

Academic Information

Academic Honor Code

Bethany Students are expected to exhibit Christian integrity in all aspects of their college life. Cheating on examinations or other course work will lead the student to disciplinary action by the faculty member involved and/or the Academic Affairs Committee.

Plagiarism is the stealing or passing off as one's own the words or ideas of another. There are three common forms of plagiarism: using another's words verbatim, using another's words in paraphrased form, and using another's ideas, thoughts, or theories without proper documentation.

The penalty for plagiarism will be an "F" in the class, and the Office of Academics will be notified so that if the student is involved in further plagiarism, he/she may face expulsion from the College.

Library

Wilson Library is centrally located on the Bethany campus. At present it houses more than 63,500 volumes of books, as well as periodicals, microfilms, microfiches, sound recordings and CD-ROM holdings. All books are listed on the Online Public Access Catalog.

The Library provides photocopiers including one for photocopying microfilm and microfiche. Computers are available for accessing information from CD-ROMs as well as for Internet searches and online periodicals.

The Library provides instruction in library uses by giving each student an orientation course and by providing a reference person to assist users in their individual needs.

Transfer Credit

Official transcripts from all previously attended post secondary institutions will be required. Ability to transfer units is dependent upon receipt and analysis of official transcripts.

Credit for courses that have been earned at other accredited colleges or universities with a grade of "C" or better may be transferred to Bethany College. Units completed with a grade of "D" will not be accepted in transfer. For admission purposes a student's transfer grade point average is determined by dividing the total number of grade points by the number of units attempted.

Transfer students are expected to be in good standing and eligible to enroll in the last school attended.

Intersegmental General Education Transfer Curriculum (IGETC)

Students at California community colleges who are considering a transfer to Bethany College should follow the CSU pattern of study with the Intersegmental General Education Transfer Curriculum (IGETC) at the community college of attendance to maximize course transfer and simplify completion of Bethany College's general education requirements. The following stipulations apply:

1. Only students who are not currently enrolled, and who have not previously enrolled, at Bethany College may use the IGETC program to meet the general education requirements at Bethany College. If you choose to follow IGETC, you must complete it before you transfer; otherwise, you will be required to satisfy Bethany's specific general education requirements.
2. Areas 1 through 5 (CSU pattern) must be followed with the addition of the CSU Graduation Requirements in US History, Constitution, and American Ideals.
3. Beyond the courses included in the IGETC pattern, students who transfer to Bethany College will be required to take additional general education coursework: 18 units of Biblical and Theological Studies; an English Proficiency Exam taken at Bethany College; and units of Physical Education meeting the competencies covered in Bethany's Nutrition, Self Esteem, and Exercise and Fitness and Wellness courses. Students pursuing a Liberal Studies major at Bethany College will also have additional general education requirements mandated by the California Commission on Teacher Credentialing.
4. Students at any California community college do have the option of transferring to Bethany College before completion of the entire IGETC program. If a student transfers before completing the IGETC, coursework taken at the community college to meet IGETC guidelines will be used to meet individual general education requirements.
5. Certification of IGETC completion is the responsibility of the last California community college a student attends prior to transfer. For out-of-state students Bethany College will make the determination regarding IGETC equivalence.

| SUBJECT AREA | REQUIRED COURSES | UNITS REQUIRED |
|---|---|---|
| 1. English Communication One course in English composition and one course in critical thinking/English composition. *Transfers to Bethany also must take a course in oral communication meeting the CSU requirement. | *3 courses for Bethany transfers. One course must include oral communication. | 3 courses 9 semester units or 12-15 quarter units or 12-15 quarter units |
| 2. Mathematics | 1 course | |

| SUBJECT AREA | REQUIRED COURSES | UNITS REQUIRED |
|--|--|--|
| 3. Arts and Humanities At least one course must be from the arts and one course from the humanities | | 3 semester units or 4-5 quarter units |
| 4. Social and Behavioral Sciences Three courses from at least two disciplines such as: Anthropology & Archaeology, Economics, Ethnic Studies, Gender Studies, Geography, History, Political Science, Psychology, and Sociology/Criminology | TOTAL 3 courses *May include the Bethany and CSU American History/Institutions requirement. | 12 courses 9 semester units or 12-15 quarter units |
| 5. Physical and Biological Sciences One physical science course and one biological science or course, at least one of which includes a laboratory. | 2 courses | 7-9 semester units or 9-12 quarter units |
| Proficiency in a language other than English is not required for Bethany or CSU transfers. | None | None |

| ADDITIONAL GENERAL ED. | REQUIRED COURSES | UNITS REQUIRED |
|---|-------------------|---|
| Units in Physical Education/Nutrition equivalent to Bethany's health and fitness competencies | 1 course minimum | 1-3 semester units or 2-5 quarter units |
| Successful completion of the English Competency Exam and Library Module | 0 unit course | None |
| 18 units of Biblical and Theological Studies required for all students pursuing a BA at Bethany | 5 courses | 18 units |
| TOTAL WITH BETHANY REQUIREMENTS | 18 courses | 56 units minimum |

To Graduate

1. Of the 124 unit minimum requirement for the bachelor's degree and 60 unit minimum requirement for the associates degree, at least 30 units must be taken at Bethany to meet the residency requirement. Not more than three of the final 15 units taken in completion of graduation requirements may be completed elsewhere.
2. At least 15 units of prescribed course work in the major must be taken at Bethany.

Credit for Correspondence

The acceptance of correspondence course credit will be limited to a total of 15 units from all sources. Correspondence courses from colleges not regionally accredited will be accepted only if written approval is obtained from the program to which the course applies. Such approval must be submitted to the Office of the Registrar before transfer credit will be allowed.

Guidelines for Transfer of Credits from an Unaccredited College

In order to have courses from an unaccredited college evaluated, the following must be submitted:

1. An official transcript (signed and sealed).
2. Letters from at least two colleges that are AABC or regionally accredited, that indicate acceptance of the credits from the unaccredited college in question must be submitted. In addition, a statement of how the credits are accepted should accompany the letters (for example, the credits are accepted on probation, only half of the credits are accepted, only Bible courses are accepted, etc.).
3. A catalog that has a full course description of each course represented on the transcript must be provided.

Finally, the student must validate the transfer of unaccredited courses by earning at least a 2.00 grade point average during the first twenty-four credit hours of study at Bethany College.

Credit for Noncollegiate Level Work

Bethany College does not grant credit for noncollegiate level work though it be in the same fields as the courses of the College (e.g., Bible courses taken in a Christian high school). However, if a student can demonstrate adequate background in a course which is required at Bethany, that specific requirement may be waived and an appropriate substitute permitted.

Credit by Demonstrated Competency

Bethany College recognizes that college-level learning is not limited to a classroom and that it is a lifelong phenomenon. Credit by Demonstrated Competency (CDC) was developed to help students earn college credit for what they have learned in situations outside the college classroom. Students may apply for up to 30 units of undergraduate credit by demonstrating competency and college-level learning gained through their life experience. Credit by Demonstrated Competency is college-level credit which is gleaned from numerous learning sources, including workshops, seminars, self-study, noncredit or unaccredited classes, training programs, and work experiences.

The concept of Credit by Demonstrated Competency is based upon the assumption that adults have experiences in their past that produced college-level learning. If a student can demonstrate competency in the particular subject area and this does not duplicate other learning (such as college courses taken), college credit can be earned and will be awarded.

A Credit by Demonstrated Competency Handbook is available to all students. The handbook describes the level of experience and competency required in each course area as well as the four methods by which credit may be earned. During the Credit by Demonstrated Competency Workshop, instructions are given regarding the construction of a Portfolio in which application for credit is made in specific areas. In addition, specific questions are answered during the workshop regarding this part of the program so that students actually receive an individualized guide to understanding the procedure.

The amount of credit awarded will vary and is contingent upon the credit worth of the course/s in the catalog, the depth and breadth of a student's knowledge, and the understanding and ability to articulate relevant learning outcomes. Credits earned for prior experiential learning do not count toward the residency requirement. Credit for experiential learning is generally not accepted in transfer from other colleges.

Bethany College utilizes four processes to assess students' learning to determine possible equivalence to college credit. They are each described below and are explained in detail in the Credit by Demonstrated Competency Handbook.:

1. Standardized Exams (CLEP, DANTES, military, etc.)
2. Departmental Exams (Bethany College prepared exams)
3. Sponsored Professional Training (SPT)
4. Student Portfolio (autobiography, Learning Application Essays (LAEs), and documentation)

Standardized Exams

Credit by examination is designed to allow a regularly enrolled student to seek credit in courses in which the student appears to be reasonably well qualified by training or experience, but for which the student has not earned credit by the usual academic processes.

Bethany accepts several nationally-recognized standardized college-level exams, including CLEP (College Level Examination Program), DANTES (Defense Activity for Non Traditional Educational Service), AP (Advanced Placement), the Bethany Challenge Examination Program (BCEP) and other tests as determined by departments of the College. The College also offers or recognizes appropriate nationally standardized and normed subject-matter tests as they become available. Credit but no grade is granted by the taking and achieving at or above a predetermined (by the Academic Affairs Office) score on the approved test(s). Credit may vary according to score and applicability to degree requirements, as predetermined by the Academic Affairs Office. CLEP, AP, and DANTES units will be evaluated in transfer according to standards established by Bethany and the cut-off score for each exam. Where additional documentation is needed to process such units, the student must assume the responsibility of its provision.

Credits earned through examinations may be counted toward the completion of a program of study. However, students will be subject to specific guidelines regarding equivalence or acceptability of the courses in which credit by examination is received in relation to the requirements of a specific program of study. Therefore, before taking exams, students should check with the program director to be certain the examination meets the requirements of the program of study. Furthermore, credits earned through credit by examination do not count toward the residency requirement.

When unit credit is granted, the transcript grade will be "CR", and will indicate "Credit by Examination." Recording of units earned will take place after official report of examinations passed is received in the Office of the Registrar. No grade or number of units attempted will be indicated on the transcript for examinations failed. Bethany College limits credit by examinations to 18 semester units.

Advanced Placement (AP) Examinations

Students who have completed college level studies in their high school and achieved scores of 4 or 5 on the Advanced Placement Examinations (AP) of the College Entrance Examinations Board may receive transcript credit when the official score report from AP has been received in the Office of the Registrar.

International Baccalaureate Program (IB)

Students who have completed college level studies in their high school and achieved scores of 4 or higher in the International Baccalaureate Program will be awarded 3 units for each subject examination.

College Level Examination Program (CLEP)

CLEP units are treated as transfer units. Students who achieve a satisfactory score in College Level Examination Program (CLEP) Subject Examinations may receive transcript credit for the subject in the area in which the test was taken, provided that the subject is directly applicable to their program at Bethany, and that it is at the lower division level.

Credit may be given for CLEP General Exams if a satisfactory score is achieved. However, credit for CLEP General Examinations will not apply toward General Education, major, or minor requirements.

Departmental Exams

Periodically, a student may have previous learning for which there is not an externally prepared standardized exam, and a department is able to prepare an exam to verify the learning. It should be understood that many courses do not lend themselves to verification by departmental exam. Courses that have a skill involved should usually be assessed through a student portfolio rather than merely an exam.

Bethany Challenge Examination Program (BCEP)

Courses for which credit by Bethany College Challenge Examination Program (BCEP) may be earned are determined by the programs listed in the current college catalog. To be eligible for credit, a student must score at or above the mean with college students receiving a “C” in the course. Course credit by examination will not be allowed in a course in which the student has received a failing grade, or in which credit by examination was unsuccessfully sought (exams cannot be repeated). No grade or number of units attempted will be recorded on the transcript for examinations failed. (Credit by examination is not available to post-baccalaureate students.)

Request forms and guidelines are available in the Office of the Registrar. A test fee will be charged for each test administered in the BCEP and is due prior to administration of the exam. Units earned through Bethany Challenge Examination Program do not count toward residency requirements.

Sponsored Professional Training

As “sponsored” implies, this learning is always accompanied by some type of earned credential. Licenses, certificates, diplomas, earned ratings or professional “cards” all fall under this area of learning.

Bethany utilizes many recommendations made by the American Council on Education. The Council’s recommendations are recorded in The Guide to the Evaluation of Educational Experiences in the Armed Services, a companion publication to The National Guide to Educational Credit for Training Programs.

Because of accrediting commission transfer limitations, each SPT recommendation made by ACE is subject to individual evaluation. Students who have learning that has been analyzed by ACE should complete an SPT worksheet. This worksheet will be reviewed by the CDC Advisor and recommendations will be made to the Registrar.

Credit Portfolio

Student Credit Portfolios are utilized when the previous three methods are not appropriate. A Credit Portfolio is usually made up of four sections:

1. Learning Application Essay (LAE)
2. Learning Sources
3. Autobiography
4. Documentation

Topics are not limited to those courses covered in Bethany’s college catalog. Other college courses similar in nature to those of Bethany, from equivalently accredited colleges, are also possible, depending upon the presence of a Bethany faculty member to assess the learning. The amount of credit awarded for any learning application essay will vary and is contingent upon the credit worth of the course in the catalog, the depth and breadth of a student’s knowledge, and the understanding and ability to articulate relevant learning outcomes.

The following institutional policies have been developed in order to have the CDC program function effectively. Students with questions about any of these policies should contact the School of Continuing Education.

1. Credit by Demonstrated Competency (CDC) is available only to Bethany College students.
2. Credit by Demonstrated Competency recognizes that collegiate-level learning will occur outside the college/university classroom and that the institution must have a means of recognizing and evaluating that learning in order to grant credit.
3. CDC may be earned only for documented learning and is not granted based upon experience alone.
4. CDC is limited to 30 semester units. (This includes units earned through any of the CDC procedures, such as CLEP and/or DANTES exams, etc.)
5. The guidelines of CAEL (Council for Adult and Experiential Learning) will generally be followed, except where they might conflict with existing policies of the College.
6. Approved CDC units are posted on a student’s transcript by course department and number, course title, credit value, and coded as “CDC.” The grade of “CR” (passed) is given for CDC with no grade points. Thus, CDC credit does not influence a student’s grade point average.
7. Since each college determines its own policies on transfer credit and on credit from experiential learning, students need to be aware that such credit awarded will probably not transfer to other institutions.
8. The CDC processes other than portfolio will be coordinated by the Vice President for Academic Affairs and the Registrar’s Office. The Continuing Education/EDP CDC Advisor will have delegated authority of CDC with the Continuing Education/EDP students.

Placement Exams, Remediation and Degree Requirement

ACT/SAT

Applicants are requested to report scores from the American College Test (ACT) or Scholastic Aptitude Test (SAT) for placement and statistical data, current within the last 5 years. Students without a documented SAT or ACT score may be limited to 12 units and may be required to enroll in Study Skills and attend SILC (Student Individualized Learning Center). (See Entrance Testing under Admission Information.)

ACT and SAT scores assist in academic counseling. A student whose scores are unduly low may be placed on academic probation and assigned to appropriate remedial courses.

International students from non-English speaking countries must take the Test of English as a Foreign Language (TOEFL). International students whose national language is English will be required to take the ACT or SAT. Students may write to the above addresses for international ACT or SAT registration information. These examinations are for the purpose of offering counseling guidance in making class program recommendations, rather than solely for the purpose of determining eligibility for admission. Students transferring from other colleges may not be required to take the entire sequence of tests. Students who demonstrate adequate scores on the English section of the placement tests will not be required to take ENGL 1003 English Fundamentals.

Math

In order to meet the General Education (GE) learning outcomes and skills competency requirement for mathematics at Bethany College, a student must achieve one of the following:

1. A grade of "C" or better in MATH 2403 Mathematics for General Education

OR

2. In Conjunction with the Math Placement Test

A. High School Math

1. If a student has taken all of the following with a grade of C or better: Algebra I, Geometry, Algebra II, Trigonometry, Pre-Calculus (or a trigonometry/pre-calculus combo), Calculus (including AP) then, the advisor may fill out a GE program modification form indicating that the student has fulfilled the GE program math competencies based on having taken those courses with a grade of C or above (please verify with a high school transcript copy attached). No units are granted only the requirement is waived.

2. If the student has gone through only trigonometry and pre-calculus then, he/she must take the new math for GE course.

For students who have additional math in their major, such as Liberal Studies, the same requirement applies: the Math for GE is the prerequisite for Statistics, Intuitive Geometry, and Math Concepts.

Note: for students, who began Bethany prior to Fall 2000 and comply with the Timeline for Degree Completion Policy at the end of General Academic Information, GE competency will be met by the same math course sequence but without calculus.

B. College Level Math Transfer Units Policy

Students transferring math units from an accredited college, with a grade of C or higher, will have met Bethany's Math for GE requirement if,

1. They have a course which is equivalent to Bethany's math for GE or

2. They have completed Intermediate Algebra and an additional math course, which specifies Intermediate Algebra as a prerequisite.

Note: All students need to take the Math Placement Test for Institutional Research purposes.

The Math Placement Test, which is required of all new undergraduates, shall determine whether remedial coursework is required. Please note that this remedial coursework will not fulfill the mathematics requirement for your major and graduation. Check with your major advisor to determine specific requirements about remedial coursework.

Units for Remedial Courses

Units, which are taken to remediate deficits in knowledge or study skills, have limited applicability to a college degree. Bethany allows a maximum of six units of remedial work to count as free electives toward a degree. Such courses as College Math, Elementary and Intermediate Algebra, English Fundamentals and Study Skills are examples of current remediation courses. Students may wish to pursue other remediation strategies such as taking courses at a community college. Other options may be available as well. The student is urged to consult with his or her academic advisor to determine a course of action if more than six units of remediation is needed.

General Academic Information

Class Standing

A student's class status is the number of earned units successfully completed and posted to the student's transcript as follows:

- **Freshman:** under 26 units
- **Sophomore:** minimum of 26 and less than 56 units
- **Junior:** minimum of 56 and less than 90 units
- **Senior:** 90 or more units

Determination of class status will be made from records in the Registrar's Office at the time of final registration. A student who is within 5 units of the next class status may petition Student Life to be included in that class for the purpose of class activities.

Double Majors

A student may pursue a double major from among any of the majors available in this catalog. The student will be expected to fulfill the General Education requirements of the more stringent of the two majors, as well as the requirements of the majors themselves. General electives are not required except in cases where totals for the combined degree plans are less than 124 units. The rule of double-counting courses no more than nine-units applies. Double majors are not considered second B.A. degrees.

Second BA Degree

After completion and posting of a BA degree at Bethany, a second BA degree may later be pursued. A second BA degree differs from a double major pursued simultaneously, and financial aid availability is diminished after the posting of the first degree. To achieve a second BA degree at Bethany, the student need only complete the major requirements of the second BA with no more than nine units being double counted in the combined original and second degree plans. The 30 unit residency requirement is considered to have been fulfilled by the original degree, but fifteen units of the major for the second degree must be Bethany units. Twelve of the last fifteen units for the second degree must be earned at Bethany, and a second graduation fee will be assessed.

Student Load and Residency

To be classified as full-time, an undergraduate student must carry a minimum of 12 units. A load in excess of 18 units is permitted only by petition to the Office of the Registrar. Students in campus housing must be enrolled in a minimum of 12 units during regular semesters. The Student Life Office must approve any exceptions to this minimum. Eight units per semester constitute the full load requirements for fifth year credential and M.A. students.

The following persons must maintain twelve or more undergraduate units per semester: international students possessing a student visa (F-1 status), Social Security dependents, and students who participate in intercollegiate athletics. Veterans are also required to carry 12 units to be eligible for full subsistence.

Concurrent Registration

A student registered at Bethany will not be granted any special privileges because of concurrent registration at another college. Such dual registration is not considered cause to waive the rule that for any given semester the maximum number of units that may be entered into a student's transcript is 18 (24 allowed at BCLV based on a twenty week semester). This ceiling represents the aggregate of Bethany courses, plus those of the outside college.

Assurance of credit for concurrent registration will be allowed only where prior approval for such arrangements has been cleared with the Office of the Registrar. Students may petition for up to three additional units (beyond 18) per semester if their grade average for the past two terms has been, or their cumulative average is, 3.0, and must secure advance written approval from the director of their program or associate dean of their school. Concurrent registration at another college cannot be combined with Bethany units to place a student at a higher enrollment status.

Residency Requirements

The minimum requirement in residence at Bethany for any Associates or Bachelors degree is 30 units. Not more than three of the final 15 units taken in completion of the graduation requirements may be completed elsewhere. At least 15 units in one's major must be taken at Bethany. Some majors may require more.

Independent Studies

Independent Studies have the identical course identifiers (department, code, title, description) and may be offered when a student requires a course in a semester in which it is not offered through classroom instruction. Thus, the student receives personal instruction by the professor. Based upon this fact, Independent Study courses have an additional fee. The charge is in addition to the Package Rate Tuition Plan.

Independent Study courses are for students who have at least junior class status and who cannot resolve scheduling problems. Furthermore, the following guidelines will be effective for all Independent Studies:

1. Students must be enrolled in other classes on campus.
2. Students must have at least a 2.50 cumulative GPA.
3. Students will be limited to a maximum of three units of Independent Study in any one semester, and a maximum of 12 units in their total program.

Faculty Office hours

A listing of Faculty office hours is kept by the Office of Academics.

Waiting for the Instructor

In the event that an instructor is late in meeting his/her class, the students should wait for 10 minutes before leaving the class. Students who leave before this time subject themselves to being counted absent.

Class Absences

Attendance in class is taken on a regular basis. The specific policy for each class will be clearly stated at the beginning of each semester. Excused absences, if and when necessary, will be obtained from the instructor involved according to the established policy.

Students who are required to be absent in order to represent the College in approved school trips will not be counted absent for any class provided that: 1) the school trips are on the College's master calendar; or 2) the school trips have been approved by the Vice President for Academics prior to registration for the respective semester; and 3) the student notifies each of his/her instructors before each absence. Furthermore, students are responsible for all assignments due or exams given on the days of absences. Students who plan to travel should consult with individual instructors before or during registration regarding specific complications that could result from their absences in certain classes. Excessive absences could result in a student's withdrawal from class and forfeiture of student aid. Students should make regular contact with their instructors to avoid an unofficial withdrawal.

Make-Up Tests

A make-up (or early) test fee will be charged. The payment of the fee, however, does not automatically grant the right to take tests at other than the scheduled time. The approval for taking late or early tests must be obtained from the instructor.

Final Exams

No final exams may be given before the last week of the semester, and all classes must have a final exam or a last class meeting at the hour indicated on the official examination schedule.

Time Line for Degree Completion

Students are allowed seven years from initial enrollment to complete a four year degree, after which a student may be held accountable to a new catalog. Within that seven year time frame, after a break of two consecutive calendar years, the catalog current upon readmission would apply.

Registration

Registration for classes is coordinated by the Registrar's Office and is available both online (www.bethany.edu/registrar) and in person. Registration for Fall semester starts in March for continuing students and in June for new students, and ends in July. Registration for Spring term starts in November for both new and continuing students and ends in December.

Registration is mandatory for continuing traditional students, and a late registration fee will be applied for continuing traditional students who initiate their registration after the conclusion of the registration period.

Registration holds must be resolved and removed prior to initiating registration for classes. An advisor's signature (or a registration PIN code for online registration) is required to confirm appropriate selection of classes. Registration for specially arranged classes is not available online, and requires submission of an *Approval for Special Courses* form.

Financial arrangements for classes can also be made online or in person, starting approximately two months prior to the beginning of the semester. The Financial Aid Office coordinates financial aid awards. For remaining balances after financial aid, electronic payment and a flexible payment plan are available through FACTS.

Financial arrangements must be made prior to the start of classes for the traditional and EDP programs. For other programs with modular courses occurring at various times throughout the term (BCLV, TEP, MA), financial arrangements must occur prior to the start date of individual classes for which the student is registered or at the outset of the term for financial aid packaging. Financial arrangements occurring beyond these timeframes require payment of a late registration fee, and classes without financial approval may be removed from the student's schedule, requiring dismissal from the course and/or re-registering for classes.

Change of Schedule/Dropping Courses

A student may drop courses by securing the necessary signatures on a “Change of Schedule” form and returning it to the Office of the Registrar. If dropping all courses, the “Exit/Withdrawal” form is used. Courses may not be dropped after the Friday prior to the last week of instruction (the fourteenth Friday of instruction).

Course Removal

If the completed Change of Schedule form is returned to the Office of the Registrar by the second Friday of the semester the course will be removed from the student’s record.

Withdrawal (W)

Courses dropped after the second Friday and before the end of the eighth week of the semester (or equivalent percent of course completed for intensive courses) will be recorded as “W” (withdrawn). Symbols of “W” are not counted in grade point calculations.

Withdrawal Passing (WP)/Withdrawal Failing (WF)

Courses dropped between the ninth and thirteenth week of the semester (or equivalent percent of course completed for intensive courses) will receive a grade of “WP” (withdrawn passing) or “WF” (withdrawn failing) at the prerogative of the instructor. Courses may not be dropped after the Friday prior to the last week of instruction (the fourteenth Friday of instruction). “WP” and “WF” are not counted in the grade point calculation.

Unofficial Withdrawal

It is the student’s responsibility to submit a Change of Schedule form to the Registrar’s Office to formally withdraw from a class. If a student fails to comply with attendance requirements outlined by the instructor to the point that successful completion of the course is not possible and has not officially withdrawn from the class, the instructor will notify the Registrar’s Office that the student has been unofficially withdrawn from the class, and a last date of attendance/participation will be provided. A grade of “UW” will then be posted to the student’s record. The “UW” has no grade value and will not be included in grade point calculations. See important refund information under Refund Policies.

Withdrawal from All Classes

A student who for any reason finds it necessary to withdraw from school must obtain an “Exit/Withdrawal Form” from the Office of the registrar. This form verifying clearance by various departments and instructor notification must be filed with the Office of the Registrar before leaving. Grades for a student who leaves without properly clearing his/her departure will be recorded as “UW” (with the assessment of the change of schedule fee) or “F” depending on the last date of attendance. Forfeiture of the room Damage Deposit (for on-campus students) and the contingency Fee will also result for students exiting improperly.