

Date: Tue, 07 Mar 2006 17:59:59 -0600

To: Seniors Graduating in Spring Quarter  
From: Susan Art, Dean of Students in the College  
Re: Please Read Now--Spring Graduation

(1) DROPPING TO PART-TIME STATUS OR TAKING A LEAVE OF ABSENCE

(2) SENIORS ON LEAVE AND PHYSICAL EDUCATION REGISTRATION

(3) MEETING GRADUATION REQUIREMENTS

(4) SPRING QUARTER DEADLINES

(1) DROPPING TO PART-TIME STATUS OR TAKING A LEAVE OF ABSENCE

Friday of first week (March 31) is the deadline to drop to part-time status or go on leave and receive a full tuition refund. Students may make these status changes with their adviser. See the handout in the wall rack by the reception desk in Harper 280 for instructions and for the effects of changes in status on aid, housing, and insurance. International students must see the international affairs office before changing status.

(2) SENIORS ON LEAVE AND PHYSICAL EDUCATION REGISTRATION

Seniors who want to register for Physical Education classes while on leave may register on a space-available basis, with purchase of a Facilities Pass, ONLY after regularly enrolled students have registered for Physical Education courses. Exceptions cannot be made for seniors who have not completed the Physical Education requirement.

(3) MEETING GRADUATION REQUIREMENTS

Stay in touch with your adviser. Discuss changes in plans and questions as soon as they arise. Following review of your Winter Quarter grades, discuss with your adviser immediately any problem you face in satisfying the College graduation requirements described in "Courses and Programs of Study." Please note that requirements include completion of both the language requirement and the physical education requirement.

(4) THE FOLLOWING DEADLINES ARE STRICTLY OBSERVED

If you have not already filed a degree application (the white card you received at your Autumn Quarter adviser conference), you must submit an application before Friday of 1st week of Spring Quarter, March 31. Students

who do not meet this deadline are not eligible to graduate in Spring Quarter.

“Missing” grades (I’s, blanks, etc.) for courses taken prior to Spring Quarter are due in the registrar’s office by 3 PM Friday, 9th week, May 26. See instructors immediately if you plan to request permission to complete such courses and receive grades. Otherwise, instructors may not be able to meet this deadline.

Grades for courses for which you will be registered in Spring Quarter are due in the registrar’s office by 3 PM Friday, 10th week, June 2. These grades will be your final grades. The College does not issue provisional grades.

You are responsible for contacting your instructors and making arrangements to take exams or complete papers early.

Do not plan to take a business school course in Spring Quarter. The business school does not offer early exams and does not submit grades by the 10th week deadline. If you have questions, see Jean Treese, associate dean of students.

Check the deadlines for BA papers and projects and separate deadlines, if any, for Honors papers and projects.

Outstanding bursar balances must be cleared by Friday of 9th week, May 26.