

# ACADEMIC STANDARDS AND REGULATIONS

## Bowdoin's Mission and Purpose of this Catalogue (p. 1)

Congratulations on joining the Bowdoin College community! Whether you are preparing for your first semester of classes or well along your way in accumulating the course credits you will need to graduate, we encourage you to take the time to review the content of this Catalogue, which will provide you with:

- An explanation of the policies, rules and expectations the College has for all students (aka the rules of the road);
- Important information about the processes and systems that the College has created to provide you with advice and support as you navigate the transition to college, or work through the inevitable questions or challenges that will require your attention on the way to graduation (aka how things work and who can you turn to when you have questions);
- Information that previous students have found helpful in managing their academic success at Bowdoin.

The policies, rules and procedures described in this document are rooted in the College's mission of engaging students of uncommon promise in a residential learning experience designed to explore and cultivate the qualities of mind and character necessary to have a positive impact for the benefit of our diverse and increasingly interconnected society. As such, we hold dear to values such as honesty, trust, respect, fairness and responsibility in our interactions with one another, and providing advice and support that might be helpful, while expecting students to exercise personal responsibility and initiative in seeking or accepting the help that they might need.

## Statement of Student Responsibility (p. 1)

While it is ultimately your responsibility to fulfill the requirements to graduate, and to understand and follow the College's academic policies and regulations, we think it is important for you to know that the College's intention is to provide you with a significant amount of freedom within its requirements, and to provide you with ample access to advice and support as you exercise new levels of independence and ownership for your continued personal growth.

The *Bowdoin College Catalogue and Academic Handbook* is available online to every Bowdoin student. Also, students have access to their academic records in Polaris (<https://polaris.bowdoin.edu/>), the College's student information system. In all cases, the student bears ultimate responsibility for reading and following the academic policies and regulations of the College and for notifying the Office of the Registrar of any problems in their records.

## Graduation Requirements (p. 1)

To qualify for the bachelor of arts degree, a student must have:

- successfully passed thirty-two full-credit courses (or the equivalent);
- spent four semesters (successfully passed sixteen credits) in residence, at least two semesters of which have been during the junior and senior years;

- completed a first-year writing seminar<sup>a</sup>; this should normally be completed by the end of the first semester and must be completed by the end of the second semester in college;
- completed at least one full-credit course (or the equivalent) in each of the following five distribution areas: mathematical, computational, or statistical reasoning; inquiry in the natural sciences; difference, power, and inequity; international perspectives; and visual and performing arts—these should normally be completed by the end of the fourth semester in college (the end of the student's sophomore year);
- completed at least one full-credit course (or the equivalent) in each of the following three divisions of the curriculum\*: natural science and mathematics, social and behavioral sciences, and humanities (in addition to the required course in the visual and performing arts); and
- completed all of the requirements for an approved major.

<sup>a</sup>

The requirement for completing a first-year writing seminar (courses numbered 1000-1049) will only be met if the seminar is taken for regular letter grades and a minimum grade of D is earned.

All Bowdoin students must be enrolled full time and are expected to make normal progress toward their degree, which includes taking no fewer than four credits each semester (p. 2). Generally, students are not allowed to remain at Bowdoin for a ninth semester (p. 2). There may be rare and exceptional circumstances that impact a student's ability to complete their degree within eight semesters. Students should speak to their dean in the office of the dean of students (<https://www.bowdoin.edu/dean-of-students/staff-directory/>) for more information.

## Distribution Requirements (p. 1)

Students must earn at least one full credit for a letter grade in each of the following five distribution areas<sup>b</sup>:

1. **Difference, Power, and Inequity (DPI):** These courses examine difference in terms of power and inequity. Students learn theories, methods, and skills to analyze structures of privilege and inequality. Students confront how such structures intersect with their own experiences.
2. **Inquiry in the Natural Sciences (INS):** In these courses students engage in the practice and methods of inquiry-based learning in the natural sciences. *This requirement is satisfied through courses that both fall within "Division A" (natural science and mathematics) and satisfy the INS learning goals.*
3. **International Perspectives (IP):** These courses assist students in developing a critical understanding of the world beyond the United States. IP courses provide students with the tools necessary to analyze non-US cultures, societies, and states (including indigenous societies and sovereign nations within the United States and its territories), either modern or historical.
4. **Mathematical, Computational, or Statistical Reasoning (MCSR):** These courses enable students to use mathematics and quantitative models and techniques to understand the world around them either by learning the general tools of mathematics and statistics or by applying them in a subject area.
5. **Visual and Performing Arts (VPA):** These courses help students expand their understanding of artistic expression and judgment

through creation, performance, and analysis of artistic work in the areas of dance, film, music, theater, and visual art.

- b
- First-year writing seminars, independent study courses, and honors projects do not fulfill any of the five Distribution Requirements.
  - Distribution requirements may not be met by Advanced Placement or International Baccalaureate credits and may only be satisfied with courses taken at Bowdoin.
  - Distribution requirements should be completed by the end of the student's fourth semester in college.
  - A course will be counted as meeting a Distribution Requirement if a student earns a grade of D or better; courses will only be counted if they are taken for a letter grade, though courses will count if they are required to be taken for a Credit/D/Fail grade, e.g., music ensembles, if a grade of CR (credit) is earned.
  - Students may not count the same course toward more than one Distribution Requirement.

## Division Requirements (p. 2)

Students must earn at least one full credit from each of the following three divisions of the curriculum<sup>c</sup>.

1. **Natural Science and Mathematics (a)**
2. **Social and Behavioral Sciences (b)**
3. **Humanities (c)**

- c
- Like the Distribution Requirements, Division Requirements may not be met by Advanced Placement or International Baccalaureate credits and may only be satisfied with courses taken at Bowdoin.
  - A course will be counted as meeting a Division Requirement if a student earns a grade of D or better; courses will only be counted if they are taken for a letter grade, though courses will count if they are required to be taken for a Credit/D/Fail grade.
  - With one exception, students may count the same course to meet a division and a distribution requirement. The exception is a course that is designated to meet the humanities division (c) requirement and the visual and performing arts (VPA) distribution requirement; students may not count such a course to meet both requirements.

## Courses, Course Load and Grades (p. 2)

Planning your course list for each semester will require you to consider your academic interests, available courses (including course schedules

and workloads), graduation requirements, other time commitments, and other personal factors.

For students carrying a normal course load of 4 full credit courses, this normally equates to 45 hours of work weekly; students should plan their schedules accordingly to ensure that they have reserved adequate time in their schedules to successfully manage their academic commitments.

### Course Credit (p. 2)

Most Bowdoin courses earn one full credit, which is equal to four semester hours, and are considered to have equal weight toward degree requirements. A few courses, such as music performance courses, generally earn one-half credit each. In accordance with federal regulations, Bowdoin courses that count for one credit typically meet for fifteen-week semesters and three hours a week, with the expectation that a minimum of nine additional hours a week will be spent in lab, discussion group, film viewing, or preparatory work.

### Course Load (p. 2)

All students at Bowdoin are full-time students and, in order to make normal progress toward the degree, are expected to register for no fewer than four credits each semester.

- Students may not take more than five credits without approval from their academic advisor(s) and dean (<https://www.bowdoin.edu/registrar/students/course-registration/credit-overload.html>).
- Students may not take fewer than three credits per semester without approval from the Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>).
- Students on academic probation may not take more than four credits without approval from the Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>).
- First-year students may not take fewer than four credits per semester in the first and second semester of the first year without the approval of both their academic advisor and the dean of first-year students (<https://www.bowdoin.edu/registrar/students/course-registration/credit-overload.html>).
- Seniors may be required to take one course per semester in their major department, at the department's discretion.
- Students should note that if they choose to take three credits, they may not elect Credit/D/Fail for any of them, as per the Credit/D/Fail policy (p. 3).
- Taking courses Credit/D/Fail (p. 3) may impact a student's ability to qualify for awards such as the Sarah and James Bowdoin Scholars (p. 11).

Bowdoin College normally admits a small number of non-degree students each year. These students may follow alternative policies guiding course load and other rules. Please contact the Office of Admissions (<https://www.bowdoin.edu/admissions/>) or the Office of the Registrar (<https://www.bowdoin.edu/registrar/contact-us/>) for more information.

No extra tuition charge is levied upon students who register for more than four credits, and, by the same token, no reduction in tuition is granted to students who choose to register for fewer than four credits during any of their eight semesters at Bowdoin.

Students are expected to complete their Bowdoin degree in eight semesters. In order to enroll for a ninth semester, a student must have extenuating circumstances and petition the Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/>

recording-committee.html) and Student Aid (<https://www.bowdoin.edu/student-aid/contact/>) (when applicable). Please note that students are only required to complete one major to graduate; a second major and/or minor is not a requirement.

A student may appeal for a tuition reduction in the ninth semester if they are taking fewer than three credits, and that ninth semester is required to complete the degree. All appeals for this should be made in writing to the dean for student affairs (<https://www.bowdoin.edu/profiles/staff/jlohmann/>) and the head of finance and administration (<https://www.bowdoin.edu/profiles/staff/morlando/>) after a ninth semester of enrollment has been approved.

Upon completion of their degree requirements, students must graduate and cannot enroll for additional semesters, even if they have been enrolled for fewer than eight semesters and regardless of if they are recipients of federal, state, or institutional financial aid. In addition, students should not avoid registering for necessary courses to prolong their enrollment.

## Course Grades (p. 3)

Course grades are defined as follows:

- A, the student has mastered the material of the course and has demonstrated exceptional critical skills and originality;
- B, the student has demonstrated a thorough and above average understanding of the material of the course;
- C, the student has demonstrated a thorough and satisfactory understanding of the material of the course;
- D, the student has demonstrated a marginally satisfactory understanding of the basic material of the course (only a limited number of D grades may be counted toward the requirements for graduation); and
- F, the student has not demonstrated a satisfactory understanding of the basic material of the course.
- Plus (+) or minus (–) modifiers may be added to B and C grades; only the minus (–) modifier may be added to the A grade.

Courses that are dropped through Extended Drop (<https://www.bowdoin.edu/registrar/faculty/advising/extended-drop.html>) or the Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>) will be indicated with a W (for Withdrew) (<https://www.bowdoin.edu/registrar/students/grades-exams/guide-to-grades.html>) grade on the student's transcript.

Faculty report grades to the Office of the Registrar at the close of the semester. Each student in each course must be given a grade by the grade submission deadline (<https://www.bowdoin.edu/registrar/faculty/teaching/submitting-grades.html>) as established by the registrar. Grade reports are available to students in Polaris (<https://polaris.bowdoin.edu/>) shortly after the grade submission deadline. Once reported, no grade is changed (with the exception of clerical errors) without the approval of the Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>). Recorded grades cannot be changed on the basis of additional student work without approval of the Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>).

If students are dissatisfied with a grade received in a course, they should discuss the problem with the instructor. If the problem cannot be resolved in this manner, the student should consult with the chair of the department and, if necessary, with an associate dean in the Office of the

Dean for Academic Affairs (<https://www.bowdoin.edu/academic-affairs/contact/>) who will consult with the department as needed. The student may request a final review of the grade by the Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>).

Most departments will not accept as prerequisites, or as satisfying the requirements of the major, courses for which a grade of D has been given. Questions should be referred directly to the department chair. Students who receive a grade of D or F in a course may retake the course. Both courses and both grades will appear on the transcript, but only one course credit will be given for successful completion of a given course. For grades recorded prior to Fall 2013, only the first grade earned in a repeated course is counted in a student's GPA; beginning with grades recorded for Fall 2013, all grades earned in repeated courses are counted in a student's GPA.

Bowdoin does not round up semester or cumulative grade point averages (GPAs) (<https://www.bowdoin.edu/registrar/students/grades-exams/gpa-calculation.html>). Instead, GPAs are truncated to display the first three decimals.

## Credit/D/Fail Grading Option (p. 3)

Bowdoin's commitment to liberal arts education includes policies that are designed to encourage exploration, intellectual challenge and personal growth while recognizing the practical concerns students might have with taking courses in unfamiliar areas or balancing the time demands of an especially challenging course load. As such, students may choose to take a limited number of courses with the Credit/D/Fail grading option, as opposed to earning regular letter grades. Students are encouraged to seek the advice of their advisors, deans, or the Office of the Registrar to make informed choices about the use of this option.

A course may be changed from letter grades to Credit/D/Fail or vice versa up until the end of the seventh week of classes using the process (<https://www.bowdoin.edu/registrar/students/grades-exams/credit-d-fail-policy.html>) established by the Office of the Registrar (<https://www.bowdoin.edu/registrar/students/grades-exams/credit-d-fail-policy.html>). When a student chooses the Credit/D/Fail grading option, a grade of CR (Credit) is given if the student produces work at a level of C- or above, a grade of D is given if the student produces work at a D level, and a grade of F is given otherwise.

In any given semester, a student must be registered for a minimum of 4.0 total credits (p. 2) to elect the Credit/D/Fail grading option for a course. A student who has 5.0 or more credits in their semester course load may elect to take an additional course on a Credit/D/Fail basis. A student may elect the Credit/D/Fail grading option for up to four courses within the 32 credits (p. 1) required for graduation (p. 1).

Courses that are graded Credit/D/Fail only (music ensemble and performance courses, as examples) are not counted within these restrictions. Please note that taking courses Credit/D/Fail may impact eligibility for the Sarah and James Bowdoin Scholar award (p. 11).

Courses in excess of the 32 credits required may be taken Credit/D/Fail beginning with the semester following the one in which the 32 credits are completed and as long as the semester course load totals 4.0 credits or more. No more than two courses per semester can be taken Credit/D/Fail after the required 32 credits are earned.

Courses taken to satisfy the College's first-year writing seminar requirement must be graded with regular letter grades, and courses satisfying distribution and (p. 1) division requirements (p. 2)

must also be taken for regular letter grades (unless CR#, D#, and F# are the only grades given for the course). Most departments and programs require that all courses taken to satisfy requirements for the major or minor be taken for regular letter grades. Please see specific department and program requirements for details (<https://catalogue.bowdoin.edu/departments-programs/>). An independent study, collaborative study, or honors project (p. 6) must be graded with regular letter grades.

A grade of CR (Credit) will not count toward a student's GPA. However, a grade of D or F received on the Credit/D/Fail grading scale will count toward a student's GPA (<https://www.bowdoin.edu/registrar/students/grades-exams/gpa-calculation.html>), and it will count toward the determination of satisfactory academic progress (p. 7). As such, students should exercise care in completing all course requirements in a timely manner and at the level needed to earn a grade of C- or above if and when they elect this grading option.

### Incompletes (p. 4)

The College expects students to complete all course requirements as established by instructors. At the same time, experience has shown that students sometimes encounter situations in which personal, financial, health, family or other issues interfere with a student's ability to complete required course work on time. In such unavoidable circumstances and with approval of the dean of students (<https://www.bowdoin.edu/dean-of-students/>) and the instructor, a grade of INC (Incomplete) (<https://www.bowdoin.edu/registrar/students/grades-exams/guide-to-grades.html>) may be recorded. Incompletes are typically only approved due to an emergent issue close to the end of the semester.

An Incomplete represents a formal agreement among the instructor, a dean, and the student for the submission of unfinished coursework under prescribed conditions. Students must initiate their request for an Incomplete on or before the final day of classes by contacting a dean (<https://www.bowdoin.edu/dean-of-students/staff-directory/>). If the Incomplete has not been approved and received in the Office of the Registrar by the grade submission deadline and no other grade has been assigned, a grade of F will be recorded. If the Incomplete has been approved by all necessary individuals, a date is set by which time all unfinished work must be submitted.

In all cases, students are expected to finish outstanding coursework in a period of time roughly equivalent to the period of distraction from their academic commitments, ideally before work in new courses is begun. The instructor should submit a final grade within two weeks of this date. If the agreed-upon work is not completed within the specified time limit, the Office of the Registrar will change the Incomplete to Fail or ask the instructor to give a grade based on work already completed. Extensions must be approved by the Dean of Students (<https://www.bowdoin.edu/dean-of-students/>). Any exceptions to these rules may require approval of the Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>).

### Comment Cards and Failure Forms (p. 4)

Faculty communicate the progress of students in their classes periodically through Comment Cards. The purpose of these cards is to help students succeed by connecting them with information and support they might need as they address particular challenges. These written observations alert students, as well as academic advisors, athletic coaches, and the deans in the Office of the Dean of Students (<https://www.bowdoin.edu/dean-of-students/>) to successes as well as areas of improvement.

Comment Cards are part of the system of advising and support provided to help students learn, grow and succeed at Bowdoin. When a Comment Card provides a warning, the student should immediately seek out their instructor to discuss strategies for improvement. Academic advisors and deans can also be very helpful in developing strategies for improvement and identifying existing support services and resources (<https://www.bowdoin.edu/baldwin-center/>), but it is the student's responsibility to seek out each of these people in a timely manner. However, since not all course instructors utilize Comment Cards, students should not rely on this form of communication alone as their only source of feedback regarding their progress or standing in a course. Office hours and student-initiated appointments can go a long way in ensuring that students have the information and support they need to succeed.

At the end of each semester, instructors complete Failure Forms for any student who fails a course. These notations provide precise reasons for a student's failing grades and they are shared with the student and their advisor and dean after grades post each semester. Students and academic advisors generally find these comments instructive as they plan future coursework and consider possible needs in areas such as time management, study skills, tutoring, or in addressing issues like anxiety, perfectionism or procrastination.

### Attendance (p. 4)

Regular in person class attendance is expected, and individual instructors may establish specific attendance requirements. At the beginning of each semester, instructors will make clear to students the attendance requirements of each course, within the parameters determined by the College. If expectations are unclear, students should be proactive and seek clarification from their instructors as soon as possible.

Students are expected to attend the first meeting of any course in which they are registered. Students who do not attend the first meeting may be dropped from the course at the discretion of the instructor, but only if the course was officially full before the first day of the semester. The Office of the Registrar (<https://www.bowdoin.edu/registrar/course-information/>) maintains the list of full courses (<https://www.bowdoin.edu/registrar/course-information/>).

### Time/Schedule Conflicts (p. 4)

This section discusses two distinct types of time conflicts. The first applies to situations where a student wants to register for two courses for which scheduled course activities are in conflict. The second applies to situations where a student has a conflict between curricular and co/extra-curricular activities.

Partial attendance due to conflicting schedules is not permitted, as students are expected to attend classes according to the College's attendance policy, and federal credit hour regulations. Time conflict overrides (<https://www.bowdoin.edu/registrar/students/course-registration/time-conflict-overrides.html>) are not available for a student to attend one class and arrange to watch asynchronous lectures and complete the coursework for a second class outside of the course time. If, during the course registration process, a student identifies a semester-long time conflict between two courses or course-related activities (labs, etc.) and the course has multiple meetings for the same activity and the student is not required to attend all of them, the student should contact the Office of the Registrar. Students with questions about obtaining a time conflict override (<https://www.bowdoin.edu/registrar/students/course-registration/time-conflict-overrides.html>) should contact the Office of the Registrar (<https://www.bowdoin.edu/registrar/contact-us/>).#The instructors of both conflicting classes must give written



permission for a student to register for two courses with any overlapping meeting times.

Athletics and other co/extracurricular activities do not exempt students from the normal policies governing attendance at classes and examinations. Students should review their course schedules at the beginning of the semester and be proactive in discussing conflicts and potential alternatives due to religious holidays, or involvement with athletics, extracurricular activities, work, family, or other obligations with their instructors. At times when a mutually acceptable alternative is not possible, however, students may find themselves having to make serious choices about their educational priorities.

- In recognition of Bowdoin's commitment to a diverse and inclusive student body and the variety of religions observed and practiced by our students, faculty are encouraged to avoid conflicts between in-class examinations and other significant academic work and major religious observances. The Rachel Lord Center for Religious and Spiritual Life maintains a calendar of major religious observances of the officially recognized religious groups at Bowdoin.
- Students are expected to declare their intention to observe religious holidays at the beginning of the semester, and to work with an instructor in advance when there is a conflict with a scheduled examination, paper, or project due date and a significant religious holiday observed by the student so that, when warranted, alternative arrangements for completing the work may be made.
- Students or faculty who have any questions regarding how best to balance the academic calendar (<https://www.bowdoin.edu/academic-affairs/calendar/>) alongside religious observances are encouraged to consult with the Director of Religious and Spiritual Life.

## Examinations and Final Academic Work (p. 5)

In all cases, students should consult their course syllabi for specific deadlines for individual courses and review the schedule for final examinations (<https://www.bowdoin.edu/registrar/students/grades-exams/>) as soon as possible when it becomes available.

- All academic work, except for final examinations, final papers, final lab reports, and final projects, is due on or before the last day of classes (<https://www.bowdoin.edu/academic-affairs/calendar/>); although instructors may set earlier deadlines, they may not set later deadlines. Students bear ultimate responsibility (p. 1) for arranging make-up or substitute coursework.
- Attendance at examinations is mandatory. An absence from any examination, be it an hour examination or a final examination, may result in a grade of F. In the event of illness or other unavoidable cause of absence from examinations, instructors should expect to hear directly from students regarding their absence. In certain circumstances, if students are unable to communicate with faculty directly, faculty may receive notice from the Office of the Dean of Students (<https://www.bowdoin.edu/dean-of-students/>).
- A student with three one-hour examinations in one day during the semester may reschedule one for a day mutually agreeable to the student and the instructor. For in-class examinations taking place during the semester, students should make arrangements directly with the faculty members.
- Extra classes may only be scheduled during Reading Period (<https://www.bowdoin.edu/academic-affairs/calendar/>) with permission from the dean for academic affairs. All testing activity is prohibited during Reading Period including but not limited to take-home exams, final exams, and hour exams.

- Final examinations for courses are held at the close of each semester (<https://www.bowdoin.edu/academic-affairs/calendar/>) and must be given according to the schedule determined each semester by the Office of the Registrar.
- All final academic work, including final examinations, final papers, final lab reports, and final projects, is due at or before 5:00 p.m. on the last day of the final examination period (<https://www.bowdoin.edu/academic-affairs/calendar/>); although instructors may set earlier deadlines, they may not set later deadlines. The deadline for submitting final, approved honors projects (<https://www.bowdoin.edu/registrar/students/course-registration/honors-projects.html>) to the library (<https://library.bowdoin.edu/>) is determined by the College.
- A student with three final examinations scheduled over two consecutive days may reschedule one for a day mutually agreeable to the student and instructor. To initiate this change during final exams only, students must obtain an Examination Rescheduling Form (<https://www.bowdoin.edu/registrar/students/grades-exams/>) from the Office of the Registrar (<https://www.bowdoin.edu/registrar/>) at least two weeks in advance of the conflicting exams (<https://www.bowdoin.edu/registrar/registrars-calendar/>). Other changes may be made for emergencies or for educational desirability, but only with the approval of the Office of the Dean of Students (<https://www.bowdoin.edu/dean-of-students/>).

## Course Registration and Course Changes (p. 5)

Bowdoin is committed to the success of each of our students. Our experience shows that early and timely consultation with advisors and mentors contributes heavily to academic growth and success.

Therefore, as students register for courses each semester, they must obtain their academic advisor's approval of their course requests before submitting them by the deadline specified by the Office of the Registrar (<https://www.bowdoin.edu/registrar/registrars-calendar/>). By requiring the advisor's approval, we encourage students to work with faculty to make informed choices and to identify any supports or referrals that might be needed to address any factors – such as personal, financial, health, family or other issues – that might impact the student's ability to be fully engaged in their courses.

An advisor's release of the "Advisor Hold" (<https://www.bowdoin.edu/registrar/faculty/advising/#advisor-hold>) in Polaris indicates that the advisor and student have discussed the student's course selections. However, since most courses have maximum and minimum registration limits as well as registration priorities (e.g., seniors might receive priority in order to graduate on time), students cannot assume they will be registered for their top-choice courses. Consequently, students should be prepared to participate in all available "rounds" of registration to have their alternate course choices considered and to make any necessary adjustments to their schedules. Through the multiple "rounds" of the course assignment process Bowdoin seeks to provide all students with fair and equitable access to courses that align with their interests and enable them to make timely progress in meeting requirements. For more information on advising, please see (<https://www.bowdoin.edu/registrar/faculty/advising/>) here.

Registration for continuing students occurs at the end of the prior semester, generally about six weeks before final examinations. Registration for new students occurs during orientation. Registration for re-enrolled students occurs several weeks prior to the start of the semester. Students who are studying away are strongly encouraged to register for the upcoming semester at the same time as students who

are on campus; the Office of the Registrar provides detailed information regarding course registration on their website and sends registration instructions to students at their Bowdoin email addresses.

Registration in courses is complete only when students submit the Enrollment Form (<https://www.bowdoin.edu/registrar/students/course-registration/enrollment-form.html>), which must be submitted by the end of the first week of classes each semester. This form verifies that a student is enrolled and attending classes. A student who does not submit the Enrollment Form may be removed from all classes and barred from using many of the services of the College including but not limited to dining services, library services, and fitness services. Students who are not able to submit the Enrollment Form on time are encouraged to discuss their situation with their advisor, dean, or member of the Office of the Registrar team for advice and assistance.

Students may adjust their course schedules by participating in the course add/drop process. Instructions for this process are provided to the campus community in Bowdoin email by the Office of the Registrar. An instructor will allow a student to add a course if the following three conditions have been met:

1. the student has the necessary qualifications, including but not limited to the course prerequisites;
2. the student and instructor have agreed on how missed class material and assignments will be managed; and
3. there is room in the course or the instructor chooses to override the class enrollment limit (<https://www.bowdoin.edu/registrar/polaris-guides/instructor-permission-overrides.html>) and allow additional students to register.

Occasionally, situations arise that might require a student to drop a course. Because this is a situation that can (p. 7) impact a student's satisfactory academic progress (SAP) (p. 7), student aid eligibility (<https://www.bowdoin.edu/student-aid/>), and/or ability to continue or complete their education, Bowdoin has put in place procedures to manage the add/drop process and connect students with appropriate advising resources to support their decision-making.

Students should keep the following in mind:

- The purpose of Bowdoin's academic regulations and system of advising is to help all students succeed, and to provide access to advice and support in meeting the challenges they sometimes encounter.
- Normally, no course may be added after the second week of classes. Any student who wants to add a course after the two-week deadline must petition the Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>). Generally, petitions are only approved if the student can show extreme personal or medical reasons for the lateness of the change. In order to add a course late, a student must have been attending the course from the very beginning of the semester and have instructor permission. Documentation may be required.
- Students may drop courses without permission only during the first two weeks of the semester and no grade of W (for Withdraw) will be recorded.
- Students in their first semester at Bowdoin may drop courses in the third through the seventh weeks with the permission of their dean and advisor. Students in their second semester or later may drop a total of two courses in their Bowdoin career during weeks three through seven of a semester with the permission of their

advisor. Students should work with their advisor, dean, or other campus resources to understand the potential impact of dropping a course and to determine steps to ensure their Satisfactory Academic Progress (p. 7).

- If a student has previously dropped two courses after the second week of the semester in their second semester or beyond, the student will need to petition the Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>) for subsequent requests to drop a course during that period.
- Courses dropped after the second week of classes, via Extended Drop (<https://www.bowdoin.edu/registrar/faculty/advising/extended-drop.html>) or the Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>), will be indicated with a W grade (for Withdraw) (<https://www.bowdoin.edu/registrar/students/grades-exams/guide-to-grades.html>) on the student's transcript.
- At no time may a student drop below three courses during any semester without permission from the Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>).

Students will not receive a grade for a course unless they have completed all steps to register for the course. Also, students will receive a failing grade for a course they stop attending unless all steps to drop the course have been completed before the deadline. Students are expected to monitor their records in Polaris (<https://polaris.bowdoin.edu/>), the College's student information system (<https://polaris.bowdoin.edu/>); this includes monitoring the courses for which they are registered. Students bear ultimate responsibility (p. 1) for completing the processes that provide the College with an accurate record of their course schedule.

## Auditing Courses (p. 6)

Auditing courses is a privilege normally extended to students, employees of the College, and community members. Auditors must obtain permission from the course instructor before attending the first class and follow their guidelines regarding in-class participation. Auditors are generally not permitted in full courses and are not allowed to attend first-year writing seminars. The College reserves the right to restrict the number of courses audited by any one person and to limit the total number of auditors on campus at any particular time. Transcripts are not offered for audited courses. All auditors are required to declare their intention to audit with the College and should visit t (<https://www.bowdoin.edu/registrar/faculty/teaching/auditors.html>)he website for instructions and more information on auditing. Auditing will not be offered during the 2024-2025 academic year.

## Independent Study (p. 6)

With approval of a project director, normally a faculty member, a student may elect a course of independent study for which regular course credit will be given. A department will ordinarily approve one or two semesters of independent study. Where more than one semester's credit is sought for a project, the project will be subject to review by the department at the end of the first semester. In special cases that have the support of the department, credit may be extended for additional semester courses beyond two.

There are normally two levels of independent study, intermediate and advanced, as well as independent and collaborative options for each. Students propose projects, obtain approval from their faculty director, and register for independent studies (<https://www.bowdoin.edu/registrar/>

students/course-registration/independent-study.html) using an online form available on the website of the Office of the Registrar.

- A directed reading course designed to allow a student to explore a subject not currently offered within the curriculum shall be numbered 2970–2998.
- An independent study that will culminate in substantial and original research or in a fine arts, music, or creative writing project shall be numbered 4000–4028.
- If a student, in consultation with a department, intends to pursue honors, the student can register for (<https://www.bowdoin.edu/registrar/students/course-registration/honors-projects.html>) an appropriate honors project course number (<https://www.bowdoin.edu/registrar/students/course-registration/honors-projects.html>), 4050–4079. If a department determines that a project does not meet the standards for honors, the course number(s) for one or two semesters of independent study will be changed to 4000–4028.
- Collaborative studies allow students to work in small groups guided by a member of the faculty. Intermediate collaborative studies are numbered 2999; advanced collaborative studies are numbered 4029.
- All levels of independent and collaborative studies are normally available in every academic department and program (<https://catalogue.bowdoin.edu/departments-programs/>).
- Independent and collaborative studies may not be taken on a Credit/D/Fail (p. 3) basis and they may not be cross-listed.

In independent study and honors courses that will continue beyond one semester, instructors have the option of submitting at the end of each semester, except the last, a grade of S (for Satisfactory) (<https://www.bowdoin.edu/registrar/students/grades-exams/guide-to-grades.html>) in place of a regular letter grade. An S grade must be converted to a regular letter grade by the end of the subsequent term. All independent study grades must be regular letter grades by the end of the project's final semester.

## Transcripts (p. 7)

The Office of the Registrar will furnish official transcripts upon receipt of a request through the National Student Clearinghouse (<https://www.studentclearinghouse.org/>) that includes the student's signature. There is no charge for transcripts unless it is requested that materials be sent by an overnight delivery service. Current students may access their unofficial academic history via Polaris (<https://polaris.bowdoin.edu/>). For more information about obtaining an official transcript, consult the registrar's website (<https://www.bowdoin.edu/registrar/transcripts/>).

## Satisfactory Academic Progress (p. 7)

Bowdoin is committed to the academic success of each of our students, and we recognize that success is not always achieved through a predictable path or one that is familiar. For instance, many students encounter personal, financial, academic, health, family or other issues that require sound advice, expert assistance, and/or new strategies and use of campus support resources. The purpose of the advising system and various student support offices is to connect students with the information and supports that can help them manage their personal circumstances and make Satisfactory Academic Progress (SAP).

As part of its commitment to student success, twice each year the College reviews each student's Satisfactory Academic Progress (SAP) in maintaining the minimum qualitative Grade Point Average (GPA) requirement (by semester and cumulatively), and the quantitative

requirements of meeting requirements for the degree within an established timeframe and achieving the minimum rate of academic progress (i.e., completed course credits) each year.

This Satisfactory Academic Progress (SAP) policy applies to all matriculated students, as the College considers each student to be capable of success and provides all students with access to advising and other resources to support their process of learning and growth.

The Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>) meets twice each year, at the conclusion of each semester, to examine the records of all students whose progress indicates that they would benefit from more personalized advice and supports to address any challenges that might be interfering with their academic success. The Recording Committee reviews all students whose records (p. 7) indicate a cumulative or semester GPA of below 2.000, or less than the number of course credits needed to satisfy the quantitative requirements for the pace of credit completion (p. 8).

The Recording Committee places a student on Academic Probation (p. 8) when it determines that the student would benefit from a period of closer support to address any challenges that might be interfering with a student's success. Most students who are placed on Academic Probation are successful in making adjustments that enable them to meet SAP requirements in subsequent semesters. In the less frequent situation where a student falls short of meeting SAP requirements on a repeated basis, the Committee will consider a period of suspension (i.e., required time away from the College to address issues) or, in extraordinary situations, dismissal or permanent separation from the College.

In cases when a student's academic standing changes, copies of correspondence with the student that outline the student's academic standing are sent to the student's parent or guardian.

Students on academic probation or suspension are not considered to be in good academic standing during their time on academic probation or suspension.

The College's standards have been developed in accordance with federal, state, and institutional regulations. Students receiving V (<https://benefits.va.gov/benefits/>) Veterans Affairs (VA) benefits should keep in mind that they must also maintain a minimum cumulative GPA of 2.000 to be eligible to continue to receive their VA benefits, as well as maintain satisfactory academic progress at the College.

In cases where a student receives financial aid, the Office of Student Aid (<https://www.bowdoin.edu/student-aid/>), the Office of the Registrar (<https://www.bowdoin.edu/registrar/>), and the Office of the Dean of Students (<https://www.bowdoin.edu/dean-of-students/>) will collaborate to ensure that student communication is coordinated through any aid warning and appeal processes. It is important to note that this policy and the College's financial aid SAP necessarily share regulations. While these policies share details, they are each implemented separately from one another to maintain the integrity of each process. For details about the financial aid components of the SAP policy, please reference the Admissions and Financial Aid section of the Catalogue and visit the Office of Student Aid website.

## GPA or Qualitative Standard (p. 7)

All Bowdoin course grades are included in a student's GPA; however, for the purposes of determining academic standing (good standing, academic probation, suspension, dismissal), we recognize

that the transition to college can present unique adjustment challenges. Therefore, first-semester grades may be omitted from the computation for sophomores, juniors, and seniors if that omission benefits the student. The Office of the Registrar (<https://www.bowdoin.edu/registrar/>) will perform the computation to determine if this is the case using the following standard: the cumulative GPA for the student at the time will be determined with and without the first semester grades. If it is higher without the first semester grades, that calculation will be used. This calculation will only occur for the calculation of GPAs for sophomores, juniors, and seniors. Students in their first semester at Bowdoin will have their first semester GPA viewed as a "semester GPA" rather than cumulative for the purposes of the academic SAP policy.

The Recording Committee Secretary (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>) informs students of changes in academic standing according to the schedule below; students who have not met the minimum SAP requirement for aid will be notified by the director of student aid (<https://www.bowdoin.edu/profiles/staff/malbano/>). Because the method of calculating SAP for aid is prescribed by law, financial aid SAP analysis always includes all semesters enrolled.

## Academic Standing Criteria (p. 8)

Students are placed on academic probation, suspension, or academically dismissed according to the criteria below. The GPAs outlined below also prompt aid action when applicable.

For students in good academic standing:

- Good Standing:
  - If the *cumulative GPA* is greater than or equal to 2.000 and none of the other standards outlined are met.
- Academic Probation:
  - If the *cumulative GPA* is 1.500–1.999, or the *semester GPA* is 1.001–1.999.
- Academic Suspension:
  - If the *cumulative GPA* is 1.001–1.499, or the *semester GPA* is 1.000 or lower.
- Academic Dismissal:
  - If the *cumulative GPA* is 1.000 or lower, or the student meets the conditions for a second academic suspension.
  - If the student's GPA is 1.000 or lower at the end of their first semester at Bowdoin, they qualify for academic suspension and not dismissal.

For students on academic probation:

- Good Standing:
  - If *cumulative GPA* is greater than or equal to 2.000 and none of the other standards outlined above are met.
- Academic Probation:
  - If *cumulative* or *semester GPA* are 1.001–1.999.
- Academic Suspension:
  - If *cumulative* and *semester GPA* are 1.001–1.999.
- Academic Dismissal:
  - If *cumulative* or *semester GPA* is 1.000 or lower, or the student meets the conditions for a second academic suspension.

**Academic Probation:** Students are placed on academic probation for one semester upon returning from academic suspension. The purpose of this term on probation is to ensure that students work closely with their academic advisor and a dean from the Office of the Dean of Students (<https://www.bowdoin.edu/dean-of-students/staff-directory/>) to make a smooth transition back to academic life at Bowdoin.

- Students must enroll in four full-credits graded with letter grades while on academic probation.
- Students on academic probation normally are not eligible to study away.

## Quantitative Standard (p. 8) (Pace of Completed Credits)

The quantitative standard or pace is equivalent to the number of credits the student has successfully completed divided by the number of credits the student attempted. Students are expected to make consistent progress toward the degree over a period of eight semesters, which is defined as the pace of passing the equivalent of four full-credit courses each semester. For purposes of the academic review at the end of each term, and counting academic terms in attendance only, any terms that a student spends on medical leave will not be taken into consideration.

Any student who fails to register for a minimum of three credits and who attend classes prior to the end of the first week of the term may be withdrawn from the College; students should avoid this situation as this will count toward the student's eight semesters in their aid calculation. Transfer credit and pre-matriculation credits count in this calculation for academic and aid pace. Please note that there is a different calculation of this standard for aid; please see this section (<https://bowdoin-public.courseleaf.com/admission-financial-aid/>) of the Catalogue or the website of the Office of Student Aid (<https://www.bowdoin.edu/student-aid/consumer-information/satisfactory-academic-progress.html>) for details.

To comply with the satisfactory academic progress policy, each candidate in the four-year program must successfully complete the following minimum number of course and unit credits:

Semester	Expected Credits	Minimum Credits	Pace
First semester	4 credits	2 credits	50 percent
Second semester	8 credits	6 credits	75 percent
Third semester	12 credits	10 credits	83 percent
Fourth semester	16 credits	14 credits	88 percent
Fifth semester	20 credits	18 credits	90 percent
Sixth semester	24 credits	22 credits	92 percent
Seventh semester	28 credits	26 credits	93 percent

Students not making consistent progress may be asked to make up deficient credits in approved courses at another accredited institution of higher education. Students who need to take courses elsewhere to make up deficient credits should seek the advice of their advisor, deans, and the Office of the Registrar at the earliest possible time to develop a sound plan to earn credits that are eligible for transfer back to Bowdoin.

## Academic Standing Appeals (p. 8)

Students who earn academic suspension or dismissal under the SAP policy have the option to appeal to the Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>). Each semester, in advance of the Recording



Committee's Action Meeting, students who are being considered for academic suspension and dismissal will be given the opportunity to write a petition in which they should:

- explain any extenuating circumstances that led to their academic difficulties;
- provide reasons why they should not be placed on suspension or dismissed; and
- present a plan for what they would do differently to ensure their academic success if given the opportunity to continue enrollment.

The committee will review these materials before making its decision. Decisions of the committee are final and will be communicated to the student. Copies of correspondence with the student that outline decisions about the student's academic standing are sent to the student's parent or guardian. This is a separate review from the student aid appeal. The Office of Student Aid (<https://www.bowdoin.edu/student-aid/>), the Office of the Registrar (<https://www.bowdoin.edu/registrar/>), and the Office of the Dean of Students (<https://www.bowdoin.edu/dean-of-students/>) will ensure that students who are involved in one or both appeal processes are given clear, concise instructions.

### Notification Process

Students not making Satisfactory Academic Progress toward their degree will receive correspondence via their Bowdoin email address. This correspondence includes the appeal process instructions for both the academic and aid processes when applicable. Students will be notified of all deadlines related to the appeal processes in this communication. It is the student's sole responsibility to monitor their Bowdoin email address.

### Academic Standing Appeal Procedures

Students have the right to appeal their academic standing by submitting a petition to the Recording Committee. Petitions should include information regarding the extenuating circumstances that led to the student's deficiency in scholarship. Details can be found on the Recording Committee's website (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>) and students should consult their dean when drafting a petition.

## The Recording Committee and Student Petitions (p. 9)

The Recording Committee is a standing faculty committee of the College whose purpose is to address matters pertaining to the academic standing of individual students and to consider exceptions to the policies and procedures governing academic life. The committee meets regularly to consider individual student petitions and at the end of each semester to review the records of students who are not meeting satisfactory academic progress (p. 7), and to ensure that appropriate information, advice and support is provided to students who have experienced academic challenges. Decisions of the committee are final.

Students who are seeking exceptions to academic regulations or curricular requirements must petition the Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>). The petition form is available online (<https://www.bowdoin.edu/registrar/students/course-registration/petition-form-recording-committee.html>). All petitions require the signature of a dean, and, depending on the nature of the request, some may require supporting documentation from a faculty member, doctor, or counselor. Students are notified of the outcome of their petitions by the secretary of the Recording Committee. Students should note that any courses dropped with Recording Committee permission will result in a W (for

Withdrew) being recorded on the students' transcripts. A grade of W does not factor into a student's GPA.

## Pre-Matriculation Credit (p. 9)

Students may have the opportunity to enroll in college-level coursework prior to matriculating at Bowdoin. Bowdoin College will consider granting credit for pre-matriculation coursework, providing the following criteria have been met:

1. the coursework must have been completed on a college campus at an accredited two- or four-year college/university in courses taught by college faculty;
2. the coursework must have been completed in a class with matriculated college students;
3. the courses may not have been used to satisfy any high-school graduation requirements; and
4. the coursework must represent a standard of achievement comparable to what is expected at Bowdoin in a field of study characteristic of the liberal arts.

Bowdoin also recognizes Advanced Placement, International Baccalaureate, and other international exams and may grant credit toward graduation requirements for them. Students should refer to the Advanced Placement and International Baccalaureate rules in effect at the time of their matriculation. (<https://www.bowdoin.edu/registrar/students/completing-degree/advanced-placement-ib.html>)

A maximum of four pre-matriculation credits will be counted toward the thirty-two credits required for the Bowdoin degree from approved exams or other approved college/university courses.

## Transfer of Credit from Other Institutions (p. 9)

The Bowdoin degree certifies that a student has completed a course of study that meets standards established by the faculty. It is normally expected that all of a student's coursework after matriculation will be completed either at Bowdoin or in an approved semester-long or year-long off-campus study program. (More information about such programs can be found on the Off-Campus Study website.) Apart from taking courses at Bowdoin or in approved off-campus study programs, the College recognizes that there may be rare occasions when it would serve a student's educational interests to take courses elsewhere for credit toward the Bowdoin degree. In such cases, the work done elsewhere should represent a standard of achievement comparable to what is expected at Bowdoin in a field of study characteristic of the liberal arts.

After matriculating at Bowdoin, a student may transfer a cumulative total of no more than four credits from study in programs from two- or four-year accredited colleges/universities. The College does not grant credit for internships, work completed through domestic for-profit institutions, correspondence courses, bridge programs, programs such as HBX CORE, professional study, vocational study, or outdoor education or similar field-study areas if required assignments consist of only reports or reflective summaries. Bowdoin credit is not granted for courses taken elsewhere when Bowdoin classes are in session (the first day of classes through the last day of final exams each) except in special circumstances and with the prior approval of the Recording Committee. While enrolled at Bowdoin, students may not simultaneously complete coursework for or enroll in a credential program at another college or university.

In advance of enrollment at another institution of higher education, students must get pre-approval from the academic department at Bowdoin that corresponds to the subject of the course the student is seeking to transfer and the Office of the Registrar by submitting the online Application for Transfer of Credit. Without both pre-approvals, transfer of credit is possible only by approval of the Recording Committee. The online Application for Transfer of Credit should be used only for pre-matriculation credit, accelerated terms, e.g., summer or winter, when Bowdoin classes are not in session, or for credit while on a medical leave or suspension if permission has been granted by the Office of the Dean of Students (<https://www.bowdoin.edu/dean-of-students/>) and not for study away. The Bowdoin department chair or their designee is notified by email when a student requests pre-approval for transfer credit. In order to make their determination, the department chair or designee reviews a course description and/or syllabus for each course provided by the student in the online application and will approve or deny the request received via email. The application is then reviewed and approved or denied by the Office of the Registrar (<https://www.bowdoin.edu/registrar/>). Students should not consider their application complete or enroll at another institution until both approvals are received.

In certain cases, students may be given conditional approval and be required to submit supporting documents, including the course syllabus and all papers and exams, after the course has been completed. The College may decline to grant credit if the course or the student's work in the course does not satisfy Bowdoin academic standards. Credit is not awarded for courses in which the student has earned a grade below C- or for courses not graded with regular letter grades, e.g., pass/fail. Students are responsible for ensuring these regulations are met.

No transfer credit will be awarded until an official transcript showing the number of credits or credit-hours and the grade(s) earned has been received from the other institution. It is the student's responsibility to ensure that the official transcript is sent directly to the Office of the Registrar, and the transcript must arrive in a sealed envelope or as a certified digital document. Normally the transcript must be received and final approval to transfer credit secured within one year following the term in which the course was taken. Credit may not be transferred if a longer time period has elapsed without approval of the Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>).

Transcripts of credit earned at other institutions that have been presented to Bowdoin College for admission or transfer of credit become part of the student's permanent record, but are not issued, reissued, or copied for distribution. Course titles and grades for courses that were transferred from other institutions are not recorded on the Bowdoin transcript; only the institutional name and the credit are listed.

Students should be aware that credits earned elsewhere may not transfer on a one-to-one basis; some courses may be accorded less than a full Bowdoin credit and no course taken elsewhere will be worth more than one Bowdoin credit, even if the course has accompanying laboratory credits. Students are advised to consult with the Office of the Registrar in advance to learn the basis on which transfer credit will be determined. Bowdoin courses generally meet for 45 hours a semester (3 hours a week), with the expectation that a minimum of 9 additional hours a week will be spent in lab, discussion group, film viewings, or preparatory work. For comparison purposes, students should know that one Bowdoin course is generally understood to be equal to four semester-hours or six quarter-hours at other colleges and universities.

For more details regarding the transfer credit process, please visit the Bowdoin website. (<https://www.bowdoin.edu/registrar/students/completing-degree/transfer-of-credit.html>)

## Graduation (p. 10)

In the semester prior to the semester in which they intend to graduate (e.g., in the fall for students who intend to graduate at the end of the following spring semester), students submit to the Office of the Registrar the online Notice of Intent to Graduate. The Notice of Intent to Graduate is required as the official application for graduation and begins the final degree audit process that ensures students receive all notices related to Commencement. Students will generally receive written notice one month prior to graduation that they have been given preliminary clearance to graduate. Final clearance is determined after all academic work has been completed and final grades for the final semester have been recorded.

Students may take part in only one Commencement, and they are expected to complete all degree requirements before they participate in graduation exercises. Speakers at Commencement and other students playing visible leadership roles in the ceremony must have completed all requirements for graduation. Students with two or fewer credits remaining and who can expect to complete all requirements by the end of the following semester may be allowed to participate in Commencement, where they will receive a substitute document rather than the official diploma. In such cases, the degree will actually be conferred at the next conferral date following the completion of all requirements, and the diploma will be mailed to the student at that time. Bowdoin confers degrees three times a year: in May when degree requirements are completed in a spring semester, in October when degree requirements are completed in summer, and in December when degree requirements are completed in a fall semester.

Students are expected to complete their Bowdoin degree in eight semesters. In order to enroll for a ninth semester, a student must have extenuating circumstances and petition the Recording Committee (<https://www.bowdoin.edu/registrar/students/course-registration/recording-committee.html>) and Student Aid (<https://www.bowdoin.edu/student-aid/contact/>) (when applicable). Please note that students are only required to complete one major to graduate; a second major and/or minor is not a requirement.

A student may appeal for a tuition reduction in the ninth semester if they are taking fewer than three credits, and that ninth semester is required to complete the degree. All appeals for this should be made in writing to the dean for student affairs (<https://www.bowdoin.edu/profiles/staff/johmann/>) and the head of finance and administration (<https://www.bowdoin.edu/profiles/staff/morlando/>) after a ninth semester of enrollment has been approved.

Upon completion of their degree requirements, students must graduate and cannot enroll for additional semesters, even if they have been enrolled for fewer than eight semesters and regardless of if they are recipients of federal, state, or institutional financial aid. In addition, students should not avoid registering for necessary courses to prolong their enrollment.

## The Award of Honors (p. 10)

### General Honors (p. 10)

General honors (or Latin honors, i.e., cum laude, magna cum laude, and summa cum laude) are awarded with the degree on the basis of an average of all grades earned at Bowdoin, with a minimum of sixteen

credits required for the computation. To compute the average, an A is assigned four points; a B, three points; a C, two points; a D, one point; and an F, zero points. Plus (+) or minus (–) modifiers add or subtract three-tenths of a point (0.3). Half-credit courses are weighted as one-half course. Credit grades (CR) are omitted from the computation, but a D or F grade received in a course taken on a Credit/D/ Fail basis does count. Beginning with grades recorded for Fall 2013, all grades earned in repeated courses are included. The resulting grade point average (GPA) is not rounded but truncated to display the first three decimals. A *degreesumma cum laude* is awarded to the top 2 percent of the graduating class as calculated by cumulative GPA; a *degreemagna cum laude* is awarded to the top 8 percent of the graduating class as calculated by cumulative GPA; and a *degreecum laude* is awarded to the top 20 percent of the graduating class as calculated by cumulative GPA. It is Bowdoin's policy not to disclose the GPA ranges that determine Latin Honors as they shift with each class.

<sup>a</sup> In the case of a course taken at Bowdoin one or more times prior to Fall 2013, only the first grade is included.

### Departmental Honors: The Honors Project (p. 11)

The degree with a level of honors in a major subject is awarded to students who have distinguished themselves in coursework in the subject and in an honors project. The award is made by the faculty upon recommendation of the department or program.

The honors project offers seniors the opportunity to engage in original work under the supervision of a faculty member in their major department or program. It allows qualified seniors to build a bridge from their coursework to advanced scholarship in their field of study through original, substantial, and sustained independent research. The honors project can be the culmination of a student's academic experience at Bowdoin and offers an unparalleled chance for intellectual and personal development.

Students who have attained a specified level of academic achievement in their field of study by their senior year may petition their department or program to pursue an honors project carried out under the supervision of a faculty advisor. The honors project usually takes place over the course of two semesters; some departments allow single-semester honors projects. The honors project results in a written thesis and/or oral defense, artistic performance, or showing, depending on the student's field of study. Students receive a grade for each semester's work on the honors project and may be awarded a level of honors in their department or program, as distinct from general honors. Honors projects cannot be collaborative.

The honors project process differs across departments and programs in terms of qualification criteria, requirements for completion, the level of honors awarded, and the use of honors project credits to fulfill major course requirements. Students must complete an honors project to be eligible for departmental or program honors. If a student, in consultation with a department, intends to pursue honors, the student will register for an appropriate honors project course number, 4050–4079. Typically, all work accepted as fulfilling the requirements for departmental honors is to be submitted to the Bowdoin College library. If students do not fulfill the requirements for completion of the honors project but carry out satisfactory work for an independent study, they will receive independent study credit for one or two semesters and the course number will be changed to 4000–4028.

### Sarah and James Bowdoin Scholars (p. 11) (Dean's List)

Sarah and James Bowdoin scholarships, carrying no stipend, are awarded in the fall on the basis of work completed the previous academic year. The award is given to the top 20 percent of students, as calculated by their grade point average (GPA) for the previous academic year. Eligible students are those who completed the equivalent of eight full-credit Bowdoin courses during the academic year, at least six credits of which were graded with regular letter grades and at least seven credits of which were graded with regular letter grades or non-elective Credit/D/ Fail grades. In other words, among the eight required full-credit courses or the equivalent, a maximum of two credits may be graded Credit/D/Fail Only, but only one credit may be for a course(s) the student elected to take with the Credit/D/Fail grading option. Grades for courses taken in excess of eight credits are included in the GPA. For further information on the College's method for computing GPA, consult the section on General Honors (p. 10).

A book, bearing a replica of the early College bookplate serving to distinguish the James Bowdoin Collection in the library, is presented to every Sarah and James Bowdoin Scholar who has earned a GPA of 4.000 in the previous academic year.

It is Bowdoin's policy not to disclose the GPA ranges that determine Sarah and James Bowdoin Scholars, as they can shift.

### Code of Community Standards (p. 11)

The *Code of Community Standards*, in addition to the Bowdoin College Catalogue and Academic Handbook, are key references to the policies, procedures, and governance structure of the College, including information about leaves (<https://www.bowdoin.edu/dean-of-students/ccs/policies/leaves.html>). It is a student's responsibility to be aware of the content in each so as to understand their responsibilities while at Bowdoin. For questions about these policies, please contact the Office of the Dean of Students (<https://www.bowdoin.edu/dean-of-students/>).