



HOBART AND WILLIAM SMITH  
Office of the Hobart and William Smith Deans

## Academic Policies and Resources

This handout outlines policies and offers recommendations that are relevant to students who have undergone Academic Review with the Committee on Standards. All official academic policies of Hobart and William Smith Colleges can be found in either the [Handbook of Community Standards](#) and/or the [Hobart and William Smith Colleges Catalogue](#).

### Making Progress towards Degree Completion

The normal course load for Hobart and William Smith students is eight full-credit courses in an academic year, evenly distributed across the two semesters. Students in good academic standing may take three, four, or five courses in any particular semester. 32 total credits are required for graduation, and therefore an average course load of less than four courses in any semester may lengthen the time required to complete the degree requirements and to graduate, likely incurring additional financial obligation. Students who have fallen behind in credits must submit to their dean an academic recovery plan that they have created in consultation with, and approval by, their academic advisor. Good academic standing will be defined as maintenance of a minimum GPA of 2.0 (a C average), while accruing seven courses passed in the First Year, 15 by the end of the Sophomore Year, 23 by the end of the Junior Year, and 32 by the end of the Senior Year.

### Academic Credit and Grading Policies for Graduation Requirements

In order to graduate, students must have earned at least 32 credits, four of which may be in the D range; therefore, at least 28 of the courses counted towards graduation must be passed with a grade of C- or higher. A minimum of 30 of the required 32 courses presented in satisfaction of Hobart and William Smith graduation requirement must be comprised of full-credit courses; so, no more than four half-credit courses may be accepted towards the graduation requirement. All students must have earned at least 22 credits in order to enter their senior year.

### Mitigating Effects of Low Grades (C-, D range, or F) with Change of Grading Option

Up to a maximum of four times over the course of their time at HWS, students may choose to exercise a change of grading option by converting a graded course to credit, D-credit, or no credit. A full-credit course may only be changed to a CR/DCR/NC grading option after the course is completed and the instructor has submitted a final letter grade to the Registrar. Students retain the option to change a course to CR/DCR/NC until two weeks after the deadline for incomplete grade submissions. For courses taken in the Fall semester, students have until the end of the eighth week of the Spring semester to make a change. For courses taken in the Spring semester, students have until the end of the fourth week of the Fall semester to make a change. Seniors in their final semester may only change their grading option up until the end of the eleventh week of the semester. The Change of Grading Option form can be found here: [https://www.hws.edu/offices/pdf/change\\_grading.docx](https://www.hws.edu/offices/pdf/change_grading.docx).

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### **Financial Repercussions of Satisfactory Academic Progress (SAP) and Financial Aid Policies**

In compliance with federal and New York State regulations and HWS policies, Hobart and William Smith Colleges have established satisfactory progress standards for financial aid. Students must meet these standards to be eligible to receive HWS, federal, and/or state financial aid payments. **Please note:**

these requirements are **separate** from academic progress as monitored by the Office of the Deans. To be eligible to receive financial assistance under any institutional or federal grant, loan, or work program, students must demonstrate minimum qualitative and quantitative academic measurement standards. The qualitative and quantitative standards used to measure SAP are cumulative and encompass all enrollment periods, including periods of enrollment during which the student did not receive federal aid. Evaluations are conducted at the end of every semester. Students should be in touch with the Office of Financial Aid directly to discuss their eligibility for financial aid as well as their individual requirements for satisfactory academic progress at (315) 781-3315 or [finaid@hws.edu](mailto:finaid@hws.edu).

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### **Intersession Programs (J-term/Maymester/Summer Session) to Augment Earned Credit**

These programs are designed for current students, nonmatriculated college students, and others interested in taking a college course for academic, professional, or personal reasons. The programs provide an opportunity for students to further their education experience with an HWS faculty member; to get ahead or back on track with graduation plans; and to address curricular requirements at HWS or at other institutions of higher education. Students can explore what classes are being offered and enroll for the upcoming intersession on Peoplesoft.

### **Academic Support at the Center for Teaching and Learning**

All students are encouraged to take advantage of the academic support services offered at the Center for Teaching and Learning. Students who have ongoing concerns with course completion, grade success, or satisfactory academic progress are especially encouraged to participate in academic support opportunities.

Study Mentors are peer facilitators who can help you develop your learning and time management strategies and guide you through the transition to college life. Study Mentors meet one-on-one with students and use a problem-solving approach to help you examine your current practices, suggest some new strategies, and make sure you are connected with all the resources available to you on campus. You can schedule an appointment here: <https://campus.hws.edu/StudyHub/Appointments>.

Writing Fellows are trained peer facilitators who can support you at any stage of the writing process, from brainstorming, to organizing your argument, to polishing your final draft. Writing Fellows provide productive feedback on written work and offer strategies for writing in all skill levels and across all disciplines. You can schedule an appointment here: <https://campus.hws.edu/StudyHub/Appointments>.

Teaching Fellows are peer-learning facilitators who are nominated by faculty and trained by the CTL to provide ongoing learning support for all students. Teaching Fellows hold regular, group-oriented drop-in hours Sunday through Thursday evenings and are available to all students. No need for an appointment; please see links on the Center for Teaching and Learning's website for specific hours and locations. Teaching Fellows use a collaborative inquiry model to help students understand course content. They direct conversations, ask questions to challenge students and gauge students' foundational knowledge, provide feedback, and suggest study strategies. You can view meeting information, days, and hours here: <https://www.hws.edu/centers/ctl/student-enrichment.aspx#teaching>.