

The deadline for removal of an **I** designation will be determined by the instructor, but will not be later than six weeks after the start of the spring semester for students who receive such a grade in the fall semester and not later than two weeks after the start of the fall semester for students who receive such a grade in the spring semester. If the **I** is not removed within the set time limit, either by completing the work in the subject or by passing a reexamination, the **I** will automatically become an **F** unless the dean of the Faculty of Humanities and Social Sciences extends the time or the student withdraws from school.

W Withdrawal (see below)

WU Unauthorized withdrawal (see below)

Indicators of plus (+) and minus (-) are used with the grades **A**, **B**, **C** and **D**. (The grade of **A+** is, however, not given.) These indicators are included in computing grade point averages.

Change of Program

Adding a Course A student is permitted to add a course only during the first week of a semester, during the drop/add period, and only with the adviser's approval.

Adding a course after the drop/add period is not permitted even if the student has been attending the class.

Dropping a Course A student may drop a course during the first week of the semester, during the drop/add period, with the adviser's approval.

A course dropped during the first week of the semester will be deleted from the transcript.

Withdrawing from a Course A student anticipating inability to continue an assigned program should immediately see his or her adviser. After the drop/add period a student may withdraw from a course through the eighth week of the semester. It is the student's responsibility to obtain the necessary permission from the adviser and to notify the instructor in order to withdraw from a course. A grade of **W** will appear on the transcript. A student who stops attending a course without permission of the adviser will receive a grade of **WU**. However, if the student is failing the course at the time of the unauthorized withdrawal, the instructor is free to record a grade of **F**.

A student is not permitted to drop or withdraw from a course if doing so would impede satisfactory progress towards the degree.

Assignments Students are required to complete all assignments and examinations on time. In the case of schedule conflict or an unavoidable delay in completing an assignment, the student should discuss the problem with his or her instructor. Failure to complete assignments on time may result in an **F** grade for the course.

Attendance Students are expected to attend all classes. No more than the equivalent of one week of unexcused absences will be permitted. In the event of absence a student should contact the instructor in advance. Students who miss more than the equivalent of one week of classes in any one course may receive a reduction of the final grade or, at the discretion of the instructor, may be required to withdraw from the course.

Lateness Students are expected to be punctual. Late students may be refused entry to a class. Chronic, unexcused lateness may result in a reduction of the final grade or in failure.

Academic Integrity The Faculty of Humanities and Social Sciences expects all students to demonstrate the highest levels of academic integrity. Violations of academic integrity have consequences, including, but not limited to, failure for the course. Further information concerning the policy on academic integrity is available from the dean's office.

Student Behavior Students are expected to conduct themselves in accordance with the guidelines in the "Code of Conduct" (see page 30).

ACADEMIC ADVISING AND SUPPORT

Academic Advising In addition to the dean, an academic adviser is available in the office of Humanities and Social Sciences for consultation by students in all three schools. Students are also encouraged to seek the advice of individual faculty members about general curricular and scholarly matters. A course instructor may not sign add/drop forms, determine transfer or AP credits, or pre-approve courses to be taken elsewhere. Such questions must be referred to the dean's office.

The Center for Writing The communication of ideas in written and oral form is central to an education in the liberal arts. All humanities, social sciences and art history courses include a substantial writing requirement and additional requirements for presentations. The Center for Writing offers feedback, support, and instruction in all areas of written and spoken communication. The Center is staffed by experienced teachers, writers and editors, most with advanced graduate degrees. The Center offers one-on-one and small group sessions; students may sign up for single appointments as needed or may enroll for regularly scheduled ongoing sessions. Center associates provide feedback, work with students on issues of structure and argument and help all writers—regardless of level—to engage with their work more effectively. The Center also offers special support for non-native English speakers, students with learning difficulties, and students without a strong background in writing, as well as intensive support for students working on Fulbright and other grants.