

## **ADVISING AND ENROLLMENT**

### **Academic Advising**

Students are assigned an academic advisor upon matriculation and may change to a new advisor after the first semester, subject to the new advisor's eligibility and agreement. Students are required to meet with the advisor at least once per semester and must have the advisor's clearance to register. Students are strongly encouraged, and sometimes required, to select an advisor in the major department once the major has been declared. Students who feel that they have not been able to find an appropriate advisor should consult with the dean of students.

### **Enrollment**

On appointed days late in each semester, continuing students enroll for their course choices for the following semester, subject to their advisor's approval; those who fail to do so are assessed a late registration fee. New students enroll on announced days at the opening of each semester.

### **Change of Enrollment—Add/Drop, Pass/No Credit Grading**

The deadlines to make enrollment changes are printed on the inside back cover of this catalog and on the College's Web page, which also includes any corrections or amendments to the Academic Calendar that may arise after the publication of the catalog.

The deadline to add a course is the 10th day of instruction each semester.

If a student fails to attend the first two meetings of a course, and the absences were not approved in advance by the instructor, the instructor may drop the student from the class. However, students will not automatically be dropped from a course they do not attend.

The deadline to drop a course is Thursday of the eighth week of classes. Courses dropped by the deadline do not appear on the academic transcript. After the drop deadline, students may only withdraw from a course with the permission of the Academic Procedures Committee; if approved, a W (withdrawn) notation is posted on the transcript.

The deadline to elect the Pass/No Credit (P/NC) grading option is Thursday of the 10th week in the fall semester and Thursday of the 11th week of the spring semester. Many courses are not offered for P/NC grading; students should not assume the option is available without consulting the Schedule of Classes, the course syllabus or the professor for verification. With rare exceptions, courses taken for the major must be taken on a letter-grade basis. All students are presumed to be enrolled in a course on a letter-grade basis unless the grading option change is made by the deadline, or the course is offered only on a P/NC basis.

### **Course Load**

Normal enrollment is four full courses in each of the eight semesters. Sophomores, juniors and seniors who are in good academic standing may enroll in five courses. Second semester first-year students may also enroll in five courses, provided the first-year student earned no grade lower than a B in at least four full courses in the first semester.

All students who are in good academic standing may enroll in courses that are in addition to maximum full-time load per the options below.

1. Cumulative (quarter-credit) and/or half-credit dance, music, physical education and/or theatre courses totaling no more than one course credit
2. Two half-credit dance, music, physical education and/or theatre courses and one cumulative course

The minimum full-time load is three courses. Students who fall below this minimum are classified as part-time students.

Cumulative courses are not calculated into course load for purposes of determining full-time academic load. That is, course load is calculated by adding all the non-cumulative courses in which the student enrolls in a semester. Up to eight cumulative (i.e. quarter-credit) courses may apply toward the 32 courses needed to graduate; after the eighth cumulative course has been taken, subsequent cumulative courses will appear on the transcript, but without credit awarded.

## Hold

Students who have failed to make necessary arrangements for the various financial or academic requirements of the College are subject to having a hold placed on their records that may prevent enrollment and release of transcripts. Unresolved holds at the time of graduation will prevent the student from participating in commencement exercises. The most common academic reasons for a hold are probationary academic status, failure to declare a major by the spring enrollment period during the sophomore year and failure to meet with the academic advisor. Financial holds involve unpaid balances, unsigned student loan promissory notes or loans in default.

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## Cross-Enrollment Within The Claremont Colleges

Cross-enrollment within The Claremont Colleges provides opportunities for curricular enrichment and participation in the wider Claremont collegiate community. Except in the first semester of the first year, students can enroll for courses offered at any of The Claremont Colleges, subject to the advisor's approval and the following conditions:

1. During the second semester of the first year and the sophomore year, students may enroll for one course each semester outside Pomona.
2. Juniors and seniors may enroll for one half of their program each semester outside Pomona. (If five courses are taken, three of them may be taken outside Pomona.)

The Claremont Colleges may sometimes restrict enrollment in various courses due to size constraints; these courses are marked in the course schedule as ineligible for cross-enrollment.

Some courses at Claremont Graduate University (CGU) and the Keck Graduate Institute (KGI) are also open to Pomona students who are majoring in the fields in which the courses are offered. Permission to enroll in such courses must be obtained in writing from the course instructor and the student's advisor. The chair of the student's major department determines whether the course can apply to major requirements. Information on such courses can be obtained from the CGU and KGI registrar's offices; a Web link to the CGU course schedule is provided on the Pomona College portal.

## Exceptions to Cross-Enrollment Restrictions

Courses offered at the other Claremont Colleges in fields of study that are not available in the Pomona curriculum are excluded from the cross-enrollment restrictions described in 1 and 2 in the section above. Examples include Italian at Scripps, Korean at Claremont McKenna and engineering at Harvey Mudd.

Enrollment in courses offered by joint Claremont College department faculty (Africana studies, Asian American studies and Chicano/a-Latino/a studies; these courses will have suffixes of AF, AA and CH respectively), are exempt from cross-enrollment restrictions.

Core courses taken for a major that are offered by cooperative programs involving Pomona and one or more of the other Claremont Colleges are also not considered cross-enrollment. The programs and colleges with which Pomona partners are: American studies (five-college); art history (Pitzer and Scripps); Asian studies (five-college); astronomy (Harvey Mudd); classics (five-college); computer science (Harvey Mudd); German studies

(Claremont McKenna and Scripps); linguistics and cognitive science (Pitzer); mathematics (five-college and Claremont Graduate University); media studies (five-college); religious studies (five-college); science, technology and society (five-college); and gender & women's studies (five-college).

## Auditing Courses

Enrolled students of The Claremont Colleges may audit courses with the consent of the instructor. Such arrangements will not be recorded by the Registrar's Office and the auditor will not receive credit of any kind. Persons not regularly registered at the colleges may audit courses, provided they obtain the instructor's and the registrar's permission and pay the regular auditor's fee (there is no fee for senior citizens). Courses which are participation-intensive, such as art, writing, theatre, language and physical education courses, may not allow auditors.

## Concurrent Enrollment

Students currently enrolled at Pomona College will not be awarded transfer credit for work completed at another college or university during the regular semesters. Students who take an approved leave from the College may transfer such work, subject to the restrictions described in the *Transfer Credit* section.

## Field Trips

Field trips are regarded by the faculty as an intrinsic part of certain courses. Instructors certify to the dean of the College the names of students participating in field trips, and students are excused from their regular classes while participating in these trips.

## Independent Study

Independent Study courses, under the guidance of individual faculty members, are offered by all departments; there is some variation among departments in the amount of prerequisite coursework before such independent reading or research may be undertaken. A Pomona student may enroll in one such course per semester in the first and sophomore years and two per semester in the junior and senior years with the permission of the advisor, the instructor and the department chair of the instructor.

Programs of independent study may be undertaken by students who have demonstrated a capacity for independent work. Such programs (which may be the equivalent of two courses per semester for one or two semesters) must be carefully planned by the student and a faculty member and must be approved in advance by the Curriculum Committee, which will establish the sort of evidence (papers or examinations) necessary for grading. Applications for Independent Study programs must be submitted to the chair of the Curriculum Committee by March 1 for the fall semester and by November 1 for the spring semester.

## Reading Days

Thursday and Friday of the last week of classes each semester are designated as Reading Days. Classes are suspended, but instructors may hold study sessions to review previous course work. No new material may be introduced at study sessions. The Wednesday prior to finals week is designated the last day of classes. The finals week noise policy also applies during Reading Days and the following weekend.



## Final Examinations

Final examinations are required at the option of instructors, who must hold them at the College's designated time as announced each year. For seniors in their final semester, however, instructors may omit the final examination or designate an alternative assignment.

Aside from special exam administrations for graduating seniors, instructors may not change the date of a final examination without the consent of the Academic Procedures Committee. Academic Procedures Committee approval is also needed to change the final exam time for an individual student.

## Summer Reading or Research Courses

A department may allow qualified students to independently complete reading or research courses during the summer break. Summer reading courses are offered primarily for the benefit of students on the Pomona Study Abroad Program. Other students may also apply for enrollment, especially for a course in reading to supplement the regular course offerings.

Students may not enroll for more than one such course in a summer. To be eligible for a summer reading course, the student must have a cumulative grade-point average of 7.5 and meet any other requirements the department may set.

A student enrolled in a summer reading or research course may withdraw until August 1, by written notice to the instructor and the Registrar. All papers are due on the first day of classes in the fall, and examinations must be completed no later than one week after the first day of classes. Faculty are required to submit grades for summer enrollments by the sixth day of classes in the fall semester. The fee for a summer reading course is \$500.

## Commencement

The College has one graduation ceremony each year, which takes place the Sunday after the end of final examinations. It is a degree-granting ceremony in which diplomas are conferred and in which only those students who have fully completed the College's graduation requirements since the last ceremony are allowed to participate. Latin honors (*cum laude*, *magna cum laude* and *summa cum laude*) are announced at Commencement and are awarded to the top 25 percent of the spring semester graduates. Students who complete their studies in the summer or fall term after the spring graduation date are awarded graduation honors based on the grade-point averages established for the spring class.

## Leaves of Absence or Withdrawal from the College

Withdrawal or leaves of absence may have financial implications, depending on the date the action is taken. For information on all College fee refund policies, see the section on charges under Financial Information.

Work in progress for students who take leave or withdraw in a semester will be treated as follows:

1. The transcript of a student taking leave or withdrawing from the College before the final date for dropping classes will not list courses for that semester. The transcript will record, however, a notation of the withdrawal.
2. A student taking leave or withdrawing from the College after the drop deadline may, when circumstances warrant, receive a W (withdrawal) notation for all courses for that semester; otherwise, F or NC grades will be recorded.

**Leaves of Absence:** Any student who wishes to interrupt the formal academic program at Pomona College for a period of time may apply to the Office of Student Affairs for a leave of absence.

Requests for a leave of absence for a given term should normally be made before the end of the preceding term. Except in special circumstances, leaves will not be granted after July 15 for the fall term and December 15 for the spring term (or the first business day after those dates).

In granting a leave of absence, the College recognizes the need of the student to interrupt formal academic work for a period of time. The particular reasons that make such an interruption desirable and the length of a leave vary. College policy is designed to meet these varying needs and provide an opportunity for a student to discuss his or her plans for the leave and, later, the extent to which goals and needs have been met by the leave.

**Return from a leave of absence:** If no restrictions have been placed on the leave of absence, a student may return to the College after the period of leave as long as he or she has given written notice by June 1 for fall semester and December 15 for spring. Students who wish to be readmitted in time for priority room draw and enrollment, should contact the Office of Student Affairs before April 1 and November 1, respectively.

For study in the United States while on leave, students are strongly advised to apply in advance for approval of the program of study. If the program of study is approved in advance, credit normally will be granted for courses graded C-minus or higher. Without prior approval, there is no guarantee that credit will be granted. Academic credit will not be granted for study abroad while on leave.

A maximum of eight course credits will be awarded for work other than summer sessions while a student is on leave.

Full information about regulations governing leaves of absence is available from the Office of Student Affairs.

**Withdrawal from the College:** A student may withdraw voluntarily from the College by filing a Notice of Withdrawal in the Office of Student Affairs. After review of this form, a copy of the notice will be returned to the student with a statement of the conditions under which readmission might be granted at a later date.

**Readmission to the College:** Students who withdraw from Pomona College before earning a degree may apply for readmission. If the reapplication is within five years of the last semester of enrollment, students may satisfy the rules, regulations and requirements in existence when they first enrolled in the College. A student who applies later than five years after the last semester of enrollment must follow the rules, regulations and requirements in effect at the time of reapplication. Previous credits earned at Pomona College will be evaluated by the registrar and academic departments.

**Five-Year Limit:** If the student's withdrawal from Pomona College was involuntary, the application for readmission, or for reactivation of candidacy within the five-year limit, should be directed to the committee or Pomona official who required the withdrawal. Otherwise, application for readmission to regular standing is considered by the Admissions Office. An application in absentia or other irregular enrollment is considered by the registrar and the Academic Procedures Committee.

