

Enrollment in upper division courses is restricted to students with junior, senior or graduate standing, or who have the necessary prerequisites. Exceptions are subject to the approval of the instructor and department chairman for the course concerned. Upper division credit may not be granted until a student has completed a minimum of 45 semester units. Only students who have been fully approved for admission to credential programs may enroll in certain education courses and qualify for a school service credential on the basis of the college's recommendation.

Students employed as full-time teachers may not register in any one semester for a total of more than six units of course work in extension, day, late afternoon and evening classes, unless special written permission from the employing school official is presented at the time of registration.

Credit in any course is also subject to all restrictions which may appear in the *General Catalog*. For restrictions on graduate study, see *Master's Degrees*.

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.
- FW—Withdrawal with mark F, or failure to withdraw officially.
- Inc—Semester requirements incomplete, work of passing grade.
- IP—Continuing work in progress, status satisfactory.
- P—Passed without grade.
- W—Official withdrawal.
- AU—Audit.

Permission to make up an incomplete subject extends only to the end of the following semester of residence in which the course is given.

The IP and P grades may be used only in courses designated in advance by the Dean of the College.

GRADE POINTS

For each unit of credit the student receives grade points as follows:

- A—Four grade points per unit of credit.
- B—Three grade points per unit of credit.
- C—Two grade points per unit of credit.
- D—One grade point per unit of credit.
- P—Units allowed but not counted in grade-point average.
- IP—Neither units nor grade points counted until final grade recorded.
- F, FW, Inc—Units counted, no grade points.
- AU—No units or grade points allowed.

The above grade-point system is effective as of September 15, 1961. Between September 20, 1956, and September 15, 1961, grade points were computed as follows: the E grade was used for Condition to be changed to D when condition was removed; P counted two grade points per unit of credit; E counted no grade points per unit. Prior to September 20, 1956, the system was: A, 3 grade points; B, 2; C or P, 1; D, E, F, FW, Inc, 0. Prior to September, 1948, grades E, F, FW, and Inc carried minus one grade point per unit.

An incomplete, when properly made up, will receive the grade points appropriate to the mark finally earned.