

GRADES, CREDIT AND THE ACADEMIC RECORD

Academic Record

All course work for which a student enrolls for credit toward the Pomona degree constitutes a part of the academic record, unless enrollment is withdrawn by the drop deadline. Entering students must provide the Registrar's Office with official transcripts of all previous enrollments in other institutions.

Advanced Placement, International Baccalaureate and British A-Level Examinations

Credit is awarded for scores of 4 or 5 on Advanced Placement (AP) exams; for scores of 6 or 7 on Higher-Level International Baccalaureate (IB) exams; and for comparable scores on British A-Level exams. Exams based on year-long courses receive one credit; exams based on semester-long courses receive one-half course credit. Credit is not granted for exams that duplicate each other, such as AP and IB English Literature. There is no limit to the number of exams that may be awarded credit, but credit received for advanced standing does not supersede the College's requirement of 30 post-college-matriculation courses. In effect, regardless of the number of AP/IB exams that are eligible for and awarded credit, no more than two of them can apply to the credits needed for graduation.

Grading System

Letter Grades

Grade points are assigned on the following scale:

12	11	10	9	8	7	6	5	4	3	2	0
A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F

The grade point average is calculated by averaging grade points received in all Pomona courses, in courses taken in Pomona College off-campus programs, abroad or in the United States, and in courses taken through cross-enrollment in The Claremont Colleges except courses taken on a Pass/No Credit grading basis.

Pass/No Credit (P/NC) Option

Grades assigned are:

P: Pass, work equivalent to C- or higher

NC: No credit, work equivalent to D+ or lower

Courses graded on the P/NC system are not entered into the grade point average calculation. Grades in courses in which the student opted for the P/NC option (as opposed to courses in which the P/NC option is automatic) are identified with a ^ symbol on the official transcript; i.e., P^ and NC^ indicate that the student elected the P/NC grading option.

Regulations regarding P/NC grading:

1. First-year students and sophomores are limited to three P/NC courses per year.
2. Juniors and seniors have unlimited P/NC options outside their majors. In some cases, students may petition their departments to take specific major courses on a P/NC basis.
3. With permission of the Curriculum Committee, a department may designate a course to be taken only for a letter grade or only on a P/NC basis. Such courses are identified in the course descriptions in this catalog.

4. Work in no more than two junior or senior Independent Study courses within the student's major may be graded on a P/NC basis at the discretion of the instructor. The instructor reports this decision to the registrar within the first 10 class days of the semester.

5. Courses taken on a P/NC basis are not included in the computation of a student's grade-point average.

6. To qualify for Commencement honors and certain other prizes and awards, a student must have taken at least three quarters of their courses for letter grades.



Other Grades/Transcript Notations

- I: Incomplete (see *Incomplete Grades* section)
- W: Withdrawal with permission of the Academic Procedures Committee after the official drop period has elapsed
- N: In-progress course; credit and grade granted after second semester of course is completed
- IP: Designation used to identify a course that is in progress or that has not yet been graded

Incomplete Grades

Incomplete (I) grades are not routinely or automatically allowed at Pomona College. In situations where illness or other unforeseeable circumstance has prevented a student from completing a portion of a course's requirements, students may present an Incomplete Petition to the College's Academic Procedures Committee (APC), along with documentation of the circumstances and with the instructor's consent, a description of the missed work and deadlines for the submission of all outstanding work for the course. The petition must be filed one week before the last day of classes if the circumstances upon which the petition is based existed by that time; otherwise, the petition must be filed by the Reading Day Friday before the beginning of the final exam period. The deadline for completing outstanding coursework in a course in which an Incomplete has been approved is the fifth day of instruction in the following semester. When an incomplete is requested because of illness at the time of final examination, medical documentation is required within 48 hours of the date of the final exam.

Repeat of Courses

Some courses are identified in the catalog as repeatable for credit; students receive graduation credit and grade points each time such a course is taken, subject to the limitations described in the course description.

When a student retakes a course that is not identified as being repeatable for credit, the original course and grade remain part of the student's record. The grade for the repeated work is displayed on the transcript, but graduation credit may only be earned if the original grade was F or NC, and the grade earned the second time the course was taken is not calculated into the semester or cumulative grade point average.

Disputed Grades

If a student has substantial grounds for believing that a particular grade was assigned in a manner that was arbitrary or unjust, or that crucial evidence was not taken into account, the student should first discuss the matter with the instructor. If the student continues to feel that the grade given was unjust, he or she should consult with the dean of students no later than the seventh week of the following semester. A hearing procedure exists, and the dean of students will describe this procedure to any student on request.

Transfer Credit

The College awards transfer credit for courses that are equivalent or comparable to liberal arts courses offered at The Claremont Colleges. All credit for transfer work is calculated on the basis of four semester units or six quarter units equaling one Pomona College course. Credit is awarded for courses taken at regionally accredited colleges and universities, so long as the course is taken on-site, among other matriculated students of the college or university. Online courses are not eligible for transfer credit. In order for the credit to be accepted as transfer credit, a grade of C- or better must be earned. No more than 16 transfer courses can be applied to the 32 courses required for graduation, and a maximum of two pre-college-matriculation transfer courses are allowed. See the section on *Credit Requirements*.

Conversion of semester and quarter units to Pomona courses uses the following equivalencies:

<i>Semester Units</i>	<i>Pomona Course</i>	<i>Quarter Units</i>	<i>Pomona Course</i>
1	.25	1	.17
2	.50	2	.33
3	.75	3	.50
4	1.00	4	.67
		5	.83
		6	1.00

Breadth of Study credit is not awarded for transfer work completed after matriculation to the College. Matriculated students who wish to study at other regionally accredited colleges or universities in the United States for the purpose of transferring credit to Pomona should obtain prior approval for the specific courses they plan to undertake. Transfer credit is not allowed for courses taken abroad while on leave status during the fall or spring semester. Transfer credit for work done abroad during the summer may be granted, but only when prior approval is obtained from the appropriate department chair. In all cases, students must submit a transfer credit application form that has been approved by the chair of the department (or other designated faculty member) that offers the most similar course at Pomona, as well as the registrar, in order to be granted transfer credit.

The maximum credit a student may earn in any one summer is three courses, including credit earned through a summer reading or research course at Pomona College. If the summer program is the final one for the completion of the requirements for the degree, the maximum credit allowed is two courses, or their equivalent in semester or quarter units.

Internship Transcript Credit

Pomona College awards academic credit for classroom-based coursework only, which excludes internships and any other experientially-based learning activities that are not required as part of an approved course. A student who is interested in participating in an

internship for which eligibility requires that the student receive credit should contact the Career Development Office (CDO). The CDO has been authorized by the faculty to assess internship options and, when warranted, approve internships to be notated as equivalent to one-half-course credit *by those colleges that award credit for such work*, on the student's college academic record. The credit is not calculated into the student's earned units at Pomona College.

ACADEMIC STANDARDS

Academic Honesty

Pomona College is an academic community in which all members are expected to abide by ethical standards, both in their conduct and in their exercise of responsibilities toward other members of the community. The College expects students to understand and adhere to basic standards of honesty and academic integrity. These standards include, but are not limited to, the following:

1. In projects and assignments prepared independently, students never represent the ideas or the language of others as their own.
2. Students do not destroy or alter either the work of other students or the educational resources and materials of the College.
3. Students neither give nor receive assistance with examinations.
4. Students do not represent work completed for one course as original work for another or deliberately disregard course rules and regulations.
5. In laboratory or research projects involving the collection of data, students accurately report data observed and do not alter these data for any reason.

If an instructor concludes that any of the above standards has been disregarded, it is his or her responsibility to make the evidence available to the student and also to report the incident to the Dean of Students. If it is the first reported instance of academic dishonesty for that student, the instructor may handle the case, unless either the instructor or the student requests that the matter be referred to the Academic Discipline Board. If the instructor handles the matter, any academic penalty may be assigned, including failure in the course in which the transgression occurred. If the instructor believes that the infraction is serious enough to warrant withdrawal or reduction in the level of College academic honors, the matter should be referred to the Academic Discipline Board, which can make a recommendation on this issue. A student's second offense, in whatever class it occurs, is automatically referred to the Academic Discipline Board. Suspensions or withdrawals required by the Academic Discipline Board are posted to the student's official academic record.

Academic Procedures Committee

The Academic Procedures Committee is a standing committee of the faculty charged with ruling on student petitions for exceptions to the academic rules and regulations of the faculty. It consists of three faculty members (one from each division of the College), the registrar, the dean of students and two students chosen by the Associated Students of Pomona College.

Petitions. Examples of the kinds of requests handled by the Academic Procedures Committee include, but are not limited to, the following: course overloads; variances in cross registration and general education requirements; exceptions to registration deadlines; incomplete grades; changes to final exam times; second major declarations; exceptions to residency requirements; and requests for enrollment beyond the eighth semester.

Dismissal from Courses. A student who proves unable or unwilling to carry a course satisfactorily may be dropped from it by the Academic Procedures Committee upon the recommendation of the instructor.