

Academic Information

Academic Honesty

Cornell College expects all members of the Cornell community to act with academic integrity. An important aspect of academic integrity is respecting the work of others. A student is expected to explicitly acknowledge ideas, claims, observations, or data of others, unless generally known. When a piece of work is submitted for credit, a student is asserting that the submission is her or his work unless there is a citation of a specific source. If there is no appropriate acknowledgment of sources, whether intended or not, this may constitute a violation of the College's requirement for honesty in academic work and may be treated as a case of academic dishonesty. The procedures regarding how the College deals with cases of academic dishonesty appear in *The Compass*, our student handbook, under the heading "Honesty in Academic Work."

Confidentiality of Student Records

Cornell complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and protects the confidentiality of student records and the individual student's right to privacy. A detailed statement of the College's policy with regard to student records is contained in *The Compass*, the student handbook, which explains the student's right to inspect her or his records and the procedures for doing so.

No information except *directory information* (defined below) will be released without the written authorization of the student whose records are requested, to persons other than the student and members of the Cornell faculty and administration, except in compliance with a lawfully issued subpoena or judicial order. Faculty and administrators who have legitimate business requiring them to see a student's academic records may have access without first obtaining the formal consent of the student. Such use of a student's academic records may be for purposes of counseling the student; considering the student for honors, awards, special programs, or financial aid; or compiling statistics.

The College may release *directory information* as a matter of course without the prior consent of the student. Such information comprises the student's name, local and home addresses and telephone numbers, campus email address, date and place of birth (only if the student is currently enrolled), academic level, enrollment status (full-time/part-time), major field of study, participation in officially recognized activities and sports, weight and height (if a member of an athletic team), dates of attendance, degrees and awards received, the name of the most recent educational institution previously attended, the student's photograph, and the names and addresses of the student's parents. Students who do not wish the College to release any or all of the above information must notify the Registrar in writing of their preference.

Students may authorize the release of grades to parents or guardians by signing a release form that is filed in the Registrar's Office. Grade reports are mailed to parents three times during the year and will only be mailed to parents whom the student has authorized as a recipient unless the parent provides documentation proving their right to the information, i.e., current income tax return which shows the student as a dependent.

Students with Disabilities

Cornell College is committed to compliance with federal law regarding students with disabilities. Section 504 of the Rehabilitation Act of 1973 states: "No otherwise qualified individual in the United States, as defined in section 706(7) of this title, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. . ." (29 U.S. Code, paragraph 794).

The Americans with Disabilities Act of 1990 states that a handicap shall be defined as "a physical or mental impairment that substantially limits one or more of the major life activities." (42 U.S. Code, paragraph 12102[2]).

The Office of Civil Rights, Department of Education, states that any postsecondary education program which receives Federal financial assistance “shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified applicant or student” (34 Code of Federal Regulations, paragraphs 104.41 and 104.44[a]). In addition to academic adjustments, “a recipient . . . shall take such steps as are necessary to ensure that no handicapped student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination . . . because of absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills” (34 Code of Federal Regulations, paragraph 104.44[d]).

The concept of academic adjustments is not aimed at giving students with disabilities undue special advantages in order to help them pass, nor does it require that they be graded on a different scale from their classmates; it requires educational access and opportunity, not a guarantee of success.

A student qualifies for disability services at Cornell when the student provides documentation of the disability from a medical doctor (M.D.), educational or school psychologist (Ph.D.), or other individual licensed by the state of origin to diagnose learning or physical disabilities, to the Registrar, where it is placed on file as a confidential record. Cornell College reserves the right to determine what constitutes appropriate documentation. The student must also request appropriate accommodation from the instructor of each course within the first three days of each term.

For further information about accommodations for students with disabilities consult the Registrar.

Academic Advisor

Cornell students and faculty have a long tradition of working closely together both in and out of the classroom, and this friendly and mutually beneficial association continues to be a vital part of a Cornell education. Entering students are assigned an academic advisor on the basis of the interests he or she indicated in the admissions application, but Cornell advisors are qualified, whatever their teaching disciplines, to assist new students in preparing for any of the degree programs and majors in the College. Advisors are useful sources of information about many things, including College regulations and programs, career planning, and adjusting to Cornell. Students should always feel free to discuss their thoughts and concerns with their advisors and are expected to inform their advisors as soon as they encounter a problem. Advisors are able to refer students to administrators or faculty who can provide good advice and effective assistance, especially when given sufficient time.

Students who wish to change advisors may do so at any time by conferring with the Registrar. Normally students remain with their first advisor until they declare their degree program and major(s) in their sophomore year. At this time they either select an advisor in each of their major departments or are assigned major advisors by the department chairs. If a student has more than one advisor, the student must indicate to the Registrar which of them is to be her or his principal advisor. The principal advisor is the person who will register the student, receive all academic information about the student, and endorse any petitions the student may file.

If for any reason a faculty or staff member ceases to be a student’s advisor, the student, in order to remain enrolled and to receive credit for any work in progress, must secure another advisor and record the change in the Registrar’s Office. Students may not register or change their registrations without the approval (signature) of their academic advisor. The Academic Standing Committee will not consider a petition unless it is endorsed by the student’s academic advisor.

Much of a student’s business with the College is conducted in writing by means of forms or petitions requiring the signatures of faculty and staff members. Any form or petition that is submitted without the appropriate signatures or that contains a signature that is not genuine will be deemed invalid and the benefit for which it was proffered will be denied or rescinded. In this event a student may be asked to leave the College.

Registration

1. A registration or change of registration becomes official upon being recorded by the Registrar’s Office in accordance with the regulations and procedures explained below.
2. Enrolled students register in the spring for all nine terms of the following academic year. Students admitted or readmitted at the start of the fall semester register on campus during orientation for their first two courses, and in October for the remainder of the academic year. Students admitted or readmitted after Term One register either by mail or telephone unless they are able to come to campus. After registering, students may drop and add courses as described under “Adding and Dropping Courses.”

3. Registration in the spring and October is *not* on a first-come, first-served basis. Instead, students are given a certain number of points and bid for their courses. In theory, the more important a course is to a student, the more points he or she will bid for that course. Students whose bid is too low to admit them to a course or whose course is canceled or who neglect to register for any course or a vacation in a given term will be registered with the notation “No Course.” Students who have one or more “No Course” notations on their schedule must re-register during the special Accommodation Session held soon after Registration, or as otherwise directed.
4. Failure to register will be interpreted as a tacit declaration of intent to withdraw from the College, and the student will become ineligible to return to Cornell for the next academic year and to qualify for College housing or Cornell financial aid.
5. Full-time degree candidates must register for eight or nine terms and must earn at least seven term credits every academic year during their first, sophomore, and junior years in order to remain in good standing. Seniors need take only the number of terms required to complete their degree programs. Students who enter after Term One must register for all the terms remaining in that academic year in order to be considered as making satisfactory progress and may not take a vacation term. For an exception to this rule, see “Reduced Programs.” This paragraph does not apply to Continuing Education students.
6. Students must register for vacation terms, off-campus programs, independent studies, and internships in the same way that they register for regular courses.
7. A few courses are taught over two consecutive terms (36 class days) under the Parallel Format, which permits students to carry two courses concurrently or to take one Parallel Course along with an independent study or a vacation term. No credit is given for completing only the first term of a Parallel Course. The regulations and procedures for registering for Parallel Courses and for changing such registrations are the same as for single-term courses with the exceptions noted under “Adding and Dropping Courses,” item 9. It is not possible to combine a Parallel Course with a single-term course.
8. Other courses may be taught in an alternate format, e.g., two courses offered concurrently and as co-requisites or two courses taught consecutively with related topics. Registration information for these courses will be available at the time of registration.
9. Before registering for and entering any course, the student is responsible for reading the description of that course in this *Catalogue* or in its supplements. If there is a prerequisite, the student must satisfy it before the course begins or must obtain the permission of the instructor before entering. Instructors have the right to drop a registered student from their course if he or she has not satisfied the prerequisites.
10. Independent study courses and internships numbered in the 200s and 300s, whether on or off campus, are open only to students who have completed the required minimum number of courses in the same department/interdisciplinary major, and for Individual Projects, a writing-designated course. Off-campus programs numbered in the 900s have special prerequisites and limits. (See *Index. Independent Study Courses and Off-Campus Programs.*)
11. Students are not permitted to enroll in or to receive credit for a lower-level course if they have already passed or been given credit for a course in the same department for which the lower-level course is an expressed prerequisite, unless written permission is granted by the department and filed with the Registrar.
12. A student who is registered for a course must be present at all class meetings during the first three days of the term or risk being dropped from the class and having her or his place given to another student. Students who are unable to be present should be in touch with the instructor in advance to see whether he or she will hold their places. Instructors are not, however, required to hold places or to admit students at the door.
13. If, at the close of registration, a student is unable to gain admission to a course and the instructor and department chair are willing to extend the course’s enrollment limit (cap), the student may be admitted to the closed course. Permission will be granted only in cases of genuine hardship and provided the extension of the cap does not exceed four. The student must demonstrate that the course is needed to fulfill a degree or major requirement for which there is no alternative in the same or a different department, and that the course or its alternative cannot be taken in a different term or in a later year.
14. Courses are normally capped at 25. Some courses have lower caps. A list of such courses is available from the Registrar’s Office.

Adjunct Courses

Adjunct courses (numbered in the 500s) and Music Lessons, Ensembles, and English or Theatre participation activities (numbered in the 700s) may be taken along with principal and concurrent courses. These courses normally span several consecutive terms. Students may enroll in a maximum of two 500-level adjunct courses (.25 credits each) in any one semester, and no more than two full credits in 500-level adjunct courses may be counted toward satisfying the minimum 32 credits required for the B.A. or B.Mus. degree. The College expects, however, that a student's primary responsibility be to her or his principal courses. The rules governing registration, grading, and withdrawal are:

1. Students register directly with the instructor or ensemble conductor at the beginning of the adjunct course (Terms One and Six for Music FAA courses). Admission to some of these courses may be by audition; therefore, interested students should confer with the instructor or conductor for details before the first meeting of the course.
2. Students who are accepted by the instructor or conductor and who attend for the entire length of the course and satisfactorily complete the course requirements will receive at the end of the semester a quarter of a credit and a grade of CR, with the exception of FAA courses in which a letter grade will be assigned.
3. Adjunct courses, music lessons and music ensembles may be repeated for credit every semester, unless stated otherwise in their course descriptions.
4. Students in courses numbered in the 500s who cease to attend or do not fulfill the course requirements will automatically be dropped from the course at the end of the semester and no record of the course will be posted on their transcript. Grades of F, NC, W, WH, and WR are not assigned for these adjunct courses.
5. Students enrolled in FAA courses numbered in the 700s who cease to attend or who do not fulfill the course requirements will receive the grade of F unless granted a W or WH. Students have one month from the start of the lessons or ensemble to drop without any record of the course or grade being posted on their transcript. (See Department of Music, "Music Lessons at Cornell" and "Ensemble Participation.")

Auditing Courses

Full-time students who wish to attend a course without receiving academic credit or a grade may, with the approval of the instructor, audit the course without charge. The student registers for a vacation term. The instructor and the student determine at the start the requirements for attendance and participation, and whether or not the audit is to be recorded on the student's transcript. If the audit is to be recorded, during the first three days of the term the student files with the Registrar the appropriate form signed by the instructor to certify that the student intends to fulfill the requirements of the audit. At the end of the term the instructor certifies that the audit has been fulfilled and the student receives the grade of AU on the transcript. If the student has not fulfilled the requirements, then the Registrar records a vacation term. Audited courses, whether recorded or unrecorded, may not be used to satisfy degree or major requirements.

Repeating Courses

1. Any course for which a student has received a grade of F or NC may be repeated. In such cases, the second grade earned in a repeated course does not replace the previous grade of F or NC and does not erase it from the transcript. Both the first and the second grades will be calculated when computing the student's grade point average.
2. A student who has passed a course with a low grade may wish to take the course again, especially if the course is one in a sequence, e.g., CHE 121 or GER 102, where a solid command of the material in the lower-level course is essential for success in the higher-level course. The simplest way for students to repeat course material is to retake the course as an Audit (see "Auditing Courses" above). In special cases a student may wish to repeat a course for credit and grade. Unless the course specifically states in its description that it may be repeated, e.g., ART 291 or BIO 485, the student must first petition the Academic Standing Committee. The original grade earned remains on the transcript and is not replaced by the subsequent grade, as in [1]. However, a repeated course does not gain the student an additional course credit toward graduation, unless the course description indicates that it may be repeated.

3. Adjunct courses, music lessons and music ensembles are exceptions to the above rule and may be repeated every semester unless it is stated otherwise in their descriptions.
4. Students who have received credit by examination or transfer will lose this credit if they take a course at Cornell that is the same as or similar to the examination or transferred course. In general, all introductory courses in the same academic discipline are considered to be similar even though their titles or actual contents may vary. Students who believe that their two courses are significantly different should consult the department chair for permission to receive credit for both.

Two Course Credits in One Term

Students are not permitted to earn credit for more than one full course or two half courses per term. Exceptions to this rule may be granted by the Academic Standing Committee to seniors who can demonstrate that they will have a minimum of 32 course credits without the credit for which they are petitioning, and will otherwise qualify for graduation at the end of the academic year. The additional course must be one needed to complete the student's major or professional program. No more than two term credits may be earned in this way, and neither of these credits may be used to make up course deficiencies in order to yield the minimum 32 course credits required for graduation. Students granted permission to earn two course credits in one term may not take a vacation term within that academic year. Should they do so, the second term credit will be disallowed and the course will not be recorded on their transcript.

Adding and Dropping Courses

1. *After registration but before the beginning of the term in which the course is taught*, a student may drop that course and add another course or a vacation term by (1) obtaining a Drop/Add Form from the Registrar's Office, (2) securing the signature of the academic advisor, and (3) returning the form to the Registrar's Office before 4:30 p.m. on the Friday immediately preceding that term.
2. *During the first three days of the term in which the course is taught*, a student may drop that course and add another course (or take a vacation term) by (1) obtaining the Drop/Add Form from the Registrar's Office, (2) securing the signatures of the instructor of the course being dropped, the instructor of the course being added, and the academic advisor, and (3) returning the form to the Registrar's Office before 4:30 p.m. of the third day (normally the first Wednesday) of the term. Instructors are not required to add students after the course has begun, and permission to add a course is more difficult to obtain after the first day, so students should not delay in contacting instructors of courses they wish to add.
3. If a student does not attend or ceases to attend a course for which he or she is registered and does not add another course or a vacation in its place before the end of the third day of the term, the student will be given the grade of WR. Students who receive a grade of WR are charged tuition for the course, but they are *not* eligible for institutional financial aid or VA benefits for that term. Any federal or state financial aid eligibility will be reviewed on a case by case basis per federal and state regulations.
4. Students are considered enrolled in a course if they attend it after the third day of the term regardless of whether they were officially registered for some other course, for a vacation, or for "No Course." The option of receiving WR for the registered course or of taking a vacation is not permitted. An instructor is required to assign a final grade in such cases, and this may be F if the student ceased attending. Students who wish to audit a course must declare their intention to the instructor at the very beginning of the term (see "Auditing Courses" above).
5. *Withdrawal between the 4th and 14th day of the term* is possible only when recommended by the instructor. The instructor may release a student if the instructor believes that the student, when compared with the others in the class, has not had adequate preparation or is deficient in a skill essential for success in the course. The instructor must describe the student's problem in a letter to the Academic Standing Committee and also certify that the student attended faithfully and tried to do the work assigned. The student receives a grade of W.
6. *On the 15th day of the term (normally the third Friday) in which the course is taught*, a student may withdraw and receive a grade of W for a course by (1) obtaining the Drop/Add Form from the Registrar's

- Office, (2) securing the signatures of the instructor and the academic advisor, and (3) returning the form to the Registrar's Office before 4:30 p.m. The instructor should agree to sign the form if and only if the student (a) has complied fully with the instructor's attendance policy, (b) has taken all the tests and turned in all the papers or projects that were due by the 15th day, and (c) has made, in the opinion of the instructor, a determined effort to learn the material, complete the work, and participate in the class.
7. Students on Probation or Probationary Suspension, however, are not permitted to withdraw from a course without permission from the Academic Standing Committee. They must file a petition with their Drop/Add Form on the 15th day, but continue in the course pending the Committee's decision. The Committee will evaluate the petition not only on the grounds listed in item 6 above for a particular course, but also on the basis of the student's entire academic record.
 8. A withdrawal for health or family emergency (grade of WH) may be given by the Academic Standing Committee upon petition, or by the Registrar acting as the Committee's agent, when a student is ill or has a personal crisis or family emergency, such that completing the course by taking an Incomplete (see "Grades," item 4) would not be feasible. The student should submit a petition for a WH signed by the course instructor and the academic advisor, both of whom should submit supporting statements.
 - (a) Any petition based upon medical or psychological conditions must be supported by a written statement from an appropriate health professional stating the problem; the dates when the student was examined, treated, or counseled; and the recuperative difficulties, if any.
 - (b) Students who claim a personal or family emergency may be asked to provide documentation and to account for the entire time during which they say they were, or will be, unable to attend classes or to study.
 - (c) Cornell counselors and health professionals will not normally issue a recommendation for a withdrawal unless the student has consulted them at or near the onset of the problem.
 - (d) Such recommendations, however, do not automatically constitute grounds for a WH. The Committee will in all cases consider the instructor's evaluation of the student's work in the course before the onset of the illness or emergency as well as the circumstances on which the student has based her or his petition. The Committee reserves the right to consult with anyone whom the student offers as a recommender or corroborator. Students on Probation or Probationary Suspension do have the right to petition for a WH, and their petitions will be considered in the same way as any other student's.
 9. Students may add and drop parallel courses as follows:
 - (a) During the first three days of the first term, a student may replace both parallel courses with one single-term course.
 - (b) Between the 15th and 21st days (normally the third Friday and the fifth Wednesday) as in item 6 above, if the student retains one of the parallel courses, he or she may add in the second term of the parallel sequence only a half-credit independent study or a vacation term. If the student drops both parallel courses, the student may add one single-term course in what would have been the second term of the sequence.
 - (c) On the 33rd day (the 15th day of the second term) as in item 6 above.
 10. Students who register for a course that requires an additional fee, e.g., a course taught off campus or one that involves field trips or special provisions, and later decide not to enroll must notify the instructor and the Registrar before the instructor's final deadline or, if no such deadline has been announced, then at least 60 days before the course is scheduled to begin. Students who drop after this deadline are liable for payment of the full cost of the program. Instructors calculate the cost of a trip, make reservations, and order materials based on anticipated enrollments. The loss of even one student may result in higher costs for the other participants or in the College's being charged a penalty by hotels, airlines, and cooperating agencies.

Reduced Programs

Students, other than seniors and those in the Continuing Education Program, who wish to enroll for fewer than eight term credits in an academic year, must obtain the permission of the Academic Standing Committee.

Permission is usually granted if the student will (1) gain additional educational or professional experience related to the major or field of concentration, or (2) resolve physical, psychological, personal, or financial problems that may otherwise prevent her or him from continuing at Cornell. The petition must also contain a description of how and where the student plans to spend the terms when he or she will not be taking classes at Cornell. Students on reduced programs surrender, during those terms when they are not taking courses, the privileges of regularly enrolled students and are, therefore, not permitted to live in College housing, to use College facilities, or to participate in any Cornell-sponsored extracurricular activities in ways that are not also open to the general public. Students on reduced programs may not transfer to Cornell any coursework taken at another school during the regular academic year (September through May). The financial aid of students on reduced programs will be affected and such students should discuss the implications with the Financial Assistance Office.

Refunds and adjustments in a student's tuition, fees, and room and board charges are not made for vacation terms except, under certain conditions, for graduating seniors who can fulfill their degree requirements in fewer than eight terms. Because the ninth term is free, no refund is given to seniors or others who do not take it.

Satisfactory Academic Progress (SAP) Policy

The Higher Education Act of 1965, as amended, requires that each student maintain satisfactory progress in the course of study the student is pursuing in order to receive Federal Title IV financial aid. The concept of satisfactory progress mandates monitoring of both grade point average and the number of credits completed. In complying with this requirement, Cornell College has developed standards for Satisfactory Academic Progress cited in this *Catalogue* under "Academic Review." At Cornell, these standards are also applied to state and institutional aid programs.

The Cornell College Satisfactory Academic Progress standards apply to all students who wish to establish or maintain financial assistance eligibility. The standards apply to each student's entire academic record at Cornell, whether or not the student received financial assistance for previous terms of enrollment. In accordance with these standards, each full-time student can be enrolled for a maximum of 12 semesters to complete a baccalaureate degree. Continuing Education students can be enrolled for a maximum of 18 semesters to complete a baccalaureate degree. Specific assistance programs may require more than these minimum standards; additionally, an individual Cornell department may require the student to earn more credit hours or maintain a higher grade point average than required by minimum standards.

If a student is ineligible for financial aid due to lack of satisfactory progress and believes that his or her case has exceptional or extenuating circumstances resulting in this ineligibility, he or she may request within 10 days a review by the Academic Standing Committee in consultation with the Director of Financial Assistance.

Veterans Administration

Students receiving VA benefits should consult with the Registrar's Office for information and assistance. VA benefits recipients have the same rights and responsibilities as all other Cornell students and are subject to the regulations and policies described in this *Catalogue* except where the Federal Government has established laws or guidelines that are at variance with Cornell's rules. In such cases, the VA recipient is held accountable for satisfying both the College's and the Government's regulations.

Specifically, the points of difference are: (1) VA recipients will not be paid for a vacation term. (2) VA recipients will not be paid, or will be billed for overpayment, for any course from which they withdraw, i.e., receive a grade of W, WH, or WR, unless the VA approves their appeal on grounds of mitigating circumstances. (3) VA recipients who are placed on Probation by Cornell College will be given two semesters (nine terms) to remove themselves from academic review. If, at the end of this probationary period, the recipient fails to demonstrate satisfactory progress, the recipient may have her or his benefits discontinued. (4) VA recipients who elect to undertake certain kinds of unstructured projects or internships that have not been approved by the VA will not be paid for the month or months in which they are engaged in such studies. The VA will not pay for any course numbered in the 900s (off-campus programs). Permission may sometimes be granted by the VA for a non-traditional educational experience upon petition in advance of the start of the project.

Declaration of Degree Candidacy, Majors, and Minors

1. On or before February 1 of their sophomore year, students must make one of the following declarations in the Registrar's Office (those admitted with senior standing must make their declarations within the first three months after entering Cornell):
 - (a) declare themselves candidates for either the Bachelor of Arts or the Bachelor of Music degree by filing a Declaration of Major card;
 - (b) declare themselves candidates for the Bachelor of Special Studies degree by filing a Declaration of B.S.S. Degree card, and soon after that a completed Prospectus; or
 - (c) declare themselves unable to make a decision by filing for a Curriculum Advisor. Students may ask any faculty member to serve as their Curriculum Advisor. Under this arrangement, the advisor will work with the student to determine her or his academic and career goals and the best methods for achieving these.

Sophomores who neglect to file their declarations on time will be subject to the regulations governing B.A. candidates and may be denied permission to register for their junior year. (See *Index. Degree Programs.*)

2. In all degree tracks, students are limited to some combination of majors and minors totaling no more than three. Only in the B.S.S. degree can this be a combination of three minors. Each of the other degrees requires at least one major. Students may not elect both a major and a minor in the same discipline or interdisciplinary program, though a student may complete two minors in the same department.
3. Students may choose one or more of the departmental or interdisciplinary majors described in the central section of this *Catalogue* (see the *Index* for particular subjects), or they may design an individualized major. Some departments offer two or more major options, one of which is a teaching major, approved by the State of Iowa and required of those intending to be licensed to teach that subject. A teaching major must always be combined with a second major in Secondary Education.
 - (a) Departmental majors allow a student to study in depth a single discipline. Cornell currently offers 24 departmental majors (many of these also have teaching majors): Art, Biology, Chemistry, French, German, Russian, Spanish, Computer Science, Economics and Business, Elementary Education, Secondary Education, English, Geology, History, Kinesiology, Mathematics, Music, Philosophy, Physics, Politics, Psychology, Religion, Sociology, and Theatre. (There are also three teaching majors without an accompanying departmental major. They are Latin, Anthropology, and Theatre and Speech.)
 - (b) Interdisciplinary majors offer the opportunity for a student to specialize in a recognized academic field by taking courses from various related disciplines. Cornell's current interdisciplinary majors are: Biochemistry and Molecular Biology, Classical Studies, Environmental Studies, Ethnic Studies, International Relations, Latin American Studies, Russian Studies, Sociology and Anthropology, and Women's Studies.
 - (c) Individualized majors are programs that students design themselves to meet their particular needs and interests. Such a major involves a minimum of nine course credits to include four courses at the 300 level or above from at least two disciplines (not counting the capstone experience); a capstone experience (e.g., a course, individual project, or internship) at the 300 level or above; at least six courses at or above the 200 level. A narrative that explains how these courses create a coherent major and describes how the capstone experience will synthesize the courses into a cohesive program of study is to be filed with the contract for this major. This type of major is a contract between the student and a committee of three faculty members chosen by the student. The contract for an individualized major must be signed by the student, the members of the committee, and the Registrar, acting for the Dean of the College. Any changes in the contract must be approved in writing by all members of the committee. The contract and any changes must be filed with the Registrar. The student must complete a minimum of 10 course credits after initially filing this form with the Registrar. For more information, consult the Registrar.

The requirements for departmental, interdisciplinary, and individualized majors are the same for both B.A. and B.S.S. candidates. A student is officially classified as a major only after he or she has been approved by the department or committee concerned and has filed the appropriate declaration with the Registrar.

There is no restriction on adding majors after the sophomore year and no penalty for dropping them except that all B.A. candidates must complete at least one major and B.S.S. candidates must complete the basic contract they signed when filing their Prospectus.

Students are expected to complete the major requirements that were in effect at the time of Spring registration for their second year of courses. Transfer students who are admitted with sophomore or higher standing satisfy the requirements in effect when they begin their first course at Cornell. Students who have withdrawn from Cornell and are later readmitted follow the requirements in effect at the time of their readmission. Exceptions may be made by the department concerned in response to the student's petition, provided that such changes are feasible for and agreeable to the department.

Cornell College alumni who wish to fulfill the requirements for an additional major after graduation must be accepted by the department (see procedure outlined above) and complete the necessary courses (there is no minimum number of credits that must be earned after graduation as long as the major requirements are met). Courses taken at another institution must be approved by the department in which the major will be granted. Financial aid may not be available, and students are advised to consult the Office of Financial Assistance before enrolling. During the last term of attendance, the student must meet with the Registrar to confirm that all requirements are completed. At the conference, the student will request that the additional major be recorded on his or her transcript. Upon completion, the additional major along with the date of completion will be recorded on the student's transcript.

4. A minor is a coherent collection of courses numbering at least five, with at least two of them being upper-level courses. Cornell currently offers minors in Anthropology, Art, Biology, Chemistry, Classical Studies, Computer Science, English, French, Geology, German, German Studies, Latin American Studies, Mathematics, Music, Philosophy, Physics, Politics, Psychology, Religion, Russian, Sociology, Spanish, Theatre, and Women's Studies.

When there is an overlap between courses required or accepted for a major in one department or program and a minor in another, at least two courses must be completed beyond the courses counted toward the major in order to earn the minor in the other department or program.

5. Some departments also offer suggestions under the heading "Concentration" for students who may not wish or have time to complete the faculty-approved major but who are interested in a particular area or career relevant to the departmental discipline. Unlike majors and minors, concentrations are informal combinations of courses and are not recognized officially by the College or named on a student's transcript. Candidates for the B.S.S. degree who do not choose to have an official major may call their individually designed program of specialization a concentration.

Assessment of Student Experiences

An essential aspect of the mission of Cornell College is the evaluation of student experiences, perceptions, and academic achievement. Each student will be expected to participate in College and departmental assessment activities such as surveys, focus groups, tests, and personal interviews. Students will be asked to participate beginning with matriculation and continuing through graduation. Student involvement in these assessment activities will assist Cornell in providing current and future students with high-quality, satisfying experiences in keeping with the mission of the College.

Student Classification and Class Rank

1. All degree candidates are promoted at the end of each academic year according to the following scale:

| Number of Course Credits Earned | Class Standing |
|------------------------------------|----------------|
| 0 – 6.75 | First Year |
| 7 – 13.75 | Sophomore |
| 14 – 22.75 | Junior |
| 23 – | Senior |

2. At the end of each semester, the Registrar's Office ranks students within their class according to their cumulative grade point average, e.g., a senior ranked "10/200" would be the 10th highest in a class of 200 seniors. A student's class rank is available upon request and is officially recorded on the student's transcript at the time of graduation. Students who are graduated with fewer than 16 credits earned in courses taken for grade point credit at Cornell will not be ranked. Also, students who "walk" at Commencement and later graduate will not be ranked.

The student's final cumulative grade point average and class ranking (if applicable) is determined at graduation and will not be affected by any grades subsequently earned should the student return to Cornell.

Credit By Transfer

Academic course credit earned prior to enrollment in Cornell or earned thereafter in summer sessions or in correspondence programs will be accepted if the work (1) is relevant to the curricular program at Cornell, (2) received a grade of C (*not* C-) or higher, (3) is not a repetition of a course taken at Cornell, and (4) was taken at institutions accredited by one of the following: Middle States, New England, North Central, Northwest, Southern, or Western Association of Schools and Colleges, or at an international university of comparable accreditation. Transfer credit is always evaluated on a course by course basis. No more than 64 semester or 96 quarter hours of credit (equal to 16 Cornell course credits) from a junior or community college may be transferred. Four semester hours or six quarter hours equal one Cornell course credit. No more than one-and-one-half course credits (six semester or 10 quarter hours) from extension or correspondence courses may be applied toward graduation. The Registrar is responsible for evaluating credit by transfer for courses taken prior to matriculation. Courses accepted by transfer are posted on a student's Cornell transcript without grades, i.e., only as course credits. Grades earned at other institutions are never included in calculating a student's Cornell grade point average.

Courses accepted by transfer do not necessarily satisfy the requirements for a major unless they are approved by the Cornell department concerned. Transfer students should confer with the chair of their major department as soon after admission to Cornell as possible to determine which of their transferred courses may be applied toward their major. Only transfer courses of three or more semester hours or four or more quarter hours may be used to satisfy a major or a general education requirement for the B.A. or B.Mus. degree.

A student who receives credit by transfer for a course and then takes a similar course at Cornell will have the transfer credit subtracted. In general, all introductory courses in the same academic discipline are considered to be similar even though their titles or actual contents may vary. A student who receives credit by transfer for a course and then takes a lower-level course that is a prerequisite for that course will have the transfer credit subtracted. Students who believe that their two courses are significantly different should consult the department chair for permission to receive credit for both. If granted, the chair must notify the Registrar in writing.

After a student has enrolled at Cornell, he or she should consult with the relevant academic department in advance, in order to ensure that the credit for work taken either in summer school or in a correspondence program will be accepted as a course counting toward graduation, toward a major, or toward fulfillment of a B.A. requirement. This advance approval, secured on a form available from the Registrar, is to protect the student from taking a course which will not transfer.

A student is not permitted to receive credit for evening, weekend, television, distance learning, or any other courses taken at another institution between September and May while the student is also enrolled at Cornell. Exceptions may be granted by the Academic Standing Committee to juniors and seniors with a grade point average of at least 3.0 if recommended by the Cornell department concerned and approved by the student's academic advisor, provided that the course (1) is part of a sequence already begun and not available at Cornell either as a regular course or an independent study or (2) is required for a major or for a professional program but cannot be fitted into a student's schedule without the student's postponing graduation or forgoing completion of another major or professional program. In the latter case, the transferred work cannot be counted toward the minimum 32 course credits required for a Cornell degree.

Students who at the end of their senior year have earned at least 16 term credits at Cornell may transfer up to two course credits (eight semester or 12 quarter hours) from another school to complete their Cornell degree. Seniors with fewer than 16 Cornell term credits are not permitted to complete their degree by transferring courses. The senior year is defined as the nine terms preceding the student's completion of her or his final course at Cornell College.

Exemption, Advanced Placement, and Credit by Examination

In all cases, the final decision as to exemption or advanced placement, with or without credit, rests with the Cornell departments concerned and the Dean of the College.

Exemption without credit from a prerequisite for any course listed in this *Catalogue* may be granted by the instructor.

Exemption without credit from one or more of the general education requirements for the B.A. or B.Mus. degree is granted by some departments for superior achievement on certain examinations. (See *Index. Bachelor of Arts*, Paragraph 6.)

Cornell accepts the following examinations. The exemption, placement, or credit involved must be requested by the end of the student's ninth term at Cornell.

1. All College Entrance Examination Board's Advanced Placement (AP) Examinations except those in Studio Art, Art History, and Music Listening and Literature. For a score of 4 or 5 the student will receive course credit (except in foreign languages which require a score of 5 for credit); for a score of 3, only exemption and/or advanced placement (except in English Language and Literature, Environmental Science, foreign languages, Physics C, and Statistics). A complete list is available from the Registrar.
2. CLEP subject examinations in the following disciplines only (the minimum passing score and other criteria for granting exemption or credit are given in parentheses): American Government (55); either American Literature or English Literature, but not both (50 and departmental pass on essay); General Chemistry (60 and departmental pass on problems); Introductory Economics (48); Geology (49 and departmental pass on problems); and General Psychology (45 for exemption, 55 for exemption with credit). Please note that Cornell does not grant exemption, advanced placement, or credit for any of the CLEP general examinations.
3. The Oxford and Cambridge A-Level Examinations or their equivalents. One or two course credits, depending upon whether the exemption is for one or two courses, are granted for scores of E or higher.
4. The International Baccalaureate. Two course credits are granted for each score of 5 or above on a Higher Level examination, and one course credit for each score of 5 or above on a Standard Level examination, for a maximum of nine course credits.
5. Examinations prepared and administered by Cornell departments at their option are an additional means of earning credit or exemption, subject to the following conditions:
 - (a) Exemption or credit by examination may be given only for courses listed in this *Catalogue*.
 - (b) Credit by examination may not be given for any independent study, internship, group or individual project, tutorial, seminar, special topic, or research course.
 - (c) A student who audits a Cornell course or who is tutored by a Cornell faculty member is not eligible to receive credit by examination for such work. A Cornell independent study course (see *Index. Courses 290/390* and b. above) is the appropriate vehicle for such work.
 - (d) Credit by examination is an option offered to students who have mastered Cornell's course material through study by themselves, in high school or elsewhere (but not for a course for which the student also receives transfer credit), or through some life experience.
 - (e) Students desiring credit by examination must first receive permission from the department concerned. A student may receive credit by examination for a maximum of seven courses (no more than two such credits may be in any one department). The examinations must be completed by the end of the student's ninth term at Cornell.
 - (f) Credit will not be granted twice for passing two relatively similar topics. Students who believe that the two are significantly different should consult the department chair for permission to receive credit for both. If granted, the chair(s) must notify the Registrar in writing.

Credit by examination granted by another institution will not automatically transfer to Cornell; but where the examination is one that is used by Cornell, credit will be given if the student's performance meets Cornell's standards.

A student who receives credit for a course by examination and repeats that course at Cornell will have the examination credit subtracted. Also, students are not eligible to receive credit by examination for a lower-level course after they have completed or begun a course for which the other is a prerequisite.

Grades

1. Passing grades are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P, and CR. Failure is denoted by F and NC.
2. W, WH, or WR are recorded when a student withdraws from a course (see above, “Adding and Dropping Courses”).
3. P indicates satisfactory performance and is given to indicate completion (complete or partial) of fine arts participation activities that carry no course credits, e.g., MUS 701 (Music Performance Seminar).
4. The notation I is given only for work of satisfactory quality that is incomplete because of illness or emergency (supported in the same way as requests for withdrawals for reasons of health; see above, “Adding and Dropping Courses,” paragraph 8). Permission to receive an Incomplete in any course for any reason must be secured from the Registrar before the instructor may record it on the final grade sheet. The petition for requesting an Incomplete is available from the Registrar’s Office. Students are required to indicate the length of time they and their instructor need to complete the course. The Registrar will normally approve any reasonable contract. An Incomplete which has not been removed by the end of the period specified in the contract will automatically be converted to an F if the student is still enrolled or will remain an I if the student has withdrawn from Cornell.
5. AU indicates a course audited for no credit (see above, “Auditing Courses”).
6. IP indicates a course in progress or one for which a final grade has not been submitted by the instructor.
7. Only courses taken for grade point credit at Cornell College, exclusive of those graded CR, P, I, IP, AU, NC, W, WH, and WR, are used to compute the student’s cumulative grade point average. For the student’s convenience, this average is printed on the grade report issued at the end of every term. Grade points are assigned according to the following scale:

| | | | | | | | |
|----|-----|----|-----|----|-----|----|-----|
| A | 4.0 | B | 3.0 | C | 2.0 | D | 1.0 |
| A- | 3.7 | B- | 2.7 | C- | 1.7 | D- | 0.7 |
| B+ | 3.3 | C+ | 2.3 | D+ | 1.3 | F | 0.0 |

The cumulative grade point average is calculated by dividing the total number of grade points earned by the total number of courses taken for grade point credit (including courses graded F). The student’s final cumulative grade point average is determined at graduation, and will not be affected by grades subsequently earned, should the student return to Cornell.

8. Cornell does not have a Pass/Fail option; however, certain courses of the type listed below are graded either as Credit (CR) if the instructor certifies that the student has done work of “C” quality or better, or as No Credit (NC) if the student fails to achieve the minimum standard. All work transferred from other institutions, all credits earned by examinations or advanced placement, all courses numbered in the 900s, and certain other courses identified in this *Catalogue* by the notation (CR) at the end of their description are automatically recorded as Credit/No Credit. A few courses offer the student, with the approval of the instructor, the choice of a regular grade or Credit/No Credit, and these are marked with (OP) at the end of their description.
9. The grades earned in off-campus courses numbered in the 900s are recorded on the student’s transcript as CR/NC, but are never computed into the student’s Cornell grade point average.
10. Grades are reported by the Registrar to the student and the academic advisor. At the end of each term, the student’s grade report is available on-line, and at the end of Term 9, grade reports are mailed to students at their home address. Students who wish these reports to be sent to them at some other address must make this request of the Registrar in writing before the end of the term.
11. Students may authorize the release of their grades to their parent(s)/guardian by signing a release form and placing the form on file in the Registrar’s Office. If authorized, grade reports will be mailed to the parent(s)/guardian at the end of Terms Three, Six, and Nine. (See above, “Confidentiality of Student Records.”)
12. Students who believe that there is an error in the information reported on their grade report or that an injustice has been done them in the grading process should consult the Registrar immediately. After a lapse of one term from the issuance of the report, the information becomes a permanent part of the student’s

official transcript. A student who disputes a final grade should appeal first to the instructor. If not satisfied, the student should consult the department chair and then, if need be, the Dean of the College. Although the department chair and the Dean may act as mediators, the decision of the instructor is final.

13. If an instructor consents to change a grade, the instructor must submit a request to the Academic Standing Committee and explain the circumstances prompting the change, e.g., that he or she miscalculated or has re-evaluated the student's academic performance up through the close of the term. The Committee does not permit an instructor to change a final grade because of work submitted or revised after the instructor reported the original final grade to the Registrar.
14. An instructor must report final grades to the Registrar by noon on the Monday following the close of the term in which the course was taught. Although a term technically ends at 5:00 p.m. on the 18th day of the course (normally a Wednesday), an instructor may, but is not required to, grant a student an extension of one or more days. In such cases, students are responsible for turning in their work early enough to allow the instructor to grade it and submit the grade to the Registrar by the Monday noon deadline. If the assignments are not finished and graded by this deadline, the instructor must issue a final grade based upon the work that the student has actually completed. No subsequent change of grade is permitted unless the student has been granted an Incomplete by the Registrar.
15. Credits and grades are posted on the student's transcript at the end of each term. To request a transcript, contact the Registrar's Office.

The Dean's List

Twice each year—at the end of January and the end of May—the Dean of the College recognizes those students who have earned superior grades during the previous semester and enrolls them on the *Dean's List* based upon their semester grade point average.

| | |
|----------------|-------------|
| Highest Honors | 4.00 |
| High Honors | 3.80 - 3.99 |
| Honors | 3.60 - 3.79 |

To be considered for the *Dean's List*, students must earn grade point credit in at least four terms during the semester (Terms One through Four for the first semester, Terms Five through Nine for the second semester) and must not earn any grades of F, NC, W, or WR, nor have an unresolved Incomplete on their record at the time the Dean's List is calculated. Grades earned in music lessons and ensembles are also calculated (except that the grade in FAA 701 is not calculated). The final grade earned in Term Five will be used for the purpose of computing the first semester average of a student who either takes a vacation or receives a WH, CR, or AU in Terms One, Two, Three, or Four; and when so used will not be included again in calculating the second semester average.

Graduation

The College confers degrees in the spring, August, and January; Commencement exercises, however, are held only in the spring following Term Nine. All candidates for graduation are required to attend the May Commencement unless granted permission by the Dean of the College to be graduated *in absentia*.

Students must file an application for graduation (see "General Requirements for Degree Programs," Paragraphs 2 and 3 and Notes 2 and 3). Transcripts of work taken at other schools before September of a student's senior year and statements of confirmation or exemption requested during the Senior Conference must be received by the Registrar before December 31 if they are to be credited toward the student's graduation during that academic year.

Candidates who are not enrolled in the year in which they expect to receive their degree must notify the Registrar's Office before March 1 of their intention to be graduated. If there are any transcripts or other kinds of documentation needed to complete their degree requirements, the Registrar will specify the deadline. Seniors on off-campus programs that do not issue final grades before Cornell's deadline must necessarily postpone their graduation until August. Even though a student may complete her or his requirements immediately after Commencement, the degree will not be conferred, nor the diploma awarded, retroactively.

Students who, at the end of Term Nine of their senior year, are within two courses of completing their degree requirements, have earned at least 30 course credits, have a grade point average of 2.0 or higher, and have paid in full the balance on their Cornell accounts may participate in the Commencement exercises with their Class. In such

cases the student receives a blank diploma jacket and is not considered a graduate. The student's diploma will be conferred at the next degree conferral date depending upon the date the student completes her or his degree requirements. Students who participate in the Commencement exercises as non-graduates may not participate again when their diploma is actually conferred. To apply for permission from the Academic Standing Committee to participate as a non-graduate and to be graduated in August, January, or the following spring, consult the Registrar before March 1.

Students who elect to participate in Commencement as non-graduates do so with the understanding that they will not be ranked within the graduating class of that or any other year and may not be eligible for certain honors or for election to honorary societies that elect members from those seniors scheduled to be graduated in the spring. A student who believes that he or she may qualify for such honors should postpone graduation until the following spring and thereby retain her or his eligibility.

Non-graduates who elect to participate in Commencement have 16 months in which to complete their final requirements, either by returning to Cornell or by transferring the final credit(s) to Cornell. If the credits are not completed within that time period, students are considered to be withdrawn and, if they wish to complete their degree at a later date, must meet the requirements in effect in the *Catalogue* at that time.

Students who during their academic career at Cornell have distinguished themselves by their outstanding scholarship may be eligible for either or both of the following categories of Commencement Honors:

All-College Honors, based upon a cumulative grade point average for all courses taken for grade point credit at Cornell College, provided that such courses total 20 or more (16 or more for transfer students), are indicated on the diploma as follows if the student's average is within the indicated range:

| | |
|------------------------|-------------|
| <i>summa cum laude</i> | 3.90 - 4.00 |
| <i>magna cum laude</i> | 3.70 - 3.89 |
| <i>cum laude</i> | 3.50 - 3.69 |

Honors in the Major, with the words "with distinction in [name of major]" printed on the diploma, may be awarded by a major to graduating seniors who have successfully completed (1) a major with a grade point average of 3.5 or higher in all courses taken within that major; (2) a project or paper judged to be of honors quality by the faculty of the major; and (3) a public oral examination on the project or paper (reviewed by at least three faculty representing two different departments and selected by the major advisor in consultation with the student) or a public exhibition or recital of artistic merit. Each major may specify further requirements and establish its own procedures for evaluating the project or paper. Students interested in earning Honors in the Major should confer with their department or program chair at the beginning of their senior year.

Graduation Rate

The graduation rate for the 2000 cohort is 66% for six years. The 2001 cohort is 64% for five years.

Transcripts and Verification of Enrollment

The Registrar's Office is responsible for issuing transcripts and verifying the enrollment of students. Requests for official transcripts must be made in writing to the Registrar's Office and are processed on Tuesdays and Fridays. There is no charge for transcripts picked up by the student or sent via regular mail. Transcripts sent via FAX or by an expedited delivery service require payment of a fee of \$5.00 per copy in addition to the cost of the expedited service. Currently enrolled students can print unofficial copies of their transcript from the Registrar's Office web site.

The Registrar's Office will verify the enrollment of students for insurance, employment, or other purposes as requested. In reporting enrollment status to organizations or agencies outside the College, students enrolled for a minimum of three term credits (12 semester hours) per semester will be reported as "full-time." Students enrolled for two term credits (eight semester hours) per semester will be reported as "half-time," and students enrolled for fewer than two term credits per semester will be reported as "less than half-time." Students can print enrollment verifications through the Registrar's Office secure website.

Academic Review: Warning, Probation, and Suspension

The Academic Standing Committee reviews the academic record of all students enrolled in the College. Students are expected (a) to maintain a cumulative grade point average (gpa) of 2.00 or higher, and (b) to earn one course

credit (or term credit) every term except for an occasional vacation term, so that they will graduate in four years. That is, students are expected to earn eight term credits during their first year, should have 16 by the end of their sophomore year, and 24 after their junior year. Transfer students and students who withdraw from Cornell and then reenter are expected to keep up with their class, so a student who enters or reenters with sophomore standing should have earned at least 16 credits by the end of the sophomore year (see also *Index. Satisfactory Academic Progress Policy*).

The gradations of academic review issued by the Committee are: Warning, Probation (Probationary Suspension), Suspension, and Dismissal. These citations are arranged in order of seriousness and reflect the likelihood of the student's graduation from the College.

Students who are in academic difficulty are expected to work with their instructors, their academic advisors, members of the counseling staff, the Teaching and Learning Center, the Registrar, other professionals, and their parents to identify and resolve the problems that are causing their academic difficulties. Students in academic difficulty should give serious thought to revising their registrations to include courses in which they have a greater chance of success. Failure to heed these citations and to seek appropriate help may result in suspension and dismissal.

1. Students are given an ACADEMIC WARNING

- (a) if at the end of a semester (Term Four or Term Nine) their cumulative grade point average is above 2.00, but their semester gpa is below 2.00; or
- (b) if after any term their gpa falls below 2.00 (*note—first-term students are allowed one C- before this category applies to them*); or
- (c) if they will be unlikely to be graduated in four years (36 terms). For the purposes of this citation, students must earn at least seven term credits in their first year (or equivalent for students who enter after Term One, or who take a leave of absence, or who withdraw and then reenter), 14 credits by the end of their second year, and 23 credits by the end of their third year. Students who fail to achieve these numbers will be issued a Warning. This citation may last until a student has earned 27 term credits. Students will be notified when issued a Warning, and at the end of every semester thereafter as long as this condition applies.

Academic Warning is an indicator that the student may be liable for one of the following academic sanctions if grades do not improve. A student on Warning may be suspended at the end of a semester for an extremely poor academic performance (see 5.a. below). Therefore, the Committee may require a student on either academic citation, Warning or Probation, to draw up, sign, and fulfill a Learning Contract. The Contract will bind the student to additional conditions in order to continue as a student at Cornell.

2. Students are placed on ACADEMIC PROBATION at the end of a semester for the entire following semester

- (a) if their cumulative gpa is below 2.00 and their semester gpa is 1.25 or higher; or

students are placed on PROBATION after any term for at least the next three terms

- b. if they have received a grade of F or NC, and their cumulative gpa has fallen below 2.00; or
- c. if they will be unlikely to be graduated in four and one-half years (40 terms). For the purposes of this citation, students must earn at least five term credits in their first year (or equivalent), 13 term credits by the end of their second year, and 21 term credits by the end of their third year. Students who fail to achieve these numbers will be placed on Probation. This citation may last until a student has earned 27 term credits. Students will be notified when placed on Probation, and at the end of every semester thereafter as long as this condition applies; and
- d. the Committee may also, at its discretion, place any student on Probation who has lost two term credits in the course of that semester (*note—the first vacation term taken in any academic year is not counted as a lost term credit*). Students are considered to have lost a term credit if they (a) take more than one vacation term per year; (b) receive a grade of F or NC; or (c) withdraw from a course with a grade of W, WH, or WR.

Once on Probation, a student is not allowed to withdraw from a course, or take more than one vacation term per year, without the permission of the Academic Standing Committee. Students who do either without permission will be subject to Suspension.

The words “withdraw” and “withdrawal,” as used here, refer to those situations in which students receive on their transcript the notation W, WH, or WR. Students, however, are always permitted to drop one course and add another in its place either before a term begins or during the first three days of a term.

3. Students continue on PROBATION

- (a) if their cumulative gpa is below 2.00, but their semester gpa is 2.00 or higher; or
- (b) if they continue to have a deficiency in term credits, as listed in 2.c.

4. Students are removed from PROBATION if their cumulative gpa at the end of the semester is above 2.00, and if they achieve the minimum number of term credits for their year, as listed in 2.c.

Students on Probation have no restrictions on their right to take courses and participate in all the activities of the College. However, they need to monitor their activities to see that they do not fall into even greater difficulty. Students on Probation should seriously reconsider their commitment to any extracurricular activity: social life, participation in organizations, employment on or off campus, or athletics. Finally, students on Probation are not permitted to withdraw from a course without permission of the Academic Standing Committee (see *Index. Adding and Dropping Courses*, item 7).

5. Students are subject to ACADEMIC SUSPENSION

- (a) if at the end of the semester their cumulative gpa is below 2.00, and their gpa for the semester is below 1.25; or
- (b) if they had been on Probation, and their semester gpa is below 2.00.

Students are also subject to SUSPENSION after any term

- c. if they have been placed on Probation and they receive a grade of F or NC; or
- d. if while on Probation they withdraw from a course without the permission of the Academic Standing Committee.

The phrase “subject to Suspension” means that the Academic Standing Committee places students on Suspension or leaves them on Probationary Suspension at its own discretion. Always the criterion is whether the student has a reasonable chance to graduate from Cornell if that student continues at Cornell, or whether the student would benefit from time spent away from the College.

Students whose academic record is such that they may be subject to Suspension at the end of a term or semester ought to present any pertinent information concerning mitigating circumstances to the Committee prior to the time the Committee meets to review student records for that term (usually the Monday following the end of a term). The actions of the Committee are not subject to appeal.

A student who is suspended for unsatisfactory scholarship, disciplinary, or financial reasons is denied permission to continue to attend classes, to enroll in subsequent terms, to reside in College housing, to receive Cornell-funded financial aid, and to participate in Cornell-sponsored extracurricular activities in ways that are not also open to the general public. The student must leave the campus within three days after notification unless granted an extension by the Dean of Students. Failure to leave in a timely and orderly manner may jeopardize a student’s readmission.

6. The Committee uses the term PROBATIONARY SUSPENSION to describe those students who, although subject to suspension, have been granted a reprieve. This term is merely a different designation, and not a separate category. These students actually continue on Probation and have the same obligations and restrictions as any other student on Probation.

In deciding whether to Suspend or place on Probationary Suspension, the Committee may (but need not) choose to use Cornell’s minimum gpa scale for class standing.

The minimum for a student’s class standing is defined as the number of terms in which they have been enrolled at Cornell, whether or not they earned term credits for these, plus any other credits earned from adjunct courses, by examination, or by transfer, according to the following sliding scale:

| Terms/Credits | Minimum GPA |
|---------------|-------------|
| 4 – 6 | 1.5 |
| 7 – 10 | 1.6 |
| 11 – 18 | 1.7 |
| 19 – 26 | 1.8 |
| 27 – | 1.9 |

7. Students are given ACADEMIC DISMISSAL if they had been suspended once before in their career at Cornell, had been readmitted, and are now being suspended for a second time. Such students may not return to the College.

Leave of Absence

A non-academic leave may be granted by the Dean of Students because of medical, financial, personal, family, or other problems that are best treated away from Cornell. A student who takes an approved non-academic leave of absence is considered to have withdrawn from Cornell and Cornell's withdrawal policy applies. A non-academic leave of absence is approved if

- the student has made a written request to the Dean of Students; and
- the Dean of Students has determined that there is a reasonable expectation the student will return from the leave, and has granted written approval. Failure to return by the agreed upon return date will result in the student being officially withdrawn from the College.

Cornell College policy restricts leaves of absence to a maximum of 90 days unless an extension is granted by the Dean of Students. The federal government restricts leaves of absence to a maximum of 180 calendar days during any 12-month period (defined as 12 months from the first day of the approved leave of absence). Multiple leaves within the 12-month period are permissible for military reasons or circumstances covered by the Family and Medical Leave Act.

During a leave, the student will be considered temporarily withdrawn from Cornell, thus, ineligible for Title IV (federal) financial assistance during that time.

During a leave of absence, the student surrenders the privileges of regularly enrolled students, and is, therefore, removed from registered courses, not permitted to live in College housing, use College facilities, or to participate in any Cornell-sponsored extracurricular activities in ways that are not also open to the general public.

Conditions for return include the student continuing to fulfill payment arrangements with the College while on a leave of absence. Failure to fulfill this obligation will result in official withdrawal.

The student should consult with his or her insurance carrier regarding potential insurance claims or medical expenses that may be acquired during a planned leave of absence.

The student is advised that failure to return from the leave of absence as scheduled will affect the student's loan repayment terms. Consultation with an official in Cornell's Financial Assistance Office is required before a leave will be approved by the Dean of Students.

For information on requesting an academic leave of absence for the purpose of participation in off-campus study programs not affiliated with Cornell, see *Index. Non-Affiliated Off-Campus Programs*.

Withdrawal from the College

To withdraw from Cornell College, a student must apply to the Dean of Students. Should a student leave without official permission, he or she will have the grade of F recorded for each course in progress. Students who have not attended classes for 60 calendar days and have not filed for a Reduced Program (see *Index. Reduced Programs*) or a Withdrawal will be dropped from the College.

Students must vacate residence hall rooms within 48 hours of initiating the withdrawal process unless permitted otherwise by the Dean of Students.

Students who are recipients of financial aid or who hold Cornell scholarships or campus employment should, before withdrawing, discuss with the Office of Financial Assistance the consequences if they later wish to return to Cornell and need aid.

Students who plan to finish an academic year but not return the following fall may not participate in room selection and must notify the Dean of Students of their intended withdrawal by the first Wednesday of Term 8 or the student's enrollment deposit will be forfeited.

Readmission

A student who withdraws voluntarily, who is dropped for non-attendance, or who is suspended for academic, disciplinary, or financial reasons is not guaranteed readmission. Such persons may, however, apply for readmission to the Academic Standing Committee by sending their request to the Registrar at least one month before the start of the term in which they wish to re-enroll. In the case of a student who was suspended, the appropriate conditions, as stated in the letter of suspension, must have been satisfied before the Committee will act upon the request. Students, regardless of the type of withdrawal or suspension, will be evaluated for readmission on their academic achievement, good citizenship, and satisfactory discharging of their financial obligations to the College while at Cornell and subsequently.

A student who has been classified by the College as a “readmitted student” is not eligible to receive transfer scholarships offered by Cornell. Consult the Office of Financial Assistance with any questions or concerns.

At the time the student withdraws voluntarily, is dropped for non-attendance, or is suspended for academic, disciplinary, or financial reasons, they forfeit any financial assistance that was previously awarded. This includes any scholarship, grants, loans, or work study they may have had.

If the student is readmitted, their financial assistance, including previous academic and fine arts awards, will be reviewed at that time and based upon current academic and financial information.

Please contact the Financial Assistance Office if you have questions.