

ARTICLES OF GOVERNMENT

BOOK II

Legislation Concerning Instruction

Wellesley College  
July 2020

TABLE OF CONTENTS

ARTICLE I. REQUIREMENTS FOR THE DEGREE OF BACHELOR OF ARTS .....1

Section 1. Units of Work ..... 1

Section 2. Distribution Requirements ..... 1

Section 3. First-Year Writing Requirement ..... 2

Section 4a. Foreign Language Requirement ..... 2

Section 4b. Foreign Language Requirement ..... 3

Section 5. Multicultural Requirement ..... 3

Section 6. Quantitative Reasoning Requirement ..... 3

Section 7. Further Requirements ..... 4

Section 8. The Major Field ..... 4

Section 9. The Minor Field ..... 5

ARTICLE II. CREDIT FOR WORK OUTSIDE NORMAL PROGRAM AND  
ACCELERATION .....5

Section 1. Credit for Advanced Placement Examinations of the College Entrance Examination Board  
or International Baccalaureate Higher Exam ..... 5

Section 2 ..... 6

Section 3. Acceleration ..... 6

ARTICLE III. RESEARCH OR INDIVIDUAL STUDY .....6

ARTICLE IV. HONORS.....7

Section 1 ..... 7

Section 2. Honors Programs..... 7

ARTICLE V. EXAMINATIONS, FINAL PAPERS AND TERM PAPERS .....8

Section 1. Course Examinations, Final Papers and Term Papers ..... 8

Section 2. Special Examinations ..... 9

ARTICLE VI. ASSIGNMENTS AND INCOMPLETE WORK .....10

Section 1 ..... 10

Section 2 ..... 10

Section 3. In-Term Work ..... 10

Section 4. End-of-Term Work..... 10

ARTICLE VII. GRADING AND REPORTS .....11

Section 1. Grading System..... 11

Section 2. Grade Reporting ..... 12

ARTICLE VIII. DIPLOMA-GRADE STANDING AND STANDARD FOR GRADUATION  
.....13

Section 1. Grade-Point Averages ..... 13

<u>Section 2. Good Academic Standing</u> .....	13
<u>Section 3. Diploma-Grade Standing</u> .....	13
<u>Section 4. Nondiploma-Grade Standing</u> .....	13
<u>Section 5. Standard for Graduation</u> .....	14
ARTICLE IX. ACADEMIC DISTINCTION.....	14
ARTICLE X. SCHEDULING OF ACADEMIC APPOINTMENTS.....	14
<u>Section 1</u> .....	14
<u>Section 2</u> .....	14
<u>Section 3</u> .....	15
<u>Section 4. Limitations in Scheduling Courses</u> .....	15
ARTICLE XI. ELECTION OF COURSES .....	15
<u>Section 1. Choice of Electives</u> .....	15
<u>Section 2</u> .....	15
ARTICLE XII. VIOLATION OF ACADEMIC PRINCIPLE .....	15
<u>Section 1</u> .....	15
<u>Section 2</u> .....	16
<u>Section 3</u> .....	16
<u>Section 4</u> .....	16

## ARTICLES OF GOVERNMENT

### BOOK II

#### ARTICLE I. REQUIREMENTS FOR THE DEGREE OF BACHELOR OF ARTS

##### Section 1. Units of Work

- A. Each candidate for the degree of Bachelor of Arts is required to complete thirty-two units of academic work. A unit of work represents one semester course, except as indicated in Section 1,F and Section 1,G. The normal period of time for earning the degree is four years and a normal program of study consists of from three to five units in each semester. A student may not carry fewer or more units than the normal program of study without the permission of the Class Dean. Students may elect a fifth course in any semester except the first semester of the first year. First-year students may elect a fifth course in the first semester only with the permission of the Class Dean.
- B. A student who wishes to fulfill the requirements for the Bachelor of Arts degree on a part-time basis may apply for admission in the Program for Continuing Education.
- C. A student admitted with advanced standing from another institution must complete at least sixteen units of work at the College.
- D. Normally a student may not be enrolled as an undergraduate for more than eight semesters without the permission of the Academic Review Board. Students who transfer to Wellesley will have a set number of semesters available to them at Wellesley, based on the amount of credit transferred. Non-residents enrolled in the Elisabeth Kaiser Davis Degree Program are not subject to a time limit as long as they are making reasonable progress toward the degree.
- E. A student desiring to enter medical school at the end of her junior year and to receive the Bachelor of Arts degree from Wellesley College must apply for such permission to the Academic Review Board. This permission will be granted only for students whose records at Wellesley have been unusually good. The Bachelor of Arts degree will be awarded only after the student has completed enough units to fulfill the thirty-two required by Wellesley for the Bachelor of Arts. The units completed in medical school must be comparable to those offered at Wellesley. (Clinical courses will not be counted.)
- F. Courses that meet for 300 minutes or more per week and involve, in addition, substantial time spent on course-related work outside of scheduled class meetings, may at the request of the department and with the permission of the Committee on Curriculum and Academic Policy be designated as 1.25 unit courses.

**COVID-19 Resolution (5/26/2020): The members of Academic Council authorize CCAP to review and approve proposed meeting schedules for existing 1.25 credit courses. These courses will be required to meet for a minimum of 400 minutes per week in a 7-week term.**

- G. Courses may be offered for 0.5 units of credit with the approval of the Committee on Curriculum and Academic Policy.

##### Section 2. Distribution Requirements

- A. In the manner prescribed below, each student is required to elect a total of nine units from the following distribution areas:
  1. Students must complete three units drawn from the following two distribution areas. At least one unit must come from each of these two areas.
    - Language and Literature
    - Visual Arts, Music, Theatre, Film, and Video

(Article I, Section 2, continued)

2. Students must complete three units drawn from the following four distribution areas. One unit must come from the Social and Behavioral Analysis category; the two additional units must come from two of the three other categories.

- Social and Behavioral Analysis
- Epistemology and Cognition
- Religion, Ethics, and Moral Philosophy
- Historical Studies

3. Students must complete three units from the following distribution areas. At least one unit must come from each of these two areas, and at least one unit must be a laboratory course.

- Natural and Physical Science
- Mathematical Modeling and Problem Solving

- B. Two of the three units required in each group must be earned at Wellesley. One unit in each group may be earned by transfer credit from an approved course taken at another institution (see Article II, Section 2). Lab credit for a non-Wellesley unit will be evaluated by the appropriate science department chair.

Transfer students and continuing education students transferring in at least eight units of prior credit must earn at least one of the three distribution units in each group at Wellesley. Transfer students and continuing education students with sixteen prior units may fulfill distribution requirements by Wellesley courses or by approved units earned outside the regular course program (see Article II, Sections 1 and 2).

### Section 3. First-Year Writing Requirement

Each candidate for the degree of Bachelor of Arts must successfully complete, by the end of her second semester at Wellesley, an introductory course in expository writing. Relevant writing courses are offered by the Writing Program and designated, in the course catalog, as fulfilling the first-year writing requirement. Transfer students and Davis Scholars who do not present a comparable course on entrance must also complete one course in expository writing, normally in their first semester.

### Section 4a. Foreign Language Requirement – [Section 4a applies to students entering BEFORE Sept. 2020](#)

Each candidate for the degree of Bachelor of Arts must show, ordinarily before the beginning of her senior year, that she has some proficiency in the use of at least one language, ancient or modern, other than English. The requirement may be met in one of the following ways:

- A. By completing two units of language study in the second-year college level (through the Wellesley course numbered 202, or, in the case of Latin, 201); or
- B. In cases where the student can demonstrate to the appropriate department or program through a placement test that she has adequate preparation, by completing one unit of work taught in the foreign language above the course numbered 202 (the appropriate department or program will determine the appropriate placement for these students); or
- C. By course work done at another institution, subject to approval by the appropriate department or program (this requirement may not be met by independent work); approval will typically include a placement test, and may include a requirement that the student take an additional course in the language at Wellesley; or
- D. By passing one of the language tests of the College Entrance Examination Board, either the SAT II at a score of at least 690, or the Advanced Placement Examination at a score of 5; or by passing a Higher Level IB language exam with a score of 5, 6, or 7.

(Article I, Section 4a, continued)

- E. In cases of students who are native speakers or very advanced learners of languages other than English, by permission of the appropriate department or program (in cases of speakers of languages not taught at Wellesley, by presenting documentation to the Academic Review Board of proficiency in that language).

Section 4b. Foreign Language Requirement – [Section 4b goes into effect for students ENTERING Sept. 2020](#)

Each candidate for the degree of Bachelor of Arts must show, ordinarily before the beginning of her senior year, that she has experience in intermediate college-level study, or advanced proficiency in at least one language, ancient or modern, other than English. The requirement may be met in one of the following ways:

- A. Students may fulfill the language requirement by completing two units of language study at the second-year college level as defined by the language department or program; or
- B. Students who demonstrate adequate preparation for advanced work in language through a placement exam, through an AP score of 5, or through an IB Higher Level Score of 5 or above, may fulfill the language requirement by completion of one unit of work taught in that language in an advanced course identified by the department or program, or by completing two semesters of introductory work in a different language; or
- C. Students may fulfill the language requirement with course work done at another institution, subject to approval by the appropriate department or program (this requirement may not be met by independent work); approval will typically include a placement test, and may include a requirement that the student take an additional course in the language at Wellesley; or
- D. Students who are native speakers or very advanced learners of languages other than English may fulfill the language requirement by permission of the appropriate department or program (in cases of speakers of languages not taught at Wellesley, by presenting documentation to the Academic Review Board of proficiency in that language).

Section 5. Multicultural Requirement

Each candidate for the degree of Bachelor of Arts must successfully complete one unit of coursework that focuses on (1) African, Asian, Caribbean, Latin American, Native American, or Pacific Island peoples, cultures or societies; and/or (2) a minority American culture, such as those defined by race, religion, ethnicity, sexual orientation, or physical ability; and/or (3) the processes of racism, social or ethnic discrimination, or cross-cultural interaction. Each student, with the approval of her first-year advisor, her departmental major or minor advisor, or her class dean, will choose a course or courses to meet this requirement. The multicultural requirement may be satisfied with a course that also satisfies a distribution requirement.

Section 6. Quantitative Reasoning Requirement

Each candidate for the degree of Bachelor of Arts must show that she has some proficiency in quantitative reasoning. There are two parts to this requirement.

Students may satisfy the first part of the requirement by passing a quantitative reasoning assessment administered by the college, or by passing a quantitative reasoning basic skills course. Each student must satisfy this part of the quantitative reasoning requirement in her first year.

Each student must also successfully complete a course that emphasizes the analysis and interpretation of data; this course may be in any discipline and may also satisfy a distribution requirement. Courses that fulfill the second part of the quantitative reasoning requirement are listed in the catalog. Students who propose to satisfy the requirement with a course not designated as a quantitative reasoning course are invited to petition the Committee on Curriculum and Academic Policy.

Section 7. Further Requirements

- A. Each student shall complete one unit of physical education, Physical Education 121. A unit is comprised of a total of eight points. Each course offered for credit toward 121 is assigned a point value. Each student should register for a minimum of two seasons of physical education a year until the unit is complete, ordinarily by the end of the junior year. Courses are graded on a credit/noncredit basis. (See Article VII, C.)
- B. Each student shall include in her program at least four units of Grade III work, at least two of which must be taken in the junior and/or senior year. All courses are classified in Grade I, II, or III (Grade I including elementary courses and Grade III the most advanced courses); this grading should be made by the department subject to the approval of Academic Council.
- C. The following restrictions must be observed in reckoning the thirty-two units required for the degree of Bachelor of Arts:
  - 1. No more than eight units may be earned through courses taken at another institution during a one-year leave of absence (no more than four units during a one-semester leave of absence). (See Article II, Section 2.)
  - 2. No more than two of the following two-unit courses may be counted: Chinese 101, French 101-102, German 101-102, Greek 102, Hebrew 101-102, Italian 101-102, Russian 101-102, Spanish 101-102.
  - 3. Of the last four semesters completed for the degree, a normal course load must be taken at Wellesley in two consecutive semesters.
  - 4. Normally, a student may earn no more than 2 units toward the degree as the result of accumulation of fractional units through 1.25 unit courses.
  - 5. Normally, a student may earn no more than 2 units toward the degree as the result of accumulation of fractional units through 0.5 unit courses.  
**Resolution (6/26/2020): Academic Council resolves that Articles of Government Book II, Article I, Section 7, Part C.5. be suspended for academic years 2020-2021 through 2023-2024, thus allowing students to earn more than 2 units toward the degree from the accumulation of fractional units through 0.5 unit courses.**
  - 6. Ordinarily no more than two units of 350 or MIT UROP may be taken in one department.

Section 8. The Major Field

- A. Of the thirty-two units required for the degree of Bachelor of Arts, at least eight units must be elected in the major field and at least eighteen units must be elected outside of any one department. For the purposes of meeting this requirement, Art History and Studio Art, Greek, Latin, and Classical Civilization, and Chinese and Japanese, are considered as separate departments.
- B. Plans for the major shall include a statement of the courses which will compose the major.
  - 1. Departmental or Interdepartmental Major. Each student who plans a departmental or interdepartmental major shall present a plan for the major to the Registrar and to the department or to the director of the interdepartmental major no later than the spring of the sophomore year and not before the fall of the sophomore year. Students who plan to study away must present a plan for the major in the fall of the sophomore year. Guidelines for planning these majors may be found in the Catalog, in departmental or interdepartmental Directions for Election.
  - 2. The Individual Major. A student who wishes to pursue a course of study other than those listed as departmental or interdepartmental or a major not currently offered by a department should in the spring of the sophomore year:

(Article 1, Section 8, continued)

- a. Submit a plan of study to two faculty members, not in the same department, and to the Committee on Curriculum and Academic Policy. Approved plans will be forwarded to the Registrar by the Committee on Curriculum and Academic Policy. This plan should include a statement outlining the reasons for wishing to pursue a special course of study and the proposed program. Ordinarily, the plan should include a minimum of eight units above the introductory level, four of which should be in one department.
  - b. The Committee on Curriculum and Academic Policy shall:
    - 1) Act upon the program if the major is (a) requested by only one student or (b) requested by a small number of students who have chosen a program set up by a faculty member or a department, or
    - 2) Appoint a chair of an ad hoc committee who will be joined by other interested faculty to act on the requests of a significant number of students.
  - c. While the major is being planned, each student should have an interview with the chair or member of the department(s) of the major. The signature(s) connoting departmental approval must appear on each student's plan. Signatures of approval are also needed for any change of elective which affects the plan for the major.
- C. At least four units in the major must be above the introductory (Grade I) level and at least two units must be at the advanced (Grade III) level.
- D. If a student chooses to major in two fields, the requirements described in Section 5, A through C, must be satisfied in each field.

#### Section 9. The Minor Field

- A. A department has the option of designing and offering a minor in addition to a major. The plan for the minor must be approved by the Committee on Curriculum and Academic Policy.

(Article I, Section 9, continued)

- B. A minor shall consist of a minimum of five units, at least three of which shall be above the Grade I level. At least one of these shall be at the Grade III level, unless the Committee on Curriculum and Academic Policy grants an exception.
- C. Individual minors will not be approved. A student may not construct a minor in a sub-field of her major.
- D. A course which is needed to satisfy the minimum major requirements may not be counted for a minor in a related field; however, additional courses within the major which are taken in a related department may be counted towards a minor in that department.
- E. No student may elect more than one minor.
- F. A student may not elect a minor if she has more than one major.

### ARTICLE II. CREDIT FOR WORK OUTSIDE NORMAL PROGRAM AND ACCELERATION

#### Section 1. Credit for Advanced Placement Examinations of the College Entrance Examination Board or International Baccalaureate Higher Exam

- A. Students entering under the Advanced Placement Program and receiving scores of 5 (High Honors) in the College Board Examination in this program may apply for college credit in all subjects. Students entering

(Article II, Section 1, continued)

under the International Baccalaureate Program receiving scores of 5, 6, or 7 at the higher level in this program may apply for college credit in all subjects.

- B. Such students may receive one unit of credit for each examination, with the following exceptions: one unit will be given for a score of either 4 or 5 on the Mathematics AB (AP) examination or for an AB-subscore of 4 or 5 on the Mathematics BC (AP) exam, and two units for a score of 4 or 5 on the Mathematics BC (AP) examination. Two units of credit shall be the maximum which may be earned in any one department.
- C. Eligible students will be awarded credit upon application in the spring of the sophomore year, provided they do not register in college for any course which covers substantially the same material as that in the Advanced Placement or International Baccalaureate course for which they receive credit.

Section 2

In addition to credit earned through Advanced Placement or International Baccalaureate Examinations, a student may earn credit outside the regular course program in the following ways: (1) courses taken at another institution during a leave of absence (see following paragraph), (2) summer school courses, (3) wintersession courses taken at another institution, (4) college or university credit earned prior to graduation from secondary school which is not included in the units of secondary school work presented for admission.

A leave of absence is defined as absence from Wellesley for a semester or year and includes Junior Year Abroad, Twelve College Exchange study, and study at other foreign and American institutions. Courses at MIT are regarded as Wellesley courses, for the purposes of this legislation. A student wishing credit for work which is to be done at another institution while on leave should submit a detailed plan to her advisor and to the chair of her major department. First-year students making plans for a sophomore year at another institution should make a tentative choice of a major and consult the chair of that department. Student plans are subject to the approval of the Registrar and of the major department. Departments shall establish their own methods of evaluating and approving these plans. Departments may evaluate a student's work at a foreign institution by an oral or written examination after the student returns.

Students may earn no more than a total of four units through any combination of AP exam, IB exam or college or university credit earned prior to matriculation. No more than eight units shall be earned while on leave of absence (no more than four in a semester), and no more than four units shall be earned in summer school and/or wintersession courses taken away from Wellesley. The maximum number of units earned through mechanisms described in Article II sections 1 and 2 shall be sixteen.

Section 3. Acceleration

- A. With the approval of the Academic Review Board, a student may complete her work for the degree in less than four years by earning credit through any of the methods listed in Article II, Section 2, above.
- B. An accelerating student must maintain diploma-grade standing at all times (see Article VIII, Section 2). The plan for acceleration must have the approval of the major department and be acceptable to Academic Review Board. The student shall have completed two semesters at the College before Academic Review Board acts upon the proposal.

ARTICLE III. RESEARCH OR INDIVIDUAL STUDY

Any department may present as part of its offering individual study, or research, laboratory or field work, to be directed by a member of the faculty with the title Research or Individual Study. Such work will be evaluated by examination, a final paper, or a series of reports. It is to be open to properly qualified students and may be

(Article II, Section 3, continued)

undertaken only with the permission of the chair of the department in which the work is given. It may not ordinarily be used to satisfy the requirements listed in Article I, Sections 2 and 3.

#### ARTICLE IV. HONORS

##### Section 1

The Committee on Curriculum and Academic Policy oversees the conduct of programs leading to honors in the Major Field. It has final authority to admit students to candidacy, approve their plans of study, and recommend them to the Academic Council for the award of honors. Students may earn honors in one of three ways: by writing an honors thesis, by taking an honors examination, or by electing another option approved by their major department or program. Only the thesis option is offered by all departments and programs.

##### Section 2. Honors Programs

- A. Thesis. A Thesis program includes an individually chosen project culminating in a final paper, series of papers, or other significant work which is held in the Wellesley College Archives and available in accordance with general college policies governing the use of the Archives. The subject of the student's investigation may be within the boundaries of one department, in which case her work will be directed by a member of that department. If the subject is one with close connection to related fields, the director will secure the cooperation of one or two members of other departments to assist in the direction of the work. Normally a student will apply to her major department in the spring of her junior year to write a thesis. To be admitted to the thesis program, a student should have a grade point average of at least 3.5 in all work in the major field above the 100-level and the recommendation of the departmental committee or of the advisors for an individual major program. Departments (or advisors of individual majors) may recommend to the Committee on Curriculum and Academic Policy students whose average is below 3.5 but above 3.0 if they have exceptional qualifications. (Courses not taken for a letter grade do not enter into the calculations.)

The thesis program shall carry the numbers 360 and 370 and the name of the appropriate major. The program will normally include the election of one unit of work per semester in the senior year. Exceptions must be approved by the Committee on Curriculum and Academic Policy. Units of 360 and 370 are counted as units in the major subject. All must be taken for a letter grade.

All students admitted to the thesis program will register for 360, Senior Thesis Research, normally in the fall of the senior year. At the end of the first semester, the student's work in 360 will be graded. If the student is proceeding with a second semester of thesis research, the instructor may issue a grade of t.b.g.--grade to be awarded for the first semester at the end of the second semester.

In the second semester (normally the spring of the senior year), all students continuing with a thesis register for course number 370, Senior Thesis. The Departmental Committee shall report to the Committee on Curriculum and Academic Policy by the end of the tenth week of classes which students registered for 370 are candidates for honors. In unusual cases, a departmental committee may ask prior to the last day of classes that a 370 student not previously a candidate for Honors be registered. A student registered for honors may decide at any point to continue 370 but not stand for honors in the Major Field. The thesis shall be due on or before the last day of classes in the second semester.

During reading period, each candidate for honors by thesis shall be examined orally on her work by a committee of at least three members of the relevant department(s), one of whom shall be the chair of the department or his or her deputy. In the case of the individual major, the chair of the department in which the majority of the work is taken shall attend the oral. There shall also be a visitor designated by the Committee on Curriculum and Academic Policy in cooperation with the director.

(Article 1V, Section 2, continued)

If the thesis is judged of honors quality, and the student passes the oral examination, she is awarded honors in her major field, and the 370 is noted on her record as Senior Thesis-Honors. After acceptance, a copy of the thesis is deposited in the Wellesley College Archives. It then becomes the property of the College and, as such, is made available to requestors in accordance with the policies governing the use of the Archives.

(Article IV, Section 2 continued)

Honors are not awarded if the completed thesis or the oral examination is not of honors quality, or the student has not accepted the requirement for subsequent archiving, or has not obtained an exception to this requirement as described below. If a thesis is not finished, the final transcript no longer carries a notation of 370, but instead a second semester of 360, Senior Thesis Research. In all three cases the student will receive a grade for 360 or 370.

Occasionally a student may feel that distribution of her thesis will jeopardize the privacy or safety of the author or other individuals or groups. In such a case the author, in consultation with her advisor, should submit to the Committee on Curriculum and Academic Policy, no later than the tenth week of the semester the thesis is due, a request for exception to the Archiving requirement. The Committee on Curriculum and Academic Policy will advise the student and her advisor, the College Archives and the student's department/program if an exception has been granted.

B. Honors Examination.

Departments may at their choice offer a written or oral examination as another option for the awarding of Honors in the major field. Each department offering this option shall specify a minimum grade point average for eligibility; this average must be at least 3.5 for all courses in the major above the 100 level. A student requesting such an examination must do so in writing to the major department (or, in the case of an individual major, to the director) and to the Committee on Curriculum and Academic Policy, normally by the end of the third week of her eighth semester. The examination shall be given during the reading period. A student passing the examination will receive Honors in the Major Field on the permanent record. No course credit will be awarded.

C. Other Options.

Department plans for other honors programs in the Major Field must be approved by the Committee on Curriculum and Academic Policy. Programs involving only written and oral examination carry no units of credit. Students should consult their major department for information about these options. To be admitted to honors under this option, a student should have a grade point average of at least 3.5 in all work in the major field above the 100 level.

## ARTICLE V. EXAMINATIONS, FINAL PAPERS AND TERM PAPERS

### Section 1. Course Examinations, Final Papers and Term Papers

An instructor may require an examination, a final paper, or neither, but may not require both. In addition to either a final paper or examination, an instructor may assign a term paper.

A. Course examinations.

1. Examinations shall be scheduled by the Registrar in accordance with policy established by the Academic Council.
2. The type of final examination (self-scheduled, fixed schedule, or other), if any, shall be announced by the instructor by the end of the third week of classes.

Article V, Section 1, continued)

3. The normal length of an examination shall be two and one-half hours.
4. A student who fails to take an examination must notify her Class Dean within twenty-four hours after the close of the examination period. A written explanation and supporting documents, where possible, should be submitted within two weeks to the Registrar for consideration by the Academic Review Board. If a student fails to make an adequate explanation (dire emergency or serious illness) within the time specified, the Academic Review Board will treat the case as unexcused incomplete work. (See Article VI, Section 4.)
5. A student who has been present at an examination long enough to see the examination paper will not be considered absent from the examination.

B. Final papers (papers written in lieu of final examinations).

1. The assignment of all final papers shall be announced at least five weeks before the close of scheduled classes. Instructors should give directions in regard to the minimum and maximum length of final papers.
2. Final papers shall be due on a specified date after the end of classes.
3. A student may not submit substantially the same paper for two courses without receiving approval in advance from the instructors concerned.
4. A student who fails to hand in a final paper at the appointed time must notify her Class Dean and the instructor within twenty-four hours of the time at which the paper is due. A written explanation and supporting documents, where possible, should be submitted within two weeks to the Registrar for consideration by the Academic Review Board. If a student fails to make an adequate explanation (dire emergency or serious illness) within the time specified, the Academic Review Board will treat the case as unexcused incomplete work. (See Article VI, Section 4.)

C. Term papers.

1. The assignment of all term papers shall be announced at least three weeks before the close of scheduled classes. Instructors should give directions in regard to the minimum and maximum length of term papers.
2. Term papers shall be due not later than a specified date during the reading period which is determined by the College.
3. If a course requires a final paper, a term paper for that course must fall due not later than the last day of classes.
4. Late term papers for which the due date falls on the last day of classes or in the reading period shall be subject to the same procedures and penalties as late final papers.

Section 2. Special Examinations

- A. Special examinations to remove Incompletes shall be offered during the regular examination period at the end of each semester, and at the beginning of each semester. The dates of the examinations shall be determined by the Registrar.
- B. Examinations to raise grades in courses without examinations or final papers shall be offered upon application. (See Article VII, Section 2.)

(Article V, Section 2, continued)

- C. Examinations for admission to advanced courses without the stated prerequisites may be given. Departments are authorized, but not required, to offer such examinations to properly qualified students. The examination may be written or oral, and it may be supplemented by a paper or laboratory notebook
- D. Examinations for exemption from required studies are given during the opening days of the semester.

## ARTICLE VI. ASSIGNMENTS AND INCOMPLETE WORK

### Section 1

Instructors are expected to assign work in such a way that the workload for a one unit course, including class meetings, examinations, appointments with faculty and office hour attendance, meeting with working groups, tutors and in Supplemental Instruction, field work and site visits, online activities, reading, completing assignments, preparing for class, and all other course requirements shall be at least 12 hours per week for the 15 weeks of the semester, including reading period and final examinations. Instructors are encouraged to include language regarding workload on their syllabi.

### Section 2

Any major paper or exercise should be assigned at least three weeks before it is due.

### Section 3. In-Term Work

While classes are in session, a student who is unable to take a test or to complete an assignment on time is responsible for making arrangements with the instructor concerning the missed work. The instructor has the right to permit or refuse extensions on term-time work. If such work is not completed by the last day of classes, and if the instructor has approved subsequent completion, the procedures for completing end-of-term work apply. (See Section 4.)

### Section 4. End-of-Term Work

If a student's work in a course is unfinished at the close of a semester, the instructor may enter the notation "I" (for incomplete) on the electronic grade sheet or may grade the student on the work that was submitted for the course, averaging in zero(es) for the missing work.

- A. Unexcused Incomplete Work. The notation of "I" will ordinarily remain on the student's permanent record to indicate the extra time given to complete work; the new grade will appear beside the "I."
- B. Excused Incomplete Work. If a student is unable to complete work for a course because of emergency or illness, the student may petition the Academic Review Board to have the incomplete excused. If the Board deems the explanation adequate, the incomplete will be excused, and when the new grade is recorded, the "I" will be removed from the record.
- C. Ordinarily, unless the instructor sets an earlier deadline, missed papers and other assignments must be handed in by the beginning of the semester following that in which the incomplete was received. Ordinarily, examinations missed at the end of a semester should be taken by the end of the first week of that following semester. Students and faculty make their own arrangements for the submission of work and administration of make up examinations.
- D. If the missing work has not been submitted by the deadline, the instructor may again choose to grade the student on the work that was submitted, averaging in zero(es) for the missing work. If the instructor does not

(Article VI, Section 4, continued)

choose this option, the “I” will be replaced by the notation “INC” for the grade of permanent incomplete. That course will not be considered as a unit attempted or completed in computing the grade point average.

- E. The Academic Review Board will note cases where the number of Incompletes indicates a serious neglect of academic responsibilities on the part of a student.

## ARTICLE VII. GRADING AND REPORTS

### Section 1. Grading System

- A. Credits are stated in terms of course units. Except for courses described in Article I, Section 1,F, a unit of work represents one semester course.
- B. Letter grades: the grades for courses, except those specified in (C) below, are the letter grades A through C-, D, E, and F. They are defined as follows:
  - 1. Grade A is given to students who meet with conspicuous excellence every demand which can fairly be made by the course.
  - 2. Grade B is given to those students who add to the minimum of satisfactory attainment excellence in not all, but some of the following: organization, accuracy, originality, understanding, insight.
  - 3. Grade C is given to those students who have attained a satisfactory familiarity with the content of a course and who have demonstrated ability to use this knowledge in a satisfactory manner.
  - 4. Grade D is a passing grade. There is no grade of D+ or D-.
  - 5. Grade E is a condition given when a student who has completed all of the in-term work for a course at a passing level receives a failing grade on the final examination or final paper. The E condition may be raised to a D (but to no higher grade) by passing another examination or by rewriting an acceptable final paper, as the case may be. A student may take only one examination or resubmit only one final paper to remove an E condition. If the student fails to remove the condition, the E will remain on the permanent record, and the student will not receive credit for the course. Grade F denotes failure and a loss of credit for the course. If a student repeats a course in a class for which she had received an F, the grade which the student earns in the course will not be affected by the earlier failure. However, each course which a student completes on a letter-grade basis and the resulting grade will be entered on her permanent record.
  - 6. Students in the first semester of their first year will be graded P/NP (‘Pass/No Pass’) in all of their classes. They will also, however, be given a report of the letter grades that they would have received (‘shadow grades’), which will not appear on their official transcripts. Following our current practice, a grade of D or above is a passing grade.

First semester students will be ‘graded as usual’ in their classes, and the faculty will submit those grades to the registrar in the usual way. The registrar will retain those grades for internal use only and will not release those grades outside the College. Official student transcripts will specifically note that all grades in the first semester are mandatory P/NP.

In courses that are mandatory CR/NCR for all enrolled students, first semester students will receive grades of P/NP only and will not be given shadow letter grades.

The CCAP will be responsible for monitoring the effects of this policy and will make regular reports to Academic Council assessing its impacts.

(Article VII, Section 1, continued)

C. Nonletter grades:

1. A student shall have the option of taking an unlimited number of courses on a credit/noncredit basis. Credit (CR) will be given to a student's work if in the opinion of the instructor it is satisfactory for diploma-grade standing. On a letter-grade basis, a C average is required for diploma-grade standing. (See Article VII B. 3. for definition of Grade C.)
2. If a student who is taking a course on a credit/noncredit basis receives a grade of C- or below in the course, a grade of NCR will appear on the permanent record.
3. A student will declare her decision to take a course for a letter grade or on a credit/noncredit basis by the end of the fourth week of the semester during the academic year, using the system provided by the Registrar's office. The deadlines for winter and summer sessions will be the same as for dropping a course without notation.
4. A course may be offered on a mandatory credit/noncredit basis with the permission of the departmental committee and the Committee on Curriculum and Academic Policy. The Committee on Curriculum and Academic Policy will approve the request if it is satisfied that nonletter grades are essential to the nature of the course (for example, creative writing courses). Approval will not be given because of the personal preference of the instructor for nonletter grades.
5. The grades for certain writing workshops are: distinction, credit, noncredit. INC is a permanent condition which will be given if an earned grade for unexcused incomplete work is not submitted within the stipulated time period. (See Article VI, section 4, B.)

Section 2. Grade Reporting

- A. Instructors are expected to report on the work done by first-year students and transfer students in the first half of their first semester. Such reports shall be sent to the Registrar if the student's grade is C- or lower. The student shall be notified.
- B. The grade for a course shall not be based solely upon a single piece of work, final paper or examination.
- C. In general, a student's record for a semester shall be closed at the end of the semester. If a student's work in a course is unfinished at the close of the semester, the instructor should enter the notation "I" on the grade sheet, and the student's case will be considered by the Academic Review Board. (See Article VI, Section 4.)
- D. All grades shall be considered final after they have been reported to the students, and may not be changed except for sufficient cause and on the authority of Academic Review Board.
- E. Grades in courses without examinations or final papers.
  1. A notification shall be sent out not later than the last day of classes of the semester to any students whose grades in courses without examinations or final papers fall below C-.
  2. In courses without examinations or final papers, students who fall below C-, by the record of the class work only, shall be allowed, upon application, an examination, and the grade for such examination shall be combined with the grade for class work to form the semester grade.
- F. An official written warning shall be sent after every examination period to all students whose work for the semester is not of diploma-grade standing.

ARTICLE VIII. DIPLOMA-GRADE STANDING AND STANDARD FOR GRADUATION

Section 1. Grade-Point Averages

- A. Semester and cumulative averages are computed from the letter grades: 4 points for each course unit of A, 3.67 for each course unit of A-, 3.33 for each course unit of B+, and so on to 1 point for each course unit of D. No quality points are given for E or F. No grade points are to be assigned to nonletter grades, and they are not included in computing averages.
- B. For rating purposes, semester and cumulative averages are used. The term "average" is defined as the ratio of the number of quality points to the number of course units involved.
- C. In computing averages for academic standing, only courses completed at Wellesley or at Massachusetts Institute of Technology shall be counted as part of the student's program.

Section 2. Good Academic Standing

To be in good academic standing (the term to be used on student transcripts sent to other institutions), a student must meet the following requirements:

- A. Her record for the last semester completed at Wellesley must be free of grades lower than D.  
(Article VIII, Section 2, continued)
- B. She must have at least a C average on the work of her most recently completed semester and on the total number of units completed at Wellesley.

Section 3. Diploma-Grade Standing

To be of diploma-grade standing (the term to be used in evaluating student reports for all other purposes), a student must meet the requirements in Article VIII, Section 1, and have satisfactorily completed units for credits towards the degree as follows:

At the end of Semester I	3
At the end of Semester II (first year)	7
At the end of Semester III	11
At the end of Semester IV (sophomore year)	15
At the end of Semester V	19
At the end of Semester VI (junior year)	23
At the end of Semester VII	27
At the end of Semester VIII (senior year)	32

Davis Scholars will also be reviewed at the end of each semester for academic progress.

Section 4. Nondiploma-Grade Standing

- A. At any time, the Academic Review Board may exclude from the College a student not of diploma-grade standing. Ordinarily the review period comes at the end of the semester.
- B. In general, first-year students and sophomores who are distinctly below diploma-grade standing shall be placed on probation. Students on probation are expected to attend all their classes.
- C. The Academic Council approves a limitation of the extracurricular activities of students on probation, of students below diploma-grade standing, and of students who have not completed approximately the normal

(Article VIII, Section 3, continued)

number of units of work for their class. The Council refers the formulation and administration of the plan of limitation to the Senate of the College Government Association.

Section 5. Standard for Graduation

- A. Degrees shall be granted to students on the basis of the requirements of the class with which they graduate.
- B. In order to be recommended for the degree of Bachelor of Arts, a student must have completed the required number of units of work and be of diploma-grade standing. (See Article VIII, Section 2.)

ARTICLE IX. ACADEMIC DISTINCTION

- A. Latin honors shall be determined at the end of the senior year on the basis of units earned at Wellesley after the first semester of the first year. (Latin honors for Davis scholars and transfer students shall be determined on the basis of all units earned at Wellesley.) Those students who have achieved a cumulative course average of 3.90 or better shall be designated as Durant Scholars and graduated summa cum laude. Those students who have achieved a cumulative course average of 3.75 shall be designated Durant Scholars and graduated magna cum laude; those who have achieved an average of 3.60 shall be designated Wellesley College Scholars and graduated cum laude. In determining Latin honors, grades earned elsewhere shall not count with the exception of grades earned in cross registration with MIT.

To be eligible for these distinctions, a student may take no more than one-quarter of potentially graded units (i.e., mandatory credit/non credit not included) on a credit/noncredit basis. A minimum of 12 graded courses (adding up to at least 12 units) must be included in the calculation for Latin honors.

- B. In general, no student shall be eligible whose record contains four or more notations of "I" who has received a grade lower than a D in the preceding semester, or has failed to remove any condition before the beginning of the junior year. This shall not be interpreted to mean that a student may not abandon a course in which she has a grade lower than a D.
- C. One unit of a two-unit course and course units in excess of the number required for the degree shall be included.
- D. Exceptional cases shall be recommended to the Council without the names of the students. Exceptions shall be made only upon grounds stated in exact terms, and such exceptions shall be treated as precedents.

ARTICLE X. SCHEDULING OF ACADEMIC APPOINTMENTS

Section 1

The academic year consists of approximately thirty-three weeks exclusive of the Christmas and spring vacations and will normally begin early in September. Each semester shall include thirteen weeks during which classes are scheduled, a reading period, and an examination period of approximately six days.

Section 2

There shall be no scheduled class during the reading period except upon recommendation of the department and with approval from the Committee on Curriculum and Academic Policy.

Section 3

In general, departments shall arrange work in courses of one or two semesters in length which carry one or two units of credit respectively.

Section 4. Limitations in Scheduling Courses

- A. In order that Academic Council and other organizations may have a time at which they can require attendance, there shall be no academic appointments for students during the times reserved in the schedule for Academic Council and other regularly scheduled meetings.
- B. No instructor or student may require attendance at an event which would cause a student to miss a regularly scheduled appointment.
- C. There shall be no class appointments during the examination period.

ARTICLE XI. ELECTION OF COURSES

Section 1. Choice of Electives

- A. A course elected by fewer than six students may be withdrawn by the College.
- B. No student may elect without permission from Academic Review Board a course not open to members of her class.
- C. If a course is dropped before the beginning of the fifth week of classes in either semester, the course will not appear on the permanent record. If a course is dropped after the beginning of the fifth week of classes, the course will appear on the permanent record with the notation "WDR." No course may be dropped after the last day of classes in either semester.

Section 2

To elect fewer or more units than the normal program of study for a semester (three to five units), a student must have the permission of the Class Dean. In the first semester of the first year, a student must have permission to elect five units of course work.

ARTICLE XII. VIOLATION OF ACADEMIC PRINCIPLE

Section 1

The fundamental academic principle is that students learn through independent and original work.

- A. Examinations are to be taken without giving or receiving assistance.
- B. All sources of material used in writing reports or papers are to be acknowledged in the appropriate ways--in the body of the paper, in notes, or in the bibliography.
- C. Separate reports or papers are to be written for each course unless the instructors give permission in advance for one paper to be handed in for two courses.
- D. Use of another student's work or ideas is to be acknowledged. This includes laboratory work and reports.

Section 2

It is the responsibility of every member of the College community to report any apparent violation of the Honor Code.

Prior to formally reporting an apparent Honor Code violation, the individual bringing the charge may discuss the matter with the Chief Justice, the Honor Code Administrative Coordinator, the student, and/or the Dean of Students.

To make a formal Honor Code violation charge, the individual bringing the charge should contact the Honor Code Council Case Coordinating Team (the Chief Justice and the Honor Code Administrative Coordinator).

Section 3

- A. The members of the Honor Code Council ascertain the facts with the help of the instructor in the course, the student, and any others who may be involved.
- B. If it is determined that a violation has in fact occurred, consequences may range from the satisfactory completion of or a lowered grade on the piece of work involved to suspension or exclusion from the College, depending upon the seriousness of the violation and all the circumstances.
- C. Whenever appropriate, the action of the Honor Code Council shall be designed to result in a better understanding of the original assignment and principle of Section 1 above.

Section 4

A student who violates the rules governing the use of the library will be subject to a suspension of her library privileges, or to such penalty as the nature of the case may require. This may involve suspension from College or loss of academic credit.