

ACADEMIC POLICIES AND PROCEDURES

College Policies

Basic information on Claremont McKenna College's academic policies is provided in this Catalog. Additional details of CMC's policies and procedures are included in the *Statement of Academic Policy*. Information on expected academic standards, responsibility, and academic dishonesty is included in the *Statement of Academic Integrity*. All students and faculty receive copies of these publications every year. For further details on CMC policies, please consult these publications.

Student Responsibility

It is the responsibility of each CMC student to be aware of and to meet the catalog requirements for graduation, and to adhere to all other rules, regulations, and deadlines published in this catalog, the *Statement of Academic Policy*, the *Statement of Academic Integrity*, and the information provided to each student with (pre-)registration materials, including the schedule of courses.

Academic Integrity

Claremont McKenna College is an academic community where it is assumed that all individual members are committed to high ethical standards in meeting their responsibilities, and in their relationships with each other. Students are expected to behave as mature and responsible members of this community, and to follow ethical standards in their personal conduct and in their behavior towards other members of the community.

At the beginning of the academic year, all students are given information on academic dishonesty and all CMC students are expected to be familiar with the rules on plagiarism and other forms of academic dishonesty. Violation of these standards may result in suspension or dismissal from the College. Violations of the basic standards of academic integrity include but are not limited to: pla-

giarism (including improper or unethical use of internet material), cheating on tests, ignoring instructors' rules for courses or course assignments, giving or receiving assistance on examinations, and presenting assignments completed for one course as original work in another course.

The Academic Standards Committee

The Academic Standards Committee is the committee of the faculty responsible for the formulation and application of college policies relating to academic standards and academic integrity. The committee reviews students' petitions requesting exceptions to the college's academic policies; it is also the disciplinary body for alleged violations of academic integrity by students. Petitions to the Academic Standards Committee are submitted to the registrar.

Degree Requirements

CMC students must complete the following requirements to qualify for a Bachelor of Arts degree from Claremont McKenna College.

Courses

32 semester courses of academic work, together with the required work in physical education, are required for graduation. This means an average of four courses per semester for graduation in four years. A course at CMC is considered the equivalent of four semester hours or six quarter hours. Each class typically meets for 150 minutes per week, although the number of actual hours spent in class or in the laboratory varies according to the subject matter and the level of the course. Students are expected to spend about two to three hours of study for every hour in class.

General Education Requirements

Claremont McKenna College is a liberal arts college emphasizing public affairs and the preparation of students for life as informed human beings and citizens. Its educational program is designed to prepare young men and women for leadership roles in business, government, academia, and the professions. This education seeks to convey the breadth and depth of serious intellectual life, both in and beyond the disciplines students select as a major. The general education requirements provide opportunities for students to develop their writing, speaking, analytical, and interpretive skills, and to familiarize themselves with the important divisions of knowledge. Only the Academic Standards Committee can waive a general education requirement.

General education courses are offered both at the lower and upper division levels. Individual departments determine which courses meet the general education requirements in their fields. Normally general education requirements are completed at Claremont McKenna College. In some cases courses completed at other colleges may be applied toward CMC general education requirements by the appropriate department chairs.

As a rule, general education requirements in humanities and social sciences must be met by courses *outside* a student's major field(s). Students with off-campus, individualized, or interdisciplinary majors, except for Management-Engineering, (including Economics and Engineering), and Science and Management majors, must complete at least six general education requirements in the humanities and the social sciences.

Students entering the College as *freshmen* may not complete more than four general education requirements through summer school, Advanced Placement, or International Baccalaureate examinations, study abroad etc. *Transfer students* must consult the registrar if they wish to complete any general education requirements off-campus after enrolling at CMC.

Summary of General Education Requirements

• **Composition and Literary Analysis**

This one-semester requirement is met by completing *Literature 10. Composition and Literary Analysis*, and *must be taken during the first year*. Students are not excused from a course in English composition and literary analysis on the basis of special high school programs, or scores on Advanced Placement or other examinations.

• **Mathematics**

All CMC students must complete at least one course in mathematics (at the level of calculus or the equivalent). CMC mathematics courses meeting the College's general education requirement in mathematics are: *Mathematics 30. Calculus I, 31. Calculus II, 32. Calculus III, 32H. Honors Seminar in Calculus III* (by invitation only), and *50. Discrete Mathematics*. Several majors, including economics and science, require one or more calculus courses. Students not ready to take a calculus-level course may take a pre-calculus course for credit towards graduation but not for the general education requirement in mathematics.

All *new* students, except for students who have provided the registrar with official copies of AP test scores in calculus, take a *mathematics placement examination* prior to registration in the Fall. Through the placement exams students are placed in one of the courses listed above. Students who do not pass the first test and are not ready to take either Mathematics 30 or 50, will be advised to take a pre-calculus course, either in Claremont or off-campus.

The Department of Mathematics does grant placement and credit for Advanced Placement (AP) exams, but only students receiving a score 5 on the *Calculus BC* exam may use these scores for the general education requirement in mathematics. For further information, see "Credit and Placement for Advanced Placement (AP) and International Baccalaureate (IB) Exams."

Candidates for Phi Beta Kappa must complete Mathematics 30 or higher for eligibility.

• **Science**

Every student must take two courses in lab science. Students may fulfill this requirement either with a full year of introductory biology, chemistry, or physics, or with two natural science courses (one in biological and one in physical science). Alternatively, the requirement may be met by taking a semester of biology (with lab) together with a semester of either chemistry (with lab) or physics (with lab).

Advanced Placement (AP) credit in science or other formal college-level science instruction may be used as a substitute for one course of the science requirement.

Students must complete one science course (with lab) before the beginning of the junior year, and both courses before the beginning of the senior year.

• **Foreign Language**

This requirement is met by passing the third college semester of a foreign language. The requirement can also be completed by earning a score of 4 or 5 on an appropriate Advanced Placement (AP) examination, by a score of 6 or 7 on an appropriate International Baccalaureate (IB) examination (Higher Level only), or by achieving a score of 650 or higher on a College Board SAT II: Subject Test in a foreign language.

All *new* students, except for students who have provided the registrar with official copies of appropriate AP or SAT test scores, take a *language placement examination* designed by the Department of Modern Languages prior to registration in the Fall. Students who through this examination are placed in the fourth semester (or higher) of a foreign language will have completed the foreign language requirement. These students are encouraged, but not required, to continue their language study. The placement exam is only given to new students prior to enrollment at CMC. Other students who wish to complete the language requirement through examination may do so through the equivalent of a challenge exami-

nation (see “Challenge Examinations” below).

Candidates for Phi Beta Kappa must complete the fourth college semester (or higher) of a foreign language for eligibility.

• **Civilization**

All CMC students are required to take the foundational course *Civilization 10. Questions of Civilization*. This course must be completed at CMC during the first or second semester in residence at the college.

• **Social Sciences**

For the general education requirement in the social sciences, students must complete at least one course in three of the following fields: *economics, government, history, and psychology*. Students majoring in one or more of these fields must complete an appropriate course in each of the four fields. For dual or double majors in the social sciences, one of the courses meeting the general education requirements may also be used for a major requirement.

• **Humanities**

For the general education requirement in the humanities, all students must complete a course in two of the following four fields: *foreign literature, literature, philosophy, and religious studies*, for a total of at least two courses. Students majoring in one or more of these fields must complete courses in three of the four fields. The foreign literature requirement may be completed by the fourth semester of a European language or an upper-division course (fifth semester for Korean, and sixth semester for Japanese or Chinese) in an Asian language. It may *not* be completed through a literature in translation course or through a competency test.

• **Senior Thesis**

To graduate from CMC, all students, except those in dual or joint degree or early graduate school entrance programs, must complete a Senior Thesis. A Senior Thesis is a major research paper or creative project of substantial length for which one or two

semester courses of credit may be awarded. See "Senior Thesis" in "Courses of Study and Programs Offered at CMC" for further information.

• **Physical Education**

The College requires all students to complete three semesters of physical education. Two seasons of CMS intercollegiate athletic team participation will also fulfill the physical education requirement. All students are expected to complete this requirement during their freshman and sophomore years, except for those excused by the Chair of the Department of Physical Education for medical reasons or because of prior military service. For further information, see "Physical Education" in "Courses of Study and Programs Offered at CMC."

Major Requirements

All CMC students must complete a major. The requirements for CMC majors are listed under "Courses of Study and Programs Offered at CMC." About 40% of the students at Claremont McKenna College complete a dual or double major. For further information on majors, see "Majors and Sequences" below.

Fluency in Information Technology

The CMC Fluency in Information Technology Program (FITness) works with the faculty to integrate technology into their courses where appropriate and to assist student learning of technology skills and concepts. Now entering its second year at the college, the FITness Program has been approved as a formal component of the curriculum at CMC. Taking an "Across the Curriculum" approach, the FITness Program provides CMC students with the discipline-specific skills they will need to succeed in leadership roles after graduation.

Electives

Courses taken in addition to major and general education requirements are counted as electives toward graduation. Students are encouraged to select elective courses from the

wide range of subjects offered at The Claremont Colleges. Interested students may take more than the 32 courses required for the degree.

Grades and Grade Points

CMC students must earn a final cumulative grade point average of at least "C" (6.00), based on all grades received in courses taken while enrolled at CMC during the regular academic year. Students must also earn a "C" average (6.00) in the senior year, and a "C" average (6.00) in all courses in the major(s). An explanation of the grading system is included in "Grades and Credits" below.

Residence Requirement

Students must spend at least two years, including the senior year, and successfully complete at least 16 courses while in residence at Claremont McKenna College. "In residence" is defined as being registered as a full-time student (at least three full courses) at CMC or in one of its sanctioned programs.

Meeting Degree Requirements

Students must satisfy the general education and major requirements required in the year they enter the College. If requirements are changed in subsequent years, students may choose to satisfy either the requirements that were in effect when they entered the college or all of those in effect after the change. An exception to this rule concerns students who are not registered at the College for three or more years. These students must satisfy the requirements in existence when they reenter the College.

General education requirements, with the exception of the senior thesis, should be completed by the end of the sophomore year.

It is the responsibility of students to ensure they complete all requirements for graduation and students are strongly encouraged to review their general education requirements with their faculty advisor prior to pre-regis-

tration. After officially declaring a major, students must review major requirements with the appropriate department chair or advisor on a regular basis. The registrar issues one notice to each student about their progress towards completion of general education requirements, usually two semesters before anticipated graduation.

Courses taken off-campus may be used to meet general education or major requirements when students have received written approval of the chair of the appropriate department in advance. Students are responsible for obtaining such approval and for giving a copy to the registrar prior to completion of the course.

Majors and Sequences

CMC students may select to complete single, dual, or double majors for their degree. It is also possible for students to devise their own major (“individualized major”), or to select a major not offered at CMC but part of the curriculum at one of the other Claremont Colleges (“off-campus major”). Students may not complete a dual and a double major. In addition to a regular major, students may take a sequence of (five) courses in an area of study not offered as a major at CMC.

Students should select a major no later than the second semester of their sophomore year. Sophomore students who have officially declared a major will be assigned by the Dean of the Faculty’s Office or the appropriate department chair to a faculty advisor in the area of their major. Dual majors, double majors, and sequences may be added at a later time.

No changes in majors or sequences can be made after the tenth day of classes of a student’s last semester at the College (usually at the end of January of the senior year) without permission of the Academic Standards Committee.

Types of Majors

• *Single Majors*

Students with a single major must fulfill all

requirements of a particular major field as outlined in the appropriate section of this catalog and earn at least a “C” (6.00) average in that major field.

• *Double Majors*

Students who elect a double major must complete all requirements for each major field and earn at least a “C” (6.00) average in each major field. No double counting of courses is allowed. If two fields of a double major require the same course, students must complete a substitute course for one of the majors. For the “C” in the major, students with a double major must earn at least a “C” (6.00) average in *each field* of the major.

• *Dual Majors*

Dual majors allow students the opportunity to combine two fields of study without being required to complete all requirements for two full majors. A dual major coherently combines courses from two fields in which conventional majors are offered. Dual majors require approval of the chairs of the departments or programs involved. Some fields of study at CMC, including Film Studies and Legal Studies can only be completed as part of a dual major. These dual majors require completion of at least eight courses in the other field of the major.

Dual majors are different from a major and a minor because students do not have to complete all requirements for either field. Department chairs usually waive completion of one or two elective courses for students with a dual major but, depending upon the combination of fields, other course requirements may be waived. A dual major requires at least 14 courses, but may require many more because only *up to two courses may be waived from each field*. Students must complete *at least six courses in each field*. For the “C” in the major, students with a dual major must earn at least a “C” (6.00) average in the *combined parts* of the major.

For requirements for *honors in the major* for students with *dual majors*, please refer to “Honors in the Major.”

• **Individualized Majors**

Students may develop their own major, choosing courses in two or more fields in a coherent way, with the approval of three CMC faculty members from at least two fields. This option is intended to provide students with academic interests that cannot be met by existing CMC majors with the opportunity to pursue their interests. The combination of fields should be distinctive and include an appropriate distribution of introductory and advanced courses in the different fields. The option is not intended to replace or reduce requirements for existing interdisciplinary or dual majors.

The minimum number of courses required for an individualized major is ten courses. More courses may be required to ensure quality exploration of the combined fields. Students interested in an individualized major must submit the proposed major, including a complete list of courses together with some alternate courses, and its rationale for approval to the Curriculum Committee via the dean of the faculty at least 90 days prior to the completion of 24 courses (normally before *February 15 of the junior year*). All proposals for individualized majors must be presented for review to the registrar prior to submission to the dean of the faculty. CMC does not grant honors in the major for individualized majors.

• **Off-campus Majors**

Students wishing to major in a field not offered at CMC, but offered at one of the other colleges in Claremont, must consult with their CMC advisor and a department member at the other college and, under their direction, fulfill the requirements for a major at that college. At least a “C” (6.00) average is required in the major. If an off-campus major includes a senior thesis as a major requirement, CMC students must complete a substitute course since the senior thesis at CMC is a general education requirement and may not be counted as a course for the major.

Dual majors including an off-campus major

are not feasible if the other college cannot make appropriate arrangements. CMC does not grant honors in the major for off-campus majors. For a listing of off-campus fields, see “Additional Courses of Study and Programs at The Claremont Colleges.

Sequences

The option of a sequence offers CMC students the opportunity to take courses in an approved area of study where CMC does not offer a major, in addition to a regular major or majors. Sequences consist of a series of courses related to a subject, and selected from different disciplines offered at CMC. A notation indicating completion of one sequence is listed on a student’s final transcript after graduation. CMC offers sequences in *Asian American Studies*, *Computer Science*, *Ethics*, *Leadership*, and *Gender Studies*. Students can only complete one sequence for inclusion on the transcript.

Completion of Major and Sequence Requirements

One course may not be counted toward more than one major requirement. It is possible to double count a course for a major and a sequence, or for a sequence and a general education requirement, but not for both.

Registration Information

Course Load

The College usually limits the number of courses students may carry to four and one-half, in addition to any physical education classes or other non-credit courses. Students who have earned a “B” (9.00) average or better in the preceding semester may petition to register for more than four and one-half academic courses.

The minimum full-time academic program is three courses. Students who wish to carry less than three courses must petition the Academic Standards Committee for permission to attend the College on a part-time basis.

Pre-registration and Registration for Courses

Pre-registration for courses scheduled for the following semester is conducted late in each semester on specified days and times based upon the class standing for each student. Students must consult their assigned faculty advisor prior to pre-registration, and obtain their approval for the selected courses. All registered students are expected to participate in pre-registration. The College may prevent students from pre-registering for the following semester if they have failed to meet financial or other obligations. It is presumed that students who fail to pre-register and who are not expected to graduate or who have not been accepted for participation in study abroad or exchange programs, are withdrawing from the College at the end of the semester.

During the first ten days of the semester, CMC students may add or drop courses without permission of the instructor unless the course is closed or requires written permission. All requests to change courses must be made in person at the Office of the CMC Registrar. Before making any changes students are urged to seek advice from their faculty advisor. Registration is not complete until appropriate registration forms have been completed and students have paid (or made arrangements to pay for) tuition and other fees. Students are enrolled only in those courses for which they are formally registered. Deadlines for adding and dropping courses are listed on the academic calendar.

Only under unusual circumstances will petitions for *late registration* be approved. Such petitions, with supporting documentation, must be turned in to the Office of the Registrar for submission to the Academic Standards Committee.

After the tenth day of the semester, but before the final date to withdraw, students may drop courses without a grade penalty after obtaining the signature of the instructor on the appropriate form and turning the form in to the Office of the Registrar. Requests for permission to drop a course after the with-

drawal deadline will only be approved by the ASC under unusual circumstances. See *Statement of Academic Policy* for further information.

Enrollment in Courses Offered by Other Claremont Colleges

Academic interchange among the undergraduate colleges and between an undergraduate college and The Claremont Graduate University provide opportunities for curricular enrichment and active membership in the wider community of The Claremont Colleges. Registration for courses that are part of joint or cooperative CMC programs is not considered cross-registration for CMC students. A list of cooperative programs is included with CMC pre-registration materials.

CMC students register on their own campus for courses open to them at the other Claremont Colleges, subject to the following conditions:

- Freshmen or sophomores may register for one course per semester outside their college of residence.
- Juniors or seniors may register for one-half of their total program in any one semester outside their college of residence.

Independent Study

Qualified students may design their own course in an area of study not covered in the regular curriculum as an independent study project. Students interested in this option must prepare a full statement of their intended program of study, including a bibliography and an outline of the research or study planned.

Independent studies must be approved and supervised by a faculty reader, who must meet with the students on a regular basis and supervise the work. Registration procedures and deadlines for independent study are identical to those of regular courses. Independent studies may be for a full or for one-half credit. Only students with a GPA of "B" (9.00) or higher during the previous semester may peti-

tion for an independent study. Independent studies are taken for a letter grade unless the supervising faculty reader requires otherwise.

Independent studies will only be approved if there is a valid academic reason for the student to take an independent study. Juniors and seniors may not take more than one independent study per semester unless the Academic Standards Committee grants them permission to do so based on the existence of compelling academic reasons. Freshmen and sophomores will not be allowed to take an independent study unless the Academic Standards Committee grants them permission to do so based on the existence of compelling academic reasons.

Individual faculty members ought not to oversee (and untenured faculty may not oversee) more than a total of five independent studies and senior theses per semester. An exception will be made for faculty members who conduct an independent study taken by several students at the same time. Such an independent study will be counted as one independent study.

Repeated Courses

As a rule, students may only repeat a course if they receive a grade of "F" the first time. In that case, both grades will be listed on the transcript. Students who repeat a course for which they already received credit, or who take a course which is a prerequisite of a course previously completed, will not receive credit for the second course. The colleges do offer some courses that may be repeated for credit without penalty.

Challenge Examinations

Students who wish to challenge a course may do so through a challenge examination. Interested students must discuss the challenge examination application procedure with the registrar prior to the tenth day of the semester. Challenge examinations are taken on a CR/NC basis only and a student must earn at least a "C" (6.00) to receive credit. Failures will be recorded on the transcript, and students may not challenge a given course more

than once. The fee for a challenge examination is \$50 per course, payable at the time of registration.

Challenged courses may not be used to meet general education or major requirements and are not counted toward the residence requirement. However, students who wish to complete the foreign language requirement through a language competency examination may take a test similar to a challenge examination for the appropriate foreign language course to complete this general education requirement. There is no fee or credit for this test.

Class Standing/Academic Classification

Academic classification or academic class standing for CMC students is determined as follows: students who have successfully completed seven courses or received the equivalent of seven CMC credits are classified as sophomores; 15 courses as juniors; 23 courses as seniors. Students who have completed fewer than seven courses have freshman standing.

Athletic Eligibility

To meet the eligibility requirements established by the College and the National Collegiate Athletic Association (NCAA), students who intend to participate in intercollegiate athletics must be enrolled in a minimum full-time program of study, maintain good academic standing, and sustain satisfactory progress toward a degree. All CMC students enrolled in three or more courses (twelve semester units) meet these requirements. To participate in a team sport students must officially register for the appropriate non-credit physical education course.

Right to Refuse Registration

The College reserves the right to refuse registration to any students for unsatisfactory scholarship and/or other reasons as determined by the Academic Standards Committee.

Grades and Credit

Final Grades

Final grades are determined by the instructor in each course, and may be based on class recitation, class participation, written work, midterms, and final examinations.

Grade Point Average

A student's CMC cumulative grade point average (GPA) is computed by dividing the sum of the grade points earned by the number of courses attempted (with grade points). Grade points are only assigned to courses taken by students while enrolled at Claremont McKenna College during the regular academic year. There are some exceptions for courses completed at The Claremont Colleges during the summer.

Grading System

The College uses the twelve point grading system under which grade points for full courses are assigned as follows:

A 12 points	B- 8 points	D+ 4 points
A- 11 points	C+ 7 points	D 3 points
B+ 10 points	C 6 points	D- 2 points
B 9 points	C- 5 points	F 0 points

For one-half credit courses with a grade, grade points are adjusted in accordance with the credit granted for the course.

In addition to the numerical grades, CMC uses the grades listed below. These grades carry no grade points and are therefore not included in the calculation of the grade point average. For further information on these grading options, see the *Statement of Academic Policy*.

• **CR/NC. Credit-No Credit**

This option is limited to one course per semester, with a maximum of four courses per student. Courses taken on a CR/NC basis cannot be used to meet a general education requirement and cannot be applied towards a major or sequence. Courses completed with

credit are counted toward the total number required for graduation.

Courses taken on a credit-no credit basis are graded as follows:

- **CR** for earned grades of "C" or better
- **NC** for earned grades of "C-" or below

The CR/NC option is also used for challenge examinations and internships (except for the full credit semester internships offered by the Government Department during the academic year).

• **I. Incomplete Grade**

Students may petition the Academic Standards Committee for a grade of "I" (incomplete). Incomplete grades are temporary grades, and will only be awarded by the ASC when illness or other extenuating circumstances beyond a student's control prevent the completion of required work by the due date at the end of the semester.

Petitions for Incomplete grades are appropriate when students have actively participated in a course during the semester but due to illness or other circumstances beyond their control, are not able to complete assignments or exams at the end of the semester. Incomplete petitions are not appropriate for students who have missed a substantial number of classes or assignments, or who have completed all major requirements in a given course.

Petitions for incompletes should be submitted before the last day of classes. In cases of serious illness or emergency, the ASC may consider a petition filed after the end of the semester.

Incomplete grades are only awarded after approval of students' petitions by the Academic Standards Committee, and are not given simply for failure to complete work on time nor as a means of permitting students to raise grades by doing additional work or retaking exams after the end of the semester.

Incomplete grades will be removed and replaced with appropriate grades if all work is completed by the last day of registration (tenth day) of the subsequent semester, unless the Academic Standards Committee has set another deadline. If no grade is received by

the Registrar's Office by the due date, an incomplete grade is changed to an "F."

- ***W. (Late Withdrawal) Grade***

The grade "W" is recorded when a student's petition to withdraw from a course after the last day to withdraw from a course without penalty has been granted by the Academic Standards Committee (ASC).

The ASC may grant requests for late withdrawal if it determines that circumstances beyond a student's control prevent completion of the course. Petitions for late withdrawals should be submitted before the last day of classes. In cases of serious illness or emergency, the ASC may consider a petition filed after the end of the semester.

A grade of "F" is recorded for other courses dropped after the withdrawal deadline without approval from the Academic Standards Committee.

- ***PA/FA. Pass-Fail Grades***

These grades are assigned to non-credit physical education courses.

- ***P. Course in Progress Grade***

This grade is assigned at the end of the first semester for a two-semester course. No grade or credit will be assigned until the second semester is completed. The same grade will be entered for both semesters after the second semester. Courses which are graded with a grade of "P" (in progress) at the end of the first semester are specified in the catalog.

CMC students doing a two-semester senior thesis may select this option for thesis at the beginning of the first semester.

- ***NGS. No Grade Submitted***

This is a temporary symbol assigned when the course instructor fails to submit grades to the Registrar's Office by the deadline at the end of the semester. Once the instructor appropriately submits grades, the final grade replaces the NGS. No credit or grade points are awarded until the final grades are recorded. This symbol cannot be used for graduating seniors in May or for incomplete grades

not made up by the student.

Grade Changes

Grades may be changed only to correct errors on the part of the instructor. No grade recorded for a student at Claremont McKenna College or for a course taken at Claremont McKenna College shall be changed after a period of one year dating from the end of the semester in which the course was taken. A faculty request to change a grade that affects any decision made by the Academic Standards Committee must be approved by that Committee.

Grade Disputes

The instructor is the person best qualified to determine the quality of work in a course and is responsible for submitting the final grade at the end of the semester. However, if a student believes that a grade does not fairly reflect the quality of the work completed, the student may request a review of the work through a grade dispute. A grade dispute involving a course at one of the other Claremont Colleges is handled by the procedures of the college sponsoring the course unless the student is charged with academic dishonesty.

For information on the grade dispute procedure, see the Statement of Academic Policy.

Low Grades

In order to provide an early indication of students' performance in a course, instructors are encouraged to submit low grade notices to the registrar at the midpoint of the semester. Low grade notices are normally given to students whose cumulative work in a course is at a level of "C-" (5.00) or below. Instructors are not required to submit low grade notices and in some courses students may not have submitted enough work by the middle of the semester for meaningful evaluation.

Students receiving low grade notices are expected to consult with their academic advisors and the course instructor(s) concerning any problems related to their marginal performance.

Transcripts

All academic work for which a student registers at Claremont McKenna College becomes a part of the student's official academic record and is recorded on a College transcript. However, CMC does not record courses from which students withdraw by the regular deadline for withdrawal.

Students may request copies of their transcript from the registrar. Requests for transcripts must be made in writing by the persons requesting their transcripts. The signature on the request must be an original signature. There is no fee for transcripts.

The Registrar's Office will only issue transcripts when obligations to the College have been paid in full or satisfactory arrangements have been made. Transcripts for currently enrolled students are not issued during the grading period at the end of the semester. For details and deadlines, contact the Registrar's Office.

Probation, Suspension, and Dismissal

Academic Probation

Students who earn a semester grade point average or a cumulative grade point average of less than "C" (6.00) are placed on academic probation for their subsequent semester at the College. Students may also be placed on academic probation for other kinds of unsatisfactory academic performance as determined by the Academic Standards Committee.

Students are expected to remove themselves from probation after at most two consecutive semesters. Failure to do so may result in academic suspension. Students can remove themselves from academic probation by taking a full course load (equivalent of four full CMC courses) with letter grades and earning a semester GPA and a cumulative GPA of "C" (6.00) or better.

Suspension for Poor Scholarship

A CMC student may be suspended for poor scholarship for any of the following reasons:

- The student's grade point average for the preceding semester was lower than "D" (3.00); or
- The student has been on academic probation for two successive semesters, and would be placed on probation for the subsequent semester; or
- The student fails two or more courses in one semester.

Suspensions are normally for a period of one year. During this time, students are not eligible to register for classes at CMC. The Academic Standards Committee normally requires suspended students to attend another academic institution during their absence, and to meet certain academic requirements before they are eligible to return to CMC.

Transcripts of suspended students carry a notation of the action of the Academic Standards Committee. This notation is removed from the transcript upon readmission and return to the College.

Dismissal for Poor Scholarship

Students who have been suspended for poor scholarship on a prior occasion and are faced with a second suspension for poor scholarship will be dismissed for poor scholarship. This action is recorded permanently on the students' transcripts.

Suspension for Academic Dishonesty

Cheating on examinations, plagiarism (including improper or unethical use of internet material), or any other violations of academic integrity usually result in suspension from the College for academic dishonesty. Suspensions for academic dishonesty are for a specific period of time, and such suspended students are not eligible to register for classes at CMC. In addition, academic work completed at other institutions during the period of suspension is not transferable to CMC.

Students suspended for academic dishonesty may petition the Academic Standards Committee for readmission to the College after the term of suspension has expired. Transcripts of suspended students carry a

notation of the action of the Academic Standards Committee. This notation is removed from the transcript upon readmission and return to the College.

Dismissal for Academic Dishonesty

Students may be dismissed from the College for reasons of academic dishonesty. This action is recorded permanently on their transcripts. Students found to have committed academic dishonesty twice will be dismissed from the College. Students may be dismissed on a first offense in particularly egregious cases.

Disciplinary Suspension and Dismissal

Information on disciplinary suspension or dismissal may be requested from the Dean of Students Office.

Withdrawal, Leave of Absence, and Readmission

Withdrawal from the College

Students may voluntarily withdraw from the College by completing the withdrawal procedure form available at the Dean of Students Office. Students who do so before July 1 for the fall semester and December 1 for the spring semester are entitled to a refund of their security deposit (after appropriate charges have been deducted). For information on refunds, see "Expenses, Financial Aid, Scholarships and Other Financial Information."

Transcripts of students who withdraw from the College during the semester but before the last day to withdraw from courses without penalty, will list no course enrollments for that semester. Transcripts of students who withdraw after the last day to withdraw from classes, will list grades of "W" (late withdrawal), if the students' petitions for late withdrawal have been approved by the Academic Standards Committee.

Leave of Absence

Regularly enrolled students in good standing may petition the Academic Standards Committee for a leave of absence for any legitimate reason. However, the primary reason for the leave cannot be to attend another college or university. Petitions must include the reasons for the request as well as the exact semester the student wishes to return to the College. A leave of absence may not be for longer than three years. Leaves of absence must be requested prior to the semester they are in effect.

Readmission

Students who wish to return to CMC after an absence of three years or less should send requests for readmission to the registrar for presentation to the Academic Standards Committee. Requests must be in writing and include a brief statement describing why the students left the College and why they wish to return. Requests must be received in the Registrar's Office by March 15 for readmission in September and by October 15 for readmission in January. Outstanding financial obligations to the College must be paid in full prior to return to the College.

Students who withdrew voluntarily while in good standing and who maintained a satisfactory record during their absence from the College, will receive favorable consideration for readmission. Students who withdrew while having an unsatisfactory record, normally will be considered for readmission after an absence of at least one year. Records earned by such students during their absence from the College will weigh heavily in the readmission decision.

Students wishing to return to CMC more than three years after they left the College for any reason, including suspension, must submit their requests for readmission to the Admission Office. The Admission Office will consider these requests together with requests for transfer. See "Admission to Claremont McKenna College" for details.

Other Academic Regulations

Class Attendance

Students are expected to attend regularly all classes in which they are enrolled. Instructors have the privilege of establishing regulations regarding attendance in their classes.

Completion of Work

To be counted as work completed in a course, and calculated in the final grade, all papers, reports, etc., must be turned in to the instructor by the last day of classes and before the scheduled day of the final examination.

Examinations and Written Reports

Examinations are given at the discretion of the instructor with or without previous announcement. It is the students' responsibility to be present at all examinations and to submit reports as scheduled, unless excused by the instructor in advance. During the semester, examinations can only be made up with the permission of the instructor.

No tests or examinations may be scheduled during the last week of classes, except for graduating seniors in May.

Final Examinations

Students should expect a final examination in all courses. Final examination schedules are published prior to pre-registration; scheduled times for final examinations cannot be changed by the instructor. *Only the dean of the faculty may change final examination times.*

Seniors expected to graduate in May cannot take the regularly scheduled finals during the spring semester prior to graduation; instructors may require these students to take final examinations prior to the due date for senior grades. Such final examinations are given at the discretion of the instructor, and may vary from the regular final scheduled for the course. *Non-graduating seniors must take the regular final exams.*

Auditing

Regularly enrolled full-time students at Claremont McKenna College and their spouses

may, with the permission of the instructor, audit CMC courses without fee. Others pay \$100 per course. No academic record is kept of audited courses. Courses with special fees, including PE courses, may not be audited.

Alumni Auditing

Alumni may audit CMC courses designated by academic departments. Further information is available from the Dean of the Faculty's Office.

Time Schedule for Classes

The Claremont Colleges have agreed upon a common class schedule, and most classes will be held during these hours. The schedule is as follows:

MWF 8:00-8:50	MW 12:00-1:10	TTh 8:10-9:25
MWF 9:00-9:50	MW 1:15-2:30	TTh 9:35-10:50
MWF 10:00-10:50	MW 2:45-4:00	TTh 12:00-1:10
MWF 11:00-11:50		TTh 1:15-2:30
		TTh 2:45-4:00

Evenings: 7:00-9:50 pm, one day per week

Transfer Credit

Transfer Credit Policies

For purposes of calculation of transfer credit, one course at CMC is considered the equivalent of four semester units or six quarter units. Department/Program chairs determine which non-CMC courses may be used to meet a general education or major requirement. A course must be the equivalent of at least three semester units or four quarter units to meet a general education or major requirement.

To be considered for transfer credit, courses must be comparable to courses offered by The Claremont Colleges during the regular academic year. Courses in which students earn grades below "C" (including "C-") will not be considered for transfer credit.

To earn college credit, students must attend regular courses with degree-seeking college students and the courses must be taught by college faculty members on a college campus. No credit will be given for college courses taught at high schools for high school students and other non-degree candidates, or for open-door col-

lege courses at community centers.

To be eligible for transfer credit, courses must be taken at accredited academic institutions. Grade points earned at other academic institutions will not be calculated into the CMC grade point average, with the possible exception of courses taken by CMC students in the summer at one of The Claremont Colleges.

CMC students who wish to receive transfer credit for courses to be taken at other academic institutions must discuss this with the registrar prior to enrolling in a course to ensure transferability of credit. Students must provide written descriptions, and, if appropriate, official English translations, of all courses to be considered for transfer credit.

Students entering CMC as *freshmen* may not complete more than four general education requirements through summer school, study abroad, Advanced Placement (AP) or International Baccalaureate (IB), or other college-level work prior to entrance. *Transfer students* who wish to transfer in further credit to CMC must consult the registrar.

Students will only receive credit for study abroad during the regular academic year if they have been approved for study abroad by the appropriate CMC officials and committees.

Veterans/Military Credit

Upon receipt of official documentation of honorable separation from the service CMC will grant one course credit for enlisted service of at least two years and three credits for officer status. These credits are not granted in addition to credit for courses in military science.

Summer School

• *Credit Policies*

Students wishing to receive transfer credit from CMC for summer school courses must obtain prior approval from the Registrar's Office to assure that the work can be granted credit toward graduation. For courses in their major(s), or for general education requirements, students must obtain written approval from the appropriate department chairs. Summer school courses must be taken for a letter grade, with grade points.

Courses taken at *two-year institutions* will not

be considered for transfer credit once a student has junior standing (more than 14.5 courses completed). In effect, only freshmen can take courses at two-year colleges during the summer. The minimum requirement for transferability of courses from junior or community colleges is transferability to the University of California (not just the California State University system) or comparable out-of-state academic institutions.

• *Summer School at The Claremont Colleges*

CMC students taking summer courses at one of the undergraduate Claremont Colleges as part of an established summer program may request to have the courses counted as cross-registration (grades and grade points earned will be calculated in the CMC grade point average). Eligible summer courses are listed in the Fall Undergraduate Schedule of Courses, which registered students receive in April. Such requests will be reviewed and approved by the CMC registrar in consultation with the appropriate department chairs. Requests must be made before the end of the spring semester and before enrollment in the courses. Only summer courses similar to courses offered during the regular academic year are eligible for cross-registration credit. Any other courses offered in the summer in Claremont or through The Claremont Colleges, including Claremont Graduate University courses, are subject to the same approval process and transfer credit policies as other summer school courses.

• *The Language Institute at Pitzer College*

The Language Institute at Pitzer College offers intensive beginning and intermediate courses in Spanish during the summer. Each eight-week session covers an academic year of instruction, and students may earn up to 2.5 credits. These summer courses are articulated with Claremont's academic year courses and may be applied toward graduation requirements. CMC students may use the second year session for the general education requirement in Spanish language; CMC students cannot meet the Spanish literature requirement

through Language Institute coursework. The courses are cross-listed for registration, and CMC students may request in advance to have the grades calculated into their CMC grade point average. CMC students must discuss their plans with the CMC registrar before registration to ensure eligibility for credit. For information, call (909) 621-8104, or visit the website www.pitzer.edu/thelanguageinstitute.

• **Summer Independent Study**

Under unusual circumstances, CMC students may register for a summer independent study with a CMC faculty member. Petitions are subject to the College's requirements for independent study and must be submitted to the registrar by June 1. Petitions that do not meet the requirements for independent study must be approved by the dean of the faculty, who may waive restrictions or limitations for compelling academic reasons. The charge for summer independent study is identical to the charge during the upcoming academic year. Grades earned are included in the CMC GPA.

• **Summer Study Abroad**

Students may receive credit for summer study abroad if the program and courses have been approved in advance through the CMC Registrar's Office. As a rule, summer study abroad at programs approved by the Off-Campus Study Committee for study abroad during the academic year will receive favorable consideration. No credit will be granted for summer study on programs reviewed but not approved by the Committee, or for programs deemed too short in duration.

Students interested in summer study abroad must submit detailed information on the program to the registrar in a timely manner. In many cases, the registrar cannot guarantee transfer of credit in advance, and the final determination will be made, in consultation with faculty members, by the registrar or the Academic Standards Committee after the student returns.

Transfer credit for summer study abroad is never guaranteed, even for programs offered by accredited American academic institutions, and approval by

department chairs or faculty does not guarantee credit for summer study abroad.

Credit and Placement for Advanced Placement (AP) and International Baccalaureate (IB) Exams

At CMC, credit and/or placement of AP/IB examinations is evaluated on a subject-by-subject basis by the appropriate departments and is subject to final approval by the faculty. In some fields, students will receive credit for AP scores of 4 or 5, and IB (higher level exams only) scores of 6 or 7. In other fields, students will receive placement for AP scores of 3, or IB scores of 5. The maximum amount of credit students may receive for AP or IB examinations is the equivalent of four CMC courses.

Students cannot receive credit for more than one course or examination covering the same subject matter and students lose credit for an AP course if they repeat the same or a lower-level course. CMC does not grant credit for exams in fields not offered at the College.

If CMC grants "credit," students receive an elective course credit towards graduation. In these cases students may or may not also receive a waiver of a general education or major requirement. If CMC grants "placement," students are placed in a higher level course, and may or may not receive credit for a lower level course. If the placement involves a general education requirement or major requirement, the higher level course may be used as a substitute for the lower course and thus meet the requirement; it does not involve a waiver of a requirement. Finally, if CMC grants a "waiver," students do not have to complete a required course; however, they do not receive credit for the waived course.

Official copies of AP/IB transcripts or reports must be received by the CMC registrar no later than the first semester of the junior year to be considered for credit or waiver.

• **Advanced Placement**

The following credit and placement policies apply for students entering in the Fall of 2003. Exams meeting a general education requirement are indicated with "GE."

FIELD	SCORE	CREDIT	OTHER COMMENTS
Biology	4, 5	Yes	GE; see note 1
Calculus AB	4, 5		Placement in Math 31
		Retroactive:	Credit for Math 30 if grade in 31 is "B+" or better in the freshman year (30, 31=GE)
Calculus BC	5	Math 30	GE; Placement in Math 32;
		Retroactive:	credit for Math 31 if grade in 32 is "B+" or better in the freshman year
	4		Placement in Math 32;
		Retroactive:	credit for Math 31 if grade in 32 is "B+" or better in the freshman year (31, 32=GE)
Chemistry	4, 5	Yes	GE; see note 1
Computer Science A	5	CSCI 50	elective credit
Computer Science AB	4, 5	CSCI 50	elective credit
French Lang or Lit	4, 5	French 33	GE; placement in French 44
German Language	4, 5	Germ 33	GE; placement in German 44
History, U.S.	4, 5	Yes	elective credit; see note 4
	3	No	see note 4
History, European	4, 5	Yes	elective credit; see note 4
	3	No	see note 4
History, World	4, 5	Yes	elective credit; see note 4
	3	No	see note 4
Latin, Vergil	4, 5	Classics 100	GE
Latin, Cat-Horace	4, 5	Classics 100	GE
Psychology	5	Psyc 30	GE
Physics, B and/or	4, 5	Yes (elective)	GE; see note 1
Physics C: Mech and/or	4, 5	Yes (elective)	GE; see note 1
Physics C: E&M	4, 5	Yes (elective)	GE; see note 1
Spanish Lang	4, 5	Spanish 33	GE; placement in Spanish 44
Spanish Lit	4, 5	Spanish 33	GE; placement in Spanish 44

Notes:

1. In *Science*, CMC will waive one of the two general education requirements if students receive one or more scores of 4 or 5. Placement in upper level courses is only done through examination by the Science Department. Students only receive one credit for *Physics* exams.
2. In *Economics*, CMC does not grant credit for AP scores. Students who receive a 5 on both micro and macro may take Economics 101 or 102 for the GE requirement.
3. In *Government*, in unusual cases, the Department is willing to interview students with AP scores of 4 or 5, and make recommendations regarding placement in courses higher than Government 20. The higher course in American Government may be used to meet the general education requirement.
4. In *History* (U.S., World, or European), students receiving a 4 or 5 will receive elective credit towards graduation. Students with scores of 3, 4, or 5 may meet the general education requirement with any history course at Claremont McKenna College. No more than two exams may be recorded for credit.

Awards, and Prizes

Dean's List

Dean's List honors are awarded at the end of each academic year to CMC students with grade point averages in the top 15 percent of all degree-seeking students enrolled at CMC for that academic year. To be eligible for the Dean's List, students must complete four full courses for four letter grades during each semester they are enrolled at CMC. Students whose grades include a "F," "I," or "NC," on June 15th of the academic year are not eligible for Dean's List.

Phi Beta Kappa

A chapter of Phi Beta Kappa, Tau of California, a national honor society honoring academic excellence primarily for undergraduates, is chartered at CMC. The chapter annually nominates and elects qualified students (and a small number of alumni) to membership.

Students must have completed the *fourth* college semester of one *foreign language* and CMC's *Mathematics 30. Calculus I*, or the equivalent, before they are eligible for nomination. Normally the chapter will elect no more than *ten percent* of a graduating class.

When considering candidates for membership, the chapter weighs both the quality of work completed in the major, as well as the number, variety, and balance of liberal arts courses taken outside the major. For further information, contact Professor Pitney.

Other Honor Societies

For information on other academic honor societies, see the departmental listings in "Courses of Study and Programs Offered at CMC."

Academic Honors at Graduation

• *Latin Honors*

Degrees with distinction, cum laude, magna cum laude, or summa cum laude, are awarded in recognition of an excellent academic record, based on the student's cumulative grade point average, in work done while

enrolled at CMC during the regular academic year. Latin honors may be awarded to up to 30 percent of the graduating class; cum laude honors may be granted to 22 percent of the graduates, magna cum laude to six percent, and summa cum laude to two percent. The dean of faculty will make appropriate recommendations to the faculty.

• *Valedictorian*

The graduate with the highest cumulative grade point average at the time the faculty approves nominees for May graduation is elected as the valedictorian of the class. To be named valedictorian a student must have taken at least 24 courses while enrolled at Claremont McKenna College, not counting CR/NC courses.

• *Honors in the Major*

Students may be recommended for graduation with honors in the major on the basis of requirements set by each department or advisory group for the major, providing they have maintained a minimum grade point average of "B+" (10.00) in all courses in the area of their major.

Students with a *dual major* are eligible for honors if they meet all requirements for honors in *both areas of their major*, except for the number of courses required for full majors. They may also be eligible for honors in *one area of the major* if they have completed *all requirements*, including the required number of courses, for a full major.

CMC does not grant honors in the major to students with off-campus majors or individualized majors. Students with intercollegiate majors are in most cases not eligible for honors in the major. For further information, check appropriate catalog listings for each major.

• *Departmental Awards*

Every year, departments have the option to nominate students for awards. Departmental recognition for best overall performance and for the best senior thesis is bestowed at the annual awards and honors banquet in May.

Other Student Awards

Other special awards recognizing students who have demonstrated unusual excellence in some areas of special interest include:

The *William H. Alamsbab Award* for student leadership is given each year to a senior who has shown extraordinary leadership in student government and has contributed most to the spirit of student self-government.

The *Alumni Association Outstanding Athlete Award for Men and Women* goes to a man and a woman who have demonstrated outstanding athletic ability, perseverance, and competitive spirit, as recognized by both teammates and opponents.

The *Alumni Association Citizenship Award* goes to the student who, without the honor of Executive Council or Student Senate office, has made the most outstanding contribution to the development of student body spirit through leadership in extracurricular activities.

The *Arthur R. Adams Fellowship in International and Strategic Studies* is made possible through the generous support of Arthur R. Adams, the late former board member of the Keck Center. The recipient is required to conduct research under the supervision of, or in collaboration with, a CMC faculty member, and to spend about 80 hours on the project each semester.

The *H. N. and Frances C. Berger Prizes for Outstanding Seniors* are awarded each year on the basis of leadership, integrity, academic standing, and other activities. Nominees are chosen by the student body officers and the dean of students.

The *William Dickinson Athletic Award* is given to the student athlete who has been the greatest positive force on campus by virtue of his or her sportsmanship and conduct.

The *Ralph E. Hawes Prize for Excellence in Strategic Studies* is given each year to a student who shows exceptional scholarship in the area of strategic studies.

The *Solita-Anna Hawes Outstanding Internship Award* is given each year to the student who shows outstanding promise in the field of strategic study through work at the Keck Institute.

The *Philip Roland Prize for Excellence in Public Affairs* is given to a student whose participation in public affairs has been exemplary, and who has connected political science with political practice.

The *John R. Snortum Award for Distinguished Character* is given to an outstanding psychology student who demonstrates the potential to make a significant contribution to society.

Faculty Awards

Three faculty awards are given at the annual awards banquet.

The *Roy P. Crocker Award for Merit* is given to a professor selected by the faculty for outstanding service to the College.

The *Glenn R. Huntoon Award for Superior Teaching* is given to the faculty member voted by the student body as the most effective teacher.

The *G. David Huntoon Senior Teaching Award* is given annually to a full professor selected by a Huntoon Senior Committee.