



Academic Policy and Procedures

Students are expected to be familiar with the academic procedures of the university. The procedures of greatest importance to students are listed in this section of the catalog. Additional information about these procedures is available in the Office of the Registrar and the Office of the Provost.

Academic Integrity

Both the value and the success of any academic activity, as well as the entire academic enterprise, have depended for centuries on the fundamental principle of absolute honesty. The university expects all its faculty and students to honor this principle scrupulously.

Since academic dishonesty is a serious breach of the universally recognized code of academic ethics, it is every faculty member's obligation to impose appropriate sanctions for any demonstrable instance of such misconduct on the part of a student.

The university's policy on academic integrity and its procedures for dealing with academic misconduct are detailed in the Student Handbook at www.plu.edu/print/handbook.

Academic Responsibilities and Deadlines

It is the responsibility of each undergraduate student to know and follow the procedures outlined in this catalog and to abide by the established deadlines.

Advising

The university expects that all students will benefit from assistance in planning academic programs consistent with their educational goals. Both to help students make their initial adjustment to the academic load at PLU and to provide counsel throughout their academic careers, the university has established a network of faculty and administrative staff advisors as well as an Academic Advising Office.

Academic Advisors

All students enrolled in degree programs have advisors whose overall responsibility is to guide academic progress. Until students have attained junior standing, they are required to meet with their advisor (and receive a current Registration Access Code) prior to registering for an upcoming term. In their work with individual students, advisors often work closely with and refer students to personnel in a number of student services offices. At the time of entry, each first-year student is assigned an academic advisor, usually according to interests expressed by the student.

Students who wish to explore the general curriculum before choosing a major program are assigned to professional advisors in the Academic Advising office or trained faculty or administrative staff who will help them to make educational plans appropriate to their interests and talents. All academic advisors are supported by educational planning workshops and by resources available through the Academic Advising Office.

Transfer students who are ready to declare their major are assigned to a designated transfer advisor. Transfer students who wish to explore educational goals are assigned an academic advisor in the Academic Advising Office.

Progress toward fulfilling general university requirements can be accessed by the student and the advisor online via the Curriculum, Advising, Program Planning (CAPP) report available on Banner Web. In addition, advisors receive an advising file for each student they advise.

Major Advisors

Upon formal declaration of a major, students are assigned faculty major advisors within the major department, which in many cases will replace the current academic advisor. Major advisors guide students' progress toward their chosen degree goals. Students are always welcome to see a professional academic advisor in the Academic Advising Office in addition to their major advisor. Students and advisors are expected to meet regularly, though the actual number of meetings will vary according to individual needs. Students are responsible for meeting with their advisor who serves as an academic guide as students make choices and determine their educational goals.

Academic Standing Policy

The following terms are used to describe academic standing at PLU. Academic standing is determined by the Committee for the Admission and Retention of Students, which reserves the right to review any student's record to determine academic standing. Academic standing will be reviewed at the end of each semester and term.

Good Standing

All students enrolled at the university are expected to stay in good academic standing. Good standing requires a cumulative grade point average (GPA) of 2.00 or higher.

Academic Warning

- **First-year students completing their first semester:** First-year students completing their first semester whose GPA is below 2.00 are placed on first semester warning. Students will receive first semester warning notification

and are required to follow the guidelines set forth in the letter. For these students, first semester warning is noted permanently on their academic transcript.

- **Continuing students:** All other students whose most recent semester GPA was less than 2.00, but whose cumulative GPA is 2.00 or higher will receive an academic warning notification. Students are required to follow the guidelines set forth in the letter. For these students, academic warning is not noted on the transcript.

Academic Probation

Students are placed on academic probation if their cumulative GPA falls below 2.00. Students on academic probation must satisfactorily complete each course they attempt in the subsequent semester. Satisfactory completion means no grades of “W” (withdrawal), “I” (incomplete), “E” or “F” for the term. Students who do not satisfactorily complete each course attempted in a probationary semester are dismissed from the university. Academic probation is noted permanently on the transcript. Students who successfully complete January Term or summer term course(s) and who achieve a cumulative GPA of at least 2.00 will be considered in good academic standing. Students who complete a January Term or summer term course(s) and who achieve a term GPA of 2.00 or higher but whose cumulative GPA still remains below 2.00 must raise their cumulative GPA to at least 2.00 with their coursework in the next Fall or Spring semester.

Continued Probation

Students whose cumulative GPA remains below 2.00 after a probationary semester, but whose semester GPA for their first probationary semester is above 2.00 are granted an additional semester of probation. Students on continued probation must satisfactorily complete each course they attempt. Satisfactory completion means no grades of “W” (withdrawal), “I” (incomplete), “E” or “F” for the term. At the end of the continued probationary semester, students must have earned a cumulative GPA of at least 2.00 and must have satisfactorily completed each course or they are dismissed from the university. Continued probation is noted permanently on the transcript.

First Academic Dismissal

Students are given a first academic dismissal from the university if they fail to meet the conditions set forth in the requirements for students on academic probation or on continued probation. A notation of first academic dismissal will be made on the transcript. Students are dismissed after fall and spring semester. Students dismissed after the fall semester may remain in their January Term courses, but are withdrawn from their spring semester courses unless the committee grants reinstatement (see below). Students dismissed after the spring semester are withdrawn from all summer term courses.

If there were extraordinary circumstances that the student believes warrant consideration of an appeal, students may apply for reinstatement by petitioning the Committee for the Admission and Retention of Students (in care of the Director of Advising). If the petition is approved, students are reinstated on continued probation and must earn a semester GPA of 2.00 or better. At the end of the following semester, students must have

reached the 2.00 cumulative GPA. Students who are reinstated must also satisfactorily complete each course they attempt. Satisfactory completion means no grades of “W” (withdrawal), “I” (incomplete), “E” or “F” for the term.

Second Academic Dismissal

Students who are reinstated after the first academic dismissal must earn a semester GPA of at least 2.00 in order to be granted one additional semester of continued probation to reach the required 2.00 cumulative GPA. Students who fail to attain at least a 2.00 term GPA in the semester after reinstatement, or who fail to achieve a 2.00 cumulative GPA or higher in the second semester after reinstatement are given a second academic dismissal. These students are not allowed to petition the Committee for the Admission and Retention of Students for reinstatement.

Eligibility for Student Activities

Any regularly enrolled, full-time student (at least 12 semester hours) is eligible for participation in university activities. Limitations on a student’s activities based upon academic performance may be set by individual schools, departments or organizations. A student on academic probation is not eligible for certification in intercollegiate competitions and may be advised to curtail participation in other co-curricular activities.

Midterm Advisory Letters

In the seventh week of each fall and spring semester, instructors may choose to send warning letters to students doing work below C level (2.00) in their classes. No transcript notation is made, and academic standing is not affected.

Class Attendance

The university assumes that all registered students have freely accepted personal responsibility for regular class attendance. Course grades reflect the quality of students’ academic performance as a whole, which normally includes regular participation in the total class experience and is evaluated accordingly. Absences may lead to a reduction of a student’s final grade. In the event of unavoidable absence, students are expected to inform the instructor. Assignment of make-up work, if any, is at the discretion of the instructor.

Classifications of Students

First Year	Students who have met first-year entrance requirements
Sophomore	Students who have satisfactorily completed 30 semester hours
Junior	Students who have satisfactorily completed 60 semester hours
Seniors	Students who have satisfactorily completed 90 semester hours
Graduate	Students who have met graduate entrance requirements and have been accepted into the Division of Graduate Studies.

Non-matriculated undergraduates: Undergraduate students who are attending part-time for a maximum of nine semester hours but are not officially admitted to a degree program.

Non-matriculated graduate students: Graduate students who are attending part-time for a maximum of nine semester hours but are not officially admitted to a degree program.

Course Load

The normal course load for undergraduate students during fall and spring semesters is 13 to 17 semester hours per semester, including physical education. The minimum full-time course load is 12 semester hours. The minimum full-time load for graduate students is eight semester hours. A normal course load during for the January term is four semester hours with a maximum of five semester hours. For undergraduate students, normal course load during a summer term is four semester hours with a maximum of five semester hours.

- In order for a student to take a full-time course load, the student must be formally admitted to the university. See the Admission section of this catalog for application procedures.
- Students who wish to register for 18 or more hours in a semester are required to have at least a 3.00 grade point average or consent of the registrar.
- Students engaged in considerable outside work may be restricted to a reduced academic load.

To achieve the minimum 128 semester hours required for graduation within a four-year time frame, students must enroll in at least 32 semester hours within any given academic year.

Credit By Examination

Students are permitted, within limits, to obtain credit by examination in lieu of regular enrollment and class attendance. No more than 30 semester hours may be counted toward graduation whether from the College Level Examination Program (CLEP) or any other examination. Exceptions to this rule for certain groups of students or programs may be made, subject to recommendation by the Educational Policies Committee and approval by the faculty. Credit by examination is open to formally admitted, regular-status students only and does not count toward the residency requirement for graduation.

To receive credit by examination, students must complete a Credit By Examination Registration Form available on the display wall located across from the Student Services Center, obtain the signatures of the respective departmental dean or chair plus instructor and arrange for the examination. The completed form must be returned to the Registrar's Office by the add/drop deadline for the appropriate term.

CLEP subject examinations may be used to satisfy general university requirements as determined by the Registrar's Office.

CLEP subject examinations may be used to satisfy requirements for majors, minors or programs as determined by the various schools, divisions and departments.

CLEP general examinations are given elective credit only.

CLEP examinations are subject to recommendations by the Educational Policies Committee and approval by the faculty. Official CLEP transcripts must be submitted for evaluation of credit.

The university does not grant credit for college-level general equivalency diploma (GED) tests.

Credit Restrictions

Credit is not allowed for a mathematics or a foreign language course listed as a prerequisite if taken after a higher-level course. For example, a student who has completed Hispanic Studies 201 cannot later receive credit for Hispanic Studies 102.

Repeating Courses

An undergraduate may repeat any course two times (including withdrawals). The student's cumulative grade point average is computed using the highest of the grades earned. Credit for a course at another institution is acceptable in transfer; however, only the grade earned at PLU is computed into the student's grade point average. Credit toward graduation is allowed only once. Students should be aware that repeated courses are not covered by financial aid funding and cannot be counted towards full time status for financial aid. Students should consult the Financial Aid office before repeating any course.

Grading System

Students are graded according to the following designations:

Grade		Points per Hour	Credit Awarded
A	Excellent	4.00	Yes
A-		3.67	Yes
B+		3.33	Yes
B	Good	3.00	Yes
B-		2.67	Yes
C+		2.33	Yes
C	Satisfactory	2.00	Yes
C-		1.67	Yes
D+		1.33	Yes
D	Poor	1.00	Yes
D-		0.67	Yes
E	Fail	0.00	No

The grades listed below are not used in calculating grade point averages. No grade points are earned under these designations.

Grade	Description	Credit Awarded
P	Pass	Yes
F	Fail	No
I	Incomplete	No
IP	In Progress	No
AU	Audit	No
W	Withdrawal	No
WM	Medical Withdrawal	No
NG	No Grade Submitted	No

Pass (P) and Fail (F) grades are awarded to students who select the pass/fail option or who are enrolled in exclusive pass/fail courses. These grades do not affect a student's grade point average.

Pass/Fail Option

The pass/fail option permits students to explore subject areas outside their known abilities by experiencing courses without competing directly with students who are specializing in those areas of study. Grades of A through C- are regarded as pass; grades of D+ through E are regarded as fail. Pass/fail grades do not affect the grade point average.

- The pass/fail option is limited to eight credit hours regardless of repeats, pass or fail.
- Only one course may be taken pass/fail in fulfillment of general university or core requirements or of the College of Arts and Sciences requirement.
- The pass/fail option may not be applied to a course taken for fulfillment of a major or minor program. An exception to this is allowed for one course in the major or minor field if it was taken before the major or minor was declared.
- Students must file their intention to exercise the pass/fail option with the Student Services Center by the deadline listed in the academic calendar.
- The pass/fail option is limited to undergraduate students only.

Exclusive Pass/Fail Courses

Some courses only award pass/fail grades. The goals of these courses are typically concerned with appreciation, value commitment, or creative achievement. Exclusive pass/fail courses do not meet major or university requirements without faculty approval. If a student takes an exclusive pass/fail course, the student's individual pass/fail option is not affected.

Grade Changes

Faculty may not change a grade once it has been recorded in the registrar's records unless an error was made in assigning the original grade. The error must be reported to the Registrar by the end of the following long term after which it was entered (by the Spring grade submission deadline for Fall and January, and by the Fall grade deadline for Spring and Summer). Any grade change requested after the designated date must be approved by the respective Department Chair and Dean. The Grade Change policy does not apply to "I" or "IP" grades, which are subject to separate policies.

Incomplete Grades

Incomplete (I) grades indicate that students did not complete their work because of circumstances beyond their control. An Incomplete Contract is required and must be signed by the student and the instructor. To receive credit, all work must be completed and a passing grade recorded. Incompletes from Spring and Summer terms are due six weeks into the Fall Semester. Fall and J-Term incompletes are due six weeks into the Spring Semester. The earned grade is recorded immediately following the I designation (for example IB) and remains on the student record. Incomplete grades that are not completed are changed to the default grade assigned by the instructor on the Incomplete Contract. If an Incomplete Contract was not submitted or a default grade not indicated, the incomplete grade will be defaulted to an E or F grade upon expiration of the time limit for submitting grades for an incomplete from that term. An incomplete does not entitle a student to attend the class again without re-enrollment and payment of tuition.

In Progress

In Progress (IP) grade signifies progress in a course that normally runs more than one term to completion. In Progress carries no credit until replaced by a permanent grade. A permanent grade must be submitted to the registrar within one year of the original IP grade submission. Any IP grade that is not converted to a permanent grade within one year will automatically convert to an Incomplete (I) and will then be subject to the policy governing Incomplete grades.

Medical Withdrawal

Medical Withdrawal is entered when a course is not completed due to medical cause. A medical withdrawal does not affect a student's grade point average. See Medical Withdrawal Policy on page 29.

No Grade

A temporary grade entered by the Registrar's Office when no grade has been submitted by the faculty member by the established deadline.

Second Bachelor's Degree Earned Simultaneously

A student may earn two baccalaureate degrees at the same time. For a second bachelor's degree awarded simultaneously, requirements for both degrees, in addition to GURs must be completed prior to any degree being awarded. A minimum of 16 semester hours must be earned in the second degree that are separate from hours applied to the first degree. At least eight of the 16 semester hours that are earned for the second degree must be upper division hours. Students must complete all GURs required for each degree. (For example, a student earning a B.A. and B.F.A. must complete the College of Arts & Sciences language requirement. Though it is not required of the B.F.A., it is a requirement for a B.A.). Students must consult with advisers from both departments in regards to meeting the specific requirements for each major. Students cannot be awarded two degrees within the same discipline. (Example: B.A. and B.S. in Psychology).

Second Bachelor's Degree Earned by Returning Students

Students cannot return to have additional majors or minors posted to their records once they graduate unless they complete an entirely new degree. Students who return to PLU to earn a second bachelor's degree after earning a first bachelor's degree or those who earned their first degree at another institution must meet the following requirements:

- Apply for admission through the Office of Admission and acceptance under the current catalog.
- Earn a minimum of 32 new semester hours that apply to the degree.
- If the previous degree was earned at PLU, require the completion of any new GURs.
- If the previous degree was earned at another institution, require the completion of all GURs not met via a course-by-course evaluation of previous transcripts.

- Second bachelor's degrees will not be awarded for a discipline in which the student has already received a major or degree. (Example: B.S. in Chemistry when the student already has a B.A. in Chemistry).

Determining Degree Requirements.

Students must meet the university's General Education requirements as they are stated in the catalog that is current for the semester in which they matriculate at PLU. Students must meet the major and minor requirements as they are stated in the catalog that is current for the semester in which they are accepted into the program, i.e., the semester they have submitted an Academic Program Contract (APC) which has been signed by the department chair or dean of the school, as appropriate, showing admission into the major or minor.

Time Limits

Students are expected to meet all requirements for the undergraduate degree within a six-year period. Students who remain at PLU for longer than six years must meet the requirements of the most current PLU catalog in order to earn a degree. Students who are readmitted to the university must meet the requirements of the current PLU catalog to earn a degree.

Transfer of Credit from Other Colleges/Universities

The Registrar's Office evaluates all transfer records and provides advising materials designed to assist students in the completion of university requirements. Undergraduate students who attend other regionally-accredited colleges or universities may have credits transferred to Pacific Lutheran University according to the following policies and procedures.

- An official transcript is required for any course to be transferred to PLU. It is the responsibility of the student to obtain all needed documentation from the other college or university. Transcripts become the property of the university and will not be returned to the student, photocopied for the student, or forwarded to another site. Official transcripts are documents that have appropriate certification (seal/signature) from the other college/university and have been submitted in an official manner (normally sealed by the institution and submitted directly from the institution). Official transcripts are required from all colleges/universities attended.
- Courses completed with a grade of C- or higher at regionally accredited colleges or universities normally will be accepted for credit as passing grades. Transfer courses are not calculated into the PLU grade point average. Courses from all other colleges/universities are subject to course-to-course evaluation by the Registrar's Office. Not all courses offered by other colleges and universities are transferable to PLU. Guidance is available through the Transfer Equivalency Guides for community colleges available on-line.
- A student may transfer a maximum of 96 semester hours. Of these, the maximum transferable from a two-year school is 64 semester hours. Credits from quarter-hour colleges or universities transfer on a two-thirds equivalency basis. (For example, a five quarter hour course transfers as 3.33 semester hours).

- Philosophy, religion, literature or language courses taken through correspondence, online, and independent studies are not accepted to fulfill the general university requirements Literature, Philosophy, Religion, or Languages and Literatures. Once a student has matriculated at PLU, departmental approval is required for a course to transfer in to meet general university requirements in Literature, Philosophy, Religion, or Languages.
- Transfer courses must be a minimum of three semester hours to fulfill a PLU four-hour general university requirement. Transfer courses to fulfill any other semester hour general university requirement (for example, Physical Education course) must be a minimum of two-thirds of the PLU hour requirement.
- All two-year and community college courses transfer as lower-division credit regardless of upper-division equivalency.
- The final 32 semester hours of a student's program must be completed in residence at PLU. No transfer credit may be applied during a student's final 32 hours in a degree program.
- The Pacific Lutheran University grade point average reflects only PLU work. A student's grade point average cannot be improved by repeating a course elsewhere.
- Credits from unaccredited schools or non-traditional programs are subject to review by the appropriate academic departments and the Registrar's Office and are not normally transferable to PLU.

Students are also subject to any school/division/department policies concerning transfer of courses. Exceptions to academic policies are based on submitted documentation and rationale and are approved by the appropriate officials as indicated on the Exception to Academic Policy form.

Graduation

Students expecting to fulfill degree requirements within the academic year (including August) are required to file an application for graduation with the Registrar's Office by the following dates:

<u><i>Degree Completion</i></u>	<u><i>Bachelor's and Master's Deadline</i></u>
December 2009	May 1, 2009
January 2010	May 1, 2009
May 2010	December 1, 2009
August 2010	December 1, 2009
December 2010	May 3, 2010
January 2011	May 3, 2010

All courses must be completed, final grades recorded and university requirements fulfilled in order for a degree to be awarded.

There are four degree award dates (August, December, January, and May). Degrees are formally conferred at Fall and Spring commencements. Students with a January degree date participate in the Fall commencement. Students with an August degree date participate in the Spring commencement. The actual term of degree completion recorded is the graduation date on the permanent records.

Students who plan to transfer back to Pacific Lutheran University for a degree must apply for graduation before or during the first semester of their junior year so that deficiencies may be met before they leave campus.

Graduation Honors

Degrees with honors of *cum laude*, *magna cum laude*, and *summa cum laude* are granted. A student must earn a cumulative grade point average of 3.50 for cum laude, 3.75 for magna cum laude, and 3.90 for summa cum laude. (Applicable to undergraduate level only.)

Graduation honors are determined by the cumulative grade point average of all PLU coursework (defined as courses taught by PLU faculty for PLU). Students must complete a minimum of 64 semester hours at PLU to be eligible for graduation honors. Study Away courses at a PLU-approved program count towards the 64-hour minimum, but do not count towards graduation honors unless the courses are taught by PLU faculty. Term honors will be determined on the same basis as graduation honors.

Dean's List

A Dean's List is created at the end of Fall and Spring semesters. To be eligible, a student must have attained a semester grade point average of 3.50 with a minimum of 12-graded semester hours. (Applicable to undergraduate level only.)

Honor Societies

Areté Society: Election to the Arété Society is a special recognition of a student's commitment to the liberal arts together with a record of high achievement in relevant coursework. The society was organized in 1969 by Phi Beta Kappa members of the faculty to encourage and recognize excellent scholarship in the liberal arts. Student members are elected by the faculty fellows of the society each spring. Both juniors and seniors are eligible; however, the qualifications for election as a junior are more stringent. Students must have:

- attained a high grade point average (for seniors, normally above 3.70; for juniors, normally above 3.90);
- completed 110 credit hours in liberal studies;
- demonstrated the equivalent of two years of college work in foreign language;
- completed one year of college mathematics (including statistics or computer science) or four years of college preparatory mathematics in high school; and one college mathematics course; and
- completed a minimum of three semesters in residence at the university.

The university also has chapters of a number of national honor societies in the disciplines, including the following:

Alpha Kappa Delta (Sociology)
 Alpha Psi Omega (Theatre)
 Beta Alpha Psi (Accounting)
 Beta Gamma Sigma (Business)
 Lambda Pi Eta (Communication)
 Mu Phi Epsilon (Music)
 Phi Alpha (Social Work)

Pi Kappa Delta (Forensics)
 Psi Chi (Psychology)
 Omicron Delta Epsilon (Economics)
 Sigma Theta Tau International (Nursing)
 Sigma Xi (Scientific Research)

Non-Credit Informal Study

To encourage liberal learning of all kinds, above and beyond enrollment in courses leading toward formal degrees, the university offers a variety of opportunities for informal study:

Guest of University Status

Any professional persons who wish to use university facilities for independent study may apply to the provost for cards designating them as guests of the university.

Auditing Courses

To audit a course requires the permission of the instructor and enrollment is on a non-credit basis. An auditor is not held accountable for examinations or other written work and does not receive a grade. If the instructor approves, the course grade will be entered on the transcript as audit (AU). Auditing a class is the same price as regular tuition.

Visiting Classes

Members of the academic community are encouraged to visit classes that interest them. No fee is charged for the privilege. Doing so requires the permission of the instructor.

Registration Procedures

Students register by using Banner Web, an online registration system. In addition to registering, Banner Web also offers students the ability to add or drop a class, check their schedules, and access final grades. Banner Web may be accessed through the PLU home page (www.plu.edu). Students may contact the Student Services Center with registration questions.

- Students are not officially enrolled until their registration has been cleared by the Student Accounts Office.
- Students are responsible for selecting their courses
- Advisors are available to assist with planning and to make suggestions.
- Students should be thoroughly acquainted with all registration materials, including the current catalog and class schedule.
- Students are responsible for knowing the requirements of all academic programs in which they may eventually declare a major.

Adding or Dropping a Course

All add or drop activity must be completed by the listed add/drop deadline for the specific term or semester. Please refer to the Class Schedule or go online at www.plu.edu/~regi for the most current information. Students may add a course without an instructor signature only during the first five business days of a full or half semester-length class. A student may drop a course without an instructor's signature only during the first ten business days of a full semester-length class or of a half

semester-length class. In most cases, adding and dropping can be accomplished using Banner Web. See the January Term and summer schedules for the add/drop periods for those terms. Any registration changes may result in additional tuition charges and fees and may also affect the student's financial aid (if applicable). A \$50 late registration fee is charged for any registration changes after the printed deadline dates.

Early Registration for Returning Students

Returning students will receive registration time appointments to register for summer/fall terms and for January and spring terms. Registration dates are determined by the number of hours, including transfer hours, completed by the student. Students may register for each new term or summer session on or after the designated date.

Early Registration Program for Entering Students

Early registration for entering students occurs during June or January, depending on whether students begin in the fall or spring semester. Early registration is conducted by the Advising Office. Registration materials are sent to all accepted entering students well in advance of their arrival on campus for their first semester.

Most students meet in person with a registration counselor as they register for courses. Students may also register by phone.

Withdrawal from a Course

Official Withdrawal

A student may withdraw from a class with an instructor's signature after the add/drop deadline and before the withdrawal deadline published on the calendar page of the specific term Class Schedule. Tuition is not refunded, a \$50 late registration fee is charged and any additional tuition will be charged for adding any other classes. A grade of "W" is recorded on the student's academic transcript.

If a student is enrolled in a class, has never attended and did not drop the course before the published deadline, tuition will be charged to the student's account, unless the instructor's signature has been obtained. If the student obtains the instructor's signature, tuition is not charged, but a \$50 late registration fee is assessed.

The add/drop form may be obtained from the Student Services Center, filled in, instructor signature obtained, and returned to the Student Services Center by the appropriate dates that impact fee assessment. The add/drop form may also be found online at www.plu.edu/~regi.

Withdrawal from the University

Withdrawal from the term

Students are entitled to withdraw honorably from the university if their record is satisfactory and all financial obligations are satisfied. Students must complete and sign the "Notification of Student Withdrawal" form in the Student Services Center. Partial tuition refunds may be available depending on when the student withdraws. Refer to the Tuition and Fees section of this

catalog for more information. Grades of "W" will appear on the student's transcript for the term.

Withdrawal from a future term

Students are required to notify PLU if they do not plan to return for the following term. Students are entitled to withdraw honorably from the university if their record is satisfactory and all financial obligations are satisfied. Students must complete and sign the "Notification of Student Withdrawal" form in the Student Services Center.

Medical Withdrawal

Students may also petition to withdraw completely from the university for a term for medical reasons. The student must complete a Medical Withdrawal Petition, provide written evidence from a physician and a personal explanation to the Vice President for Student Life. This must be completed in a timely manner and in no case later than the last day of a class in any given term. If granted, the grade of "WM" will appear on the student's transcript. Physician clearance is required prior to re-enrollment. See page 131 for further information.

For more information contact Student Life, 105 Hauge Administration Building, 253.535.7191 or slif@plu.edu.

