

Chapter V

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 the student 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 the student 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 the course for just cause but any student so restricted shall have the right of appeal to the Board of Review.

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 the student's 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 the student's adviser.
5. During the first six weeks of instruction in the College a student may be allowed to withdraw from a course provided the student follows the procedure prescribed in item (1) above. Neither the course nor any grade will be entered upon the student's permanent record if the student 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 the student 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 Chapter V, Article IV, Section 2.)
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 the student 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 the student's 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 Chapter V, Article IV, Section 6A.)
- 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 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 Dean of Students for reasons indicated below. The Office of Financial Aid and Registrar must also indicate approval on the request. (10/25/2017)

1. Medical Leave of Absence.

Students may initiate a leave or withdrawal from Whitman for medical or psychological reasons. If a student requests a voluntary leave, the leave documentation will specify the duration of the leave and options for extension. The student is permitted to return upon the end of the leave provided they meet the clearance criteria listed below (see Criteria for Return Following Medical Leave). (05/03/2020)

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 at another domestic educational institution, either as a full-time or part-time student. Students participating in domestic off-campus or study abroad programs do not need to apply for a leave of absence. (10/25/2017)
- b. Applications for academic leave to complete work in a domestic program of another school must include a Request for Approval of Transfer Credit form approved by the student's adviser and the Registrar. (10/25/2017)

- c. Academic leaves are subject to the following restrictions:
 - i. 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.
 - ii. 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.
 - iii. 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 must be submitted directly to the Dean of Students. (10/25/2017)

B. College-Initiated Medical Leave of Absence (05/06/2020)

If a student poses a direct threat of harm to others, causes Whitman College to have a legitimate safety concern for the community, or has self-harm behaviors that cause a significant disruption to the community, or to the education of others, and they do not take a voluntary medical leave, in rare cases they may be placed on a medical leave of absence by the Dean of Students.

Standard for College-Initiated Medical Leave

1. This section applies to all medical leaves for any student who is at significant risk of harm to others or whose self-harming behaviors or threat of such significantly disrupt normal college activities.
2. When a student is a direct threat, they may be placed on leave until they are no longer a direct threat. A direct threat exists when a student poses a significant risk to the health or safety of others. A significant risk constitutes a high probability of substantial harm. Significance will be determined by:
 - a. The nature, duration and severity of the risk;
 - b. The probability that injury will actually occur; and
 - c. Whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk.
3. The College must determine whether reasonable modifications to policies, practices, or procedures will sufficiently mitigate the risk. Determining that a student is a direct threat requires an objective and individualized assessment. The assessment must be based on a reasonable medical judgment that relies on the most current medical knowledge and/or on the best available objective

evidence. This standard also applies to the reinstatement of a student who has been placed on leave. They are eligible to return at the beginning of the next semester after showing they have met the criteria for return specified above.

Criteria for Return Following Medical Leave (05/06/2020)

1. A student who is returning to Whitman College after a student-initiated or college-initiated medical leave must receive clearance by providing the Dean of Students written evidence from a licensed medical or mental health professional that was performed within 30 days of the time leading up the student's return, specifying that the student is:
 2. No longer a legitimate safety concern for self or others,
 3. Can pursue their education without disrupting others, and
 4. Otherwise qualified to participate in Whitman's educational programs. Any other conditions outlined in accordance with this policy and/or any conduct sanctions must also be completed.
 5. The College reserves the right to extend the required documentation period for extenuating circumstances.
- C. A student wishing to extend the period of leave shall request an extension during the last semester of the student's leave except that an academic leave may not be extended beyond the limitations stipulated above. (10/25/2017)
 1. If the student extends the period of leave without authorization, the student 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 the student's intention prior to the beginning of classes for that semester. (10/25/2017)
- 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 Chapter V, Article V, Section 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 Section 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 eight 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. Theater (Theater 231, 232)
 - b. Rhetoric Studies (Rhetoric Studies 121, 221, 222) (01/25/2012)
 - c. Music (Music 211, 212, 231, 232, 241, 242, 251, 252)
- C. Applied Music Credit: A maximum of eight 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/International Baccalaureate Credit: The College's standard policy for College Board Advanced Placement (AP) Exams is to award a maximum of eight degree credits for each subject test on which a score of four or higher is earned. Similarly, for International Baccalaureate (IB) exams a maximum of eight degree credits will be awarded for each program examination on which a score of five or higher is earned. (10/27/2010)
 1. Departments may establish a modified policy which requires a higher score or imposes additional conditions before credit from either AP or IB is awarded. With the approval of the Curriculum Committee, Departments may elect not to award any such credit. All exceptions to the standard policy will be clearly stated in the College Catalog. (10/27/2010)
 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. A maximum of one year's credit (30 semester hours) may be accepted as general degree credit).
- 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 the student's 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. Study Abroad Credit: A maximum of 38 semester credits (19 for one semester) from study abroad programs, including the affiliated programs of the College, may be applied toward degree requirements. (11/14/2018)
1. Credit may be granted for work completed on a program which is not a Partner Program of the College if approval for participation has been granted by the Off-Campus Studies Committee 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 Partner Programs or Approved Programs but are not sponsored by credit-granting agencies. (11/14/2018)
 2. Whitman College may serve as the credit granting institution for those programs which are designated as Whitman Partner Programs or approved programs but are not sponsored by credit-granting agencies. Examples of such study abroad organizations includes IES Abroad and the Council on International Educational Exchange (CIEE). (11/14/2018)
- H. Coursework taken online must follow the same accreditation standards as courses taught in person, and will go through the same acceptance process as traditionally taught courses, with the exception of laboratory courses (which may be accepted with departmental approval).(04/14/2021)
- 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 four 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 four 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 four 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.

Article II. Classification of Students**Section 1. Regular Students**

Regular students are those who are admitted to pursue a degree program with the assumption that they complete such a program in approximately eight semesters. Regular students normally take no fewer than twelve and no more than eighteen academic credits to ensure adequate progress in their degree programs. An average of 15.5 credits per semester is required to complete the 124-credit degree requirements in eight semesters. Regular students are classified according to the number of credits on record as follows:

First-year	0-26
Sophomore	27-57
Junior	58-89
Senior	90 or more but not graduated

Seniors in their final semester at Whitman who need four or fewer credits to complete degree requirements may petition the Dean of Students to be granted Regular student status on a pay-per-credit basis. All requests for this status must be submitted to the Dean of Students by the end of the registration period. (12/07/2016)

Section 2. Special Students

Special students are regularly admitted students who wish to pursue a degree program but for certain reasons can do so only at the rate of one or two courses per semester. Applications for Special student status must be submitted to the Dean of Students prior to the end of the registration period of the semester in which they are requesting this status. Special students may not represent any College organization, participate in intercollegiate athletics, and are not eligible to be pledged to or hold active membership in organized social groups, except by permission of the Dean of Students.

Section 3. Non degree-seeking students

Non degree-seeking students are those who are approved by the Office of Admission to take certain courses at Whitman College but not to pursue a degree or program. Non degree-seeking students may not represent any College organization, participate in intercollegiate athletics, and are not eligible to be pledged to or hold active membership in organized social groups. If non degree-seeking students wish at any time to become regular students they may apply to the Committee on Admission and Financial Aid in the usual way. Generally, non degree-seeking students may not maintain residence in College housing.

Section 4. Post-graduate students

Post-graduate students are those who hold a bachelor's degree and are admitted to pursue further academic work.

Section 5. Auditors

Auditors are persons admitted to courses but not for credit. Auditors are not allowed in "activity" courses or in courses with studio or laboratory exercises. A regular or special student may audit courses with the written consent of the student's adviser and of the instructor concerned and without formal registration in the audited courses. Non degree-seeking students who wish to audit courses and those admitted to the College solely as auditors must secure the written consent of instructors concerned. The College does not keep permanent record of audited work.

Article III. Examinations

Section 1. Rules for the Conduct of Examinations

The responsibility for supervision and regulation of examinations rests with the instructors of the classes examined. The instructors shall make clear to the class the conditions of the examination.

Section 2. Cheating in Examinations (See Chapter V, Article IX)

Section 3. Evaluation of Students

A. Methods of Evaluation

1. Each instructor shall provide for the adequate evaluation of the work of students in each of the instructor's classes.
 - a. It is expected that this will include a final evaluative exercise unless the instructor deems it impractical or unnecessary.
 - b. A variety of evaluative exercises may be used which include but are not limited to written or oral examinations, take-home examinations, papers, and oral reports.
 - c. In all cases the students in the class shall be informed of the methods of evaluation at the beginning of the course.
2. The instructor of each course intending to administer a final evaluative exercise is required to inform the Registrar in order to facilitate the preparation of an accurate final examination schedule and classroom assignment.

B. Absence from Final Examinations

1. A student for whom a grade of I (incomplete) was authorized because of absence from a final examination may take such an examination at a later date (Chapter V, Article IV, Section 3). A student who misses a final examination and has no authorized incomplete may not take such an examination at a later date, and the instructor shall determine the grade for the course without the final examination.
2. Final examinations for authorized incompletes may be administered off campus at the discretion of the instructor.

C. Time Limit of Examinations

1. No student shall be allowed more than three hours for a final examination.

D. Scheduling of Final Examinations

1. Final examinations shall be given in accordance with an official schedule.
 - a. No examination shall be given at a time other than that originally designated in the official schedule.
 - b. Instructors of arranged courses shall schedule final examinations in these courses during the final examination period at times not conflicting with the student's regularly scheduled examinations.
 - E. Standards of English Usage in Written Work
 1. The following statement shall be understood to apply to all written work in all departments: The student will be held responsible for punctuation, spelling, diction, and sentence structure. A notable deficiency in these matters will result in a lowered grade.
- Section 4. Senior Assessment in Major (See Chapter V, Article VI, Section 6.)

Article IV. Grading and Grade Reports**Section 1. Final Grades**

- A. Each course recorded on a student's record (any course in which a student remains registered beyond the 10th week of instruction) shall be assigned one of the symbols indicated below to indicate the final grade for the semester.

1. Graded Courses.

- a. The following letter grades shall be used for courses graded on a regular basis with each grade assigned grade points as indicated:

Grade	Grade Points per Credit	Grade	Grade Points per Credit
A+, A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F (Failure)	0.0

- b. The grade used depends on the instructor's judgment of the quality of the students work. If the student fails to earn a passing grade, the instructor shall assign a grade of "F" and no degree credit is earned.
- c. All work recorded with these grades is used in the calculation of grade point averages. (Chapter V, Article IV, Section 6.)

2. Non-graded Courses.

- a. The following symbols are assigned no grade points and work so recorded is not used in the calculation of grade point averages:

P: The symbol P shall be used to designate credit earned in a P-D-F course for which the student has received the equivalent of a C- or higher grade.

Cr: The symbol Cr shall denote that credit toward degree requirements was allowed for the course.

NC: The symbol NC shall denote that no credit toward degree requirements was allowed for the course.

- b. Although Cr-NC grades are appropriate for activity courses and P-D-F grades for courses of an academic nature, the faculty may designate specific courses to be graded under either option.

3. Course Requirements Not Completed:

The following symbols shall be used to indicate courses for which work has not been completed and no credit has been earned:

X: The symbol X shall be used for courses in which the reporting of a grade has been deferred as specified in Chapter V, Article IV, Section 3.

NR: The symbol NR shall be used for courses in which the reporting of a grade has been deferred because it was unreported by the instructor, as specified in Chapter V, Article IV, Section 3.

I: The symbol I shall be used for courses in which a grade of incomplete has been authorized and is pending completion. (Chapter V, Article IV, Section 2).

W: The symbol "W" shall be used to indicate courses from which a student has officially withdrawn after the 6th week, but prior to the end of the 10th week of classes (Chapter V, Article IV, Section 1A6.).

4. P-D-F Grade Option

a. All students in good standing shall be eligible for selection of courses on a P-D-F basis, but not more than 40 credits from such courses shall be counted toward the completion of graduation requirements, and no more than 1/3 of all credits earned at Whitman College may be taken on a P-D-F basis. Courses taken with the P-D-F grade option cannot be used to satisfy distribution requirements.

i. During the 10th week of the semester, students may, after consultation with their advisors, change their registration for certain classes to P-D-F.

ii. A student must complete a special form (paper or electronic copy), have it endorsed by the student's adviser, and file it with the Registrar within the prescribed time to be eligible to take a regularly graded course on a P-D-F basis.

iii. The P-D-F option may not be applied to any course designated in the catalog as a General Studies course.

b. Students who register for a course on a P-D-F basis will be assigned a grade of P if they earn the equivalent of an A+, A, A-, B+, B, B-, C+, C, or C-grade. If a D+, D, D-, or F grade is earned, those grades will be recorded as for any graded course, and used in the computation of the grade point average.

c. Subject to the approval of the faculty, individual instructors may offer certain courses only on a P-D-F or graded basis. Students may register

for all courses (except those designated P-D-F courses) on a regularly graded basis.

- d. Subject to the approval of the faculty, departments may formulate their own policies with regard to limiting or denying the P-D-F option in courses taken within the student's major subject. Any department may, in an individual case, petition the Board of Review to waive this P-D-F rule for a particular student who desires to major in that department's course of study. If the appeal is successful, the grade of P, D or F will remain on the transcript.
5. Semester Grade Reports
 - a. Each instructor shall file with the Office of the Registrar a semester-end grade report for every student registered in the instructor's courses.
 - b. At the time of filing semester-end grade reports, a supplementary form provided by the Registrar must be filed in conjunction with every grade of F.
 6. Grades Upon Withdrawal
 - a. If a student withdraws from a course or from the College after the 6th week, but prior to the end of the 10th week of classes, the student shall receive a grade of "W" (Withdrawal). If the student withdraws or discontinues studies in any course after that date (unless specifically permitted to do so by the Board of Review for reasonable cause such as family distress, serious illness, or other emergencies) the student shall receive a grade of F. (Chapter V, Article I, Section 4A.)

Section 2. Incomplete Grades (10/24/2012)

- A. A grade of Incomplete (I) may be authorized upon petition by a student who has completed at least half of the required work of a course with a passing grade, but who is unable to complete the requirements of the course due to reasons of health or emergency, and for no other reason. Any petition for an incomplete must be submitted prior to the end of the semester for which the incomplete is requested.
- B. A student who meets these criteria may initiate a petition in the Office of the Dean of Students for an incomplete for reasons which are consistent with the following guidelines:
 - An absence of not more than three weeks due to: a) the death or serious illness of a member of the student's immediate family, or b) military orders.
 - For reasons of health which persist for not more than four consecutive weeks.

The petition must include information concerning the duration of the illness or emergency and indicate how the work not completed is related to the period of illness or emergency. The instructor must provide written verification that at least half of the work has been completed with a passing grade, specify what work is required to complete the course requirements, and indicate whether or not the instructor regards the completion of the requirements to be feasible.

The Dean of Students will determine the appropriate action after consulting with the Health Center Director or the Director of Counseling.

Any petition for an incomplete not covered by these guidelines may be submitted to the Board of Review for consideration.

- C. When a grade of incomplete has been authorized, the instructor shall record a provisional grade. The provisional grade is the default grade that the student will receive if the student fails to do the work required to complete the course. As such, it should be calculated assuming a grade of zero on all outstanding work. The result of this calculation in many cases will be an F, and under no conditions should be provisional grade be an A.

Work to be applied toward the final grade in a course with an incomplete must be turned in by the deadlines listed in the next section. If the deadlines are not met, the grade of I will be converted to the provisional grade and will stand on the student's permanent record. For the period of time between the authorization of an incomplete and its resolution according to the schedule below, the pending incomplete will appear as the grade of I on the student's transcript.

- D. Deadlines associated with incompletes:

- If the student is on probation, a grade change must be reported to the Registrar within three weeks after the last day of final examinations for the semester in which the grade was incurred.
- If the student is in good standing, the requirements of the course must be completed by the end of the third week of classes in the student's next semester in residence.
- Faculty members shall report the completion of such grades to the Office of the Registrar by the end of the fourth week of the semester. The absence of a report from the faculty member by this time will result in the conversion of the grade of I to the provisional grade.
- Students not in residence must complete the requirements for the course no later than six months after the incomplete has been incurred.
- Incomplete grades will be converted to provisional grades for students dismissed from the college.

- A student may petition the Board of Review to extend these deadlines.
- E. Students with incomplete grades on their academic records will not be permitted to graduate, even if all other degree requirements have been satisfied. Such students may participate in commencement ceremonies. In this context, the deadlines in Section D still apply.
- F. The Dean of Students shall provide a memo to students with incompletes that reviews the college's policies on incomplete grades and the applicable deadlines within two weeks of the initial authorization of the incompletes.
- G. If a student is currently on probation, the student will remain on probation until incomplete grade(s) are replaced, at which time academic standing can be reviewed. (04/22/2015)
- H. If a student is in good standing, the student must complete the course requirements by the end of the third week of classes in their next semester in residence to obtain a grade different from the provisional grade previously submitted by the instructor. (04/22/2015)
1. Students in good standing, which includes Off-Campus Studies participants, must complete the course requirements not later than six months after the last day of classes in the semester in which the incomplete was incurred. (04/22/2015)
 - a. Incomplete grade deadlines are not automatically extended with extension of a student's absence. (04/22/2015)
 2. Regardless of residency status, all outstanding work, including exams, must be submitted to the instructor no later than one year after the date the incomplete was approved by the Dean of Students. (04/22/2015)
 3. If these deadlines are not met, the provisional grade, based on the work completed for the course as judges against the course requirements for the entire class will replace the grade of I and will stand for the final grade in the student's permanent record. (04/22/2015)
 4. A student may petition the Board of Review to extend these deadlines within the limits set forth above (Chapter V, Article IV Section 2H2). (04/22/2015)

Section 3. Deferred Grades

- A. A report of a grade may be deferred until after the end of the semester upon approval of the Board of Review in response to a formal request from the instructor which demonstrates the impracticability of filing a grade which is dependent, for example, upon a requirement such as the completion of a thesis or special project. The symbol X is used to designate a deferred grade.

- B. The Board of Review, in consultation with the instructor, shall in each case establish the date by which deferred grades shall be reported to the Registrar.
- C. A report of a grade may be deferred temporarily by the Registrar in situations in which a faculty member has not submitted a grade within four hours of the published deadline. The symbol NR is used to designate a not reported grade, and must be replaced with a standard grade by the faculty member as soon as possible, but certainly no later than the first class day of the semester following the term in which the not reported grades were recorded initially.

Section 4. Grade Changes

- A. A grade report after the time that final grades are due becomes a part of the permanent records of the College and may not be subsequently changed by the instructor, the Registrar, or any other official of the institution without first securing the approval of the Board of Review. A faculty member who requests a change in a grade shall submit a brief written statement to the Board of Review clearly and sufficiently stating the basis for the change requested.
- B. No instructor shall issue or in any manner give out final grade reports until after the date that all grades are due and filed in the Office of the Registrar.

Section 5. Challenge of Academic Evaluation

- A. The evaluation of a student's academic performance is the responsibility of the person appointed to teach or supervise a course.
- B. A student who questions the validity of a faculty member's evaluation of the student's academic work, should first confer with that faculty member.
- C. If the matter is not resolved, the student may confer with the Provost and Dean of the Faculty.
- D. The Provost and Dean of the Faculty may, in turn, confer with the faculty member.
 - 1. If this conference does not resolve the issue, the student may petition the Board of Review to consider the case.
 - 2. The Board of Review may decide not to hear the case, or, hearing the case, may take one of the following actions:
 - a. Deny the petition.
 - b. In the case of an instructor who currently is a member of the faculty, the Board of Review may make recommendations concerning possible solutions to the problem.

- c. In the case of an instructor no longer at the College, the Board of Review may, upon presentation of appropriate evidence, change the grade to Credit or No Credit.
- E. If the challenge of academic evaluation involves a question of academic dishonesty, then the rules governing academic dishonesty apply (see Chapter V, Article IX). In cases of demonstrable academic dishonesty which have come before the Council on Student Affairs, the Council on Student Affairs appeals procedures apply.

Section 6. Grade Points and Grade Point Average

- A. For each grade course attempted the grade points are computed by multiplying the number of grade points per credit (see Chapter V, Article IV, Section 1A) by the number of course credits.
- B. The grade point averages shall be determined by dividing the total number of grade points earned by the total number of credits attempted which are graded A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. The grade point average reported shall be truncated to three decimal places.

Section 7. Academic Concern Report (04/13/2022)

- A. In the first half of a semester, instructors should file an academic concern report for any student whose performance indicates a significant risk of failing the course.
 - 1. Examples that might prompt an academic concern report include but are not limited to: a series of absences, failure to turn in one or more assignments, and/or earning a grade of D+, D, D-, or F.
 - 2. The academic concern report should be filed when the concern arises. Instructors must submit an academic concern report for any student with a grade lower than C- prior to or on that date designated as mid-term on the official academic calendar. If a student's grade drops below C- after mid-term, the instructor may still submit an academic concern report at that time.
 - 3. Absence of a report shall indicate that the student was earning a C- or better in the course at mid-term.
- B. Academic concern reports are recorded in the Registrar's Office and automatically forwarded, as written, to the students, the student's adviser(s), the instructor, and key staff in the Academic Resource Center and Dean of Students office for follow-up.
- C. Academic concern reports shall not be used as a basis for administrative actions such as academic probation, student activity disqualifications, or establishment of fraternity and sorority initiation eligibility.

Article V. Scholarship Standards

Section 1. Academic Standards

To maintain good academic standing a student must meet the following requirements:

- A. Earn a minimum grade-point average of 1.700 each semester.
- B. Earn a minimum cumulative grade-point average of 2.000 during the second semester of the first year and subsequently.
- C. Subsequent to the first year earn a minimum of twenty-four credits in the two immediately-preceding semesters, except graduating seniors completing degree requirements with a normal load for the final (eighth) semester of study who may complete fewer than twenty-four credits in the previous two semesters.
- D. Complete successfully the First-Year Experience in the first full academic year after entrance. Any deficiency must be removed not later than the end of the fourth semester of college-level work or by the time the student has accumulated fifty-seven degree credits, whichever occurs first.
- E. Maintain a minimum cumulative grade-point average in the major study of 2.000 beginning with the end of the fifth semester of college-level work. A student with a combined major must maintain a minimum grade average of 2.000 in each subject area of the major.

Transfer students, to be in good standing, must meet the minimum grade point average requirements appropriate to their class standing as determined by the number of transfer credits accepted.

Any student who fails to meet the standards listed above, upon vote of the Board of the Review, will be given one of the measures below.

1. Academic Warning

A student who receives an academic warning from the Board of Review must correct the problem in the next semester.

2. Academic Probation (11/10/2010)

A student given academic probation is no longer in good academic standing, and will be dismissed from the College if the student's performance in the next semester in residence fails to meet the minimum requirements for good standing, or fails to demonstrate sufficient progress toward that goal. Normally, a student will not be continued on probation for more than two consecutive terms.

A student on probation is restored to good standing when the student completes the semester of probation with accomplishments that meet the minimum standards listed above.

3. Academic Suspension (Requires concurrence of the Council on Academic Standards.

A student who is suspended is not allowed to complete registration for classes until the student has the approval of the Board of Review. To seek such approval, the student is expected to submit a petition containing a plan of study that demonstrates the feasibility of completing a degree at Whitman College. Prior to voting on such a petition, the Board of Review shall invite input of relevant information from the Dean of Students (or appropriate members of the dean's staff). If the Board of Review denies the petition of a suspended student, the student may appeal that action to the Council on Academic Standards. (10/30/2019)

4. Academic Dismissal (Requires concurrence of the Council on Academic Standards.

A student who has been dismissed from the College for failure to be in good standing may be reinstated on probation upon vote of the Board of Review in response to a formal petition. This petition must state clearly what actions the student will take to return to good standing. Prior to voting on such a petition, the Board of Review shall invite input of relevant information from the Dean of Students (or appropriate members of the dean's staff). (10/30/2019)

Section 2. Restoration to Good Standing

- A. A student on scholastic probation is deemed to have regained good standing in the College when the student has completed the semester of probation with a cumulative grade point average appropriate to the semester of attendance in accordance with the scale in Chapter V, Article V, Section 1.
- B. A student dismissed for low scholarship shall not be registered as a special student or as an auditor unless the student has been readmitted to the College.
- C. A student who in the last semester of residence has met all degree requirements, but who in that semester has failed to maintain good scholastic standing, shall not be disqualified for graduation.

Section 3. Reinstatement

A student who has been dismissed from the College for low scholarship may be reinstated on scholastic probation upon vote of the Board of Review in response to a petition. Students denied reinstatement may appeal that action to the Council on Academic Standards. (10/30/2019) Such reinstatement, to be noted on the student's permanent record, shall carry no automatic right of readmission to Whitman

College and a student thus reinstated who desires to re-register in the College must apply to the Office of Admission in accordance with the readmission policy of the College.

Section 4. Recording of Scholastic Action

Entries on the student's permanent academic record with respect to scholastic action shall be limited to the following:

- A. Notations of dismissal for low scholarship, reinstatement, and cleared for graduation shall be permanently recorded on the academic record.
- B. Notations concerning academic probation shall be made on the academic record to reflect only the current status of students who are not in good standing, but who are eligible to continue.
- C. Notations to show required withdrawal shall appear on the student's academic record unless removed by subsequent readmission to the College.

Article VI. Requirements for Graduation**Section 1. Credits**

Every candidate for a Bachelor's Degree must complete courses totaling at least 124 acceptable credits.

- A. At least 30 of these credits must be earned in regularly graded courses at Whitman College, apart from all transfer, advanced placement, challenge, P-D-F, and credit-no credit credits.
- B. A minimum cumulative grade point average of 2.000 is required on all credit earned at Whitman College.

Section 2. Time Allowed for Completion of Degree Requirements

The 124 credits required for the Bachelor's Degree must be completed in not more than nine semesters or equivalent except that additional time may be allowed in unusual cases by vote of the Board of Review.

Section 3. Residence

Residence as a regular student in Whitman College shall be required of all degree candidates during the last two semesters prior to completion of degree requirements, except that a student who has on record not fewer than 116 credits may be allowed to complete the remaining degree requirements subsequent to such residence in the College under the following provisions:

- A. Such work, not to exceed eight semester credits, must be approved in advance by the student's major adviser and a record of the proposed work filed with the Registrar.
- B. The work must be completed in the interim between the student's last residence in the College and the next following fall convocation. See Chapter V, Article VI, Section 7 for modification of residency requirements for participants in the inter-institutional study plans.

Section 4. Conferral of Degrees (05/09/2012)

Degrees are normally conferred at a commencement ceremony in May of each year. The Office of the Registrar, in consultation with the Chair of the faculty, establishes additional dates each year, once in September and once in December, to confer degrees on candidates who have completed all the requirements for graduation over the summer or the fall semester, respectively.

- A. Students who are scheduled to graduate in September
 1. Are ranked scholastically with those who graduate at the preceding spring commencement;

2. Are expected to participate in the commencement exercises the preceding May
- B. Students who are scheduled to graduate in December and who have completed all requirements in seven semesters
 1. Are ranked scholastically with those who graduate at the preceding spring commencement;
 2. Are normally expected to participate in the commencement exercises with the subsequent May
- C. Students who are scheduled to graduate in December
 1. Are ranked scholastically with those who graduate at the preceding spring commencement;
 2. Are normally expected to participate in the commencement exercises the previous May; such students may, upon notification of the Registrar's Office, elect to participate in the commencement exercises the subsequent May.

Section 5. General Studies Program

- A. Whitman College, through its faculty members acting as advisers, seeks to assist each student in following a course plan which supports the purpose of the College, as stated in the preamble to Chapter II. Each student is required to develop with the advice and consent of an adviser(s), a plan of course work consistent with the guidelines provided below.
- B. The General Studies program is intended to provide:
 1. breadth and perspective to allow exposure to the diversity of knowledge,
 2. integration to demonstrate the inter-relatedness of knowledge,
 3. a community of shared experience to encourage informal continuation of education beyond the classroom, and
 4. a context for further study in the many areas appropriate for a well-educated person.
- C. The General Studies Program consists of the items listed below.
 1. The First-Year Experience
 - a. Each student shall successfully complete two 4-credit courses in the first year.
 - b. First-year students who wish to defer the First Year Seminar until the sophomore year must receive permission of the Board of Review.

- c. Transfer students below the junior standing must complete GENS 175 but may receive equivalent credit for GENS 176 for a comparable course at another institution with approval by the FYS director.
2. Distribution Requirements
 - a. Each student shall successfully complete a minimum of six credits in each of the following areas:
 - i. Social Sciences
 - ii. Humanities
 - iii. Fine Arts
 - iv. Science, including at least one class with a laboratory.
 - b. In addition:
 - i. One course of three or more credits in Quantitative Analysis.
 - ii. Two courses designated as fulfilling the requirements in Cultural Pluralism.
 - c. Specific courses in each of the six areas that are appropriate for the distribution requirements shall be approved by the faculty and listed in the current College Catalog.
 - d. At an appropriate time during the student's senior year the major Department or major committee will be required to certify that the student has successfully completed the approved program.
 - e. Writing Proficiency

Each entering student will be evaluated by members of the faculty for proficiency in writing. Each student determined to be in need of special attention to writing shall be required to register into Composition 170 in that entering student's first semester. (03/29/2017)

Section 6. Major Requirement

- A. Every candidate for a bachelor's degree must complete a major program as defined in Chapter III, Section 2.
- B. Election of a major may be made upon enrollment in the College or at any time thereafter, but a choice must be made prior to the date set for preliminary registration for the student's fifth semester.

1. The student selects a major in consultation with the student's pre-major adviser and with the approval of the adviser or advisers responsible for the proposed major study.
 2. The student may, however, later change the field of major with the approval of the new major adviser or advisers.
- C. A student may elect more than one major but not without approval of the major advisers concerned. Such students must complete every requirement of each major elected.
- D. A minimum cumulative grade point average of 2.000 must be earned in all courses taken by a student in a major area in order to be eligible for graduation.
- E. Regardless of whether a student declares a standard, combined, or individually planned major, a minimum of two-thirds of the specific course and credit requirements for the major must be completed in the on-campus program of the College.

Section 7. Senior Assessment in Major

- A. Every candidate for a Bachelor's Degree must, in the senior year or subsequently, pass a senior assessment in the major.
1. Subject to the approval of the faculty and to the satisfaction of the criteria below, each department will decide the format of its senior assessment.
 2. A substantial part of the senior assessment shall take the form of an interrogative oral. This shall be conducted by a committee composed of two or more instructors in the major or related fields.
 3. If the senior assessment includes a substantial component in addition to the oral, the minimum time for the oral shall be one hour; otherwise, the minimum time for the oral shall be two hours.
 4. The times and places of senior assessments shall be set by the department chair(s) and/or program director except that no senior assessments shall take place during the week of final exams unless approved by the Board of Review.
 5. Senior assessments, if passed, shall be graded "Passed" or "Passed with Distinction," depending on the quality of the student's performance, and such grades shall be reported to the Registrar on or before the last day of classes and recorded on the student's permanent record.
 6. A student who fails to pass a senior assessment may, at the discretion of the student's committee, be given an additional assessment not less than two weeks later. Failing to pass this, the student may not again present for further evaluation until three months have elapsed.

7. The Dean of Students shall be empowered to authorize absences from senior assessments and shall do so only for illness, emergency, or unusually important college-sponsored activities such as national competitions for debate and varsity athletics.
- B. In the case of an individually planned major, the individually planned major committee shall assume the responsibilities of the major adviser and/or major department in administering senior assessments.

Section 8. Special Provisions for Participants in Inter-Institutional Study Plan Programs

- A. For students who are admitted to one of the combined plan programs (Chapter III, Section 2A2), the degree requirements of the College shall be modified to fit the pattern of the specific combined plan.
- B. All combined plan students shall complete during the first three years of college work a minimum of 94 semester credits (93 semester credits for the 3-2 Engineering Program) of which a minimum of 62 credits must be earned on campus at Whitman College. (11/15/2017)
- C. The student must satisfactorily complete the requirements for the General Studies Program (Chapter V, Article VI, Section 4).
- D. The requirement for the senior assessment is waived.
- E. The Bachelor of Arts degree shall be awarded by Whitman College upon the successful completion of the program requirements as specified in the sections which follow:
 1. The Combined Plan in Engineering. (11/15/2017)
 - a. The recommendation of Whitman College at the end of the student's third year of study is required for admission to the partner institution or non-affiliated, A.B.E.T. accredited school.
 - b. Grade point and course requirements are specified in the Whitman College Catalog.
 - c. The Whitman College major shall be Chemistry-Pre-Engineering, Mathematics-Pre-Engineering, Physics-Pre-Engineering or BBMB/Pre-Engineering (Biophysics, Biochemistry and Molecular Biology-Pre-Engineering), depending on the course of study the student has selected. (11/15/2017)
 - d. The student shall complete the equivalent of two years of college work at the transfer institution and be awarded a Bachelor of Science degree by that school to qualify for the award of the Whitman College degree. (11/15/2017)

2. The Combined Plan in Forestry and Environmental Studies.
 - a. Students participating in this program are selected by Duke University from those nominated by Whitman College.
 - b. Course requirements to be completed at Whitman College are specified in the College Catalog.
 - c. The Whitman College major shall be Biology or Geology depending on the courses completed at Whitman College.
 - d. The student shall successfully complete a minimum of 60 credits at Duke University and be awarded the appropriate graduate degree to qualify for the award of the Whitman College degree.
3. The Combined Plan in Oceanography.
 - a. Students participating in this program are selected by the University of Washington from those nominated by Whitman College.
 - b. Course requirements to be completed at Whitman College are specified in the College Catalog.
 - c. The Whitman major shall be Biology or Geology depending on courses completed at Whitman College.
 - d. The student shall complete the equivalent of two years of college work at the School of Oceanography and be awarded a Bachelor of Science in Oceanography degree by that school to qualify for the award of the Whitman College degree.

Section 9. Modification or Waiver of Requirements

By vote of the faculty, the graduation requirements of the College may be modified or waived in individual cases. All petitions for such modification or waiver shall go first to the Board of Review and such petitions shall not be received or considered unless they bear the signature of the student's adviser.

Section 10. Record of Rank in Class and Final Grade Point Average

After the completion of all residence work prior to graduation, each student's rank in class and final grade point average shall be recorded on the student's permanent record.

Section 11. Commencement Exercises

A student who has met the residence requirements and who has successfully completed at least 116 credits toward graduation may participate in commencement, though a degree will not be conferred until all of the requirements for graduation are met.

Section 12. Degrees Awarded in Absentia

A degree shall not be conferred in absentia except by special action of the Board of Review taken in response to a petition showing satisfactory reasons for inability to take the degree in person during a degree conferring ceremony scheduled by the College.

Section 13. Minor Requirement

- A. Minor study programs require 15-20 credits within the particular field or area to be completed with a minimum grade point average of 2.000.
- B. Unless approved by the appropriate departments and/or programs, courses used for minor requirements may not also be applied to requirements in the major or any other minor.
- C. A minimum of three-fifths of a specific course and credit requirements for the minor must be completed in the on-campus program of the College.

Article VII. Academic Honors

Section 1. Honors in Major

- A. A student who shows unusual ability in the field of the major may be granted permission to work for honors in major during the last two semesters in residence before graduation and with the privilege of doing preliminary planning on the project or thesis during the junior year.
- B. Honors shall be awarded to students at the time of their graduation.
 1. The application must be submitted to the major department (or departments for combined majors, or major committee for individually planned majors) within the first six weeks of the two-semester period in which the student is eligible. If approved, the proposal should be filed with the Registrar within the first eight weeks of the two-semester period in which a student is eligible for such candidacy.
 2. The application must include a brief description of the student's honors thesis project.
- C. To be eligible for such candidacy, the student shall have completed not fewer than 87 semester credits and shall have completed at least two semesters of residence in Whitman College.
- D. In order to be eligible to receive honors in major the candidate shall meet the following requirements:
 1. A candidate must attain a cumulative grade-point average of at least 3.300 on all credits earned at Whitman and a grade-point average of at least 3.500 in the major.
 2. A candidate shall have completed and have earned a grade of at least A- on a written thesis or research project prepared exclusively for the satisfaction of this program;
 3. All successful honors candidates are required to file an acceptable digital copy of their theses or reports of the research projects in the college library no later than Reading Day which precedes the beginning of the final examination period in their last semester. (12/05/2018) Students (and their faculty advisers) are encouraged to meet this requirement well in advance of this final deadline when possible. In addition, students in some majors may be required to comply with departmental regulations for earlier filing. Department or program chairs must provide the names of successful Honors candidates to the Registrar's Office no later than Reading Day. At that time, these students will be enrolled in the Honors Thesis course. Finally, in the absence of the supervising instructor, the department or program chair will be authorized to endorse the students' honors certificates.

4. The student shall earn the grade of "Passed with Distinction" on the senior assessments in the major and shall earn a grade of at least A- (3.700) in the honors thesis course.
- E. The major adviser shall attest the satisfactory completion of requirements for the awarding of honors in major.
1. A candidate for honors in major who fails to attain such honors shall be permitted to graduate without honors, providing that all college requirements for graduation have been satisfactorily met.
 2. Students enrolled in senior honors thesis who fail to attain honors will receive credit for senior thesis (or, if their department does not offer a senior thesis, independent study), provided they have completed the thesis with a passing grade.

Section 2. Honors in Course

- A. The degree of Bachelor of Arts with honors in course shall be conferred upon students who have achieved scholastic distinction as indicated by a high proportion of A's and B's in all of the work pursued at Whitman College.
- B. To be eligible to receive honors in course a degree candidate shall have been in residence at Whitman College:
1. for the last four semesters, or
 2. for a total of six semesters.
- C. The degree candidate shall have earned a total of not fewer than 60 semester credits at Whitman.
- D. Three grades of honors in course shall be awarded, with grades and bases for such honors as follows:
1. cum laude to students who have achieved a grade point average of at least 3.650;
 2. magna cum laude to those who have achieved a grade point average of at least 3.800 and no F grades;
 3. summa cum laude to those who have achieved a grade point average of 3.900 and no F grades.
- E. Honors in course shall be based on all grades earned on campus at Whitman College.

Section 3. Undergraduate Honors

- A. Members of the freshman, sophomore, and junior classes who attain a grade point average of at least 3.650 in not fewer than 30 semester credits, of which 24 must be graded on a regular basis, during any one academic year shall be granted undergraduate honors.
- B. Students shall be notified of the award of undergraduate honors in the spring. The award of undergraduate honors shall be recorded on the permanent record of the student.

Section 4 Academic Distinction

Academic distinction is awarded after the completion of each semester. This recognition is given to all regular students who have completed a minimum of twelve credits, passed all credits attempted, and have earned a grade-point average of 3.500 or higher in no fewer than nine graded credits.

Article VIII. Degrees

Section 1. Degrees in Course

- A. Whitman College confers the degree of Bachelor of Arts with such honors as are customarily recognized.
- B. Two baccalaureate degrees may not be conferred on the same student at the same time, but a second baccalaureate degree may be earned as follows:
 1. A student must earn a minimum of 30 semester credits in residence following the date of completion of all requirements for the first baccalaureate degree.
 2. A student must complete the requirements for a major in a subject-matter field different from that presented as a requirement for the first baccalaureate degree.
- C. Degrees in course shall be conferred by vote of the Board of Trustees, with faculty recommendation, on students who have completed the requirements for the respective degrees to the satisfaction of the faculty. (Constitution, Article VIII, Section 1.)

Section 2. Degrees Awarded in Absentia

A degree shall not be conferred *in absentia* except by special action of the Board of Review taken in response to a petition showing satisfactory reasons for inability to take the degree in person during a degree conferring ceremony scheduled by the College.

Section 3. Exchange of Bachelor of Science Degree

Graduates of Whitman College who received the degree of Bachelor of Science prior to the year 1930, may exchange that degree for the degree of Bachelor of Arts upon payment of costs incident to providing a new diploma.

Section 4. Honorary Degrees

Honorary degrees shall be conferred by vote of the Board of Trustees, on recommendation of the faculty, in recognition of the public service and attainments of the candidates. When an honorary degree is conferred, the recipient must be present. (Constitution, Article VIII, Section 2.)

Article IX. Academic Dishonesty and Plagiarism (05/06/2020)

Section 1. Definition of Academic Dishonesty

Falsification of data, misrepresentation of another's work as one's own (such as cheating on examinations, reports or quizzes, purchasing material from the web), plagiarism from the work of others, or the presentation of substantially similar work for different courses (unless authorized to do so), is academic dishonesty and is a serious offense. Knowingly helping other students cheat or plagiarize will also be considered academic dishonesty. (05/06/2020)

Section 2. Reporting, Procedures and Penalties (05/06/2020)

- A. When a faculty member determines that an instance of academic dishonesty has occurred, the faculty member must promptly notify the Dean of Students. For a first offense, the Dean of Students and the faculty member together will decide if the student's actions require a hearing by the Council on Student Affairs. For all subsequent offenses, the Dean of Students will initiate a hearing by the Council on Student Affairs.
- B. Shortly after learning that an instance of academic dishonesty has occurred, the faculty member shall notify the student of the allegation that academic dishonesty has taken place. At this time the faculty member shall also either schedule a meeting with the student, which must take place promptly and in which the faculty member shall explain the nature of the allegation of academic dishonesty and the penalty to be assessed; or the faculty member shall inform the student that the case has been referred to the Council on Student Affairs. If the Dean and faculty member choose the latter option, this faculty member must also at the same time inform the Chair of the Council on Student Affairs of this decision so that the Chair can convene the Council to determine the validity of the charge and the penalty to be assessed.
 1. The requirement that the student meet with either the faculty member or the Council on Student Affairs promptly upon being notified of the determination that an allegation of academic dishonesty has taken place may be waived in cases where there are extenuating circumstances, such as a holiday break. Any party wishing to obtain this waiver must submit a written request for such a waiver to the Chair of the Council on Student Affairs, and send a copy of this written request to the other party or parties, within two days of the notification of the student that a determination of academic dishonesty has taken place. The Chair shall decide whether or not to grant this request within one day of receiving it, and shall communicate their decision immediately to the parties involved along with the revised timetable for the meeting to take place.
 2. Withdrawing from a class or dropping without record does not preclude academic dishonesty proceedings from going forward. When the student meets with either the faculty member or the Council on Student Affairs after

being notified by the faculty member that the faculty member has concluded that academic dishonesty has taken place in a course for which the student is registered, the student shall also receive notification that any withdrawal from the course will not be final unless and until the student is shown not to have committed academic dishonesty. A student who is shown to have committed academic dishonesty but whose penalty is less severe than an “F” grade in the course may still withdraw from the course.

- C. The student shall have the right to challenge an initial allegation rendered by the faculty member regarding the charge of academic dishonesty, for a first offense, by appealing to the Council on Student Affairs. The Council shall then provide a determination of the validity of the allegation and the penalty to be assessed, which shall be the final determination unless it is, in turn, appealed.
- D. For any meetings of the Council on Student Affairs regarding a case of academic dishonesty, the Chair shall ensure that minutes of the proceedings are generated for the use of the Curriculum Committee in case of an appeal.
- E. A decision by the Council on Student Affairs may be appealed by a student who is the subject of disciplinary action by the Council when:
 - 1. The student feels that there has been a procedural error in the discipline process by the Council, or;
 - 2. Evidence or information relevant to the case did not arise during the hearing.

If the accused student wishes to appeal the Council’s decision, the student may petition the Chair of the Faculty in writing, within 5 days of the decision, stating which of these two grounds is being used as a basis for the appeal. The Chair of the Faculty will then act on the petition in one of three ways:

- 1. The Chair of the Faculty may decide to hear the appeal and then rule.
 - 2. The Chair of the Faculty may form a panel to hear the appeal.
 - 3. The appeal petition may be rejected.
- F. A report on each case of demonstrable academic dishonesty will be kept on confidential file by the Dean of Students while the student is in attendance at Whitman College. Upon the student’s graduation the report will be destroyed. The purpose of reporting cases of demonstrable academic dishonesty is to provide a record in order to discourage repeat offenses and also to facilitate identification of repeat offenders. All meetings and deliberations pursuant to items 1 through 5 of this policy shall be otherwise kept strictly confidential.
- G. Sanctions for academic dishonesty are as follows:
 - 1. In a case where academic dishonesty has been committed by a student concerning course-work, and where a hearing by the Council on Student

Affairs is deemed unnecessary, the faculty member teaching the course in question shall have the discretion to decide what punitive measures to take with a maximum penalty of a grade of “F” in the course.

2. For a first offense, in a case where academic dishonesty not concerning the student’s own course-work has been committed by the student, the Council on Student Affairs shall determine the sanction.
 3. A subsequent offense of any prohibited conduct in the policy will come before the Council of Student Affairs and may result in expulsion from the College.
 4. A student who is found to have committed academic dishonesty in a course from which the student has withdrawn shall have this provisional withdrawal cancelled, and shall be penalized in accordance with the above guidelines.
- H. All regulations regarding academic dishonesty will be published clearly in the Whitman College Student Handbook.

Article X. Class Meetings and Absence from Classes**Section 1. Class Meetings**

The faculty is expected to hold regularly scheduled classes in the 24 hours preceding and following vacation periods.

Section 2. Attendance in Classes

- A. The faculty recognizes the importance of regular attendance in all courses; however, attendance policy in classes is left to the discretion of the individual instructors except in cases of authorized absences.
- B. 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 the student 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 3. Absence for College Sponsored Activities

- A. Absence from classes, and, if necessary, from the campus is authorized for students who, as individuals or members of athletic teams or other organized groups, represent the College in college sponsored activities which necessitate absence from classes. The following groups are included in this category: members of properly authorized varsity and junior varsity athletic teams and participants in properly authorized intercollegiate debate, theater productions, and music ensembles.
- B. The names of students involved in such organized activities shall be reported to the faculty by the faculty supervisors of the activities well in advance of each event which necessitates absence from classes, together with other necessary information, such as dates of absence and the specific purpose of the activity.

Section 4. Absence of an Entire Class

Permission for an entire class to be absent from the campus must be obtained from the Associate Dean for Academic Affairs. The names of students involved in such class absence shall be reported prior to the date of the absence to the Associate Dean for Academic Affairs by the faculty member in charge.

Section 5. Excused Absence Policy (05/06/2020)

The Dean of Students shall be empowered to authorize absences from classes and, if necessary, from the campus for individual students in cases of exigency (injury, illness, or family emergencies). Instructors shall be notified of all authorized

absences. The instructor shall, at their discretion, but without penalty to the student, provide opportunity to students to make up work missed during authorized absences or assign comparable work in lieu of that missed. If a student's authorized absences total more than 20% of class meeting time, it shall be at the discretion of the instructor to provide any further consideration or flexibility to the student in one of the aforementioned fashions. Authorized absences shall not relieve students of the responsibility of making up work missed or performing comparable work in lieu of that which they missed.

Section 6. Provisions for Making Up Work (10/27/2010)

Instructors shall be notified of all authorized absences. Instructors shall, at their discretion, but without penalty to the student, provide opportunity to students to make up work missed during authorized absences or assign comparable work in lieu of that missed. If a student's authorized absences total more than 20% of class meeting time, it shall be at the discretion of the instructor to further accommodate the student in one of the aforementioned fashions. Authorized absences shall not relieve students of the responsibility of making up work missed or performing comparable work in lieu of that which they missed.

Section 7. Absence for Senior Assessments

A student is authorized to be absent from all classes scheduled for the day or days on which the student takes the senior assessment in the major (Chapter V, Article VI, Section 6).

Article XI. Intercollegiate Athletics

- A. Whitman College is a member of the National Collegiate Athletic Association (Division III) and the Northwest Conference (NWC), the constitution and by-laws of which prescribe regulations for all intercollegiate contests within the conference.
- B. Eligibility of Whitman participants in intercollegiate athletics shall be certified by the faculty representative of the NCAA and Northwest Conference. Only a regular student may represent Whitman College in intercollegiate athletics.
- C. Schedules of intercollegiate athletic events shall be approved in advance by the Board of Review after consultation with the College Athletic Committee.