

## Loss of Credit

Credit for a course may be reduced at the discretion of a faculty member in cases where:

1. the student has attended the course throughout the semester/year and has completed the major portion of both the class and conference work for the course, but some work is missing at the end of the semester;
2. the student has missed a significant portion of the classes and/or conferences.

In general, the number of credits assigned at the end of a course reflects the amount of work done, while the grade reflects the quality of the work. However, in cases where partial credit is assigned, the grade may not be higher than a B+. The evaluation must indicate the reasons for loss of credit. Recommendations for one or two credits are not posted to the Sarah Lawrence transcript in five-credit courses, because they indicate that a major share of both class and conference work has not been completed satisfactorily.

In reviewing a student's record, the Committee on Student Work will pay particular attention to a pattern of credit loss. If a student loses credit, that student may be placed on probation or, in the case of significant credit loss, may be asked to leave the College.

Unless an official incomplete has been granted, the student may not submit additional or revised work after the semester is over to improve a grade or recover credits that have been reduced.

Credit that is lost must be made up prior to graduation. SLC courses taken to make up for lost credit will be charged at the prevailing per-credit tuition rate.

## Academic Probation

Students on academic probation must adhere to the following terms for a full academic year:

1. full credit in all courses (permission to request an incomplete must be approved by the dean of studies and student life)
2. consistent attendance and application
3. quality of work normally acceptable for undergraduates at their level

Probationary students are reviewed at the end of the first semester and, if the terms are met, are permitted to return for the second semester, but remain on probation. If the terms are not met, the student is suspended and parents are notified.

In rare cases, students who have lost a significant number of academic credits may be suspended without first being placed on probation. These students, however, will have received warning letters from the Committee on Student Work or the dean of studies and student life informing them of this possibility.

## Academic Suspension

The College reserves the right to suspend students if they are not making satisfactory progress toward their degree. A student suspended for academic reasons must be away from the College for at least a full academic year before applying for reinstatement. In these cases, students must appeal to the Committee on Student Work to be reinstated. Students will be notified of the reinstatement procedures in the letter of suspension. Students who have been suspended for academic reasons may not receive a Sarah Lawrence degree until they have been reinstated and have completed additional coursework on the Bronxville campus.

## Policy for Student Presence on Campus While a Student Is Separated from the College

Students who have been separated from the College due to academic suspension do not have the rights and privileges accorded to full-time enrolled Sarah Lawrence College students. Such students are expected to absent themselves from campus and to visit only with permission, given in advance, by the dean of studies and student life. Failure to abide by this expectation may adversely affect the decision to reinstate.

### Reinstatement Process

A student wishing to be reinstated from academic suspension must appeal in writing and appear before the Committee on Student Work. To initiate an appeal, the student should write a letter to the dean of studies and student life. The letter requesting reinstatement should discuss the following: 1) the issues that led to the suspension from the College and the measures taken to address them; 2) the reasons the student feels ready to resume study at this time; and 3) the plans made to support the student's progress if reinstated. The committee bases its decision on evidence that the student has addressed the issues that impeded academic work in the past and indication of a readiness to reengage with the academic demands of the College. As such, the committee strongly recommends that, if possible, students take classes elsewhere in preparation for a return to SLC.

Students who are reinstated will return to the College on academic probation. Students who have been reinstated to the College following an academic suspension are required to enroll full time for at least one semester in order to receive a Sarah Lawrence degree. A student who is suspended after having been reinstated on appeal may not apply again for reinstatement for two academic years.

## Undergraduate Transfer Credits

Transfer credit will not be granted for course work undertaken concurrent with SLC registration unless prior approval has been given by the Committee on Student Work.

Students may apply for transfer credit for courses taken at other schools if those courses meet the following conditions:

1. They must have been taken at an accredited US college or university, or at an international university of comparable accreditation. Courses completed at non-regionally accredited institutions require direct review by SLC faculty (see "Study in Non-Accredited Programs"). Courses taken at a two-year college can be accepted as first-year or sophomore courses, but cannot be posted toward a junior or senior year. Credit is not given for courses taken online or through distance learning.
2. The grade must be C or above (C- will not be accepted).

Courses that meet the above conditions are evaluated in terms of content. The general rule is that, in order to receive credit, they must be in disciplines offered at Sarah Lawrence, and must not duplicate, overlap, or regress previous work for which the student has received credit. Prior to enrolling, the student should consult the registrar to determine whether or not credit for the course or courses will transfer to SLC. A maximum of 30 semester hours will be accepted for one year of study; a maximum of 15 hours for one semester. A maximum of 60 transfer credits may be applied to the requirements of the degree. A full memo indicating courses that are not normally creditable (speech, business, health education, and courses