

## Summer Academic Policies and Regulations

### 1. *Academic Regulations*

The academic regulations that apply in the Fall, Winter, and Spring quarters also apply to the Summer quarter. Courses taken during the Summer quarter are included in the records of matriculated SCU students for the determination of GPA, class level, honors, probation, and disqualification. Any student not permitted to register during the academic year (i.e., disqualified, suspension) may not take summer school classes at SCU.

### 1. *Administrative Withdrawal / Drop Policy*

- The Administrative Withdraw policy is not in effect in the Summer as it is during the regular school year. Students who are officially enrolled in a class and fail to attend the first and any subsequent class meetings will remain enrolled in the class, and be responsible for paying all tuition and fees associated with the class.
- It is the student's responsibility to drop a course if they are unable to attend due to changes in the class schedule or personal obligations.
- Non-attendance does NOT relieve a student of the obligation to pay tuition and fees. In addition to paying full tuition and fees, an academic hold will be placed on the student's account to prevent any further registration transactions.
- Students who do not formally drop a class for which they are officially enrolled will receive an "F" grade for the course(s), and be liable for all tuition and fees incurred during the Summer.
- Students must formally drop a course via ecampus or by submitting a Drop Form to the Office of the Registrar located in the Walsh Administration building prior to the published deadlines.

### 2. *Auditing Courses*

Degree-seeking students may audit one course in addition to the Summer Program course load limit on a space available basis with a charge of \$100 course audit fee. Permission to audit is given by the instructor by the last day to add a class. **Submit completed audit forms to the Office of the Registrar by the last day to add a class and no later than one week thereafter.** Non-SCU or non-degree seeking SCU students may **not** audit courses.

### 3. *Course Load Limits Policy / Overload Policy*

There is **NO EXCEPTIONS TO THE COURSE LOAD POLICY** for the Summer Program. Students who register for more than the maximum course load will be administratively withdrawn from the course that creates the overload. Students who add overload units in violation of this policy may not receive credit for the course that causes the policy violation.

The intensive pace of Sessions 1, 2, and 3 require the following restrictions on Summer course loads:

- *Session 1:* Students may not enroll in or attend more than two courses at any time during this session.
- *Session 2:* Students may not enroll in or attend more than two courses at any time during this session.
- *Session 3 (A, B, C):* Student may not enroll in or attend more than one Session 3 lab science (Chemistry or Physics) course at a time. If you are enrolled in or attending a Session 3 lab science course, you may not be simultaneously enrolled in or attending any Session 1, 2, or 4 course. If you are enrolled in or attending a Session 3 non-lab science course, you may be simultaneously enrolled in or attend no more than one contemporaneous Session 1, 2, or 4 course.
- *Session 4:* You may carry up to 15 units in Session 4 courses (N.B. this does not apply if you are also registered for Session 1, 2, or 3 courses.)
- *Session V:* Contact the International Programs office at (408) 554-6940 for course load restrictions.

### 4. *Course Cancellations*

SCU reserves the right to make changes in the schedules or policies without prior notice. We have done our best to ensure the accuracy of the information in this *Summer Schedule of Classes* or our website [www.scu.edu/cas/summer](http://www.scu.edu/cas/summer). However, certain statements may need to be corrected or changed. Please carefully check "My Class Schedule" on ecampus for any changes. If a classroom assignment has been changed, information about the new room location will be posted outside the originally-listed classroom. If a course is cancelled, the Summer Program Office will immediately send a notification to your SCU GroupWise email account. It is very important that you check this account regularly.

### 5. *Course Numbering System*

Courses numbered 1 through 99 are lower-division courses for which students generally receive four quarter units of credit. Lower-division courses are recommended for freshmen and sophomores. The upper-division courses are numbered 100 through 199, and students generally receive five quarter units of credit. Upper-division courses are recommended for juniors and

seniors.

6. ***Enrollment Confirmations Via Ecampus***

All students can retrieve their course schedules online via ecampus to confirm their enrollment in Summer courses. Course confirmations will not be mailed by the University.

7. ***Enrollment and Course Restriction Policy***

- Students may not sit in classes without formally enrolling. Credit is not given to students who attend class without formally enrolling and paying for tuition. Students must be officially registered in classes based on the procedures outlined in the Summer Program class schedule and must have paid all tuition and fees by the published deadlines.
- The instructor's signature on an add form after the add period does not constitute a formal enrollment without tuition payment. **Initial registration or class additions will not be accepted beyond the late registration/add period** as set forth in the Summer Program Calendar on the front page of this class schedule.
- Students who enroll in a course for which they are not eligible are subject to administrative withdrawal from that course. During the first week of class, the instructor may notify the Registrar to drop you from the course if you did not fulfill the following course restriction requirements:
  - Freshmen enrolled in upper division courses,
  - Students who have not satisfied any course prerequisites stated in the Bulletin or Class Schedule, or
  - Students who have not obtained the instructor's permission as specified in certain courses.

8. ***Independent Study***

Eligible Juniors and Seniors may pursue independent study through Directed Study, Directed Research, Practicum or Internships. No more than four independent study courses can be used to satisfy graduation requirements, and no more than one independent study course per term may be taken. To register for an independent study course, students must submit completed Independent Study petitions to the Office of the Registrar after approval is received from the Drahmman Advising and Learning Resources Center. Forms are due by the last day to add a class. Most independent study courses cannot be added through ecampus. Contact the specific academic department for more information.

9. ***Internships***

Only continuing Santa Clara University students who have completed at least 88 units are eligible to enroll for summer internships that are no more than ten units. To receive academic credit for a summer internship a student must complete the appropriate paperwork with the faculty member supervising the summer internship, register, and pay summer tuition for the units sought. Departments other than those listed in the catalog also may offer summer internships. Interested students should inquire in individual departments.

10. ***New Students Accepted in the Fall 2008***

New students who have been accepted at SCU for the Fall quarter (both transfers and freshmen) should contact the Drahmman Academic Advising and Learning Resources Center at (408) 554-4318 before registration to receive academic advising.

11. ***Pass/No Pass Grading Option***

A junior or senior with a declared major may choose to take an elective course Pass/No Pass. An elective course is one other than a University, school or department requirement. One course per quarter, with a maximum of six, may be selected. Under the P/NP option, work equivalent to a grade of C- is not passing. **The P/NP option must be selected by the final day to add a class as listed on the Summer Calendar and is not reversible after that time.** If you wish to change the grade option to P/NP after you enroll in a class, you must do so in person at the Office of the Registrar

12. ***Performance Standards in the Sciences***

Prerequisites for courses in lower-division sequences in Biology (21,22,23,24), Physics (31,32,33,34; 11,12,13), and Chemistry (11,12,13,14; 31,32,33) will include completion of the prior course in the sequence with a grade of C- or better. Students who do not meet this standard will not be permitted to enroll in the next course of the sequence. For further information, contact the Biology, Chemistry, or Physics department.

13. ***Repetition of Courses***

Students may repeat a course in which they receive less than a C-. All courses, whether repeated or not, are included in the GPA calculation, but units will be awarded only once for a passed course. A few courses are designated as repeatable and you may enroll in them for credit and a grade each time.