

TRANSCRIPTS AND REPORTS

Transcript of Record. One official transcript of record is furnished each student free of charge. Each additional copy requires a fee of \$1 paid in advance.

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

Reports to Students. Grade reports are given 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 applicant must be a registered student at Fresno State College and must enroll in the course during registration. Normally the student will confer with the department and complete his application form well in advance of registration.

2. The application must be filed in Student Records Office at time of registration. The examination must be completed by the end of the *second* week of instruction. The grade must be filed before the close of registration, normally by the end of the *third* week.

3. A student will be notified by Student Records Office after the close of the semester that the entry of the examination has been made on his record.

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

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 maximum credit of six units is allowed in 190 and 290 courses toward the master's degree. Credit is limited to a maximum of three units per semester. Under extraordinary circumstances more than three units of credit per semester may be allowed on petition to the department chairman.

An eligible student desiring to register for a 190 or a 290 course must first obtain the consent of an instructor who will guide the project and the chairman of the department in which the course is given. Having secured these prior approvals, a student registers for a 190 or a 290 course in the same manner as for any other course at the time of registration.

An independent study course normally includes an oral examination by a committee set up by the supervising instructor, a formal report which is filed in the department office, and an abstract of the study which is filed with the department chairman. Approval forms and copies of the current regulations may be obtained at department or division offices.