

Chapter IV

Academic Regulations and Procedures

Article I. Election of Studies and Registration

Section 1. Initial Election of Studies and Registration for Credit

Each student must file with the Registrar each semester a registration schedule enumerating all the courses which he or she wishes to take during the semester.

- a. This schedule must be completed in consultation with and approved by the student's adviser and then submitted via the approved means to the Registrar.
- b. The student is not eligible to enter classes before he or she is officially registered, either electronically, or in-person at the Registrar's Office.
- c. Registration shall not become official until satisfactory financial arrangements have been made with the Business Office.
- d. No credit will be awarded for courses for which a student is not officially registered.

Section 2. Right of Registration in a Course for Credit

An instructor shall not deny a student the right to register in a course for which all prerequisites and conditions have been met. This does not affect the right of an instructor to prevent a student from registering and participating in his or her course for just cause but any student so restricted shall have the right of appeal to the Academic Council.

Section 3. Changes in Election of Studies and Registration for Credit

- a. After the registration procedures have been completed (generally after the tenth instructional day) students may not change their schedules except under the following provisions:
 - 1) Changes in registration must be approved either electronically or in writing by the student's adviser or other designated official according to procedures specified by the Registrar.

- a) The consent (either electronically or in writing) of the student's adviser is required for all changes in registration and that consent indicates that the proposed change is approved or not approved.
 - b) Once adviser consent has been obtained, the student must finalize all changes in registration either electronically or by submitting the appropriate paper forms to the Registrar.
- 2) No student, former or new, may enroll in any class announced for the semester after the second week of instruction of that semester.
 - 3) During the first week of instruction in the College a student may register in a course with the verified consent of his or her adviser.
 - 4) During the second week of instruction a student may register in a course only with the approval of the instructor of the course in question and the verified consent of his or her adviser.
 - 5) During the first six weeks of instruction in the College a student may be allowed to withdraw from a course provided he or she follows the procedure prescribed in item (1) above. Neither the course nor any grade will be entered upon his or her permanent record if he or she withdraws within that period except in cases such as those specified in item (8) below.
 - 6) After the sixth week of instruction a student may withdraw from a course as indicated above if he or she does so prior to the end of the tenth week of classes and shall, within that period, have the grade of "W" recorded for the course. The grade of "W" may be altered in cases such as those specified in item (8) below.
 - 7) Commencing after the tenth week of classes the grade of "F" shall be recorded for any withdrawals unless the Board of Review finds reasonable cause, such as family distress, serious illness or other emergency. (See Ch. IV, Art IV, Sec. 1, d.)
 - 8) In cases of alleged academic dishonesty involving work for a course, any withdrawal from that course will not be final unless and until the student is shown not to have committed academic dishonesty.
 - 9) Students registering in courses with variable credit shall be held to the amount of credit for which they are registered at the end of the second week of instruction in each semester.

- 10) Changes initiated by an instructor in a laboratory section within the framework of a given course shall not be considered a change in registration, but such changes must follow the procedure prescribed in item (1) above.
- 11) The instructor of a class may have a student without an authorized absence removed from the class roster if the student fails to attend the class in the first calendar week that it meets. It is the student's responsibility to notify the instructor of an authorized absence. The instructor must notify the student and the Registrar of the intent to remove the student from the class roster at least 24 hours before he/she is removed from the class roster. The instructor must contact the Registrar to finalize the process when all criteria for removal have been met.

Section 4. Withdrawal from College

A student may withdraw from the College at any time up to the end of the sixth week of college as that date is defined by the College and not have any classes indicated on his or her transcript. Similarly, a student may withdraw up to the end of the tenth week of classes and receive a grade or grades of "W". The student is encouraged to meet with the Dean of Students prior to withdrawing.

- a. After that time a student may not withdraw with grade/s of "W" except for reasonable cause, such as family distress, serious illness, or other emergency. (See Ch. IV, Art. IV, Sec. 5.)
- b. After the tenth week of classes the student must initiate a request for withdrawal with the Dean of Students and the circumstances related to the withdrawal must be assessed by the Board of Review.

Section 5. Leave of Absence

- a. A regularly enrolled student who is in good standing and who wishes to be granted a leave of absence from the College for a maximum of two consecutive semesters must file a written request with the Board of Review for reasons indicated below:
 - 1) Medical reasons.
The request for a leave for medical reasons and subsequent return to the College requires the recommendation of the Dean of Students acting with the advice of the Health Center Director or Director of Counseling.
 - 2) Financial reasons.
The request for a leave for financial reasons and subsequent return to the College requires the recommendation of the Dean of Students acting with the advice of the Dean of Admission and Financial Aid.

- 3) Academic leave.
 - a) An academic leave is a period of absence from the College during the regular academic year for the purpose of study in a foreign or domestic program of another educational institution, either as a full-time or part-time student.
 - b) Applications for leave for participation in a foreign study program require application to and approval of the study plan by the International Studies Planning Committee.
 - c) Applications for academic leave to complete work in a domestic program of another school must include a program of study approved by the student's adviser and the Registrar.
 - d) Academic leaves are subject to the following restrictions:
 - 1) Students whose total academic program has been at Whitman (i.e., who have entered as first-year students) may be granted up to two semesters of academic leave in order to participate in off-campus study.
 - 2) Transfer students who have been admitted as sophomores (i.e., 27-57 credits) or who have completed a full year at another school may be granted no more than one semester of academic leave.
 - 3) Transfer students who have been admitted as juniors (i.e., 58 or more credits) shall not be eligible for academic leaves.
- 4) Other reasons. A leave of absence for reasons other than the above may be submitted directly to the Board of Review.
 - b. A student on leave of absence has permission to re-enter the College in the semester immediately following the expiration of the leave; however, a student on leave for medical reasons or financial reasons must obtain the approval of the Dean of Students. While on leave, the student is expected to meet deadlines with respect to room reservations, advance deposits, or withdrawal from the College as stipulated for regularly enrolled students.
 - c. A student wishing to extend the period of leave shall submit a petition to the Board of Review during the last semester of his or her leave except that an academic leave may not be extended beyond the limitations stipulated above.
 - 1) If the student extends the period of leave without authorization, he or she will be withdrawn from the College.

- 2) A leave of absence is automatically cancelled if a student registers in a collegiate institution without completing the procedures required for an academic leave.
- d. A student granted a leave may terminate the leave and return to the College provided the Registrar is notified of his or her intention not less than 60 days prior to the beginning of classes for that semester.
- e. A student on leave may not be in residence on the campus or participate in the regular activities of the College.

Section 6. Maximum and Minimum Credits for Registration

Regular students normally take no fewer than 12 and no more than 18 credits, to insure adequate progress in their programs and to avoid excessively taxing their capacities. (See Ch. IV, Art. V, Sec. 1.)

- a. Permission to register for more than 18 credits may be granted by the Board of Review upon written petition by the student. Contingent on advisor approval, the Board may delegate authority to the Registrar to allow the student to register for as many as 21 academic credits, provided that the student qualifies with a specified previous academic performance.
- b. The 18 credit maximum shall be exclusive of activity courses specified by the faculty. (See Sec. 7 below.)

Section 7. Credit Allowances and Restrictions

- a. No credit may be earned in Whitman College except for the satisfactory completion of courses approved by the faculty. Further, no credit shall be allowed beyond the maximum stipulated in respective course descriptions.
- b. Activity Credit: A maximum of 16 credits in activity courses will be allowed toward the minimum of 124 credits required for the degree.
 - 1) A maximum of 8 credits will be allowed in any one of the following categories:
 - a) Dance (Dance 125 through 360)
 - b) Sports Studies, Recreation and Athletics activity courses (see Sports Studies, Recreation and Athletics entry in the Courses and Programs section for a complete listing of activity courses.)

- 2) A maximum of 12 credits will be allowed in any one of the following activity categories:
- a) Theatre (Theatre 231, 232)
 - b) Forensics (Rhetoric and Film Studies 221, 222)
 - c) Music (Music 211, 212, 231, 232, 241, 242, 251, 252)
- c. Applied Music Credit: A maximum of 8 credits in any one or combination of Music 163, 164, 173, 174, 263, 264, 463, 464 or their equivalent, except that performance emphasis music majors are required to complete 10 credits in applied music.
- d. Foreign Languages Placement: Students who have previously studied a foreign language in secondary school, college or elsewhere must take a placement test before enrolling in a course in this same foreign language at Whitman College.
- 1) Each language area places students in the appropriate level of language study after considering the results of the placement examinations and the individual circumstances of the student.
 - 2) Students with no previous language experience are not required to take the placement examination.
 - 3) Students who have already taken a foreign language course at the college level cannot repeat the same level course and receive transfer and Whitman credit for it.
 - a) Assignment into the appropriate class level of students who wish to continue studying that language at Whitman will be based on placement test results.
 - b) Repeat of equivalent course work will result in Whitman credit with the forfeiture of equivalent transfer credit.
- e. Advanced Placement: Degree credit and/or advanced placement may be allowed by Whitman College up to a maximum of 8 credits for scores of 5 and 4 in each of the subject fields of the Advanced Placement Tests conducted by the College Board.
- 1) Departments may establish a policy which requires a higher score or may with the approval of the Academic Council elect not to participate in the program; such exceptions shall be clearly stated in the College Catalog.
 - 2) Credit levels and course equivalencies, where applicable, shall be determined by the Departments but are subject to review by the Board of Review for

consistency and appropriateness. These courses may be applied towards the 124 credit degree requirement, but may not be used to satisfy Distribution Requirements.

- f. **Transfer Credit:** a maximum of 70 semester credits from another accredited collegiate institution may be credited toward a Bachelor's Degree. However, Whitman does not award credit for course work completed in high school classroom and appearing on a transcript from a college or university.
- 1) Those 70 credits may include any credit allowed for military service, advanced placement, etc.
 - 2) A maximum of 62 credits from an accredited junior or two-year community college may be credited toward a Bachelor's Degree.
 - 3) No credit will be granted for courses, including distance education courses, taken at another institution while the student is in residence in Whitman College, unless formal permission to register for such courses is obtained by the student from his or her advisor and from the Registrar prior to registration in such courses. Nothing in this rule makes mandatory the granting of any credit by the College.
 - 4) All transfer work accepted by Whitman College shall be applied toward a Whitman degree only on the basis of number of accepted credits; that is, the quality of work, indicated by numerical scores or letter grades, completed in other collegiate institutions shall not be made a part of the student's Whitman record. However, credit, to be transferable, must be earned with at least the equivalent of a C- grade at Whitman College or, in the case of pass-fail courses, with a grade of "Pass."
 - 5) Students failing to provide the Registrar's Office with transcripts of registration in other collegiate institutions, including records of distance education and registration in summer sessions, may be guilty of unethical conduct and such failure may result in disciplinary action, including cancellation of registration or dismissal from the College.
- g. **Foreign Study Credit:** A maximum of 38 semester credits (19 for one semester) from foreign study programs, including the affiliated programs of the College, may be applied toward degree requirements.
- 1) Credit earned in a foreign study program which is not an affiliated program of the College but is designated as an approved program by the International Studies Planning Committee may be accepted for transfer within the limits specified above providing that all conditions for the approval of the program of study, participation, quality of work and documentation are met. Whitman

College may serve as the credit granting institution for those programs which are designated as approved but are not sponsored by credit-granting agencies.

- 2) Credit may be granted for work completed in a program not on the list of approved programs if approval for participation has been granted by the International Studies Planning Committee and the committee recommends the acceptance of credit after a review of appropriate materials presented by the student at the completion of the period of study.
- h. Distance Education Work: Not more than 10 credits of distance education will be credited towards a bachelor's degree provided such is completed at an institution accredited by the University Continuing Education Association..
- i. Military Experience: Upon submission of satisfactory credentials, credit for military training and/or experience will be allowed as follows:
- 1) Four semester credits shall be allowed for successful completion of basic training, provided the period of military service is more than one year's duration; the 4 semester credits to be allocated as Sports Studies, Recreation and Athletics activity, subject to the general restrictions governing that department's activity courses.
 - 2) If credit for basic training has been granted to satisfy high school requirements, it may not also be counted as college credit.
 - 3) Credit for military experience in addition to the 4 credits described above shall be allowed as recommended in "A Guide to the Evaluation of Educational Experience in the Armed Services."
 - 4) Credit allowed for military experiences, except the 4 credits allowed in Sports Studies, Recreation and Athletics for basic military training, shall not count in satisfaction of any specific degree requirement except total credits.

Section 8. Registration in Unscheduled Courses

Upon petition to the Board of Review, a student enrolled in the College may be permitted to register in courses listed in the catalog but not currently offered for general registration if approval has already been received from the faculty member who would direct the work of such a course. Such registration shall be subject to all of the regulations pertaining to registration in the College.