

statement from the school or department of his major preceding an interview. A student who has been disqualified more than once may not be readmitted except under the most unusual circumstances.

### TRANSCRIPTS AND REPORTS

*Transcript of Record.* One official transcript of his record at Fresno State College is furnished each student free of charge. Each additional copy requires a fee of \$1 paid in advance. Because of the large number of transcripts requested at the end of each semester and summer session, three weeks should be allowed for requests to be filled during those periods. After the Records Office has been notified of overdue student accounts, transcripts will not be provided without clearance from the Business Office.

Transcripts of record from other institutions submitted to this institution will be retained except in cases where the student fails to register.

*Reports to Students.* Grade reports are mailed to students at the close of each semester. At mid-term a report is given to all students both as a verification of the student's official program and as a report of any unsatisfactory progress.

### CREDIT BY EXAMINATION

Credit by examination may be earned in some cases if the following procedures are used.

1. The student will enroll for credit by examination during registration. Normally he will have conferred with the department and will have completed his application form in advance of registration.
2. The examination must be completed by the end of the fourth week of instruction and the instructor will report the grade prior to the close of the sixth week.
3. The course in which the student requests credit by examination will be so designated on his record. Units earned will count toward all appropriate requirements but will not be used in computing his grade-point average.

For further information consult the department concerned (see also *Advanced Placement*).

### COLLEGE LEVEL EXAMINATION PROGRAM

The college will consider examination results from the College Level Examination Program of the College Entrance Examination Board for placement and credit. Study is currently underway to establish specific policy on placement and credit in degree curricula for those who complete one or more examinations in the College Level Examination Program. Further information about this program may be obtained from the Director of Admissions.

### INDEPENDENT STUDY

Independent study is offered to give the student experience in planning and outlining a course of study on his own initiative under departmental supervision. Independent study should deal either with a special interest not covered in a regular course or with the exploration in much greater depth of a subject presented in a regular course. Each department has an independent study upper division 190 course, and some departments have a graduate level 290 course. In some departments a 190 or 290 course may be desirable preparation for the thesis or other advanced study.

To be eligible for independent study, a student should have an over-all grade-point average of 3.0 or higher; this requirement may be waived in exceptional cases, when approved by the chairman of the department concerned. Maximum credit of six units is allowed toward the bachelor's degree in 190 courses, and maxi-