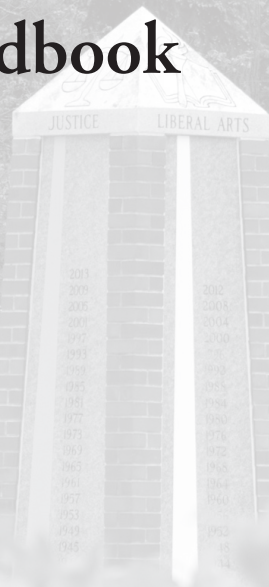


Academic Handbook

2017–2018



Est. 1888

UNIVERSITY of
**PUGET
SOUND**



Academic Handbook

2017–2018

Contents

| | | | |
|--|----|---|----|
| Foreword | 3 | Credit Hour Policy | 12 |
| Academic Policies | 3 | Eligibility for Student Athletics | 13 |
| Academic Advising | 3 | Grade Information and Policy | 13 |
| Advisors | | Access to Grades | |
| Change of Advisor | | Midterm Grading System | |
| Declaring a Major | | System of Permanent Grades | |
| Declaring a Minor | | Dean's List | |
| Academic Integrity | 4 | Temporary Grades | |
| Introduction | | Grades to Parents or Guardians | |
| Violations | | Pass/Fail Grading Option | |
| Response to Violations | | Audit | |
| Hearing Board Procedures | | Courses Not Available for Audit | |
| Academic Load | 6 | Withdrawal Grades | |
| Credit | | Medical Withdrawal Policy | |
| Full-time Enrollment | | Emergency Administrative Withdrawal Policy | |
| Half-time Enrollment | | Incomplete Grade | |
| Less Than Half-time Enrollment | | Extension of an Incomplete | |
| Overload | | In-Progress Grade | |
| Summer Session | | Change of a Permanent Grade | |
| Study Abroad | | Disputed Grades | |
| Academic Re-evaluation Policy | 7 | Establishing a Claim for a Disputed Grade | |
| Academic Standing | 8 | Assignment of Grades by a Person Other Than the Instructor | |
| New Undergraduate Students | | Graduate Programs and Degrees | 19 |
| Academic Probation | | Graduate Admission and Degree Candidacy | |
| Academic Dismissal | | Acceptance to Degree Candidacy | |
| Continuing Undergraduate Students | | Graduate Degree Requirements | |
| Academic Warning | | Graduate Registration/Course Loads | |
| Academic Suspension | | Academic Standing | |
| Academic Probation | | Graduation Information and Requirements . 20 | |
| Academic Dismissal | | Bulletin Jurisdiction ("Six-year Rule") | |
| Academic Expulsion | | "Old" Courses | |
| Bereavement Policy | 10 | Degree Progress Evaluation | |
| Student Bereavement Policy | | Degree Requirements | |
| Procedure | | Major | |
| Classification of Students | 11 | Multiple Majors | |
| Undergraduate | | Minor | |
| Graduate | | Completion of Majors or Minors After Graduation | |
| Non-matriculant | | Second Baccalaureate Degree | |
| Contingent | | Simultaneous Baccalaureate Degrees | |
| Course Numbering | 11 | Participation in Commencement Ceremonies | |
| Course Requirements | 11 | Honors | |
| Assignments | | Honor Code | 23 |
| Reading Period | | | |
| Final Examinations | | | |

| | | | |
|---|----|--|----|
| Independent Study Policy | 24 | Registration and Attendance/Participation | |
| Purpose | | Non-attendance | |
| Eligibility | | Disruptive Class Behavior | |
| Contracts | | Late Registration | |
| Internship and Co-operative Education | | Liability Release | |
| Programs | 25 | Change of Registration | |
| Internship Program | | Cancellation of Registration | |
| Eligibility | | Activity Credit Limit | |
| Requirements | | Reregistration for the Same Course (Repeating a Course) | |
| Job Description | | Regression Rule | |
| Grading | | Redundancy Rule | |
| Designation | | Tuition and Fee Payment | |
| Credit | | Concurrent Enrollment in Another Institution | |
| Co-operative Education Program | | Withdrawal from a Course/Withdrawal From the University | |
| Eligibility | | Religious Observances | 37 |
| Requirements | | Student Accessibility and Accommodation . | 37 |
| Job Description | | Study Abroad | 38 |
| Grading | | General Eligibility Requirements | |
| Designation | | Application | |
| Credit | | Selection Criteria | |
| International Students | 27 | Transfer Students | |
| International Student Regulations (F-1 Visa) | | Study Abroad Finances | |
| Leave of Absence Policy | 28 | Fall and Spring Programs | |
| Petitions for Exceptions to University | | Federal and State Financial Aid | |
| Policies | 28 | Puget Sound Scholarships and Grants | |
| Procedure | | Determining Financial Need | |
| Non-petitionable Rules | | Summer Study Abroad Programs | |
| Basis for Exceptions | | Study Abroad Transfer Credit | |
| Core Requirement Petition | | Extending Study Abroad | |
| Foreign Language Graduation Requirement Petition | | Study Abroad Withdrawal and Cancellation | |
| Foreign Language Substitution Preapproved Options | | Pre-departure Orientation | |
| Readmission/Reinstatement Petitions | | Student Housing While Studying Abroad | |
| Records Policy | 31 | Student Code of Conduct Abroad | |
| Annual Notification to Students of Rights Under The Family Educational Rights and Privacy Act (FERPA) | | Adding a Program to the Approved Program List | |
| Public Notice Designating Directory Information | | Residence Credit and Study Abroad | |
| Transcript Request | | Transfer Information | 42 |
| Registration for Courses of Instruction | 33 | Transfer Credit Evaluation Policy | |
| Registration Dates | | Credit Limits | |
| Preregistration | | Grade Point Calculation | |
| Wait-listing Classes | | Concurrent Enrollment | |
| Gateway Policy | | Institutional Accreditation and Transfer Credit | |
| | | Transfer Rights and Responsibilities | |
| | | Transfer Verification Form | |
| | | Veterans Education Benefits Information | 46 |

Honor Code

I am a member of the community of the University of Puget Sound, which is dedicated to developing its members' academic abilities and personal integrity. I accept the responsibilities of my membership in this community and acknowledge that the purpose of this community demands that I conduct myself in accordance with Puget Sound's policies of Academic and Student Integrity. As a student at the University of Puget Sound, I hereby pledge to conduct myself responsibly and honorably in my academic activities, to be fair, civil, and honest with all members of the Puget Sound community, and to respect their safety, rights, privileges, and property.

Foreword

The University of Puget Sound Academic Handbook 2017–2018 contains the academic policy sections of the online Logger. All members of the university community are responsible for adhering to the policies herein as well as to the policies published in the University of Puget Sound Bulletin 2017–2018.

Suggestions for improving this handbook are welcome and should be made to University Registrar Michael Pastore. Additional copies of the handbook may be obtained in the Office of the Registrar (Jones Hall, Room 013; 253.879.3217).

Academic Policies

It is the responsibility of the student to comply with the academic and administrative regulations and procedures relating to his or her course of study at the university as contained in this printed handbook and in the online Logger at pugetsound.edu/student-life/student-handbook.

Although the university intends to be fair in the application of its rules, a student may petition the Academic Standards Committee for the waiver of a university regulation provided the student can demonstrate extraordinary conditions and a reasonable alternative. Such a petition may be granted if, in the judgment of the committee, the waiver is justified and in the student's best educational interest. Some requirements are not petitionable as listed in the section titled "Petitions for Exceptions to University Policies."

The university reserves the right to change the fees, rules, and calendar regulating admission and registration; to change regulations concerning instruction and graduation from the university and its various divisions; to withdraw courses; and to change any other regulation affecting the student body. Changes go into effect whenever the proper authorities so determine and apply not only to prospective students, but also to those who, at that time, are enrolled at the university.

Because the university is subject to changes, information in this publication is not to be regarded as creating a binding contract between the student and the university.

The university reserves the authority to deny admission, to dismiss a student when formal action is taken by the Academic Standards Committee or a Hearing Board, to discontinue the enrollment of any student when personal actions are detrimental to the university community, and to discontinue enrollment of a student in violation of the Student Integrity Code (see the Student Handbook at pugetsound.edu/student-life/personal-safety/student-handbook/).

Academic Advising

Advisors

A degree-seeking undergraduate student is expected to have an academic advisor. If an advisor is needed, one will be assigned by the Office of Academic Advising (Howarth Hall, Room 114; 253.879.3250). An advisor must remove fall and spring registration holds for undergraduates. Although no registration holds are placed for summer registration, consultation with the advisor is recommended.

In the event of the temporary unavailability of the assigned advisor, the student should first consult with the department chair. If the chair is not available, the student should consult with the Director of Academic Advising. It is then the student's responsibility to inform the assigned advisor of the action.

Change of Advisor

To secure a new advisor, the student should complete a Change of Advisor/Major form in the Office of Academic Advising.

Declaring a Major

A student who has 12 or more units is expected to declare a major. To declare a major, a student may complete a Change of Advisor/Major form in the Office of Academic Advising.

When a student selects a major, the student must choose (or have already been assigned) an advisor from the major department or program. A student may have more than one advisor, as in the case of double majors, but only the student's primary advisor may release the registration hold in preparation for registration.

A student also has the option of selecting a secondary advisor to assist in planning for a minor, a special program, or for other academic matters.

Declaring a Minor

An academic minor may be declared in the Office of Academic Advising. A student pursuing a minor is advised to consult with a faculty member in the minor area to assist with appropriate course selection and the student has the option of selecting a secondary advisor for assistance.

Academic Integrity

Introduction

The University of Puget Sound is a community of faculty, students, and staff engaged in the exchange of ideas contributing to intellectual growth and development. Essential to the mission of the academic community is a shared commitment to scholarly values, intellectual integrity, and respect for the ideas and work of others. At Puget Sound, we share an assumption of academic integrity at all levels. Violations of academic integrity are a serious matter because they threaten the atmosphere of trust, fairness, and respect essential to learning and the dissemination of knowledge. In situations involving suspected violations of academic integrity, procedures and sanctions established for the Hearing Board (see below) shall be followed. Students are expected to be aware of and to abide by the university's Academic Integrity Policy. Additionally, faculty members are urged to review course policies regarding academic integrity with their classes.

Violations of Academic Integrity

Violations of academic integrity can take many forms, including but not limited to the following categories:

- Plagiarism, which is appropriating and representing as one's own someone else's words, ideas, research, images, music, video, or computer programs. This includes using papers or parts of papers that are purchased or that are written without compensation for a student by someone else. Copying or using material from public sources without proper citation, including material from the Internet, is also plagiarism even if the material appears authorless.
- Misrepresenting one's own work, which includes claiming to have submitted work that was not submitted; submitting the same paper or computer program, or parts thereof, for credit in more than one course without the prior permission of the instructors for all of the courses; and misrepresenting one's attendance in class or at events required of students enrolled in a course (e.g., viewing films, attending concerts, or visiting museums).
- Unauthorized collaboration with other students on coursework, which includes working together on projects designed to be independent work; copying another student's work; and seeking or providing inappropriate oral or written assistance that would give the recipient an advantage over other students in an exam, quiz, or other course exercise.
- Cheating on examinations, which includes the unauthorized use of notes, books, electronic devices, or verbal or non-verbal communication to receive or to give answers; and giving or receiving help from another person on a take-home exam.
- Violation of honesty in research, which includes falsifying or inventing sources, data, results or evidence; hiding, destroying, or refusing to return sources in order to prevent others from using them; and marking, cutting, or defacing library materials.
- Violation of copyright laws - see Print and Copy Services' handbook for a summary of copyright guidelines.
- Forgery, falsification, or misappropriation of information or documents, including signatures, documentation of an illness or emergency, and codes used for advising, registration, or identification.
- Misuse of academic computing accounts and facilities.

Response to Violations of Academic Integrity

1. If a faculty member has reason to suspect a violation of academic integrity, the following actions are taken:
 - A. The faculty member may consult with the department chair, program director, or the Registrar regarding his or her suspicion of a violation. The faculty member may also consult with a library liaison for assistance.
 - B. The faculty member notifies the student that she or he suspects a violation of academic integrity and that an appropriate response will be made.

- C. The faculty member meets with the student as a part of the process of determining if a violation of academic integrity has occurred. This meeting may at the faculty member's discretion include the department chair or program director. If the student is not available on campus because the semester has ended or for other reasons, the meeting can happen by phone, mail, or email. If the student is unreachable, then the faculty member determines responsibility based on the available evidence.
 - D. If the faculty member determines that a violation of academic integrity has occurred, he or she is required to submit to the Registrar an Academic Integrity Incident Report (available from the Office of the Registrar), including reasonable documentation of the violation. The report should also indicate penalties the instructor intends to impose and whether or not the instructor recommends further sanctions through the Hearing Board process. Because other processes and subsequent decisions that affect student enrollment may be connected to receipt of a faculty member's report, faculty should make every effort to complete and send the report to the Registrar immediately. The faculty member must provide a copy of the form to the student. The Registrar will then inform the faculty member whether this is the student's first offense. Because other processes and subsequent decisions that affect student enrollment may be connected to receipt of a faculty member's report, faculty should make every effort to complete and send the report to the Registrar immediately.
 - E. If there has been no prior reported violation of academic integrity, the penalties imposed by the faculty member conclude the case unless either the student appeals the faculty member's decision or the faculty member asks for a Hearing Board. If either the student or faculty member asks for a Hearing Board, the Dean of the University (or a designee) will meet with both parties to seek an appropriate resolution. The Dean may also consult with the chair or director of the department or school involved. If no resolution is possible, a Hearing Board will be convened.
2. When step 1D is reached and if a previous violation of academic integrity has been reported to the Office of the Registrar, the following actions are taken:
 - A. The Registrar notifies the faculty member that at least one previous violation has been reported.
 - B. The Registrar refers the matter to an Associate Academic Dean with a recommendation that a Hearing Board be convened to consider the case and to apply appropriate sanctions (see the next section). All Academic Integrity Incident Reports pertaining to the student are forwarded to the Hearing Board and the faculty member may be consulted by the Board. Depending on the gravity of the offense, the Board may impose any of the sanctions described in Step 4 of the Hearing Board procedures listed below.
 3. Academic Integrity Incident Report forms are retained in a confidential file maintained by the Registrar to provide a record of violations of academic integrity for a Hearing Board should a student be the subject of more than one report. Academic Integrity Incident Reports are disposed of following a student's graduation or four years following a student's last enrollment provided the student in question has no more than one incident report or a Hearing Board does not direct otherwise. A student who is the subject of more than one incident report may have those reports included with the student's permanent academic file as part of a Hearing Board decision regarding that student.
 4. Contents of an Academic Integrity Incident Report and subsequent Hearing Board actions are revealed only with the written consent of the student, unless otherwise permitted or required by the Family Educational Rights and Privacy Act.
 5. No entry is made on the student's academic transcript of a violation of academic integrity unless so directed by a Hearing Board.
 6. If a staff member has reason to suspect a violation of academic integrity, the following actions will be taken:
 - A. If the incident took place outside the context of a course, the staff member will report his or her concern in writing to an Associate Academic Dean not otherwise involved with the appeals or hearing board process. In this context, the Associate Academic Dean will follow procedures outlined above for the faculty member in responding to the allegations. If the Associate Dean suspects that a violation of academic integrity has or may have occurred, he or she will submit to the Registrar an Academic Integrity Incident Report and will request that a Hearing Board be convened to investigate and possibly impose sanctions if appropriate.
 - B. If the incident took place in the context of a course, the staff member will report his or her concern in writing to both the instructor of the course and to an Associate Academic Dean not otherwise involved with the appeals or hearing board process. The instructor of the course and

the Associate Academic Dean will consult on how to proceed with the allegation. If the instructor elects to pursue the allegation, he or she will follow the procedure outlined in points 1–5. If the instructor does not elect to pursue the matter further because he or she did not witness or discover the incident, then the Associate Academic Dean may substitute for the faculty member in responding to the allegation. If the Associate Dean suspects that a violation of academic integrity has or may have occurred, he or she will submit to the Registrar an Academic Integrity Incident Report and will request that a Hearing Board be convened to investigate and possibly impose sanctions if appropriate.

Hearing Board Procedures in Matters of Academic Integrity

The Hearing Board functions as a fact-finding group so that it may determine an appropriate resolution to the charge of a violation of academic integrity. Its hearings are informal, and the parties directly involved are expected to participate. To make knowingly false statements or to otherwise act with malicious intent within the provisions of Hearing Board procedures shall constitute grounds for further charges of violations of academic integrity.

1. If an integrity incident has been referred to the Hearing Board, a Hearing Board is convened to review the case.
2. The Hearing Board consists of the Dean of the University (chair) and the Dean of Students or their designees, two faculty members selected by the chair of the Academic Standards Committee, and two students selected by the chair of the Academic Standards Committee in consultation with the president of the Associated Students. The parties directly involved may have one other person present who is not an attorney. The chair designates a secretary, responsible for recording the salient issues before the Board and the actions of the Board.
3. The parties involved are asked to submit written statements and any written statements submitted are circulated by the chair to the members of the Hearing Board. All parties have the right to appear before the Board, and may be asked to appear before the Board, but the hearing may proceed regardless of failure to appear. The Board reviews written statements submitted by the parties and any such other relevant material which the chair of the Board deems necessary. In hearings involving charges of plagiarism, the Hearing Board may make a judgment that plagiarism has occurred on grounds other than a comparison of the student's work with the original material. Internal stylistic evidence, comparison of the work that is suspect with other written work by the same student, or the student's inability to answer questions about what he or she has written may each support a judgment of plagiarism. When all presentations are complete, the Board, in executive session, reaches its resolution of the problem.
4. The Hearing Board may find the allegations not to be factual, or the Hearing Board may impose sanctions. Sanctions include, but are not limited to, warning, reprimand, grade penalty, removal from the course or major, disqualification from receiving university honors, probation, dismissal, suspension, and/or expulsion. The conclusion is presented in writing to the parties directly involved and to such other persons as need to know the results of the hearing. If some action is to be taken, the chair of the Board is responsible for requesting that the action be performed and in ensuring that such action is taken. Upon completion of the hearing, the chair maintains a file of relevant material for a period of at least two years.
5. The decision of the Hearing Board is final.

Academic Load

These definitions are for university use. Some programs, to include financial aid programs, may be subject to external regulations using other definitions.

Credit

Courses offered under the early semester calendar at the university are computed in units of credit. A unit is equivalent to four semester credits or six quarter credits.

Full-time Enrollment (Units per Term)

1. A student enrolled for at least 3.00 units of coursework per semester.
2. An undergraduate student enrolled in a 1.00-unit co-operative education course during a semester; or an undergraduate student enrolled in a .50-unit co-operative education course plus at least 1.00 additional unit.

3. An Occupational Therapy student registered in a Fieldwork Experience is full-time for the duration of the semester; or a Physical Therapy student registered in a Clinical Internship is full-time for the duration of the semester.

Half-time Enrollment

1. An undergraduate student enrolled in 2.00 or more units, but less than 3.00 units per semester.
2. An undergraduate student enrolled in a .50-unit co-operative education course or enrolled in a .25-unit co-operative education course plus 1.00 additional unit.
3. A graduate student enrolled in at least 1.50, but less than 3.00, units per semester.

Less Than Half-time Enrollment

1. An undergraduate student enrolled in less than 2.00 units per semester.
2. A graduate student enrolled in less than 1.50 units per semester.

Overload

The normal undergraduate course load is 4.00 to 4.25 academic units per semester. Academic coursework above 4.25 academic units is an overload which may incur an additional tuition charge and, due to the potential for academic performance to suffer with the increased load, is subject to approval by the student's academic advisor.

A student registered for up to 4.25 academic units may supplement that schedule with up to .50 activity units without incurring an overload.

Summer Session

Students may not register for more than 2.00 academic units in a single summer session. The load definitions above for regular semesters also apply to summer when units are totaled across sessions. In addition, for each six-week session a student is full-time if registered for 2.00 units, three-quarter-time if registered for 1.50 units, half-time if registered for 1.00 unit, and quarter-time if registered for .50 unit.

Study Abroad

Students participating in a Puget Sound study abroad program for either a semester or an academic year must be enrolled full time. (See the section titled "Study Abroad" for a list of Puget Sound programs.)

Students participating in a Puget Sound study abroad program during the summer session will be enrolled full-time, if arrangements have been made to be registered for 2.00 or more units; half-time, if arrangements have been made to be registered for between 1.00 and 2.00 units; and less than half-time, if arrangements have been made to be registered for less than 1.00 unit.

Academic Re-evaluation Policy

Academic Re-evaluation is initiated by the Office of Admission in order to permit the admission or readmission of a student who normally would not be admitted to the University of Puget Sound. The policy is applied to the non-traditional student who, due to an earlier unsuccessful attempt at college, has a cumulative GPA below 2.00, has been out of school for at least five years, and has indicated the readiness and potential to successfully resume an academic program. Upon recommendation of the Office of Admission and concurrence by the student involved, a petition may be submitted to the Academic Standards Committee for admission under the Academic Re-evaluation Policy. The Academic Standards Committee will determine if admission is warranted. If there is an affirmative decision, the Academic Standards Committee will drop from consideration in the grade point average and the academic standing all courses with grades lower than C (2.00), to include P (pass) grades, contained in the student's previous academic program. Students should be aware that there will be a loss of credit for all courses dropped from consideration in the GPA.

Students entering the university under this policy will be accepted as regular matriculants and assigned to an advisor. Students whose petitions are approved will have the conditions of admission outlined in a letter from the Office of Admission, copies of which will be sent to the Office of Academic Advising and to the advisor. The Office of Academic Advising monitors these students for the first semester and consults with the Academic Standards Committee if problems arise.

Academic Standing

A 2.00 minimum cumulative grade point average for undergraduates and graduates, or a 3.00 minimum cumulative grade point average for graduate degree candidates, is required to maintain “good academic standing.” The Academic Standards Committee reviews the record of each student not meeting the minimum standards. Non-matriculated students are subject to the same policies.

Academic sanctions are determined based on a student’s grade point average and total quality points. Each letter grade is assigned a point value as described in the section titled “Grade Information and Policy.” Quality points are the product of the value of the grade multiplied by the unit value of the course. Because most of the university’s graded courses are 1.00 unit, the quality points and grade points for most academic courses are the same. For example, a C grade is worth 2.00 grade points and, when assigned to a 1.00-unit course, generates 2.00 quality points. However, a C grade assigned to a .50-unit course generates 1.00 quality point. In terms of grade point average, a student taking 4.00 graded units needs a total of 8.00 quality points in order to have grade point average of 2.00.

New Undergraduate Students

New students entering Puget Sound with freshman, transfer, or non-matriculated status who earn a grade point average below 2.00 for their first semester at Puget Sound will be placed on Academic Probation or will receive Academic Dismissal as described below:

Academic Probation

If the grade point average for a new student is between 1.00 and 1.99, then the student is placed on Academic Probation.

Academic Dismissal

If the grade point average for a new student is below 1.00, then the student is dismissed for one semester. The student may petition the Academic Standards Committee for readmission at the end of the dismissal period provided the student can present a reasonable plan for academic improvement. The student also has the option to petition for immediate readmission and the Committee expects such a student to present a compelling argument and a compelling plan for academic improvement. The guidelines for submitting a readmission petition are provided to a student upon notification of dismissal.

Continuing Undergraduate Students

After new freshman, transfer, or non-matriculated students complete their first semester of attendance, they are categorized as continuing students in terms of this policy on academic standing. Continuing undergraduate students are subject to the sanctions of Academic Warning, Academic Suspension, Academic Probation, or Academic Dismissal as described below.

Academic Warning

A student whose cumulative grade point average is 2.00 or higher but whose term average is below 2.00 may receive an academic warning letter. Academic warning is not recorded on the student’s academic transcript.

Example: Consider a hypothetical student who finishes three semesters with a cumulative GPA of 2.33. Because the cumulative GPA is above 2.00, the student is technically in good academic standing. But in the third semester the student earns three C grades and one D grade, yielding a total of 7.00 quality points ($2.00 + 2.00 + 2.00 + 1.00 = 7.00$). The student’s semester GPA is 1.75, the quotient of 7.00 quality points divided by 4.00 graded units. Because the student needed to earn 8.00 quality points in order to have a semester GPA of 2.00, the student’s GPA is deficient by 1.00 quality point and the student is subject to an Academic Warning from the Academic Standards Committee.

When placed on academic warning, a student is expected to develop a plan for academic improvement with the student’s academic advisor. Compliance with this plan will be considered by the Academic Standards Committee in deciding whether to continue a student who is placed on academic warning for a second term (and is therefore eligible for suspension).

Academic Suspension

A student subject to academic warning for two consecutive terms may be suspended by the Academic Standards Committee for the next term. If the cumulative grade point average for a student who is

subject to suspension drops below 2.00, then that student is also subject to the provisions outlined under "Academic Probation." The student may petition the Academic Standards Committee for reinstatement at the end of the suspension period provided the student can present a reasonable plan for academic improvement. The student also has the option to petition for immediate reinstatement and the Committee expects such a student to present a compelling argument and a compelling plan for academic improvement. The guidelines for submitting a reinstatement petition are provided to a student upon notification of suspension. Academic suspension is not recorded on the student's academic transcript.

Example: Consider again the hypothetical student who received an academic warning letter following the third semester. At the end of the fourth semester, the student has a cumulative GPA of 2.16, so that the student is still in good academic standing. However, the fourth semester grades were: B, C, C-, and D. The student has earned 767 more quality points ($(3.00 + 2.00 + 1.67 + 1.00) = 767$) so the student's semester GPA is 1.92, the quotient of 767 quality points divided by 4.00 graded units. Because the student needed to earn 8.00 quality points to have a 2.00 term GPA, the student's GPA is deficient by .33 quality points ($8.00 - 767$). Because the student's term GPA is below 2.00 for a second consecutive semester, the student may be academically suspended for one semester.

Academic Probation

A student whose cumulative grade point average is below 2.00 for the first term by any number of quality points is placed on academic probation. A student whose cumulative grade point average is below 2.00 by less than one quality point in subsequent consecutive terms is continued on academic probation. *Example: Consider another hypothetical student who begins the sophomore year in good standing with a GPA of 2.13, being the grade point average obtained by dividing 1701 quality points by the 8.00 graded units the student took the freshman year. The 1701 quality points come from these grades the student earned the freshman year:*

| <u>Grade</u> | <u>Graded Units</u> | <u>Quality Points</u> |
|--------------|---------------------|-----------------------|
| B | 1.00 | 3.00 |
| B- | 1.00 | 2.67 |
| C+ | 1.00 | 2.33 |
| C | 1.00 | 2.00 |
| C | 1.00 | 2.00 |
| C- | 1.00 | 1.67 |
| C- | 1.00 | 1.67 |
| C- | 1.00 | 1.67 |
| Total | 8.00 | 17.01 |

The student's cumulative grade point average is 2.13: the quotient of 1701 quality points divided by 8.00 graded units.

In the first semester of the sophomore year, the student takes 4.00 units and receives the following grades: C, C-, D, and F. These grades yield another 4.67 quality points ($2.00 + 1.67 + 1.00 + 0.00$) so the student has a total of $17.01 + 4.67 = 21.68$ quality points. The cumulative grade point average is 1.81, the quotient of 21.68 quality points divided by 12.00 graded units. Because the student's cumulative grade point average is below 2.00, the student is placed on academic probation.

When placed on academic probation, a student is expected to develop a plan for academic improvement with the student's academic advisor. Compliance with this plan will be considered by the Academic Standards Committee in deciding whether to continue the student who remains on probation for a second term.

Academic Dismissal

A student whose cumulative grade point average remains below 2.00 by 1.00 or more quality points the second consecutive term may be dismissed from the university by the Academic Standards Committee.

1. If the quality point deficiency is from 1.00 to 2.99, the student is dismissed for one semester. The student may petition the Academic Standards Committee for readmission at the end of the dismissal period provided the student can present a reasonable plan for academic improvement. The student also has the option to petition for immediate readmission and the Committee expects such a student

to present a compelling argument and a compelling plan for academic improvement. The guidelines for submitting a readmission petition are provided to a student upon notification of dismissal.

2. If the quality point deficiency is 3.00 or more, the student is dismissed for one year. The student may petition the Academic Standards Committee for readmission at the end of the dismissal period provided the student can present a reasonable plan for academic improvement. The student also has the option to petition for early readmission after only one semester away and the Committee expects such a student to present a compelling argument and a compelling plan for academic improvement. The guidelines for submitting a readmission petition are provided to a student upon notification of dismissal.

Example: Assume that this hypothetical student who went on academic probation with a cumulative grade point average of 1.81 earns the following four grades during the second semester of the sophomore year: C, C-, D, and D. The student earned an additional 5.67 quality points ($2.00 + 1.67 + 1.00 + 1.00 = 5.67$) so, when added to the 21.68 quality points from the previous three semesters, the student has a total of 27.35 quality points. Dividing the 27.35 quality points by the total of 16.00 graded units earned as a freshman and sophomore yields a cumulative grade point average of 1.71.

The student's cumulative grade point average is below 2.00 for a second consecutive semester and the student is academically dismissed. Whether the student is dismissed for one semester or one year depends on how many quality points the student's cumulative grade point average is deficient. In order to have a 2.00 grade point average a student with 16.00 graded units would need 32.00 quality points ($16.00 \times 2.00 = 32.00$) and this student has only 27.35 quality points. The student's grade point average is therefore deficient by 4.65 quality points ($32.00 - 27.35$), and the student is dismissed for one year.

As the examples illustrate, quality points, in addition to the grade point average, are a useful measure of a student's academic difficulty. Therefore, a student who needs to compensate for a deficiency of quality points may do so either by earning new grades of at least C+ or by repeating, for higher grades, courses with low grades.

Academic Expulsion

A new or continuing student may be dismissed and precluded from ever returning to the university. Expulsion is the most severe sanction available to a Hearing Board or to the Academic Standards Committee, and may be levied, for example, in response to a severe case of academic dishonesty.

Bereavement Policy

Student Bereavement Policy

The University of Puget Sound recognizes that a time of bereavement can be difficult for a student. Therefore, the university provides a Student Bereavement Policy for students facing the loss of a family member.

Students are normally eligible for, and faculty members are expected to grant, three consecutive weekdays of excused absences, without penalty, for the death of a family member, including parent, grandparent, sibling, or persons living in the same household. Should the student feel that additional days are necessary, the student must request additional bereavement leave from the Dean of Students or the Dean's designee. In the event of the death of another family member or friend not explicitly included within this policy, a bereaved student may petition for grief absence through the Dean of Students office for approval.

Procedure

To request bereavement leave, a student must notify the Dean of Students office by email, phone, or in person about the death of the family member. When bereavement leave is approved, the Dean of Students office will notify the student and the Office of Academic Advising. In turn, Academic Advising will notify the student's instructors and advisor of the dates of the excused absences for bereavement leave. When the student returns from leave, the student must submit to the Dean of Students office an obituary notice, a funeral or memorial program, or other documentation regarding the death of a family member.

While this policy excuses a student from class attendance, the student remains responsible for missed academic work. Therefore, the student is to seek the advice of each instructor to consider the options and to establish a plan to compensate for coursework missed during bereavement leave. For more information, please contact the Dean of Students office.

Classification of Students

Class standings are defined as follows:

Undergraduate Student: A student who is a matriculated candidate for a baccalaureate degree and is classified as:

Freshman: A student with fewer than 7.00 units earned toward a degree.

Sophomore: A student with at least 7.00 but fewer than 15.00 units earned toward a degree.

Junior: A student with at least 15.00 but fewer than 23.00 units earned toward a degree.

Senior: A student with at least 23.00 units earned toward a degree.

Graduate: A student with at least a baccalaureate degree, enrolled in courses to complete another baccalaureate degree, to complete pre-requisites for graduate or professional school, or to accumulate additional credit.

Graduate Degree Candidate: A student who is admitted with graduate standing and is granted candidacy by the Director of Graduate Study for a master's or doctoral degree.

Non-matriculant: A student who is not a candidate for a degree, including someone who is only auditing courses. A non-matriculant must complete a Non-Matriculant Registration Agreement, which may be obtained from the Office of the Registrar, prior to enrollment. No more than 3.00 units taken as a non-matriculant will apply toward an undergraduate degree.

Contingent: A temporary status describing a student who has applied for admission into a degree program and whose application is incomplete or subject to a condition.

Course Numbering

The university course numbering system gives an indication of the expectations for the level at which the course is taught.

Courses numbered at the 100 level are introductory and open to freshmen. Normally, 100-level courses do not have prerequisites.

Courses numbered at the 200 level are generally designed for sophomores. Courses at the 200 level may be taken by any student and normally do not have prerequisites.

Courses numbered at the 300 level are normally taken in the junior and senior years and, even though prerequisites may not be stated explicitly, such courses may expect special proficiency or maturity in the discipline. The need for proficiency varies by department.

Courses numbered at the 400 level are senior-level. In most cases there is the expectation of previous experience in the discipline and junior or senior class standing.

Courses numbered at the 500 level are either In-Service Education courses or are Fieldwork courses. In-Service Education courses are designed for educators who want to update their knowledge and/or professional skills in a particular field or to acquire basic knowledge in a new field. These courses do not apply toward an undergraduate or graduate degree. Juniors and seniors who are potential graduate students may enroll in these courses, with the permission of the School of Education, to advance toward a teaching endorsement. Fieldwork courses are offered through the Occupational Therapy program to students who have completed the academic phase of the program and are continuing with the clinical phase.

Courses numbered at the 600 or 700 level are for graduate students or graduate degree candidates only.

There are certain numbers which are restricted to specific uses: __93 and __94 are seminar numbers and are restricted to senior or graduate seminars; __95 and __96 are Independent Study numbers and a contract must be provided at the time of registration; and __97 and __98 are internship programs. The Co-operative Education experience is designated COOP 499.

Course Requirements

Assignments

It is recommended that each instructor within the first week of class outline assignments, readings, examinations, term papers, due dates, bases for evaluation, attendance policy, and the likelihood of

examinations during the week preceding finals. An instructor will not have to accept late work or work received after the last day of classes unless the work has a scheduled due date during final exam week or an incomplete grade has been authorized by the instructor. After permanent grades have been assigned, an instructor may not accept late or additional work in order to reassess or change the final grade.

Reading Period

The reading period is intended to provide students with time to reflect on their semester's academic work and to prepare for final examinations. This time must be free from competing demands of class meetings, tests, deadlines for coursework, and other activities. Optional review sessions in which new course material will not be introduced are allowed. Requests to waive this policy must be submitted in writing to the Dean of the University.

Final Examinations

The Office of the Registrar schedules final examinations as an integral part of each semester and lists final examination dates and times on student class schedules and on instructor class lists. As there are three standard final examination time periods for each day of the final examination week, students may have up to three examinations in a single day.

In all classes in which a final examination is given, the final examination must be given during the time period assigned by the Registrar's Office, and instructors may not grant exceptions to this policy. Students allowed a final examination accommodation by the Office of Student Accessibility and Accommodations (SAA) may have their final examinations scheduled by SAA in consultation with the instructor.

In summer classes, as well as in classes scheduled during the first session of a semester, any final examination is to be given on the last day of the class.

Requests to waive any part of this final examination policy must be submitted in writing by the instructor to the Dean of the University.

Credit Hour Policy

Courses offered under the early semester calendar at the University of Puget Sound are computed in units of credit. In order to receive the baccalaureate degree from the University of Puget Sound, a student must earn a minimum of 32 units. For purposes of transferring credit, one unit is equivalent to six quarter hours or four semester hours. Courses are approved by the faculty Curriculum Committee on the basis of a unit offered over a 15-week semester.

Guidelines for course scheduling define time frames within the 15-week semester:

1. For three-day-per-week courses: Monday-Wednesday-Friday courses generally begin on the hour and end 10 minutes before the next hour.
2. For two-day-per-week courses:
 - a. Tuesday-Thursday courses begin and end in 80-minute blocks.
 - b. Monday-Wednesday or Monday-Friday or Wednesday-Friday at 2–3:20 p.m. is also available for 80-minute classes. Although there will be no 80-minute classes at 3–4:20 p.m., 4–5:20 p.m. is available for courses with multiple sections.
3. For four-day- or five-day-per-week courses:
 - a. The Tuesday and/or Thursday sessions that accompany Monday and/or Wednesday and/or Friday sessions at 9 a.m., noon, or 3 p.m. are shifted by 30 minutes to fit within one of the 80-minute Tuesday/Thursday time blocks that begin at 8 a.m., 9:30 a.m., 11 a.m., 12:30 p.m., 2 p.m., or 3 p.m.
 - b. Tuesday and/or Thursday sessions that are part of four- or five-day-per-week classes may, at the instructor's request, be assigned the entire 80-minute time period.
4. One-day-per-week, three-hour classes are limited to 300- and 400-level courses and graduate courses.
 - a. Although a particular three-hour time slot has not been designated for seminar courses, starting times are available at the 3 p.m., 4 p.m., 5 p.m., and 6 p.m. time slots, provided that the course is not a single section of a required course.
 - b. A department may wish to schedule a three-hour class on Tuesdays or Wednesdays. In addition to having only one nonteaching day per semester, scheduling on Tuesdays or Wednesdays allows the seminar to meet during the week of Reading Period.

Faculty expectations are that students will devote a minimum of 10 hours per week to a one-unit course, inclusive of time in class and outside of class, for each week of the 15-week semester. Examples of activities considered in the calculation of out-of-class time include, but are not limited to, time spent reading, studying, preparing for class, attending performances, lectures, or presentations related to the course, attending laboratory, studio, or rehearsal sessions, discussing the material with other students, or completing course-related assignments.

The Curriculum Committee, a standing committee of the Faculty Senate, reviews curriculum on a five-year cycle inclusive of new or revised course offerings. Course Proposal Forms include affirmation of anticipated course hour expectations, Course Revision Forms include a check on in-class and out-of-class hours per week, and the Department and Program Curriculum Review self-study questions ask for affirmation of course hour expectations and explanation of any departures from this policy.

Eligibility for Student Athletics

Full-time students are eligible to participate in both inter- and intra-collegiate student activities. Part-time students may take part only in intra-collegiate activities. Eligibility for varsity intercollegiate athletic activities is subject to the policies outlined by the intercollegiate athletic organizations to which the university belongs. Final eligibility for student varsity participation will be determined by the Faculty Athletic Representative and the Registrar. To participate in varsity intercollegiate athletics, a student must be full-time, have a University of Puget Sound cumulative grade point average of 2.00 or higher, and must be making satisfactory progress toward a baccalaureate degree. For purposes of varsity athletic eligibility, satisfactory progress includes having completed successfully at least 6.00 units during the two preceding semesters of attendance. "Complete successfully" includes the grades A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and P (pass). F, W, WF, Incomplete, and In-Progress grades do not qualify as successful completion. Freshmen presenting test scores and a high school record acceptable for university admission are eligible to participate their first semester.

Grade Information and Policy

Access to Grades

Grades are accessed by students through the myPugetSound portal. Grades are similarly provided by portal to instructors, department chairs, and academic advisors.

Midterm Grading System

Midterm grades are reported in the fall and spring semesters to students and their academic advisors. Midterm grades provide an evaluation of academic progress but are no guarantee of either passing or failing grades at the end of the term. Midterm grades are not recorded on the transcript and do not affect the grade point average. The midterm grades are:

S - Satisfactory

U - Unsatisfactory

F - Fail

W - Withdrawal (student has officially withdrawn from course)

WF - Withdrawal Failing (student withdrawn while failing the course)

AU - Audit (student has official registration for audit)

System of Permanent Grades

Permanent grades used are:

| Letter Grade | Grade Points |
|--------------|--------------|
| 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 |
| P | 0 (Pass - <u>not computed</u> in GPA; indicates at least C- quality) |
| F | 0.00 (Fail - <u>computed</u> in GPA) |
| W | 0 (Withdrawal - <u>not computed</u> in GPA) |
| WF | 0.00 (Withdrawal Failing - <u>computed</u> in GPA) |
| AU | 0 (Audit - <u>not computed</u> in GPA) |

Dean's List

The Dean's List designation is awarded each fall or spring semester to those full-time, undergraduate students in a first baccalaureate degree program who meet the following criteria for a given semester:

1. A semester grade point average in the top 10 percent of full-time undergraduate students.
2. No withdrawal from an academic course. (A student may drop a course without record or may withdraw from an activity course with a W grade without becoming ineligible for the Dean's List.)
3. No incomplete grade in any course.

A student who qualifies for the Dean's List will have "Dean's List" recorded on the academic transcript for that semester.

Temporary Grades

There are two temporary grades, Incomplete (I) and In-Progress (IP). These grades will be changed by the instructor of record to the appropriate permanent grade within the time periods specified by faculty policy.

No grade points are assigned to an Incomplete or In-Progress grade until it is converted to a permanent grade. For courses initially graded Incomplete, a reference to the Incomplete remains on the transcript with the permanent grade.

Grades to Parents or Guardians

In compliance with the Family Educational Rights and Privacy Act, students' grades are not automatically provided to parents. A student who wishes parents to receive grades may complete a Request for Parent Grade Report form in the Office of the Registrar. When this form is completed, parents will receive grade reports automatically until the request is revoked in writing by the student.

Pass/Fail Grading Option

The pass/fail grading option is designed to encourage a student to explore courses in academic areas outside the major or minor. The breadth of a liberal education may be thereby enhanced. Students who wish to exercise the pass/fail grading option must do so at the Office of the Registrar on or before the last day to add a class.

A student may take, on a pass/fail basis, a total of four academic courses (with a limit of one per term) and up to 2.00 activity units in the minimum of 32.00 units required for graduation. Any credit-bearing mandatory pass/fail academic course will count as one of the four courses allowed toward graduation. Almost all activity courses are mandatory pass/fail. A maximum of one academic course may be taken pass/fail per term in addition to any mandatory pass/fail course. The pass/fail grade option is only available to juniors or seniors and no pass/fail courses shall be taken in the department of major or minor. A student planning to go to graduate or professional school is advised not to use the pass/fail grading option in academic courses.

Pass/fail registrations are not reported to the instructor. Those students registered for pass/fail receive a P if the instructor submits a grade of C- or higher and receive an F if the instructor submits a grade of D+ or lower.

An instructor may prohibit the pass/fail grading option or may limit the number of students who select the pass/fail grading option. This authority does not apply to instructors of courses with mandatory pass/fail grading.

Courses taken pass/fail will not fulfill university Core Requirements, will not be applied to the Foreign Language Graduation Requirement, and will not be applied to the Upper-Division Graduation Requirement. All courses counting toward the academic major or minor must be taken for a letter grade unless they are mandatory pass/fail. Graduate students may not select pass/fail grading for any courses applied to the graduate degree.

If a student's grade is "pass," credit will be given for the course and included in total units of credit,

but will not be included in the calculation of the grade point average. If a student's grade is "fail," it will be included in the calculation of the grade point average.

Audit

The audit allows the student to register for a course without grade or credit.

Full-time students, alumni with a Puget Sound degree, law school alumni who graduated in August 1994 or earlier, and members of the University of Puget Sound Women's League may audit without tuition charge one class per term with a maximum of two classes per academic year, including Summer Session. Students who do not fit the categories listed above may audit regularly scheduled classes at one-half the regular tuition fee. Audit registration opens on the first day of class and all auditors register on a space-available basis and only with the instructor's permission.

The courses listed below may not be audited. Auditors must pay all applicable class instruction fees. Reduced tuition rates are not available to students who successfully petition to change their registration from credit to audit. Continuing Education courses may not be audited without tuition charge.

Students wishing to audit may submit their request on an add form anytime during the add period at the Office of the Registrar. Because auditors are allowed only on a space-available basis, audit registrations are not confirmed until the day after the end of the add period. Students registered as auditors may participate in a class within the conditions specified by the instructor. However, the instructor has the authority to withdraw an auditor for non-attendance or when participation or the lack thereof detracts from the progress of other students taking the course and, in the judgment of the instructor, the posting of an audit on the permanent academic record is not warranted. When this happens, the course will not appear on the record. If a student withdraws from a course being audited, the course will not appear on the record.

Students on study abroad may audit a course only if they are full-time students carrying at least 3.00 units of credit.

Courses Not Available for Audit

Any SSI1 or SSI2 First-Year Seminar
Independent Study, Directed Research, or Junior/Senior Research courses
Senior Thesis or graduate/undergraduate project courses
Laboratory, Fieldwork, or Clinic courses
Internship, Co-operative Education, or Practicum courses
Applied Music courses
Any course numbered 495, 496, 497, 498, 499, 695, 696, 697, 698, or 699
AFAM 401
ARTH 372
ASIA 350
BIOE 392
BIOL 376
EDUC 613, 622
EXSC 327, 336
HIST 400
HON 211
HUM 315
IPE 191
MUS 109, 309, 422
PHYS 108
REL 303, 320
STAF 150, 151, 250, 251
THTR 490

Withdrawal Grades

Withdrawal without record on the academic transcript is permissible through the first 10 days of the fall and spring semesters when a student withdraws or is withdrawn by an instructor. Following this period, a Withdrawal grade of W may be assigned through the tenth week of classes when a student completes withdrawal procedures through the Registrar's Office. If, following the first two weeks, a student is withdrawn without completing withdrawal procedures, or if a student withdraws after the time allowed for a W grade, a Withdrawal Failing (WF) is automatically assigned.

During the Withdrawal Failing period following class week 11, a student may petition the Academic Standards Committee requesting withdrawal with a W grade. To support such a petition, the student must 1) have completed withdrawal procedures, 2) outline in a statement to the Committee the exceptional circumstances prompting withdrawal, and 3) provide supporting documentation of exceptional circumstances from a health care provider, counselor, Puget Sound advisor, or other university advocate. Additionally, the student may submit a statement from the course instructor regarding the student's progress in the class and, in the absence of such a statement, the Registrar's Office may solicit comments or recommendations from the instructor.

The last day of class, as listed in the academic calendar, is the last day a student may withdraw from a class. Once Reading Period begins, a student is no longer able to withdraw.

Withdrawal from a course past the date for withdrawal without record counts as a "course attempt." This means if a student registers again for a course that had been assigned a W or WF grade, the student is repeating that course under the terms of the policy titled "Reregistration for the Same Course."

During the summer session, the withdrawal process described for the fall and spring semesters applies during the following weeks: first week, drop without record; second, third, and fourth weeks, automatic W grade; fifth week and later, WF is the default grade and the Academic Standards Committee may assign a W grade in response to a student's petition.

A student who remains registered in a class but has a poor record of attendance may be subject to the registration and withdrawal policies that allow an instructor or the Registrar to drop that student. (See the sections titled "Registration and Attendance/Participation," "Non-Attendance," and "Withdrawal from a Course/From the University.")

Students who receive withdrawal grades for all courses in a given semester must petition the Academic Standards Committee for re-enrollment to the University.

Medical Withdrawal Policy

Medical withdrawal may be an appropriate response to a medical or psychological condition that prevents a student from completing the semester's work.

The Academic Standards Committee may approve a medical withdrawal petition when the following steps are taken:

1. The student must withdraw from all courses. Withdrawal must be initiated on or before the last day of classes of the current term.
2. The student must submit to the Office of Academic Advising a personal statement and a health care provider's statement describing the medical or psychological conditions that prevent the student from completing the semester's work. The Office of Academic Advising or the Academic Standards Committee may wish to consult with the student before acting on the petition.
3. The Office of Academic Advising makes a recommendation to the Academic Standards Committee, who then makes the final decision.
4. If the medical withdrawal is approved, the student will receive grades of W (passing withdrawal) in all courses.

A student may return from a medical withdrawal with the permission of the Academic Standards Committee. Permission may be granted with an approved re-enrollment petition to the Committee that includes the student's personal statement, a health care provider's statement, and any other statement or documentation required by the Committee. Health care providers may also stipulate conditions under which re-enrollment will be permitted; the student must meet such conditions and any continuing conditions set by a health care provider.

Medical withdrawal petition forms, health care provider forms, and medical withdrawal re-enrollment forms may be obtained from the Office of Academic Advising.

Emergency Administrative Withdrawal Policy

Emergency administrative withdrawal may be an appropriate response to a sudden and catastrophic incident in a student's life that prevents a student from completing the semester's work. These rare cases would include family or personal emergencies of a traumatic nature that would severely impede a student's ability to remain enrolled (e.g. family death, home destruction by natural disaster or fire). The emergency administrative withdrawal policy is not intended to apply in situations of chronic or on-going medical, emotional, or psychological distress nor in cases covered by the medical withdrawal or incomplete grade policies.

The Academic Standards Committee may approve an emergency administrative withdrawal petition when the following steps are taken:

1. The student must withdraw from all courses. Withdrawal must be initiated on or before the last day of classes of the current term.
2. The student must submit to the Office of Academic Advising a detailed statement describing the emergency conditions that prevent the student from completing the semester's work. Normally this application is submitted within 10 days of the sudden and catastrophic incident that prevents the student from completing the semester's work. In situations where the application comes after 10 days, explanation for the delay is required.
3. The student must submit to the Office of Academic Advising supporting statements from the Assistant Dean of Students and the student's academic advisor. The Office of Academic Advising or the Academic Standards Committee may wish to consult with the student before acting on the petition.
4. The Office of Academic Advising makes a recommendation to the Academic Standards Committee, which then makes the final decision.
5. If the emergency administrative withdrawal is approved, the student will receive grades of W (passing withdrawal) in all courses.

A student may return from an Emergency Administrative Withdrawal with the permission of the Academic Standards Committee. Permission may be granted with an approved re-enrollment petition to the Committee, coordinated through the Office of Academic Advising, that includes the student's personal statement, an endorsing statement from the Assistant Dean of Students, and any other statement required by the Committee.

Incomplete Grade

An Incomplete grade (I) indicates that, although the work accomplished in a course is of passing quality, some limited portion of the coursework remains unfinished because of illness or other exceptional circumstance. It is the student's responsibility to request an Incomplete from the instructor prior to the last class session or the final examination period and to explain the exceptional circumstance. If the instructor decides that the request is not consistent with faculty grading policy or that the circumstance does not warrant an extension of time, the instructor will assign the appropriate final grade rather than an Incomplete. When an Incomplete is awarded, the instructor is encouraged to use the Incomplete Grade Notice to the Registrar of Remaining Work form available in the Office of the Registrar. The form identifies the balance of work remaining and the date the work is due to the instructor (the due date may not be later than the end of the second week of the next regular semester, with the grade due to the Registrar by the end of the third week).

In order to receive credit for a course in which a student has received an Incomplete, it is the student's responsibility to complete the work by the end of the second week of the next regular semester or by an earlier deadline set by the instructor, to submit the work to the instructor, and to request a final grade. It is the responsibility of the instructor to grade the work and to submit a final grade.

The instructor must not accept work after the second week of the next regular semester unless an extension has been approved. The faculty member must provide the Registrar with official notification of the completion of the course by means of a Final Grade Submission form. If a grade is not submitted by the second week of the next regular semester, and if an extension is not requested by the instructor, then the Registrar records a grade of F on the permanent academic record.

When an Incomplete is assigned in the last term of study prior to graduation, the degree will not be awarded until the next regular degree granting date after submission of a satisfactory grade by the instructor.

An Incomplete may not be changed to W, WF, or AU. The Incomplete should not be assigned initially when the W or WF would be the correct grade. The Incomplete also is not to be used to collect fees or equipment for which the student is obligated.

An Incomplete grade may not be completed by attending the course when it is offered at a later date.

Extension of an Incomplete

An extension of time may be requested of the faculty member by the student. If the instructor agrees with the request, the instructor must submit a Grade Extension Request form to the Registrar. Extensions are granted only when unforeseen circumstances occurred which precluded completion of work during the period of time covered by the Incomplete. Verification of those circumstances must be provided to the instructor and to the Registrar. An extension may not be granted when the circumstances are within the

purview of the student to control, e.g., did not know the due date, was not present on campus, took a trip to another geographic area, or had a heavy academic or work schedule.

The Registrar (as the Dean of the University's designee) makes the decision to grant or deny an extension request and determines the duration of the extension and the date the grade is to be reported by the faculty member.

In-Progress Grade

An In-Progress grade (IP) may be used for specific courses which are approved by the Curriculum Committee to extend over two or more terms.

In order to receive credit for the course, the student must complete the work within the time specified for the course. The instructor is expected to assign a permanent grade at the end of the course. If work is not complete at the end of the course, an Incomplete grade may be assigned at the instructor's discretion and within the provisions of the Incomplete Grade policy. The unit value of a course with an IP grade is not counted among the completed units until the permanent grade is assigned.

An IP grade may be converted to W or WF through the period of the original contract constituting the duration of the course but not after an Incomplete has been assigned.

Change of a Permanent Grade

Once recorded in the Registrar's records, a grade may be changed in one of only two ways:

1. By a ruling of the Hearing Board described below in the section "Disputed Grades."
2. Upon the documentation by the instructor that an error has occurred.

Faculty may not change permanent grades (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, P, W, WF, AU) once recorded in the Registrar's records unless a documented error was made in assigning the original grade. The error must be reported to the Registrar by midterm of the next regular term after it was assigned and must be thoroughly documented by the faculty member. If documentation is not supplied, the grade cannot be changed. After permanent grades have been assigned, an instructor may not accept late work in order to reassess or change the final grade. This means that work completed after the term is over may not be used to change a permanent grade.

Disputed Grades

The normal presumption in the administration of grades at the University of Puget Sound is that the instructor alone is qualified to evaluate the academic work of students in his or her courses and to assign grades to that work. For this reason, questions regarding an instructor's assessment of the quality of academic work are not normally subject to review. However, when a student believes that a particular grade was assigned in a manner that was arbitrary or unjust, or that crucial evidence was not taken into account, the student shall follow the procedures outlined below.

It is the responsibility of the student to initiate the grade dispute process and, if the dispute cannot be resolved between the instructor and the student, to request a Hearing Board to adjudicate the dispute. A student's intention to dispute a grade through a Hearing Board must be brought in writing to the Dean of the University no later than the end of the fifth week of the semester following the term in which the disputed grade was given. Normally, the Hearing Board is to be convened by the end of the semester following the term in which the grade was given. Any change to this policy must be requested by the student no later than the end of the fifth week of the semester following the term in which the disputed grade was given and approved by the Dean of the University.

Establishing a Claim for a Disputed Grade Grievance and Organization of the Board

1. When a grade is disputed, the student and instructor should first discuss the matter and seek an appropriate resolution unless the nature of the situation is such that the student or the faculty member wishes to start at step 2.
2. If a satisfactory resolution is not possible, either party may consult with the Dean of the University, who will meet with both parties to seek an appropriate resolution. The Dean may also consult with the chair or director of the department or school involved.
3. If the claims of the student and instructor are still not resolved following these discussions, a Hearing Board will be convened to review the case.
4. The Hearing Board will consist of: the Dean of the University (chair) and the Dean of Students, or their designees; two faculty members selected by the chair of the Academic Standards Committee; and

two students selected by the chair of the Academic Standards Committee in consultation with the President of the Associated Students. The parties directly involved may have one other person present who is not an attorney. The chair shall designate a secretary, who will be responsible for recording the salient issues before, and the actions of, the Hearing Board.

5. The parties involved will be asked to submit written statements which shall be circulated by the chair to the members of the Hearing Board. All parties have the right to appear before the board, and may be asked to appear before the board, but the hearing may proceed regardless of failure to appear. The board will review written statements submitted by the parties and any other such relevant material that the chair of the board deems necessary. When all presentations are complete, the board, in executive session, shall reach its resolution of the problem.
6. If the Hearing Board finds that a grade has been assigned in a manner that was arbitrary or unjust, or that crucial evidence was not taken into account, the Hearing Board may direct the Registrar to change the grade to one which the board deems appropriate as determined from all documented objective evidence. The decision shall be presented in writing to the parties directly involved and to such other persons as need to know the results of the hearing. Upon completion of the hearing, the chair shall maintain a file of relevant material for a period of at least two years.
7. The decision of the Hearing Board shall be final.

Assignment of Grades by a Person Other Than the Instructor

When a situation occurs in which a grade needs to be assigned and the instructor is no longer able to act or is not available, the following procedure shall be followed. This problem might occur in case of a faculty member's death, termination, resignation, or with supplementary faculty. The procedure may be applied for assigning grades at the end of a term, in the case of a missing grade, upon completion of an Incomplete, or in response to a grade complaint.

1. The department chair/school director shall attempt to get permission from the instructor involved to act for the instructor. Such permission should be diligently sought and documented in writing. (Permission may be "documented" by a telephone call if written documentation is not practical.)
2. If permission is secured, the department chair/school director and the Dean of the University shall work out a written agreement for the completion of the work and the assignment of the grade. One copy of the agreement shall be filed in the student's record in the Office of the Registrar.
3. If permission cannot be secured by the department chair/school director, or if the instructor refuses or fails to provide a missing grade or finish an Incomplete, the department chair/school director, the Dean of the University, and the chair of the Academic Standards Committee shall establish a written agreement for the completion of the work and the assignment of the grade. A copy of the agreement shall be filed in the student's record in the Office of the Registrar.

Graduate Programs and Degrees

Graduate degree programs are offered in Education (Master of Arts in Teaching and Master of Education), Occupational Therapy (Master of Occupational Therapy and Master of Science in Occupational Therapy), and Physical Therapy (Doctor of Physical Therapy). Contact the Office of Admission for more information or for a copy of the current Bulletin of Graduate Programs.

Graduate Admission and Degree Candidacy

Students admitted to study beyond the baccalaureate degree are classified either with advanced standing or as degree candidates. Enrollment in graduate degree program courses requires prior acceptance as a degree candidate, except that students applying to the Master of Education program may take two Education courses with permission of the School of Education prior to being admitted to the Master of Education program.

To qualify for a graduate degree, the graduate student must be accepted to candidacy in a specific degree program by the Director of Graduate Study.

Acceptance to Degree Candidacy

For admission requirements, see the current *Bulletin for Graduate Programs*.

Graduate Degree Requirements

University policies are minimum standards and each program may maintain higher standards when approved by the faculty.

A degree candidate must complete, for a letter grade, a minimum of 8.00 units of graduate credit. Courses graded on a pass/fail basis may not be applied toward an advanced degree unless a course is graded mandatory pass/fail. Up to 2.00 units of Independent Study may be applied toward the degree, when approved by the program director.

Graduate degrees are integrated programs of study, and are earned by evidence of subject mastery, not by the accumulation of credits. Under normal circumstances, all graduate credit is earned in residence. A maximum of 3.00 units of graduate credit, including any credit transferred from other institutions, may be applied toward a degree at the time of acceptance to degree candidacy.

Transfer credits may be applied toward a degree if requested at the time of application for acceptance as a degree candidate. In an 8.00-unit graduate program, up to 2.00 units of transfer graduate credit may be accepted and, in programs requiring 10.00 or more units, up to 3.00 units of transfer graduate credit may be accepted. Accepted transfer credits are noted in the letter granting degree candidacy.

Extension course credits may be accepted in transfer provided those credits would have applied toward an advanced degree at the institution of original registration. Correspondence course credits will not be accepted.

A degree candidate may take graduate courses outside the primary field of study, subject to school approval. On occasion, undergraduate courses numbered 300 or above may be included in the graduate program, subject to graduate program approval. No 100- or 200-level courses may be applied toward a graduate degree; however, such courses may be required as prerequisites for a graduate program.

As part of the graduate program a thesis or a project and/or a comprehensive examination may be required. A candidate submitting a thesis will deposit two copies of the approved thesis, including the original, with the Office of Graduate Study by the last day of classes in any term. The comprehensive examination is to be passed at least two weeks prior to graduation.

All degree candidates must complete a formal Degree Application in the Office of the Registrar (Jones Hall, Room 013) prior to the final term of graduate study.

Graduate Registration/Course Loads

A normal academic load for degree candidates is 3.00 units per semester. Students carrying fewer than 3.00 units of credit are classified as part time.

Academic Standing

Once degree candidacy has been granted, a student is expected to complete all degree requirements within six years. Candidacy ends automatically at the end of six years. All courses to be counted in the degree must be taken within the six-year period prior to granting the degree. The time limitation also applies to accepted graduate transfer credit.

The Academic Standards Committee reviews the record of each degree candidate whose cumulative grade point average is below 3.00 at the end of any term. A student whose average is below 3.00 will be put on academic probation for one term. If the average remains below 3.00 for a second term, the student may be dismissed from the university. A graduate student who earns a grade lower than C in any course may be dismissed immediately without the probationary term.

No more than two courses with C grades, or a maximum of 2.00 units of C grades, may be counted toward a degree, subject to department approval. Grades below C are not used in meeting graduate degree requirements but are computed in the cumulative grade point average.

Graduation Information and Requirements

Bulletin Jurisdiction (“Six-year Rule”)

The University of Puget Sound *Bulletin* outlines the structure of graduation, Core, major, minor, and program requirements. Each matriculated student must meet degree requirements published in the *Bulletin* (1) at the time of matriculation, or (2) at the time of graduation, or (3) in any *Bulletin* published between the student’s matriculation and graduation, provided that no more than six years separate matriculation and graduation. Additionally, students are reminded that specific courses applicable to the Core will fulfill Core Requirements only during the semester(s) that they are officially listed in a *Bulletin* or class schedule as fulfilling Core.

“Old” Courses

Academic disciplines develop and change over time. For this reason, departments and programs reserve the authority to not apply a course taken more than a specified number of years ago toward a major, minor, or program. Academic departments that have established a time limit on the acceptability of courses publish that limit in their section of the *Bulletin*. If a student has an “old” course, the department may refuse to apply it to a requirement or may require that such a course be repeated, in which case the credit and grade for the recent course will take precedence over the previous course.

Degree Progress Evaluation

Information on student degree progress is provided to students and their advisors via the Academic Advisement Report. The report summarizes and details student academic progress through each university requirement for graduation plus the department or program requirements for completion of majors, minors, and emphases.

Because students are responsible for understanding and complying with academic regulations, it is in the student’s best interest to review the Advisement Report during the advising session prior to registration each term. Additionally, students should review the Advisement Report following each registration and grading period to verify the completion of degree requirements.

In addition to reviewing academic progress with their advisors, students may also contact the Office of the Registrar (Jones Hall, Room 013; 253.879.3217) to review the Advisement Report and to ask questions concerning their academic progress.

Degree Requirements

In order to receive the baccalaureate degree from the University of Puget Sound, a student must:

1. Earn a minimum of 32.00 units. The 32.00 units may include up to 4 academic courses graded pass/fail, up to 2.00 units in activity courses, and up to 4.00 units of Independent Study. (See also regulations regarding transfer credit and activity credit.)
2. Earn a minimum of 16.00 units, including the last 8.00 units, in residence at the University of Puget Sound. Residence requirements also exist in Core, majors, minors, and graduation honors. (See also the section titled “Study Abroad.”)
3. Maintain a minimum grade point average of 2.00 in all courses taken at Puget Sound.
4. Maintain a minimum grade point average of 2.00 for all graded courses, including transfer courses.
5. Maintain a minimum grade point average of 2.00 for all graded courses, including transfer courses, in the major(s) and the minor(s), if a minor is elected.
6. Successfully complete Puget Sound’s Core Requirements. (Courses taken pass/fail will not fill Core Requirements.) Specific courses satisfying Core Requirements are listed on Puget Sound’s Web page and in the *Bulletin*. **Students are reminded that specific courses applicable to the Core will fulfill Core Requirements only during the semester(s) that they are officially listed in the *Bulletin* or class schedule as fulfilling Core.**
7. Satisfy the Foreign Language Graduation Requirement in one of the following ways:
 - A. Successfully complete two graded semesters of a foreign language at the 101–102 college level, or one graded semester of a foreign language at the 200 level or above (courses taken pass/fail will not fulfill the Foreign Language Graduation Requirement);
 - B. Pass a Puget Sound-approved foreign language proficiency exam at the third-year high school or first-year college level;
 - C. Receive a score of 4 or 5 on an Advanced Placement foreign language exam or a score of 5, 6, or 7 on an International Baccalaureate Higher Level foreign language examination.
A student with a learning disability that affects the ability to learn a foreign language should consult with the Office of Student Accessibility and Accommodation.
8. Satisfy the Knowledge, Identity, and Power (KNOW) Graduation Requirement by successfully completing one course that has been approved to meet that requirement.
9. Earn at least 3.00 academic units outside the requirements of the first major, and outside the department/program of the first major, at the upper-division level, which is understood to be 300- or 400-level courses or 200-level courses with department approval and at least two prerequisites (courses taken pass/fail will not fulfill the upper-division course requirement).
10. Meet the requirements for a major field of study. A second major or a minor are options for the student. (Courses counting toward the major may not be taken pass/fail unless they are mandatory pass/fail courses.)

11. Complete all Incomplete or In-Progress grades.
12. File a formal Degree Application with the Office of the Registrar. Applications are due in September for graduation in the following May, August, or December.

All degree requirements must be completed prior to the awarding of the degree. Degrees are awarded on three degree dates each year in May, August, and December.

Students applying transfer credit to their degree requirements must complete at least the following minimum requirements at the University of Puget Sound:

1. Students entering with freshman or sophomore standing must complete at least a course in Connections plus three additional Core areas.
2. Students entering with junior standing must complete at least a course in Connections plus two additional Core areas.

Major

Students normally declare their major area of study by the end of the sophomore year through the Office of Academic Advising. One major is required of all graduates. The specific requirements for a major are established by the department and approved by the Curriculum Committee. Each student must have the major program approved prior to graduation.

An academic major requires a minimum of 8.00 units within a department or program, of which 4.00 units must be residence credit. A 2.00 minimum cumulative GPA is required in all major courses in the department or program. Additionally, a 2.00 minimum GPA is required in all department or program major courses in combination with any ancillary courses required. Some departments or programs may require a grade point average higher than 2.00 for completion of a major or minor. Student advisement reports outline grade point average requirements in detail.

Courses graded P may not be counted toward major or minor requirements. Letter grades below C (2.00) may not be counted toward major or minor requirements in some departments or programs. Although grades lower than C may not count toward major requirements, they are nevertheless included in computation of the major grade point average. Students are therefore encouraged to do well in all their major courses.

Students must meet the requirements for a major or minor as published in the *Bulletin* unless a requirement is specifically modified by the department. Any such modification must be recorded in writing and sent by the department chair to the Registrar.

Academic disciplines develop and change over time. For this reason, departments reserve the right to not accept toward the major or minor courses taken more than a specified number of years in the past. Academic departments have established time limits on the acceptability of courses into programs. A department may either refuse to include an "old" course toward a major or minor, or may require that such a course be repeated.

Multiple Majors

Students who wish to earn the baccalaureate degree with more than one major may do so with clearance of each major by the appropriate department, school, or program. For a student who completes majors associated with different bachelor's degrees, the major declared as the "first" major designates the degree. For example, a student completing majors in English and biology receives the Bachelor of Arts if English is the first major or the Bachelor of Science if biology is the first major. All majors must be complete before the degree is awarded. Students choosing to complete multiple majors may expect to continue their undergraduate studies beyond the standard four years.

Students may not earn multiple majors from the same department, school, or program except students may major in both computer science and mathematics, and in both Chinese and Japanese.

Minor

Students who wish to earn a minor may do so with clearance by the respective department or program. A minor is not required for the degree. The specific requirements for a minor are established by the department or program and approved by the Curriculum Committee. An academic minor requires a minimum of 5.00 units, of which at least 3.00 units must be residence credit. A 2.00 minimum cumulative GPA in all minor courses is required. Courses graded P may not be counted toward minor requirements. Letter grades below C (2.00) may not be counted toward minor requirements in some departments or programs. Although grades lower than C may not count toward minor requirements, they are nevertheless included in computation of the minor grade point average. Students are therefore encouraged to do well

in all their minor courses. Students must meet the requirements for a minor as published in the *Bulletin* unless a requirement is specifically modified by the department or program. Any such modification must be recorded in writing and sent by the department chair or program director to the Registrar. Minor(s) must be completed before the degree is awarded.

A student may not major and minor in the same department and may not earn multiple minors from the same department except students may major or minor in Computer Science and may major or minor in Mathematics, and students may major and/or minor in different foreign languages.

Completion of Majors or Minors After Graduation

Because majors and minors are earned as elements of academic degrees, all major and minor degree requirements must be completed before the degree is awarded. Additional majors or minors may not be completed after the degree is awarded.

Second Baccalaureate Degree

Students who wish to earn a second baccalaureate degree must complete a minimum of 8.00 additional academic and graded units in residence subsequent to the awarding of the first baccalaureate degree. Students are required to complete department requirements current as of the date of postbaccalaureate enrollment.

Each additional baccalaureate degree requires 8.00 more discrete, academic, and graded units earned in residence.

Simultaneous Baccalaureate Degrees

Students who wish to earn two baccalaureate degrees simultaneously must complete, in addition to the university requirements for a baccalaureate degree with two majors, a minimum of 40.00 total units and a minimum of 24.00 units, including the last 8.00 units, in residence.

For purposes of other academic policies, simultaneously earned degrees may both be considered "first" degrees.

Participation in Commencement Ceremonies

Commencement is held once a year in the month of May. In general, a student participates in the Commencement nearest the time of completion of requirements for a degree. Students must apply for a degree by the deadline date for the ceremony in order to be considered for Department Honors and to be listed in the printed Commencement program.

Honors

A student receiving a first baccalaureate degree may receive University Honors and/or Honors in the Major.

University Honors (cum laude, magna cum laude, summa cum laude) are awarded to those first baccalaureate degree candidates who have exhibited academic excellence and breadth of scholarly achievement. To qualify, a student must have at least 16 graded units taken on the Puget Sound campus and a minimum cumulative grade point average from the University of Puget Sound of 3.70, 3.80, or 3.90 respectively.

Honors in the Major are awarded to those first baccalaureate degree candidates who have been recommended by their major department in recognition of outstanding achievement in the area of the major. Only 10 percent of a department's graduates will receive Honors in the Major. Students graduating with a Special Interdisciplinary Major (SIM) will receive Honors in the Major if they earn a grade point average of 3.70 or higher in courses required for the SIM.

The citation of Coolidge Otis Chapman Honors Scholar is awarded at graduation to provide recognition for outstanding work done through the university's Honors Program. The citation, named in memory of a former distinguished member of the faculty, is awarded for completion of all requirements of the Honors Program, including a bachelor's thesis.

Honor Code

The Honor Code encapsulates a student's responsibility to the university community and is obligatory for all students. Students recite the code as a pledge during the Matriculation Ceremony.

I am a member of the community of the University of Puget Sound, which is dedicated to developing its members' academic abilities and personal integrity. I accept the responsibilities of my membership in this community and acknowledge that the purpose of this community demands that I conduct myself in accordance with Puget Sound's policies of Academic and Student Integrity. As a student at the University of Puget Sound, I hereby pledge to conduct myself responsibly and honorably in my academic activities, to be fair, civil, and honest with all members of the Puget Sound community, and to respect their safety, rights, privileges, and property.

Independent Study Policy

Purpose

Independent Study allows students to explore academic areas of special interest not provided by the existing curriculum. It is carried out under the guidance of a member of the faculty. Students are limited to 4.00 units of Independent Study in the baccalaureate degree, 2.00 units in a graduate degree, and may not take more than one Independent Study in a single term.

Eligibility

Independent Study is available only to matriculated junior, senior, and graduate students who have a cumulative grade point average of at least 3.00. When the Independent Study is a required part of the academic major for all students in the department or program, the grade point average requirement is waived.

Contracts

For all Independent Study programs a contract must be completed in detail and approved by the supervising instructor and the department chair. In summer, the summer session program administrator's approval is also required (Jones Hall, Room 212). The contract is submitted to the Office of the Registrar at the time of registration. The student's contract must:

1. Show preparation and competence to do independent work and to address the proposed topic.
2. Present an outline of proposed study which indicates an amount of work equivalent to the lecture and study time devoted to a regular class. This equates to a minimum of 150 hours for 1.00 unit, 75 hours for .50 unit, and 37.5 hours for .25 unit. The proposed study must include a resume of the unique character of the course activities, the educational value of the proposed study in the student's total program of study, the specific objectives, and the justification for taking an individual study program. When any student with limited or no previous experience in the subject area of the department of proposed study applies for Independent Study, or when a regular course is proposed to be taken as an Independent Study, the student must secure approval by petition to the Academic Standards Committee.
3. Provide the bibliographic references and resources which will be part of the Independent Study. Interviews planned or other resources should be specified. While substitutions and additions may be made as the study progresses, resource planning is an integral part of the contract.
4. Provide a schedule for meeting with the instructor, for completing assignments/progress reports, for the submission of the final paper or project, and for the criteria used to assign a grade (including specific values if the grade will be based on more than the final paper or project). Regular conferences with the supervising instructor are expected so the student and instructor should both be on campus. It is possible to make other arrangements provided the work can be supervised and adequate reasons are given.
5. Independent Study is expected to be graded. However, at registration, a student may select pass/fail grading provided the instructor has not restricted the course from pass/fail grading.
6. Designate the number to be used. For undergraduate students: 495 or 496; for graduate students: 595 or 695; and for graduate degree candidates: 695 or 696. Each of these may be taken more than once, but no more than 4.00 units are acceptable toward a baccalaureate degree or 2.00 units toward a graduate degree. No more than one Independent Study may be undertaken in a term. The 495 and 496 numbers are available for all departments wishing to use them. The 595, 596, 695, and 696 numbers are available to all departments, subject to Curriculum Committee approval prior to the beginning of the term in which the Independent Study is taken.
7. Determine the amount of credit. A minimum of 150 hours of work is expected for a 1.00 unit Independent Study, a minimum of 75 hours for .50 unit, and a minimum of 37.5 hours for .25 unit.

Internship and Co-operative Education Programs

Internship Program

The University of Puget Sound offers students the opportunity to undertake an internship in order to:

1. Apply cognitive learning in an off-campus work-related organizational setting.
2. Extend knowledge acquired elsewhere in the curriculum.
3. Reflect upon work experience within an academic context.

Eligibility

The eligibility of a student to undertake an internship will be determined by Career and Employment Services using the following criteria:

1. Sophomore, junior, or senior class standing.
2. Cumulative university grade point average of at least 2.50.
3. A major or minor in a department, school, or program; or other academic preparation appropriate for the internship placement.
4. Recommendation of the student's academic advisor.
5. Approval from the chair or director of the department, school, or program for which the student will receive credit (if a faculty-sponsored internship).

Requirements

The requirements of the internship will be specified in the Internship Learning Agreement composed of an Academic Syllabus and a Job Description. The Learning Agreement must be completed; signed by the intern, the supervising instructor, the department chair or program director (for a faculty-sponsored internship), and the work supervisor; and submitted to Career and Employment Services (Howarth Hall, Room 101) before the end of the add period during the term in question. The student may then be registered.

The Academic Syllabus* should be comparable to the syllabus of any upper-division course in the curriculum and should include:

1. A list of the academic topics or questions to be addressed.
2. The learning objectives to be achieved.
3. The reading and/or research requirements relevant to the topics and learning objectives.
4. The assignments or progress reports (plus the dates they are due to the instructor) to be completed during the internship.
5. The final project, paper, report, or thesis to be completed at the conclusion of the internship.
6. A regular schedule of days and meeting times of at least 35 hours for the internship seminar. Or, a comparable schedule of at least 35 hours for consultation with the instructor and independent research in a faculty-sponsored internship. In either case, students should regularly review their progress toward their learning objectives and should discuss how they are applying their previous courses and experiences to the internship.
7. The date during the final examination period (or the date by the last day of the summer session) for the student to submit the self-assessment to the instructor unless arrangements have been made to extend the internship with an In-Progress grade beyond the normal end of the term.
8. The instructor's grading criteria.

*A student in an internship seminar will also have a seminar syllabus from the seminar instructor. The student should not duplicate the seminar syllabus in the Learning Agreement Academic Syllabus but must address those items specific to the student's particular internship.

Job Description

The job description will include:

1. A list of the specific job responsibilities and tasks relevant to the intern's academic learning objectives.
2. A list of the specific job responsibilities and tasks relevant to the student's employment expectations although not directly related to the academic learning objectives.
3. An employment schedule of at least 120 hours.
4. The criteria used by the supervisor to evaluate the intern's job performance.
5. The date by which the supervisor is to send the student's performance appraisal to Career and Employment Services.

Grading

An internship is intended to be a graded course (although a student may select pass/fail grading). However, the instructor of a faculty-sponsored internship may determine that, due to the nature of the experience and the job assignments, pass/fail grading is appropriate.

A student's performance in an internship will be assessed by the student's achievement on the academic requirements, as assigned and graded by the university faculty member, and on the completion of work responsibilities, as evaluated by the supervisor at the organization hosting the internship. Additionally, the student may be required to complete a self-assessment reviewing the learning objectives, how they were achieved, and how that achievement was demonstrated.

Designation

1. The internship seminar will be designated as INTN 497.
2. The department-offered internship will be designated with the department abbreviation and the course number 497. (For example, the Writing Internship offered by the English Department is designated as ENGL 497.)
3. The internship sponsored by an individual member of the faculty will be designated with the department abbreviation of the faculty member and the course number 498.

Credit

Credit for an internship is not applicable to the Upper-Division Graduation Requirement and only 1.00 unit may be assigned to an individual internship and no more than 2.00 units of internship, or the combination of internships with co-ops, may be applied to a bachelor's degree.

Co-operative Education Program

The University of Puget Sound offers students the opportunity to undertake a co-operative education experience so students, through full- or part-time employment, may:

1. Gain pre-professional experience through academically related off-campus employment.
2. Gain relevant experience to provide context for later academic studies.
3. Extend theoretical knowledge to practical application.
4. Achieve work-related and academic goals in preparation for employment.

Eligibility

The eligibility of a student to undertake a co-op will be determined by Career and Employment Services using the following criteria:

1. Sophomore, junior, or senior class standing.
2. Cumulative university grade point average of at least 2.50.
3. A declared major, minor, or interdisciplinary emphasis in a department, school, or program appropriate for the co-op placement.
4. Recommendation of the student's academic advisor.
5. Approval from the chair or director of the department, school, or program for which the student will receive credit.
6. Total enrollment in co-ops is limited to 20 students per term.

Requirements

The requirements of the co-op will be specified in the Co-operative Education Learning Agreement composed of a Job Description and Learning Objectives. The Learning Agreement must be completed; signed by the student, the supervising instructor, the department chair or program director, and the work supervisor; and submitted to Career and Employment Services (Howarth Hall, Room 101) before the end of the add period during the term in question. The student may then be registered.

Job Description

The job description will include:

1. A list of the specific job responsibilities and tasks assigned to the student.
2. The criteria used by the employment supervisor to evaluate the student's job performance.
3. The student's work schedule with start and end dates plus an outline of hours to be worked each day of the week.

4. The day and time during the week that the student will meet with the supervisor to review job performance and progress toward the Learning Objectives.
5. The date by which the supervisor is to send the student's performance appraisal to Career and Employment Services.

The Learning Objectives should reflect the student's academic and professional interests and must specify how the student intends to achieve a pertinent experience by including:

1. Specific intended objectives for undertaking the co-op.
2. A description of how each responsibility or task assigned by the employment supervisor can be made relevant to the intended objectives.
3. A schedule of days and times for meeting with the instructor to review the student's assessment of personal job performance and progress toward the Learning Objectives.
4. The date during the final examination period (or the date by the last day of the summer session) for the student to submit the self-assessment to the instructor unless arrangements have been made to extend the co-op with an In-Progress grade beyond the normal end of the term.
5. Any specific objective that may be assigned by the instructor.

Grading

A student's performance in a co-op will be graded pass/fail by the instructor using the employment supervisor's appraisal of the student's completion of job responsibilities (forwarded by Career and Employment Services); the student's self-assessment regarding the completion of learning objectives, how they were achieved, and how that achievement was demonstrated; and by any additional criteria the instructor assigned in the Learning Agreement.

Designation

The co-operative education experience will be designated on the transcript with the course department, number, and title of: COOP 499 Co-operative Education.

Credit

Activity credit will be granted for a co-op based on employment hours:

1. .25 unit and less-than-half-time enrollment status for at least 120 hours.
2. .50 unit and half-time enrollment status for at least 240 hours.
3. 1.00 unit and full-time enrollment status for at least 480 hours.

This credit is not applicable to the Upper-Division Graduation Requirement.

As activity credit, a co-op is included in the limit of 2.00 units of activity credit that may be applied to a bachelor's degree. Apart from the activity unit limit, no more than a total of 2.00 units of co-ops combined with internships may be applied to a bachelor's degree.

International Students

United States Citizenship and Immigration Service (USCIS) regulations require international students to register for courses subject to the specific requirements for maintenance of their visa.

All international students and scholars are required to have medical insurance coverage for the duration of their studies in the United States. Please contact the Office of International Programs (Howarth Hall, Room 215; 253.879.3652) for further information on coverage requirements and to receive a copy of the International Student Handbook.

International students are not allowed to take a formal leave of absence from the university unless they will be out of the country and have obtained prior approval from the director of International Programs.

International Student Regulations (F-1 Visa)

Students attending the university on an F-1 visa must follow certain regulations to remain in good standing with the United States Citizenship and Immigration Services (USCIS). The university must enforce such regulations to maintain its approval from the government to enroll F-1 students.

Enrollment requirements for an F-1 student include a minimum of 3.00 units per semester, except for Summer Session when attendance is optional. Further, an F-1 student must successfully complete 3.00 units per semester to maintain normal progress toward a degree.

Any F-1 student who fails to register for a minimum of 3.00 units or who fails to complete 3.00 units per semester will be subject to dismissal from the university and may be reported to the USCIS.

International students must follow USCIS regulations to continually maintain their F-1 status. USCIS regulations are outlined on the third page of the I-20 and during International Student Orientation each year. Contact the International Student Advisor for assistance with these regulations.

International Student Regulations (F-1 Visa)

J-1 (exchange students of non-degree) should consult with International Programs on Department of State guidelines for maintaining status.

Leave of Absence Policy

The leave of absence is intended to provide a short-term leave, not to exceed two calendar years, for students who plan to return to the University of Puget Sound.

An undergraduate student who has completed one full term at Puget Sound and is enrolled or eligible to enroll may apply for a leave of absence during a term or within eight weeks after the end of the last term attended. If the request for leave takes place during a term, the normal procedures for withdrawal from the university must be followed. Leaves are not granted to first-semester freshmen or to students who have been suspended or dismissed from the university.

Students usually request leaves for medical reasons, financial difficulties, uncertainty about academic or career goals, personal considerations such as illnesses within families, or special educational opportunities not available at this university. A student going on a university partner or approved study abroad program remains registered on campus as a study abroad student and completes a form issued by the Director of International Programs (Howarth Hall, Room 215; 253.879.3578). International students are not allowed to take a formal leave of absence unless they will be out of the country and have obtained prior approval from the International Student Coordinator.

The student initiates the process by obtaining an application from the Office of Academic Advising (Howarth Hall, Room 114; 253.879.3250). The student completes the application, including a statement of reasons for requesting the leave of absence, and returns it to the Office of Academic Advising.

The student then discusses the leave with the Director of Academic Advising or another staff member to clarify concerns, to confirm that the student understands re-entry procedures, and to ensure appropriate contacts with other offices of the university. The student is notified by letter of the final decision by the Office of Academic Advising; copies of the letter are sent to other offices or faculty as appropriate.

A student who obtains a leave of absence during the first five weeks of a term and immediately withdraws from Puget Sound will receive a tuition refund in accordance with provisions stated in the *Bulletin*, providing there are no outstanding account balances or loans that are due and payable. The granting of the leave of absence status may fulfill the administrative requirements for the applicable tuition refund. The refund may be returned to the student in cash or the percentage of the refund due may be credited toward a future tuition bill. If the student elects this second option, the percentage allocation will be used to compute the tuition billing at the time of re-enrollment. The student who does not re-enroll within two calendar years forfeits this option.

The student must keep the Office of Academic Advising apprised of his or her mailing address and must meet all regular university deadlines for registration, housing reservations, financial aid applications, and similar matters. Financial aid/scholarship awards and university housing reservations do not automatically carry over. Students on leave are responsible for all arrangements with offices (Financial Aid, Student Accounts, Residence Life) serving them in these matters. They are also responsible for giving at least one month's notice of intent to re-enroll to the Office of Academic Advising in order that a registration appointment may be provided. If a student has not attended another college, the on-leave status will be changed to active student status.

If the student attends another college while on leave, official transcripts must be sent to the Office of the Registrar for the purpose of evaluating academic standing and credits according to regular transfer policy.

A student wishing to return to the university after his or her leave of absence has expired must contact the Office of Academic Advising to initiate the re-enrollment process.

Petitions for Exceptions to University Policies

Students must petition the Academic Standards Committee to have a university academic policy waived or modified, to request readmission after academic dismissal, to request reinstatement after academic suspension, to request re-enrollment after medical or emergency administrative withdrawal, or to request consideration of a special circumstance.

Procedure

1. A student must complete a petition form, which is available from the Office of the Registrar (Jones Hall, Room 013), and return it, along with a supporting statement from the academic advisor and other appropriate persons, to the Office of the Registrar as soon as possible.
2. If a student discusses the petition with someone in the Office of the Dean of Students or the Office of Academic Advising, that staff member should also provide a supporting statement. In the case of academic dismissal/suspension, the student must contact a staff member in the Office of the Dean of Students. That staff member must make a recommendation to the Academic Standards Committee regarding the petition. The student must also secure a written recommendation from the academic advisor. The petition for readmission must include an Academic Performance Agreement which has been completed with an academic advisor or the Office of Academic Advising (Howarth Hall, Room 114).
3. If a student desires to appear before the Committee at the time of consideration of the petition, a formal request must be made when the petition is submitted. In such a case, the student will be notified of the time and place of the meeting.
4. The petition will be forwarded by the Office of the Registrar to the Academic Standards Committee, which will take action and communicate its decision, through the Office of the Registrar, to the student.

Non-petitionable Rules

The Academic Standards Committee does not approve petitions for waiver of the following university requirements:

1. The 32.00 minimum units for graduation, the 8.00 units for a graduate degree or each additional baccalaureate degree.
2. The 16.00 minimum units of residence credit required for an undergraduate degree, the 6.00 units of residence credit for a graduate degree, the 8.00 units required for a second baccalaureate degree, or the 24.00 units required for two simultaneous baccalaureate degrees.
3. The requirement that the Connections Core be completed by a Puget Sound course.
4. The 8.00 minimum units, including the 4.00 units in residence, in a major.
5. The 5.00 minimum units, including the 3.00 units in residence, in a minor.
6. The minimum cumulative grade point average of 2.00 in all Puget Sound courses and of 2.00 in all graded courses (including transfer work) for the baccalaureate degree (majors, minors, and interdisciplinary emphases have the same Puget Sound and all-course grade requirements); the minimum cumulative grade point average of 3.00 in all Puget Sound courses and in all degree counting courses in a graduate degree.
7. Permanent grade changes.

Basis for Exceptions

The Academic Standards Committee will consider petitions for waiver of other university requirements if the situation is clearly exceptional and involves extenuating circumstances. Petitions will be approved only when, in the opinion of the committee, approval does not weaken the general integrity of the academic program. While the committee is aware of the cost of education, petitions based primarily on cost and/or convenience considerations will not be approved. These are some of the questions considered by the committee:

1. Does the request involve a reasonable alternative rather than a lowering of academic standards?
2. Was the petition received by the Academic Standards Committee in time that, if denied, the regular university requirements can be met?
3. Do the unusual or extenuating circumstances, as judged by the committee on a case-by-case basis, warrant a waiver in university policies?
4. Is there documentation for petitions requesting waivers on the basis of academic misadvisement or neglect not attributable to the student?

5. Do requests for waiver of the last 8.00 units in residence involve students who are transferred to another geographic area or experience other unusual or extenuating circumstances? Such students are expected to have completed at least 16 units in residence and all other university requirements except total units.
6. Is the petition carefully, accurately, and logically presented? The Academic Standards Committee does not take lightly the decision to grant exceptions and expects students to be equally thoughtful in preparation of petitions. Incomplete petitions are denied.

Core Requirement Petition

In evaluating petitions related to a university Core Requirement, the following guidelines are applied:

1. A course taken at another institution is accepted toward an appropriate Core Requirement if it is equivalent to a Core course offered in the Puget Sound curriculum. However, regardless of content, the Connections Core Requirement may not be completed with transfer credit and must be taken at Puget Sound.
2. A natural science course taken at another institution is acceptable toward a Core Requirement only if fieldwork or a laboratory is a regular, integral component.
3. A course taken at another institution, the Puget Sound equivalent for which satisfies one Core Requirement, may not be applied toward another Core Requirement.
4. A Puget Sound course may not apply toward a Core Requirement unless it has been approved specifically for that purpose by the Curriculum Committee.

Foreign Language Graduation Requirement Petition

Students seeking a substitution for the Foreign Language Graduation Requirement must:

1. Provide documentation of a learning disability that affects the ability to learn a foreign language to the Office of Student Accessibility and Accommodation. The documentation must be current, thorough, and prepared by an appropriate and qualified diagnostic professional. For details on documentation requirements see: pugetsound.edu/academics/academic-resources/disability-services/foreign-language-substitution.
2. Submit a completed Academic Standards Committee petition form (available in the Registrar's Office) including signatures and recommendations from both the student's faculty advisor and from the Office of Student Accessibility and Accommodation.*
3. Propose two courses to substitute for the Foreign Language Graduation Requirement. Students are expected to propose courses they have not already taken and that are outside of the Core Requirement and the first major. Students may select two courses from the preapproved list below or may compose an argument for two other related courses with a cultural component. This explanation should accompany the completed petition form.

*If the Office of Student Accessibility and Accommodation does not support a petition, students may still pursue the substitution by writing a statement to include with their petition explaining their history with learning a foreign language and why they feel unable to complete successfully the requirement. The committee will then evaluate the petition and make a decision either supporting or rejecting the proposal.

Foreign Language Substitution Preapproved Options

Students may select two courses from any one area:

CHINESE CIVILIZATION

- ART 278, Survey of Asian Art
- HIST 245, Chinese Civilization
- REL 234, Chinese Religious Tradition

JAPANESE CIVILIZATION

- ART 278, Survey of Asian Art
- HIST 248, History of Japan: 1600 to Present
- REL 233, Japanese Religious Tradition

CLASSICS

- CLSC 210, Greek Mythology
- CLSC 211, Ancient Greece
- CLSC 212, Roman History
- CLSC 222, Greco-Roman World

CLSC 225, Gender & Tradition in Rome
CLSC 230, Classical Tradition
HUM 210, Power & Culture in Periclean Athens and Augustan Rome

ISLAM

CONN 322, Jihad and Islam
REL 212, Islam

LATIN AMERICA

LAS 100, Introduction to Latin American Studies
HIST 280, Colonial Latin American History
HIST 281, Modern Latin America

ANCIENT ISRAEL

REL 200, History and Literature of Ancient Israel
REL 201, History and Literature of the New Testament

Readmission/Reinstatement Petitions

A student petitioning to re-enter the university from an academic dismissal or suspension must complete a comprehensive plan for academic improvement. The outline indicates information which should be included but does not preclude providing other information pertinent to the petition such as a letter of support from an instructor at another institution, a reference from an employment supervisor, or a statement from a health care provider.

1. Address the problem(s) that caused the poor academic performance.
2. Explain how the problem(s) will be rectified and indicate any support systems that will facilitate a return to academic work; for example, a change of major, a change in living arrangements, or the planned use of the Center for Writing, Learning, and Teaching.
3. Provide a proposed schedule of courses for at least the next year including a rationale for repeating (or not repeating) courses in which unsatisfactory grades were received.
4. Indicate any specific persons from whom help will be sought if problems occur during the term or any arrangements set for review of academic progress.
5. Address the reasons for continuing or changing academic interests, career goals, or other plans.
6. Prepare an Academic Performance Agreement in close consultation with the academic advisor. (If the academic advisor is not available, the Office of Academic Advising may be consulted.)

Records Policy

Annual Notification to Students of Rights Under The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The student's right to inspect his or her education records within a reasonable period of time.
A student may submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. Within a reasonable period of time, not to exceed 45 days after receiving the request, the Registrar will make arrangements for access and will notify the student of the time and place at which the records may be inspected. If there are records included in the request that are not maintained in the Office of the Registrar, then the Registrar will coordinate with the appropriate University of Puget Sound official to arrange access for the student.
2. The student's right to request the amendment of an education record that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
A student seeking to amend an education record should write the university official responsible for the record, clearly identify the part of the record the student wants amended, and specify why the record should be amended.
If the responsible official decides not to amend the record as requested, the responsible official will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. When notified of the right to a hearing, additional information regarding the hearing procedures will be provided to the student.
3. The student's right to provide written consent before the University of Puget Sound discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA authorizes the disclosure of education records without a student's written consent to school officials with legitimate educational interests. A school official is a person employed by the University of Puget Sound in an administrative, supervisory, academic or research, or support staff position (including staff in Security Services and staff in Counseling, Health, and Wellness Services); a person or company with whom the University of Puget Sound has contracted as its agent to provide a service instead of the using University of Puget Sound employees or officials (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as the Academic Standards Committee of the Honor Court, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs access to an education record in order to fulfill his or her professional responsibilities to the University of Puget Sound.

Upon request the University of Puget Sound may also disclose education records without consent to officials of another college or university in which a student seeks to enroll or is enrolled.

The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities may allow access to a student's education records without the student's consent to any third party designated by a federal or state authority to evaluate a federal or supported education program.

Federal and state authorities may also allow access to student education records without the student's consent to researchers performing studies, even if the University of Puget Sound objects to, or does not request, such research. To receive student information under this provision, federal and state authorities must obtain a certain use restriction and data security promises from the entities authorized to receive student information, although the authorities do not need to maintain direct control over such entities. In addition, state authorities may collect, compile, permanently retain, and share personal student information without the student's consent to support a statewide longitudinal data system in order to track a student's participation in education and other programs by linking personally identifiable student information to other federal or state data sources, such as workforce development, unemployment insurance, welfare, military service, or migrant student records systems.

The University of Puget Sound may disclose education records without consent to the parents of a dependent student regarding the student's violation of any federal, state, or local law, or of any institutional policy or rule governing the use of alcohol or a controlled substance.

The University of Puget Sound also reserves the authority to release education records if the university determines the information contained in those records is necessary to protect the health or safety of the student or others.

4. The student's right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Puget Sound to comply with the requirements of FERPA.

FERPA is administered by the Family Policy Compliance Office at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

The university's *Education Records Policy* explains procedures used by the institution for compliance with the provisions of FERPA. Copies of the policy are available in the Office of the Registrar (Jones Hall, Room 013; 253.879.3217).

Public Notice Designating Directory Information

The University of Puget Sound designates the following types of student information as "directory information."

- Name.
- Enrollment Status.
- Class Schedule.
- Dates of Attendance.
- Class Standing.
- Program of study to include major, minor, or emphasis.
- Honors and awards to include Dean's List.
- Degree(s) conferred and graduation date(s).

- Attendance at other educational institutions.
- Participation in officially recognized sports or activities.
- Physical factors of athletes.
- Photograph.
- Date and place of birth.
- Campus mailbox.
- Local address.
- Permanent address.
- Telephone numbers.
- Email addresses.

While directory information may be disclosed by the university at its discretion, currently enrolled students have the right to withhold the disclosure of directory information and may exercise that option through a written request to the Office of the Registrar. In honoring a request to maintain directory information as confidential, the university cannot assume responsibility for contacting a student regarding permission to release directory information in circumstances not necessarily anticipated by a student. Additionally, regardless of the effect upon the student, the University of Puget Sound assumes no liability as a consequence of honoring a request to withhold directory information.

Transcript Request

To order an official transcript, current students will sign into the myPugetSound portal, select Order Official Transcript from the Academics menu, and then follow the instructions. Alumni and former students may order an official transcript through TranscriptsPlus@ at credentials-inc.com.

Unofficial transcripts may be issued to students for their personal use. Unofficial transcripts may be requested by visiting the Office of the Registrar to complete the request form or by sending a letter of request to the Office of the Registrar. Allow three days to process the request and to provide the transcript.

Transcripts are not released to students (or their parents) who have financial accounts in arrears.

NOTE: The time required to process a transcript request may be extended during the two-week grade-recording period at the end of each semester.

Registration for Courses of Instruction

Registration Dates

Dates of registration for each session are listed in the Academic Calendar available on the Calendar pages of the Puget Sound website. Classes are subject to change or cancellation due to lack of enrollment or other extenuating circumstances. Questions concerning registration, including repeat registration for the same course, should be directed to the Office of the Registrar (Jones Hall, Room 013; 253.879.3217).

Preregistration

Students register for classes for the next semester during the preregistration and the open registration periods. This reserves space until the first day of class provided that the student confirms the registration with Student Financial Services by the designated date.

If a student fails to attend the first class session or to notify the instructor in advance of a first-day absence, the instructor may ask the Registrar to drop the student from the course, thereby opening a place for another student.

Wait-listing Classes

During the preregistration and open registration periods, students may wait-list one or two closed classes. As spaces become available in closed classes, the Office of the Registrar will register wait-listed students into those seats. Students will be notified when they are entered into a class via the wait-list. However, students should feel free to check periodically with the Office of the Registrar to determine their current wait-list status. Once the semester begins, the wait-list is no longer in effect; students must then go through the regular add/drop procedure in order to add courses to their schedules.

Gateway Policy

Courses may be designed for students with a specified characteristic (such as class standing, major, or program participation) that is fundamental to the academic objectives of the course. Some 100-level courses

are designed primarily for freshmen, and all 100- and 200-level courses are normally constructed for lower-division students. Faculty may design such courses with an expectation that freshman and sophomores need different levels of guidance and different forms of challenge than do juniors or seniors, who are moving toward greater intellectual independence. However, certain of these courses may consistently be substantially filled with more advanced students because of the units-earned registration priority criterion. When such courses serve in part as gateway courses for a major or minor, lack of access for lower-division students may create obstacles to their beginning to meet major requirements in a timely way.

The Gateway Policy is designed to provide access to appropriate curricular opportunities for all students. Academic department chairs, program directors, and the Registrar will work together each semester to identify courses where student access to 100 level and gateway courses may be difficult, and they will allocate seats as necessary. This collaboration will occur early enough in the semester to allow sufficient time for the Registrar to publicize allocations in the schedule of classes.

To help monitor this policy, the Academic Standards Committee will consult with the Registrar and with the Director of Academic Advising to identify 100- and 200-level courses that appear not to be available to their intended freshman and sophomore student populations. The Committee will ask that department chairs, program directors, and the Registrar work together to manage better the allocation of seats for these courses. Likewise, the Academic Standards Committee shall consider whether there has been any negative impact of specified allocations on the academic progress of juniors and seniors in meeting Core, major, or program requirements. The Committee shall ask that department chairs, school directors, and the Registrar work together to accommodate the curricular needs of all students.

Registration and Attendance/Participation

All students regularly attending a course must be admitted by the Office of Admission or by the Office of the Registrar and registered for either credit or audit. It is the student's responsibility to be properly registered. It is the instructor's responsibility to restrict attendance and participation in the class to those students properly registered. Visitors to classes are expected to conform to visitor regulations. Infants and/or small children may not attend classes. (See the section titled "Course Requirements.")

Non-attendance

As described in the "Preregistration" section above, if a student fails to attend the first class session or to notify the instructor in advance of a first-day absence, the instructor may ask the Registrar to drop the student from the course, thereby freeing a place for another student.

Regular class attendance is expected of all students. Absence from class for any reason does not excuse the student from completing all course assignments and requirements.

An instructor who notes a significant pattern of absence on the part of a student should submit a Student Alert to the Office of Academic Advising, who will contact and inform the student of the instructor's concerns. When non-attendance is in the instructor's judgment excessive, the instructor may levy a grade penalty or may direct the Registrar to drop the student from the course. If a student is dropped for non-attendance after the 10th week of class, a WF grade is automatically assigned.

Moreover, when non-attendance is excessive, as described in the preceding paragraph, in all of a student's academic courses, the student is considered to have voluntarily withdrawn from the university. The Registrar will then officially drop the student from all registered courses and will so inform the student. Once dropped from all courses, the student is required to leave campus. If a student is dropped from all registered courses after the 10th week of class, a WF grade is automatically assigned. (See the sections titled "Withdrawal From a Course/From the University," and "Withdrawal Grades.")

Disruptive Class Behavior

Disruptive class behavior is unacceptable. Disruptive class behavior is behavior which, in the judgment of the instructor, impedes other students' opportunity to learn and that directly and significantly interferes with class objectives. Should such behavior occur, the instructor is expected to inform the student and the Director of Academic Advising of the behavior deemed to be problematic and to attempt to work out a solution to the problem. If a solution cannot be reached, the instructor will direct the student to leave class and will refer the matter to the Director of Academic Advising. Permission to return to class will be granted only after the student meets with the Director of Academic Advising and signs a contract agreeing to appropriate ameliorative action. If the disruptive behavior continues, the instructor may direct the Registrar to drop the student from the course. Students wishing to appeal an administrative drop for class disruption may do so by petition to the Academic Standards Committee. In such cases, students will continue to

be barred from class until the Committee renders its decision. If a student is dropped from a class for disruptive behavior after the sixth week of class, a WF grade is automatically assigned.

Late Registration

Late registration is possible through the last day to enter a class published in the calendar. The student is responsible for contacting his or her advisor during office hours and for completing the registration process during regular hours in the respective university offices. A late registration fee may be charged on and after the first day of classes.

Liability Release

Courses which entail an unusual danger factor require a properly signed and notarized Liability Release form which may be obtained from Security Services. Study abroad also requires this form. Failure to complete the form for study abroad, available in the Office of International Programs (Howarth Hall, Room 215), will result in dismissal from the study abroad program.

Change of Registration

Each student is responsible for each course in which that student is registered. Once registered, a student may change the class schedule through his or her myPugetSound portal or by reporting to the Office of the Registrar and processing an official Add/Drop form. After the last published day to add or enter a course, courses may be dropped but none added. If an instructor is not available and a deadline must be met, the department chair, the Registrar, or an Associate Academic Dean may approve the change.

Cancellation of Registration

The Academic Standards Committee has jurisdiction over forgery of faculty signatures on registration, Add/Drop, and Petition forms, or misuse of advisor or instructor permission codes. Taking another person's signature as one's own is a serious offense. Not only does forgery violate the spirit of trust necessary for the academic community to function effectively, but also this frequently carries with it severe penalties in other societal contexts. Faculty members must forward evidence of forgeries or misuse of codes to the Office of the Registrar.

Upon being notified that a forged signature exists on any document or that a code has been misused, the Registrar informs the Academic Standards Committee. The Registrar may consider any form with a forged signature or misused code to be invalid, and any action taken on the basis of such a document will be subject to cancellation. For example, should the forged signature appear on a registration form, that student's registration may be withdrawn. Should the forged signature appear on an Add/Drop form, the add or drop action will be canceled. Petitions containing invalid signatures will be rejected regardless of the request. Letters notifying students of the action taken in these cases will be placed in the official academic record of the student. Additional sanctions may also result (see the section titled "Academic Integrity").

Activity Credit Limit

When the limit of 2.00 units on activity credit has been reached, additional activity courses may be taken and listed on the transcript. Such courses do not accumulate credit toward the degree, points toward the term or cumulative grade point averages, or units toward work completed successfully.

Reregistration for the Same Course (Repeating a Course)

A student may repeat a course one time (see paragraph below for repeating a First-Year Seminar). This policy allows students to take a course again to improve a grade or to complete a course for which the student previously received a W or WF grade. Both courses and grades remain on the student's permanent academic record. The course with the higher grade is included in unit and grade point average calculations. If one of the assigned grades is a W, then the other assigned grade is used in unit and grade point average calculations. If a student attempting to improve a grade earns the same grade again, then the more recent grade is included in the appropriate calculations.

A student who receives an F or WF grade for a Seminar in Scholarly Inquiry 1 may repeat that course by taking any other Seminar in Scholarly Inquiry 1 for which the student is eligible to enroll. Similarly, a student who receives an F or WF grade for a Seminar in Scholarly Inquiry 2 may repeat that course by taking any other Seminar in Scholarly Inquiry 2 for which the student is eligible to enroll.

An attempt of a course occurs when a student enrolls for a course and withdraws after the date for withdrawal without record.

Exceptions to this policy are Independent Study, Co-operative Education, Physical Education activity courses, and varsity sports courses, COMM 292, music performing groups, and any course with a course description stating that the course may be repeated for credit.

A student may ask to repeat a course at another institution by submitting a Transfer Evaluation Request to the Office of the Registrar. The form is available electronically at pugetsound.edu/academics/advising-registrar/forms/ and may be attached to an email message addressed to lsecrist@pugetsound.edu. Permission may be granted subject to the student's status and with the specific approval of the appropriate academic department. (Some departments do not allow Puget Sound courses in which the student earned a low grade to be repeated at another institution.) If a Puget Sound course is then repeated at another institution, and if the grade earned elsewhere is the higher of the two, the Puget Sound grade will be removed from the grade point average, but the transfer grade will not be computed in the grade point average. Credit for the Puget Sound course will be removed and replaced by the transfer credit, even if there is a difference between the two. (See section titled "Transfer Information" for other policies governing transfer credit.)

Regression Rule

Students who complete coursework at an intermediate or advanced level without first completing the lower level introductory courses may not then go back and take the lower level courses for credit. This rule applies primarily to coursework in mathematics, the sciences, and foreign language. It may also apply in other departments in which there is a clear content sequence between courses.

Redundancy Rule

Students are encouraged to seek diversity and breadth in their coursework. Diversity and breadth are possible when courses are reasonably free of redundant content. Redundancy occurs when a student takes a course that covers topics substantially similar to topics covered in another course. Credit for redundant courses is not allowed, as indicated in the course description. Redundancy is determined by the appropriate academic department and the Registrar.

If a student enrolls in a course that appears to have content similar to the content of a course already taken, whether at Puget Sound or elsewhere, the student should come to the Office of the Registrar (Jones Hall, Room 013) to make sure the Redundancy Rule is not being violated. Student records are periodically audited for compliance with university policy. When a student is found to have redundant credit, the student's record is adjusted to remove the duplication. The grade entering the grade point average is the grade earned in the course for which credit is allowed.

The following courses have been identified as redundant:

- ARTH 275 and HON 206
- BIOL 101 and BIOL 111
- BIOL 361 and CHEM 461
- CHEM 110 and CHEM 115
- CHEM 120 and CHEM 230
- CHEM 230 and CHEM 231
- CHEM 461 and BIOL 361
- CONN 312 and STS 388
- GEOL 101 and GEOL 104
- HIST 102 and HIST 103
- HON 206 and ARTH 275
- HON 212 and PHYS 105
- MATH 110, MATH 150, or MATH 160, and then MATH 103
- MATH 180, MATH 181, or MATH 280, and then MATH 170
- PHYS 105 and HON 212
- PHYS 111 and PHYS 121
- PHYS 112 and PHYS 122
- REL 292 and SSI1 150, SSI2 150

The university has identified Advanced Placement (AP) and International Baccalaureate (IB) Examinations that correspond to specific courses in the university's curriculum. When a student is awarded credit for an AP or IB Examination that corresponds to a Puget Sound course, that student is granted an exemption from that course and it is so noted on the AP Grade Report under the "Specific Courses Exempted" heading or on the IB Transcript of Grades next to the examination grade. A student with a course

exemption is subject to reregistration, regression, and redundancy rules for that course, as well as any regulations of the corresponding academic department. This means a student may not retain examination credit if the exempted course is completed; nor may a student receive credit for a course covering material that is prerequisite to, or at a lower level than, the exempted course; nor may a student receive credit for a course covering similar material; and a student must observe all regulations of the corresponding academic department outlining the credit restrictions and the proper sequence of courses.

When a student is awarded credit for an AP or IB Examination that does not correspond to a Puget Sound course, that student is granted elective credit. Students wishing to continue their study in a discipline in which they have received this elective credit should first consult with an academic evaluator in the Office of the Registrar (Jones Hall, Room 013). If appropriate, the evaluator will assist the student in making arrangements with the proper academic department for an examination or interview in order to determine proper placement in an academic program. Additionally, the evaluator will record the department's evaluation in the student's academic record.

Tuition and Fee Payment

The registration process is complete only when payment arrangements are confirmed by Student Financial Services. The *Bulletin* currently in effect is a standard reference for official university policies and regulations governing student financial obligations, and all students are expected and presumed to be familiar with the policies, regulations, and procedures as published.

Concurrent Enrollment in Another Institution

If a degree-seeking student wishes to take a course at another institution concurrently with University of Puget Sound enrollment, such enrollment must be approved by petition to the Academic Standards Committee prior to beginning such study. Failure to receive prior permission to earn concurrent credit at another institution will result in the denial of the use of the credit toward meeting Puget Sound degree requirements. (See the section titled "Transfer Information" for other limitations on transfer credit.)

Withdrawal From a Course/Withdrawal From the University

Once the semester begins, a student may terminate his or her responsibility for a registered course, or for all registered courses, by completing the official withdrawal process through the Office of the Registrar.

If a student stops attending class without completing an official withdrawal, and circumstances are such that the instructor does not direct the Registrar to drop the student, the instructor must assign a letter grade based on the work completed by the student minus grade penalties for any missing assignments and for absences (see the section titled "Withdrawal Grades").

Failure to complete the term does not cancel the student's obligation to pay tuition and all other charges in full. For specific details regarding tuition refund policies contact Student Financial Services (Jones Hall, Room 019; 253.879.3214).

Religious Observances

The University of Puget Sound values the rich diversity of religious traditions, observances and beliefs represented in our campus community and supports the rights of students to practice their faiths. The university recognizes that in some instances a student's religious observances may conflict with the student's academic schedule. In such cases, the university endorses reasonable schedule flexibility, unless such an accommodation would create an undue burden on the student, other students, the instructor, or the college. Students shall consult with their instructor directly and in a timely manner to discuss an accommodation. The university chaplain is available to consult with students who wish to make such requests. The instructor may consult with the university chaplain or the Office of the Dean of the University for assistance as needed.

Student Accessibility and Accommodation

The University of Puget Sound is committed to provide all, otherwise qualified, students equal access to programs and activities by having nondiscriminatory standards in all academic areas, and by providing reasonable accommodations on a case-by-case basis. Reasonable accommodations are adjustments or minor changes that remove barriers. They do not involve lowering academic standards or alterations to a program. Some examples of accommodations are: extended time for exams, note-takers, accessible

books, readers, interpreters, scribes, flexibility in attendance, assistance with class registration, and accessible campus housing.

Student Accessibility and Accommodation (SAA) is the university-designated office that determines if a student qualifies for a disability-related accommodation under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. To begin the process, a student needs to submit documentation from a qualified, licensed professional that includes a diagnosis, how the diagnosis was established, the functional impairments, and a rationale for requested accommodations to the Director of Student Accessibility and Accommodation, saa@pugetsound.edu. Please see the SAA website for more detailed instructions and to download intake and documentation forms, or call 253.879.3395 for assistance. Accommodations are determined on a case-by-case basis and depend on documentation, student's needs, requested accommodations, and what is reasonable under the law. Once a student is registered, he or she will be able to formally request academic accommodation each semester by meeting with an SAA staff member to receive a signed accommodation form that is brought by the student to their professors and returned to SAA with each professor's signature. The nature of the disability is confidential. Professors are informed of the accommodations, not the diagnosis. University transcripts will not reflect any involvement with SAA.

A student who disagrees with an accommodation decision made by the Director of SAA may appeal that decision to an Associate Academic Dean. If such an informal attempt to resolve the disagreement fails, the student may file a formal written complaint to the Associate Vice President for Business Services (ADA/504 Officer), who will chair a Hearing Board consisting of the Associate Dean of Students, the chair of the Academic Standards Committee, the AAO/Title IX Officer, and a student selected by the Hearing Board in consultation with the ASUPS president. The Hearing Board will then meet with the complainant, the Director of Student Accessibility and Accommodation, and any other involved faculty or staff members relevant to the complaint. The final decision will be determined by the Hearing Board in a closed session and communicated in writing to the complainant and to the Director of SAA.

At any time in a grievance process, students may file a complaint with the responsible state or federal agencies. The right of a student to prompt an equitable resolution of a complaint shall not be impaired by this action. These agencies are:

Washington State Human Rights Commission
Third Avenue
Seattle, Washington 98101
206.464.6500

Department of Justice, Civil Rights Division
1424 New York Avenue, Room 5041
Washington, D.C. 20005
800.514.0383

Office for Civil Rights Region X
915 Second Avenue, Room 3310
Seattle, Washington 98174
206.220.7900

Study Abroad

General Eligibility Requirements for Study Abroad

Students must be approved by Puget Sound in order to study abroad. To seek approval, students must submit a Puget Sound Application to International Programs by the application deadline. Simply submitting an application does not guarantee the University of Puget Sound's approval to study abroad.

In order to study abroad through the University of Puget Sound, a student must meet the following requirements.

1. Good academic standing.
 - A. Not on any type of academic sanction at the time of application or prior to program departure.
 - B. Students must have a cumulative grade point average of at least 2.00 and a term grade point average of at least 2.00 for the semester prior to studying abroad.

2. Good judicial standing.
 - A. Students on Conduct Probation Level II (CP II) are not allowed to represent Puget Sound, and no waivers are permitted. Students may not apply for study abroad, nor may they participate in a study abroad program while on CP II.
 - B. Students on Conduct Probation Level I (CP I) are not allowed to represent Puget Sound, unless they obtain a waiver for specific purposes. A student wanting to apply to study abroad may petition for a waiver by following the process outlined by the Student Dean's Office. If a waiver is granted, the International Education Committee may consider the student's application, or may consider allowing the student to study abroad.
3. Freshman may study abroad during the summer following their freshman year if they have earned at least 7 units.
4. Be at least a second-semester sophomore in order to study abroad for a semester.
5. Meet the grade point average requirement for their program.
6. Be on campus the semester when applying (spring) and the semester before going abroad (fall or spring).
7. Have completed one year on campus at Puget Sound before studying abroad.
8. Be approved by the University of Puget Sound to study abroad.
9. Apply to a program on the Puget Sound Approved Study Abroad Program List. (Visit the International Programs website for a list of the current approved programs.)
10. Have no financial hold at the time of application and prior to departure.

In all instances Puget Sound reserves the authority to approve, retract, or deny a student's participation in study abroad. Once students are approved by Puget Sound, they must also complete their program-specific application by the deadline set by Puget Sound.

Application for Study Abroad

In order to provide the best service to students planning to study abroad, and to ensure that students make normal progress toward their degree, students should follow these steps to prepare to apply to study abroad:

1. Attend a Pre-Advising Session in Howarth Hall, Room 215.
2. Meet with a Study Abroad Advisor in International Programs
3. Meet with their Academic Advisor.
4. Meet with a Student Financial Services Consultant.
5. Complete a Puget Sound Study Abroad Application by the application deadline (check the International Programs website for the deadline).
6. Attend an application meeting (check the International Programs website for meeting dates).
7. Complete the Study Abroad Course Evaluation Form by the deadline (check the International Programs website for the deadline).
8. Complete a program specific application by the deadline (check the International Programs website for the deadline).

The University of Puget Sound has a policy for cancellation or withdrawal of approval of study abroad programs based on security and/or health risks. Students should check with the Office of International Programs for details of the policy.

Selection Criteria

1. Students meet their selected program requirements.
2. Highest priority: students going on Puget Sound sponsored programs (e.g. Dijon, Oaxaca, etc.), students with majors that require study abroad, and students in language immersion programs.
3. Student essay(s) – priority given to students who provide strong and detailed academic, linguistic, and cultural connections in their responses.
4. Faculty recommendation.
5. Students may be limited to a single program (semester or year) taken on a case by case basis.
6. Preference to rising seniors who have not previously studied abroad, then rising juniors, then sophomores.
7. Grade point averages will be considered. Students with below a 3.00 GPA may have lower priority. The final decision regarding acceptance rests with the Director of International Programs and the International Education Committee. In all instances, Puget Sound reserves the right to approve, retract or deny a student's participation in study abroad.

Transfer Students

Transfer students must complete one year in residence before studying abroad for a semester and must be enrolled on campus the semester when applying and the semester before going abroad.

Study Abroad Finances

Fall and Spring Programs

Regardless of the program, all students are charged:

1. Puget Sound tuition.
2. Puget Sound housing (exception: Aquinum Institute of Technology - Budapest, St. Olaf Budapest Semester in Mathematics, and Nebrija University Semester).
3. Puget Sound student government fee.

If the program provides a meal plan, the student will also be charged Puget Sound board or on a prorated basis.

Puget Sound students **do not pay** the program price or tuition directly to the international university or program provider. **Students are billed by Puget Sound.**

Federal and State Financial Aid

For eligible students, Pell Grants, Supplemental Educational Opportunity Grants, Washington State Need Grants, Perkins Loans, Stafford Loans, and Parent PLUS Loans may be used for Puget Sound study abroad programs. Work study benefits are not transferable to the study abroad program charge.

Puget Sound Scholarships and Grants

Puget Sound scholarships and grants are available for use on study abroad programs to students **who demonstrate financial need.**

1. Students who complete the FAFSA (Free Application for Federal Student Aid) and demonstrate financial need may use, in conjunction with federal and state aid, their Puget Sound scholarships and grants **up to their level of financial need.**
2. Students who **do not complete the FAFSA** or demonstrate financial need **are not eligible** for Puget Sound scholarships during their semester abroad.

Please consult with Student Financial Services to determine the amount of your Puget Sound scholarships and grants that will be available for study abroad.

Summer Study Abroad Programs

All students participating in summer study abroad programs will be billed for their program costs through Puget Sound. Students will pay:

1. The cost of the program (listed on the provider's website).
2. A \$500 administrative fee. The payment deadline for summer study abroad programs is the first day of Summer Term.
3. Deposit deadlines, tuition, and terms for each program will be detailed on the student's Study Abroad Financial Terms and Conditions form.

If the summer study abroad program is worth two or more academic units, students may be eligible to borrow up to 1/3 of their federal loans for the academic year. **No institutional aid is available for summer study abroad.** To apply for summer financial aid, complete the Summer AFA (found on the Office of International Programs website and the Student Financial Services website).

Study Abroad Transfer Credit

In order to determine the credits a student may receive from a study abroad program, students must complete a study abroad course evaluation form. Official transfer credit decisions are made by the Transfer Evaluator in the Office of the Registrar (Jones Hall, Room 013). Faculty advisors can give students quality academic and vocational advice, but final transfer credit determinations for any particular study abroad class will be provided in writing from the Transfer Evaluator after the student submits a Study Abroad Course Evaluation Request form.

Students are encouraged to talk to their faculty advisor and can meet with the Transfer Evaluator if they have further questions.

Extending Study Abroad

Students wanting to extend their study abroad program must request approval for an extension in writing and have the extension request reviewed by the Director of International Programs. Requests for an extension will be reviewed on a case-by-case basis.

Study Abroad Withdrawal and Cancellation

Student Withdrawal

1. **Up to the 10th day of class at Puget Sound:** 100 percent study abroad tuition, room, and board refund less any non-recoverable costs charged to Puget Sound by the program provider. The financial aid award will be evaluated to determine whether any portion of a student's financial aid must be returned in accordance with institutional policy and/or federal and state regulatory requirements.
2. **After the 10th day of class at Puget Sound:** study abroad tuition, room, and board will not be refunded, but recoverable costs from the program provider will be reimbursed to the student. The financial aid award will be evaluated to determine whether any portion of a student's financial aid must be returned in accordance with institutional policy and/or federal and state regulatory requirements. (Student Financial Services will work case by case with any spring student who withdraws from a southern hemisphere program having a departure date after the 10th day of class.)

Cancellation of Program

In the event a program is canceled, students may be eligible for a refund less any non-recoverable costs, pro-rated based on the date of the program cancellation. Puget Sound and the program provider will work together to offer alternate arrangements for continuation of your studies.

After the last day to add classes at Puget Sound, students cannot return to Puget Sound to start the semester. Also, student loan repayments may begin if a student is not enrolled for a period of time longer than 6 months.

Pre-departure Orientation

Prior to studying abroad, all Puget Sound students must attend a pre-departure session and submit all required forms and documents.

Student Housing While Studying Abroad

All Puget Sound students, on any program, must stay in program-approved housing. Students are not permitted to find their own accommodations or independent housing while abroad, even if this is permitted by the program. Some programs allow students to seek their own accommodations outside the housing provided by the study abroad program either at the beginning of the program or after completing some portion of the program. This is not permitted for Puget Sound students.

Student Code of Conduct Abroad

All Puget Sound students sign a student agreement before studying abroad. Students must abide by the student agreement. Violation of the student agreement will result in removal from the program. Consistent with the educational objectives of these programs, student participants are expected to exhibit sensitivity to host culture, to respect and observe local laws, and to conduct themselves in ways that demonstrate a high regard for the intellectual and cultural experience in which they are engaged. The University of Puget Sound or its agent reserves the right to dismiss any participant for reasons of unacceptable personal behavior or inadequate academic participation. Such dismissal will be without refund, return transportation will be at the student's expense, and the student's parent/guardian may be informed of the student's dismissal.

Residence Credit and Study Abroad

Students graduating from the University of Puget Sound must satisfy residence requirements to include the completion, in residence, of at least 16 total units, the last 8 units, 4 units in a major, and 3 units in a minor. Students participating in approved study abroad programs may apply their approved program courses to university residence requirements. Some majors and minor, however, have published restrictions in the Bulletin on the amount of transfer credit applicable to a major and minor.

In the spirit of providing our students with the most comprehensive information on our study abroad programs, and recognizing the invaluable perspectives possessed by program participants, the university requires all returning study abroad students to complete an evaluation of their program. These evaluations not only serve as valuable resources to prospective study abroad students as they research their options, but they also provide essential information to the Office of International Programs for monitoring the quality of these programs. For these reasons, returning study abroad students are required to submit an evaluation of their program to the Office of International Programs the semester they return to campus. If the evaluation is not received by midterm of the semester following the return to campus, the Director of International Programs may request of the Registrar that a hold be placed on the student's registration, academic record, or diploma.

Transfer Information

Transfer credit may be evaluated for a matriculated student if that student has an official transcript provided to the University of Puget Sound either as part of the admission application or within one term of the completion of the course. Students are reminded that they, and they alone, must arrange for an official transcript to be sent. The confidentiality of a student's academic record is protected by federal law and all colleges and universities direct students to submit transcript requests in writing.

Additionally, students are obligated to inform the university regarding previous or concurrent attendance at any other institution of higher education. Failure to do so is grounds for refusal of any possible transfer credit and dismissal from the university.

Transfer Credit Evaluation Policy

The University of Puget Sound will consider transferring credit for a course offered by a regionally accredited, or similarly qualified, institution of higher education if that course:

1. is sufficiently similar to a course in the curriculum of the University of Puget Sound;
2. is in a liberal arts discipline;
3. is a scholarly approach to the topic; or
4. is appropriate for inclusion in a Puget Sound degree as determined by the appropriate academic officer.

These qualifications are the criteria a transfer credit evaluator will use in making a judgment about the transferability of a course from another institution. Additionally, these criteria exclude the following types of courses from transferring:

1. Vocational or technical courses.
2. Remedial or retraining courses.
3. Personal development, human potential, or coping skills courses.
4. Courses designed for individuals who have completed a degree or certificate and who want to upgrade their occupational or professional skills, to acquire new skills, or to prepare for a proficiency examination. Such courses are commonly identified under such classifications as professional development, in-service education, or continuing education.
5. Courses in professional disciplines not supported by the university. The professional disciplines supported by the university are:
 - A. Business Administration
 - B. Education (graduate level)
 - C. Engineering (3-2 Engineering Program)
 - D. Occupational Therapy (graduate level)
 - E. Physical Therapy (graduate level)
6. Courses that instruct in doctrine or ideology.

The university reserves the right to limit the transferability of a course based on the source of credit, the method of instruction, or the duration of the term.

Credit Limits

1. *Transfer Credit*

An undergraduate degree requires a minimum of 32.00 units, at least 16.00 of which must be earned at the University of Puget Sound. Therefore, transfer students are normally limited to a maximum of 16.00 units (64 semester credits or 96 quarter credits) of transfer credit.

2. *College Credits Earned Prior to High School Graduation*

College credits earned prior to high school graduation may transfer to Puget Sound if the credits are earned in regularly scheduled college classes taught on a college campus. Such courses must be more advanced in the discipline than courses normally offered at the high school level. In order to be eligible for transfer, the college courses must be composed primarily of degree-seeking college students and must be described in the college bulletin or catalog.

Most high school students require four years of college preparatory work in order to succeed at Puget Sound. High school students who take college courses that are essentially replacements for courses available in their high schools are viewed as doing their college preparatory work outside the high school, rather than accumulating baccalaureate-level credits. Introductory level courses taken at a college instead of at the high school would be viewed as college preparatory, and would not generate baccalaureate transfer credits at Puget Sound.

However, students who have completed a course or sequence of courses offered at their high schools and who go on to do at a college more advanced work than their high school offers may earn baccalaureate transfer credits while in high school. Examples of situations in which high school students might go beyond college-preparatory work to do college-level work are foreign language study beyond the level offered in the high school and mathematics study beyond the level offered in the high school.

College credits earned prior to high school graduation are therefore evaluated on a case-by-case basis to determine whether or not they apply to a Puget Sound baccalaureate degree. High school students planning to enroll at Puget Sound should consult with the Office of Admission before enrolling in courses at a college.

The university does not award transfer credit for "college-in-the-high-school" courses.

3. *Activity Credit*

The maximum activity credit allowed within a degree program is 2.00 units.

4. *Work Experience*

Work experience credit earned through courses in practicum, internship, or co-operative education programs may be transferable to a maximum of 2.00 units, subject to transfer evaluation criteria.

5. *Credit-by-Examination*

The University of Puget Sound does not offer examinations for the purposes of awarding credit but does recognize two credit-by-examination programs:

- A. Advanced Placement (AP) Examinations
- B. International Baccalaureate (IB) Examinations

The scores required and credit awarded for specific AP and IB examinations are listed on the university's website and may be found by searching for "Advanced Placement Policy" or "International Baccalaureate Policy."

A student may receive a maximum of 8.00 total units earned through AP or IB examinations, and credit will not be awarded for two examinations in a similar subject.

Advanced Placement Examination Credit

The university may grant 1.00 or 2.00 units of lower-division credit for an Advanced Placement (AP) Examination passed with a score of 4 or 5. Up to 8.00 units may be allowed based on AP scores if the student presents no other credit-by-examination results. AP credits do not apply to Core Requirements.

The university's goal in allowing credit for AP Examination results is to award students a fair amount of credit for their advanced study in high school as indicated by their examination results; to ensure that students are placed in the next appropriate course, should they continue to study in that discipline; and to direct students into courses that will supplement their academic achievement in high school.

If a student who has received credit for an AP Examination takes the equivalent University of Puget Sound course, that student's AP credit will be replaced by university credit. In addition, some departments place special conditions on AP Examinations in order for them to be applied toward a major or minor. (See also the section titled "Redundancy Policy.")

International Baccalaureate Credit

The university will grant 1.00 unit of lower-division credit for each International Baccalaureate (IB) Higher Level Examination passed with a grade of 5, 6, or 7. Additionally, 1.00 unit of lower-division credit will be granted for Theory of Knowledge, if a student has earned the IB diploma. Up to 6.00 units may be allowed based on IB scores if the student presents no other credit-by-examination results that might otherwise exceed the limit of 8.00 units for credit-by-examination. Similar to AP credits, IB credit does not apply to Core Requirements, is subject to replacement if a student registers for an equivalent Puget Sound course, and may be subject to special conditions before an academic department will apply it to a program. (See also the section titled "Redundancy Policy.")

6. *Repeating a Course*

A course taken at the University of Puget Sound may be repeated at another institution provided the student is eligible to attend the other institution, has selected a course approved for transfer by an evaluator in the Office of the Registrar, and has the specific permission of the appropriate department. (A department may require that a course be repeated only at Puget Sound.) If a Puget Sound course is repeated at another institution, and if the grade earned elsewhere is the higher of the two, the Puget Sound grade will be removed from the grade point average, but the transfer grade will not be computed in the grade point average. Credit for the Puget Sound course will be removed and replaced by the transfer credit, even if there is a difference between the two.

It is also possible to repeat at Puget Sound a transfer course taken elsewhere. A student who has transferred a course to Puget Sound may repeat that course at Puget Sound by taking its equivalent, as listed on either an official Puget Sound Transfer Evaluation or an official Puget Sound Transfer Evaluation Request.

7. *Independent Study*

Credit for Independent Study may transfer, but the decision to do so may be based on an evaluation of an Independent Study contract/agreement or the finished Independent Study project. Regardless of credit source, no more than 4.00 units of Independent Study are acceptable toward a baccalaureate degree and no more than 2.00 units toward a graduate degree. Independent Study may not be applied to university Core Requirements.

8. *Academic Pass/Fail*

Courses graded pass/fail may transfer within the limit of no more than 4 academic courses taken pass/fail (either as mandatory pass/fail or with the pass/fail grading option) can apply to a baccalaureate degree. Such courses do not apply to the university Core Requirements, the Upper-Division Graduation Requirement, or the Foreign Language Graduation Requirement, and may not apply to major or minor requirements.

Activity courses graded pass/fail may transfer and are included in the limit of applying no more than 2.00 units of activity credit toward a baccalaureate degree.

9. *Self-Paced Study and Distance Education*

No more than a combined total of 4.00 units of self-paced study (e.g., correspondence, programmed text, or telecourse) or distance education (e.g., online and electronic) courses are accepted in transfer. Such courses do not apply to university Core Requirements, the Upper-division Graduation Requirement, or the Foreign Language Graduation Requirement. These courses will be evaluated on a course-by-course basis for consideration for transfer. Students requesting credit for self-paced or distance education courses may be required to provide a course syllabus or course outline to the Transfer Evaluator in the Office of the Registrar.

Courses combining elements of self-paced or distance education with reduced on-campus instruction are also subject to this policy.

10. *Extension*

The transferability of a course offered through an institution's "extension program" will be determined based on content and method of instruction. Extension courses designed for specialized professional or personal interest are not transferable.

11. *Core Requirements*

In order to fulfill a university Core Requirement, an eligible transfer course must be worth at least 3 semester credits or 4 quarter credits at the original institution and must be equivalent to a Core course at Puget Sound (for the Natural Scientific Approaches, a course must have a regular, formal, laboratory component). Additionally, courses used to complete Core Requirements may not be graded pass/fail and may not be completed through distance, self-paced, online, or independent study. Appropriate course sequences which, when combined, total at least 3 semester credits or 4 quarter credits may be accepted. Note that the Connections Core and the second first-year Seminar in Scholarly Inquiry may not be completed by a transferred course.

Grade Point Calculation

Transfer courses do not enter into the University of Puget Sound grade point average as listed on a student's transcript. However, a student must have both a Puget Sound grade point average of at least 2.00 and a cumulative grade point average of at least 2.00 for the combination of all Puget Sound and all transfer courses. The same grade point average requirements apply to all courses applicable in a major, minor, or program. If a Puget Sound course is repeated at another institution, and if the grade earned elsewhere is the higher of the two, the Puget Sound grade will be removed from the grade point average, but the transfer grade will not be computed in the Puget Sound grade point average. Credit for the Puget Sound course will be replaced by the transfer credit, even if there is a difference between the two.

Concurrent Enrollment

A matriculated student may not be enrolled at the University of Puget Sound and another institution at the same time during the same term. An exception may be made, when appropriate, by the Academic Standards Committee in response to a petition submitted by the student prior to the intended concurrent enrollment.

Institutional Accreditation and Transfer Credit

Academic credit from an institution of higher education may transfer if that institution is accredited by one of the seven regional accrediting associations. However, Puget Sound reserves the right to accept only those courses and credits that the university considers appropriate for inclusion in a degree. Additionally, the university reserves the right to distinguish transfer courses based on the source of the instruction. That is, if an institution assigns credit to a course in which the instruction was provided by an agency that was distinct from the institution, the university may evaluate that transfer credit separately.

Similarly, if an institution is not accredited by a regional accrediting association but is accredited by a national or professional association, the university may consider the nature of that accrediting association along with the content of the transfer course when making a transfer evaluation.

Undergraduate transfer of credit from unaccredited institutions with "candidate status," may be recognized formally after successful completion of 8.00 units at Puget Sound. Transfer credit for graduate degree programs must be from an accredited institution and approved by the Director of Graduate Study. Bachelor's degrees from unaccredited institutions with "candidate status" are recognized as acceptable for admission to graduate programs.

Courses offered by unaccredited institutions may satisfy major or minor requirements in some cases at the discretion of the department. However, such credits will not count toward the minimum 32.00 units required for graduation. Degrees from unaccredited institutions are not recognized as bachelor's degree equivalents for entry into the graduate program or for any other purpose. Puget Sound reserves the right to not recognize the actions of a regional accrediting association outside of its geographical jurisdiction. A list of the regional associations or accredited institutions may be obtained from the Office of the Registrar (Jones Hall, Room 013).

Transfer Rights and Responsibilities

The University of Puget Sound endorses the rights and responsibilities regarding transfer students as established by the Washington Higher Education Coordinating Board in 2010, and now administered by the Washington Student Achievement Council.

Student Rights and Responsibilities

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.

2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students. (At the University of Puget Sound, students may seek resolution through a petition to the Academic Standards Committee.)
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

College and University Rights and Responsibilities

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission- and transfer-related decisions to students in writing (electronic or paper).

Transfer Verification Form

A student wishing to take a course at another institution should obtain written verification of the transferability of that course using a Transfer Evaluation Request form available from the Office of the Registrar (Jones Hall, Room 013; 253.879.3504).

Veterans Education Benefits Information

Selected academic programs at the University of Puget Sound are approved by the United States Department of Veterans Affairs (VA).

A student who is eligible for Chapter 30, 35, 1606, or 1607 benefits should contact the Certifying Official in the Office of the Registrar (Jones Hall, Room 013; 253.879.3160) and provide a copy of the Certificate of Eligibility. A student who qualifies for Chapter 33 Post 9/11 or for Chapter 31 Vocational Rehabilitation benefits should contact the Certifying Official in the Office of Student Financial Services (Jones Hall, Room 019; 253.879.3234) and provide a copy of the Certificate of Eligibility.

A student's enrollment status is a factor in determining the total amount of funding paid by the Department of Veterans Affairs. Therefore, the university must report changes of enrollment status. Any student who decides to withdraw from a course or courses should contact the Certifying Official in the Office of the Registrar before withdrawing or dropping a course. (See the section titled "Academic Load" for definitions of full-time, half-time and less than half-time enrollment status.)

The Department of Veterans of Affairs will pay only for those courses that advance a student's progression toward a degree and reduce the number of units needed to graduate. Therefore, any student who must repeat a course must notify the Certifying Official in the Office of the Registrar. A student planning on taking a course at another institution should also contact the Certifying Official regarding the transferability of credit from the other institution.

A student will automatically be certified each term provided the student remains in good academic standing and continues to make satisfactory academic progress towards graduation. (See the section titled Academic Standing for a definition of good academic standing and see the Student Financial Services Web page pugetsound.edu/admission/financing-your-education/financial-aid/maintaining-eligibility/satisfactory-academic-progress/ for a definition of satisfactory academic progress).

A student called to active military service must contact the Certifying Official in the Office of the Registrar for advice on withdrawing from classes and must also contact the Office of Student Financial

Services for advice on settling the student's financial account. Upon submission of military orders at the time of withdrawal, and depending upon the date of withdrawal, a student may be dropped from each registered course without record or be dropped from each registered course with a W grade (a non-punitive grade). Additionally, military orders may also provide a student a complete tuition adjustment. Following withdrawal, a student is eligible to apply for a leave of absence through the Office of Academic Advising (Howarth Hall, Room 114; 253.879.3250).

A student who is uncertain regarding his or her eligibility for benefits may contact the Department of Veterans Affairs by telephone at 888.442.4551. A student interested in applying for Chapter 31 benefits may contact the Department of Veterans Affairs by telephone at 800.827.1000. A student may also apply for benefits using an online application (VONAPP) at <http://vabenefits.vba.va.gov/vonapp/main.asp>.



Office of the Registrar | 1500 N. Warner St. #1034 | Tacoma, WA 98416-1034