

## VII. Academic Regulations

### Requirements for Graduation

Colgate confers one undergraduate degree, the Bachelor of Arts (AB). A minimum of 32 academic course credits is required for graduation. A maximum of two credits from add-on fractional credit courses may count toward this requirement.

All students must meet the following requirements: a minimum cumulative grade point average (GPA) of 2.00 for all Colgate courses and a GPA of 2.00 in courses counted toward the major. Both full and fractional credit courses are included in the GPA. Colgate grades, which are recorded in the GPA, range from a high of A+ (4.33) to F (0.00).

*It is the student's responsibility to know where he or she stands in terms of completing graduation requirements.* Students may request a copy of their transcript from the Office of the Registrar to assist in academic planning at any time. Students may also access their transcripts using the web-based product available to them. Students should consult with their department chair or program director and with the registrar's office regarding major and graduation requirements.

Students must meet all requirements of the academic program in order to be eligible for graduation, including the Liberal Arts Core Curriculum, distribution, major, foreign language, writing (if stipulated at admission), and physical education requirements. In addition, all financial obligations to the university must be satisfied.

### Residency Requirement

Matriculated students entering as first-year students are required to complete seven terms in academic residence at Colgate. Transfer students are required to complete a minimum of four terms in academic residence at Colgate. A student participating in a Colgate study group or an affiliated program is considered to be "in academic residence" for the purposes of this requirement.

For compelling academic reasons, a student may apply to the petitions committee for permission to complete only six terms at Colgate, but only after consulting fully with the faculty and administrative advisers.

### Physical Education Requirement

Students must complete two units of physical education in the first two years at Colgate. Many physical education and outdoor education activities are offered each semester; a complete listing may be found in the description of the physical education department, listed alphabetically in Chapter IX. Athletes may earn one physical education credit for each season of participation on varsity teams. Students may earn a maximum of one physical education credit from a club sport. Questions about physical education credits should be directed to the Department of Physical Education.

### Registration

Students are expected to participate in official course registration on the announced dates for each term they attend. Later registration will jeopardize admission to courses that have filled.

Students failing to meet announced deadlines for financial obligations in any term will be placed on a "financial hold" status and normally will not be permitted to register. Students must register no later than the end of the drop/add period.

Registration changes made during the drop/add period require faculty signatures and must be submitted in person to the registrar's office by the announced deadline of the drop/add period for a term. The drop/add period for a course that meets less than or outside of the regular academic term is through the eighth day of the session. A penalty of \$40 will be assessed students failing to file their registrations with the registrar's office on time. No financial penalty will be assessed for a course withdrawal approved after the drop/add period. Please

see “Withdrawal from a Course,” below, for deadlines.

*Students are not permitted to add a course after the end of the drop/add period, except with special permission granted by the Committee on Standards and Academic Standing (CSAS).*

### Normal Course Loads

Fall Term — 4.00–4.50 course credits  
(equivalent of four full courses)

Spring Term — 4.00–4.50 course credits  
(equivalent of four full courses)

During early registration, students may register for no more than 4.50 course credits. Students not on academic warning who wish to take 5.00 course credits in any term may add additional course credits to their schedules during the drop/add period. Because of the demanding academic load, students who wish to register for 5.00 course credits are urged to discuss this matter with their faculty advisers. Students may register for 5.50 course credits only with the written permission of their faculty adviser. Students may not take or receive credit for more than 5.50 course credits in any term except with the approval of the associate dean of the faculty, which must be secured by the end of the drop/add period.

First-year students are expected to take 4.00–4.50 course credits (four full courses) per term and may deviate from this plan only with permission from their administrative adviser. Upperclass or special students who plan to take fewer than 3.00 course credits in any term should refer to the section on “Matriculated Undergraduate Students” in Chapter III.

### Scheduling Conflicts

Students may not register for any courses that overlap in *any* of their scheduled times. All courses added or dropped during the drop/add period must represent legitimate selections approved by faculty signature for each course and submitted to the registrar’s office during the drop/add period.

### Grading Policies

The grades used to indicate the quality of the student’s performance in every course are as follows: **A** means excellent, **B** means good, **C** means satisfactory, **D** means poor

but passing, **F** means failing. (Policies governing grades of **S/U**, **W**, and **I** are explained below.) For the purpose of computing grade point averages, the corresponding numerical equivalents for letter grades will be used:

**A+** 4.33

**A** 4.00

**A–** 3.67

**B+** 3.33

**B** 3.00

**B–** 2.67

**C+** 2.33

**C** 2.00

**C–** 1.67

**D+** 1.33

**D** 1.00

**D–** 0.67

**F** 0.00

**S** Satisfactory

**U** Unsatisfactory

**I** Incomplete

**W** Withdrawal

**T** Satisfactory progress in a two-term course (converted to a letter grade at the end of the second semester)

**NG** No grade submitted by the instructor

Grades appearing on a student’s academic record may normally not be changed after one semester from the end of the term in which the grade was awarded. Grade changes initiated by the course instructor(s) must follow the “Changes of Grade” policy laid out in the *Colgate University Faculty Handbook*. Under extraordinary circumstances, appeals for grade changes beyond one semester *but before graduation* may be made to the associate dean of the faculty.

### Satisfactory/Unsatisfactory (S/U) Option

This option is designed to encourage students to explore new areas outside their majors in the spirit of a liberal education.

Students with junior and senior standing who have been accepted into a major may elect to take up to four courses which are evaluated “satisfactory” (S) or “unsat-

isfatory" (U) instead of by the usual letter grades. The following conditions apply to this option:

1. The decision to choose the S/U option rests solely with the student and is restricted to students with junior or senior standing.
2. A student may take no more than one course per term on the S/U basis.
3. A student on academic warning may not use the S/U option.
4. Liberal Arts Core Curriculum courses, when taken toward the fulfillment of the Liberal Arts Core Curriculum requirement, may *not* be taken under the S/U option. Also, courses used to fulfill the distribution requirement, the language requirement, the writing requirement, and the major or minor requirements may *not* be taken S/U.
5. It is expected that students will take the course and fractional add-on component with the same grade option (conventional grade or S/U). In certain instances, faculty members may require that a stand-alone or add-on fractional credit course be offered only on a graded or S/U basis. In most cases, however, the decision of grade mode for fractional credit courses will be left to the student.
6. The choice to take a particular course with the S/U option must be made prior to the end of the drop/add period and must be officially recorded by the student with the registrar's office using the Satisfactory/Unsatisfactory Option form. The S/U option period for a course that meets less than or outside of the regular academic term is through the eighth day of the session. No course will be officially recorded as using the S/U grading option unless this form is completed. After the end of the drop/add period, no changes in the grading mode (conventional grade to S/U, or S/U to conventional grade) may be made. The use of the S/U option is indicated on class lists distributed to faculty.
7. In the event of a course's limited enrollment, a student's desire to take the course on the S/U basis shall not be a criterion in determining his or her eligibility for the course or course section.
8. To achieve the grade of S, the student must perform at a level that would warrant a grade of C- or better.
9. Satisfactory completion of a course is entered on the student's permanent transcript as S, but does not enter into the computation of the GPA. The unsatisfactory completion of a course is entered on the student's transcript as U, but does not enter into the computation of the GPA. *No course credit* is awarded for a grade of U.
10. Seniors, during their final semester, should not take a course using the S/U option unless they will have a total of 32 course credits *without* the S/U course.

### Independent Study

Although academic work consists primarily of courses taught in the classroom, laboratory, and field, there are a number of opportunities for independent study. Students may register for independent study during each term of the regular academic year. The essential features of the independent study program are as follows:

1. All students may apply for independent study, for which they receive course credit (0.50 or 1.00) and a grade. The credit weight must be decided at the time of application and may not be changed without administrative approval.
2. Each independent study course must be supervised by a member of the Colgate faculty or by a person approved by the department under whose auspices the course is given.
3. Independent study courses are registered according to the level of the course, which usually corresponds to the student's class level. Thus, sophomores who enroll for independent study courses will normally be registered at the **291** level, juniors at the **391** level, and seniors at the **491** level. First-year students normally do not enroll in independent study courses.
4. Independent study courses must be approved by the faculty supervisor and the appropriate department chair or program director no later than the last day of the drop/add period in any term.

5. Work undertaken independently may involve a variety of projects, including major research papers, oral or written reports of selected reading, library and laboratory research, field observations, creative writing, and studio projects. In rare cases, students may take a conventional course independently. This should be done only for compelling reasons, and explicit permission must be received in advance from the faculty supervisor and the appropriate department chair. Students enrolling in such a course will be registered according to the normal course number, to which the suffix Z is appended to indicate that the course is taken independently.
6. Not more than one half of a student's course load in any one term may be courses of independent study, except with the permission of the associate dean of the faculty. Permission must be secured before the beginning of the term.
7. A student who wishes to take an independent study course when not enrolled at Colgate *must* secure the approval of the faculty supervisor and the appropriate department chair *before the beginning of the term*. Students must also make appropriate arrangements with their administrative advisers for billing and payment of the independent study courses taken during terms off. *These arrangements must be made well in advance of the beginning of the term*.
8. Independent study courses are not offered to students free of charge. These courses are made available according to the established tuition schedule whether taken as part of a full-time or part-time course load.
9. All work for independent study courses must be submitted by *the last day of classes* in the term to give the faculty supervisor sufficient time to evaluate the student's performance and submit the final course grade to the university registrar. The date for submitting independent projects conducted during the summer will be determined by the faculty supervisor.

## Transfer Credit Policy and Procedures

Matriculated students may receive transfer credit for a maximum of six Colgate course credits. (Maximum credits for transfer students are outlined in "Transfer Student Program," below.) This limit includes all courses taken as a visiting student elsewhere, courses taken at other institutions during the summer or during a leave of absence from Colgate, Advanced Placement or International Baccalaureate credits, and college credits earned prior to entering Colgate as a first-year student. (See "Advanced Placement and Pre-matriculation Transfer Credit" in the following section.)

Students in good academic standing who plan to take courses at another institution during a fall or spring semester and receive transfer credit from Colgate must complete an academic leave of absence application. Forms for this are available in the Office of Off-Campus Study/International Programs. (See "Academic and Other Leaves of Absence," below, for procedures and filing deadlines.) The application directs students to confer carefully with their academic major advisers to outline the course of study they wish to pursue and their reasons for doing so. The university needs to balance enrollments across both semesters and so reserves the right to regulate the number of students who are granted fall or spring semester academic leaves. A student's plan, therefore, should consider options for both fall and spring leaves.

All courses must be approved in advance by the Office of the Registrar to be eligible to transfer, and those taken for major or minor credit must also be approved by the appropriate department or program. Courses must fit within Colgate's liberal arts curriculum, bear a minimum credit of three semester hours or five quarter hours, and be comparable to Colgate courses in terms of classroom hours. A grade of C or better must be earned in courses taken for transfer credit; grades earned at other institutions, however, are *not* transferred and are *not* computed in the student's GPA at Colgate. Courses may not be taken on a satisfactory/unsatisfactory, pass/fail, or other ungraded basis. Courses taken elsewhere must be appropriate to the student's class level at Colgate in order to be transferred for credit. Students may transfer credits from a

regionally accredited community or junior college if they have first-year or sophomore class standing when the credits are earned. Students with junior or senior standing are eligible for transfer credit from regionally accredited four-year institutions only.

Students taking courses at another institution during a summer session or winter/January intercession do not need to request an academic leave of absence from Colgate. In addition to the criteria listed above, summer/winter intercession courses must be at least four weeks in length with 35 classroom hours. Students may take no more than one course per session if the session is less than six weeks in length. Students may take two courses per session if the session is six or more weeks in length.

The university distribution requirement normally is met by taking appropriate Colgate courses. Transfer courses that have received prior approval from the Colgate registrar and were taken during the regular fall/spring academic year at other accredited institutions may be used to satisfy the distribution requirement; however, transfer courses taken at other institutions during the summer or winter intercession do *not* satisfy the university distribution requirement. Transfer courses may *not* be used to satisfy the Liberal Arts Core Curriculum requirement.

Colgate University operates on a 32-course credit system for graduation, not a semester-hour or quarter-hour system. Faculty, students, and administrators should be aware that semester- and quarter-hour values are assigned to courses at the majority of institutions in this country and abroad, and the interpretation and evaluation of transfer credit is, therefore, complex. It must *not* be assumed that transfer credit is automatic or that courses taken at other institutions can be transferred to a Colgate transcript on a one-for-one basis. Colgate uses a cumulative method to convert semester and quarter credits to a course credit system. To avoid errors and misinterpretation, all students should initiate discussion of proposals for transferring academic credit to Colgate with the registrar's office well in advance of the time the courses are to be taken. The registrar's office will assist students in selecting appropriate courses, determine the amount of Colgate credit to be granted, and refer students to department chairs and pro-

gram directors for specific course approvals as appropriate.

*An official transcript, as well as any supporting documentation (such as department approval), should be submitted to the registrar's office within one academic year following the term in which the course work was completed. After a transfer course has been recorded on a student's Colgate transcript, it may not be removed. If a student repeats the course at Colgate, the credit weight will be removed from the transfer course, but the transfer course will remain on the transcript.*

The following Colgate and affiliated programs are not counted toward the six-course credit transfer limit: Colgate study groups, courses taken at Hamilton College, the combined 3-2 program in physics and engineering, the SEA Semester, the Semester in Environmental Science, the Williams College-Mystic Seaport Program in American Maritime Studies, the Swedish Program, and the Biology Field Study in Montana.

#### **Transferring Credit from Foreign Institutions and Foreign Study Programs Sponsored by Domestic Institutions**

Students who wish to transfer courses from a non-U.S. institution or study-abroad program sponsored by a college other than Colgate must receive prior approval from Colgate. Students must provide the following information to the Office of Off-Campus Study/International Programs:

1. complete documentation of the academic demands of the courses and program, including course descriptions, term length, and other pertinent information.
2. a statement from the student clearly explaining the reasons for selecting the intended program and the integration of the proposed course work with the Colgate major and/or overall academic program, including the university's foreign language requirement.
3. a statement of support from the student's faculty adviser reviewing the preparation of the student for the intended program and the pertinence of the proposed course work to the student's major or minor program and/or overall academic goals.
4. if the student plans to apply transfer course credit from the study-abroad program toward a Colgate major or minor, a statement of support from the appropri-

ate department chair or program director is also required.

Students should be aware that approval of course work taken at foreign universities or on non-Colgate study-abroad programs is not automatic and is granted only to those students who have completed four terms at Colgate. For complete information on procedures for prior approval of courses taken abroad, see *Guidelines for Planning Off-Campus Study*, available in the Office of Off-Campus Study/International Programs.

### Advanced Placement and Pre-matriculation Transfer Credit

College liberal arts courses completed satisfactorily while a student is in secondary school may be considered for Colgate credit by the university registrar and the appropriate Colgate academic department upon receipt of an official college transcript certifying letter grades of C or better in courses bearing three semester or five quarter hours as a minimum of credit. (Courses taken on a satisfactory/unsatisfactory, pass/fail, or other ungraded basis are not acceptable.) These courses must be taken on a regionally accredited college or university campus, in conjunction with degree candidates of that institution, and taught by a regular member of the faculty. It is further expected that the courses would be comparable to Colgate courses in terms of classroom hours. Students seeking credit must submit official course descriptions and syllabi to permit proper evaluation of the course work. Laboratory materials for courses in the laboratory sciences may also be requested. *College courses completed prior to matriculation may not be used to fulfill the university distribution requirement.*

Colgate credit is normally granted only to first-year students who achieve a 4 or 5 on the Advanced Placement (AP) tests or a 6 or 7 on the International Baccalaureate (IB) examinations (higher level only), and when a department certifies that the exam score indicates a level of competence equivalent to the completion of a specific Colgate course. The amount of credit, the conditions under which credit is granted, and/or placement appropriate to the academic development of the student are all determined by the appropriate Colgate academic department.

*AP and IB courses may not be used to fulfill the university distribution requirement.* Each department will determine whether credit will count toward exemption from a course and/or fulfillment of the requirements for the major or minor in that department. Detailed descriptions of advanced placement policies that apply to an entering class may be found in the first-year registration booklet.

*All requests for credit for academic work completed prior to entering Colgate must be filed with the registrar's office by the deadline for declaration of major, prior to preregistration during the fourth semester. Supporting documentation, such as the official transcript(s), official test scores, and/or course syllabi, must be submitted with the pre-matriculation credit request.*

Advanced course placement *without academic credit* may be granted by departments to first-year students whose performance on the College Level Examination Program (CLEP subject examinations only), CEEB Achievement Tests, or the New York State Education Department's College Proficiency Examinations gives clear evidence of competence in the courses tested.

### Transfer Student Program

The maximum number of non-Colgate course credits for which a transfer student receives credit depends upon a number of factors, including

1. acceptable liberal arts courses, grades, and credits from other college(s);
2. acceptable Advanced Placement (AP) course credit;
3. acceptable pre-matriculation courses, grades, and credits.

After enrolling at Colgate, transfer students may subsequently transfer additional course work from other institutions, with prior approval, up to the maximum indicated:

<i>Total course credits accepted upon enrollment at Colgate</i>	<i>Maximum (not additional) course credits</i>
1.00 – 4.75	6.00
5.00 – 8.75	8.00
9.00 – 12.75	12.00
13.00 – 16.00	16.00

Any questions relating to the issue of transfer credit should be referred to the registrar's office.

Students who transfer to Colgate from other institutions will be subject to the requirements of the educational programs that are appropriate to their level of entrance (first-year, sophomore, or junior). These requirements include the Liberal Arts Core Curriculum, distribution, major, foreign language, writing (if stipulated on admission), and physical education requirements. The specific requirements as they apply to transfer students are contained in the Common Application for Transfer Admission, which can be found at [www.commonapp.org](http://www.commonapp.org), and in the transfer, visiting, and special student fact sheet, available from the Office of Admission.

Transfer students are required to spend a minimum of four terms in academic residence and must earn credit for at least 16 course credits taken at Colgate or on Colgate-sponsored programs to be eligible for the Colgate bachelor's degree. To count for major credit, a course taken elsewhere must be accepted by the appropriate Colgate department chair or program director. After enrolling at Colgate, transfer students are subject to the rules for transfer of credit under the section "Transfer Credit Policy and Procedures," above. Transfer students must be enrolled at Colgate for at least six terms in order to be considered eligible for the university honor of valedictorian or salutatorian.

Requests for exceptions to these policies, for academic reasons only, must be supported in writing by the student's faculty and administrative advisers and submitted in writing to the Petitions Committee.

### **Class Attendance**

Students who have enrolled at Colgate have made a commitment to participate in the educational program of the institution. Attendance at all classes is expected and is an important part of one's academic development. Since most faculty at Colgate put a premium on student participation in class, absence is likely to be detrimental to the student's learning in any course.

Attendance practices for each course will be announced by the faculty member at the beginning of each term. Conflicts between curricular and co-curricular activities

should be avoided by careful planning and scheduling of activities. *The rare but unavoidable conflict should be worked out well in advance by the student with the faculty member's permission.*

Students may request that an administrative adviser notify faculty members about prolonged absences due to serious health problems. Such problems must be verified by Student Health Services. Students should consult an administrative adviser immediately if non-health-related obligations will force them to miss several classes. Single or brief absences should be discussed by the student and faculty member without necessarily contacting the student's administrative adviser.

### **Withdrawal from a Course**

Students are permitted to withdraw from a course without academic penalty until the mid-term date listed in the academic calendar. Students are permitted to withdraw without academic penalty from a course that meets less than or outside of the regular academic term through the Friday of the midterm week. The required course withdrawal form is available in the registrar's office. Withdrawing from a course after the end of the drop/add period places a W on the transcript for the course. Students are cautioned to avoid a pattern of regularly accumulating W grades on their academic record.

It is the university's expectation that first-year students will complete a normal course load during each of the first two terms in attendance. First-year students normally may withdraw from courses only for reasons beyond their ability to predict or control and only after consultation with the course instructor, faculty adviser, and administrative adviser.

Upperclass students may withdraw from courses only after consultation with the course instructor and faculty adviser.

After the withdrawal deadline listed in the academic calendar, a student seeking to withdraw from a course will receive a grade of F for that course unless there are extraordinary circumstances (such as severe illness) that merit an exception. In those cases, a petition must be submitted to the adminis-

trative adviser and approved by the Committee on Standards and Academic Standing (CSAS).

Students on academic warning may withdraw from a course only for well-documented reasons and only after consulting with the administrative adviser. (See “Academic Warning and Dismissal,” below.)

## Incompletes

The temporary status of “incomplete” in a course is given only when, for the compelling reasons outlined below, a student is not able to complete the work in the course by the end of the term. It is used rarely and only as a consequence of extenuating circumstances beyond the ability of the student to predict or control. *A student’s request for an incomplete must be made before the end of the term and must be directed to the administrative adviser, who will consult with the instructor in the course (or study group director) before making a decision.* Faculty do not grant incompletes. If an incomplete is granted by the administrative adviser, he or she then informs the university registrar, the student, and the faculty member in writing. It is the student’s responsibility to make arrangements with the instructor to complete the work in the course by the established deadline.

An administrative adviser will grant an incomplete for a specific period of time, but in most cases the incomplete work must be completed and submitted to the faculty member not later than 20 days from the last day of the term’s final examination period. Extensions beyond the 20-day period will be granted by the administrative adviser only as a result of highly unusual circumstances. The registrar, in consultation with the administrative adviser, will assign a grade of F if work is not completed on schedule.

## Course Restrictions

A student may not take and receive credit for a course that is a prerequisite for a course for which he or she has already received credit. A student may not take cross-listed courses and receive credit for both courses.

## Repeating a Course

A student may repeat a course previously taken at Colgate (if the course is offered in a subsequent term) in which a grade of D or F was received. The higher grade is then used to compute the cumulative GPA. In such a case, the student must declare at the time of registration that the course is being repeated. A student who received a grade of C–, C, or C+ and who wishes to repeat the course must secure written permission from the instructor before the end of the drop/add period. A student may not repeat a course in which a grade of B– or higher was received. Discontinued courses may not be repeated by substituting a similar or comparable course currently in the curriculum.

Final course grades of F received as a result of University Student Conduct Board action because of academic dishonesty will always be retained in the calculation of the cumulative GPA, regardless of subsequent course repetitions. When a course is repeated after a grade of F has been assigned through University Student Conduct Board action, both the original grade of F and the subsequent grade will be calculated into the cumulative GPA.

A repeated course must be repeated in the same grading mode (i.e., conventional letter grade or S/U) as the original course. A course originally taken as a conventional course cannot be repeated on an independent basis. A course originally taken at Colgate may be repeated only at Colgate, not at another institution. *A course may not be repeated after the successful completion of a course in the same department for which the former course is a prerequisite.*

Students who complete a Colgate course that is a repeat of (or equivalent to) a course transferred from another institution, or for which credit has already been given as the result of an Advanced Placement examination, will not receive duplicate credit. The transfer or Advanced Placement course credit will be excluded from their academic record and the course will be noted on the transcript as a repeated course. Students are cautioned against repeating courses without first consulting their academic advisers.

A student repeating a course previously taken and passed will receive no further course credit toward graduation. *All grades*

earned in courses, including any repeated courses, will appear and remain on the student's transcript. Only the highest grade of a repeated course will be calculated into the term and cumulative GPAs. Should a student earn the same grade on a second or subsequent attempt, only the first grade earned will be reflected in the student's term and cumulative GPAs. It is the student's responsibility to register a repeated course properly with the registrar's office at the time of registration. Repeat authorization forms are available in the registrar's office.

### Minimum Academic Progress

Initial minimum academic progress standards for students entering as first-year students are tabulated below.

<i>By the end of term</i>	<i>Minimum number of course credits which must be completed</i>	<i>Minimum GPA required</i>
1	3	2.00
2	6	2.00
3	10	2.00
4	14	2.00
6	22	2.00
8	32	2.00

In order to achieve junior class standing, a student who entered as a first-year student must achieve a minimum cumulative GPA of 2.00 and successfully complete 14 Colgate course credits. To qualify for senior standing, a student must achieve a cumulative GPA of 2.00 and successfully complete 22 Colgate course credits.

Students failing to achieve these academic standards are subject to academic warning or dismissal (see below) and may forfeit their access to federal and/or state student aid funds.

### Academic Warning and Dismissal

The Committee on Standards and Academic Standing (CSAS), chaired by a designated member of the dean of the college staff, reviews the academic performance of all students at the end of each term. Students are expected to meet minimum academic standards, not only for each single term but also on a cumulative basis.

For students beginning regular, full-time study in fall 2003 or later, failure to meet minimum academic standards at the end of

any term will result in academic warning or dismissal, according to the following criteria:

1. A student who fails to meet the standards for academic progress (see "Minimum Academic Progress," above), either cumulatively or for any term, will be placed on academic warning during the next term of enrollment at Colgate or will be dismissed.
2. Any student on academic warning who fails to earn at least a 2.00 GPA for a term will be subject to academic dismissal.
3. Any student who fails three or more full-credit courses during a term and/or who has a term or cumulative GPA of less than 1.33 will be subject to dismissal even if the student is not on academic warning.
4. A student readmitted after academic dismissal will be placed on warning for the term in which he or she returns.

Academic warning poses a special challenge for students. Students should view academic warning as an opportunity to correct academic deficiencies and to return to good standing. The university recognizes that, for a variety of reasons, a student may have a poor term academically and fall short of the standards listed above. During the term of warning, however, the university expects the student to make the maximum effort to improve his or her record. The following expectations and restrictions also apply:

1. The student must enroll in a normal course load. When a student is on warning, it is inappropriate to jeopardize chances of academic success by enrolling in a course overload or underload. However, after consulting with an administrative adviser to assess impact on grade point averages and course-completed requirements, a student on academic warning may withdraw from not more than one course.
2. A student on academic warning may not register for a course using the satisfactory/unsatisfactory (S/U) grading option.

A student placed on academic warning but permitted to remain at the university as an enrolled student shall be considered to be in good standing where questions of eli-

gibility for various non-Colgate financial aid programs are concerned (e.g., the New York State Tuition Assistance Program and other similar programs). Please see “Standards of Academic Progress for Eligibility for Federal Student Aid Funds” in Appendix A, Section II, for eligibility for federal programs.

A student dismissed from Colgate may petition the Committee on Standards and Academic Standing (CSAS) for re-admission after an absence of one year. During the year of absence, the student must be employed in a full-time job for at least six consecutive months or complete (with grades of B or better) two full-credit courses at an approved four-year college or university. A dismissed student must consult the Colgate registrar *in advance* for approval to take courses at another institution for subsequent transfer to Colgate. The registrar will not, however, certify a dismissed student as being in good academic standing for the purpose of taking courses elsewhere. It must be kept in mind that no more than six course credits may be transferred to Colgate from all other sources (i.e., pre-matriculation courses, Advanced Placement credit, and other non-Colgate courses). Specific re-admission procedures and deadlines are contained in the *Colgate Student Handbook*.

A student who is dismissed a second time for academic reasons is dismissed permanently.

## Academic and Other Leaves of Absence

Many Colgate students complete the bachelor’s degree by attending Colgate for eight consecutive semesters, but there are often compelling reasons for students to break this normal attendance pattern. These reasons fall into three categories: academic reasons, personal reasons, and medical reasons.

*Academic leaves* can enhance a Colgate student’s education in important ways, but to do so they must be carefully planned. Crucial advice is provided by a student’s academic major adviser (academic leaves are almost always taken after a student has declared a major) and the Office of Off-Campus Study/International Programs.

A student considering a course of study at another institution, including study-abroad on a non-Colgate program, must dis-

cuss the possibility of a revised attendance pattern with his or her faculty adviser. Since most academic leaves are requested by students considering study abroad, the academic leave application is distributed by and returned to the Office of Off-Campus Study. This office also has staff who can assist students in considering options for international programs, particularly by directing students toward programs that are compatible with Colgate’s liberal arts education. Since the university needs to balance enrollments across both semesters and so reserves the right to regulate the number of students who are granted fall or spring semester academic leaves, the Office of Off-Campus Study can also be very helpful in suggesting comparable programs in both spring and fall.

The application for an academic leave must be signed by the student’s academic major adviser, and the completed form must be filed with the Office of Off-Campus Study. Applications for 2010–2011 academic leaves will be accepted beginning Tuesday, January 19, 2010; and the deadline for applications will be Friday, February 19, 2010. Academic leave applications include a *statement of intent*, in which the student explains what he or she hopes to achieve over the term of studying at another institution and how the semester away from campus will further the education they are pursuing at Colgate. Students are also asked to include a plan for both fall and spring semesters, and indicate which of these terms is their first choice for the leave. Following the February 19 deadline, Colgate will assess the total number of applications and the fall-spring balance and will approve leaves for a student’s first- or second-choice semester.

Students approved for an academic leave will be charged an administrative fee of \$500 to defray costs incurred by Colgate for maintaining records and providing advising and other services to students while studying away from the university. (See “Leave of Absence Fees and Deposits” in Chapter III for details on deadlines for application and payment of fees.) Students who intend to apply non-Colgate credit from an academic leave of absence toward the Colgate degree must follow the procedures outlined under “Transfer Credit Policy and Procedures,” above.

Students may take courses at another institution during a summer term without requesting an academic leave of absence.

*Personal leaves* can be requested for one or more semesters. Students may request them to pursue an internship, to work, to volunteer to work in nonprofit organizations or political campaigns. While there is no firm deadline for requesting a personal leave, it must be projected before the beginning of classes in a given semester. Students approved for personal leaves pay a \$300 nonrefundable leave deposit. Provided that a student either returns for the scheduled semester or arranges an extension of the leave through his or her administrative adviser, the deposit will be applied to the student's account in the semester of return to Colgate. Note that no transfer credit can be given for courses taken while on a personal leave of absence.

If unapproved personal leaves are taken, students are withdrawn from Colgate and must apply for re-admission through the administrative adviser. In addition, students taking an unauthorized leave of absence must be aware that their eligibility for student aid is jeopardized, and that academic work taken elsewhere is not considered for transfer credit. *Any student who is uncertain about attending a future fall or spring term at Colgate is urged to discuss the matter with the administrative adviser prior to the deadline for requesting a leave.* (See "Residency Requirement" and "Transfer Credit Policy and Procedures" in this chapter.)

*Medical leaves* are arranged in consultation with a student's administrative adviser, who authorizes a student, if necessary, to withdraw from courses without academic penalty and monitors the procedures by which students are certified to resume academic work. The administrative adviser works with the student and his or her family or guardians to make arrangements to accommodate the individual situation.

For more detailed information regarding *medical and personal leaves of absence*, consult the *Colgate Student Handbook*.

## Degree Conferral

Colgate University confers degrees twice a year: at the May Commencement ceremony and on December 31. Degrees are conferred *only* upon students who have satisfied all requirements described in this catalogue, are certified by the university registrar as having completed all requirements, and have met all financial obligations to the university. Students should refer to the "Policy for Participating in the Commencement Ceremony" in the *Colgate Student Handbook*.

Seniors who do not meet all degree requirements by the May conferral date are not recognized as members of the graduating class. Their class year will be changed to reflect their continuing student status.

## Petitions for Exemptions

Exemptions from graduation requirements are granted only by the Petitions Committee. Exemptions are approved for compelling academic reasons, or when a true hardship exists for the student through no fault of his or her own *and* when no other solution can be found. A petition for exemption should be developed with written support from the student's faculty and administrative advisers.

The Petitions Committee exists to hear petitions concerning all graduation requirements, including residency, the Liberal Arts Core Curriculum and distribution requirements, the transfer credit limit, and the deadline for claiming pre-matriculation credit. The committee does not review routine administrative requests from students, nor does it hear appeals concerning routine administrative decisions.

## Changes to Academic Records

Academic records are sealed upon graduation, withdrawal, or permanent dismissal from Colgate University. No changes or additions to a student's undergraduate transcript will be permitted after this date. This includes majors and minors, crosslisted courses, additional transfer credits, or additional courses taken at Colgate following graduation.