

Advisor's Handbook

2011-2012

COLLEGE OF
LIBERAL ARTS AND SCIENCES



Purchase College

STATE UNIVERSITY OF NEW YORK

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NOTE FOR ADVISORS: THIS BOOKLET IS DESIGNED TO BE A QUICK REFERENCE GUIDE TO HELP ANSWER THE MOST COMMON POLICY QUESTIONS THAT STUDENTS ASK ABOUT. IT IS ORGANIZED ALPHABETICALLY.

ACADEMIC CREDIT FOR LIBERAL ARTS STUDENTS IN ARTS COURSES

Liberal Arts students can only take a course once for credit. In a limited number of arts courses, where the content is different by repertoire for experience level, credit may be earned for a second registration.

ACADEMIC CREDIT FOR VARSITY SPORTS

Students may earn one academic credit by completing one full semester of participation as a member of a varsity team. This is counted toward the four credits in Physical Education applicable toward the B.A. or B.S. degree. Students obtain a permission slip from the coach and add the course during registration. Registration for varsity sports participation may be repeated up to four times.

ACADEMIC DISMISSAL

Students are normally on academic probation for at least one semester prior to academic dismissal. In some circumstances, a student (usually a first semester freshman) may be placed on academic probation in the middle of a semester and dismissed at the conclusion of that semester. Students may appeal an academic dismissal to the LAS Academic Review Committee. A student dismissed may not take any course work at Purchase for one year following dismissal. This provision does not apply to students who have applied and have been accepted as internal transfers to a degree program different from the program which dismissed the student.

Students may petition the Associate Dean for permission to take a limited number of courses as a Continuing Education student after one semester "away" from Purchase.

Note: Freshmen in LAS who fail both College Writing and a designated freshman level course are automatically dismissed (subject to appeal.)

ACADEMIC PROBATION

Academic Probation is a formal college action, intended to notify a student that his/her GPA has fallen below 2.0 (C average). Academic probation is recorded on the student transcript. In order to remove probation from the record, a student must in the semester following the action, attain a cumulative GPA of 2.00. In some cases, where it is determined that a student is making significant improvement but has not yet achieved a 2.0 cumulative GPA, the probation may be extended into a second semester.

ADVANCED PLACEMENT (HIGH SCHOOL) AND CLEP CREDIT

Students who receive scores of 3, 4 or 5 in Advanced Placement exams may earn between 3 and 8 credits depending on the course. The Registrar's Office as well as the Associate Dean has a breakdown of credits allowed per exam. In addition, the College will accept up to 30 credits through College Level Examinations (CLEP). AP exams and CLEP credit may count toward general education requirements. In some cases, a Board of Study may require a student to repeat an introductory course or courses if the student plans to major in that area. For example, a student with a Biology score of 3 on the AP, may still have to take BIO I and BIO II here. In those cases, the AP credits will count as general electives, but in all likelihood the student would not need those AP credits in the end.

A score of 4 on the AP Lit and Comp or Lang and Comp is needed to exempt a student from College Writing. Scores of 3 on those exams will earn students elective credit, however.

ADVISING CENTER

The Advising Center works with students and faculty advisors to ensure that all students receive up-to-date and thorough advising. The Center is located in the Student Services Building, Second floor [Ext. 3990]. The Academic Resource Center includes the Learning Center (p. 11).

ADVISOR AND CHANGE OF ADVISOR

Every LAS student has a faculty advisor. Incoming transfer students are assigned to appropriate faculty depending on major or in the case of Undeclared transfers, area of greatest interest. Students are encouraged to change advisors as their academic interests develop. A *Change of Advisor Form* must be filled out and submitted to the Registrar. Freshman Seminar faculty serve as the advisor for new freshmen (except for Creative Writing freshmen).

ASSOCIATE DEAN

The Associate Dean (Rich Nassisi) also serves as an auxiliary to faculty advising. The Associate Dean is available during college business hours 9 a.m. to 5 p.m., Monday through Friday, and is able to provide students with general information and to make referrals to appropriate faculty and staff. The Associate Dean also provides advice to students on academic probation; works closely with the LAS Academic Review Committee; works on Orientation; gives guidance in choosing majors and changing advisors. He can also answer faculty questions concerning general education and governance issues. His office is located in Social Sciences, Room 2013, ext. 6487.

APPLICATION FOR GRADUATION

Students must apply for graduation in the second semester of their junior year.

They will need to obtain a record of their coursework using the Degree Progress report (DPR). Students will make an appointment with their advisor to review and complete the DPR. The advisor signs it as does the student. If the advisor or the student is uncertain about any of the requirements or policies, please check with the Registrar's Office.

Students also will complete a Diploma Order Card and submit it along with the signed and completed DPR to the Registrar's Office by the deadline published in the Academic Calendar.

Students are invited to participate in one graduation ceremony. If a student does not complete degree requirements by May, but the Dean has reasonable assurance that requirements will be completed by the end of August, the Dean can permit the student to participate in the May ceremony. The student will be an "official" August graduate. See senior project section for more information on this.

ATTENDANCE

All courses in LAS must have a stated attendance policy and this policy should be noted on all syllabi. [This was adopted by the Academic Council in May 2003].

ATTENDANCE ON RELIGIOUS HOLIDAYS

See the course catalog for the full policy on attendance of students on religious holidays. Basically, the college must allow for make up exams, work, etc. due to absence for religious reasons.

CLEP CREDITS

See section on Advanced Placement and CLEP.

CONTINUING EDUCATION COURSES

A limited number of spaces in some Liberal Studies & Continuing Education courses are available to matriculated students. Additional spaces may open up during the Add/Drop period. Students should be referred to the Registrar for space availability (not to Liberal Studies and Continuing Education).

LSCE courses that qualify as general education courses can be found on the course schedule.

CORE CURRICULUM (SEE GENERAL EDUCATION)

COURSE LOADS AND FULL-TIME STATUS

The normal load for full-time matriculated students in LAS is usually 16 credits (4 courses). Students must be registered for 12 credits to be considered full-time (for financial aid). In order to qualify for housing, students must be registered for a minimum of 12 credits. In order to register for more than 18 credits (an overload), an OAC code must be obtained from the advisor.

CROSS-REGISTRATION AGREEMENT WITH MANHATTANVILLE COLLEGE (NON-TEACHER EDUCATION)

A limited number of Purchase students (approximately 10 each term) may register for Manhattanville College courses each semester with no additional tuition charged (fees apply). Students must obtain permission from their advisor and our Registrar and fill out the *Cross-Registration Form* and register at both Manhattanville and Purchase. Note that business, management, computer, studio arts, economics, certain other categories of courses, and courses offered at Purchase are not available to Purchase students.

DEAN'S LIST

Students pursuing a B.A. or a B.S. who achieve a semester grade point average of 3.50 (based on at least six credits graded A+ through F) are placed on the Dean's List, which is recorded on the permanent record. Grades of P, NC, UP, SP, CR, INC, do not apply). Students pursuing a B.F.A. must achieve a 3.75 GPA.

DECLARATION OF MAJOR

Students in LAS may declare a major at any time, but must do so by the end of the sophomore year. LAS students wishing to "switch" to the Performing or Visual Arts (including Film) must apply as Internal Transfers. Students wishing to become Liberal Studies students must see the Registrar's Office to obtain a form, and then the current advisor to obtain his/her signature before seeing the Liberal Studies advisor. A special supplemental application is required as the Liberal Studies degree is designed to be an adult evening completion program.

DOUBLE MAJOR REQUIREMENTS

1. Complete one 8 credit senior project approved by both boards of study.
2. Complete program requirements of both boards of study.
3. Complete the general education requirements.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) [THE BUCKLEY AMENDMENT]

FERPA ensures the privacy of students' academic records. Under this law, the College is permitted to release student information categorized as "directory information." Students wishing to know more about FERPA or wishing to restrict their *directory information* should contact the Registrar.

Directory information includes:

- Name
- Date of birth
- Campus mailbox and phone
- Home address and phone
- E-mail address
- Class level
- Matriculation status
- Current full-time or part-time status
- Dates of attendance
- Date of graduation
- Major fields of study and degrees
- Photographs

Advisors should be careful not to release any information to outside agencies and others unless the information has been designated as directory. As a general rule of thumb, faculty should refer all requests for information to the Registrar.

GENERAL EDUCATION: THE CORE CURRICULUM

By taking at least 30 credits from the core curriculum's knowledge and skill areas listed below, including a minimum of one course (at least 3 credits) in each of the first seven areas, students simultaneously satisfy the student learning outcomes (SLOs) defining each area:

1. **Basic Communication:**
Freshmen complete LWR 1110 or AWR 1100/College Writing in their first year.
2. **Mathematics:**
Students choose from a list of approved courses. Math placement scores may be required as prerequisites for some courses in mathematics and other natural science disciplines, in economics, and in new media.
3. **Natural Science:**
For (a) freshmen who have not declared a major and (b) freshmen in the B.A. and B.S. degree programs in the School of Liberal Arts and Sciences (except those who have declared a major in biology, chemistry, or environmental studies), FRS 1200/Science in the Modern World; all other students choose from a list of approved courses.
4. **Social Sciences:**
Students choose from a list of approved courses.
5. **The Arts:**
Students choose from a list of approved courses, including arts courses approved for students in all disciplines, or B.F.A. or Mus.B. courses for which they meet the prerequisites.
6. **Humanities Group:**
Students choose from a list of approved courses in the humanities, American history, or Western civilization, including many courses specially designed and recommended for freshmen.
7. **Languages and Cultures:**
Students choose from a list of approved courses, including courses designated as "foreign language" and "other world civilizations." Students must complete a foreign language placement test for enrollment at the appropriate foreign language level.
8. **Health and Wellness:**
Students take 1–2 credits from a list of approved health, wellness, or physical education courses.

Note:

Because the freshman program courses are carefully planned as a foundation for further academic study, students may not withdraw from *1st year Humanities*, *1st year Western Civilization*, *College Writing*, or *Science in the Modern World*. If extenuating circumstances exist, a student may petition, but withdrawal will only be allowed with the approval of the advisor and the Associate Dean of Liberal Arts and Sciences. In addition, freshmen who fail both a designated freshman course and College Writing are subject to academic dismissal at the end of the first semester.

GRADING

Standard grades are A+ through F.

“D” is considered the minimum passing grade and is acceptable for general education courses. “D” grades are normally **not** acceptable for major requirements, but may be at the discretion of the BOS.

Notes on particular grades:

INC (Incomplete) - indicates that an agreement has been made between a student and instructor, indicating a time period when the course requirements must be completed. If an incomplete is granted, the instructor files an incomplete grade (I) online. Students on academic probation are not eligible for incomplete grades. Incompletes which are not resolved by the deadline date or given a further extension approved by the divisional head will be changed to “F.” Grade changes after the four week period are discouraged as a matter of fairness to students who complete their work on time. The credit value assigned at the time of registration is the credit value at the time of assessment (grading). Partial credit is not given.

Grade changes will not be accepted after six months from the end of the semester.

HONORS CRITERIA AT GRADUATION

College honors are awarded as *summa cum laude*, *magna cum laude*, and *cum laude*. Students are eligible to graduate with honors if they have completed at least 60 Purchase College credits of work graded A+ through WF (i.e. grades of P, H, SP, UP, NC, or CR are not counted) and have achieved the following minimum grade point averages:

Summa cum laude	3.90
Magna cum laude	3.75
Cum laude	3.50

INCOMPLETE GRADES

See section on Grading.

INTERNAL TRANSFER (FROM THE ARTS OR TO THE ARTS)

Liberal Arts students interested in transferring to the Performing or Visual Arts (including Film), should contact the arts conservatory or school for an internal transfer application and information about audition or portfolio assessment.

Students wishing to transfer to the Liberal Arts from the Performing or Visual Arts should contact the School/Division of their intended major (or the Associate Dean if they are Undeclared). CE students wishing to matriculate should contact Admissions directly.

INTERNSHIPS

Internships are coordinated through the Career Development Office (Student Services Building, 2nd floor). Internship opportunities can be found on Purchase JobScore, the CDO’s on line job and internship listing service. The academic internship is a supervised work experience for which the student receives academic credit. It provides an opportunity for the student to gain experience in an area of academic study or in other fields of career interest. A learning contract must be completed by the student, the internship site supervisor, and the faculty sponsor. Contact Career Development for specifics on minimum hour commitments per credit. Internships must be registered by the last day of Add/Drop.

LAS REQUIREMENTS IN A NUTSHELL (B.A., B.S.)

- 120 credits
 - 90 must be liberal arts
 - 45 must be upper level (3000-4000)
 - 60 must be outside the BOS major
 - 4 maximum in Physical Education
- meet general education requirements (see General Education/Core Curriculum section above)
- meet major requirements, including Senior Project
- must have a minimum 2.00 grade point average (at Purchase College)

LEARNING CENTER

The Learning Center works with students and faculty to provide tutoring, testing accommodations, and other academic support resources. The Center is located in the Student Services Building, Second Floor [Ext. 3996]. Adam Brown is the director.

LEAVES OF ABSENCE

Academic Leave: Designed for students studying at another campus as a visiting student either in the U.S. or abroad. Students must receive prior approval (via the Advance Approval for Off-Campus Study Form, available from the Registrar). Students studying abroad through an approved SUNY program register and pay tuition to Purchase. See the Director of International Programs (Student Services Bldg., 2nd floor).

Medical Leave: A medical leave may be requested from either Health Services or Counseling and approved by the Vice President for Student Affairs. A student granted a medical leave has the right to return to Purchase at the start of the semester following his or her recovery, subject to the recommendation of the Director of Counseling or the Director of Health Services.

Personal Leave: Students apply through the Office of the Vice President for Student Affairs. Leaves may be granted for one or two semesters. Students granted leaves may return without further application. Students granted leaves who are later found to be in academic difficulty will have their academic records reviewed and when warranted students may be placed on academic probation or dismissed if appropriate.

LIBERAL STUDIES

The Liberal Studies program is administered through the School of Liberal Studies and Continuing Education. The intent of the program is to offer a major which working adults can complete in the evening. The requirements are different from the "regular" LAS program and do not include the Senior Project, but does include a Capstone course. See Declaration of Major section above regarding students wishing to transfer into Liberal Studies.

MINORS

Optional minors are offered in many areas of study. Typically, a minor constitutes 18-24 credits of course work in a particular discipline or interdisciplinary area. See the Catalog for listings of which areas offer Minors.

MAINTENANCE OF MATRICULATION

In order to graduate at the end of any given semester, a student must be registered for that semester. A student can satisfy this requirement by registering for courses or by paying a \$50.00 Maintenance of Matriculation Fee (Students register for MOM.0100). For example, if a student withdrew from Purchase without completing all the requirements, and then wishes to finish up that last requirement(s) at a different college, a "MOM" would be appropriate. The student could get readmitted to Purchase, pay the "MOM" fee and have the credits transferred back, and then graduate. Students are not permitted to register for a "MOM" while completing their Senior Project. (See Senior Project section for more information).

MATH FLUENCY

Certain courses require either a prerequisite of college-level algebra or an appropriate placement score, which can be met by any one of the following:

1. Passing a minimum of three years of sequential math in high school and receiving a score of 85 on the Sequential III (Math B) Regents exam or its equivalent.
2. Achieving a score of 550 or higher on the quantitative portion of the SAT examination (re-centered).
3. Passing the College-administered mathematics examination.
4. Passing College Algebra or an equivalent course at an accredited college.

Students must fulfill this requirement before enrolling in any course with a math fluency prerequisite.

OFF CAMPUS STUDY

Students must secure prior approval for a program of off-campus study. Students eligible must:

1. Be in good academic standing.
2. Have a least sophomore status. Junior transfer students are not eligible until they have successfully completed one term of full-time study at Purchase. Seniors are advised against studying off-campus unless such study is directly related to the senior project.
3. Obtain appropriate signatures on the *Advanced Approval for Off-Campus Study Form*. For study abroad programs, the Director of International programs must also sign the form. (See section on Academic Leaves of Absence).

PASS/NO CREDIT OPTION

Students may select any one course of their elective work per semester on a pass/no credit basis subject to the provisions outlines below:

1. General Education courses and courses in the students' major may not be graded P/NC.
2. If a student is required to take a particular course within his/her division, designated as a pass/no credit course, then the student may select an additional elective course for the P/NC option.
3. A maximum of 32 credits of pass/no credit may count toward graduation.
4. P/NC credits do not count toward the GPA.
5. Arts students may count no more than 8 P/NC credits of liberal arts toward the 30 credit liberal arts requirement.

READMISSION AFTER DISMISSAL

See section on Academic Dismissal.

REGISTRATION

All students register through the Registrar's Office for all courses.

Fall registration for currently enrolled students takes place in April.

Registration for Spring semester occurs in November. Incoming freshmen are given the opportunity to register in the summer before their first semester.

LAS students are required to see their advisor at least once each semester and must obtain an Advisor Access Code for the initial registration for each term. (Subsequent signatures for add/drop are not required). Add/drop lasts through the first five (5) days of classes each term.

Students who do not register and who are not granted a leave of absence, will be administratively withdrawn from the College.

REPEAT COURSE OPTION

The Repeat Grade ("R") is substituted for an earlier grade upon the completion of retaking the same course in a subsequent semester. The earlier grade remains on the academic transcript along with an "R" notation, and is excluded from the calculation of the grade point average. Students should be aware that repeating a course which they have previously passed (that is, taking it over for a higher grade) may have implications for financial aid. A course may not be repeated if it is failed twice unless special permission is granted by a Dean. Procedures for obtaining an "R" are:

1. Student completes the *Repeat Course Form* and submits it to the Registrar during the first three weeks of the semester.
2. A grade of "A+" through "F" must be received in the repeated course in order for the previous grade to be changed to an "R." That is, grades of, P, NC, W, AU in the repeated course do not warrant an "R" grade in the previously taken course.
3. Grades of "W" and "AU" will not be removed from the transcript even if the course has been repeated.
4. If the credit value of the course has changed, the repeated course is worth the new credit value.
5. A course which is repeated by an independent study or tutorial, or is taken off campus does not warrant an "R" grade.
6. If a course is no longer offered there is no repeat option available.

RESTRICTION OF PRIVILEGES

Students who have been officially placed on academic probation are required to cease extracurricular activities in order to concentrate on their studies. As soon as probation is removed, the student is eligible to continue extracurricular activities. These activities are defined as:

1. Any elected or appointed executive board position on the Student Union or a Student Union sponsored club or organization.
2. Any elected or appointed executive position on any governance organization; e.g., the Educational Policies Committee, the Purchase College Association, Academic Review Committees, Campus Appeals Board, faculty review committees, etc.
3. Participation on any intercollegiate athletic team.

Students employed by the College, e.g., head residents, resident assistants, student directors, etc. who are placed on academic probation are also placed on job probation, as well. These students will have their employment commitment reevaluated by the supervisor, who may recommend a reassignment of duties.

SATISFACTORY ACADEMIC PROGRESS

The basic rule of thumb is simply that students are expected to have a 2.0 grade point average (“C”) at all times. If a student falls below this standard, he/she will be placed on academic probation and subject to dismissal at the end of the following semester.

First semester freshmen may be placed on probation during their first term and are subject to dismissal after one semester.

In addition students must complete their degrees within a certain number of semesters. Details on this are found in the *Catalog*.

Students who are dismissed may appeal the decision to the LAS Academic Review Committee.

See sections above on *Academic Probation and Academic Dismissal*.

SENIOR PROJECT

Except for students in Liberal Studies, the senior project is a college wide requirement for both the B.A. and B.S. degree. Students devote two semesters to an in-depth, original, and creative study. The full eight credits are awarded only upon successful completion of the entire project.

The project must be sponsored by the board of study in which the student has majored; it need not, however, be a work within that discipline. The sponsor is always in the major but the actual work of directing the project may be done by any responsible faculty member in another field in consultation with the sponsor. The student should consult the sponsor about the choice of a second reader.

At the end of the first semester, a grade of “SP” (satisfactory progress) is recorded to indicate that work is proceeding on schedule. A grade of “UP” is assigned if work is not satisfactory or not submitted on time. The project or thesis is evaluated by the sponsor, who obtains comments from other involved faculty. The thesis/project is signed by the sponsor and second reader and submitted to the Library by published deadlines.

(Since 1995, there has been a senior thesis procession to the Library by members of the LAS senior class).

Incompletes are possible for senior projects. If, however, the senior project is not submitted to the Library by the first day of the semester following the anticipated graduation date, an additional registration (four credits) for the senior project is required. This policy supersedes any arrangements for extended incompletes which may have been made. Special permission from the sponsor and program head is required to register beyond a third semester for senior project. August candidates must submit the thesis by August 15th.

Seniors may be given accelerated status in the senior year by completing the senior project in one semester. Acceleration requires the permission of the advisor, senior project sponsor, and the appropriate board of study. This arrangement is rare and assumes informal progress on the project the semester prior to registration.

STUDENT ALERT BUTTON

The Student Alert Button on the Faculty and Staff Services web page is an important advising tool because it alerts key members of the Advising Center and the Counseling Center to important issues that may be hindering student success at Purchase College. This button is confidential, unless the user permits the Advising Center to use their name. Using this button will ensure that the proper offices are notified and these offices will tactfully reach out to the student and let them know about the services this campus offers to fulfill that particular student’s needs. For example, if a student is having difficulties with writing assignments for class, using this button would prompt the Learning Center to send the student an e-mail offering their services to the student.

Student Alert Button

- * Academic Difficulties (In danger of failing or other issues)
- * Poor Attendance
- * Poor Time Management/Study Skills/Note Taking/Writing Skills
- * Physical Health Issues
- * Psychological Health Issues (Including drug and/or alcohol use)
- * Residential Problems (Roommate Conflicts, Living Arrangement)
- * Financial Issues
- * Retention Risk (Thinking of leaving or transferring)

SUMMER SESSION TUTORIALS/INDEPENDENT STUDY

Matriculated students can do independent study/tutorial work during summer session, provided the content is significantly different from courses offered during the academic year. Regular faculty are not paid extra to supervise this work, but these count toward faculty work load. There is no expectation that faculty do independent studies or tutorials in the summer.

TRANSFER CREDIT POLICY

1. A maximum of 90 transfer credits can be accepted; a maximum of 75 from two-year colleges.
2. Quarter credits are converted to semester credits. One quarter credit equals two-thirds of a semester credit; e.g. five quarter credits are equivalent to three and one-third (3 1/3) semester credits.
3. A maximum of 30 non-liberal arts transfer credits can be applied toward the total minimum requirement of 120 credits. Non-liberal arts credits are those in areas such as agriculture, business, nursing, engineering, home economics, etc.
4. A maximum of four physical education credits can be accepted in transfer.
5. Grades of "D" or better are accepted in transfer credit although most boards of study will accept only grades of "C" or above or satisfy requirements in the major.
6. Credits can be accepted only from accredited institutions. This includes accredited proprietary schools.
7. Advanced Placement (AP) exam scores of 3,4 or 5 will transfer. The Registrar has a list of how many credits are awarded for each exam (e.g. Biology counts for 8 credits; Literature for 6 credits, etc.). In some cases, a Board of Study may require a student to repeat an introductory course or courses if the student plans to major in that area. For example, a student with a biology score of 3 on the AP, may still have to take BIO I and BIO II here. In those cases, the AP credits will count as general electives, but in all likelihood the student would not need those AP credits in the end.
8. A maximum of 30 credits will be accepted through CLEP. Transfer is evaluated by review of each individual test score.
9. Acceptance of a course for transfer credit does not guarantee acceptance for board of study requirements.
10. Courses taught elsewhere for three credits, which are also taught at Purchase for four credits, will transfer as three credits.

TUTORIALS AND INDEPENDENT STUDY

Tutorials, which are limited to individuals or small groups, assume a degree of academic maturity on the part of the student(s). Faculty tutors meet with students on a regular basis to discuss reading and other assignments. Students receive periodic evaluations, as well as a final grade. Up to four credits may be awarded for a tutorial. One credit is equal to 50 minutes per week with the instructor, and two hours of preparation per credit each week.

Similarly, independent study projects are limited to students who are capable of working at an advanced level with limited supervision. Generally, students receive no more than four credits for an independent study, with each credit the equivalent of 37 1/2 hours of academic activity. Only juniors and seniors may take tutorials or independent studies unless an exception is made by the Dean.

The amount of credit agreed upon at the time of registration (and appearing on the Special Course Contract) is the amount of credit to be awarded at the end of the semester. Credit may not be reduced at the end of the semester due to partial fulfillment of course requirements.

No student may count more than 16 credits of non-course work (i.e. tutorials, independent study, senior project) taken with one faculty member towards the 120 credit requirement. Exceptions must be approved by the Dean.

WITHDRAWAL (FROM PURCHASE)

Withdrawals are handled through the Vice-President for Student Affairs (Student Services Building, 3rd floor).

Students who withdraw while on academic probation will have the probation noted on their academic transcript. Academic dismissal will supersede any voluntary withdrawal.

WITHDRAWAL (FROM CLASSES)

Students have until the end of the ninth week of classes to withdraw from class without academic penalty. A grade of "W" is assigned, appears on the academic transcript, and does not count toward the GPA. A student who stops attending class and fails to petition for a "W" grade will receive a grade of "WF" and the "WF" will count as an "F" toward the GPA.

See the General Education section above on rules for freshmen attempting to withdraw from freshman level courses.