



UNDERGRADUATE FALL QUARTER 2023

DEADLINES & REGISTRATION INFORMATION

CORE CURRICULUM INFORMATION – HONORS COURSES

OFFICE OF THE REGISTRAR
REGISTRAR@SCU.EDU
WWW.SCU.EDU/REGISTRAR



Santa Clara University - FALL QUARTER 2023
UNDERGRADUATE DEADLINES & REGISTRATION INFORMATION

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Quick Links and Office Locations:

Access Card Office www.scu.edu/access	Benson Center 106 and 200, 408/551-1647
Bursar's Office (Tuition) www.scu.edu/bursar	Admission & Enrollment Mgmt Bldg, 1st floor, 408/551-1000
Campus Bookstore https://www.scu.edu/auxiliary-services/bookstore/	Building 303, 408/554-4356
Campus Safety http://university-operations.scu.edu/campus-safety	Parking structure, 1st floor, 408/554-4441
Core Curriculum www.scu.edu/core	
Cowell Health Center www.scu.edu/cshc	Building 701, 408/554-4501
Drahmann Academic Advising & Learning Resources Center www.scu.edu/drahmann	Kenna Hall 101, 408/554-4318
eCampus: Registering for Classes www.scu.edu/ecampus	
Family Educational Rights and Privacy Act FERPA www.scu.edu/ferpa	
Financial Aid Office www.scu.edu/financialaid	Admission & Enrollment Mgmt Bldg, 1st floor, 408/551-1000
Institutional Research (Graduation Rate) www.scu.edu/ir	Walsh Administration Building, Lower Level, 408/554-4396
International Student Services www.scu.edu/fi	Varsi Hall 1st floor, 408/554-4318
Office of the Registrar www.scu.edu/registrar	Admission & Enrollment Mgmt Bldg, 1st floor, 408/551-1000
Student Life https://www.scu.edu/osl/	Benson Center 205, 408/554-4583
Enrollment Service Center www.scu.edu/onestop/	Admission & Enrollment Mgmt Bldg, 1st floor, 408/551-1000

2023-2024 UNDERGRADUATE ACADEMIC CALENDAR - approved

FALL QUARTER 2023

Apr 24-May 5	M-F	Mandatory academic advising period
May 8-19	M-F	Fall registration appointment period
Sep 16-17	Sa-Su	New student Welcome Weekend
Sep 16	Sa	Residence halls open at 8:30 am to new students
Sep 17	Su	Residence halls open at 9 am to returning students
Sep 18	M	Classes begin
Sep 11-22	M-F	Late registration/add period
Sep 22	F	Last day to add a class
Sep 27	W	Mass of the Holy Spirit 12 noon at Mission Church. Classes will not meet from 11:45am -1:15pm. Classes scheduled to begin at 1pm will begin instead at 1:15pm.
Oct 6	F	Last day to submit incomplete Spring 2023 and Summer Session 2023 work to faculty
Oct 6	F	Last day to petition for degrees to be conferred in December 2023
Oct 13	F	Last day to drop classes without a W (no tuition refund)
Oct 13	F	Last day to declare P/NP grading option
Oct 13	F	Last day to remove Spring 2023 and Summer Session 2023 incompletes (faculty)
Nov 3	F	Last day to drop classes with a W (no tuition refund)
Nov 6-17	M-F	Winter registration appointment period
Nov 20-24	M-F	Academic holiday
Nov 23-24	Th-F	Thanksgiving; administrative holidays
Dec 1	F	Classes end
Dec 4-8	M-F	Fall final examinations
Dec 8	F	Residence halls close 9 p.m.
Dec 13	W	Fall quarter grades due (faculty)
Dec 22-25	F-M	Christmas recess; administrative holidays
Dec 29-Jan 1	F-M	New Year's recess; administrative holidays

WINTER QUARTER 2024

Nov 6-17	M-F	Winter registration appointment period
Jan 8	M	Classes begin
Jan 8-12	M-F	Late registration/add period
Jan 12	F	Last day to add a class
Jan 15	M	Martin Luther King Day; academic and administrative holiday
Jan 26	F	Last day to submit incomplete Fall 2023 work to professors
Jan 26	F	Last day to petition for degrees to be conferred in March 2024
Feb 2	F	Last day to drop classes without a W (no tuition refund)
Feb 2	F	Last day to declare P/NP grading option
Feb 2	F	Last day to remove Fall 2023 incompletes (faculty)
Feb 15-28	Th-W	Spring registration appointment period
Feb 19	M	Presidents' Day; academic and administrative holiday
Feb 23	F	Last day to drop classes with a W (no tuition refund)
Feb 23	F	Last day to petition for degrees to be conferred in June 2024
Mar 15	F	Classes end
Mar 18-22	M-F	Winter final examinations
Mar 25-29	M-F	Spring recess
Mar 27	W	Winter quarter grades due (faculty)

SPRING QUARTER 2024

Feb 15-28	Th-W	Spring registration appointment period
Mar 29	F	Good Friday; administrative and academic holiday
Apr 1	M	Easter Monday; academic holiday
Apr 2	Tu	Classes begin
Apr 2-8	Tu-M	Late registration/add period
Apr 8	M	Last day to add a class
Apr 19	F	Last day to submit incomplete Winter 2024 work to faculty
Apr 26	F	Last day to drop classes without a W (no tuition refund)
Apr 26	F	Last day to declare P/NP grading option
Apr 26	F	Last day to remove Winter 2024 incompletes (faculty)
Apr 26	F	Last day to petition for degrees to be conferred in September 2024
Apr 29-May 10	M-F	Annual mandatory academic advising period
May 13-24	M-F	Fall registration appointment period
May 17	F	Last day to drop classes with a W (no tuition refund)
May 27	M	Memorial Day; academic and administrative holiday
Jun 7	F	Classes end
Jun 10-13	M-Th	Spring final examinations
Jun 13	Th	Residence halls close 9 p.m. (non-graduating students)
Jun 15	Sa	173rd Undergraduate Commencement
Jun 16	Su	Residence halls close 12 p.m. (graduating students)
Jun 18	Tu	Spring quarter grades due (faculty)

SUMMER SESSION 2024*

Mar 18	M	Online application period begins for non-SCU students
Apr 15	M	Registration appointment period begins (SCU students)
Apr 22	M	Registration begins for non-SCU students
May 21	Tu	Financial clearance deadline
Session 1		
Jun 20	Th	Classes begin
Jun 24	M	Last day to add a class
Jun 24	M	Last day to declare P/NP grading option
Jul 4	Th	Independence Day; administrative holiday
Jul 5	F	Last day to drop classes without a W
Jul 19	F	Last day to drop classes with a W
Jul 24	W	Classes end
Jul 25-26	Th-F	Summer session 1 final examinations
Jul 31	W	Summer session 1 grades due (faculty)
Session 2		
Jul 29	M	Classes begin
Jul 31	W	Last day to add a class
Jul 31	W	Last day to declare P/NP grading option
Aug 9	F	Last day to drop classes without a W
Aug 23	F	Last day to drop classes with a W
Aug 30	F	Classes end
Sep 2	M	Labor Day; administrative holiday
Sep 3-4	Tu-W	Summer session 2 final examinations
Sep 9	M	Summer session 2 grades due (faculty)

*See Summer Schedule of Classes Session III and IV dates

Santa Clara University
FALL QUARTER 2023 UNDERGRADUATE INFORMATION
Deadlines & Registration Policies

Effective – April 2023

FALL QUARTER 2023 CALENDAR					
Apr 24-May 5	M-F	Mandatory Academic Advising	Oct 13	F	Last day to remove Spring/Summer 2023 incompletes (faculty)
May 8-19	M-F	Fall registration appointment period	Oct 13	F	Last day to drop class without a W (no tuition refund)
Aug 21	M	Financial clearance deadline	Oct 13	F	Last day to declare P/NP grading options
Sep 4	M	Labor Day; academic/administrative holiday	Nov 3	F	Last day to drop classes with a W (no tuition refund)
Sep 16-17	Sa-Su	New Student Move-In and Welcome Weekend	Nov 6-17	M-F	Winter 2024 registration appointment period
Sep 18	M	Classes begin	Nov 20-24	M-F	Thanksgiving; academic holiday
Sep 11-22	M-F	Open Enrollment/add period	Dec 1	F	Classes end
Sep 22	F	Last day to add a class	Dec 4-8	M-F	Fall final examinations
Sep 22	F	Last day to withdraw from University with 100% refund (less applicable fees)*	Dec 8	F	Residence halls close 9pm
Sep 29	F	Last day to withdraw from University with 50% refund (less applicable fees)	Dec 13	W	Fall quarter grades due (faculty)
Oct 6	F	Last day to withdraw from University with 25% refund (less applicable fees)*	Dec 22 - 25	F, M	Christmas recess; administrative holiday
Oct 6	F	Last day to submit incomplete Spring/Summer 2023 work to faculty	Dec 29 -Jan 1	F, M	New Year's recess; administrative holiday
Oct 6	F	Last day to petition for degrees to be conferred in December 2023			

** For detailed refund information, refer to the Bursar link: http://www.scu.edu/bursar/refunds/ugrefund_policy.cfm

University Communication Policy

The University will communicate with undergraduate students through a variety of formats. Information that is sent to undergraduate students from the University via their campus mailbox, local address, or their **Santa Clara email address is considered official communication and should be treated as such**. Students are asked to check their campus mailbox and their Santa Clara email account on a daily basis, and are responsible for reading and responding to the information they receive from the University.

Students with Disabilities

Students with disabilities should contact [Office of Accessible Education](#). The office is located in Benson 1.

Student Responsibility

Students are personally responsible for knowing all academic and administrative policies and regulations affecting their program of study and for abiding by all such policies and regulations during their period of enrollment at the University. Continued enrollment is subject to compliance with the academic and administrative policies and regulations as described herein and otherwise published by the University. Failure to understand the policies and regulations does not relieve a student of his or her responsibility for adhering to the policies and regulations.

Registration Appointment Information

When can you view assigned fall registration appointments?

You will be able to view your assigned registration appointment on Tuesday, April 18, 2023, by using Workday Academics. For more information, check:

<https://www.scu.edu/registrar/frequently-asked-questions/registration-appointments/>

How is the Registration Appointment Assigned?

Registration appointments are determined by academic level which is based on the number of units a student has completed. The following students qualify for priority registration which allows them to register ahead of the general population: students with documented disabilities, Honors Program students, LEAD Scholars, NCAA Athletes, Leavey Scholars, foster youth, and Military Science students.

Students with documented disabilities are given the first appointments at all levels (senior, junior, sophomore and first-year, and in that order). They are followed by senior and junior level students who are members of Honors or LEAD scholars or are NCAA qualified athletes. They are mixed together and then put in order by their class level standing based on earned units completed. Then senior students who are Leavey Scholars or Military Science students are mixed together and ordered by their class level standing based on earned units completed. Following this group are seniors who are not members of a defined priority group and they are ordered by number of units earned.

Next is the junior level Leavey Scholars or Military Science students who are mixed together then ordered by their class level standing based on earned units completed. Next are Junior level students who are not members of a defined student group.

The next group of students is sophomore and first-year level students who are a member of Honors or LEAD scholars or are NCAA qualified athletes. Then sophomore students who are Leavey Scholars or Military Science students. Following this group are sophomores who are not members of a defined priority group.

Next are the first-year level Leavey Scholars or Military Science students who are then mixed together. First-year level students who are not members of a defined student group are next.

Non-degree undergraduates are able to enroll with assistance from the Office of the Registrar during the first week of the term (complete the form found on the OOTR Forms page). Note that there are no appointments scheduled on the weekend or holidays.

Below is the URL that takes you to a chart that represents the order in which students are assigned appointment times. Again note that the groups listed under the "Group" heading are mixed together.

To view chart, click on: <http://www.scu.edu/registrar/Registration-Appointments.cfm>

REGISTRATION in WORKDAY

- Tuesday, April 18, 2023 - Course Section Availability found in Workday Academics (Find Course Sections) will have classes that will be offered Fall Quarter 2023.
- Tuesday, April 18, 2023 - Go to Workday Academics to find out your registration appointment.

If you have a hold on your registration you MUST contact the office that placed the hold for reconciliation. The registration system will not allow you to register for classes if you have a hold.

REGISTRATION APPOINTMENT WINDOW (May 8 – June 11)

- Most students may enroll for no more than 19 units during the first registration window. Students who have completed 131 units and have a cumulative grade point average of 2.20 or higher may enroll in up to 20 units without approval from a University Adviser in the Drahmann Center. One 2-unit course or two 1-unit courses are not counted as overload units. To add a 2 unit or 1 unit course go to [Request-to-Add-One-2-unit-Course-or-Two-1-unit-Courses](#) and submit before the late registration deadline.

OPEN ENROLLMENT WINDOW (Sep 11 - 22)

- Students in the [University Honors Program](#) and/or students who have a cumulative grade point average at Santa Clara of at least 3.3 may enroll in up to 25 units without written approval by a University Adviser at the Drahmann Advising Center.
- Students who do not fit into the above category may enroll in no more than 19 (or 20 if eligible) units during the second registration window. One 2-unit course or two 1-unit courses are not counted as overload units. To add a 2 unit or 1 unit course, an Add/Drop Form which can be found at [Request-to-Add-One-2-unit-Course-or-Two-1-unit-Courses](#) and complete the online form before the late registration deadline.
- Students requiring permission to add overload units must obtain the signature of a University Adviser at the Drahmann Advising Center on the 'Permission for Unit Overload Form' and submit that form to the Enrollment Service Center located in the Admission and Enrollment Service Building before the late registration deadline. If the class is closed, the instructor's signature or permission number is required.

Exceptions to exceed maximum units are rare. Students must contact Drahmann Center if they wish to be reviewed for an exception.

The last day to add a class is Friday Sep 22, 2023.

Workday's "SCU Find Course Sections"



SCU Find Course Sections

<https://www.myworkday.com/scu>

Workday's "SCU Find Course Section" website provides access to class data for past, current and forthcoming terms, and course descriptions (where available). Course Section data is automatically updated from the University's administrative system database regarding seat information.

Creating a Saved Schedule and Class Registration:

For instructions on creating a saved schedule for a given term, and enrolling in course sections, please visit the "Training Guides for Students" which provides numerous Quick Reference Guides for your reference.

Reading the Schedule of Classes

Course offerings are organized by school: [College of Arts & Sciences](#); [Leavey School of Business](#); [School of Engineering](#); and University Programs. Departments are listed alphabetically within each area and courses are listed sequentially 1 through 199 in each department. Courses numbered 1 through 99 are lower division and those numbered 100 through 199 are upper division. Students who have completed less than 44 units may not register for upper division courses without permission.

Each course shown in the schedule of classes is identified with a single line of information subdivided into ten parts. The line of identification information on each course includes the following items in this order:

1. Course subject abbreviation and number (e.g., ENGL 1)
2. Class Title - usually in abbreviated form, e.g. "CALC AN GEOM I" for "Calculus and Analytic Geometry I".
3. Days - scheduled meeting days for the section (M= Monday; T = Tuesday; W = Wednesday; R = Thursday; F = Friday).
4. Time - beginning and ending times for the section.
5. Location – Building and room number where class is to be held
6. Instructor – There are courses listed to which an instructor had not been assigned when the schedule was created. In such cases the instructor is listed as "Staff." You may wish to contact the relevant department to learn the name of the professor teaching the course. "TBA" will appear occasionally in the schedule in place of the "room," "days," and/or "hour" information. This information is "To Be Announced or "To Be Arranged" when classes begin. The appropriate department will provide the information when it is available.

When Classes Meet



Where Classes Meet



Undergraduate classes meet on Mon/Wed/Fri for 65 minute periods, and on Tues/Thurs for 100 minute periods. Classes are scheduled at the following times:

Mon/Wed/Fri	Tue/Thur
8:00 – 9:05 a.m.	8:30 – 10:10 a.m.
9:15 – 10:20 a.m.	10:20 – 12:00 p.m.
10:30 – 11:35 a.m.	12:10 – 1:50 p.m.
11:45 – 12:50 p.m.	2:00 – 3:40 p.m.
1:00 – 2:05 p.m.	3:50 – 5:30 p.m.
2:15 – 3:20 p.m.	5:40 – 7:20 p.m.
3:30 – 4:35 p.m.	7:30 – 9:10 p.m.
4:45 – 5:50 p.m.	
6:00 – 7:05 p.m.	
7:15 – 8:20 p.m.	
8:30 – 9:35 p.m.	

Schedule for Studio Art

Mon/Wed/Fri
8:00 – 10:20 a.m.
10:30 – 12:50 p.m.
1:00 – 3:20 p.m.
3:30 – 5:50 p.m.
6:00 – 8:20 p.m.

Schedule for Studio Art

Tue/Thur
8:30 – 10:50 a.m.
11:00 – 1:20 p.m.
2:00 – 4:20 p.m.
4:30 – 6:50 p.m.
7:00 – 9:20 p.m.

The full schedule of classes is available at Workday's "SCU Find Course Section" website. A pdf of the current term's course sections offerings will also be available on the Office of the Registrar's website. In-person classes will include the specific location (building and classroom number).

Important Add Policy and Procedures

Friday September 22, 2023 – Last Day to Add a Class

If a class has filled to capacity, you may seek the instructor's and/or academic department's permission to add it. If you receive permission, the instructor will notify the course section's academic department to administratively enroll you over the class capacity.

Important Drop Deadlines



Friday, Oct 13, 2023--Last day to drop a class without a “W” grade being recorded

Dropping courses must be done in Workday Academics.

Friday, Nov 3, 2023--Last day to drop a class with a “W” grade being recorded

Withdrawning from a class will result in a “W” being assigned to the student's academic record.



Petition for an exception to University Policy

IMPORTANT – Petition for an exception

The Registrar's office will not accept requests to add/drop courses after published deadlines. Exceptions may possibly be made depending on compelling reasons submitted by students.

If you have compelling reason(s) you want reviewed for an exception to University policy you must submit a petition using the website link below:

[The Office of the Registrar Petition for Exception to University Policy](#)

After submission of the petition, it will be reviewed by the University Registrar. A response will be returned to the student's SCU email account within 48 hours of receipt of the petition (weekend submissions will take a longer response time).

Please note: To complete this process, you must check the 'Acknowledge' box on the web form. This means that you understand it is your responsibility to check your **SCU email account within 24 hours of submission of your petition** to find out what has been decided. You may not submit your petition without first acknowledging that you understand your responsibility.

Students may enroll for no more than 19 units unless they are in the University Honors Program, or their cumulative grade point average at Santa Clara is at least 3.3, or they have upper-division status and obtain approval from the Drahmann Center. One 2-unit course or two 1-unit courses are not counted as overload units. Students who meet the criteria above will not be permitted to register for more than 25 units without approval of the Drahmann Center. Students may register for courses that result in overload units only during the late registration period.

An additional one 2-unit class or two 1-unit classes can be added via an add form online form which can be found on the Registrar's website at [Request-to-Add-One-2-unit-Course-or-Two-1-unit-Courses](#). Complete this form before the late registration deadline.

Additional unit requests need to be approved at the Drahmann Center.

Auditing Courses

Students admitted to degree status at Santa Clara may audit one course in addition to their regular course load in a term. A maximum of three courses may be audited during a student's academic career. Permission to audit a course will be given only at the end of the late registration period and only if space is available in the class. No credit is assigned for an audited course, but the successful completion of an audit will be indicated on a student's transcript by the notation "AUD." Students pay a \$100.00 per course audit fee. Full-time matriculated undergraduate students will not be charged. Non-degree students may not audit courses. This form is online at [Course Audit Form](#)



Administrative Cancellation of Course Enrollment

Students who enroll in a course for which they are not eligible are subject to administrative cancellation of their enrollment in that course. Prior to the end of the late registration period, an instructor may notify the University registrar to drop first-year students who registered in upper-division courses, to drop students who have not satisfied the prerequisites for the course, or to drop students lacking the instructor permission required for certain courses.

Tuition, Fees, and Financial Aid

For detailed tuition and fees, refer to the [Bursar](http://www.scu.edu/bursar/refunds/ugrefund_policy.cfm) website link: http://www.scu.edu/bursar/refunds/ugrefund_policy.cfm
For Financial Aid, logon to: <http://www.scu.edu/financialaid/>.

Leave of Absence or Withdrawal from the University

A Leave of Absence is when a student requests to take time away from SCU with the intention of returning within one year of the leave. The leave may be initiated in Workday for the current term by the end of the 7th week of the term. A leave during the current term will result in no courses appearing for that term if requested by the “Drop without W” deadline (the end of the 4th week of classes) or with W’s on the student’s record if requested between the 5th and 7th week of the term. A leave may not be requested for the same term after the 7th week of the term. Students may initiate a Leave of Absence in Workday for a future term at any point. All requests for a Leave of Absence require a meeting with a Drahmann Center advisor prior to their approval.

A University Withdrawal involves a student requesting a full withdrawal and termination from SCU, with the intent to not return. Students requesting a university withdrawal need to meet with a Drahmann Center advisor prior to the withdrawal being processed. A withdrawal request would elicit an exit interview in the Drahmann Center. If the formal requirements for a leave or withdrawal are met, the student’s registration will be adjusted accordingly without further academic penalty. Similar to a Leave of Absence, a university withdrawal during the current term will result in no courses appearing for that term if requested by the “Drop without W” deadline (the end of the 4th week of classes) or with W’s on the student’s record if requested between the 5th and 7th week of the term. A withdrawal may not be requested for the same term after the 7th week of the term. during the current term will result in no courses appearing for that term if requested by the “Drop without W” deadline (the end of the 4th week of classes) or with W’s on the student’s record if requested between the 5th and 7th week of the term. A leave may not be requested for the same term after the 7th week of the term.

Further instructions and guidelines on the Leave of Absence and Withdrawal process can be found [here](#). Students who leave the University during a quarter without initiating a leave or withdrawing in accordance with the required procedures will

receive an appropriate grade in all courses in which they were registered and are not eligible for a refund of tuition or other fees.

The effective date used for the determination of any refund of tuition is the date on which notification of withdrawal is received by the Enrollment Service Center/OneStop, not the last date of attendance by the student. Neither dropping all courses via Workday nor informing an individual faculty member, an academic department, or the Dean's Office, constitutes an official withdrawal from the University. The official date of withdrawal from the University cannot be backdated prior to the date on which the student submits the applicable withdrawal form or notification to the Enrollment Service Center.

Students who request a leave or withdraw from the University fall, winter, or spring term will receive a tuition refund in accordance with the following:

- Students who take a leave or withdraw from the University by the end of the first week of classes will receive a full refund of tuition for the term; less the applicable registration cancellation fee (dropping classes will NOT make one eligible for a refund).
- Students who take a leave or withdraw from the University by the end of the second week of classes will receive a 50 percent refund of tuition for the term (dropping classes will NOT make one eligible for a refund).
- Students who take a leave or withdraw from the University by the end of the third week of classes will receive a 25 percent refund of tuition for the term (dropping classes will NOT make one eligible for a refund).
- Students who take a leave or withdraw from the University after the third week of classes will receive no tuition refund for the term.

Students who withdraw from the University are responsible for any outstanding financial obligations with the University. Students who used deferred payment plans or student loans during their attendance at the University must clear their financial obligations with the Office of Enrollment Services. Students who have unpaid bills or other unsettled financial obligations with the University will not receive academic transcripts or be eligible for re-enrollment until they have cleared all such obligations.

For detailed refund information, refer to the Bursar website link: http://www.scu.edu/bursar/refunds/ugrefund_policy.cfm.

Re-enrollment



A student who requested a Leave of Absence from the University is eligible to re-enroll without special permission under the following conditions:

- The student left the University in good academic standing.
- The student has no outstanding financial obligations with the University.
- The student plans to return to the same college or school at the University.
- The student is returning within five years of the date of their withdrawal.

Students who do not meet the conditions above must seek permission to re-enroll from the Dean of Academic Support Services. Re-enrolling students are subject to degree and curriculum requirements in the Undergraduate Bulletin in effect at the time of re-entry.

Students initiating a Leave of Absence in Workday must indicate the term they plan to return. Students on a Leave of Absence are still considered active students. If they wish to adjust their return within the one-year required return timeline, they must contact the Office of the Registrar. If they do not return for the term they are scheduled to return, they are withdrawn from the University.

Students who have withdrawn from SCU and wish to re-enroll must complete the following [Returning Student Form](#). The Office of the Registrar will respond by email within 5 working days. Please be mindful of the following deadlines to apply to be re-enrolled:

- End of last week of fall classes to re-enroll winter quarter;
- End of last week of winter classes to re-enroll spring quarter;
- End of last week of spring classes to re-enroll summer session;
- Friday, two weeks prior to the first day of fall classes to re-enroll fall

Students should consult with a University Adviser in the [Drahmann Center](#) to review their academic plans. Students on leave who have attended another college or university are only permitted to transfer in a maximum of 10 units of credit and are required to forward to the Office of the Registrar an official transcript of all work completed during their absence.

Grading Policies and Regulations



Pass/No Pass (P/NP)

Some courses are offered only on a pass/no pass basis. For courses that have optional grading bases, a student with junior or senior standing and a declared major may choose to take an elective course on a pass/no pass basis. The P/NP option cannot be requested for a course that satisfies a major, minor or core requirement or a major or minor elective requirement.

Upper-class students may enroll in only one course per quarter on a pass/no pass basis. This option must be elected by Friday of the 4th week of class and may not be reversed.

A grade of "P" signifies that the quality of work done is equivalent to a letter grade of "C" or higher, while a grade of "NP" denotes work at the level of "C−" or lower. These courses are not used in calculating the student's grade point average. A maximum of six courses taken under the pass/no pass option in which the student receives a mark of "P" can be used to fulfill the unit requirements for graduation. Students are able to opt for the P/NP grading basis when enrolling in a course section in Workday.

Audit (AUD)

The mark of "AUD" is assigned when a student enrolls in a class on an audit basis. A mark of "AUD" cannot be changed to any other grade. This form is online at [Course Audit Form](#).

Withdrawn (W)

The mark of "W" is assigned by the Office of the Registrar when a student completes the formal requirements dropping a class or withdrawing from the University. A mark of "W" cannot be changed to any other grade or mark. A mark of "W" is included in the student's academic record and appears on the student's transcript, but is not included in the calculation of the student's grade point average.



Academic Credit Evaluation

Units Taken at Other Institutions

Credit is awarded for coursework completed at other colleges and universities subject to certain limitations. Courses from accredited institutions are generally transferable if they are similar in nature to courses listed in the Santa Clara University Undergraduate Bulletin. Courses from California community colleges are also generally transferable under the same conditions and if designated as transferable to the University of California. Courses of a trade or technical nature do not transfer. Courses from colleges not accredited, trade schools, extension programs, or correspondence programs do not transfer.

Students can receive credit for coursework completed at other colleges and universities prior to matriculation at Santa Clara for no more than half of the total number of quarter units required for a Santa Clara degree. [The Leavey School of Business](#) and the [College of Arts and Sciences](#) accept a maximum of 87.5 quarter units of transfer credit. [The School of Engineering](#) accepts credit for up to one-half of the total number of units required for each specific major. After enrolling at Santa Clara, students can receive credit for coursework completed at other colleges and universities for no more than 10 quarter units of free electives, subject to the limitation that no more than half of the total number of quarter units required for a Santa Clara degree can be earned at another institution. Transfer credit earned after initial enrollment at Santa Clara may not be used to fulfill University Core Curriculum, college or school, department, or program requirements.

Transfer credit for all coursework completed at other colleges and universities require approval from the [Drahmann Center](#) and the chair of the department offering the equivalent Santa Clara course. The student must have earned a grade of "C" or better in a course for transfer credit to be granted. Courses taken on a pass/no pass or credit/no credit basis are not accepted as transfer credit. Grades for units earned at other institutions are not included in a student's Santa Clara academic history or in the calculation of the Santa Clara grade point average.

Study Abroad and Domestic Study Programs

Units and grades earned for coursework in University-operated study abroad programs, University-affiliated study abroad programs, University study abroad exchange programs, and University-affiliated domestic study programs are included in a student's Santa Clara academic history. Units earned in approved study abroad and domestic study programs may be used to fulfill University Core Curriculum, college or school, department, or program requirements subject to prior approval by the appropriate dean's office, department chair, or program director. However, such units do not satisfy the University residency requirement. Grades earned in approved study abroad and domestic study programs are included in the calculation of the Santa Clara grade point average.

Units earned for coursework in study abroad and domestic study programs not operated by or affiliated with the University are subject to the policies governing units taken at other institutions.

More information about Study Abroad Regulations can be found on their [department website](#).

Non-Degree Students



The Santa Clara University undergraduate program is designed primarily for full-time, degree-seeking students. To maintain the University's commitment to its primary undergraduate constituency of degree students, non-degree students are permitted to register in accordance with the following policies subject to space availability in classes.

Santa Clara Alumni

Santa Clara alumni who have been awarded a degree from Santa Clara University may enroll in undergraduate classes on a for-credit basis or may audit undergraduate classes. Alumni may enroll for no more than 10 units per term on a for-credit basis, or they may audit one course per term. They are certified for enrollment by the Office of the Registrar and register for classes during the late registration period of the term. Contact [Alumni Relations](#) at <https://www.scu.edu/alumni/about/alumni-benefits/> to request appropriate forms.

University Employees

University employees who are students at another accredited college or university may enroll in undergraduate classes at Santa Clara if they are in good standing and have a cumulative grade point average of "C" or better at their home institution. They may not enroll concurrently at Santa Clara and another college or university. University employees who are not currently admitted to degree status are certified for enrollment by the Office of the Registrar and may audit one course per term.

Students from Other Colleges and Universities

Students from another accredited college or university may enroll in undergraduate classes at Santa Clara if they are in good standing and have a cumulative grade point average of "C" or better at their home institution. They may not be enrolled concurrently at Santa Clara and another college or university. Students from other colleges and universities may enroll for no more than three quarters, not including summer session and are not eligible to audit classes. Students from other colleges and universities are certified for enrollment by the Drahmann Center and the Office of the Registrar and register for classes during the late registration period of the term.

Students from Other Colleges and Universities Participating in SCU Exchange Programs

Students from other colleges and universities participating in [SCU exchange programs](#) may enroll in undergraduate classes at Santa Clara if they are in good standing and have a cumulative grade point average of "C" or better at their home institution. They are not eligible to audit classes. Students from other colleges and universities participating in exchange programs are certified for enrollment by the International Programs Office and the Office of the Registrar.

Students from Other Institutions Enrolling in SCU Study Abroad Programs

Students from other colleges and universities who meet the applicable eligibility requirements for SCU study abroad programs may enroll in undergraduate classes at Santa Clara if they are in good standing and have a cumulative grade point average of "C" or better at their home institution. They are not eligible to audit classes. Students from other colleges and universities enrolled in SCU study abroad programs are certified for enrollment by the International Programs Office and the Office of the Registrar.

INTEGRITY

Academic Integrity

The University is committed to academic excellence and integrity. Students are expected to do their own work and to cite any sources they use. A student who is guilty of a dishonest act in an examination, paper, or other work required for a course, or who assists others in such an act, may, at the discretion of the instructor, receive a grade of "F" for the course. In addition, a student found guilty of a dishonest act may be subject to sanctions, up to and including dismissal from the University, as a result of the student judicial process as described in the Student Handbook. A student who violates copyright laws, including those covering the copying of software programs, or who knowingly alters official academic records from this or any other institution is subject to similar disciplinary action.

Administrative Policies and Regulations



Student Records and Release of Information

The Family Educational Rights and Privacy Act (FERPA) of 1974, protects the confidentiality of the University records of Santa Clara University students. The University is authorized under provisions of the Act to release directory information to any person on request, unless a student explicitly requests in writing that the University not do so and keep directory information confidential.

A student's directory information is designated as follows:

- Name
- Address (campus, local and/or permanent; e-mail)
- Telephone number
- Date and place of birth
- Photographic image

- Major field of study, classification, dates of attendance, expected graduation date, degrees, and honors received
- Most recent previous educational institution attended
- Participation in officially recognized activities, including intercollegiate athletics
- Height and weight of participants on intercollegiate athletic teams

During the registration period and throughout the academic year, students may request in writing through the Office of the Registrar that directory information be kept confidential. Once filed, the request remains in effect until the beginning of the next academic year or a shorter period if designated by the student. Graduating students must notify the [Office of the Registrar](#) in writing to remove the non-disclosure notation from their record.

Certain records are excluded by law from inspection, specifically those created or maintained by a physician, psychiatrist, or psychologist in connection with the treatment or counseling of a student. Parents' financial information, including statements submitted with scholarship applications, is also excluded by law from inspection. Third parties may not have access to educational records or other information pertaining to students without the written consent of the student about whom the information is sought.

Former or current borrowers of funds from any Title IV student loan program should note carefully that requests for nondisclosure of information will not prevent the University from releasing information pertinent to employment, enrollment status, current address, and loan account status to a school lender, subsequent holder, guarantee agency, the United States Department of Education, or an authorized agent.

Students have the right to inspect and review their educational records at the following offices:

- Official academic records, including application forms, admission transcripts, letters of acceptance, and a student's permanent academic record are on file and maintained in the [Office of the Registrar](#)
- Working academic files are also maintained by the [Drahmann Center](#)
- Records related to a student's nonacademic activities are maintained in the [Office of Student Life](#)
- Records relating to a student's financial status with the University are maintained in the various student financial services offices

Students have the right to request the amendment of their educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Students may direct complaints regarding academic records to the dean of the college or school in which they are enrolled or to the [University Registrar](#). In addition, students have the right to file a complaint with the [United States Department of Education](#) concerning alleged failures by the University to comply with the requirements of the Act. Written complaints should be directed to the Family Policy Compliance Office, Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

Degree Requirements

Degree Requirements

Candidates for an undergraduate degree at Santa Clara University must complete all requirements for a bachelor's degree as set forth by the University, their college or school, and academic departments or programs. Failure to understand those requirements does not relieve a student of his or her responsibility.

The requirements for a bachelor's degree include:

Completing a minimum number of quarter units as specified below for each degree, no more than half of which may be satisfied with approved transfer credit:

- A minimum of 175 quarter units for the Bachelor of Arts or Bachelor of Science in the College of Arts and Sciences (a minimum of 193 quarter units for engineering physics majors)
- A minimum of 175 quarter units for the Bachelor of Science in Commerce in the Leavey School of Business
- The minimum number of quarter units specified by the major department for the Bachelor of Science in the School of Engineering
- Completing a minimum of 60 quarter units of upper-division courses
- Attaining a minimum grade point average of 2.0 for all courses completed at Santa Clara University and for all courses in the academic major and any academic minor (Candidates for a degree in the School of Engineering must attain a minimum grade point average of 2.0 for all courses taken in the School of Engineering.)
- Meeting the residency requirement of a minimum of 45 units at the Santa Clara campus after achieving junior standing
- Fulfilling the University Core Curriculum requirements
- Fulfilling the requirements for any declared academic majors and minors, including associated college or school requirements

Candidates for a degree must submit a completed "Candidacy Petition for the Bachelor's Degree" according to the deadlines and procedures published by the [Office of the Registrar](#). Forms are available at the Enrollment Service Center.

Academic Majors

Students must complete the requirements for a primary academic major in the [College of Arts and Sciences](#), [Leavey School of Business](#), or the [School of Engineering](#), including University Core Curriculum and college or school requirements, to receive a bachelor's degree. Requirements for academic majors can be found under the departmental listings in the chapters for each respective college or school.

Students should declare their primary academic major by the end of the sophomore year. Students may declare a major at the time of initial matriculation, except in the Leavey School of Business, where declaration of a major is normally made no sooner than the end of sophomore year. Students who initially matriculate without a declared major must obtain the approval of the department chair of the intended major and submit a Program Petition Form to the [Drahmann Center](#). Students participating in study abroad or domestic public sector study programs must declare a major before participating in the program.

Students may declare a second academic major in addition to their primary major, except for students in the Leavey School of Business, who may declare only one major in that school. Students who want to declare a second major must obtain the approval of the department chair of the intended major and submit a Program Petition Form to the [Drahmann Center](#). To be awarded a second major, a student must complete all requirements of the University Core Curriculum, college or school, and departmental requirements for that major. Requirements for a second major are as binding as those of a primary major and must be completed before a degree will be awarded. If a student decides to drop a second major, he or she must submit a Program Petition Form to the [Drahmann Center](#).

Academic Minors

Students may declare an academic minor from amongst the departmental minors offered through the college or schools, the general minors in business and engineering, or one of the interdisciplinary minors offered by the University. Requirements for the academic minors can be found in the chapters of the respective college or school.

Students who want to declare an academic minor must obtain the approval of the department chair or program director of the intended minor and submit a Program Petition Form to the [Drahmann Center](#). To be awarded a minor, a student must complete all requirements of the minor as prescribed. Requirements for a minor are binding and must be completed before a degree will be awarded. If a student decides to drop a minor, he or she must submit a Program Petition Form to the Drahmann Center.

Second Bachelor's Degree

A student may earn a second bachelor's degree at Santa Clara University, but may not duplicate a degree (i.e., Bachelor of Arts, Bachelor of Science in a natural science, Bachelor of Science in a social science, Bachelor of Science in Commerce, Bachelor of Science in Engineering). Students who are interested in pursuing a second bachelor's degree concurrently or without interruption must have an academic record showing a strong probability of success including a grade point average of 3.5 or higher in both majors. The student must present for approval by the first term of the student's senior year to academicrecords@scu.edu a proposed program of study for the second degree that fulfills the degree requirements in effect at their original date of matriculation with at least 45 units of credit on the Santa Clara campus beyond the first bachelor's degree. Approval to pursue a second bachelor's degree must be granted by the [Office of the Registrar](#).

If a student is returning to the University after an absence, he or she must meet the criteria outlined above, but is subject to the degree requirements in effect at the time of re-entry. Approval from the dean of Academic Support Services is required to resume studies for a second degree after an absence.

Students whose first degree is from an institution other than Santa Clara must submit a formal application for admission to the [Office of Undergraduate Admissions](#). Students admitted for a second bachelor's degree are subject to the degree requirements in effect at the time of admission. At least half the units required for the second bachelor's degree must be earned at Santa Clara.

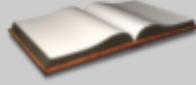
Graduation with Honors

Candidates for a bachelor's degree with a grade point average between 3.50 and 3.69 graduate cum laude (with honors); candidates with a grade point average between 3.70 and 3.89 graduate magna cum laude (with high honors); and candidates with a grade point average of 3.90 or higher graduate summa cum laude (with highest honors). Awarding of honors is based

on all graded undergraduate courses attempted at Santa Clara University. An indication of honors at graduation contained in the commencement program is unofficial. The final determination will be made after a review of all completed undergraduate courses counted toward the degree.

Participation in Commencement

Candidates for a bachelor's degree must have completed all degree requirements or have 20 or fewer units to complete prior to participating in commencement. Also, a minimum of a 2.00 is required in all majors/minors and in the cumulative grade point average.



Academic Program Policies and Regulations

Course Numbering and Course Credits

Lower-division courses are numbered 1 through 99, and upper-division courses are numbered 100 through 199. In the [College of Arts and Sciences](#) and the [Leavey School of Business](#), most lower-division courses carry four units of academic credit and most upper-division courses carry five units of academic credit. In the [School of Engineering](#), unit values for courses vary.

Change of Academic Program

Students wishing to change their major or to transfer from one school or college to another within the University must submit a Program Petition Form to the [Drahmann Center](#). A change of major requires the approval of the relevant department chair or program director. The action taken on a petition to change from one college or school to another will depend on the applicant's past academic record and on the availability of space within that college or school.

Repetition of Courses

Students may only repeat a course in which they have received a grade of less than "C-." In such cases, the grades of both the original and the repeated course are included in the calculation of the student's grade point average, but units are awarded toward graduation only once for each course passed. Certain courses, such as special topics courses and performance courses, are repeatable, and students will receive a grade and units for each successful completion. Students should consult the chair of the department in which the course is offered to confirm that a given course may be repeated for credit.

Independent Study

Students may pursue independent study through directed reading, directed research, internships, practica, or cooperative education. To qualify, a student must have demonstrated a sufficient knowledge of the academic discipline involved to make independent study both possible and beneficial. No more than 20 units of independent study may be used to satisfy graduation requirements, and no more than 5 units of independent study may be taken per term. Students must enroll for the term in which the independent study occurs.

Directed reading and directed research are limited to upper-division students who undertake a research project or other well-defined study beyond the scope of a regular course under the supervision of a faculty member. Such work should be comparable to that required for courses of equivalent unit value.

Students can obtain practical learning experience through internships, cooperative education, and practica. Internships and cooperative education are approved work experiences in a non-classroom environment in industry, government, or other settings, generally available only to upper-division students. Students who enroll in an internship or cooperative education experience for academic credit must fulfill specified academic requirements in addition to the responsibilities expected by the organization hosting the internship or cooperative education experience. Practica provides practical experience in a discipline-specific field experience or an approved University program activity, such as participation in the school newspaper. Practica are generally available only to upper-division students, but some practicum experiences are available to lower-division students who meet specified eligibility criteria.

Students wishing to enroll in an independent study course must initiate the request for independent study with the appropriate faculty member and with the Career Center for cooperative education experiences. Complete and submit the [Independent Study form](#). Final approval will come from the [Drahmann Center](#) prior to registering for the class.

Challenging Courses

Students may challenge certain courses to satisfy specific subject requirements for graduation. A student may petition to challenge any course listed in the Undergraduate Bulletin except those involving laboratory, studio, or specialized group work

and those whose descriptions in the catalog are followed by the letters NCX. No more than one course may be challenged each term. Although course requirements may be fulfilled by challenging a course, a successful challenge neither earns units toward the total needed for graduation nor contributes to the fulfillment of the residency requirements.

In order to be eligible to challenge a course, a student must have completed at least one term at Santa Clara, have a cumulative grade point average of at least 3.3, and receive permission from the faculty member and the chair of the department in which the course is offered. Only currently enrolled students are eligible to challenge a course.

To challenge a course, the student takes a special examination on the material covered by that course and meets any additional requirements specified by the department chair. Challenge examinations are arranged by the department chair after the student files a Petition for Credit by Examination with the [Office of the Registrar](#) and pays the applicable fee.

Course Requirements and Attendance

Students are responsible for completing all course requirements as set forth by the instructor. Class attendance expectations and consequences for absences from class are left to the discretion of individual instructors. Students are accountable for all course assignments, whether or not the assignments were announced during an absence.

Community-Based Learning at SCU

Community-Based Learning (CBL) supported through Santa Clara University is informed by the Jesuit tradition. It is designed to foster moral, spiritual, and intellectual development in students, encouraging vocational discernment and a commitment to active global citizenship. Equally important are the benefits CBL contributes to the community. By bringing the skills of faculty and students to support the work of community partners, CBL helps the University to build productive and sustainable community relationships.

In academic courses at SCU that involve CBL, students will engage in critical and reflective community-based activities as a component of the curriculum of the course. These community engagement experiences generally take place off campus, yet are fully integrated with the in-class component of the course.

SCU is committed to providing CBL opportunities to students that will allow them to connect more deeply to a rigorous academic curriculum; explore issues of power, privilege, and oppression; bring knowledge from their discipline into dialogue with knowledge from the community; and experience the realities of the world for the purpose of fashioning a more humane and just society.



Fall 2023 Final Exam Schedule



Cumulative final exams occur on the date and time scheduled by the [Office of the Registrar](#). Take-home exams may not be due before the scheduled final exam time. After ten weeks of class meetings, final examinations are scheduled for the eleventh week. Exams will be held over a five-day period. Exams begin Monday, December 4th thru Friday, December 8th. Each exam period spans three hours.

Fall Quarter 2023 Exams M-F: Dec 4-8, 2023

Date of Examination	Exam Time 9:10 am – 12:10 pm	Exam Time 1:30 pm – 4:30 pm	Exam Time 6:30 pm – 9:30 pm
Monday, Dec 4th	Reserved for classes that start MWF at 8:00 am	Reserved for classes that start MWF at 11:45 am	Reserved for classes that start MWF at 3:30
Tuesday, Dec 5th	Reserved for classes that start TR at 8:30 am	Reserved for classes that start TR at 12:10 pm	Reserved for classes that start TR at 3:50
Wednesday, Dec 6th	Reserved for classes that start MWF at 9:15 am	Reserved for classes that start at MWF at 2:00 pm	Reserved for classes that start MWF at 2:15 pm or 3:30 pm
Thursday, Dec 7th	Reserved for classes that start TR at 10:20 am	Reserved for classes that start TR at 12:10 pm	Reserved for classes that start TR at 3:50 pm
Friday, Dec 8th	Reserved for classes that start MWF at 10:30 am	Reserved for classes that start MWF at 2:15 pm	

Students: Can view their exam schedule by logging onto their Workday Academics, and clicking on the Course Schedule. **Please note that final exam locations may change due to conflicts - check your Workday Student course schedule for the most up-to-date schedule.**



Grades are due from faculty five calendar days after the last exam.

Grades are posted to students' records once the instructor has saved and submitted the grades to be posted.

Grades are available on your Workday Academics record as soon as they are posted.

Fall 2023 - STUDENT SCHEDULE PLANNING GUIDE

MWF	Monday	Tuesday	Wednesday	Thursday	Friday	T-Th
8:00	8:00-9:05	8:30-10:10	8:00-9:05	8:30-10:10	8:00-9:05	8:30
9:05						
9:15	9:15-10:20		9:15-10:20		9:15-10:20	10:10
10:20		10:20-12:00		10:20-12:00		10:20
10:30	10:30-11:35		10:30-11:35		10:30-11:35	
11:35						12:00
11:45	11:45-12:50	12:10-1:50	11:45-12:50	12:10-1:50	11:45-12:50	12:10
12:50						
1:00	1:00-2:05		1:00-2:05		1:00-2:05	1:50
2:05		2:00-3:40		2:00-3:40		2:00
2:15	2:15-3:20		2:15-3:20		2:15-3:20	
3:20						3:40
3:30	3:30-4:35	3:50-5:30	3:30-4:35	3:50-5:30	3:30-4:35	3:50
4:35						
4:45	4:45-5:50	5:40-7:20	4:45-5:50	5:40-7:20	4:45-5:50	5:30
5:50						5:40
6:00	6:00-7:05	7:30-9:10	6:00-7:05	7:30-9:10	6:00-7:05	7:30
7:05	7:15-8:20		7:15-8:20		7:15-8:20	9:10
8:30	8:30-9:35		8:30-9:35		8:30-9:35	
9:35						

UNIVERSITY HONORS PROGRAM FALL QUARTER 2023

Footnotes, course descriptions and current information on courses listed below, log onto Workday Student Academics.

Honors Course	Section	Meeting Patterns	All Instructors	Instructional Format	Units
CTW 1	ENGL 1H-1 - Critical Think and Write I: Honors (-)	M W F 2:15 PM - 3:20 PM	Melissa Donegan	Lecture	4
CTW 1	ENGL 1H-2 - Critical Think and Write I: Honors (-)	M W F 8:00 AM - 9:05 AM	Loring Pfeiffer	Lecture	4
CTW 1	ENGL 1H-3 - Critical Think and Write I: Honors (-)	M W F 9:15 AM - 10:20 AM	Maura Tamoff	Lecture	4
CTW 1	PHIL 1H-1 - Critical Think and Write I: Honors (-)	M W F 1:00 PM - 2:05 PM	Robert Shanklin	Lecture	4
C&I 1	HIST 11H-1 - Cultures and Ideas I - Honors (Medicine, Health and the Body)	T Th 10:20 AM - 12:00 PM	Matthew Newsom Kerr	Lecture	4
C&I 1	PHIL 11H-1 - Cultures and Ideas I - Honors (Personal Identity and Community)	T Th 10:20 AM - 12:00 PM	Jeffrey Steele Jeff Steele	Lecture	4
HNRS 20	HNRS 20-1 - Difficult Dialogues: Heroism	M W F 1:00 PM - 2:05 PM	Scott LaBarge (Philosophy)	Seminar	4
Ethics	PHIL 22H-1 - Ethics in the Digital Age-Honors	T Th 10:20 AM - 12:00 PM	Susan Kennedy	Lecture	4
RTC 2	TESP 26H-1 - Sustainable Theologies - Honors	M W F 1:00 PM - 2:05 PM	Paul Schutz	Lecture	4
RTC 3	TESP 119R-1 - RSS: Theology, Sex and Relations	T Th 2:00 PM - 3:40 PM	Karen Peterson-Iyer Karen Iyer	Lecture	5
Elective	MATH 12H-1 - Calc and Analytic Geom II: Honors	M W F 1:00 PM - 2:05 PM	Shamil Asgarli	Lecture	4
Elective	MATH 13H-1 - Calculus and Analytic Geometry III: Honors	M W F 3:30 PM - 4:35 PM	Michael Hartglass Mike Hartglass	Lecture	4
Elective	PSYC 1H-1 - General Psychology I - Honors	M W F 10:30 AM - 11:35 AM	Jennifer Frihauf	Lecture	4

FERPA Non-Disclosure Form

The University staff is committed to abiding by the guidelines of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. FERPA stipulates that each college/university in the U.S. maintain the privacy of student records, notify students of the location of all "official records" kept by the University on students, and make adequate provisions for students to examine their own records upon formal request. Please contact the Office of the Registrar for additional information.

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION ACADEMIC YEAR 2023-2024

To: All Santa Clara University Students

The items listed below are designated as "Directory Information" and may be released at the discretion of Santa Clara University.

Under the Provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of any or all of the categories of "Directory Information" listed below.

Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information". Should you decide to inform the University not to release any or all of this "Directory Information", any future requests for such information from non-institutional persons or organizations will be refused.

The University will honor your request to withhold any of the categories listed below, but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the University assumes no liability for honoring your instructions that such information be withheld.

Please mark the appropriate category and affix your signature below to indicate your disapproval for the University to disclose the following public or "Directory Information."

1. Name and any reference to your attendance, including all categories listed below.
2. Address, telephone number (includes permanent, local and e-mail addresses).
3. Dates of attendance, expected graduation date, class, major field of study, awards, honors (includes Dean's list), degree(s) conferred (including dates).
4. Date and place of birth.
5. Most recent previous institution attended.
6. Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes). (Also contact Athletics Department)
7. Photographic image

Are you in your last term of enrollment at Santa Clara? Yes No

(If you are in your last term of enrollment, non-disclosure status will remain in effect until you request in writing that it be removed.)

Student Signature _____

Date _____

Print Name _____

Student ID # _____

If this form is not received in the Office of the Registrar prior to the second week of class, it will be assumed that the above information may be disclosed for the remainder of the academic year. The non-disclosure will remain in effect until just before the Fall 2023 term begins. A new form for non-disclosure must be completed each academic year.

Please Note:

"Former or current borrowers of funds from any Title IV student loan program should note carefully that your request for non-disclosure of information will have no effect on preventing Santa Clara University from releasing information about you pertinent to employment, enrollment status, current address, and status of your loan account to a school lender, subsequent holder, guarantee agency, U.S. Department of Education or an authorized agent."

If you decide to file this form please do so online by completing the Request to Prevent Disclosure of Directory Information located on the Office of the Registrar's forms page: <https://www.scu.edu/registrar/forms/>