

## **ACADEMIC REGULATIONS**

### **CATALOG CHANGE AND STUDENT RESPONSIBILITY**

It is the student's responsibility to know and comply with catalog regulations governing admission, registration, degree plans, graduation requirements, payment of tuition, withdrawal, academic probation, academic suspension, etc. Each student will complete the requirements for graduation in the catalog in effect on the date of College entrance. If a subsequent decision is made to follow a later catalog, through a *bona fide* change in major or for other causes, the requirements in effect at that time must be met. A student who withdraws and subsequently returns to Williams may be required to fulfill the requirements of the most recent catalog or catalog addendum. The Academic Dean will assist in such cases. The semester in which a course is offered, as listed in the catalog, is subject to change. Every effort is made to achieve fair and reasonable adjustments for students affected by curricular change. Courses with insufficient enrollment may be subject to cancellation prior to the first day of class.

The curriculum, policies, and procedures of the College are under continuing evaluation and review, and a given catalog does not constitute a contract with the student.

### **FULL-TIME STUDENT DEFINITION**

Any student enrolled for at least 12 semester hours of credit is considered a full-time student. Williams recommends that full-time students take the normal load of 16 semester hours in order to meet graduation requirements within 4 academic years.

No student may schedule more than 18 semester hours without the permission of the Academic Dean. A student must have a cumulative average of no lower than a "B" to schedule a load of more than 18 hours. If a student is concurrently enrolled in another college or university, the above policy still applies.

### **STUDENT CLASSIFICATION**

A student who is regularly enrolled and who has less than 30 semester hours of credit is classified as a freshman. One who has earned a minimum of 30 semester hours of credit but less than 60 is classified as a sophomore. A student who has earned at least 60 hours of credit but less than 90 hours of credit is classified as a junior. A student who has earned 90 hours or more is classified as a senior. A student is classified as a special student if registered for less than 8 semester hours, or if the student is not pursuing a degree program.

### **DEFINITION OF SEMESTER HOUR**

The unit of credit is the semester hour, which is the credit given one lecture period (50 minutes) per week, or equivalent, for the duration of the semester.

The first digit of the four used in each course number indicates the level of the course: a "1" indicates freshman level, a "2" indicates sophomore level, a "3" indicates junior level and a "4" indicates senior level. The last digit indicates the number of semester hour credits for the course.

### **COURSES OFFERED ON DEMAND**

The course will be offered when interest is demonstrated by a sufficient number of students.

## **ADVISOR**

**Students are personally responsible for completing all requirements established for their degree by the College and the department.** It is the student's responsibility to know the requirements for the appropriate degree program. Faculty advisors will assist students in preparing schedules, completing degree plans, and generally will counsel students on academic matters, but advisors may not assume responsibility for the student's academic progress and ultimate success or failure in a given program of study.

Any substitution, waiver, or exemption for any established requirement or academic standard may be accomplished only with the approval of the department chairperson and the Academic Dean.

## **CHANGE OF SCHEDULE**

A student may add a course or courses up to the end of the first full week of the semester, or drop a course or courses up to the end of the twelfth week of the semester. To drop a course, the student must obtain a drop slip from the Office of Academic Affairs and have it properly executed in the allotted time. A grade of "W" (Withdrawal) will be recorded if the course is officially dropped by or in the twelfth week; otherwise, a grade of "F" will be recorded. Refunds for dropped courses will be made according to the Refund of Fees Schedule. Anyone who is not properly enrolled in a course cannot receive credit, and anyone who is not officially dropped from a course cannot receive a refund. A course withdrawal fee is assessed by the business office in the amount of \$10 if paid in cash or \$15 if charged to a student's account.

## **DEGREE PLAN**

Every student pursuing a degree is expected to file a degree plan as soon as the degree objective is decided. This plan should be filed in the Office of the Academic Dean no later than December 1 of the student's junior year. Transfer students entering as sophomores, juniors, or seniors must file during the first semester of attendance. The degree plan form, which may be obtained on line, must be completed in consultation with the student's academic advisor and the department chairperson and must be approved by the Academic Dean. The student is responsible for the content and successful completion of the degree plan. If no satisfactory plan can be agreed upon, the student may not be allowed to continue in the program. This degree plan provides the program which, if completed successfully, becomes the basis for the conferring of the degree. Any change in the degree program must be approved by the academic advisor, departmental chairperson, and Academic Dean. A student may not graduate without an approved degree plan on file in the Academic Dean's office.

## **JUNIOR-SENIOR LEVEL COURSE REQUIREMENTS**

Typically, students should expect, as part of their degree programs, to complete *not less than 40 hours* of junior-senior level course work. (The atypical instances where a degree program or major requires fewer upper level hours will be off-set usually by very substantial requirements of applied or other rigorous specialized courses.) Students will often be required to complete more than 40 hours of upper level course work depending upon their major and specific departmental or program requirements. To earn a bachelor's degree a student must complete all course/hour requirements of a major or program of studies as described in the Catalog, including all required upper level hours of instruction. (Note: A student must have completed 45 hours to earn junior-senior credit for 3000/4000 (junior/senior) level courses.)

## GRADING SYSTEM

### Letter Grades

The letters A, B, C, D, F, and W are used in indicating the following qualities:

A - Excellent

B - Above Average

C - Average

D - Below Average

F - Failure to attain a minimum level of achievement, or unofficial withdrawal from a course.

P/S - Pass (No grade points issued)

R - Repeat

\*I - Incomplete (given only if circumstances beyond the student's control prevent the completion of the course during the semester). The student receiving an "I" has three months from the date the "I" is received to complete the course work; otherwise the "I" is automatically changed to an "F".

AU- Audit

W - Withdrawal from a class or for complete withdrawal from the College.

Any appeal for change of grade must be made within six weeks of the end of the semester or term in question.

**\*Students requesting "I" grades must first consult their advisor and the advisor must recommend the same to the Dean's Office (in writing). Students requesting "I" grades must submit to the Dean's Office a "compliance" form before an "I" grade can be issued.**

### Grade Points

A - 4 points per semester hour

B - 3 points per semester hour

C - 2 points per semester hour

D - 1 point per semester hour

F - 0 points per semester hour

A student's grade point average (GPA) is computed by dividing the total number of grade points accumulated by the total number of semester hours attempted.

## ACADEMIC HONESTY POLICY

Williams considers cheating to be the basis for disciplinary action. Students are to avoid giving or receiving information on tests or examinations, using any unauthorized aids on tests or examinations, or submitting someone else's work for their own. Faculty members are encouraged to be alert to cheating. Faculty will initiate the disciplinary action appropriate for all acts of observed dishonesty, as well as file a report of the incident and intended disciplinary action with the Academic Dean. Any appeal by the student should be made in writing to the Academic Dean. If the Academic Dean stipulates, the student may appear before the Academic Dean and the instructor. A written report of this hearing and decision will become a part of the student's permanent academic and/or disciplinary file. An appeal of this action by either the student or the instructor will follow the appeals process as stipulated in the Student Handbook, *Disciplinary Procedures and Sanctions*.

## **INTENT TO GRADUATE**

Students must complete the Dean-Registrar's Intent to Graduate Form before the last day of registration for their final fall semester at Williams. Normally, this means that second semester juniors will complete and submit the form before or during the spring registration of the *year* preceding their intended date of graduation.

## **FINAL CHECK**

The Registrar will conduct a Final Check of all students planning to graduate. The Final Check process will involve a close scrutiny of a student's course work and all graduation requirements (English Proficiency Test, GPA, etc.). Deficiencies in any area will result in the delay or denial of graduation.

## **ENGLISH PROFICIENCY EXAMINATION**

All students seeking a baccalaureate degree must demonstrate a proficiency in basic English grammar and usage by passing an English Proficiency Examination. Students should take the English Proficiency Examination as soon as they have completed Composition I and II with a grade of "C" or higher. Transfer students should take the examination during the first semester of attendance at Williams.

The English Department will administer the test once each semester. The test will consist of 50 objective questions (concerned with grammar, punctuation, sentence structure, and diction) and a five-paragraph essay to be written on a topic chosen by the English faculty. Students who do not make a passing score on the English Proficiency Examination may audit EN1113 and/or seek tutorial help from the Director of Counseling Services prior to taking the examination a second time. Students who do not make a passing score on the second testing must 1) retake and complete English Composition I (at Williams), earning a "C" or higher grade **OR** 2) continue to take the regularly scheduled EPE until a passing score is achieved. If a student chooses (1) and succeeds in the course as stipulated, there will be no need to retake the EPE.

## **ACADEMIC DISTINCTION**

### **President's List**

Students taking 12 semester hours or more of degree credit and earning a GPA of 4.0 will be recognized by placement on the President's List.

### **Dean's List**

Students taking 12 semester hours or more of degree credit and earning a GPA of 3.5, but less than 4.0 at the end of a semester, will be distinguished by placement on the Dean's List.

## **GRADUATION WITH HONORS**

**Bachelor's Degree.** Students earning an average of 3.5 or above in all college courses graduate as honor students as follows: 3.5-3.69, cum laude; 3.70-3.84, magna cum laude; 3.85-4.00, summa cum laude. *A student earning the distinction of summa cum laude, and also achieving a GPA uniquely higher than all other graduates, will be recognized as graduating with Highest Honors.*

**Associate Degree.** Students earning an average of 3.5 or above in all college courses graduate as honor students as follows: 3.50-3.89, with Distinction; 3.9-4.00, with Special Distinction.

## **ACADEMIC PROBATION AND SUSPENSION**

Students attempting less than 60 hours of credit are placed on academic probation if their cumulative GPA is less than 1.5 on hours attempted at WBC. Students placed on academic probation whose GPA on work attempted the following semester is less than 1.65 will be suspended for one semester.

Students attempting at least 60 semester hours of credit will be placed on academic probation any time the cumulative GPA falls below 2.00. A student will be academically suspended if the following applies:

A cumulative GPA of 1.65 or less on 60 through 75 attempted hours.

A cumulative GPA of 1.80 or less on 76 through 89 attempted hours.

A cumulative GPA of 1.90 or less on 90 attempted hours and above.

Students who enroll under academic probation will be suspended after one semester if their current GPA on hours attempted at WBC falls below a 1.5.

The purpose of academic suspension is to provide students with time away from college to examine and re-evaluate their academic problems and goals. Students who are suspended must submit an application for readmission.

## **WITHDRAWALS**

Students withdrawing from the College during a semester must obtain a *Withdrawal Form* from the Office of Academic Affairs and have it properly executed. A student completing this process before the beginning of the final examination period will have a "W" recorded on the permanent record. A student who withdraws without following this required procedure will be recorded as having withdrawn unofficially and each grade will be recorded as an "F", and no fees will be refunded. Students cannot officially withdraw from school after the last day of classes prior to final examinations or while under disciplinary investigation. Refunds for withdrawals will be made according to the Refund of Fees Schedule (see page 29).

## **STUDENT RECORDS**

The provisions of the Federal Education Rights and Privacy Act of 1974 prohibit the College from issuing transcripts or other personally identifiable student records without that student's written consent, except as indicated below:

- (a) Williams officials will have access to the records.
- (b) Records may be released in connection with a student's application for or receipt of financial aid.
- (c) Certain state and federal officials have legal access to the records.

Certain items are considered to be public information and may be released by the College without written consent unless the College is instructed to withhold such information from the public. Items of public information are: name, address, telephone listing, parent's names, date of birth, religious denomination, field of study, enrollment status, participation in officially recognized activities and sports, weight and height of varsity athletes, dates of attendance, degrees and awards received, and previous educational institutions attended. Any student who does not want this information released by the College must communicate this in writing to the Registrar by the end of the first week of classes each semester. A copy of the WBC policy concerning the Federal Education Rights and Privacy Act of 1974 is available in the Registrar's Office.

## TRANSCRIPTS

Transcripts can be ordered online through *Transcripts on Demand by SCRIPT-SAFE* by accessing the Registrar's page on the college website. A *Transcript Request Form* is also available on this site for use in placing an order by mail. Requests by mail must include payment in the form of cash, check, and/or money order. Credit and debit card payments are not accepted by mail. Walk-in requests are acceptable; however, same day delivery is not available. Transcripts requested in this manner will be mailed. Facsimile, phone, and email requests are not accepted. A fee of \$10 will be charged for each official transcript. Processing transcript requests can take up to five business days, not including delivery time. No transcript will be issued until the business office reports all accounts settled. (*See Financial Information Payment of Accounts.*)

## REPETITION OF COURSES

**Only** courses in which a student has made a grade of "D" or "F" may be repeated to raise the grade, provided the student has not in the meantime completed a more advanced course for which the repeated course is a prerequisite. A written request for recomputation of the GPA must be completed with the Registrar during the registration of the semester the course is being repeated in order to have only the last grade counted. Otherwise, both courses will be used in computing the GPA. The course grade in the first attempt will remain on the transcript and be marked with an "R". The grade earned on subsequent repetitions of a course will be averaged into the overall grade point average. **All "repeat" courses must be taken at WBC.** The institution to which the student transfers will have the option of averaging or accepting the higher grade.

## CREDIT BY DIRECTED INDIVIDUAL STUDY

Students may apply to the Academic Dean requesting permission to take a course not currently offered but included in the curriculum. Such directed individual study courses are subject to the following provisions:

- (1) The student must prove that such an arrangement is a matter of academic necessity.
- (2) The student has never been enrolled in the class previously.
- (3) The student and instructor shall draw up a program of study which the student must complete satisfactorily, subject throughout to review and approval by the Academic Dean and/or an inter-disciplinary committee appointed by the Dean.
- (4) The tuition fee for directed individual study will be in addition to the regular per semester tuition charge.
- (5) Duration of the course will be the normal semester time frame.

## CREDIT BY EXAMINATION

WBC grants degree credit on the basis of a number of advanced-standing examinations. The total credit by examination which may be counted toward a degree may not exceed 30 hours, and not more than 9 of these may be counted in the major, nor 6 in the minor.

**WBC Credit Examination:** Credit by examination is available for a limited number of courses as determined by the respective departments and/or divisions. If, on the basis of previous training and experience, a student believes he or she can pass an examination for credit on a course offered at Williams, the student may petition the chairperson of the department to take such an examination. A student may not receive credit by examination for any course which has been audited previously or after having taken a more advanced course.

Application forms for credit by examination may be obtained from the Academic Dean. The examinations are planned and supervised by the chairperson of the department in which the student desires to receive credit or by the instructor appointed by the chairperson. Application forms must be signed by the instructor who administers the test, the chairperson of the department, the Academic Dean, and the Registrar.

Half of the regular tuition fee per semester hour for each examination must be paid to the Business Office and the receipt presented to the instructor before the examination may be taken.

After the examination is completed, the instructor must submit the examination papers, the signed application, and the fee receipt or the fee receipt number to the Academic Dean who is responsible for having the credit recorded in the office of the Registrar. The examination must be completed with a grade of "C" or above. Tests will be offered on a departmental basis once each semester on a designated Saturday.

**CLEP Credit:** A student may earn up to 30 college credits through the College-Level Examination Program (CLEP). Credit may be earned through the General Examinations or the Subject Examinations by scoring at the 50th percentile or above. (Some departments require special/higher scores for CLEP exams. Some departments do not accept CLEP credits. Contact the Registrar for exclusions or stipulations.)

**Advanced Placement:** The College accepts credits established by a grade of three or higher in the Advanced Placement program of Educational Testing Service. Scores should be reported to the Office of the Registrar.

### **EXTENSION, CORRESPONDENCE, AND TRANSFER CREDIT**

No more than 66 semester hours will be accepted from an accredited two year institution. A total of 30 semester hours of extension and correspondence credit from accredited institutions may be accepted. No more than 12 hours may be from correspondence courses. A maximum of 6 hours of extension and/or correspondence courses may be counted toward a major. **Only correspondence courses with a grade of "C" or above may be accepted.**

Specific credits granted will depend upon the accreditation status of the institution(s) involved, upon course equivalencies and upon grades earned. Courses accepted must be consistent with the curriculum of WBC. All grades from acceptable college-level courses will be used in calculating the cumulative GPA. Students may repeat at WBC those compatible courses for which they have received a D or F.

Students currently enrolled at Williams who wish to take courses (traditional, correspondence, computer-based, etc.) at another institution and who wish to transfer those credits back to Williams must obtain approval from the Dean-Registrar's Office before pursuing course work at another institution. Students needing transfer credits to graduate must make certain that those official transcripts are on file in the Registrar's Office by 12:00 noon on the official day for posting grades prior to their scheduled graduation date. Failure to comply with this rule will result in the denial of graduation and participation in commencement exercises.

### **PRACTICUMS AND INTERNSHIPS**

Enrollment for Practicums and Internships must be completed on or by the first day of registration in any given semester.

### **AUDITING COURSES**

Enrollment as an auditor is permitted in most courses, subject to approval of the Academic Dean and the course instructor. Courses in studio art and applied music may not be audited.

The fee for auditing a course is \$150.00 *per semester hour*. For students currently enrolled full time, an audit course will be included in the 12-17 hour general expense charge. Should an audit course place a student in “18 hours and above,” the student will be responsible to pay \$125 per hour for the number of hours above 17 hours. An audit does not qualify a student for regular full time status if the student enrolls for less than 12 hours.

An auditing status may be changed to credit status if the change is requested by the 5th week of the semester and providing the student has done all work required by the instructor. The auditing fee will then apply to the regular course fee. However, a student enrolled for credit cannot change to audit status after the add/drop period.

Though an audited course carries no academic credit, the auditing student's transcript will show that particular courses were audited, provided the student conforms to the audit requirement for the course as indicated by the instructor.

### **CLASS ATTENDANCE**

Students are expected to attend every class session. Each instructor will maintain current records and will, upon request, furnish an accurate report of any student's attendance pattern to the Dean of Students, Academic Dean, Academic Affairs Committee, or other persons having legitimate interest in this record. Attendance is checked from the first class meeting; therefore, late registrants will have some absences when they first meet a class. When students are absent, for any reason, they are still responsible for the content of the missed lecture and for any assignments. If the absence causes the student to miss a major examination, that examination may be made up if the instructor is convinced that the absence was justified. A student's attendance record is a legitimate part of the criteria which the instructor may use in assigning a grade for the course. It is the responsibility of students to be aware of the attendance policies for their classes.

After a student has missed the equivalent of one week's work, the student may be required to justify any further absences to the Academic Dean or the Academic Affairs Committee. If the student is unable to do so, the student may be required to withdraw from school. If a student is negligent or dilatory in class attendance or assignments, the instructor may, after consultation with the Academic Dean, suspend the student from class without the privileges of attendance or credit. (An administrative withdrawal fee will be assessed by the business office in the amount of \$10.) The student may apply for reinstatement, but may be reinstated only with the consent of the instructor and the Academic Dean. A letter grade of "W" will be entered for the course if suspension occurs prior to the 13th week; an "F" will be entered if suspension occurs after the 12th week.

### **FRESHMAN ORIENTATION PROGRAM**

This program, required for all first-time (fall semester) freshmen, assists students in making the transition to – and succeeding in – their college careers. Notably, the program provides useful information regarding study skills and related academic issues. Equally important, this program affords interesting and valuable information about the distinctive *Williams Way* of higher learning. The College's history, ideals, traditions, and mission are explored during this program. A special community service project is also a prominent aspect of this program.

### **FRESHMAN FOCUS PROGRAM**

The Freshman Focus Program recognizes that first-time freshmen who are considered “at risk” need personal and separate attention. The Admissions Office places these students in the Freshman Focus Program as a condition of their admission to the College. Students generally selected for the program are those who are admitted under probation or condition (see page 13 for Freshman

Admission Criteria.) The terms of the Freshman Focus Program and the student's involvement are as follows:

- a. **Probation:** The student is only allowed to take 12 hours during their first semester and possibly the second semester and must hold at least a 1.5 overall grade point average. If the probationary student fails to achieve a GPA of 1.5 or above on 12 semester hours at the end of the first semester, the student will face academic suspension.
- b. **Condition:** The student is limited to 12 hours during the first semester.

### **Advisor Selection and Assignment**

The Freshman Advisor will register and advise students in the Freshman Focus Program. Once a student transitions out of the program, a new advisor may be assigned to the student in their major subject area.

### **Counseling Services**

Students involved in this program will be required to meet with a tutor, assigned through the Counseling Center, two hours per week. Students will also be required to meet with the Freshman Advisor or Counselor every two weeks during an assigned time to evaluate the student's progress. A career inventory test will be administered to the student during the semester by the counseling office.

### **End of Semester Meeting**

At the end of the semester, each student will be required to meet with the Freshman Advisor to assess the student's academic progress and to decide on the necessary action for the coming semester. A student who has maintained a 2.0 during the semester and shows successful assimilation into a collegiate lifestyle can be released from the Freshman Focus Program and given full admissions status.