

**WITHDRAWAL FROM COLLEGE**

Students withdrawing from college must file written application on the forms provided by the Student Records Office. Applications filed before the end of the fourth week of the semester will enable the student to withdraw without having classes recorded. The end of the fourth week is defined as the end of the twentieth instructional day of the semester. If the application is filed after that time, either a WP (withdrawal passing) or a WF (withdrawal failing) will be recorded, depending upon whether he is passing or failing the course at the time of withdrawal. See *Refund of Fees*.

**SCHOLARSHIP REQUIREMENTS****UNITS**

A credit or semester unit represents one hour of class work per week for one semester. It is assumed that two hours of preparation are required for each hour in class. Three hours of laboratory per week are the equivalent of one unit. In a limited number of courses two hours of laboratory per week are the equivalent of one unit.

**GRADES**

A—Exceptionally good.

B—Above average.

C—Average.

D—Below average.

F—Failure.

INC—Semester requirements less than one-third incomplete, work of passing grade.

IP—Continuing work in progress, status satisfactory.

P—Passed without grade.

W—Withdrawal without grade.

WF—Withdrawal failing.

WP—Withdrawal passing.

AU—Audit.

An INC is given only when a student who has been doing passing work finds it impossible for justifiable reasons to complete the assignments of the last one-third (or less) of the course. If the course is taken in regular session, the student is obligated to make up the incomplete within the next semester in which he is registered, and the instructor, if he is on campus, is obligated to assist him in doing this. If the course in which the INC was received was taken in a summer session, the student is obligated to make up the incomplete not later than the next following summer. A student may be able to make up an incomplete without being enrolled; he should in every case confer with the instructor concerned. In the absence of the instructor who has assigned the grade of Incomplete, a student seeking to make up this grade should consult the department chairman. In no instance may the INC be made up later than one year after the end of the semester or session in which the grade was given. No student may be required to repeat a course in which he has received an INC unless he wishes to receive credit and the time for making up the grade has passed.

The IP grade may be used only in courses designated on the approved IP grade course list published by the office of Academic Vice President. The IP remains on the transcript without penalty. Any subsequent completion of the course within the permitted time limit is shown by a later entry. Three semesters are permitted for completing a 299 course without reregistration; all other courses given IP grades operate under the same time limit as the INC.

The grade of P may occur in connection with any Pass-Withdraw enrollment (see Regulations and Procedures—Pass Withdraw Grading) and in certain other courses where all students are graded on this basis.