

# Academic Regulations for Undergraduates

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### BASIC RESPONSIBILITIES

#### Introduction

To promote high academic standards and a positive learning environment for all students, every institution of higher learning sets forth degree requirements and community rules. These policies address such issues as curricula and courses, majors and minors, campus residency, and student conduct. Faculty advisors, program directors, and deans can provide specific information concerning these requirements, but the student is solely responsible for understanding and complying with them. Since policies may change from time to time, students are responsible for being aware of these changes and are urged to play an active role in staying informed about current requirements. Generally, the University's web site ([www.udel.edu](http://www.udel.edu)) is the best source for up-to-date versions of policies.

By enrolling, a student agrees to comply with University rules, regulations, and academic standards. A student may be dropped, suspended or expelled for academic or disciplinary reasons if University officers or faculty committee members determine that the student is not profiting by attendance, or that such action is in the best interest of the University of Delaware.

The University strives to uphold the highest possible standards of academic honesty, responsible computing, and personal privacy. The Code of Conduct contains expectations regarding academic, social, and off-campus behavior. Students are required to read, understand, and abide by the Code of Conduct as published in the Student Guide to University Policies, which can be found at [www.udel.edu/stuguide](http://www.udel.edu/stuguide).

Students suspected of a violation of the Code of Conduct are subject to a hearing procedure and possible disciplinary action. For complete information on rules governing student conduct, please refer to the online Student Guide to University Policies at [www.udel.edu/stuguide](http://www.udel.edu/stuguide), published by the Office of Student Conduct. Be Honest About Your Work

Academic honesty and integrity lie at the heart of any educational enterprise. Students are expected to be honest and forthright in all their

academic endeavors. To falsify the results of one's research, to steal or plagiarize the words or ideas of another, to cheat on an examination or to allow or assist another person to commit an act of academic dishonesty corrupts the essential process by which knowledge is advanced. In accordance with University policy, all acts or attempted acts of alleged academic dishonesty must be reported to the Office of Student Conduct. The faculty member, in consultation with a representative from the Office of Student Conduct, will decide how the violation will be processed through the Student Conduct System. (See the online Student Guide to University Policies for complete information.)

When in doubt about plagiarism and other acts of academic honesty, students should consult with individual faculty members. Instructors will gladly explain their expectations for ethical academic conduct. Students may also visit the University Writing Center for assistance.

#### Responsible Computing

Use of the University's extensive computing resources for course assignments, research projects, email, and access to information resources available on the Internet is a privilege. Students must abide by the policies and procedures governing the use of these resources. Under the Policy for Responsible Computing ([www.udel.edu/ExecVP/polprod/1-14.html](http://www.udel.edu/ExecVP/polprod/1-14.html)), all students must assume responsibility for the integrity of these resources, respect the rights of other users, and abide by all relevant laws and contractual obligations.

To educate students about secure and appropriate computer use, the University has initiated campaigns to convey the importance of issues related to responsible computing, including

- educating students about the legal implications of downloading and sharing materials that hold copyright protection,
- outlining strategies that students should use to protect their personal information, and
- establishing guidelines to help students protect themselves from identity theft.

Students alleged to violate the Policy for Responsible Computing ([www.udel.edu/ExecVP/polprod/1-14.html](http://www.udel.edu/ExecVP/polprod/1-14.html)) are subject to full disciplinary action within the Student Judicial System, up to and including loss of computing privileges, suspension, or expulsion. Questions about responsible computing may be directed to the IT Support Center at (302) 831-6000.

File sharing of copyrighted material is illegal. The owner of a computer that is identified as sharing copyrighted material risks prosecution for violation of copyright laws. A student who is identified as violating copyright laws will, among other penalties, have his or her network connection terminated. Repeat offenders will have their cases referred to the Office of Student Conduct.

Additional Information about copyright abuse is posted on the University's web site.

#### Anti-virus Software

If a computer is not running up-to-date anti-virus software, it can become infected with computer viruses. These viruses threaten the security of the campus network. The University has a site license for McAfee anti-virus software, which includes free copies for students ([udeploy.udel.edu](http://udeploy.udel.edu)). McAfee software must be installed on any computer that connects to the campus network. This UD-distributed version of McAfee is automatically updated when a computer is connected to the network, providing continued protection from future virus infection. Students should also be checking for and deleting spyware at least once a week. See ([www.it.udel.edu](http://www.it.udel.edu)) for more information about how to protect your computer from viruses and spyware.

#### Computer Clean-up Policy

A student who brings a compromised computer to IT Client Support & Services (IT-CS&S) to be cleaned of viruses, adware, spyware, peer-to-peer (P2P) software, and other software that pose risks to the campus network will be charged a fee.

#### Family Educational Rights And Privacy Act Directory Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) grants to students certain rights, privileges, and protections relative to individually identifiable student educational records that are maintained by the University. FERPA permits the release of directory information to third parties outside the institution without written consent of the student provided the student has been given the opportunity to withhold such disclosure.

The University releases, upon inquiry from third parties outside the University, directory information without written consent of the student. Directory information includes name, address, telephone number, college, class major,

dates of attendance, and degrees, honors, and awards conferred. Students may withhold directory information by updating privacy settings in UDSIS.

Additional information regarding FERPA is available online at [www.udel.edu/registrar/ferpa.html](http://www.udel.edu/registrar/ferpa.html).

#### THE FIRST STEPS TOWARD ACADEMIC SUCCESS

##### Our Advisors Get To Know You

Faculty or other specially trained personnel act as advisors for undergraduate students. Entering freshmen are assigned to an advisor or advisement center affiliated with the student's college or program. If students later change their college or field of concentration, they are assigned to a different advisor familiar with courses and requirements in the new field. If you have not declared a major and are a University Studies student, you will be assigned a professional advisor in the University Studies Program. To determine who your advisor is, you may call your major department or academic dean's office, or you may access this information online using your personal log-on to UDSIS.

Freshmen should consult their advisors for assistance in proper planning and registration for academic work. All students are urged to contact their advisors periodically to schedule a conference. Students are encouraged to discuss their academic program with their advisors and inform them of their progress. The most successful students tend to be those who meet with their advisors regularly, at least once each semester. Register For Classes

Matriculated students register for classes based on the following schedule:

Registration periods for returning matriculated undergraduate students begin in April for fall semester; in November for winter session; in November for spring semester and in April for summer session. Prior to registration, students should consult their academic advisors regarding course selection.

- Matriculated students are assigned appointment times to begin registration based on classification and/or earned units. Appointments are available via UDSIS approximately one week prior to registration.
- Newly admitted undergraduate students register during New Student Orientation, which includes academic advisement. (For more

information see [www.udel.edu/students/nso/](http://www.udel.edu/students/nso/))

- Readmitted students are notified of applicable registration procedures and will be assigned an academic advisor to assist them in their course selection.
- Students must meet prerequisite requirements prior to the start of any class that has a prerequisite. Students who have not met the prerequisite by the start of the semester are subject to being dropped from any course requiring a prerequisite.
- If a student is dismissed from the University after registering, his or her registration will be canceled, and fees will be refunded. If a student is dismissed after the fall semester, his or her courses will be removed from the following spring semester. If a student is dismissed after the spring semester, his or her courses will be removed from the following fall semester. Students will not receive academic credit unless they are properly registered.

### **Change Your Registration**

The University strongly encourages all students to finalize course selections before the first day of classes. Nevertheless, students may still drop or add a course, or specify audit or pass/fail status using UDSIS through the free drop/add period (the first 10 days of classes in the fall and spring semesters, or during the first four days of winter and summer session classes). Students should consult with their advisors before making any registration changes.

To add courses after free drop/add, students need approval from the instructor and the appropriate college Assistant Dean. Other registration changes are permitted until the Academic Penalty Deadline, at the end of the eighth week of the semester or comparable period in winter and summer. Students will receive a grade of "W" unless they withdraw from a course during the free drop/ add period. The University offers no tuition refunds for registration changes made after this period, and students who make late changes must pay a one-time \$25 fee.

In extraordinary cases, a college Assistant Dean may permit registration changes after the Academic Penalty Deadline and before the last day of classes. Students will not be permitted to drop courses simply to avoid a poor grade, even in circumstances resulting from a student change of major or due to a student registration error. A student may be allowed to withdraw from courses after the deadline at the discretion of the Assistant Dean only when:

- The student officially withdraws or is withdrawn from the University or from all courses;
- Medical reasons, substantiated by the University physician or University psychiatrist, warrant a reduction in the student's course load; or
- Unusual and extenuating personal problems warrant a reduction of the student's course load.

Any requests for changes in academic records after the last day of class must be referred to the Committee on Undergraduate Records and Certification, through the office of the student's Assistant Dean.

### **UNIVERSITY ATTENDANCE POLICIES**

#### **Class Attendance**

Students are expected to attend all their scheduled classes and laboratories and not to be absent without adequate reason.

Deficiency in any required work resulting from absence from class must be made up to the satisfaction of the instructor.

A student who is absent from a course without adequate reason may be assigned a failing grade. Students who are registered as Auditors are subject to the same attendance regulations as those registered for credit. Those Auditors who are reported for their excessive absence from class will receive a grade of LW in the course.

By action of the Faculty Senate, the responsibility for defining attendance expectations is left to the individual faculty member, subject to the guidelines given below. Thus, it is of great importance that early in each course the instructor make clear to each student what the attendance expectations are, and how absences due to "relatively minor" illnesses, as described below, are to be communicated. Students should check the syllabus for attendance expectations and means of communicating about minor illnesses.

It is the policy of the University of Delaware not to cancel classes on religious holidays. However, students and faculty are encouraged to exercise their own judgment pertaining to their attendance on these days. In addition, faculty are encouraged not to schedule examinations or require the submission of special assignments on the following days: the evenings before as well as the first two days of Rosh Hashanah and Yom Kippur in the fall term, Good Friday and

the evening before and the first two days of Passover in the spring semester.

a. Absence on religious holidays listed in University calendars is recognized as an excused absence. Nevertheless, students are urged to remind the instructor of their intention to be absent on a particular upcoming holiday.

b. Absences on religious holidays not listed in University calendars, as well as absences due to athletic participation or other extracurricular activities in which students are official representatives of the University, shall be recognized as excused absences when the student informs the instructor in writing during the first two weeks of the semester of these planned absences for the semester. Absences due to similar events that could not have been anticipated earlier in the semester will be recognized as excused absences upon advanced notification of the instructor by an appropriate faculty advisor or athletic coach.

c. Absences due to serious illness or death within a student's family are recognized as excused absences. To validate such absences, the student should present evidence to the Dean's Office of his or her college. The Dean's Office will then provide a letter of verification to all of the student's instructors for the term.

d. Absences due to serious illness of the student (e.g., hospitalization, surgery, or protracted medical illness or convalescence) shall also be recognized as excused absences. To validate such absences, the student should present evidence of the illness to the Dean's Office of his or her college. Supportive evidence will be provided on the student's request by Student Health Services directly to the respective Dean.

For relatively minor, short-term illnesses of students (e.g., colds and flu, where attendance in class is undesirable), or their immediate family, the University system depends upon reasonable communication between students and faculty. If possible, students should report such illnesses before the affected class, following the directions of the instructor as provided at the beginning of the semester.

e. Absence due to short-term military duty in the National Guard or active reserve is recognized as an excused absence. To validate such an absence, the student should present evidence to the Dean's Office of his or her college. The Dean's Office will then provide a letter of verification to all of the student's instructors for the term.

f. Students are not to be penalized if absent from an examination, lecture, laboratory, or other activity because of an excused absence. However, students are fully responsible for all material presented during their absence, and faculty are encouraged to provide opportunities, when feasible, for students to make up examinations and other work missed because of an excused absence.

Authority for excusing all class absences rests with the instructor. Seat Claim Policy

It is not always possible to accommodate all requests for assigned seats. To address this problem, the University has established a seat claim policy. Seat assignment in classes is based on such factors as earned credit hours, major, course status, and intended audience. Students are expected to occupy their confirmed, assigned seats within a reasonable period of time. By action of the Faculty Senate, the following policy applies to all classes:

Unless excused by the faculty member, students holding a confirmed assigned seat in a class will have relinquished their seat if they have not personally appeared in class to claim the seat by the second meeting for a class scheduled to meet once a week, by the third meeting for a class scheduled twice a week, by the fourth meeting for a class scheduled three times a week, by the fifth meeting for a class scheduled four times a week, and by the sixth meeting for a class scheduled five times a week. If the student does not claim the seat within the time limit specified above, and does not drop the course, the instructor has the option of assigning the student a grade of "Z" at the end of the term. It is the responsibility of the student to drop each course that he/she does not plan to attend, even when the student's registration is canceled for non-payment of fees. Failure to drop a course will result in a grade of "Z." Take A Break For Special Academic Projects

Undergraduate students who wish to engage in activities related to their educational objectives that would involve discontinuing registration at the University for up to one year may be eligible for a Leave of Absence, upon the approval of their college Assistant Dean. Students should consult their academic Assistant Deans on procedures for obtaining an Academic Leave of Absence. In The Event Of A Medical Emergency

A matriculated undergraduate who needs to discontinue studies for medical reasons (e.g., surgery, pregnancy, illness, rehabilitation and other health-related circumstances) can request a medical leave of absence. Verification for the

medical leave of absence must be presented to the appropriate college Assistant Dean when the application for leave is made.

If a medical leave is granted, the student may later resume his or her studies without applying for readmission. If a student cannot return to the University at the end of the medical leave, his or her Assistant Dean should be consulted.

A medical leave does not negate the student's financial responsibility to the University. Financial aid recipients should contact the Financial Aid Office at the earliest possible opportunity. Participants in the University's health insurance plan will be covered only during the year when the student was enrolled (September 1 through August 31); coverage will not extend beyond this period. If You Need To Leave The University

Students may interrupt their studies for up to 15 consecutive months, and still remain in their degree programs. This grace period begins at the end of the student's last semester of enrollment. During the grace period, students need not apply for readmission to register for classes.

Students who withdraw before the fall or spring semesters, or before the Academic Penalty Deadline (after the eighth week of class) may avoid any academic penalty by filling out the Withdrawal/Leave Notification Form through the Office of Campus Life or the office of the Assistant Dean of the student's college.

After the Academic Penalty Deadline, withdrawals and leaves require permission from the Assistant Dean of the student's college. To initiate this process, the student should make an appointment with their college's Assistant Dean. The Assistant Dean's approval is granted only when non-academic extenuating circumstances exist, such as a serious illness or severe emotional crisis. Documentation by a physician or a counseling professional must be presented when requesting approval from the Assistant Dean. Approval will not be given because of failing grades, circumstances resulting from a change in major or a student error in registration.

To learn more about withdrawal procedures, students should contact their college Assistant Dean or the Office of Student Life, (302) 831-8939.

## **DELAWARE'S GRADING SYSTEM**

### **How We Grade You**

At the end of each term, grades are reported to students electronically. Reports of grades are available through UDSIS Personal Access website. The University uses a system of letter grades with plus and minus designators.

**NOTE:** In courses requiring a minimum letter grade (for example, a C or better), the minus grade (for example, C-), fulfills the requirement, unless 2.0 minimum is specified. Similarly, when a B or better is required, a B- fulfills the requirement. However, the quality points per credit for a C- are fewer than for a C (see chart below). Undergraduate students must achieve an overall cumulative grade point index of at least 2.0 for graduation.

The following final grades are used:

- A Excellent 4.00 quality points per credit
- A- 3.67 quality points per credit
- B+ 3.33 quality points per credit
- B Good 3.00 quality points per credit
- B- 2.67 quality points per credit
- C+ 2.33 quality points per credit
- C Fair 2.00 quality points per credit
- C- 1.67 quality points per credit
- D+ 1.33 quality points per credit
- D Poor 1.00 quality points per credit
- D- 0.67 quality points per credit
- F Failure 0.00 quality points per credit
- X - Failure, 0.00 quality points per credit (Academic Dishonesty)
- Z - Failure, 0.00 quality points per credit (Unofficial Withdrawal)
- L Listener (Audit) - Registration without credit or grade. Class attendance is required, but class participation is not.
- LW Listener Withdrawn - A listener who does not attend sufficient class meetings to be eligible, in the judgment of the instructor, for the grade of L will receive the grade LW.
- NR No grade required.
- P Passing - For specifically authorized courses. P grades are not calculated in indexes. (For further explanation, see Pass/Fail grade option section.)
- W Official Withdrawal - Passing at time of withdrawal.

The following temporary grades are used:

- I Incomplete - For uncompleted assignments, absences from final or other examinations, or

any other course work not completed by the end of the semester.

**S Satisfactory progress** - For thesis, research, dissertation, independent study, special problems, distance learning and other courses which span two semesters or in which assignments extend beyond the grading deadline in a given semester.

**U Unsatisfactory progress** - For thesis, research, dissertation, independent study, special problems, distance learning and other courses which span two semesters or in which assignments extend beyond the grading deadline in a given semester.

Temporary grades of S and U are recorded for work in progress pending completion of the project(s). Final grades are reported only at the end of the semester in which the work was completed.

**N No grade reported by instructor.**

All students, whether or not they intend to return to the University, may remove temporary grades from their records by adhering to the following regulations:

A grade of I (Incomplete) must be removed no later than the end of the first two weeks of the semester immediately following the course in question, with the exception of prerequisite courses. In the case of prerequisite courses, the incomplete work must be completed and the grade posted to the student's academic record before the first day of the class which requires the prerequisite. An incomplete grade does not satisfy prerequisite requirements. Students may lose their seat in the course requiring the prerequisite if a required grade is not posted by the start of class. Incomplete work for the fall semester and winter session must be completed within the first two weeks of the spring semester; incomplete work in the spring semester and summer sessions must be completed within the first two weeks of the following fall semester. Under extenuating circumstances, such as prolonged illness, the faculty member, with the additional approval of the Assistant Dean, may approve extensions of these limits.

At the time of grading, instructors who give an I grade must submit copies of the Incomplete Grade Explanation Form to the department chair, the instructor's Assistant Dean, the student's Assistant Dean and the Registrar's Office, but only when the grade to be awarded, if the work is not completed, is not an F. This form will show (1)

the nature of the incomplete (absent from final examination, absent from hourly examination, project or paper not turned in, etc.), (2) the reason for the incomplete (illness, accident or injury, serious illness or death in immediate family, etc.), and (3) the grade to be awarded to the student in the course if the work is not completed. If, after the time limit stated above, the uncompleted work has not been made up, the grade will automatically be recorded as an F if the instructor has not designated otherwise by submitting the Incomplete Grade Explanation form. Control and approval of all incomplete grades, including those given for absence from the final examination, will rest with the Assistant Dean of each college.

Temporary grades of S and U may stand until the completion of the thesis or research, at which time final grades of A, B, C, D (plus or minus), or F will be recorded. These grades replace all S or U grades in preceding periods of enrollment. Students may not graduate if their records contain any temporary grades.

#### Pass/Fail Is Sometimes An Option

Some courses are offered only on a pass/fail basis. In addition, each semester matriculated students have the option to take one course that is offered on a letter-grade basis as a pass/fail course. The total number of credits earned on a pass/fail basis may not exceed 24 in the baccalaureate degree program, excluding those courses that are graded pass/fail only. A course taken on a pass/fail basis cannot be used to fulfill the University multicultural requirement.

Some colleges do not permit pass/fail courses to be used to complete degree requirements, and in most instances a pass/fail course can only be used as a free elective. Sometimes a student may take a "free elective" course on a pass/fail basis, then later change to a college or major which classifies that course as a requirement. In that event, upon petition through the Assistant Dean's office, the letter grade earned in the course may be posted and the student may receive credit for fulfilling a course requirement. Students are encouraged to consult with and obtain approval from their advisors in the selection of courses to be taken on a pass/fail basis.

Even when students complete a course on a pass/fail basis, the instructor will assign a regular grade. If the student has a grade of A, B, C or D (plus or minus), a grade of P will be listed on the report of grades and on the transcript. If the student receives a grade of F, it will be recorded

on the permanent record. A passing grade will not be counted in the GPA. A failing grade under the pass/fail option will be counted in the GPA.  
**How Your Index Is Calculated**

The cumulative grade point index (also known as GPA) is computed by dividing the total number of quality points by the total number of quality hours. The quality points for each course are obtained by multiplying the quality point value for each grade by the credits for that course: e.g., a grade of A in a three credit course would earn 12 quality points (4 quality points x 3 credits). A minimum average of C, or a scholastic index of 2.0, in all work taken at the University of Delaware is required for the baccalaureate degree. Both term and GPAs are calculated and reported to students after each grading period.

A grade of Z is equal to a grade of F in calculating the index (0 quality points per credit). For courses taken on a Pass/Fail basis, F grades are included in the calculation of the grade point index, but P grades are not. All other grades for courses taken for credit at the University are included in the calculation of the index, including the first and later grades for courses that have been repeated. The credits for courses repeated to improve a grade are counted only once toward the minimum required for graduation.

Credits and quality points for courses completed elsewhere and transferred to the University will not be included in the student's University of Delaware cumulative grade point index. **Maintain Your Good Academic Standing**

Students are expected to maintain an overall cumulative grade point average of C (2.00 GPA) to be in good academic standing, and full-time students must enroll in at least 12 credits per semester. Students whose cumulative GPA falls below 2.0 accumulate quality-point deficits and will be placed on academic probation or will be subject to academic dismissal, depending on the number of quality-point deficits. Deficit points, probation and dismissal are described below.

### **QUALITY POINT DEFICIT**

A quality point deficit system is used to determine academic standing; a deficit begins to accumulate when a student's cumulative grade point average falls below 2.0. The quality point deficit is determined by subtracting the cumulative number of quality points from twice the cumulative number of quality hours. (See the preceding sections "HOW WE GRADE YOU"

and "HOW YOUR INDEX IS CALCULATED" for an explanation of quality points and how they are related to the grades you earn). Quality hours are calculated only for courses receiving grades of A, B, C, D (plus or minus), F, X and Z; courses with Passing grades, Listener, Incomplete, Satisfactory/Unsatisfactory, or Withdrawal, as well as non-credit and remedial courses, are not included in the quality hours total.

The size of the quality point deficit is related to the number of credits you have earned. In brief, a single grade of F has more impact on a freshman than on a senior, because the good grades that a senior had previously earned will buffer the impact of a single F.

Once your cumulative grade point average falls below 2.0, every additional grade below a C will contribute to your quality point deficit. On the other hand, grades above a C will erase deficit points and improve your GPA.

### **ACADEMIC PROBATION**

Students whose cumulative GPA is below 2.0 will be placed on Academic Probation, as long as their quality point deficit is between 0.01 and 12.99. Students on Academic Probation may not register for more than 12 credit hours (generally four academic courses), excluding laboratory, military science, activity, and SkillMod courses. Academic probation will be lifted as soon as the cumulative GPA is at least 2.00 and all deficit points are eliminated. Students must earn at least a 2.00 cumulative GPA in order to qualify for graduation; degrees cannot be awarded to students on Academic Probation.

### **ACADEMIC DISMISSAL**

Twice a year, in January and in June, the Committee on Undergraduate Records and Certification ("CURC," see below) reviews the records of matriculated students with deficient cumulative grade point averages and will dismiss students from matriculated status if they have 13.00 or more deficit points.

("Matriculated" means that the student had been formally admitted to the University as a degree-seeking student; dismissal means that the student is no longer considered a degree-seeking candidate and is not eligible to enroll in full-time study.)

Students who are facing dismissal review by CURC, will be notified of this by their Assistant Deans and will be given an opportunity to

present an appeal. Students with serious extenuating circumstances, such as a documented serious illness or documented personal problems, may present an appeal through their Assistant Dean to CURC for potential reinstatement on special probation. Such documentation must be provided in English. CURC approves such requests on a case-by-case basis. For more information, see next section "SPECIAL PROBATION" and [www.udel.edu/provost/curc.html](http://www.udel.edu/provost/curc.html).

Students who have been dismissed from matriculated status by CURC, may take up to 7 credits of courses each term through the Division of Professional and Continuing Studies at UD. However, dismissed students who are taking courses through Professional and Continuing Studies are not formally enrolled in any major or degree program and are not eligible to receive a degree. The student's classification will be changed to CEND (Continuing Education Non-Degree) and eligibility for most forms of financial aid may be lost, since financial aid usually requires full-time status and matriculation. In addition, dismissed students face restrictions for on-campus housing and provision of campus services. More information is available from the UD ACCESS Center (<http://www.pcs.udel.edu/access>), which provides advisement services to dismissed students who enter CEND status.

In order to earn a degree, dismissed students must be approved for readmission (see "PROCEDURE FOR READMISSION OF UNDERGRADUATE STUDENTS WHO HAVE BEEN ACADEMICALLY DISMISSED" below).

### **SPECIAL PROBATION**

Students who are facing dismissal because they have more than 13 or more quality point deficits, but who have documented extenuating circumstances, may request an exception to University policy and ask CURC that they be retained on Special Probation. Special Probation is granted only when there are circumstances beyond a student's control, and when evidence suggests that the student will be able to meet academic standards if given an additional opportunity. A student must submit a written petition for Special Probation to CURC through the Assistant Dean, and the petition must be accompanied by appropriate documentation of the extenuating circumstances.

A student on Special Probation may remain enrolled full-time at the University, but the student's record will be reviewed at the end of

each successive term with the expectation that the quality point deficit will decrease because better grades have been earned. If the quality point deficit increases, or if it fails to decrease, the student will be dismissed. The term-by-term review of the quality point deficit will continue as long as the student remains on Special Probation. Special Probation status will be lifted when the student decreases the quality point deficit to less than 13.00: the student will be moved to regular Academic Probation if the deficit points are between 0.01 to 12.99, and will be in good academic standing when all deficit points have been removed.

Special consideration is given to first-semester students (freshmen and transfers) who are facing dismissal. Students who finish their first semester at UD with 13 or more deficits may request to be placed on Freshman Special Probation through the second semester instead of being dismissed. Placement on Freshman Special Probation is subject to approval by the Assistant Dean and by CURC and will be dependent on evidence of ability to succeed at UD. Registration for courses while on Freshman Special Probation will be supervised by the student's Assistant Dean.

### **PROCEDURE FOR READMISSION OF UNDERGRADUATE STUDENTS WHO HAVE BEEN ACADEMICALLY DISMISSED**

A student who has been dismissed from matriculated status because of an excess of deficit points, as described above, may attempt to gain eligibility for readmission to full-time study by taking up to 7 credits of courses each term as a CEND student through the Division of Professional and Continuing Studies (see section above on "ACADEMIC DISMISSAL"). Grades earned in these courses will be included in the student's cumulative GPA at UD; grades above a C will help to erase the deficit points and improve the GPA, while grades below a C will add to the number of deficit points. Once the cumulative GPA is at least 2.00 and the student has eliminated all deficit points, the student may apply for readmission. Readmission is necessary in order to earn a degree from the University.

A student dismissed for academic deficiency must wait out at least one semester (fall or spring) before readmission. In other words, a student dismissed after fall cannot be readmitted until the following fall, and a student dismissed after spring cannot be readmitted until the following spring, at the earliest. This is to allow time to earn better grades while taking courses

as a CEND student.

If the one-semester waiting period has passed and the student has eliminated all deficit points, students may apply for readmission. The application for readmission and additional information on procedures is available online from the Registrar's Office. Students seeking readmission must pay a \$25 fee for application processing. The Registrar's Office will consult with the student's Assistant Dean in making a decision. Readmission applicants will be informed of the decision by way of a email from the Registrar's Office. Readmission decisions are made on a case-by-case basis, taking the entire record into account, and improvement of the cumulative GPA alone does not guarantee readmission.

Students who qualify for readmission will not be guaranteed admission to the program in which they previously matriculated.

Any readmitted student who is dismissed a second time for unsatisfactory academic performance will not be admitted again as a matriculated student seeking degree credit, except under conditions specified by the student's assistant dean and the Division of Professional and Continuing Studies.

### **PROCEDURE FOR READMISSION OF UNDERGRADUATE STUDENTS FOR REASONS OTHER THAN ACADEMIC DISMISSAL**

A formal application for readmission must be filed if an undergraduate student:

- Was separated for disciplinary reasons;
- Had a break in enrollment of 15 months; or
- Has completed one degree program and desires to enroll in an additional undergraduate degree program.

If you were dismissed from the University for academic deficiency, you may be considered for readmission once your cumulative GPA is at least 2.00. Courses taken and grades earned through the Division of Professional and Continuing Studies (<http://www.pcs.udel.edu/>) prior to your return will affect your academic standing at the University.

If you were suspended from the University for disciplinary reasons, you will need to contact the Office of Student Conduct (<http://www.udel.edu/studentconduct>) at (302-831-2116) to update your records before your readmission can be processed.

All readmitted students will be subject to the current requirements of the program and college in which they enroll. As much as possible, prior course work will be accepted toward the degree. Course work that has been taken more than seven calendar years earlier will be reviewed for applicability, and an individual department may require repetition of "outdated" courses.

Readmission applications and additional information on procedures are available online from the Registrar's Office. Students seeking readmission must pay a \$25 fee for application processing.

### **COMMITTEE ON UNDERGRADUATE RECORDS AND CERTIFICATION (CURC)**

The University's policies regarding academic standing, academic probation, and academic dismissal are implemented by the Committee on Undergraduate Records and Certification (CURC), made up of faculty members and University administrators. Specifically, CURC reviews the records of matriculated students after each fall and spring semester, and considers petitions regarding dismissal, probation, and other matters. Students submit their petitions through their Assistant Dean's office, and do not meet with the Committee in person. Petitions must be in writing and signed by the student, and must be submitted prior to graduation, since the student's record is finalized when the degree is posted. For more information on CURC, see [www.udel.edu/provost/curc.html](http://www.udel.edu/provost/curc.html).

### **The Dean's List: Honoring Those With Top Semester Grades**

The Dean's List, an honor conferred at the end of the fall and spring semesters, recognizes outstanding academic performance by students. Full-time students who have been graded in a minimum of 12 credits for the semester and who have earned a minimum 3.33 GPA for a given semester are honored with Dean's List recognition for that semester.

Students assigned temporary grades are not eligible for inclusion in the Dean's List until they have received final grades in all their courses for the semester.

### **EARNING ENOUGH CREDITS TO GRADUATE What Year Are You?**

A student's year (freshman, sophomore, junior, or senior) is based on the number of earned credit hours at the time of admission. Students

with 27 or fewer credits earned toward the degree will be classified as freshmen. Those with 28 to 59 credits will be classified as sophomores. Those with 60 to 89 credits will be classified as juniors, and those with 90 or more credits will be classified as seniors. Your advisor can help you plan which courses to take each semester so that you can graduate in a timely manner. Take On The Right Course Load

### **FULL-TIME UNDERGRADUATES**

Students who register or enroll for 12 credit hours or more during the fall or spring semesters are considered full-time. A normal schedule consists of four or five major courses, subject to the following credit limitations:

For freshmen, a normal load should not exceed 17 credits, excluding SkilMod, military science, and activity courses in music and physical education. A reduced schedule of four academic courses, plus SkilMod, may be suggested for some freshmen by faculty advisors.

For upperclass students not on probation, a normal load should not exceed 18 credits, unless prescribed by the curriculum. An additional fee at the per-credit-hour rate applies to each credit in excess of 17.

Students on academic probation may not register for more than four academic courses, excluding SkilMod, military science and activity courses in music and physical education.

In determining course load for University purposes, registration as an auditor or pass/fail is included. Zero-level courses (e.g., MATH 010) also determine course load, although they do not count toward credit for graduation.

### **PART-TIME UNDERGRADUATES**

Any student registered or enrolled for fewer than 12 credits during the fall or spring semesters is classified as a part-time student. Part-time students admitted to the University's undergraduate division are also considered degree candidates. All other students attending on a part-time basis are classified as Professional and Continuing Studies (CEND) students, i.e., not pursuing a formal degree. For purposes of determining course load, registration as an auditor or pass/fail is included.

### **OVERLOAD**

The Assistant Dean's office of the student's college may approve a course and credit load greater than those defined above if the student has a cumulative grade-point index of at least 2.5 and an index of at least 3.0 for the preceding semester. Students are never allowed to register for more than 22 credits-even if some courses are completed on a Pass/Fail or auditor basis. Additional fees must be paid when registering for more than 17 credits.

### **SPECIAL NOTE**

The definitions of full- and part-time stated above are those generally used by the University. Other organizations or agencies may use different definitions. Determinations of full- or part-time status for other purposes, such as federal financial aid, eligibility for athletic participation under NCAA rules, scholarship eligibility, etc. are made using the guidelines of the governing organizations or agencies. Transfer Course Work From Other Institutions

The University of Delaware accepts credits from regionally accredited institutions in which the students received a grade of "C" or better in college-level courses (not remedial). Pass/Fail grades are not accepted. To receive a University of Delaware baccalaureate degree, admitted students must complete 90 of the first 100 credits or 30 of the last 36 credits, full- or part-time, at the University of Delaware. To receive an associates degree, at least 31 of the required 60 credits must be earned at the University of Delaware. The following formula is used to convert quarter hours to semester hours: quarter hours x 2/3 (or .667) = semester hours.

The University Transfer Center will complete a preliminary evaluation of transfer credits once a student is admitted. Students who want to know whether the course(s) they are taking or plan to take will transfer to the University of Delaware may consult <http://primus.nss.udel.edu/transferecredit/index.action>. The final determination regarding equivalent coursework and the number of credit hours applicable to the program at the University of Delaware rests with the assistant dean of the student's College. Departments may require applicants to repeat outdated courses and/or coursework completed more than seven calendar years earlier. Admitted students should be prepared to provide course descriptions for faculty review, if their coursework transfers as

departmental elective credit.

Students enrolled at the University of Delaware who wish to complete work for credit at another institution must complete a Transfer Credit Evaluation form and obtain their assistant dean's approval prior to enrolling in such courses in order to assure transferability of coursework. Credits and quality points for work completed elsewhere will not be included in the student's University of Delaware cumulative grade-point index. For more detailed instructions regarding approval procedures, visit the University Transfer Center website, <http://www.udel.edu/registrar/transfer>

The University of Delaware has entered into a cooperative agreement with Delaware State University and Delaware Technical and Community College, guaranteeing transferability of certain courses among the three institutions. Students should consult the Transfer Credit Matrix at [www.central.dtcc.edu/matrix](http://www.central.dtcc.edu/matrix) for a listing of the courses. Sometimes, Exceptions To Requirements Are Possible

Specific degree requirements may be modified with permission and approval from the department chair and/or dean's office, upon petition by the student and presentation of a compelling case:

### **EXEMPTION**

A student may request to be excused from a course requirement, receiving no credit for the course and no reduction in the total number of credits required for the degree.

### **WAIVER**

A student may request to be excused from a course requirement, thereby reducing the total number of credits required for the degree by the amount of credit for the course requirement being waived.

### **SUBSTITUTION/COURSE EXAMINATION**

A student may request permission to substitute one course for another with no reduction in the total number of credits required for the degree.  
Earn Credit By Examination

All matriculated and Professional and Continuing Studies students may earn academic credit by taking an examination to demonstrate competence attained through professional

experience or some similar learning experience. Credit by examination cannot be used when a student has previously enrolled in the University of Delaware course. Students interested in earning credit by examination for a specific course should contact the appropriate academic department. Credit by examination is not allowed in experimental or independent study courses. A credit-by-examination form, available at the Registrar's Service Desk in the University Visitors' Center, must be completed. A fee is also required. (Read about High School Work for College Credit in the Undergraduate Admissions chapter.) If You Take A Course More Than Once

Credits may be counted only once toward a degree. Courses repeated to improve a passing grade may not be counted a second time toward the minimum total required credit hours. Both the original and the subsequent grades for repeated courses contribute to the cumulative grade point index. Certain courses offered in a sequence will not be counted toward a degree if taken in reverse order of difficulty, e.g., FREN 105 would not be counted if completed after FREN 107; similarly, MATH 115 is not acceptable if completed after MATH 221. If two courses cover very similar content-even if one is more difficult than the other-credit would not be offered for both courses regardless of the order in which they were completed. For instance, credit will be offered only once for the following pairs of courses: MATH 221 and MATH 241, or MATH 222 and MATH 242. See specific course descriptions for additional information. For further clarification, contact the department or college responsible for the specific degree program.

### **WE OFFER MANY OPTIONS FOR PROGRAMS OF STUDY**

Choose The Type Of Major That Suits You

#### **SINGLE MAJOR**

A department major typically consists of at least 30 credits with specified and elective courses determined by the department. A minimum grade of C- is normally required in all major courses.

#### **DOUBLE MAJOR**

To complete a double major, a student must fulfill the major requirements of two majors within the same degree, e.g., two majors which lead to the Bachelor of Arts or two leading to the Bachelor of Science. Admission to the double major requires approval of both departments

and the dean(s) of the college(s). The minimum grade required in all courses within the major is the same as that needed for a single major.

## INTERDEPARTMENTAL MAJOR

Interdepartmental majors are available in some programs of study. For a general description and requirements, see the College of Arts and Sciences section of the catalog. [Not Ready To Choose A Major? University Studies \(UST\)](#)

For students who are undecided about their choice of major, the University Studies Program provides the opportunity to discover and to investigate various options. Because of the structure of the baccalaureate degree, it is possible for students during their first semesters to choose coursework that allows them to be on track for a number of different majors. Since there is a good deal of overlap in required courses for many majors and degree programs, University Studies students may consider several major options before committing to a particular one. It is often possible to plan course schedules for the first one or two semester(s) that will fulfill requirements in more than one potential major, with the exception of highly structured programs.

University Studies (UST) students are assigned to professional advisors in the University Studies Program. The advisors work one-to-one with UST students to choose their courses, prepare to meet major entrance requirements, and design an overall academic plan that will enable students to get the most out of their University education.

UST is a University-wide program, not affiliated with any one college at UD. UST students work with their advisors to consider majors from across the entire spectrum of more than 120 undergraduate programs. To assist UST students in identifying majors of possible interest, UD majors have been grouped into six broad "interest areas;" see the complete list of majors and interest areas at <http://ust.udel.edu/>.

The majors within an interest area generally use a common set of beginning courses, allowing students to customize their course selection to correspond with their interests.

UST students are expected to choose a major by the end of their fourth semester of full-time study, or before the completion of 60 credits. UST is not a major or a degree program, and students cannot graduate until they declare and

complete a formal major and the necessary degree requirements. [A Minor May Add Breadth To Your Studies](#)

Designed for students interested in a particular field, minors provide programs of study less intensive and comprehensive than a major but with greater coherence than a group of courses selected at random. Minors have been approved in over 60 fields of study. (See the list of advisors and approved minors at [Synopsis of Undergraduate Minors](#).) In general, a minor requires at least 15 credits of course work. Students must obtain permission from the designated minor advisor before declaring a minor. [Multiply Your Options With A Double Degree](#)

In some cases, a student is allowed to simultaneously pursue two baccalaureate degrees. The following regulation applies to a student seeking two concurrent degrees:

A student must fulfill all requirements for both degrees, including all college requirements should the programs of study be in more than one college. He or she may be awarded two degrees at the same time only if the degrees are different (e.g., Bachelor of Science and Bachelor of Arts). If a student is pursuing two fields of study for which the same degree is awarded, only one degree will be granted, but with a double major (e.g., Bachelor of Arts with majors in English and History).

## Change Of Major Policy

Most students are admitted into a specific major. Once admitted, they may change majors during various times, provided they meet specific requirements and receive proper approvals. Between the time of admission and the start of classes, students should request approval from the Office of Admissions, who will process the request if appropriate. The Admissions office will notify the Academic Dean of the new program to ensure proper scheduling of courses.

Once their first semester begins, students should consult with the appropriate department or college to which they are seeking admission. Normally, first semester freshmen may not change majors until the conclusion of the semester. Some majors have enrollment limits and individual transfer procedures, which may include application deadlines, prerequisite courses, and/or GPA requirements. The Change of Academic Program/Plan form, available through UDSIS, should be completed as directed

by the department or college to initiate the change.

### **ACADEMIC REQUIREMENTS FOR GRADUATION** Every Student Must Attain Proficiency In Written Communication

All students at the University must demonstrate competency in composition skills. A student whose written skills are unsatisfactory may be given a Communication Condition by an instructor in any course. The Communication Condition is removed when the student successfully completes a noncredit individualized instructional program at the University Writing Center. A student issued a Communication Condition cannot graduate until it is removed. Strive for Academic Honors at Graduation

The top students in each graduating class receive special recognition in the form of academic honors. The following rules for honors apply:

- Summa Cum Laude. The top 1 percent of the students of each undergraduate college's graduating class will receive the degree Summa Cum Laude, providing that each student obtains a minimum overall index of 3.75 at the end of his or her course of study.

- Magna Cum Laude. The next 4 percent of the students of each undergraduate college's graduating class will receive the degree Magna Cum Laude, providing that each student obtains a minimum overall index of 3.5 at the end of his or her course of study.

- Cum Laude. The next highest 8 percent of the students of each undergraduate college's graduating class will receive the degree Cum Laude providing that each student obtains a minimum overall index of 3.25 at the end of his or her course of study.

### **DEGREE WITH DISTINCTION IN A MAJOR FIELD**

Students may earn a Degree with Distinction in their major field upon completion of special and independent research during the senior year. Applications for a Degree with Distinction must be submitted before the end of the junior year. Applicants should have a general scholastic grade point index of not less than 3.0 and an index of not less than 3.5 in the major at the end of the junior year. Applications are available through the Undergraduate Research Office. Additional information is available in the Opportunities to Enrich Your Undergraduate Education section of this catalog.

### **TOP INDEX GRADUATING SENIOR**

Every year, an award recognizes the graduating senior who has achieved the highest grade point index earned in full-time study toward the degree. To be eligible for this award, the graduating senior must have earned at least 75 percent of the total credits required for the degree at the University and must have averaged a minimum of 15 credits per semester. What We Require for Graduation

### **BACCALAUREATE DEGREE**

Each student must satisfy the following general requirements for graduation, in addition to the academic requirements of the particular college and curriculum chosen:

- A scholastic average of C (GPA of 2.0) in all work taken at the University.

- Completion of either 90 of the first 100 credits or 30 of the last 36 credits, full- or part-time, at the University of Delaware.

- All students are required to complete a minimum of 12 credits from the list of University breadth courses. This includes 3 credits from each of the following categories, earning a minimum grade of C- in each course to meet this requirement:

Creative Arts and Humanities  
History and Cultural Change  
Social and Behavioral Sciences  
Mathematics, Natural Sciences, and Technology

- One incoming semester of First Year Experience (FYE) completed with a passing letter grade, or a grade of P for courses graded only Pass/Fail. The number of credits will depend on the designated FYE (see FYE course offerings: <http://primus.nss.udel.edu/CourseDesc/index.action> ).

- One semester of Freshman English (ENGL 110), completed with a minimum grade of C-.

- Three credits of Discovery Learning Experience (DLE) completed with a passing letter grade, or a grade of P for courses graded only Pass/Fail. DLE includes experiences such as internship, service learning, independent study, undergraduate research, and study abroad, which are designated DLE (see DLE course offerings: <http://primus.nss.udel.edu/CourseDesc/index.action>).

- Three credits in an approved course or courses stressing multicultural, ethnic, and/or gender

related content. The purpose of the multicultural requirement is to provide students with some awareness of and sensitivity to cultural pluralism-an increasing necessity for educated persons in a diverse world. This requirement may be fulfilled through a course or courses taken to complete other course requirements, but cannot be fulfilled with any course taken on a pass/fail basis. Only course sections that are designated as multicultural in the registration booklet for a specific semester can be used to fulfill this requirement.

### **HONORS BACCALAUREATE DEGREE**

Within the requirements of the baccalaureate degree, the Honors Degree is awarded to those students achieving a 3.4 cumulative grade index and completing 30 credits of designated Honors courses, including an Honors senior seminar or capstone experience. Individual department requirements may vary. (See also Honors Degrees in the "Opportunities to Enrich Your Undergraduate Education" chapter).

### **HONORS BACCALAUREATE DEGREE WITH DISTINCTION**

Within the requirements for the baccalaureate degree, the Honors Degree with Distinction is awarded to students who fulfill the requirements for an Honors Degree and complete six credits of Honors thesis or project along with any additional specifications for the thesis or project set by the major department. (See Honors Degrees with Distinction in the "Opportunities to Enrich Your Education chapter.")

### **ASSOCIATE DEGREE**

Read about Associate Degree Programs in the "Undergraduate Admissions" chapter of this catalog. We Offer A Wide Variety of Multi-Cultural Requirement Courses  
<http://primus.nss.udel.edu/CourseDesc/index.action>

### **We Offer a Wide Variety of Breadth Courses**

A college education requires some breadth of knowledge across diverse fields and perspectives. With this in mind, all students are required to complete a minimum of 12 credits from the list of University breadth courses. This includes 3 credits from each of the following categories. Students must earn a minimum grade of C- in each course to meet this requirement:

### **Creative Arts and Humanities** 3 credits

These courses provide students with an understanding and appreciation of the visual and performing arts, of aesthetic forms, designs, or craftsmanship, or of literary, philosophical, and intellectual traditions. Courses may focus on a single aesthetic form or intellectual tradition, or cross-cultural comparisons.

### **History and Cultural Change** 3 credits

These courses provide students with an understanding of the sources and forces of historical changes in ideas, beliefs, institutions, and cultures. Courses may address social, cultural, intellectual, economic, technological, artistic, scientific, and political development, changes in a discipline, or globalization and its effects.

### **Social and Behavioral Sciences** 3 credits

These courses provide students with an understanding of the behavior of individuals and social groups in the context of their human and natural environments. Courses emphasize the empirical findings, applications, and methods of the social and behavioral sciences.

### **Mathematics, Natural Sciences and Technology** 3 credits

These courses provide students with an understanding of fundamental and/or applied concepts and phenomena from mathematics, logic, natural or physical sciences, and technology including quantitative reasoning and methods used to approach and solve problems.

Note that students must take breadth courses from four different subject areas (e.g. the four-letter subject code ACCT, HIST, etc.). Students may not use a course that is cross-listed with a subject area that has already been used to satisfy a university breadth requirement. Students enrolled in a single major may not satisfy the breadth requirement with courses in the subject area of that major (e.g. chemistry majors may not use CHEM courses). Students who are enrolled in more than one major or degree are allowed to meet the University breadth requirement by taking approved breadth courses from within the subject areas of their majors. The requirement may be fulfilled through a course or courses taken to complete other

degree requirements, subject to the limitations above. For a complete list of the courses that fulfill breadth requirements, see Breadth Requirements.

### **Celebrate Your Academic Success at Commencement and Degree Conferral**

Degrees are conferred at spring and winter Commencement ceremonies. All candidates for degrees are highly encouraged to celebrate their academic success by participating in Commencement exercises. Candidates will receive instructions concerning Commencement from the Office of the Vice President and University Secretary in their final semester. The University also confers degrees following the winter and summer sessions, but no formal ceremony is held at those times.

Upon degree conferral, the academic record is finalized and no further changes (addition of a minor, grade change) may be made.

Students are encouraged to confirm/update their name and address in UDSIS Self Service. Diplomas are mailed to the student's permanent address, unless otherwise noted in UDSIS following confirmation of degree completion.