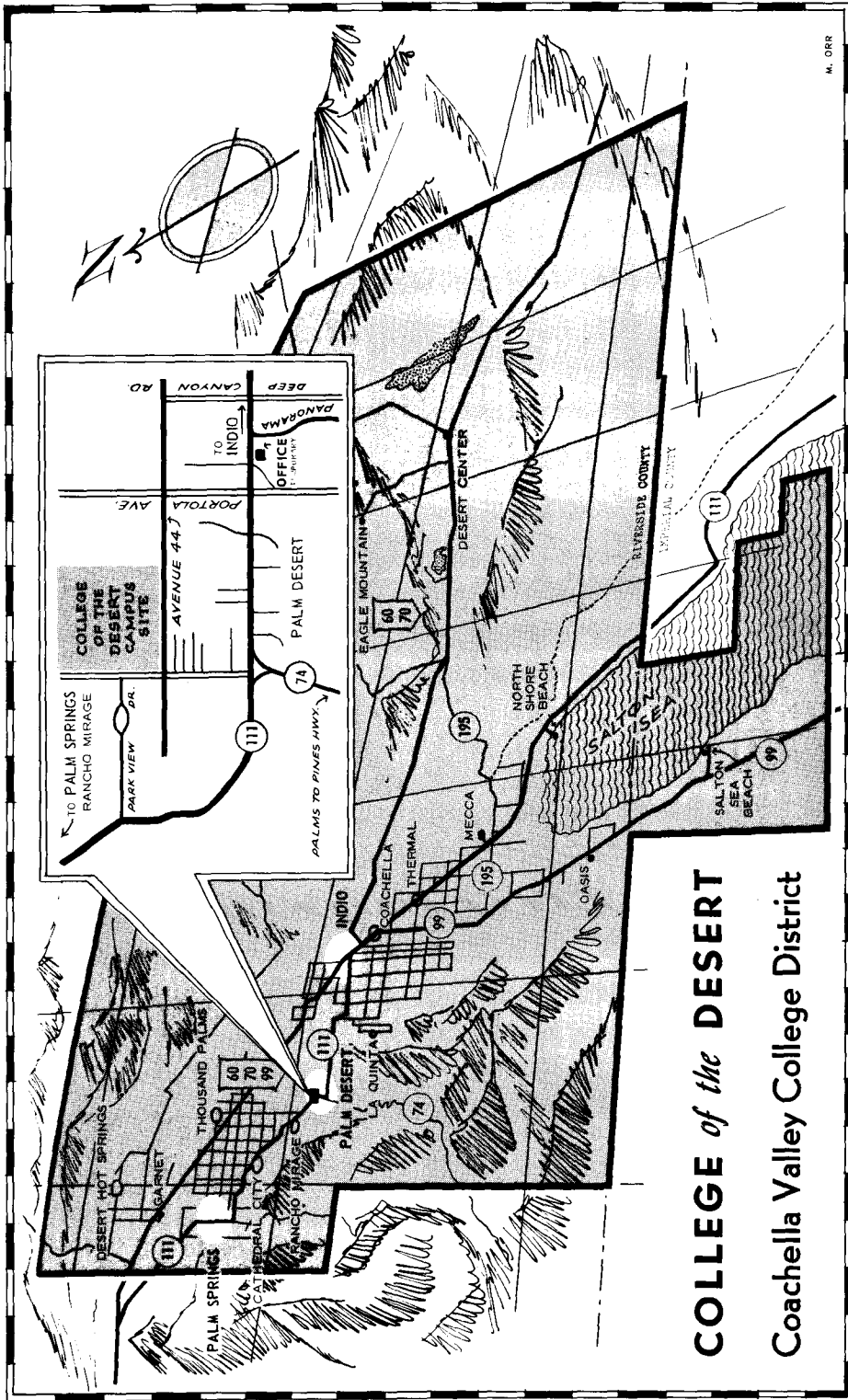


COLLEGE OF THE DESERT



CATALOG





COLLEGE of the DESERT
Coachella Valley College District

COLLEGE OF THE DESERT

A California Public Junior College

CATALOG
and
ANNOUNCEMENT
of
COURSES

First Year

Volume I, No. 1

1962-1963

43-500 MONTEREY AVENUE
PALM DESERT, CALIFORNIA
TELEPHONE FIRESIDE 6-8041

Area Code 714

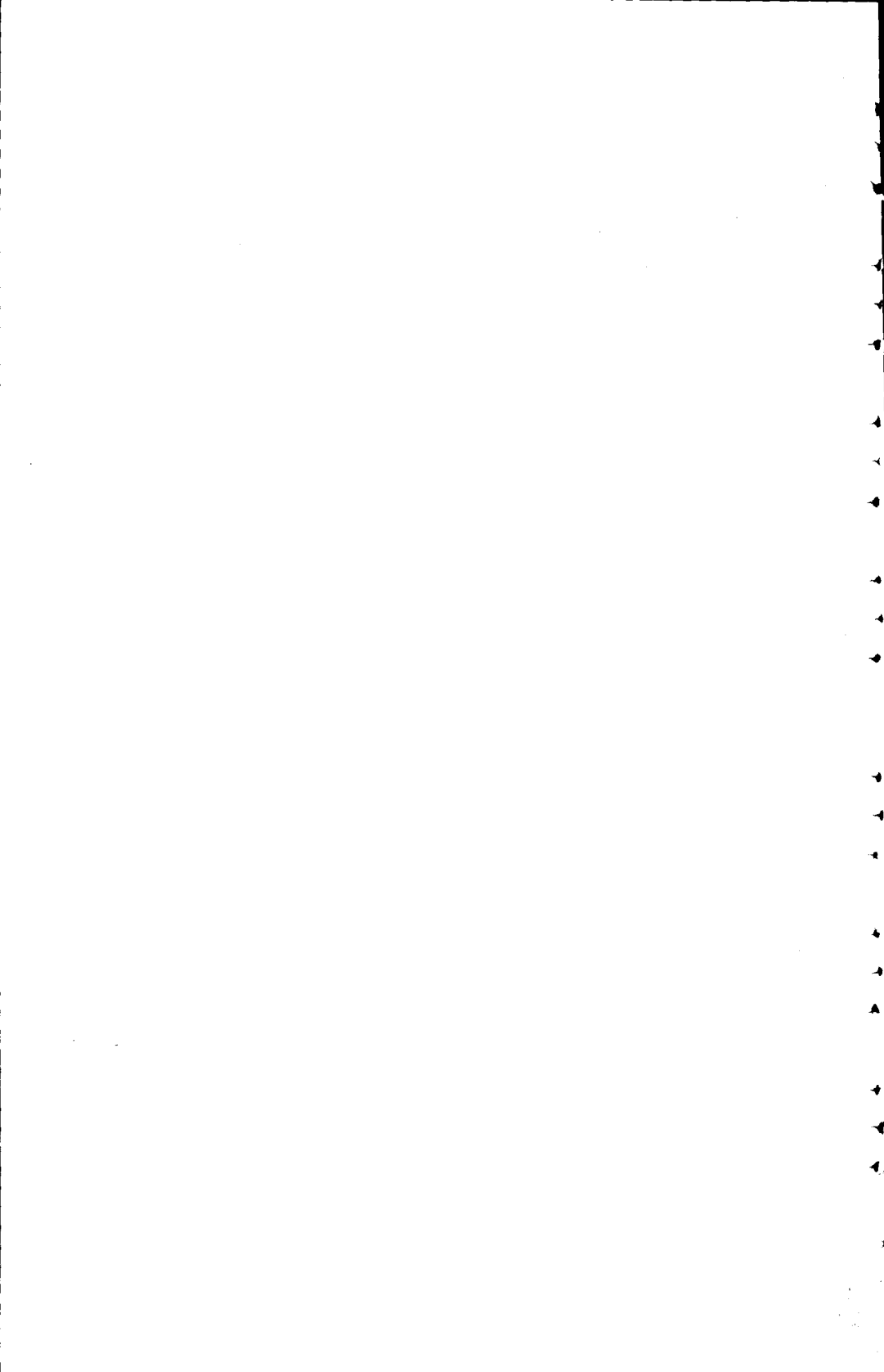


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ADMINISTRATION

BOARD OF TRUSTEES

The members of the Board of Trustees for the College of the Desert are elected by the people of the Coachella Valley Junior College District (see map inside front cover) for a term of four years. The present Board consists of the following persons:

*Don H. Mitchell, Indio. Elected 1958. President of Board 1958-62. Term expires 1963.

William W. Cook, Palm Desert. Appointed 1958. Elected 1961. Term expires 1965.

*David M. McGahey, Palm Springs. Elected 1958. Reelected 1961. Term expires 1965.

*Raymond Rummonds, Indio. Elected 1958. Term expires 1963.

Mrs. Helen Staley, Palm Springs. Appointed 1961 to fill unexpired term of William A. Mason, deceased. Term expires 1963.

OFFICERS OF THE COLLEGE

Roy C. McCall, *President and District Superintendent*

Edwin T. Ingles, *Dean of Instruction*

M. W. Ellerbroek, *Dean of Business Services*

FACULTY

The faculty and additional administrative officials are being selected. An announcement containing the complete list of instructors and administrative officers will be published in the summer of 1962.

*Member of original Board of Trustees elected in April 1958. Other individuals who have served on the Board since its inception are Dr. Frank Purcell, elected 1958 (resigned), and William A. Mason, deceased.

GENERAL INFORMATION

OBJECTIVES

College of the Desert, a two-year, public institution of higher education created by and for the people of its community, is dedicated to the concept that individual talent and integrity constitute the nation's most valuable resources and should therefore be developed and protected to the fullest possible extent. Accordingly the College has established the goal of providing full educational opportunity for the youth and adults of its community, and has instituted the corollary requirement of high standards of performance on the part of all who participate in its benefits.

Toward the end of realizing its objectives, the College strives for a well conceived curriculum, rich in content and broad in scope, a superior staff capable of outstanding teaching, an environment conducive to learning, library resources and laboratory equipment to facilitate study, emphasis upon independence of thought and action as essential ingredients of a functioning democracy, and the development of value judgements and self discipline as the *sine qua non* of education. It is expected of all students that they develop competence in the fundamental processes of reading, writing, speaking, listening and computation; an appreciation of the scientific method in the solution of problems; an awareness of the unique values of our American heritage, including our democratic way of life and the primacy of moral and spiritual concerns; a sense of the inherent responsibilities of citizenship; and an insistent desire to become and to remain vocationally competent. It shall further be incumbent upon all students to manifest their respect for free educational opportunity by reciprocal behavior in the form of regular attendance, exemplary conduct, and diligent application of effort to the end that each may improve himself and therefore his opportunity to contribute to society in a degree commensurate with his capacity.

More specifically, the College curriculum is organized around three major categories of goals:

1. *Academic Preparation for Advanced Study.*

As an integral unit of the California tri-partite system of public higher education, College of the Desert is prepared to meet its obligation to provide lower division education leading to upper division majors in the four-year colleges

GENERAL INFORMATION

and universities of the state and nation. It aspires to do this in such a manner that students may transfer without loss of time or credit or scholarship standing virtually regardless of their choice of major.

2. *Occupational Training*

For those students desiring to complete a vocational curriculum within two years, the College will offer technical training in all fields where promise of student enrollment justifies the necessary expenditures for facilities and staff. Individual courses will be offered on the same principle in those areas where a full curriculum cannot be justified. In both instances the College's aim will be vocational competence for its trainees; also a corollary competency in citizenship.

3. *General Education*

For all students, both those with chosen vocational objectives and those whose aim is no more specific than achievement of a liberal education, the College aspires to inculcate attitudes and develop knowledge and skills essential to effective living as persons, members of families, citizens, and workers. Further to particularize, a widely accepted list of competencies included in the College's objective of a liberal, general education for all is as follows:

- a. Exercising the privileges and responsibilities of democratic citizenship;
- b. Developing a set of sound moral and spiritual values by which he guides his life;
- c. Expressing his thoughts clearly in speaking and writing, and in reading and listening with understanding;
- d. Using the basic mathematical and mechanical skills necessary in everyday life;
- e. Using methods of critical thinking for the solution of problems and for discrimination among values;
- f. Understanding his cultural heritage so that he may gain a perspective of his time and place in the world;
- g. Understanding his interaction with his biological and physical environment so that he may better adjust to and improve that environment;
- h. Maintaining good mental and physical health for himself, his family, and his community;

GENERAL INFORMATION

- i. Developing a balanced personal and social adjustment;
- j. Sharing the development of a satisfactory home and family life;
- k. Achieving a satisfactory occupational adjustment;
- l. Taking part in some form of satisfying creative activity and in appreciating the creative activities of others.

Not an educational goal in itself, but a service on which the College places much emphasis for the purpose of insuring that able and industrious students reach their chosen and proper goals is *educational guidance*. Both personal and educational counseling for the individual are available in cooperation with the high schools even before he enters college, and occupy a large and significant place throughout his time at College of the Desert. Thoughtful, systematic, and scientific analysis and assessment of one's personal capacities, limitations, attitudes, likes, dislikes, drives, special abilities, and financial resources and obligations are undoubtedly as essential to his choices of goals and the attainment of them as are his selection of academic courses.

HISTORY

The Coachella Valley Junior College District, the legal birth certificate for College of the Desert, was approved on January 21, 1958, by the voters of Palm Springs Unified School District and the Coachella Valley Joint Union High School District by a majority of approximately ten to one.

More than ten years of study and planning by the governing boards of the two districts, in cooperation with the State Department of Education, preceded the election through which the College was born.

On April 15, 1958, the initial five member Board of Trustees was elected from a score of candidates. On July 1, 1958, the elected Board members were officially seated and the new District thus became "effective for all purposes."

The Board and a limited administrative staff spent three years studying junior college education, and planning curriculum, buildings, and policies, before contracts were let in the summer of 1961 for actual construction of the initial nine buildings on the 160 acre site at Monterey and 44th Avenue in Palm Desert. Plans assume receiving of the College's first students in the fall of 1962.*

*A detailed history is in process of preparation.

GENERAL INFORMATION

ACCREDITATION

For its official accreditation College of the Desert is under the jurisdiction of the Western College Association. Courses offered at the College are approved by the California State Department of Education and the Veterans Administration. Courses taken at College of the Desert which are equivalent to university and four-year college courses may be transferred without loss of time or credit to the student.

FACILITIES

The campus of College of the Desert is a 160 acre tract in Palm Desert at Monterey and 44th Avenues. Although it is master-planned for 2,500 full time students, the nine buildings of the first increment will accommodate conveniently about 800 regular students and the usual complement of part-time students and adults.

All buildings are of concrete and steel, designed for permanence, utility, and beauty, but also planned for flexibility so as to accommodate temporarily some categories of specialized instruction which will in due time justify specialized buildings.

The Library, designed to occupy the focal center of the campus, and thus planned in size, esthetics, and function to justify that location, has necessarily been omitted from the first increment of buildings for financial reasons, but will be erected soon after the College opens. Until it is built, the Student Center building will be devoted entirely to library services and will easily suffice.

Other buildings are designed in groups according to function. The Campus Center group is composed of three buildings: Administration, including some classrooms; Dining Hall, and a Student Center, to be used temporarily as a library. The Science group comprises in the first phase a Laboratory Building and a Lecture Hall. The Liberal Arts Building is the first of a classroom group which will ultimately house the humanities and social sciences. The Health and Physical Education group is composed of a locker-shower unit, a shallow pool for swimming, a deep pool for diving, and six tennis courts. A Technology building will house varied laboratory units for related courses in engineering and technology. A warehouse and maintenance building will be located in the campus date garden. A campus residence for the president's family was included with the site as purchased. Paved roadways and parking lots for 500 autos are included in the initial construction.

GENERAL INFORMATION

EVENING CLASSES

Two types of classes are scheduled in the late afternoon and evening, the Extended Day Classes and the Classes for Adults.

Extended Day Classes. Classes in this program are made up from courses listed in the regular catalog which are scheduled in the late afternoon or evening for the convenience of students who work part time or adults who wish to enroll in the regular transfer or vocational courses offered by the College. Extended day courses parallel the day courses in prerequisites, course content, time devoted to preparation of assignments, and examinations. These courses carry credit identical with the day courses, but instructors, on occasion, may modify their methods and assignments in recognition of adult problems or points of reference.

Classes for Adults. These classes make up part of what is coming to be known as the community service program. Such a program consists not only of classes for adults, but seminars, lecture series, recitals, conferences, institutes, and workshops may be included as a means of serving the people of the College District. This program will be encouraged vigorously, partly in recognition that education is a life-long process, and partly because of the demonstrated value of courses for adults in rendering service to the community.

Classes for adults are not a part of any curriculum, but are offered in response to a demonstrated demand to meet a specific community requirement, and do not carry credit, in contrast to the extended day classes which all carry credit toward a degree or transfer requirement.

Regular students will not be excluded from adult classes. Actually such "repair" or remedial courses as are needed in English, mathematics and other selected subjects will be offered in the adult program for the purpose of attempting to correct college preparation deficiencies, and these courses will not carry academic credit.

Any individual or community group desiring to initiate an adult class or desiring to enroll in one should contact the Coordinator of the Community Service program at any time during the year. Adult classes may be arranged to start or terminate at any time during the calendar year. The office of counseling and guidance maintains a day and evening schedule in order to make its services available to all students in extended day and adult classes.

STUDENT PERSONNEL PROGRAM

COUNSELING AND GUIDANCE

Many students need assistance in occupational and educational planning, and some need help in the solution of personal adjustment problems caused by transition from high school to college. To meet this need, an extensive guidance program has been organized as a function of the College.

The counseling and guidance program at College of the Desert actually begins in the high schools which the College serves. Working in conjunction with the high school counseling staff, representatives from the College visit the high schools and discuss vocational and educational plans with all graduating seniors who plan to attend College of the Desert. During the spring semester, College counselors help the high school senior make out his first semester program and his tentative course of study list. Then, during the summer, the College counselors are available to discuss the student's program with the student, his parents, or both. Prior to the regular registration for the fall semester, all new students are given an additional opportunity for consultation with the counselors and individual department advisors in planning their programs.

Each entering freshman at College of the Desert is enrolled during his first semester in a course in group guidance, called Freshman Orientation, which meets the first half of the semester as a regular class. During this period the student is given aptitude and interest tests, orientation to campus facilities, to study habits, to reading techniques and other mechanics of study which will help him with his college work. The student also makes a detailed study of his chosen vocational field, in the form of a research paper which sets forth the opportunities, requirements, education and experience needed, and other features of the vocation or profession. Thus the student is enabled to look at his chosen field of endeavor objectively.

In the second half of the semester in the Freshman Orientation course, the student confers individually with his general counselor. The counselor and student go over the various tests, and determine their significance in relation to the individual; that is, whether the student's proposed objective is advisable in the light of his capabilities and interests. The counselor also helps the student to

STUDENT PERSONNEL PROGRAM

plan his college program so that the student may achieve the ultimate in his individual ability.

The instructor of the student's course in Freshman Orientation becomes his general counselor during his entire stay at the College. In addition, an advisor, who is a specialist in the student's major field, is available for consultation. The counselor and advisor arrange individual conferences, supplementing the basic guidance materials prepared in the Freshman Orientation course, to help the student efficiently plan his educational program. Both the general counselor and the advisor sign the student's study list each semester prior to completion of registration.

STUDENT SERVICES

Health Services. The College has a Public Health Nurse on duty to provide health education, health consultation, first aid and general health services. The College, however, does not maintain an infirmary and cannot provide extended medical care in case of illness or injury.

Each entering student is required to have a physical examination and polio immunization except for those who are granted exemption before registration. The examination, to be performed by the family physician, should be recorded on the form provided by the College. The report should be filed with the nurse on the day of registration. A student's academic and activity program may be limited if recommended by the doctor.

Employment Services. A placement service is maintained for students wishing part-time employment while attending College, and for students seeking full-time employment upon graduation. Students desiring the services of the placement office are asked to file applications with that office as promptly as possible in order to assure full consideration.

Food Services:

Cafeteria. Breakfast and lunch are served daily except Saturday and Sunday in the College cafeteria. This facility is maintained jointly by the Governing Board of the College and the Student Body Association. Hours of service are from 7:15 a.m. to 3:00 p.m. Service may be extended to special student groups at other hours upon request.

Snack Bar. Short orders and soft drink service are available from 8:00 a.m. until 9:00 p.m. daily at the snack bar adjoining the cafeteria.

STUDENT PERSONNEL PROGRAM

Housing. Student housing is not provided by the College, but an earnest effort is made to assist all students who desire to find convenient and comfortable living quarters. A list of lodgings with designated housing standards is available to students at the College office. No lodging is included in the list without the approval of College authorities. Students are not authorized to reside in lodgings not listed.

Inquiries and requests concerning student housing should be directed to the Dean of Students, College of the Desert.

Bookstore. The bookstore is operated jointly by the Governing Board and the Associated Student Body. All profit from its operation is returned to the Student Body treasury. Books and supplies used in the classroom may be purchased at the bookstore from a list recommended by the instructors. The bookstore is a self-service type store open daily except Saturday and Sunday, from 7:45 until 4 p.m. and evenings when necessary.

Student Transportation and Parking. Students are expected to provide their own transportation to and from college. The College assists students in securing transportation by organizing "share the ride" groups, and by providing schedules for public transportation to and from the campus. Information may be secured at the office of the Dean of Students.

Student parking is permitted in designated areas on campus provided the vehicle is properly registered and the parking permit is displayed on the vehicle in the manner requested by the College.

Loan Services. College of the Desert will have loan funds available for deserving students who qualify. Some scholarship loan funds and several general funds have already been established, and negotiations are under way for others in special fields. Students seeking information about loans should inquire at the Dean of Students office.

Scholarships. The Scholarship Committee of College of the Desert serves as a clearing house for scholarship announcements of interest to students of special academic attainment.

Students seeking scholarship information should communicate with the Scholarship Secretary in the Dean of Students office, and should alert themselves to all scholarship notices posted on the bulletin board. Several local organizations have

STUDENT PERSONNEL PROGRAM

established scholarships and awards for College of the Desert students; others are making plans for additional grants.

STUDENT ACTIVITIES

Associated Students. The opportunity for self-government will be extended to the students of College of the Desert by the Governing Board and the Administration of the College, in order to promote and direct student activities which stimulate the intellectual, physical, social and moral life on the campus, and provide an expanded educational and social life for all students. The Associated Student Body of College of the Desert will be the official organization of student government. It will include all regularly enrolled students who purchase student body membership cards. Membership is required for participation in all student activities and for use of student equipment, such as athletic supplies, club furnishings, publications, and other facilities.

The administration of the Associated Student Body business is to be carried on by an executive council composed of student officers and men and women representatives from each class, together with faculty advisors. The council will meet once each week or at the call of the president. Any member of the Associated Student Body is entitled to bring matters of importance to the attention of the executive council and is always welcome at meetings.

The Associated Women Students is a supplementary organization which will have supervision over special women's activities on the campus, and further the spirit of comradeship among the women of the College.

The Associated Men Students will be organized to supervise a similar function among the men of the College.

An inter-club council will be formed to be composed of presidents or designated representatives of various campus clubs and organizations. This club will meet once each week to make recommendations to the executive council. The vice-president of the Associated Student Body will be the president of the inter-club council.

Club Organizations. Social, honorary, service and special interest clubs contribute actively to the program of the College. All clubs have faculty advisors or sponsors. Detailed information about club programs, including membership, will be pre-

STUDENT PERSONNEL PROGRAM

sented to students in the required class, Psychology 10, "Freshman Orientation," and in the various bulletins distributed throughout the campus periodically. Clubs are organized under the supervision of the office of Director of Student Activities, and additional detailed information may be obtained at that office.

Athletics. It is anticipated that College of the Desert will be a member of the newly formed Desert Junior College Conference. Intercollegiate athletic competitions will be initiated in major and minor sports as feasible from the standpoint of student interest and enrollment.

Eligibility rules for intercollegiate competition are prescribed by the Athletic Code of the California Junior College Association. Students who plan to compete in athletics should establish their eligibility well in advance of the opening of the season.

Cultural Activities. The various academic departments supplement their regular instructional activities by sponsoring extra programs, open to students and the public, that make important contributions to the cultural life of the entire community.

The Associated Students sponsor a lecture series, also open to the public, featuring internationally known persons.

ACADEMIC INFORMATION

ACADEMIC COUNCIL

Because it is not possible to develop academic regulations that apply equally and fairly to all students under all situations, an Academic Council composed of several faculty members has been designated to review and take action on students requests for waiver or modification of college academic regulations.

Petitions for such privileges must be submitted through the office of Dean of Students.

CLASSIFICATION OF STUDENTS

Freshman: Student with less than 28 units of college credit.

Sophomore: Student who has completed 28 or more units of college credit.

Post-Graduate: Student who has completed all graduation requirements and has enrolled for further study.

Full-Time Student: Student carrying 12 or more units.

Part-Time Student: Student enrolled for less than 12 units.

Adult Student: Student who has attained his twenty-first birthday and who has enrolled in less than 10 class hours.

Special Status Student: Part-time student not a candidate for transfer or graduation.

UNIT OF CREDIT

The term "unit of credit" or "semester unit" is a measure of time and study devoted to a course. Each hour of a regular class period per week, or three hours per week of a laboratory session for one semester is considered one unit. Many courses are made up of a combination of regular class sessions and laboratory sessions, in which case the course is weighted by the sum of units made up from the ratio of three laboratory sessions equivalent to one lecture session.

GRADING SYSTEM

The results of the student's work in each course is reported to the Registrar in one of *seven* scholarship grades, as follows:

A, Excellent; B, Good; C, Fair; D, Barely Passing; E and F, Not Passed; and W, Withdrawal.

ACADEMIC INFORMATION

The designations "passed" and "not passed" may be used in reporting upon the results of certain courses recommended by the curriculum committee.

Grade E indicates a record below passing, but one which may be raised to a passing grade during the following semester, by the consent of the instructor and the approval of the Academic Council without repetition of the course, by passing a further examination or by performing other tasks required by the instructor.

Petitions for such privileges must be submitted through the office of the Dean of Students. Grade F denotes a record so poor that it may be raised to a passing grade only by repeating the course. A student who raises a grade of E to a passing grade receives unit credit but no grade points unless granted by petition in special circumstances.

Grade W indicates approved withdrawal from a course, provided the student was earning a satisfactory (C) grade or better at the time of withdrawal; otherwise the student's record for such withdrawal is reported as F.

GRADE POINTS

The College of the Desert uses the same system of grade points used by most other colleges and universities in the state to give an over-all appraisal of a student's level of achievement.

Semester grades are assigned grade points as follows:

A	4 grade points per unit earned
B	3 grade points per unit earned
C	2 grade points per unit earned
D	1 grade point per unit earned
E, F and W	0 grade points

Grade Point Average. The total grade points accumulated by a student is divided by the total number of units attempted (excluding withdrawals) and the quotient is called the student's grade point average. After each semester of work both the units attempted and the grade points are added to the student's previous record in computing the total or cumulative grade point average.

ACADEMIC PROBATION

Each student is urged to maintain satisfactory progress toward graduation or toward transfer to other institutions. A "C" average (2.0 grade point) or better is considered satisfactory.

1. A student will be placed on probationary status at the end of any semester in which his cumulative grade points are

fourteen

ACADEMIC INFORMATION

more than 5 points below the number required for a "C" average. He will be allowed to remain in school on probation and not be disqualified unless his cumulative grade points are more than 10 below the number required for a "C" average.

2. A student admitted from another college with a record that shows his cumulative grade points fall more than 5 points below the number required for a "C" average will be admitted on probation.
3. A student graduated from high school with less than "C" average will be admitted on probation.
4. All non-high school graduates are normally admitted on probation.
5. Other students may be put on academic probation when at the discretion of the Academic Council such action is for the best interest of the student.

Meaning of Probationary Status

1. A student on probation will be required to carry a limited academic and activity load upon the recommendation of his advisors.
2. Any withdrawal from a course beyond one, unless approved by the Academic Council, will count as "F" in determining academic standing for probationary status.
3. Students on probation are subject to disqualification at mid-semester or the end of the semester in which their grade points fall more than 10 points below a "C" average.

DISQUALIFICATION

A student, while on probation, will be disqualified for re-enrollment at the end of that semester in which his cumulative grade points are more than ten below the number required for a "C" average.

A student who has demonstrated by doing less than "D" average work that he is not capable of profiting from college courses may be disqualified for re-enrollment at the end of the semester without a period of probation.

All factors having a bearing on the poor academic work of the student will be reviewed by the Academic Council before recommendation for disqualification is made. Exceptions may be made

ACADEMIC INFORMATION

by the Academic Council where evidence of significant academic improvement is demonstrated, or other circumstances warrant.

Admission after Disqualification. A student who has been academically disqualified for the first time from attending college may petition the Academic Council for re-admission after a period of one regular semester has elapsed. A student wishing to be admitted from another college, presenting a record with cumulative grade points totaling more than ten below the number required for a "C" average, will be considered disqualified until one semester has elapsed from the time he left the previous college and makes application for admission. Application forms for Admission after Disqualification should be obtained in and submitted to the office of Dean of Students at least four weeks prior to beginning of instruction. Disqualified students will not be allowed to re-enroll on a tentative basis in anticipation of favorable action by the Academic Council regarding the petition.

SCHOLARSHIP REPORTS

Students are notified of deficiencies in scholarship at the end of each six weeks period. Failing students will be referred to advisors for program adjustments when feasible. At the close of each semester, grade reports are sent directly to the students. However, the Registrar will send grade reports to parents upon request.

FINAL EXAMINATIONS

Final examinations are obligatory in all courses except those specifically designated by the curriculum committee as requiring special treatment in lieu of final examination. All examinations will so far as practicable be conducted in writing, and a maximum time will be assigned beforehand for each examination, which no student will be allowed to exceed. Any requests for modification of these regulations must be made by petition to the Academic Council.

CREDIT BY EXAMINATIONS

Provision is made whereby a student, while registered in the college and in good standing, may, under certain conditions, take examinations for credit either (a) in courses offered in the college, without formal enrollment in them, or (b) in subjects appropriate to the student curriculum but not offered as courses by the college. The results of such examinations, with grades and grade points, are entered upon the student's record in the same manner as for

sixteen

ACADEMIC INFORMATION

regular courses of instruction. Application to receive credit by examination may be obtained from the Counseling Office, and must be approved by the Academic Council.

REPETITION OF COURSES

A student who receives a grade of "D" or lower may repeat the course and receive a new grade and grade points appropriate to that grade; however, the listing of the original grade must remain as part of the permanent record. The units will count only once toward graduation; however, all units attempted will be included in computing the grade point average.

A student need not repeat a course in which he has failed unless the course is prerequisite to another course or is required for graduation or transfer.

CHANGE OF PROGRAM

A change of program includes the following: dropping a class, adding a class, adding or reducing units to a class for which the student is already registered, or changing sections of the same course.

A student is expected to plan his schedule carefully with the aid and approval of his advisor and then to make a vigorous endeavor to maintain it throughout the semester. Program change applications must be initiated with the student's advisor and approved by the Academic Council. The student must attend all classes in which originally enrolled until the requested change is officially authorized.

WITHDRAWAL

Official Withdrawal. The student is held accountable for every course for which he has registered. To become official, any withdrawal from college or withdrawal from a class must be made by application properly completed and filed in the Registrar's office, otherwise the student will receive a grade of "F" for the course.

Withdrawal Dates and Penalties. If a student officially withdraws from college or from a class by the end of the third week of classes, a grade of "W" will be recorded upon his permanent record for each class from which he has withdrawn. If he withdraws after the third week and not later than the end of the eleventh week of classes, either a "W" or an "F" will be recorded, depending upon whether he is passing or failing the course on the