

**Minimum Grades** – The minimum passing grade for required courses is C-.

**Pass/Fail** – One non-required academic course per semester may be taken Pass/Fail. Students may not enroll in the Pass/Fail option for Writing I or courses taken to complete minor or second major requirements outside the College of Art. L01 113 and L01 215 may be taken with the Pass/Fail option. Students in the College of Art may not take any F10 or F20 courses with the Pass/Fail option.

**Incompletes** – An incomplete must be resolved in the following two semesters of residence. If an incomplete is not resolved by the deadline, the student will receive an F for the course.

**University College** – University College courses cannot count toward a student's degree requirements.

**Electives** – A maximum of 9 units of the following types of credits may be counted toward the elective category: physical education courses, lessons, independent study or internships. A maximum of 15 units of the following types of credits may be counted toward the elective category: Advanced Placement, International Baccalaureate or courses taken at another university (except for courses taken by transfer students prior to their matriculation at Washington University in St. Louis).

**Independent Study** – Independent studies may be taken for one, two or three credits. Proposals for three credits require a special project to be approved.

- First-year students and sophomores may not register for more than one (1) independent study credit per semester.
- Approved proposals must be submitted to the Registrar (located in Bixby 1) by the Course Add deadline (usually the second week of class). Proposals must be signed by the instructor, the student's academic advisor, and the program chair. Proposals submitted to the registrar past the deadline will not be considered.

**Internships** – An internship may only be completed for one credit. You must be registered for the internship in the same semester in which you are doing the work (ie a summer internship requires summer registration). Internships require pre-approval. You cannot be registered for an internship after the internship has ended.

**Study Abroad** – If you are planning to participate in any study abroad program you must contact the Sam Fox Special Program Manager, Courtney Cushard. In order to earn academic credit for participation in a non-Sam Fox program, you must submit a written proposal and receive pre-approval. Credit will not be awarded for study abroad courses that are not pre-approved.

**Transfer Credit** – If you wish to transfer credit for course work completed at another institution, you must bring a full course description and syllabus to the Sam Fox School Registrar's Office for pre-approval. Transfer credit will not be awarded if it's not pre-approved – this includes coursework that is intended to fulfill requirements for non-Sam Fox majors and minors.

**Repeating a Course** – Unless it is explicitly allowed in the course description, a course cannot be repeated for credit. If a course is repeated due to a non-passing grade, credits for only one of the enrollments will count toward the degree.

**Minimum GPA** – Undergraduate students must have a minimum grade point average of 2.0 in order to graduate.