register for an Internship-for-Credit. It is the student’s responsibility to verify this eligibility prior to proposing an Internship-for-Credit experience. Students may petition the Committee on Academic Status for an exemption from this policy.
3. Internships-for-Credit may occur during the academic year or during the summer. Summer Internships are approved only if they allow for regular consultation with a Franklin & Marshall faculty sponsor. Consultation may take place by e-mail or telephone where necessary. The cost of a summer Internship-for-Credit is not covered by regular tuition and must be handled directly with the Business Office.
4. A student may receive one-half, one, or two course credits for an Internship-for-Credit, depending on the time commitment per week or the length of the project. Two-course-credit Internships occur over two consecutive semesters or an entire summer and an adjoining semester (the summer counts as one semester). A one-course-credit Internship must involve a minimum of 96 hours for the semester. Almost all summer Internships-for-Credit are half-time or full-time over 10–12 weeks.
5. Internships-for-Credit may extend over two semesters; a summer internship-for-credit counts as one semester.
6. Only two course credits from Internships may count toward the completion of graduation requirements.
7. A student may receive credit for Internships that are embedded in off-campus study programs that have already been approved by the College, such as study abroad programs or the Washington Semester program.
8. A student may simultaneously receive compensation and credit for an internship.
9. Once the student has completed the Internship-for-Credit, the faculty sponsor may receive a brief statement of appraisal of the student’s performance from the on-site Internship supervisor. However, the most important element in determining the grade will be those items specified on the Educational Plan for an Internship-for-Credit.

The regulations governing grading options for an Internship-for-Credit are as follows:

1. All Internships-for-Credit are graded on a Pass/No Pass basis and, therefore, credit earned for passing an Internship will not count toward a student’s major or minor.
2. Students who enroll for a two-semester Internship may not elect the “no grade/double grade” option.

The following regulations govern registration for an Internship-for-Credit:

1. The Office of Student & Post-Graduate Development (OSPGD) administers the Internship-for-Credit program. All of the appropriate application materials, along with detailed student guidelines for participation, may be obtained online by visiting the “Students” section of the OSPGD website.
2. Internships may be taken for credit only if a faculty member has agreed to act as an adviser for the Internship experience. Before speaking with the faculty member, a student should have received an offer for an Internship position from a field supervisor at an approved site. This stipulation means that a student chooses a position at a site that is part of a list of permanently approved sites, or gains approval of the site from OSPGD’s Director of Employer Partnerships.

3. The department chairperson of the faculty sponsor’s department must approve the Application for Internship Study and the Educational Plan for an Internship-for-Credit.

4. The student must submit an Application for Internship Study and an Educational Plan for an Internship-for-Credit to the Registrar’s Office after receiving approval of all application materials from OSPGD.

5. Students undertaking an Internship-for-Credit over the summer are required to register and pay the appropriate tuition charge as published each spring.

COMMUNITY-BASED LEARNING SEMINARS

Community-Based Learning (CBL) seminars integrate experiential learning in the community with academic learning in the classroom. Coursework takes a critical perspective on the seminar’s topic and requires significant reflection on the experiential learning. The experiential learning component varies from course to course: instructors may cultivate internships for the students or design a series of community-based experiences.

The following regulations govern CBL seminars:

1. The expectation for classroom time is 2–3 hours per week, and the expectation for experiential learning is 5–6 hours per week, for a total range of 7–9 hours.

2. CBL seminars are either designated a course in the curriculum (and carry a departmental/programmatic prefix with the additional notation of “CBL”) or be designated a CBL-IFC. Either way, the seminar requires the approval of the instructor’s department/program chair.

3. The courses are offered at the 200-, 300-, or 400-level.

4. There is no limit to the number of CBL seminars a student may take.

EXCHANGE OPPORTUNITIES

The following policies govern course registration in the exchange programs at Millersville University, the Lancaster Theological Seminary and the Central Pennsylvania Consortium colleges of Gettysburg College and Dickinson College:

1. Only courses that are not available at Franklin & Marshall College may be taken at another institution for credit.

2. A student may register for one course per semester at Millersville University or the Lancaster Theological Seminary. A student may spend a semester or a year in residence at Gettysburg College or Dickinson College, in addition to the option of taking one course per semester while in residence at Franklin & Marshall. (Students participating in the secondary education program at Millersville University may take more than one course to meet the program requirements. See “Careers and Programs of Study-Teaching” for more information.)

3. Permission forms must be obtained from the Registrar, and the course must be included on the student’s Franklin & Marshall schedule.
4. This free exchange provision pertains only to regular semesters (Fall and Spring) and is open only to full-time, matriculated (degree candidate) students.

5. Under the exchange procedure, three-credit-hour offerings are awarded a full course credit at Franklin & Marshall College. This provision applies to all courses at the exchange institutions, including those (e.g. summer courses) not covered by the exchange agreement.

6. Such courses are noted on the student’s academic record with the assigned grades indicated and included in the student’s grade point average calculations. Exchange courses may be taken Pass/No Pass if appropriate. This provision applies to all courses at the exchange institutions, including those (e.g. summer courses) not covered by the exchange agreement.

7. Enrollment in exchange programs may delay graduation clearance for second-semester seniors. Franklin & Marshall credit is given only upon receipt of an official transcript sent directly from the exchange institution to the Franklin & Marshall Registrar’s Office.

8. If a course is repeated after having received an original grade of “D+,” “D,” “D-,” “F,” or “NP,” the repeat must take place at the same institution at which the course was originally taken. In particular, courses originally taken at Franklin & Marshall that are eligible to be repeated may not be repeated at an exchange institution.

**EARLY COMPLETION OF THE DEGREE**

In some cases, students may be able to complete their degree requirements in fewer than eight semesters at Franklin & Marshall. Credits earned prior to matriculation through the Advanced Placement, International Baccalaureate, or related systems, taking additional courses during summers, or taking course overloads during semesters may lead to early completion of the degree for some students.

Students contemplating the completion of their degree in fewer than eight semesters should discuss this matter with their academic adviser as early as possible. For students who pursue this possibility, special advising resources are available to assist the student in creating a plan that is feasible and educationally sound.

**EVALUATION AND GRADES**

It is College policy that members of the faculty judge the academic quality of students’ work and assign a grade as a measure of their evaluation. This responsibility may not be delegated.

**RETURN OF STUDENT WORK**

All work submitted by students for evaluation in a course must be returned to them as expeditiously as possible, usually within two weeks of submission. With the exception of term papers, work submitted prior to the final week of classes should normally be returned no later than the final class period.

**PRIVACY POLICY**

It is the policy of Franklin & Marshall College to ensure that student grades are a private matter between student and faculty member, to be shared only with authorized officials of the College, unless the student signs a statement giving permission for his or her grades to be released to a third party. This policy entails the following:
1. All graded student assignments must be returned individually to students in such a way as to protect the confidentiality of the grade and the privacy of the student.

2. In many cases, it is helpful for students to know the distribution of grades for each assignment. In cases where the instructor believes this to be appropriate to the goals and methods of a particular course, he or she should regularly inform students of the class-wide grade distribution on graded assignments.

3. Student grades may never be posted publicly but must be communicated to students individually, in private.

**GRADES**

The letter grading system uses 12 passing grades (“A” through “D-,” and “P”) and two failing grades (“F” and “NP”). Their numerical values, used to calculate a student’s grade point average, are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.70</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

“P” (Pass) and “NP” (No Pass) grades are not used in calculating a student’s grade point average.

The following definitions offer verbal descriptions of the value of grades:

A = EXCELLENT. Work of consistently high standard, showing distinction.

B+, B, B- = GOOD. Work showing superiority in such qualities as organization, accuracy, originality, understanding and insight.

C+, C, C- = SATISFACTORY. Work that fulfills essential requirements in quality and quantity and meets the acceptable standard for graduation from Franklin & Marshall College.

D+, D, D- = PASSING. Work that falls below the acceptable grade point average standard for graduation, yet is deserving of credit in the course.

F, NP = FAILING. Work undeserving of credit in the course. An “NP” grade does not affect a student’s grade point average.

I = INCOMPLETE: see the following section.

NC = NO CREDIT (for activities offered on a non-credit basis).

NG = NO GRADE. A temporary mark indicating the final grade has not yet been submitted.

Course rosters do not distinguish between students taking a course on a Pass/No Pass basis and students taking a course on a letter-graded basis. Faculty members report letter grades for all students, including those taking the course on a Pass/No Pass basis. Grades of “A” to “C-” are converted by the Registrar to “P.” Grades of “D+” through “F” are converted to “NP.” Any questions concerning the Pass/No Pass option should be directed to the Registrar’s Office.

**INCOMPLETE GRADE**

A temporary grade of Incomplete (“I”) is given, only with the prior approval of a College House Dean, when a student is not able to complete the required work in a course within the normal time period. Incompletes are authorized only when there are extenuating circumstances beyond
the student’s control. An Incomplete is never justified when the student simply has neglected to complete course work on time.

There may be courses in which the content or format make Incomplete grades inappropriate. Moreover, if a student has been absent from a number of classes or has a substantial number of assignments outstanding, an Incomplete grade may also not be appropriate.

Any Incomplete grade not approved by a College House Dean will be returned by the Registrar to the instructor.

Incomplete grades are to be replaced by permanent grades no later than thirty days after the end of the final examination period in any semester. This deadline is subject to appeal to the Dean of the College. In cases in which the course work is not completed by the assigned deadline, and an extension has not been requested and granted, the grade of “I” may be automatically converted to an “F” in the Registrar’s office.

GRADE REPORTS
Grades are reported to students through their transcripts through Inside F&M. In compliance with the Family Educational Rights and Privacy Act of 1974, Franklin & Marshall College does not automatically send grades to parents. Students may authorize the regular release of grades to their parents by signing a formal release form available in the Registrar’s Office. Transcripts may be withheld from the student if the student has an outstanding balance with the College.

RANK IN CLASS
All full-time students are ranked by cumulative grade point average at the end of each semester according to their anticipated graduation year as determined by the Registrar’s Office. When students graduate, they are ranked with all other students who were awarded degrees at the same time. Rank in class is printed on students’ official transcripts only after they have graduated.

TRANSCRIPTS
Official transcripts are released by the Registrar’s Office to designated parties upon written request by the student. Current students may make these requests through Inside F&M, or in person in the Registrar’s Office. Transcripts are generally mailed within three working days of the receipt of the request. Students requiring same day service may be charged a fee. Former students may request a transcript by mailing or faxing the request form found at www.fandm.edu/registrar.

Official transcripts released directly to the student will be marked as such. There is no fee for this service if fewer than ten transcripts per academic year are requested. This service may be denied if the student or former student has an outstanding balance with the College or if there is a pending disciplinary matter.

CHANGES IN A RECORDED GRADE
After a student’s course grade is officially recorded, a change may be made only with the approval of the Committee on Academic Status through a petition from the faculty member stating good and sufficient reason for the change. Grade changes may not be requested on the basis of student work submitted after the official grading deadline.

A significant part of the Committee on Academic Status’ rationale is that a change in a student’s grade should be made only after grades for all students enrolled in that course have been reviewed,
and the instructor is reasonably sure that no other student is affected unjustly by not having had an equivalent review of his or her reported grade.

The petition submitted by an instructor should include both an explanation of the reasons why the change is required and a description of how discrimination against other students has been prevented. A grade change petition form is available in the Registrar’s Office.

**APPEAL OF A GRADE BY STUDENTS**

Students are entitled to objective, professional evaluation of their academic work and to fair, equitable treatment in the course of their academic relationships with members of the faculty. These criteria are observed by members of the Franklin & Marshall faculty as a part of their professional responsibilities. Misunderstandings have traditionally been resolved by direct discussion between students and professors, and this manner of resolving problems is normally both appropriate and sufficient. Should a student believe that he or she has a legitimate grievance regarding his or her grade for a course, the first step is thus to consult directly with the instructor for the course. Instructors may have explicit guidelines for how these appeals are to be registered, and students should follow those guidelines if they exist.

If the student then believes that the grievance has not been reconciled by this direct communication, he or she may pursue the matter by consultation with the department or program chair. In these instances, the student shall in a written statement provide a full, fair account of the incident or circumstances giving rise to the grievance. The chair shall review the statement, talk or meet with the student, and talk with the professor. (Note: if the department or program chair is also the instructor for the course, the student should consult directly with the Office of the Provost.) If, after this review, the chair finds that the matter does not merit further consideration, the chair shall inform the student and the professor of this conclusion.

If, however, the chair finds that the matter is not comprehended in established College regulations or for other reason merits further consideration, the chair will bring the matter to the Provost (or Provost’s designee). If an instructor is no longer employed by the College, and does not respond to inquiries from the student and the department chair in a reasonable amount of time, the chair shall automatically bring the matter to the attention of the Provost (or designee). In addition, a student may appeal the department chair’s decision not to pursue a complaint to the Office of the Provost.

In all cases where such a complaint about a grade reaches the Office of the Provost, the following procedure shall apply. The Provost (or his/her designee) shall consult with the department chair, and together they will review the student’s statement, the conversations, and any other materials they deem necessary. The Provost (or designee) will also hold a direct conversation with the student, if the student so wishes, and with the professor if deemed necessary. The chair and the Provost (or designee) shall then jointly determine a resolution of the matter (which shall be submitted to the Provost in cases where the Provost him- or herself was not a party to the discussions). In all such cases, only the Provost has the ultimate authority to approve grade changes, and the Provost’s decision shall be considered final. The Office of the Provost shall in all cases be mindful of the principles contained in the College’s Statement of Academic Freedom and Tenure. If, in the judgment of the Provost, the grievance is of such gravity that its resolution would have an impact on the welfare of students generally or on the conduct of professional responsibilities in the College, she or he may consult with the Professional Standards Committee and/or the College’s General Counsel.
EXAMINATION PROCEDURES

FINAL EXAMINATIONS
Schedules of final examinations are prepared by the Registrar and published several weeks before the examination period begins. All final examinations are offered during three examination periods each day that are up to three hours in duration, scheduled as follows: 9 a.m. to noon; 2 p.m. to 5 p.m.; 7 p.m. to 10 p.m. Prior to the exam period, there are four reading days, during which no assignment, paper, or project due dates or sessions that require attendance may occur.

Athletic competitions, including those for both intercollegiate and club teams, are not to be scheduled during the final exam period or the preceding “reading days.” The exception to this policy is postseason competition associated with Franklin & Marshall’s membership in the Centennial Conference.

Examinations that cover a substantial portion of the semester’s work, and that count a significant percentage of the semester grade, may not be given at a time other than the designated final examination period.

A student scheduled for three examination periods in a row (whether over one or two calendar days) may request a make-up time for the second of the three examinations scheduled. Such requests require a two-week advance approval by the Registrar’s Office, which verifies the situation and notifies the professor involved. Faculty must honor approved requests.

Unless students are scheduled for three consecutive examinations, they are expected to take all finals as scheduled. Instructors are not permitted to make individual arrangements or exceptions.

When individual students are faced with extenuating circumstances beyond their control, a final examination may be rescheduled with the approval of the Registrar. This examination must be taken no later than two days before the official date for end-of-semester grades.

Instructors may not reschedule a final exam for an entire class without the approval of the Registrar. If the Registrar has approved the final to be rescheduled, the Registrar will notify the students and faculty member. If a final is rescheduled and no notification of official approval has been received, the students should contact the Registrar.

No re-examinations are permitted for the purpose of raising a grade.

PROFICIENCY EXAMINATIONS
Proficiency examinations are available only to full-time students and may not be taken for any course in which the student registered during the previous calendar year or which he or she has completed with a grade (including “F” or “NP”) at any time. A proficiency examination may not be taken for any course that is a prerequisite for a course in which the student has ever been enrolled.

Students who are approved to take proficiency examinations should not expect the faculty to provide any special tutoring. Proficiency examinations are not intended to be taken so as to receive credit for work substantially undertaken at Franklin & Marshall College but for which credit has not been received.

Students interested in receiving credit through a proficiency examination must adhere to the following procedures:

a. The student must secure permission from the department chairperson to take the examination; the chairperson has the right to deny such requests. If the chairperson
grants the request, he or she completes an Application (available in the Registrar’s Office) indicating the agreed-upon date of the examination.

b. The student takes the Application to the Business Office, pays a non-refundable proficiency examination fee of $100, and receives a receipt. The Application and receipt are returned to the chairperson.

c. The chairperson sends the Application and receipt, with his or her signature certifying approval, to the Registrar and indicates the date the Registrar can expect the department’s decision as to credit awarded. The chairperson also consults with the instructor of the course to determine the best time and place for the examination and notifies the Registrar of that decision.

d. The student takes the examination on the assigned date. The student may expect the results of the examination shortly after the deadline established by the chairperson for the results to be submitted to the Registrar.

e. The chairperson notifies the Registrar’s Office of both positive and negative results of all proficiency examinations.

f. The Registrar’s Office informs the student and his or her academic adviser of the results. Only results awarded course credit are recorded on the student’s permanent record. No grade is assigned; the course does not count as either Pass/No Pass or a regularly graded course.

Each credit earned through a proficiency examination reduces the student’s 32-course-credit graduation requirement by an equivalent amount of course credit. Such course credits cannot count toward the 16 course credits that must be earned at Franklin & Marshall College nor toward the 21 course credits that must be earned with standard grades. Students may not earn credit for courses in basic language in modern languages (normally the first four courses in the sequence) by proficiency examination.

For any approved proficiency examination in a course not in the Franklin & Marshall curriculum, the student is responsible for any fees of outside examiners, in addition to the regular Franklin & Marshall proficiency examination fee of $100 per course.

**TRANSFER OF CREDIT POLICIES**

All transfer students will be expected to adhere to all graduation requirements listed in this Catalog unless noted otherwise below.

Transfer credit is only considered for courses that are completed at institutions that are accredited by one of the regional accrediting commissions and documented on an official transcript sent directly to the Registrar’s Office from the original institution.

Transfer of credit to Franklin & Marshall College is generally governed by the following regulations:

**TRANSFER CREDIT PRIOR TO MATRICULATION**

(TRANSFER STUDENT)

Credit earned prior to matriculation at Franklin & Marshall College is transferred on the basis of courses in which the student has earned grades of “C-” or better. The amount of credit transferred is determined by dividing the total number of semester hours of credit earned by four (the number
of credit hours per course at Franklin & Marshall College). This gives the number of course credits that may be granted at Franklin & Marshall College. (Transfers from a quarter-hour system divide total quarter hours by six.)

A student must complete a minimum of 16 course credits at Franklin & Marshall College regardless of the amount of credit transferred and even if all other degree requirements can be met with fewer than 16 course credits.

Grades in transferred courses are not included in the Franklin & Marshall grade point average. Thus, they are not taken into account in the determination of College honors. Grades in transferred courses are not posted on a student’s Franklin & Marshall transcript. Graded courses for which credit is transferred from other institutions will count toward the requirement that a student must pass 21 regularly graded courses to graduate from the College.

The specific courses that are transferred are determined on the basis of the following considerations:

a. Existence of comparable courses in the Franklin & Marshall curriculum;
b. Intended field of concentration (including related courses);
c. Distribution requirements; and
d. Grades earned (‘C-’ or better is required; courses taken on a Pass/No Pass basis are generally not eligible for transfer credit).

No transfer credit is granted for technical courses, physical education courses, secretarial courses, engineering courses, drafting courses, courses in military science, real estate courses, or any courses from non-accredited schools or institutes. Additionally, criminal justice courses, communications courses (including oral communications), vocal or instrumental music lesson credits and most education courses, are not awarded Franklin & Marshall credit.

Online courses may transfer only upon approval of the appropriate department chairperson, and only for general elective credit.

Franklin & Marshall College grants credit for some nontraditional course work, such as the following:

a. Armed Services Language Institutes (transcripts evaluated with approval of appropriate language department chairperson)
b. Nursing degree (up to eight course credits)
c. Advanced Placement Examinations (see pages 49–51)
d. International Baccalaureate Diploma (see page 51)
e. CLEP Subject Tests (see page 51)
f. Proficiency examinations (see pages 45–46, under Examination Procedures).

Foreign student credentials are evaluated on a case-by-case basis and may require the services of a course credit evaluation agency at the student’s expense.

Courses in question are referred to the department chairperson, whose decision is the final authority. When the department chairperson is uncertain, the student may be offered the opportunity to take a proficiency examination (without charge).

Incoming transfer students are granted Franklin & Marshall credit upon receipt of their final official transcript from their previous institution. This transcript must be mailed directly from the previous institution to the Franklin & Marshall Registrar’s Office.
TRANSFER OF CREDIT AFTER MATRICULATION

No credit may be transferred for courses taken during a fall or spring semester in which the student is enrolled at Franklin & Marshall.

Transfer of credit is considered only for courses that are completed at institutions that are accredited by one of the regional accrediting commissions or by a recognized accrediting agency for that discipline. Transfer of credit requires approval of the appropriate department chairperson at Franklin & Marshall College before the course is taken. Foreign student credentials are evaluated on a case-by-case basis and may require the services of a course credit evaluation agency at the student’s expense.

The College grants transfer credit for work successfully completed elsewhere only on the basis of the following equation:

Franklin & Marshall course credits = number of semester hours divided by four, OR number of quarter hours divided by six (to the nearest .25, minimum: .25)

By this formula, the following Franklin & Marshall course equivalencies can be made:

1 semester hour = .25 F&M course credit
2 semester hours = .50 F&M course credit
3 semester hours = .75 F&M course credit
4 semester hours = 1.00 F&M course credit
1 quarter hour = no F&M credit
2 quarter hours = .25 F&M course credit
3 quarter hours = .50 F&M course credit
4 quarter hours = .75 F&M course credit
5 quarter hours = .75 F&M course credit
6 quarter hours = 1.00 F&M course credit

It is important to note that while the department chairperson determines what course a student can take to transfer credit and what specific course requirement at Franklin & Marshall College will be met through taking the course (major, minor or elective), the chairperson cannot authorize a student to transfer credit according to any formula other than that explained above.

No transfer credit is granted for technical courses, physical education courses, secretarial courses, engineering courses, drafting courses, courses in military science, real estate courses, or any courses from non-accredited schools or institutes. Additionally, criminal justice courses, communications courses (including oral communications), vocal or instrumental music lesson credits and most education courses, are not awarded Franklin & Marshall credit.

Transfer courses may not count toward the Natural Science in Perspective (NSP) requirement unless they are determined by the appropriate department chairperson to be the direct equivalent of an existing Franklin & Marshall NSP course, or unless the student receives approval from the Educational Policy Committee prior to registering for the course.

Online courses may transfer only upon approval of the appropriate department chair, and only for general elective credit.

If Franklin & Marshall credit is received for a specific course that was taken elsewhere, then the student may not retake the course at Franklin & Marshall.
GRADES FOR APPROVED TRANSFER AND STUDY ABROAD CREDIT AFTER MATRICULATION

1. In order to receive transfer credit, a passing grade must be earned ("D-" or above) and must be reflected on an official transcript sent directly to the Registrar’s Office from the host institution.

2. All courses must be taken for a regular grade (not Pass/No Pass).

3. All transferred grades, including failing grades, will be entered onto the Franklin & Marshall transcript but will not be calculated into the Franklin & Marshall cumulative grade point average. One set of exceptions regards work completed at a Central Pennsylvania Consortium institution, the Lancaster Theological Seminary, or through the Millersville Exchange program. An additional exception regards courses taken in the fall, spring, or summer sessions of Advanced Studies in England. All courses taken by Franklin & Marshall students at ASE will be treated the same as courses taken at Franklin & Marshall; the grades for ASE courses will be counted in the Franklin & Marshall cumulative GPA with four semester-hour courses receiving one Franklin & Marshall credit.

4. Transfer credit may not be received for a course already taken at Franklin & Marshall College.

5. Courses taken at Franklin & Marshall for which a grade of “D+,” “D,” “D-,” “F,” or “NP” was received may not be repeated at another institution. Students may petition the Committee on Academic Status for exceptions to this policy.

Special policies and procedures apply for courses taken as part of a semester (or year-long) study abroad program or a domestic off-campus affiliated program. Interested students should consult the Office of International Programs for policies and procedures in this area.

ADVANCED PLACEMENT

Franklin & Marshall College participates in the Advanced Placement Program of the College Entrance Examination Board. A student who takes an Advanced Placement examination is given college credit if the subject matter of the Advanced Placement course and examination is comparable to that covered in an elementary course taught by a Franklin & Marshall department upon receipt of the student’s official grade report sent from the College Board to Franklin & Marshall.

The following Franklin & Marshall course credits are currently awarded if a student achieves a test score of 4 or 5 on the Advanced Placement subjects listed:

<table>
<thead>
<tr>
<th>AP Subject</th>
<th>Franklin &amp; Marshall Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio Art: General</td>
<td>ART Elective</td>
</tr>
<tr>
<td>Studio Art: Drawing</td>
<td>ART Elective</td>
</tr>
<tr>
<td>History of Art</td>
<td>ART Elective</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO 179 (fulfills Natural Science with Lab)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHM 179*</td>
</tr>
<tr>
<td>Chinese Language/Culture</td>
<td>CHN 401</td>
</tr>
<tr>
<td>Computer Science</td>
<td>CPS 111</td>
</tr>
<tr>
<td>Economics (Macro)</td>
<td>General Elective</td>
</tr>
<tr>
<td>Course</td>
<td>Credit Type</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Economics (Micro)</td>
<td>General Elective</td>
</tr>
<tr>
<td>(if credit is awarded for both Macro and Micro Economics, one credit is General Elective and one credit is ECO 100)</td>
<td></td>
</tr>
<tr>
<td>English Literature/Comp.</td>
<td>General Elective</td>
</tr>
<tr>
<td>English Language/Comp.</td>
<td>ENG 105</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>ENV 117 (or ENV 114, consult with department; 117 will not fulfill Natural Sciences)</td>
</tr>
<tr>
<td>French Language</td>
<td>FRN 202</td>
</tr>
<tr>
<td>French Literature</td>
<td>FRN 202</td>
</tr>
<tr>
<td>Human Geography</td>
<td>ENV Elective*</td>
</tr>
<tr>
<td>German</td>
<td>GER 202</td>
</tr>
<tr>
<td>Govt &amp; Pol: U.S.</td>
<td>GOV 100</td>
</tr>
<tr>
<td>Govt &amp; Pol: Comparative</td>
<td>GOV 120</td>
</tr>
<tr>
<td>U.S. History</td>
<td>HIS 238</td>
</tr>
<tr>
<td>European History</td>
<td>HIS 221</td>
</tr>
<tr>
<td>World History</td>
<td>HIS Elective</td>
</tr>
<tr>
<td>Italian Lang/Culture</td>
<td>ITA 202</td>
</tr>
<tr>
<td>Japanese Language</td>
<td>JPN 301</td>
</tr>
<tr>
<td>Latin: Literature</td>
<td>LAT 201</td>
</tr>
<tr>
<td>Latin: Vergil</td>
<td>LAT 201</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>MAT 109</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>MAT 109</td>
</tr>
<tr>
<td>Statistics</td>
<td>MAT 116</td>
</tr>
<tr>
<td>Music Listening/Literature</td>
<td>MUS 101</td>
</tr>
<tr>
<td>Music Theory</td>
<td>MUS 222</td>
</tr>
<tr>
<td>Physics 1</td>
<td>PHY 101†</td>
</tr>
<tr>
<td>Physics 2</td>
<td>PHY 101†</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY 179*</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>SPA 221</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>SPA 222</td>
</tr>
</tbody>
</table>

*May not be used toward the Natural Science distribution requirement (Natural Science with lab or Natural Sciences in Perspective).

†Students may earn credit for either Physics 1 or Physics 2, but not both. The maximum amount of credit awarded for PHY 101 is 1 credit.

Advanced Placement examination subscores will be considered. Further details can be found at www.fandm.edu/registrar/managing-credits/advanced-placement.

When a student is awarded credit and advanced placement, the fact, but no grade, is entered on the student’s permanent record, and the number of courses required for graduation is reduced by the number of courses for which credit is given. Such credit will satisfy a major or minor requirement if the course is listed in the Catalog as satisfying that requirement. Whether a student is awarded credit for more than one semester’s work in a single subject is determined by the department concerned.

These procedures do not permit the granting of two college credits for the same work (e.g., introductory calculus taken in high school and repeated at Franklin & Marshall College). If a student
is officially enrolled at the end of the second week of classes for a course at Franklin & Marshall College for which Advanced Placement credit has been awarded, the student forfeits the awarding of this credit.

There is no limit on the number of Advanced Placement course credits a student may receive, but these credits cannot count toward the 16 course credits that must be earned at Franklin & Marshall College nor toward the 21 course credits that must be earned with standard grades.

**COLLEGE CREDITS TAKEN IN HIGH SCHOOL**

Franklin & Marshall College will normally accept, in transfer, only those college credits taken while the student attended high school that are earned under all of the following conditions:

1. The course was taught on the campus of a college accredited by one of the regional accrediting associations;
2. The course was taught by a regular member of the college faculty;
3. The student was enrolled in a course with degree candidates of that college; and
4. The course was a regular part of the curriculum of the college.

Students wishing to appeal these policies may do so to the Associate Dean of the Faculty. All other policies listed under “Transfer Credit Prior to Matriculation” apply.

**CREDIT BASED ON FOREIGN AND INTERNATIONAL ACADEMIC CREDENTIALS**

International Baccalaureate (IB) diploma recipients with a total score of 30 or more are awarded eight course credits (one full year) toward the Franklin & Marshall degree. IB Certificate recipients receive one or two course credits (depending on discipline) for each higher level examination passed with a score of 5 or higher. IB credits may be counted toward major or minor requirements or electives contingent upon departmental approval.

French Baccalauréat and German Abitur recipients may be granted credit for up to one full year (eight course credits) toward a degree at Franklin & Marshall College.

The College generally awards credit to students who have passed British “A” Level examinations with a grade of “C” or higher. See the Registrar for details.

Other course credits from foreign countries are evaluated on an individual basis. If an accurate evaluation of foreign credentials is not possible, the student may be asked to secure, at his/her expense, a professional evaluation from an appropriate agency.

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Franklin & Marshall College participates in the CLEP program of The College Board, accepting scores of 50 or higher in subject area tests as entrance credits. Matriculated students must receive the prior approval of the appropriate department chairperson.

**WITHDRAWAL FROM THE COLLEGE**

Students who withdraw voluntarily from the College (including those who transfer to another institution) must notify their College House Dean in writing. Students who withdraw from the College are expected to complete an Exit Survey.
The deadline for withdrawal from the College to exclude grades for the current semester is the last day of classes. All other withdrawals become effective with the beginning of the next semester.

**REFUND POLICY**

The Higher Education Amendments of 1992 require that each institution participating in a Title IV program have a fair and equitable refund policy in effect.

When a student withdraws, changes from full-time to part-time status, or takes a leave of absence, and officially notifies the Office of the Dean of the College, then the College refunds tuition, room and board charges previously paid by the student, less administrative costs, based on the following schedule:

- **During First Week** .................................. 87.5%
- **During Second Week** ............................ 75.0%
- **During Third Week** ............................... 62.5%
- **During Fourth Week** ............................. 50.0%
- **During Fifth Week** ............................... 37.5%
- **During Sixth Week** ............................... 25.0%
- **During Seventh & Eighth Weeks** ............ 2.5%

For those students who are receiving institutional financial aid, institutional grants will be reduced according to the above schedule. Federal funds will be returned as prescribed by the Department of Education using Return to Title IV regulations.

**LEAVE POLICY**

There are four types of Leaves of Absence subject to the various conditions described in the following sections. See also International and Off-Campus Study.

**LEAVES OF ABSENCE**

The following conditions apply to all Leaves of Absence:

1. The College retains the Matriculation Deposit and the Advance Registration Deposit.
2. A student on Leave of Absence must meet the normal deadlines for applying for aid in order to be considered for funding for the semester in which he or she plans to return.
3. Commencing with the last day of enrollment before the leave takes effect, a student who has taken out an educational loan has a six-month grace period before repayment of the loan must begin.
4. A student on Leave of Absence may not be on campus without the permission of the Office of the Dean of the College.
5. A student on Leave of Absence may not take courses at another institution for transfer credit, unless an exception is approved as noted below.

**A. Leave of Absence for Health Reasons**

1. Recommendations for a Leave of Absence for Health Reasons take the form of a written statement from Health Services or Counseling Services (or both) to the College House Dean. Under certain circumstances, upon the recommendation of the Director of Health Services and/or the Director of Counseling Services, a student may be placed on required
Leave of Absence for Health Reasons. A detailed copy of this policy is available from the Office of the Dean of the College.

2. A request for a Leave of Absence for Health Reasons may be made at any time.

3. A Leave of Absence for Health Reasons is granted either for a specified length of time (usually one or two semesters) or for an unspecified length of time, depending upon the nature of the reason for the leave.

4. When a student is granted a Leave of Absence for Health Reasons during the course of a semester, the grade of “W” will normally be recorded for courses in which the student is enrolled that semester. If appropriate, and if the instructor is agreeable, a “W” may be replaced by a regular grade upon completion of work. A student who is interested in pursuing this option must contact the Office of the Dean of the College.

5. Students who are on a Leave of Absence for Health Reasons may not take courses at another institution for transfer credit without first obtaining written permission from Health Services or Counseling Services. If such approval is granted, transfer coursework is subject to the College’s policies on Transfer of Credit After Matriculation.

6. A student who is ready to return to Franklin & Marshall College must notify the Office of the Dean of the College in writing. Such notification must be accompanied by a written statement from Health Services or Counseling Services (or both). Notification is normally required no later than May 1 for the fall semester or December 1 for the spring semester.

B. Leave of Absence for Personal Reasons

1. A request for a Leave of Absence for Personal Reasons must be made to the College House Dean. A leave is normally granted only if the request is made no later than May 1 for the fall semester or January 1 for the spring semester, and only if a student is in good academic standing for his or her most recently completed semester.

2. A request may be made for a variety of reasons; for example, a student may wish to work or travel for a time, or may need some time away from the College to consider future academic plans and goals. This leave is granted for a specified period of time.

3. A student who is on a Leave of Absence for Personal Reasons may not take courses at another institution for transfer credit without first obtaining written permission from the Committee on Academic Status. If such approval is granted, transfer coursework is subject to the College’s policies on Transfer of Credit After Matriculation.

4. A student who is ready to return to Franklin & Marshall College must notify the Office of the Dean of the College in writing. Notification is normally required no later than May 1 for the fall semester or December 1 for the spring semester.

C. Leave of Absence for Academic or Disciplinary Reasons

1. A student may be placed on a Leave of Absence for Academic Reasons.

2. Students may be suspended for one or two semesters because of administrative or Committee on Student Conduct disciplinary action.

3. Students who are on a Leave of Absence for Academic Reasons may not take courses at another institution for transfer credit without first obtaining written permission from the Committee on Academic Status. If such approval is granted, transfer coursework is subject to the College’s policies on Transfer of Credit After Matriculation.
4. Students who are on a Leave of Absence for Disciplinary Reasons may not take courses at another institution for transfer credit without first obtaining written permission from the Dean of the College. If such approval is granted, transfer coursework is subject to the College’s policies on Transfer of Credit After Matriculation.

D. Leave of Absence for Financial Reasons
1. A student may be placed on a Leave of Absence for Financial Reasons.
2. Students who are on a Leave of Absence for Financial Reasons may not take courses at another institution for transfer credit.

READMISSION TO THE COLLEGE
Any person who has resigned or withdrawn from Franklin & Marshall College and wishes to be readmitted should contact the Office of Admission. Return from a Leave of Absence or Approved Off-Campus Study is not considered readmission. When a student is readmitted, the graduation requirements are those that were in place when the student originally matriculated.

ASSESSMENT OF INSTRUCTION
BY STUDENTS
At the end of each semester, students have the opportunity to provide the College with their assessments of the effectiveness of teaching in courses they have taken. These assessments of courses and instructors are submitted anonymously on a questionnaire, which includes some standard questions and some specific to the course. The questionnaires are completed in class every semester in courses taught by untenured faculty members and in alternate calendar years in the courses taught by those with tenure. The responses to these questionnaires are tabulated and the results are distributed only to the Provost and Dean of the Faculty, the Professional Standards Committee, the chairperson of each faculty member’s department, and the faculty members themselves. This information is used, together with other evidence bearing on the quality of a faculty member’s teaching, in making decisions on rehiring, promotion and tenure. Students are expected to take the responsibility of providing this information seriously by completing the questionnaires as thoughtfully and objectively as possible, and by following closely the details of the process by which they are administered.

INFORMATION TECHNOLOGY
AT FRANKLIN & MARSHALL
Franklin & Marshall College recognizes that technology is a critical tool for teaching, learning and research. We also recognize how essential a role technology does and will play in the lives of our students both while at F&M and once they graduate. To this end, the College strives to provide the very best technology resources in support of the teaching and learning mission of the institution.

The campus is well equipped with technology. Approximately 90% of F&M’s classrooms are technology-enabled teaching spaces. The campus is 100% wireless enabled, including outdoor areas where students often gather and study. While not a requirement, nearly 90% of current students have followed the College’s recommendation to bring a personal computer to campus. As well, there
are public access computing facilities on campus where all students have access to F&M provided computers, including both campus libraries and the Innovation Zone on the lower level of the Patricia E. Harris Center for Business, Government & Public Policy. These facilities also provide printing for a small fee per page. These public computing spaces make available specialized software that students may not have on their personal computers such as statistical, mathematical and analytical applications. In addition to the public access computers, many of the academic departments have special-purpose computing labs.

Franklin & Marshall has adopted Canvas, a course/instructional management system. Canvas is a web-based solution for online delivery of course-based instructional materials. Many F&M faculty elect to use Canvas to provide access to course materials. The College provides a web-based campus-wide information portal called Inside F&M. Through Inside F&M, students can register for classes, examine progress toward their degree, and check their grades and other personal information. Faculty can manage their class rosters, guide advisees and submit grades. Franklin & Marshall uses Google Apps for Education for email, calendaring, file storage and other services. Google Apps is the primary tool for student collaboration, file sharing and document management.

Providing general assistance in the use of all information technology resources is the responsibility of Information Technology Services (ITS). Students are encouraged to visit ITS at our service desk located in the Innovation Zone on the lower level of the Harris Center for Business, Government and Public Policy. ITS can also be reached by phone at 717-358-6789.

The use of technology resources on campus is governed by the College’s Acceptable Use Policy. This policy defines the appropriate use of Franklin & Marshall (F&M) information assets. Those that violate this policy are subject to the full range of sanctions set forth in the Student Handbook, the Employee Policy Guide as well as local, state, and federal laws. At their discretion, the College Information Technology Committee reserves the right to modify this policy at any point in time. You can find the full policy on the College website: www.fandm.edu/college-policies/technology/acceptable-use-policy.
ADMISSION TO THE COLLEGE

Franklin & Marshall College welcomes applications from students who seek to participate in an engaging liberal arts community. Students most competitive for admission are those who, in the judgment of the Admission Committee, will benefit from and contribute to both the academic and co-curricular programs of the College.

SELECTION

Selection is based upon several criteria, with the quality of the student’s secondary school record as the most important. The best preparation for study at Franklin & Marshall is a rigorous academic program that provides fundamental training in the arts, English language, foreign language, history, literature, mathematics and science. It is highly recommended that a student have some combination of four years of strong English language and literature courses, three to four years of a modern or classical foreign language, four years of mathematics resulting in a readiness for beginning college calculus, at least two years of historical study and three years of study in the natural sciences. The College also recommends that students take at least five academic courses during their senior year.

Other factors considered in a student’s evaluation are a demonstrated interest in the College (such as campus visit), participation in extra-curricular activities, standardized test scores, recommendations and information concerning the student’s personality and character.

Domestic students may elect to take advantage of our Standardized Test Option. Applicants choosing this option are required to submit two graded writing samples from their junior or senior year in place of their standardized tests. The writing samples may be creative or analytical essays written for English, humanities, or social science courses.

CAMPUS VISIT AND INTERVIEW

A campus visit and interview are important parts of the admission process and are strongly recommended. On-campus interviews are available by appointment Monday through Friday from 9:15 a.m. to 3:15 p.m. Campus tours depart from the Admission Office, Monday through Friday at 10 a.m., 11 a.m., 1 p.m., 2 p.m. and 3 p.m. For those who are unable to visit the campus on a weekday, group information sessions and tours are conducted on select Saturdays. Interested parties are advised to schedule appointments for interviews and sessions at least two weeks in advance by contacting the Office of Admission at (877) 678-9111 or online at www.fandm.edu/visit/admission-visit.

TYPES OF APPLICATION

EARLY DECISION

Candidates who select Franklin & Marshall as their first choice college and desire early notification are invited to apply through the binding Early Decision Program. Candidates who submit a completed application and an Early Decision Agreement by November 15, for Early Decision Round I, will receive notification by December 15; those who apply by January 15, for Early Decision Round II, will be notified by February 15.
An Early Decision candidate may initiate applications to other institutions. However, if offered admission to Franklin & Marshall, the candidate is obligated to withdraw the other applications and enroll at Franklin & Marshall. Admitted students must submit their enrollment fee within one month of acceptance.

REGULAR ADMISSION
The Regular Decision deadline for submitting applications and all required credentials is January 15. An admission application must be accompanied by a $60, non-refundable application fee. Applicants for first-year status are notified of the Admission Committee’s decisions by April 1. Admitted students’ $500 non-refundable enrollment fee must be postmarked by May 1.

SPRING ADMIT
Each year, Franklin & Marshall offers admission to a small group of graduating seniors for the spring semester of the following year. Spring Admit students are individually advised to help them arrange fall opportunities which may include a study abroad program, community service, or academic credits at other institutions. Students may choose to apply for the Spring Admit program or they may be offered it as an alternative to fall admission.

ACCELERATED ADMISSION
Candidates for accelerated entrance to college are those outstanding secondary school students who are: 1) qualified to enter college after having completed three years of secondary school and who will receive their high school diploma after having satisfactorily completed their first year of college; or 2) those students who will graduate from secondary school in less than four years, having successfully completed all academic units required for a diploma.

The College welcomes applications from such students who are socially mature and academically prepared for a college experience. An on-campus interview is a requirement for all Accelerated Admission candidates. These students must identify themselves as such when making an appointment. These candidates also need to include a personal statement articulating the reason for beginning college early. A letter of recommendation from the high school administration and a statement of permission from parents/guardians must be part of the submitted credentials. To apply, students should follow the normal application procedure, using the Early Decision & Regular Decision deadlines for their applications.

HOME SCHOoled OR NON-TRADITIONALLY EDUCATED STUDENTS
Students who have been home schooled or educated in a non-traditional setting are welcome to apply to Franklin & Marshall College. Candidates for admission who have been educated in the home must submit all required application paperwork. Students should present a transcript from either a parent or outside evaluating agency. If a parent serves as the primary source of evaluation for the student, he or she may submit the School Report and the Counselor Recommendation. The Office of Admission recommends that home schooled students also submit a reading list, and that he or she have an on-campus interview. It is strongly recommended that home schooled students submit standardized test scores for best admission consideration.
TRANSFER STUDENTS

Transfer applicants are welcome for either the fall or spring semesters. Transfer applicants are expected to be in good academic and social standing at their present college or university.

The Office of Admission maintains a May 1 priority deadline for fall transfer applications. For spring transfer admission, the priority deadline is November 15. Applications completed after the priority deadline are reviewed on a space-available basis. To apply, a transfer application form must be accompanied by a $60, non-refundable application fee and all required application materials. Fall transfer applications completed by the priority deadline will be notified by June 1. Completed spring applications will be notified by December 15.

Transfer students are eligible for financial assistance if funds are available. However, no financial aid is available for international transfer students. Financial aid applications and all supporting financial aid documentation must be submitted as soon as possible, but no later than May 1 for the fall semester and by November 15 for the spring semester. Applicants are expected to complete all financial aid documentation at the time of application submission.

Transfer candidates interested in Summer School study should communicate directly with the Registrar's Office by phone at (717) 358-4168.

Questions regarding the transfer process should be directed to the Office of Admission by calling (717) 358-3951 or (877) 678-9111.

FINANCIAL AID

Approximately 60% of the students at Franklin & Marshall receive some form of financial aid from a variety of institutional, public and private sources. The College’s financial aid policy reflects a desire to attract and retain a diverse student body of the highest possible promise. For those students to whom need-based aid is offered, the College strives to meet the majority of demonstrated need with grant funding. In most cases, the College packages several forms of financial aid, usually combining a grant with a student employment opportunity and loan.

Franklin & Marshall is a member of the College Board and the College Scholarship Service (CSS) and subscribes to that organization’s principles of financial aid. Need-based grants are provided to students who have demonstrated financial need as determined from information submitted on the CSS/PROFILE form, the Free Application for Federal Student Assistance (FAFSA), federal tax documents (return, schedules, W-2s) and if applicable, the Noncustodial CSS/Profile form.

As the student is the primary beneficiary of the education, Franklin & Marshall assumes that each family will first make a reasonable sacrifice in financing its son’s or daughter’s education before applying to the College for assistance. Students receiving financial aid from the College are expected to work during the summer to earn funds for their education. In addition, all applicants must apply for any state, federal, or other awards for which they may be eligible. Expected federal and state grants usually replace institutional grants. Failure to complete all applications for federal and state grants or to submit all materials by the appropriate deadlines could result in the loss of institutional funding.

For the purposes of awarding federal, state and institutional financial aid at Franklin & Marshall College, the Academic Year is defined by the Academic Calendar and comprised of two 15-week semesters. In addition to standard term awarding, students may receive federal or state aid for the summer terms, provided they enroll in at least two courses at Franklin & Marshall College.
They may also receive federal or state aid when attending other colleges in the summer, provided they enroll in the equivalent of six semester hours and complete a Consortium Agreement provided by the Office of Financial Aid.

Institutional financial aid may only be received for a maximum of eight semesters. Federal financial aid requires a student to meet the Federal Satisfactory Academic Progress standards that are listed on the Office of Financial Aid’s website.

JOHN MARSHALL FELLOWS
The John Marshall Fellow Program supports a limited number of students who, during their first year at Franklin & Marshall, have demonstrated unusual motivation, spirit of achievement and independence of thought. The program was created on the premise that bright, curious minds flourish best when challenged in an environment that gives highest priority to individual interests and abilities. The Marshall Fellow is eligible to apply for a $4000 research/travel grant to enhance the Fellow’s ability to engage in unique and personal academic pursuits, for example, supporting an on-campus research project, doing research in another country, presenting research at a professional conference, or completing a public service project. Fellows also receive special opportunities for excursions and on-campus activities.

NATIONAL MERIT SCHOLARS
National Merit Scholars who are designated National Merit Finalists and who notify the National Merit Scholarship Corporation that Franklin & Marshall College is their first choice (by the date specified by the National Scholarship Corporation) will be named National Merit Scholars. These students may receive a National Merit Scholarship Corporation scholarship in addition to any Franklin & Marshall awards that may be granted during the application process.

WILLIAM H. GRAY, JR. SCHOLARS
The William H. Gray, Jr., Scholarship, established by its namesake’s son William H. Gray III, provides need-based financial aid to outstanding students from backgrounds that are traditionally underrepresented in higher education. Gray Scholars are chosen on the basis of potential for achievement as demonstrated by academic strength, leadership ability and commitment to service. The financial aid package for Gray Scholars is designed to reduce loan and job expectations over the course of four years. Gray Scholars receive student and alumni mentors and can apply for special internships on and off campus. Questions may be directed to the Office of Admission at (717) 358-3951 or (877) 678-9111.

COURTNEY ADAMS MUSIC SCHOLARS
Musically active students in the applicant pool are invited to audition for a music scholarship at Franklin & Marshall. Renewable for four years, the scholarship is awarded to students on the basis of musicianship, dedication and the potential for making positive contributions to the Music program at Franklin & Marshall.
TUITION AND FEES

Each student is charged, on a semester by semester basis, fees that cover tuition, room, board and most College charges for activities, laboratories, and special events such as lectures and theater productions. The cost to the College of educating the student, of course, is well in excess of these fees. The balance is provided principally by gifts from alumni and friends and by income from endowments.

The schedule of expenses shown below indicates actual charges for 2015–2016 and is subject to change:

- **Tuition, Services & Activities Fee** ....................... $50,300 per year
- **Health Services Fee** ................................................. $100 per year
- **New Student Orientation Fee** .............................. $200 (one-time fee)
  — Charged in a student’s first semester at F&M. This is a non-refundable fee.

**Housing/Room Fee Options:**
- **Standard Room Fee (Double/Triple)** ....................... $7,550 per year
- **Special Room Fee (Single)** ........................... $8,190 per year
- **Suite** ................................................................. $8,490 per year
- **New College House Apartment Fee** ............. $8,850 per year

**Meal Plan Options (Block Plans & Weekly Plans Available):**

- **Block Plans:**
  - 225 Block Meal Plan/$120 Flex Dollars* ............... $2,610 per semester
  - 150 Block Meal Plan/$400 Flex Dollars** ............... $2,545 per semester
  - 125 Block Meal Plan/$220 Flex Dollars*** .............. $2,325 per semester
  - 70 Block Meal Plan/$225 Flex Dollars*** .............. $1,630 per semester
  - 50 Block Meal Plan/$340 Flex Dollars*** .............. $1,395 per semester

- **Meals Per Week Options:**
  - 14 Meals Per Week w/$250 Flex Dollars* ............. $2,610 per semester
  - 7 Meals Per Week w/No Flex (DHall Only)***$1,445 per semester

*First-years are required to select one of these options, available to Sophomores, Juniors and Seniors
**Minimum required for Sophomores, available to Juniors and Seniors
***Available to Juniors and Seniors

First-year and Sophomore students are required to purchase a meal plan, unless they are commuting students. See above for the meal plans that are available to First Years and Sophomores. Please contact the Office of the Dean of the College to determine if a student is considered a commuter.

In the event a student depletes the meals in his/her meal plan prior to the end of the semester, the student can purchase additional meals. Rates for additional meals can be found at www.fandm.edu/student-accounts-and-billing/tuition-and-fees.

**Student Health Insurance Options:**
- **Student Health Insurance Plan (SHIP)** ...... $1,800 per year
- **Complementary Care Option** ................. $300 per year
Health insurance coverage is required for all full-time students to cover them for every day of their higher education career. This includes summers and breaks. The Student Health Insurance Plan (SHIP) is offered to Franklin & Marshall students through Hulse Q/M. The SHIP policy runs from August 1 through July 31. The SHIP can be waived if the student provides verifiable proof of comparable insurance coverage to Hulse/QM. The waiver process must be completed by September 15.

If a student is not covered by any other health insurance, the student will automatically be enrolled in the SHIP. International students must select the SHIP option.

If student has personal insurance that allows the student to waive enrollment in F&M’s SHIP but the student’s personal plan has limited in-network options for the Lancaster area and/or a high deductible, the student may purchase Complementary Care.

**Other Fees:**

- **Part-time students:** $6,288 per course
  - Those taking fewer than three credits in a semester.
- **Application for Admission Fee:** $60
  - Must accompany each application for admission to the College. This is a non-refundable fee.
- **Enrollment Fee:** $500
  - Required of each incoming first-year student, transfer student or re-admitted student to reserve and maintain the student’s position in the College. This is a non-refundable fee.
- **Proficiency Examination Fee:** $100 per course
  - Assessed for each proficiency exam taken by a student to earn credit for a course. This is a non-refundable fee.
- **Late Payment Fee:** $500 per semester
  - Assessed on accounts that are not paid by the specified due date.
- **Returned Check/Payment Fee:** $25
  - Assessed for each returned payment.

Any student whose College bill remains unpaid at the time of graduation is not eligible to receive a diploma. The College reserves the right to refuse to release official transcripts of a student’s records if bills are unpaid.

All fees are subject to change without notice.

**PAYMENT**

All charges and fees for each semester are billed in advance and must be paid in full by the specified term due date. Franklin & Marshall accepts payment in the form of check, cash, money order, online via credit card (MasterCard, Discover, American Express, or Visa), online via debit of a checking/savings account or via wire transfer. Please note-a convenience fee of 2.75% will be charged on all credit card payments.

Franklin & Marshall does recognize that full payment due at the beginning of each semester may present a problem, so we have formed a relationship with Tuition Management Services (TMS) to provide a monthly tuition payment plan. This plan provides a convenient alternative to lump sum semester payments.
Student accounts that remain unsettled at the end of a semester will be reviewed by the Committee on Student Financial Status. In the event that an account remains unpaid, the student may be placed on a Leave of Absence for Financial Reasons. If this occurs, payment in full is expected to be made in order for the student to enroll in a subsequent semester. Delinquent accounts may be referred to a collection agency for further collection action.
INSTITUTIONAL PROCEDURES
RELATING TO TITLE IX
OF THE EDUCATION AMENDMENTS OF 1972

In accordance with Title IX of the Education Amendments of 1972, which prohibits a college from discrimination based on sex, Franklin & Marshall College does not discriminate on the basis of sex or gender in its education programs and activities.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator:
Jan Masland
Appel Health Services Bldg.
Franklin & Marshall College
Lancaster, PA 17604
telephone number: 717-358-7178
e-mail address: jmasland@fandm.edu

Inquiries or complaints may also be directed to:
The Office for Civil Rights Philadelphia Office
U.S. Department of Education
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
telephone number: 215-656-8541; fax: 215-656-8605
e-mail address: OCR.Philadelphia@ed.gov.
INSTITUTIONAL PROCEDURES RELATING TO THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Education Rights and Privacy Act, commonly referred to as the Buckley Amendment, is supportive of previously adopted policy of Franklin & Marshall College concerning the rights of students to the confidentiality of their educational records and to the rights of students to have access to such records. However, the Act makes certain rights and procedures explicit and requires that the College establish certain procedures to ensure that the purpose of the Act is achieved. A copy of the Act and the regulations issued thereunder are available at the reserve desk of the library.

The major features of the Act are the identification of “educational records” of students, the right of student access to such records, the opportunity of students to correct or amend these records when warranted and the privacy of the records. The following paragraphs establish the procedures used at Franklin & Marshall College for the implementation of the Act.

A. Definition of Educational Records
1. Educational Records are defined by the Act as those records, files, documents and other materials that contain information directly related to a student and which are maintained by the College or an agent of the College. Students will be notified of their FERPA rights annually by publication in the Catalog. These records are:
   a. Admission folders and materials held in the Office of Admission until transferred to the Registrar's Office.
   b. Academic records, grade reports, transcripts of grades, major slips and such other information as may appear on the College transcript held in the Registrar's Office.
   c. Records and documents related to the decisions of the Committee on Academic Status and the Committee on Student Conduct and general information regarding the student’s curricular and extracurricular performance and activities, held in the office of the Dean of the College.
   d. Records held by the student’s academic adviser.
   e. Records and documents held in the Office of Financial Aid.
   f. Records and documents relating to the decisions of the Health Professions Advisory & Review Committee.
   g. Records and documents relating to the decisions of the Pre-Law Adviser.
   h. Records of the Office of Student and Post-Graduate Development.

Further information about files, their location and their custodian is in the Office of the Provost and Dean of the Faculty.

B. Privacy of Student Educational Records
1. Release of Student Educational Records. No educational record shall be released by the College or its agents, nor shall access be granted thereto without the consent of the student except as hereinafter provided in paragraph 2. Student requests for the release of information may be made by filing the forms provided for the purpose with the officer of the College holding such educational record(s).
2. Exceptions to Release Only at Student Request. The Act provides for exceptions to the necessity of the College obtaining a student’s consent before releasing or permitting access to that student’s records. The following persons and organizations may have such access, subject to the limits stated in each case:

a. School officials who have a legitimate interest in the records. School officials include 1) any persons employed by the College in an administrative, supervisory, academic, research, or support staff position, 2) a person elected to the Board of Trustees, or 3) a person employed or under contract to the College to perform a special task. A school official has a legitimate educational interest if the official is 1) performing a task that is specified in his or her job description or by a contract agreement, 2) performing a task related to a student’s education, 3) performing a task related to the discipline of a student, or 4) providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid.

b. Authorized representatives of government who need the information to audit, oversee, or administer the Act, federally supported education programs, or financial obligations of the College or the student.

c. Organizations conducting studies concerning the validity of predictive tests, administering student aid programs, or improving instruction, if such studies are conducted in such a manner that specific students cannot be identified in the publication of the results and provided such information will be destroyed when it is no longer needed for the purpose for which the study was made.

d. Accrediting organizations for the performance of their accrediting function.

e. Parents of a student who have established with the office of the Dean of the College or the Registrar (depending on the record sought) that student’s status as dependent according to Internal Revenue Code of 1954, Section 152.

f. Such information as may be required by judicial order, or any lawfully issued subpoena, will be released on condition that the student is notified prior to release of the information and on condition that the College will not suffer legal liability.

g. In the event of a health or safety emergency, information may be released to appropriate persons without the consent of the student if such information is necessary to protect the health or safety of the student or of other persons.

h. To officials of another school, upon request, in which a student seeks or intends to enroll.

i. 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.

j. If required by a state law requiring disclosure that was adopted before Nov. 19, 1974. Complaints regarding alleged failures by Franklin & Marshall College to comply with the requirements of FERPA should be forwarded to:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, D.C. 20202-5920
3. Directory Information. Neither the Act nor these regulations preclude the publication by the College of directory information providing the student has not withdrawn consent for the publication of or electronic access to such information. This directory information includes, and is limited to, the following:
   a. Name, home address, home phone number, local address, local phone number, e-mail address, photograph and names and addresses of parents;
   b. Name and address of secondary school attended, periods of enrollment and degrees awarded, field of concentration, date of graduation, confirmation of signature and membership in College organizations;
   c. Such information as is normally included on rosters and programs prepared for athletic contests.
   d. Announcement of the granting of honors, awards and other accomplishments.

Students may withhold directory information in any or all of the above categories by indicating their wishes on the appropriate screen on Inside F&M or by contacting the Registrar's Office. Students are responsible for any impact that such an action may have and should carefully consider the consequences. Questions should be directed to the Registrar’s Office.

4. Implementation by Instructors. It is the policy of Franklin & Marshall College to ensure that student grades are a private matter between student and faculty member, to be shared only with authorized officials of the College unless the student signs a statement giving permission for his or her grades to be released to a third party. This policy entails the following:
   a. All graded student assignments must be returned individually to students in such a way as to protect the confidentiality of the grade and the privacy of the student;
   b. In many cases, it is helpful for students to know the distribution of grades for each assignment. In cases where the instructor believes this to be appropriate to the goals and methods of a particular course, he or she should regularly inform students of the class-wide distribution on graded assignments;
   c. Student grades may never be posted but must be communicated to students individually and in private.

C. Access to Educational Records

Subject to the procedures and the exceptions contained below, students have a right of access to the records described in Section A, above, and a right to challenge the accuracy of these records and to have explanations or comments on these records placed in their file.

1. Exceptions. The Act contains exceptions to the general right of students to access to files and documents. These exceptions are:
   a. Confidential statements and letters placed in the files prior to January 1, 1975, and confined in their use to the purposes for which they were intended;
   b. Confidential letters and statements as to which students have waived a right of access;
   c. Notes, statements, records, documents or other papers that are kept in the sole possession of the maker thereof and are not accessible to others (such as private notes made by professors, academic advisers, or administrators that are purely personal reminders
of an event or fact that they may or may not use in a subsequent decision such as determining a grade in a course, advising as to courses, etc.);

d. Records and documents of the Department of Public Safety;

e. Records created and maintained by Health Services, Counseling Services and the Office of Student and Post-Graduate Development that are used in connection with the treatment of the student;

f. Confidential financial records of students’ parents;

2. Waiver of Access. A student may waive a right of access to confidential statements and letters submitted as part of his or her admissions dossier, but this waiver does not apply if the letters or statements are used for purposes other than to make a judgment about the admission of the student to Franklin & Marshall College. Students may also waive a right of access to confidential recommendations respecting admission to another college or university, a graduate school or a professional school. Authors of such letters will give the student an opportunity to waive a right of access to such letters of recommendation as they may write. Students may also waive a right of access to confidential recommendations concerning application for employment or receipt of an honor or honorary recognition.

3. Access Procedure. Students who wish to review their records may do so by submitting an application to the pertinent officer of the College on a form provided for the purpose that shall identify what part of the educational records the student wishes to review. Within 45 days of the submission of the application, the College officer responsible for maintaining those records will meet with the student and present to the student the records and documents to which the student is entitled and will provide such explanations or comments as the student may require for clarification. Should the student challenge any part of the folder, file, document, or record, the Provost and Dean of the Faculty (or designee) shall try to resolve the matter by such informal means as discussion and/or deletion of erroneous material, addition to the record of an explanatory statement, or such other remedy as is deemed appropriate in the judgment of the Provost and Dean of the Faculty (or designee) and the student.

If the challenge to the content of the record cannot be resolved by such informal means, a hearing shall be held within a reasonable time to resolve the matter and the decision of the hearing panel will be final. The hearing panel (all three members of which are to be drawn from the College community) will be made up of a member chosen by the student, a member chosen by the Provost and Dean of the Faculty and a member chosen by the Provost and Dean of the Faculty’s representative and the student’s representative.

The decision of the hearing panel will be rendered within ten days of the hearing, will be in writing, and will be delivered to the student and the Provost and Dean of the Faculty.

4. Record of Access. Those officers under whose care the records are kept shall keep a log of the names (and dates) of those who have requested or have had access to the student’s record, and the legitimate interest that each person has in obtaining this information.

5. Limited Scope and Purpose of Student Review of Records. It is not the intention of the Act or these procedures to provide a forum for challenging course grades, the decisions of the Committee on Academic Status, the Committee on Student Conduct, or any other committee or officer of the College assigned the responsibility to make judgments. Rather, it is the intention of the Act and these procedures to make known to students the
informational base upon which decisions included in the educational records are made and to allow corrections of that information or inclusion of explanatory statements.

D. Administration of Policy and Procedures
The Provost and Dean of the Faculty shall have general oversight of the administration of the Act and the above regulations. Questions concerning the matters covered by these regulations and the Act should be directed to the Provost and Dean of the Faculty in such form as may be required.

Recommendations for changes and amendments to these regulations will be welcomed by the Provost and Dean of the Faculty, and such changes as experience demonstrates should be made will be made in a manner and at such times as conform to Franklin & Marshall procedures.
ACCOMMODATION FOR DISABILITIES: REHABILITATION ACT OF 1973, SECTION 504

In accordance with equal education opportunity laws, Franklin & Marshall College arranges to provide appropriate academic accommodations for students whose disabilities limit their participation in academic programs for which they are qualified. Students are required to notify the College if they will require special services or accommodations in the classroom or if they want faculty, academic advisers, or administrative offices notified of a disability. Appropriate academic accommodations for students with disabilities are determined on an individual basis utilizing the required documentation of the disability.

The College does not have a special program for students with disabilities. For example, there are no special classes or tutors for students with learning disabilities or attention deficit hyperactivity disorder. The academic support system for a student with a disability is the same as the academic support system for all students.

The College has designated Alison Hobbs, Psy.D. as the Coordinator of Disability Services. In this role, Dr. Hobbs coordinates services and accommodations to meet the needs of students with disabilities that limit their participation in the programs and activities of the College. Dr. Hobbs reviews all required documentation of disability and determines the appropriate academic accommodations for each individual student. Every student at the College has the opportunity to complete a Disability Notification Form available throughout the year at the Office of Disability Services. The College considers information provided on this form as confidential and uses it to provide appropriate accommodations for qualifying students.

Students who wish to appeal an accommodation or file a complaint arising under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act should use the following procedures:

PROCEDURE FOR APPEAL OF ACCOMMODATIONS OR FILING OF COMPLAINT UNDER THE REHABILITATION ACT OR AMERICANS WITH DISABILITIES ACT

I. Jurisdiction
This procedure may be used by students to report discrimination based on disability in any College program or activity. Employees who wish to report disability discrimination should contact Human Resources.

II. Covered Conduct
1. Discrimination (including harassment): Individuals who experience negative or adverse treatment based on disability that is sufficiently serious to deny or limit their ability to participate in a College program or activity may file a complaint under this procedure.
Examples of disability discrimination include verbal or physical harassment based on disability and disparate treatment based on disability.

2. Disagreements regarding accommodations: In some instances, concerns related to the provision of academic adjustments and auxiliary aids and services (commonly called accommodations or modifications) may constitute disability discrimination. Disagreements regarding the denial of requested accommodations and the sufficiency of approved accommodations, for example, may be raised under this procedure.

3. Retaliation: The College does not tolerate retaliation against individuals who complain about disability discrimination or otherwise assert their rights under Section 504 or the Americans with Disabilities Act. Individuals who experience retaliation, intimidation, or retaliatory harassment may file a complaint using the process outlined below.

III. Time Frame for Filing
Complaints of disability discrimination should be made promptly. The passage of time between the date of the alleged discrimination and the filing of a complaint may impair the College’s ability to look into the complaint and provide appropriate relief, as key witnesses and evidence may no longer be available. A student who wishes to appeal an accommodation because the accommodation is felt to be inadequate or inappropriate is encouraged to contact Disability Services within 90 days of receiving the accommodation to discuss their concerns.

IV. Informal Resolution
Individuals who experience disability discrimination, who disagree with an approved accommodation, or who have difficulty obtaining approved accommodations are encouraged to contact Dr. Alison Hobbs to discuss their concerns. If the actions of Dr. Alison Hobbs are at issue, individuals may choose to contact Senior Associate Dean Flores-Mills. The informal process is voluntary. A complainant may conclude the informal process at any time and file a formal complaint.

V. Formal Resolution
Complaints must be made in writing to the Office of the Dean of the College within 90 days and should include a description of the nature of the alleged discrimination and the parties. If the participation of the Senior Associate Dean of the College in the process would create a conflict of interest, written complaints may be made to the Dean of the College.

Within 30 business days of receipt of the complaint, the Senior Associate Dean of the College or designee will look into the complaint and may conduct a formal investigation, as appropriate. This process provides for the prompt, reliable, and impartial investigation of complaints, including an equal opportunity for the parties to present witnesses and evidence. Investigations generally will be completed within the aforementioned time frame.

Within 5 working days of the conclusion of the inquiry or investigation, the Senior Associate Dean of the College will provide written notice of the outcome to the parties.

VI. Appeal
Either party may appeal the outcome of the formal process by filing a written appeal within 15 days of the date that written notice of the outcome is sent to the parties. Appeals should be made to Margaret Hazlett, Dean of the College. In the event that the participation of Dean Hazlett would present a conflict of interest, appeals may be filed with the Vice President for Finance, Administration and Treasurer, David Proulx.
Appeals will be decided within 30 days of the date they are filed. The appeal of an accommodation that involves the waiver of an academic requirement must be presented to the Committee on Academic Status in consultation with Disability Services. The parties will receive written notice of the outcome of the appeal process within 5 working days of the conclusion of the process.

VII. Role of the Section 504/ADA Coordinator
The Section 504 Coordinator will receive notice of any complaints that are filed under this procedure and will receive updates regarding the status of complaints. The Section 504 Coordinator will maintain documentation related to complaints, reports, and investigations of disability discrimination.

VIII. Anti-harassment Statement
In cases of disability harassment, the College will take prompt and appropriate steps to end a hostile environment if one has been created, prevent the recurrence of any harassment, and correct discriminatory effects on the complainant and others, if appropriate. Individuals who experience disability harassment may receive interim remedies, as appropriate, such as academic assistance and other appropriate relief. The College takes seriously complaints of disability harassment and will take prompt disciplinary action against individuals who engage in disability harassment.

IX. Confidentiality
The College will maintain the confidentiality of the parties to disability discrimination cases and related records, consistent with applicable federal and state laws.