

PROGRAM CHANGES

Each student is held responsible for the program of courses listed at the time of registration. After the program has been filed, no changes will be made without completion and filing of the forms provided by the Student Records Office. The change is not recorded until these forms are properly filled out and filed in the Student Records Office. No courses may be added after the second week of the semester; courses dropped after the first six weeks incur a fine of \$1.

CHANGE OF MAJOR

Each student who wishes to change his major should report to the Counseling Office to initiate the procedure. The Counseling Office will in turn notify the departments concerned so that advisement records may be forwarded to the new department and a new adviser may be assigned.

WITHDRAWAL FROM COURSES

Withdrawal from any course after filing the program requires written application on forms provided by the Student Records Office. Withdrawal without this procedure results automatically in a failing grade. A properly filed written application for withdrawal before the end of the third week permits a student to drop a course without having the course listed on his record. A properly filed written application for withdrawal after the third week but more than six weeks before the end of the semester permits a student who is doing passing work, to drop a course with a W recorded on the transcript; otherwise the dropping of a course during this interval will be recorded as a failure. A properly filed application for withdrawal during the final six weeks of the semester permits, with the approval of the instructor, a student whose work is of passing quality to withdraw with an incomplete recorded on his transcript; if not passing, a failure (FW) is recorded. No program changes, other than complete withdrawal, may be made during the last two weeks of the semester. A fine of \$1 will be assessed for application to withdraw from a course after the first six weeks of the semester, unless the student is applying for a complete withdrawal for the semester. See *Refund of Fees*.

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 third week of the semester will enable the student to withdraw without having classes recorded. Applications filed after that time will be subject to the same rules as requests to withdraw from individual courses except that a W may be given in any course, on withdrawal from college during the last six weeks of the semester, if the work in the course is of passing quality. 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.

FW—Withdrawal with mark F, or failure to withdraw officially.