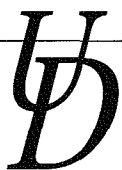




UNIVERSITY OF DELAWARE  
GRADUATE PROGRAMS  
1999-2000





# GRADUATE ADMISSIONS

- **Matriculation Information**
- **Application Procedures and Requirements for Admission**
- **Application Procedures for Fellowships and Assistantships**

- **Categories of Admission Status**
- **Degrees Offered**

**B**accalaureate graduates of accredited colleges are eligible to apply to the University of Delaware for admission to a graduate program. Entrance requirements are established by the departments and are subject to approval by the University Faculty Senate Committee on Graduate Studies. To be considered for admission, applicants must meet the admission requirements stipulated in the Graduate Program Policy Statement of the academic unit to which the student is applying. Admission to graduate programs at the University of Delaware is selective and competitive based on the number of well qualified applicants and the limits of available faculty and facilities. Those who meet stated minimum academic requirements are not guaranteed admission, nor are those who fail to meet those requirements necessarily precluded from admission if they offer other appropriate strengths. Applicants are encouraged to contact the academic department for specific admission requirements. (See the departmental sections of this catalog for more information about specific departmental admission requirements.)

Applicants for Ph.D. degree programs may be required to complete the master's degree first, although the degree is not a prerequisite to admission. Students who have been admitted to a master's program and who receive their master's degree at the University are not necessarily eligible for a doctoral program. Applicants for the Ed.D. degree program are required to hold a master's degree and be currently employed either as educational administrators and supervisors or as school and community college personnel.

The University of Delaware reserves the right to refuse for good and sufficient reasons enrollment of any applicant. Any applicant who is refused enrollment will, on written request, be provided with a written statement of the reasons for the refusal of enrollment.

**MATRICULATION INFORMATION.** Admission to the University is granted to a student to begin graduate studies in a specified semester or summer session and is valid for the term in which the applicant has specified intended matriculation. (Some graduate programs permit matriculation in the fall semester only. Graduate students may not matriculate in the winter session.) The offer of admission is automatically cancelled if the Graduate Studies Office is not notified of

an applicant's desire to change the matriculation date. Applicants who are unable to begin graduate study in the term or semester specified may request a change by writing the Graduate Studies Office. Such an extension will not be granted beyond a one-year period.

Admission to graduate study does not guarantee admission to a particular course. The graduate student must meet all prerequisites as specified for each course. Courses offered at the graduate level are listed in the back of this catalog and online at <http://www.udel.edu/Registrar/crs99/index.html>.

## APPLICATION PROCEDURES AND REQUIREMENTS FOR ADMISSION

Applicants must submit all of the following items to the Office of Graduate Studies before admission can be considered:

- 1) A completed **Admission Application** must be submitted no later than July 1 for the fall semester, December 1 for the spring semester, and April 1 for the summer session. *Some departments have earlier deadlines.* Applicants should refer to the information given in the academic department segment of this catalog and/or check with the department to which they are applying for these dates and for other specific admission requirements. Admission application forms are available from the Graduate Studies Office, from the departments, and online (<http://www.udel.edu/admissions/appinfo.html>).
- 2) A \$45 nonrefundable **application fee** must be submitted with the application. Checks must be made payable to the University of Delaware. Applications received without the application fee **will not** be processed. Foreign students may utilize either a check or an International Postal Money Order to remit payment in U.S. currency.
- 3) **Two official transcripts** of previous college records must be sent directly from the institution to the Office of Graduate Studies. Students who have attended the University of Delaware need not supply a transcript from Delaware. Transcripts issued in a lan-

guage other than English must be accompanied by an official translation into English. If the rank of the student is not displayed on the transcript or diploma, departments may request an official letter of explanation and ranking from the institution where the degree was earned.

- 4) Applicants must submit at least three **letters of recommendation**. All letters of recommendation should be mailed to the academic department to which admission is sought. (Degree applicants are encouraged to seek an interview with the graduate coordinator of the major department.)
- 5) The **Graduate Record Examination (GRE)** admission test scores are required by some departments and some departments also require subject test scores. Applicants for the Master of Business Administration or the Master of Science in Accounting program must submit **Graduate Management Admission Test (GMAT)** scores. Applicants should refer to the information given in the academic department segment of this catalog for specific admission test score requirements in each department.
- 6) **International student** applicants must demonstrate a satisfactory level of proficiency in the English language if English is not their first language. The Test of English as a Foreign Language (TOEFL) is offered by the Educational Testing Service in test centers throughout the world. The University requires departments to use an official paper-based TOEFL score of 550 or better (213 or better on the computer-based TOEFL) for an applicant to be considered for admission. In addition, departments may elect to require that the applicant provide a score from the TSE (Test of Spoken English). TOEFL scores and TSE/SPEAK scores more than two years old cannot be validated or considered official.

International students applying for a teaching assistantship must report a paper-based TOEFL score of at least 600 (250 or better on the computer-based TOEFL) and may be asked by the department to provide an official TSE/SPEAK score report. TOEFL and TSE/SPEAK scores more than two years old cannot be validated and cannot be considered official. In addition, international students who are awarded teaching assistantships must attend a month-long training program held in late July and through the 3rd week of August at the University of Delaware's English Language Institute. Eligibility of the international student to be appointed as a teaching assistant is determined by the student's TSE/SPEAK and UDIA (University of Delaware Instructional Assessment) scores at the conclusion of this session. The UDIA, a teaching test, supplements the TSE/SPEAK by assessing overall language, cultural, questioning, and basic teaching skills as the ITA (International Teaching Assistant) teaches to a group of students in his/her subject area. Students who do not achieve the appropriate scores may find that their funding in the department is terminated.

International students must be offered admission to the University and provide evidence of adequate financial resources before a student visa will be issued. The University has been authorized under federal law to enroll nonimmigrant alien students. The University has more than 500 international graduate students enrolled from more than 96 countries. International students are required to purchase the University-sponsored insurance plan or its equivalent.

- 7) Application procedures for senior citizens are the same as for other applicants. The admission application fee and tuition fees will be waived for senior citizen students 60 years of age and older who meet the Delaware residency requirement when admitted to a graduate program. Senior citizens who desire to enroll in graduate courses but who do not seek a degree should contact Continuing Education or the Academy of Lifelong Learning for registration information.

- 8) It is a Delaware State Board of Health Regulation and a University of Delaware mandate that all entering graduate students born after January 1, 1957 give proof of proper immunization for measles, mumps, and rubella. If immunization requirements are not met, the student will not be eligible to register. Specific information may be obtained from the Student Health Service (302) 831-2226.

## APPLICATION PROCEDURES FOR FELLOWSHIPS AND ASSISTANTSHIPS

Of the approximately 1,700 full-time graduate students, nearly 1,200 receive financial aid awards. Fellowships, tuition scholarships, assistantships, and internships are awarded on the basis of merit and do not normally require an analysis of financial need. **Application for fellowship or assistantship financial aid is a part of the admission application form.** In some fields, funding from the University may be fully committed by March 15. Awarded financial aid is granted to full-time degree students with regular status who are in good academic standing. The award is valid for the term designated. Information on fellowships and assistantships may be obtained from the department to which the student is applying.

**The application deadline for need-based financial assistance is March 1.** Refer to the "Graduate Fellowships and Assistantships" chapter in this catalog for details about the various kinds of financial assistance available through various lending agencies.

## CATEGORIES OF ADMISSION STATUS

**A**pplicants admitted to graduate studies at the University of Delaware will be granted admission status in one of the following categories:

**REGULAR.** Regular status is offered to students who meet all of the established entrance requirements, who have a record of high scholarship in their fields of specialization, and who have the ability, interest, and maturity necessary for successful study at the graduate level in a degree program.

**PROVISIONAL.** Provisional status is offered to students who are seeking admission to a degree program but lack specific prerequisites needed in the major department. All provisional requirements must be met within the deadline given before regular status can be granted. Students admitted with provisional status to a degree program are generally not eligible for assistantships or fellowships.

Students who file an application during the final year of undergraduate or current graduate work and are unable to supply complete official transcripts showing the conferral of the degree will be admitted pending conferral of the degree if their records are otherwise satisfactory and complete.

**NONDEGREE LIMITED.** Applicants who apply too late to submit standardized admission test scores may be admitted as limited nondegree students for one semester. An official transcript showing conferral of a bachelor's degree must be submitted before nondegree limited status can be considered. Admission with nondegree status implies no commitment by the University or the department about later admission as a regular student. Termination from graduate studies following the completion of one semester will be automatic if the student has not submitted satisfactory test scores and received approval from the department for a change of status from nondegree limited status to regular status. The student is normally allowed to enroll in appropriate graduate courses for one semester if the prerequisites have been met. It is imperative that the student check a course plan of study with a graduate adviser in the department.

**NONDEGREE UNLIMITED.** Applicants who are unable to achieve regular status because of the lack of openings in a given department or applicants who wish to earn graduate credit but do not intend to work for a degree may be admitted as unlimited nondegree graduate students. Such applicants must submit GRE scores and official college transcripts. Such students are not required to follow course sequences, but they are held to the same work standards as are other graduate students. This status is valid for five years. Students in this category are not eligible to apply for advancement to candidacy for any graduate degree. Admission with unlimited nondegree status implies no commitment by the University or the department about later admission as a regular student. If a student desires to change from unlimited nondegree status to regular status, the student must be recommended for a change of status by the major department and seek approval by the Office of Graduate Studies. Earned graduate credit may or may not be accepted if the student's classification is changed. In general, graduate credit must fit into an approved program of study and all credits must have been completed within the appropriate time limit.

**VISITING STUDENT SCHOLARS.** Visiting scholar admission is offered to students who wish to transfer graduate credits to another institution. Visiting students must submit a letter from their graduate dean or registrar certifying that they are graduate students in good standing at another institution. Such letters will be accepted in lieu of the transcripts and GRE scores which are required of all other applicants. Visiting scholar status is gradually limited to a period of two years and is a non-degree status. If visiting students desire to transfer to regular status at the University of Delaware, they must meet the stated admissions standards. Admission as a visiting student implies no commitment about later admission as a regular student or about transferability of courses from the student's original institution.

## DEGREES OFFERED

**Doctor of Philosophy.** The University of Delaware offers the degree of Doctor of Philosophy (Ph.D.) in animal science, art history, biological sciences, biomechanics and movement science, chemistry and biochemistry, climatology, computer and information sciences, criminology, economics, education, engineering (chemical, civil, electrical, materials science, and mechanical), English, entomology and applied ecology, environmental and energy policy, family studies, geology, history, linguistics, marine studies, mathematics, neuroscience, oceanography, operations research, physics, plant and soil sciences, political science, psychology, sociology, and urban affairs and public policy. In addition to the general requirements outlined in this section of the catalog, there is a section in the catalog for each instructional major which explains specific requirements for the degree in that department.

**Doctor of Education.** The degree of Doctor of Education (Ed.D.) in educational leadership is offered by the College of Human Resources, Education and Public Policy. In addition to the general requirements outlined in this section of the catalog, there is a section in the catalog explaining the special requirements for this degree.

**Master of Arts.** The academic research degree of Master of Arts (M.A.) is offered in art, art history, chemistry and biochemistry, communication, criminology, early American culture, economics, economics for educators, education, English, foreign languages and literatures, foreign languages and pedagogy, geography, history, international relations, liberal studies, linguistics, marine studies, physics, political science, psychology, school psychology, sociology, and urban affairs and public policy.

**Master of Science.** The academic research degree of Master of Science (M.S.) is offered in accounting, agriculture and resource eco-

nomics, animal science, art conservation, biological sciences, biomechanics and movement science, chemistry and biochemistry, computer and information sciences, economics, entomology and applied ecology, food science, health promotion, human nutrition, geography, geology, individual and family studies, marine studies, mathematics, operations research, physical education, physics, plant and soil sciences, and public horticulture.

**Master of Applied Sciences.** The academic research degree of Master of Applied Sciences (M.A.S.) may be earned in civil engineering.

**Master of Business Administration and Master of Arts in Economics/Master of Business Administration.** The professional degree of Master of Business Administration (M.B.A.) and the combined professional degree of Master of Arts in Economics/Master of Business Administration are offered by the College of Business and Economics.

**Master of Education.** The programs leading to the professional degree of Master of Education (M.Ed.) are designed particularly for teachers and administrators in the public schools. Areas of concentration are college counseling, curriculum and instruction, educational leadership, exceptional children, school counseling, secondary education, and student affairs practice in higher education.

**Master's Degrees in Engineering.** The academic research degrees of Master of Chemical Engineering (M.Ch.E.), Master of Civil Engineering (M.C.E.), Master of Electrical Engineering (M.E.E.), Master of Science in Mechanical Engineering (M.S.M.E.), and Master of Materials Science and Engineering (M.M.S.E.) are conferred under the direction of each of these departments in the College of Engineering. In addition, the non-thesis Master of Engineering: Mechanical (M.E.M.) is available.

**Master of Environmental and Energy Policy.** The program leading to the Master of Environmental and Energy Policy (M.E.E.P.) is designed for students who wish to study environmental and energy policy issues. The program is administered by the School of Urban Affairs and Public Policy in the College of Human Resources, Education, and Public Policy.

**Master of Fine Arts.** The Department of Art and the Department of Theatre offer individually planned programs leading to the Master of Fine Arts (M.F.A.). In art, a program with studio concentrations is offered to outstanding students preparing for professional careers in most areas of fine arts, photography, and crafts. In theatre, exceptionally talented students pursue training that prepares them for a successful professional career in acting, stage management, or technical production.

**Master of Instruction.** The Master of Instruction (M.I.) professional degree program is designed to help teachers improve the quality of instruction in their classrooms. Individualized programs may include studies in curriculum development and implementation, teaching strategies, assessing student achievement, and other areas related to teaching. The degree is under the supervision of the School of Education in the College of Human Resources, Education and Public Policy.

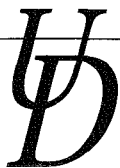
**Master of Marine Policy.** The degree of Master of Marine Policy (M.M.P.) is a professional degree designed for individuals seeking or continuing careers in government, business, or public interest organizations that are concerned about marine policy. It is conferred under the supervision of the College of Marine Studies utilizing the research facilities of the Center for the Study of Marine Policy.

**Master of Music.** The Master of Music (M.M.) degree program (with concentrations in performance or teaching) is designed to prepare students for careers in the field of music either as performers or as music educators.

**Master of Physical Therapy.** The Master of Physical Therapy (M.P.T.) is a professional program preparing students to deliver direct patient care in an integrated process that includes examination, evaluation, planning, supervision, and performance of treatment programs.

**Master of Public Administration.** The Master of Public Administration (M.P.A.) professional degree program is designed for persons in or seeking to enter governmental service and related occupations. It is offered by the College of Human Resources, Education and Public Policy in conjunction with the Department of Political Science and International Relations.

**Master of Science in Nursing.** The Master of Science in Nursing (M.S.N.) is designed to prepare clinical nurse specialists, nurse administrators, and family nurse practitioners.



# GRADUATE FELLOWSHIPS AND ASSISTANTSHIPS

- **University Fellowships**
- **University Tuition Scholarships**
- **Graduate Student Assistantships**
- **Residence Hall Assistantships**
- **University of Delaware Press Internships**
- **Industrial, Endowed, and Special Fellowships**
- **Folger Institute Seminars and Fellowships**

- **UD-Hagley Fellowships**
- **Longwood Fellowships**
- **Winterthur Fellowships**
- **Delaware Nature Society Scholarships**
- **Nature Education Internships**
- **Other Financial Aid**

Of full-time graduate students, over 80% receive merit-based financial aid awards. Fellowships, tuition scholarships, assistantships, and traineeships are awarded on the basis of merit from nominations by the department and do not normally require an analysis of financial need. Awards are granted to full-time students in good academic standing with regular status.

The university-wide application deadline for these merit-based awards is March 1. Applicants are encouraged to apply early and **contact the major instructional department for additional application information and for deadlines earlier than March 1.** The award is valid only for the term designated.

Application for fellowship, tuition scholarship, or assistantship financial aid is a part of the admission application form and is made at the time of application. Admission application forms may be obtained either from the major instructional department or from the Office of Graduate Studies. Electronic application is possible using the web address: (<http://www.udel.edu/admissions/appinfo.html>).

## UNIVERSITY FELLOWSHIPS

University Fellowships are awarded on the basis of nominations by the graduate departments and programs to students with regular, full-time status and high academic standing. Fellowships usually provide full tuition and a stipend. In addition, students on fellowship are covered by the University's Accident and Sickness Insurance Plan. (Coverage and student costs are subject to review each year by the insurance company and the University. Refer to "A Guide to Student Health Services," available from Student Health Services, for current details.) Master's students who receive fellowships and those doctoral students who have not been admitted to candidacy and who receive fellowships must be enrolled for a minimum of nine credit hours of graduate level courses per semester. Occasionally a fellowship holder may need fewer than nine credits to complete his or her program. In such cases the department must petition the Graduate Studies Office for permission to assign a fellowship to that student.

Fellows are expected to give their full-time attention to graduate study and may not engage in any remunerative employment while holding the fellowship. However, some programs request that a fellowship holder be permitted to engage in some remunerative employment while holding the fellowship. In such cases, the department must petition the Graduate Studies Office for a waiver of the employment policy.

Fellowships are awarded for up to one year at a time, and fellows must be in good standing, which means maintaining a minimum cumulative grade point average of 3.00 (B average) **each semester** to continue to be eligible to hold the fellowship award. There are three categories of University fellowships: block fellowships, competitive fellowships, and President's awards.

**BLOCK FELLOWSHIPS.** The Office of Graduate Studies distributes these fellowships to graduate departments and programs for their distribution to graduate students who meet the criteria stated above. The department or program may petition the Office of Graduate Studies to convert block fellowships into a teaching, research, or graduate assistantship.

**COMPETITIVE FELLOWSHIPS.** Departments and programs are invited to submit names and dossiers of their nominees to the Faculty Senate Committee on Graduate Studies for the annual competition for these awards.

**PRESIDENT'S AWARDS.** Departments and programs are invited to submit names and dossiers of minority student nominees to the selection committee. These awards are initially made for one year but may be renewed for one additional year to students in good standing. President's awards may be either fellowships or assistantships.

## UNIVERSITY TUITION SCHOLARSHIPS

Tuition scholarships provide full tuition but do not pay a stipend. Tuition scholarships are awarded on the basis of nominations to students with regular, full-time status and high academic standing. Tuition scholars can meet the requirement to maintain full-time status by

enrolling in a minimum of six graduate credit hours per semester. Tuition scholars may accept remuneration for employment inside or outside of the University. Tuition scholars are covered by the University's graduate student Accident and Sickness Insurance Plan. (Coverage and student costs are subject to review each year by the insurance company and the University. Refer to "A Guide to Student Health Services," available from Student Health Services, for current details.)

---

## GRADUATE STUDENT ASSISTANTSHIPS

The University of Delaware offers assistantships to students with regular, full-time status and high academic standing. All assistantships provide a stipend and tuition. Assistants are covered by the University's graduate student Accident and Sickness Insurance Plan. (Coverage and student costs are subject to review each year by the insurance company and the University. Refer to "A Guide to Student Health Services," available from Student Health Services, for current details.)

Assistants must be in good standing (maintain a minimum cumulative grade point average of 3.00 **each semester**) to retain the assistantship. To qualify for full-time status, assistants must enroll for at least six graduate credit hours each semester. Occasionally a graduate student assistant may have fewer than six credits outstanding to complete his or her program. In such a case the department must petition the Graduate Studies Office for permission to maintain the student on an assistantship. A full-time assistant is normally employed up to twenty hours a week. Assistantships may be offered on a part-time basis with the appropriate prorated compensation (stipend and tuition). There are four categories of assistantships: teaching assistantships, research assistantships, graduate assistantships, and tuition assistantships. The definition of these categories is provided below. In cases where a student's time and funding are divided between or among these categories, the student's classification will be determined on the basis of how the student is spending the preponderance of his or her time.

**TEACHING ASSISTANTSHIPS.** Teaching assistantships are awarded through the individual departments. Teaching assistants are required to perform teaching and other instructional activities up to twenty hours each week during the fall and spring semesters.

**RESEARCH ASSISTANTSHIPS.** Research assistantships are generally funded by research grants and contracts provided by external funding agencies. Research assistantships require twenty hours of service or research a week. Research assistants are expected to work on their assigned research projects during winter session and may be required to work during summer as well. The amount of each student's stipend will be calculated in accordance with the number of months that the student is employed.

**GRADUATE ASSISTANTSHIPS.** Graduate assistantships are awarded by academic departments and other University offices to students in exchange for work. Graduate assistants are employed for twenty hours a week in a variety of capacities as administrative assistants to University faculty and administrators.

**TUITION ASSISTANTSHIPS.** Tuition assistantships provide tuition but do not pay a stipend. They are awarded according to the same rules that govern all graduate student assistantships, except for the following: full-time tuition assistants are required to work no more than ten hours per week.

---

## RESIDENCE HALL ASSISTANTSHIPS

Students may apply for positions as hall directors in student residence halls. These assistantships are available to men and women who are full-time graduate students with regular status. Both single-hall and double-hall positions are available. Experience working in residence halls or significant leadership or supervisory experience is required.

Personal interviews with Residence Life staff are required for applicants for these positions. These interviews usually begin in early April. Students interested in residence hall assistantships should contact the Office of Residence Life, 5 Courtney Street, Newark, Delaware 19716 or call (302) 831-1201.

---

## UNIVERSITY OF DELAWARE PRESS INTERNSHIPS

The University of Delaware Press publishes books in many scholarly fields and disciplines. Presently its major strengths are in literary studies, art, art history, and history, including Delaware and the Eastern Shore. The Press offers internships to qualified graduate students who work with the Chair of the Board of Editors and the in-house editor, learning the day-to-day operations of a scholarly press. Interns typically work 5-10 hours a week, as the budget allows, and may also represent the Press at annual conventions and meetings of scholars and academics. Interested graduate students should contact the Chair of the Board of Editors at 326 Hullihen Hall, telephone (302) 831-1149 for further information.

---

## INDUSTRIAL, ENDOWED, AND SPECIAL FELLOWSHIPS

Funds for industrial, endowed, and special fellowships are derived from sources outside the University. Industry, foundations, and private individuals have generously donated funds to support these special fellowships for graduate students at the University of Delaware. The stipends and supplemental allowances of these fellowships are not uniform but are based on the provisions specified by the donor. The holder of these fellowships may be required to pay tuition and fees depending on the terms of the fellowship.

---

## FOLGER INSTITUTE SEMINARS AND FELLOWSHIPS

As an associate member of the Folger Institute of Renaissance and Eighteenth-Century Studies, the University of Delaware offers qualified graduate students in the humanities an opportunity to enroll in seminars and workshops at the Folger Shakespeare Library in Washington, D.C. at no cost. These seminars, each limited to about twelve students from various institutions, continue for an entire semester and include such topics as "Milton and the Politics of the English Revolution," "Restoration and Eighteenth-Century Drama," "Medieval and Renaissance Origins of the Scientific Revolution," "Dante: A Reading of the *Commedia*," as well as studies in Shakespeare and the Elizabethans. They are offered by experts in the field from member institutions and by internationally known scholars from the United States and abroad especially invited by the Folger. Financial assistance each year is available to graduate students from Delaware to support travel to the seminars and to do research at the Library. A member of the University faculty serves on the Central Executive Committee that selects seminar members and awards the fellowships.

---

## UD-HAGLEY FELLOWSHIPS

UD-Hagley Fellowships are offered to students enrolled in the UD-Hagley Program in the history of industrialization, broadly defined to include economic, labor and social history as well as the history of technology. Students prepare for careers either in college teaching or public history. In addition to tuition and fees, each full fellowship provides an annual stipend. All students receiving such fellowships will teach two, three, or four semesters of their stay in the program, based upon the level at which a Fellow enters the program.



## LONGWOOD FELLOWSHIPS

Longwood Fellowships are provided under a grant from the Longwood Foundation, Inc. for up to a two-year period of study in the Longwood Graduate Program in public horticulture leading to the degree of Master of Science. A stipend of \$12,240 for the first year may be renewed for a second year upon evidence of satisfactory progress toward the degree. In addition, the program pays tuition for four semesters and reasonable research and field trip expenses.

## WINTERTHUR FELLOWSHIPS

Graduate fellowships have been established under the auspices of the Henry Francis du Pont Winterthur Museum and the University for study in the Winterthur Program in Early American Culture. All admitted students receive a fellowship which provides full tuition, an annual stipend, and a travel allowance. Application for the program and these fellowships can only be made by applying to the program through the Director's office, 304 Old College, Newark, Delaware 19716. In order to be considered, all application materials, including the GRE scores, must be received no later than January 15 of the year for which admission is desired. Admission is by fellowship only.

## DELAWARE NATURE SOCIETY SCHOLARSHIPS

Scholarships are available on a competitive basis toward the University of Delaware Environmental Institution Management Course offered in winter session at the Delaware Nature Society's Ashland Nature Center. The 6-credit graduate course is open to graduate and advanced undergraduate students and postgraduate environmental science professionals. Course content includes budgeting and financial development, goal definition and long-range planning, personnel, public relations, building and grounds management, programming and teaching, and the conservation and preservation roles. For more information and scholarship applications, contact the Environmental Institution Management Coordinator, Delaware Nature Society, P.O. Box 700, Hockessin, Delaware 19707.

## NATURE EDUCATION INTERNSHIPS

The Delaware Nature Society offers graduate student internships. Training is offered in leadership, teaching, program design and coordination, and administration. With the approval of the major department, academic credits may be earned. The internship may also be continued for up to one year. To apply, a resume and college transcript should be sent to the Assistant Director for Education, Delaware Nature Society, P.O. Box 700, Hockessin, Delaware 19707.

## OTHER FINANCIAL AID

Several sources of financial aid are available to graduate students through the assistance of the Financial Aid Office. In order to be eligible for participation in the need-based programs (Federal Perkins Loans, Federal Work Study, and Federal Direct Loans), students must file a Free Application for Federal Student Aid (FAFSA). Students should begin the application procedure in January or February for the fall semester. The completed FAFSA application is sent off campus for analysis and should be mailed by March 15 so that the processed application will be returned to the University by May 1. To be eligible for federal assistance, a graduate student must be enrolled for a minimum of 5 credit hours per semester. Foreign students are not eligible for these programs.

**Federal Perkins Loans.** Graduate students may borrow up to \$30,000. This total includes any amount previously borrowed under Federal Perkins Loans for undergraduate study. Repayment for new borrowers begins nine months after the student graduates or leaves school. Eligibility for such a loan is based on demonstrated financial need. Perkins Loans average \$1,000 per annum.

**Federal Direct Subsidized Loans.** The Direct Loan program enables the student to borrow a low-interest loan for educational expenses. All students are required to complete a Free Application for Federal Student Aid (FAFSA) before a promissory note can be processed. A graduate or professional student may borrow up to \$8,500 per year. The interest rate for first-time borrowers is variable with a cap at 8.25 percent. The total amount outstanding that a graduate or professional student may borrow is \$65,500, including loans previously made at the undergraduate level.

**Federal Work-Study Program.** Eligibility is based on demonstrated financial need. Graduate students may apply if enrolled at least half-time. Jobs may be arranged either on campus or off campus with a public or private nonprofit agency such as a hospital. If eligible, a student may be employed for as many as 15 hours a week during regular academic sessions and 40 hours per week during vacation periods. In general, the salary received is based on the current minimum wage, but it is also related to the type of work performed and the proficiency required of the student.

**Federal Direct Unsubsidized Loan.** Graduate and professional students are eligible to borrow through the Unsubsidized Loan program. A Free Application for Federal Student Aid (FAFSA) is required. Graduate students are entitled to borrow \$10,000 per year in addition to the amounts that they may borrow under the Federal Direct Subsidized Loan Program. The interest rate is variable with a cap at 8.25 percent. Aid that is received through one's department can affect one's total loan eligibility.

**Emergency Loans.** Graduate students may have difficulty with temporary, **unanticipated** expenses. The Office of Scholarships and Financial Aid offers a 30-day, no-interest loan to assist with such temporary difficulties. Contact the Office of Scholarships and Financial Aid for further information regarding emergency loans.

**Loan Revisions.** If your enrollment terminates through official withdrawal and you are a recipient of Federal financial aid funds, your financial aid award may be revised. (Federal financial aid funds include the following: Federal Work-Study, Federal Perkins Loans, and Federal Direct Loans.)

Your financial aid eligibility is based upon your cost of education (e.g., tuition, mandatory fees, room, board, books, and miscellaneous expenses). This cost of education represents actual costs incurred for the entire semester and is contingent upon completing that semester. When you officially withdraw, your cost of education must be analyzed. A **Student Refund** refers to the reduced cost of education that may result from your withdrawal from the institution prior to your completion of the given academic term. If a **student refund** is due to you, a portion of that refund **must be returned to the student financial aid programs**. The amount to be returned is determined by specific formulas. This computation may result in a reduction of your financial aid.

In accordance with the Higher Education Amendments of 1992, the University of Delaware has instituted a **pro-rata refund policy** for students who are in their first semester of study and are recipients of Federal Title IV financial assistance. Pro-rata refunds are extended to those who qualify and who officially withdraw prior to the tenth week of class. For further information regarding the refund policy at the University of Delaware, contact the Office of Scholarships and Financial Aid at (302) 831-8761.

**Financial Aid Procedures for Failure to Withdraw Officially.** If your enrollment terminates before the end of the semester and you do not adhere to the University's official withdrawal policy, then you are ineligible for any Federal financial aid program funds previously awarded to you for that term. Therefore, in accordance with Federal regulations, all financial monies received for that semester will be considered an overpayment. These funds must be returned to the Federal program accounts. You will be billed for semester charges. For further details contact the **Office of Scholarships and Financial Aid**.

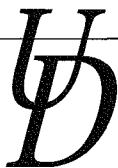
**Satisfactory Academic Progress.** For financial aid purposes, the federal Title IV assistance programs require students to maintain progress toward a degree. The federal programs include Federal Work-Study, Federal Direct Loans, Federal Family Education Loans (Stafford), and Federal Perkins Loans. Satisfactory progress for financial aid purposes requires:

1. Completion of a graduate degree within five years of full-time attendance or its equivalent (a seven-year limit is provided for doctoral students entering without a master's degree),

2. A cumulative grade point average consistent with the requirements of the graduate division, and
3. Successful completion of 67% of credit hours attempted.

Academic records will be reviewed at the end of each spring semester. Students who fail to make satisfactory progress will be ineligible for federal financial assistance. Additional information concerning this policy may be obtained from the Office of Scholarships and Financial Aid.

**Campus and Other Employment.** Information on summer and part-time jobs both on campus and in the surrounding community is available in the Career Services Office through the Student Employment Service or on-line (<http://www.udel.edu/CSC/career.html>). Jobs that are federally funded through the College Work-Study Program are listed in the Office of Scholarships and Financial Aid at (302) 831-8761.



# ACADEMIC REGULATIONS FOR GRADUATE STUDENTS

## BASIC RESPONSIBILITIES

- Introduction
- Academic Honesty
- Responsible Computing
- Family Educational Rights and Privacy Act

## ATTENDANCE, REGISTRATION, ENROLLMENT

- Attendance Regulations
- Registration Requirements
- Leave of Absence
- Resignation from the University

## COURSES AND CREDITS

- Graduate Course Numbering System
- Transfer of Credits
- Credit by Examination
- Credit for 400-Level Special Problem Course
- Expiration of Credit

## Basic Responsibilities

### INTRODUCTION

Although the University provides information, assistance, advisement, and counseling to students through the publications of numerous departments and offices, the ultimate responsibility for complying with the requirements for the degree and with the regulations of the University rests with the student. Students should read the catalog and other information provided by the department and the University. If students have questions about a requirement or regulation, they should seek the answer through the instructional department or the Office of Graduate Studies. Students should not wait for some authority within the University to inform them that they have not fulfilled a requirement or complied with a regulation.

The University of Delaware extends to qualified graduate students the privilege of attendance. The expectation is that they will put forth a genuine effort academically. Their conduct and citizenship at all times both on and off campus must reflect credit upon the University and its student body. Students may be suspended or terminated for academic or disciplinary reasons if officers of the University determine that they are not profiting by attendance or that such action is not in the best interests of the University. Graduate students are required to abide by the Code of Conduct as published in the *Official*

## GRADES AND ACADEMIC STANDING

- University Grading Policy
- Academic Standing, Probation, Dismissal
- Re-Enrollment Following Academic Dismissal
- Reapplication after Graduation or Withdrawal
- Honor Societies
- Graduation

## PROGRAM CHANGES

- Changing Majors
- Changing Status after Earning a Master's Degree

## DEGREE REQUIREMENTS

- All Graduate Degrees
- Master's Degrees
- Doctor of Philosophy
- Doctor of Education

*Student Handbook* available online at <http://www.udel.edu/stuhb>. Graduate students accused of a violation of the Code of Conduct are subject to a hearing procedure and disciplinary action under the Graduate Student Judicial System.

It is the policy of the University of Delaware that no person shall be subjected to discrimination on the basis of race, color, gender, sexual orientation, age, religion, ancestry, national origin, disability, or veteran status.

## ACADEMIC HONESTY

Academic honesty and integrity lie at the heart of the educational enterprise. Students are expected to do their own work and neither to give nor to receive assistance during quizzes, examinations, or other class exercises. One form of academic dishonesty is plagiarism. Students are urged to consult individual faculty members for explanation of procedures for taking tests, writing papers, and completing other course requirements so that students may fully understand their instructor's expectations. Because faculty and students take academic honesty seriously, penalties for violations may be severe, depending upon the offense as viewed by the Graduate Student Judicial System. The minimum sanction for cases of proven cheating is an automatic failure for the course and/or expulsion from graduate studies at the University.

## RESPONSIBLE COMPUTING

Use of the University's extensive computing resources for course assignments, research projects, electronic mail and access to information resources available on the Internet should be considered a privilege. Students must abide by the policies and procedures governing use of these resources. Under the *Policy for Responsible Computing*, all students must assume responsibility for the integrity of these resources, respect the rights of other computing users and abide by all relevant laws and contractual obligations. Students alleged to violate this policy will be subject to full disciplinary action within the Student Judicial System, up to and including loss of computing privileges, suspension and/or expulsion. Questions about responsible computing may be directed to the IT Help Center, (302) 831-6000.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 grants to students certain rights, privileges, and protections relative to individually identifiable student educational records that are maintained by the University. Specifically: (1) Students' education records (with the exception of directory information) will be released to third parties outside the University only with the written consent of the student. The University reserves the right to release education records to appropriate parties in a health or safety emergency or when the student's well being is of concern. (2) Students have the right to inspect their own individually identifiable educational records. This right may be exercised by completing a request form in the Office of the University Registrar, Hullahen Hall. (3) Students have the right to challenge information contained in individually identifiable educational records. Procedure is described in the policy statement. (4) A copy of the policy statement describing the University's regulations for the interpretation and implementation of this act may be obtained from the Student Services Building on Lovett Avenue and is available online at <http://www.udel.edu/Registrar/main.html#privacy>.

**DIRECTORY INFORMATION.** The Family Educational Rights and Privacy Act permits the release of directory type 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 to 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 contacting the Registrar's Office or by going to the Student Services Building, and completing a directory information withholding request form.

**NOTE:** While the withholding request may be made at any time, students wishing to have directory information withheld from the student directory should submit their requests no later than six weeks prior to the first day of fall semester classes.

## Attendance, Registration, Enrollment

### ATTENDANCE REGULATIONS

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 University 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 the Student Health Service 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.

## REGISTRATION REQUIREMENTS

**ADVANCE REGISTRATION.** All matriculated students may register in advance for spring and fall semesters and winter and summer sessions. Registration periods are scheduled for returning full- and part-time graduate students in late April for fall semester and in late November for spring semester. Advance registration periods also precede the summer and winter session. Newly admitted or returning graduate students should register during the appropriate time. Mail-in and phone-in registration is available. Contact the Registrar's Office or the Office of Graduate Studies for information on advance registration. For newly admitted students unable to advance register for fall semester, special permission may be sought from the Graduate Studies Office to waive the late registration fee.

Students in good academic standing may register in any semester or session within the five- or seven-year time limit specified in the student's letter of admission. For exception, see policy on incompletes below.

**POLICY REGARDING INCOMPLETES.** A student who has incompletes in three or more courses may not register in the next regular semester (i.e., fall or spring) for additional courses without the approval of the Associate Director for Graduate Student Academic Affairs.

**FULL-TIME AND PART-TIME STATUS.** Students enrolled for 9 to 12 credit hours or in sustaining credit are considered full-time students. Those enrolled for fewer than 9 credit hours are considered part-time students, although students holding assistantships are considered full-time with six credits. Generally, a maximum load is 12 graduate credit hours; however, additional credit hours may be taken with the approval of the student's adviser and the Office of Graduate Studies. A maximum course load in either summer or winter session is 7 credit hours. **Permission must be obtained from the Office of Graduate Studies to carry an overload in any session.**

Students who are permitted by special arrangement to conduct a portion of the research for their thesis in governmental or other laboratories off campus must register for this work so that it may count toward degree requirements. This work must be under the direct supervision of a member of the faculty of the University. The amount of credit earned is determined and approved by the student's advisory committee.

**COURSE LOAD REQUIREMENTS FOR FULL-TIME STUDENTS HOLDING A CONTRACT.** A student must be classified as full-time to be eligible to hold an assistantship or fellowship. Students holding a teaching assistantship, a research assistantship, a graduate assistantship, a tuition assistantship, or a tuition scholarship must register for at least 6 credit hours of graduate-level courses each fall and spring semester to meet full-time status. Students holding a fellowship must register for at least 9 credit hours of graduate-level courses each fall and spring semester to meet full-time status. These graduate-level courses must be taken for credit and must be maintained throughout the semester. Listener or undergraduate-level courses may be taken in addition to the minimum of 6 or 9 hours of graduate-level courses in each semester that the student is on contract. Students on contract in fall or spring semester who are completing a thesis or a dissertation and who have not submitted it to the Graduate Studies Office may register in sustaining credit to meet full-time status.

**SUMMER REGISTRATION.** Students who are supported by the University as teaching assistants, research assistants, or fellows during the summer months are required to be registered in at least three credits during the 7½ week summer session under the following guidelines: the work must be related to the student's degree program, the course must be for three credits and related to the student's program of study, and the funding must meet the minimum requirement of \$1000 per month. The tuition charges for the course will be covered by the University and the student will pay only \$30 for the summer Registration and General Fees. Students must register formally for the course, as in fall and spring. Students may register in 868 (research), 869 (thesis), 964 (pre-candidacy study), 969 (dissertation), 866 or 666 (independent study), 864 (internship), sustaining, or a regular course offered in the 7½ week summer session.

**SUSTAINING CREDIT FOR CANDIDATES COMPLETING THESIS/DISSERTATION/EXECUTIVE POSITION PAPER.** Once a graduate student who is completing a thesis, dissertation, or executive position paper has completed all required course credits needed for the degree (including six credits of Master's thesis [869] or nine to twelve credits of dissertation [969]) and all other degree requirements except the submission of the thesis, dissertation, or executive position paper, the student must maintain matriculation in the degree program during the fall and spring semesters by registering for either Master's Sustaining: Thesis (UNIV 899) or Doctoral Sustaining (UNIV 999). All students, including sustaining students, must be registered in the semester in which the degree is officially awarded. Sustaining registration is required for summer session only if the degree is awarded at the conclusion of the summer session. Sustaining registration is never required for winter session as graduate degrees are not awarded at the conclusion of winter session. Students in sustaining status are considered full-time.

**SUSTAINING CREDIT FOR MASTER'S CANDIDATES PURSUING NON-THESIS DEGREE OPTION.** Once a master's student pursuing a non-thesis option has registered for all required course credits needed for the degree, but has not completed other non-thesis degree option requirements such as a portfolio, research option paper, comprehensive examination, art show or exhibit, or incomplete grades, the student is required to maintain his/her eligibility for the degree program during the fall and spring semesters by registering for Master's Sustaining: Non-thesis (UNIV 895). All students, including sustaining students, must be registered in the semester in which the degree is officially awarded. Sustaining registration is required for summer session only if the degree is awarded at the conclusion of the summer session. Sustaining registration is never required for winter session as graduate degrees are not awarded at the conclusion of winter session. Students in sustaining status are considered full-time.

**CONTINUOUS REGISTRATION.** Failure to comply with the requirement of maintaining continuous registration either in courses, in sustaining credit, or with approved leave of absence will be taken as evidence that the student has terminated his/her graduate program, and the admitted status to the graduate program will be terminated. The date of termination will be recorded on the student's transcript.

**CHANGES IN REGISTRATION.** Authorization for changes in registration after the University's published deadlines must be requested in writing from the student's adviser and must be reviewed and approved by the Office of Graduate Studies. Forms for registration changes are provided by the Registrar's Office, or students may use UDPHONE or SIS+ Personal Access.

1) **Registration cancellation.** Students who decide not to attend any of the registered courses before the end of the first two weeks of classes must complete withdrawal procedures using UDPHONE, online change of registration, or a paper drop-add form. The approval of the Graduate Studies Office is not needed, but the

student is required to give notice in writing to the department and the Office of Graduate Studies. If the notification is received before the end of the first two weeks of classes, the registration is canceled.

- 2) **Drop-Add procedures.** Students who advance register and wish to change their registration by either dropping courses or adding others may do so within the free drop-add period during the first two weeks of classes using UDPHONE, online change of registration, or a paper drop-add form. After that period and until the end of the first six weeks of classes, a fee of \$15 is charged for each drop-add form processed. Approval of the Office of Graduate Studies must be sought for all changes after the free drop-add period.
- 3) **Withdrawal after the free drop-add period.** If the notification of the intention to withdraw from all registered courses is made after the free drop-add deadline, the student must request in writing permission to be withdrawn by the Office of Graduate Studies. A tuition rebate is made only for course withdrawals made before the end of late registration in the fall and spring semesters and before the end of the first week of classes in either summer session. If a student withdraws unofficially, registration is continued until the end of the term and the student receives failing (Z) grades in all courses. Rights to any rebates to which the student might have otherwise been entitled are also forfeited.

## LEAVE OF ABSENCE

Students enrolled in a degree program who seek a leave of absence from the program for personal, medical, or professional reasons should obtain written approval from the chair or graduate program coordinator of their instructional unit. **The request and the recommendation from the department should be sent to the Office of Graduate Studies.** The length of time needed for the leave should be indicated. Upon approval of the Office of Graduate Studies, the student's academic transcript will record the approved leave in the appropriate semesters. The period of absence will not affect the limitation of time for completion of the degree requirements as given in the student's official letter of admission. The Office of Graduate Studies will send written notification of the approval or denial of the requested leave.

## RESIGNATION FROM THE UNIVERSITY

A graduate student wishing to resign from the University (i.e., terminate his/her association with the University and a specific degree program) may do so by submitting a letter to the Office of Graduate Studies indicating the reasons for the resignation. The Office of Graduate Studies will cancel the student's matriculation and indicate the effective date of the resignation on the student's transcript.

## Courses and Credits

### GRADUATE COURSE NUMBERING SYSTEM

Graduate credit may be earned for courses numbered 600 to 699, 800 to 898, and 900 to 998. Courses numbered 600 to 699 are graduate-level courses open to qualified, advanced undergraduates by permission of the instructor. Courses numbered 500 to 599 are graduate courses for the nonspecialist and may not be counted for graduate credit in the student's major. With the approval of the student's major department, 500-level courses taken outside the student's major department may be applied toward a graduate degree.

## TRANSFER OF CREDITS

**CREDIT EARNED AS A CONTINUING EDUCATION STUDENT AT THE UNIVERSITY OF DELAWARE.** Students who complete graduate credits with the classification of CEND (Continuing Education Nondegree) at the University of Delaware may use a maximum of 9 graduate credits earned with this classification toward their graduate degree. The CEND credits, grades, and quality points become a part of the student's academic record and grade point average. CEND credit can be transferred provided that: (a) the course was at the 600-800 level, (b) the course was taken within the time limit appropriate for the degree, (c) the course was approved by the student's advisor and the chair of the student's major department, and (d) the course was in accord with the specific degree program as specified by the unit's Graduate Program Policy Statement. Courses at the 500-level offered by the department in which the student has declared a major shall not be accepted for transfer.

**TRANSFER OF CREDIT FROM ANOTHER INSTITUTION.** Graduate credit earned at another institution will be evaluated at the written request of the student. Such a request should be directed to the student's major department using a Request for Transfer of Graduate Credit form. A maximum of 9 credits required for the degree will be accepted provided that such credits:

- (a) were earned with a grade of no less than B-,
- (b) are approved by the student's adviser and the chair of the student's major department,
- (c) are in accord with the specific degree program of the student as specified by the unit's Graduate Program Policy Statement,
- (d) are not older than five years, and
- (e) were completed at an accredited college or university.

The credits, but not the grades or quality points, are transferable to University of Delaware graduate records. Graduate courses counted toward a degree received elsewhere may not be used. Master of Fine Arts students may transfer up to 18 hours of graduate credit from other accredited colleges, universities and professional schools, provided such credit did not apply toward a prior degree. Credits earned at another institution while the student was classified as a continuing education student at that institution are not eligible to be transferred to one's graduate degree at the University of Delaware. Credits from institutions outside of the United States are generally not transferable to the University of Delaware.

**TRANSFER OF CREDIT FROM THE UNDERGRADUATE DIVISION AT THE UNIVERSITY OF DELAWARE.** Students who wish to transfer credits from their undergraduate record to their graduate record may transfer a limited number by arranging with the department to have these courses approved by their instructors before the courses are taken. These courses must be at the 600 level, and the student must perform at the graduate level. They must be in excess of the total required for the baccalaureate degree, must have grades of no less than B-, and must not be older than five years. The credits, grades, and quality points will transfer.

## CREDIT BY EXAMINATION

Students enrolled in graduate studies may receive credit by examination for graduate-level courses at the discretion of the appropriate department, division, or college. A student permitted to take such examinations must receive a grade of no less than B-.

## CREDIT FOR 400-LEVEL SPECIAL PROBLEM COURSE

Some 400-level courses may be completed for graduate credit if the graduate student does additional work. Students must register for the course at the graduate level using the departmental number of 666. For example, a graduate student who attends PSYC 425 and fulfills additional graduate level requirements to earn graduate credit should register for PSYC 666, not PSYC 425. The student may process a titling form for the 666 numbered course.

## EXPIRATION OF CREDIT

Course credits expire five years after the course has been completed.

# Grades and Academic Standing

## UNIVERSITY GRADING POLICY

**FINAL GRADES.** At the end of each term, reports of grades are available via UDPHONE and through the SIS+ Personal Access Website. The following quality point scale is used in the University of Delaware grading system:

*NOTE: In courses requiring a minimum letter grade (for example, a C or better), the minus grade (for example C-), fulfills the requirement. Similarly, when a B or better is required, a B- fulfills the requirement. However, the quality points per credit for a B- are fewer than for a B (see chart below), and the University requires that graduate students achieve an overall cumulative grade point index of at least 3.0 for graduation.*

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, Academic Dishonesty	0 quality points per credit
Z	Failure, Unofficial Withdrawal	0 quality points per credit

*NOTE: In courses requiring a minimum letter grade, for example, a C or better, the minus grade, for example, C-, fulfills the requirement. Similarly, when a B or better is required, a B- fulfills the requirement. However, the quality points per credit for a B- are fewer than for a B (see chart), and the University requires that graduate students achieve an overall cumulative grade point index of at least 3.00 for graduation.*

**L—Listener.** Registration without credit or grade. Class attendance is required.

**LW—Listener Withdrawal.** 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 of LW.

**P or F—Passing or Failing.** Used only for 969, 899, and 999 registrations. Until the dissertation is defended, the temporary grade of S or U is given for 969; after that, a final grade of P or F is given. For Sustaining (899 and 999), only a P or F grade is given. P/F grades are not given for other courses at the 600 or 800 level. P grades are not calculated in the index. F grades are calculated in the index.

**W—Official Withdrawal.** Passing at the time of withdrawal.

**\*\*WF—Official Withdrawal.** Failing at the time of withdrawal.

**\*\* Students permitted to withdraw after the announced deadlines for whom the grade of WF has been reported will receive a grade of F for the course unless the Office of Graduate Studies approves their withdrawal “without penalty.”**

**TEMPORARY GRADES.** No student will be permitted to graduate from the University with temporary grades pending. Students intending to receive a master's degree who have been given permission to continue studies toward a doctoral degree may retain those temporary grades that do not apply to the master's course of study. If a student does not take steps to remove temporary grades, these grades will be changed to F at the expiration of the regular degree program time limits.

The following temporary grades are used:

**I—Incomplete.** Used to indicate incomplete assignments, absences from final or other examinations, or any other course work not completed by the end of the semester only because of circumstances beyond the student's control.

An I grade must be removed no later than the end of the first six weeks of the semester immediately following, e.g., incomplete work for the fall semester must be completed by the end of the first six weeks of the spring semester following; incomplete work for the spring semester must be completed by the end of the first six weeks of the following fall semester. Incomplete work for either summer session must be completed by the end of the first six weeks of the following fall semester. Under extenuating circumstances, the Office of Graduate Studies may approve extensions to these time limits if requested to do so in writing by the instructor.

At the time of grading, the instructor who gives an I grade will be required to report to the department chair and the Graduate Studies Office by the I Grade Explanation Form: (1) the nature of the incomplete (absence from the final examination, project or paper not completed, etc.), (2) the student's reason for the incomplete (illness, accident or injury, serious illness or death in immediate family, etc.), and (3) the grade earned by the student in the course exclusive of the incomplete work. Copies of the I Grade Explanation Form will be sent to the department chair and the Graduate Studies Office for file and audit.

Instructors should submit a change of grade to the Graduate Studies Office in order to change the temporary grade of I to a permanent grade by the deadline for completing incomplete work. If the incomplete work has been made up, the instructor will give the appropriate final grade for the course. If the work has not been made up, the instructor may give the student a final grade of F, or may have the option of giving the student a passing grade based on the work that was completed for the course. If the instructor has not reported a final grade upon the expiration of either the deadline or the extension of the deadline, the temporary grade of I will revert to a grade of F.

**S—Satisfactory Progress.** For dissertation, thesis, research, special problems, and other courses that may carry over from semester to semester.

**U—Unsatisfactory Progress.** For dissertation, thesis, research, special problems, and other courses that may carry over from semester to semester.



Temporary grades of S and U are recorded where the work normally extends beyond the regular semester periods. The time limit for such grades is determined by the nature of the project. Final grades are normally recorded at the completion of the project. The grade recorded for the last course entry (a final grade) is understood to be the grade that applies to all preceding S or U grades in that course. If instructors wish to change individual S or U grades, they may do so in the regular manner through change-of-grade forms. The revised current and cumulative summaries will be posted on the permanent record at the time of and along with the recording of grade changes.

## ACADEMIC STANDING, PROBATION, DISMISSAL

**ACADEMIC GOOD STANDING.** To be considered in good academic standing, a student must maintain a minimum cumulative graduate grade point average (GPA) of 3.00 on a 4.00 scale. To be eligible for an advanced degree, a student's cumulative grade point average shall be at least a 3.00 and the student's grades in courses counted toward the degree requirements of the program shall equal at least a 3.00. A grade below a C- will not be counted toward the course requirements for a degree but is calculated in the student's cumulative grade point average.

In addition to the University's definition of good standing, some programs may also require minimum grades in specific courses in the program. These courses are identified in each program's policy and procedures manual and these unit-specific requirements have been approved by the Faculty Senate.

Performance in graduate lecture courses and seminars is evaluated according to the University's Grading Policy. When the work required in research (868/968), dissertation (969), master's thesis (869), or special problem (866) extends beyond the regular semester period, temporary grades of "S" and "U" should be recorded. Final letter grades are to be recorded **only** at the completion of the project.

**ACADEMIC DEFICIENCY AND PROBATION.** The Office of Graduate Studies monitors the academic progress of all graduate students and notifies students in writing of all academic deficiencies. The cumulative GPA after every **9-hour** increment determines academic standing. (See chart below.) In addition to the University policy regarding minimum grade point averages, some departments require graduate students to maintain certain performance minima in their programs of study in all or in particular courses. Failure to meet the stated minima may lead to academic dismissal from the program.

The University's Academic Probation Policy is expressed in the following chart:

### GRADUATE STUDIES ACADEMIC PROBATION POLICY

<b>If a student is on:</b>	<b>And earns a cumulative GPA of:</b>	<b>The status will become:</b>
Any status (or clear)	3.0 or above	Clear
Clear	2.99-2.5	Warning
Clear	2.49-2.0	Probation
Probation	Below 3.0	Dismissal
Warning	Below 3.0	Probation
Any status (or clear)	Below 2.0	Dismissal

**DISMISSAL.** The Office of Graduate Studies notifies students when they are dismissed from graduate programs without completing a degree. Dismissals usually take place at the end of a term. Students may be dismissed for the following reasons:

- Upon the expiration of the five-year time limit for master's degree programs or for those students in a doctoral program who were admitted with a master's degree. Upon the expiration of the seven-

year time limit for doctoral students who were admitted without a master's degree.

- Upon the completion of nine graduate credits and/or two years as a visiting student who has been admitted with visiting (transient) status for the purpose of transferring credits earned to another institution.
- Upon the completion of ten consecutive semesters for an Unlimited Nondegree student.
- Upon the failure to meet the grade point average requirements as stated in the policy on *Academic Deficiency and Probation*.
- Upon written notice to the Office of Graduate Studies of voluntary withdrawal from the program.
- Upon failure to pass the preliminary, language, or comprehensive/candidacy examination(s), a thesis/dissertation/executive position paper proposal defense, or a thesis/dissertation/executive position paper defense.
- Upon the failure to achieve a cumulative grade point average of 3.0 upon the completion of the stated number of required credits for a degree.
- Upon the failure to meet the stated minima in specific course requirements as identified by individual programs when a department has a policy that such failure leads to dismissal from the program.
- Upon failure to satisfactorily conduct research required for the degree.
- Upon the determination by the faculty of the student's department that the student has failed to meet or has failed to make satisfactory progress towards meeting academic standards required of the student's program other than the failure to achieve a cumulative grade point average of 3.0 upon the completion of the stated number of required credits for a degree.

At the close of each semester, winter session or summer session, in those circumstances deemed appropriate by the department or program faculty exercising its professional judgment, the faculty of each department or program may evaluate the progress of a graduate student toward meeting the academic standards of the program in which the student is enrolled. In addition to graded course work, academic standards include, but are not limited to, professional, ethical, clinical and other standards required of graduate students.

Students are entitled to know the procedures and standards by which their academic performance is assessed. Each program has a statement of policies and procedures by which student academic progress is monitored and by which comprehensive, qualifying, and final examinations/defenses are conducted and graded. If, in the professional judgment of a department or program faculty, a student has failed to make satisfactory progress toward meeting the academic standards of the program in which that student is enrolled, the faculty may vote to dismiss that student from the program.

In the case of dismissal, the program director is required to send a report to the Office of Graduate Studies that states the faculty vote on the decision causing dismissal and the justification for this action. The Office of Graduate Studies will notify a student in writing when the student is being dismissed for failure to make satisfactory progress in the program.

In the case of academic dismissal, the student may appeal the termination by writing to the Office of Graduate Studies. This appeal must be made within ten class days from the date on which the student has been notified of academic dismissal. If the Vice Provost for Academic Programs and Planning grants reinstatement, the student must meet the conditions of the reinstatement. Failure to meet these conditions will result in dismissal from the program. A graduate student may be reinstated only once to a given major. The student's academic transcript will reflect the reinstatement with academic probation status.



## RE-ENROLLMENT FOLLOWING ACADEMIC DISMISSAL

A graduate student who has been dismissed from the University for academic deficiency may not be readmitted to the major from which the student was dismissed. This policy does not apply to a student who is dismissed for exceeding the time limit for the completion of the degree and is granted reinstatement to the original major for an extension of time.

A student who is dismissed may be admitted as a matriculated graduate student in a different major after a lapse of one calendar year from the date of dismissal. The student must apply and be approved through regular admission procedures. A graduate student may be readmitted only one time to a different major after academic dismissal.

The student's grade point average at the time of dismissal shall not carry over to the new major. The student's academic grade point average shall be based on grades received following admission to a new program. Similarly, credit for courses completed while matriculated in the major from which a student is dismissed may not be used to fulfill requirements of a different graduate program.

## REAPPLICATION AFTER GRADUATION OR WITHDRAWAL

Students who have officially withdrawn from a graduate program at the University or students who have completed a terminal degree program and subsequently seek to reenter the University for further graduate study must apply for admission and follow the same procedures as any other student seeking admission to graduate study. Students continuing in a doctoral program immediately after completing the master's degree in the same major may request this change of program on a Change of Classification Form.

## HONOR SOCIETIES

Honor societies at the University of interest to graduate students include Phi Beta Kappa (scholarship in liberal arts), Phi Kappa Phi (scholarship, without regard to area of study), Alpha Zeta (agriculture), Omicron Delta Epsilon (economics), Kappa Delta Pi (education), Tau Beta Pi (engineering), Pi Mu Epsilon (mathematics), Sigma Theta Tau (nursing), Sigma Pi Sigma (physics), Psi Chi (psychology), and Sigma Xi (scientific research).

## GRADUATION

The Office of Graduate Studies notifies students when they have met all degree requirements. Graduating students will automatically receive information about commencement, ordering caps and gowns, and so forth.

## Program Changes

### CHANGING MAJORS

If a graduate student desires to change majors which are not housed in the same department, the student should submit a completed admission application form to the Office of Graduate Studies and follow the same procedures for admission as any other applicant.

## CHANGING STATUS AFTER EARNING A MASTER'S DEGREE

The master's degree is considered terminal unless the student plans to continue in a doctoral program. Students receiving their master's degree at the University of Delaware are not eligible to remain classified as graduate students and are automatically reclassified CEND (Continuing Education Nondegree) in any subsequent semester that they register following degree clearance, unless the department, with the approval of the Graduate Studies Office, has already admitted them to a doctoral program. The procedures for changing status after earning a master's degree are as follows:

1) *Continuing toward a doctoral degree.* If a master's degree candidate is continuing toward a doctoral degree in the **same major** as the master's degree, the student should request that the department submit a Change of Classification Form at the same time or before the student submits an application for the master's degree. If the department is unable to determine the student's eligibility to pursue a doctoral degree until after the master's degree is awarded, the department should notify the Office of Graduate Studies by writing such a statement on the student's master's degree application. A student's classification changes from GR (regular status in a master's degree program) to G1 (precandidacy) when admitted to a doctoral program.

If a master's degree candidate desires to continue toward a doctoral degree in a **different major** than the master's degree, the student should submit a completed admission application form to the Office of Graduate Studies and follow the same procedure for admission as any other applicant.

2) *Continuing in a second master's degree program.* In the semester preceding the completion of the requirements for the first master's degree, the student should submit a completed admission application form to the Office of Graduate Studies and follow the same procedures for admission as any other applicant.

3) *Changing to nondegree status.* Students who wish to continue to earn graduate credit following the conferral of the terminal master's degree should consult the department for approval to continue as unlimited nondegree graduate students. The department will indicate approval by sending the Change of Classification form to the Office of Graduate Studies for approval prior to the completion of the requirements for the master's degree. Students may have nondegree status for five years from the date of change to nondegree status. This option is primarily available for students needing to pursue a specialized certificate.

## Degree Requirements

### ALL GRADUATE DEGREES

The following items are University-wide graduate degree requirements. Responsibility for knowing and following the academic rules and regulations, including requirements for graduation, rests with the student. Faculty advisers assist students in planning their academic programs but are not expected to relieve the students of their responsibility. Students should consult the specific information provided in each major departmental section of this catalog for any additional requirements related to the major.

**APPLICATION FOR ADVANCED DEGREE.** To initiate the process for degree conferral, candidates must submit an "Application for Advanced Degree" to the Office of Graduate Studies. The application deadlines are February 15 for Spring candidates, May 15 for

Summer candidates, and September 15 for Winter candidates. The application must be signed by the candidate's adviser and department chair. There is an application fee of \$35 for master's degree candidates and a \$95 fee for doctoral degree candidates. Payment is required when the application is submitted.

**COPYRIGHT REGULATIONS.** The University reserves the right to duplicate a thesis/dissertation/executive position paper for distribution to other libraries or for the use of individual scholars. However, the University will not publish a thesis/dissertation/executive position paper for general distribution without the written consent of the author. If copyrighting is desired, it may be arranged when the thesis/dissertation/executive position paper is submitted to the Office of Graduate Studies. Published works are eligible for copyright protection in the United States if the work is first published in the United States.

**FACILITY OF EXPRESSION IN ENGLISH.** Candidates for the degree must have acquired the ability to express themselves clearly and forcefully in English, both orally and in writing. The major departments have the responsibility of determining whether candidates have met this requirement.

**GRADUATE GRADE POINT AVERAGE.** Students must have a minimum overall cumulative grade point average of 3.0 to be eligible for the degree. In addition, the grades in courses applied toward the degree program must equal at least 3.0. All graduate-numbered courses taken with graduate student classification at the University of Delaware are applied to the cumulative index. Credit hours and courses for which the grade is below "C-" do not count toward the degree even though the grade is applied to the index. Candidates should see that all final grades have been submitted by their instructors. Temporary grades of "S" (Satisfactory) are assigned for 868 (Research) and 869 (Master's Thesis) and 969 (Doctoral Dissertation) until a final letter grade is submitted upon the completion of the thesis or dissertation.

**THESIS AND DISSERTATION DUE DATES.** Master's theses are due in the Office of Graduate Studies six weeks prior to the date of degree conferral. Dissertations are due in the Office of Graduate Studies seven weeks prior to the date of degree conferral. For exact due dates, see the calendar distributed by the Office of Graduate Studies.

**TIME LIMITS FOR THE COMPLETION OF DEGREE REQUIREMENTS.** Time limits for the completion of degree requirements begin with the date of matriculation and are specifically expressed in the student's letter of admission. The University time limit is ten consecutive semesters to complete the degree requirements for students entering a master's degree program. Students completing the requirements for the master's degree who are subsequently granted permission to continue toward the doctoral degree are given an additional ten consecutive semesters. Students entering a doctoral program with a master's degree are given ten consecutive semesters to complete the requirements. Students entering a doctoral program without a master's degree are given fourteen consecutive semesters to complete the requirements. Students who change their degree plan and have transferred from one degree program to another degree program are given ten consecutive semesters from the beginning of the first year in the latest program.

**EXTENSION OF THE TIME LIMIT.** An extension of time limit may be granted for circumstances beyond the student's control. Requests for time extensions must be made in writing and approved by the student's advisory committee and the chair of the department's graduate committee. The department will forward the request to the Office of Graduate Studies. The Office of Graduate Studies will determine the student's eligibility for a time extension and will notify the student in writing of its decision to grant an extension of time.

## MASTER'S DEGREES

In addition to the general requirements for all graduate degrees, the following regulations apply to all master's degree programs. Departments may have additional regulations beyond those stated below.

**CREDIT HOUR REQUIREMENTS.** The minimum number of credits required for the master's degree with thesis is 24 semester hours plus 6 hours of thesis (869). The minimum number of credits for the master's degree without a thesis is 30 semester hours. The student in a non-thesis program is usually required to pass a comprehensive examination. Requirement of a foreign language is decided by each department as there is not a University-wide language requirement for the master's degree. A maximum of 9 graduate credit hours may be transferred from another institution to the degree. Candidates for the degree must have regular status.

**THE MASTER'S THESIS.** The master's thesis must reflect the ability to conduct scholarly research and to report the results in a manner worthy of publication. The University of Delaware's *Thesis and Dissertation Manual* is available online or it may be purchased in the University Bookstore. The Manual defines the required elements of the thesis. The major department may have additional requirements relating to the format of the thesis, and candidates should request such information from the department. When a thesis is required, it must be approved by (a) the chair of the committee in charge of the candidate's degree program or the advisor, (b) the chair of the department of major concentration or the chair of the committee in charge of an area of study, and (c) the Vice Provost for Academic Programs and Planning. Three approved unbound copies are to be delivered to the Office of Graduate Studies no later than six weeks prior to the date of degree conferral. All master's theses must include an abstract within the text of the paper as the last section of the preliminary pages.

**MASTER'S THESIS COMMITTEES.** A program of study is planned for each candidate in consultation with an advisor and/or an advisory committee. Each department determines the number of faculty that are required to serve on a thesis committee. The professor in charge of the thesis on behalf of the Advisory Committee should have established a record of publication and/or scholarship in the field of the thesis and shall be a full-time member of the faculty of the University. The definition of faculty shall include professional staff who hold secondary faculty appointments within the department. Faculty who have retired or resigned from the University may continue to chair committees of students whose work began under their direction prior to their retirement or departure from the University. Individuals who do not meet the above stated definition given for faculty status may co-chair the thesis committee provided that the other co-chair meets the definition for faculty status.

## DOCTOR OF PHILOSOPHY

The degree of Doctor of Philosophy is conferred in recognition of breadth of scholarly attainment and of demonstrated power to investigate problems independently and effectively, rather than for the completion of definite courses of study through a stated period of time. In addition to the general requirements for advanced degrees, doctoral candidates must observe the following university requirements.

**ADMISSION TO DOCTORAL CANDIDACY.** Upon the recommendation of the doctoral student's advisory committee and the chair of the student's major department, students may be admitted to candidacy for the Ph.D. degree. The stipulations for admission to doctoral candidacy are that the student has (1) had a program of study approved, (2) completed one academic year of full-time graduate study in residence at the University, (3) fulfilled the foreign lan-

guage requirement, if any, (4) passed the program's qualifying examination(s), (5) shown the ability to do research, and (6) had a research project accepted by the advisory committee.

When a student has met the requirements for admission to candidacy as explained in this chapter, the department should submit a Recommendation for Candidacy for Doctoral Degree form to the Office of Graduate Studies. The student's classification will change to G2 (postcandidacy) upon admission to candidacy status.

The deadline for admission to candidacy for the fall semester is August 31. The deadline for admission to candidacy for the spring semester is January 31. The deadline for admission to candidacy for the summer is April 30. Responsibility for seeing that admission to candidacy is secured at the proper time rests with the student.

**REGISTRATION REQUIREMENTS PRIOR TO DOCTORAL CANDIDACY (G1 status).** Course registration requirements are determined by the student's approved program of study. Once the student has registered for all course requirements in a program of study but has not yet met all of the stipulations for passing into candidacy, the student must maintain registration during the fall and spring semesters in course(s) or in three to twelve credits of Pre-Candidacy Study (964). Pre-Candidacy Study (964) is graded pass/fail. If the student registered in Pre-Candidacy Study is admitted to candidacy before the end of the free drop/add period of the next semester, the registration in Pre-Candidacy Study (964) for the preceding semester may be changed to the course, Doctoral Dissertation (969). Students who are classified G1 and are holding a graduate assistantship or tuition scholarship must be registered for a minimum of six graduate credits, and those holding a fellowship must be registered for a minimum of nine graduate credits.

**REGISTRATION REQUIREMENTS AFTER ADMISSION TO CANDIDACY (G2 status).** Once a student has met all of the stipulations for candidacy and becomes classified with G2 status (candidacy), the student is required to register in nine credits of Doctoral Dissertation (969) (twelve credits required in the Ed.D. program). Students may not register for Doctoral Dissertation (969) until admitted to candidacy (G2 status). Registration in Doctoral Dissertation (969) and Doctoral Sustaining (999) is restricted to students with G2 status. Once the student has registered in nine credits of Doctoral Dissertation (twelve credits required in the Ed.D. program), the student is required to maintain matriculation in the doctoral program by registering in Doctoral Sustaining (999) in subsequent semesters until the degree is awarded. All students must be registered in the term in which the degree is officially awarded. Sustaining registration is required in summer session only if the degree is awarded at the conclusion of the summer session. Sustaining registration is never required for winter session because graduate degrees are not awarded at the conclusion of winter session.

**COURSE AND RESIDENCY REQUIREMENTS.** At least three academic years of graduate academic work are normally required for the Ph.D. degree. At least one continuous academic year must be devoted exclusively to full-time study (9 credit hours per semester) in the major field in residence at the University of Delaware. This residency requirement may be fulfilled using a fall and spring semester combination or a spring and fall semester combination, but summer or winter sessions do not meet the qualification. Course credit earned in a master's program at the University of Delaware may be applied toward the doctoral degree if the candidate is receiving both degrees from the University in the same major field.

**THE DOCTORAL DISSERTATION.** The dissertation is expected to reflect the results of original and significant research written in a scholarly and literate manner worthy of publication. Three copies of the dissertation must be approved by the chair of the

student's advisory committee, the chair of the student's major department, and the Vice Provost for Academic Programs and Planning. The dissertation is to be signed by the professor in charge of the dissertation and all members of the dissertation committee. A separate abstract and abstract approval page must be submitted with the dissertation. The dissertation must be submitted to the Office of Graduate Studies for approval not later than seven weeks prior to the degree conferral date. The dissertation defense must be completed prior to the submission date and the certification of a successful defense must be submitted to the Office of Graduate Studies.

The University of Delaware's *Thesis and Dissertation Manual* is available online at <http://www.edu/provost/thesis97.html> or it may be purchased in the University Bookstore. The Manual defines the required elements of the dissertation. The major department may have supplementary requirements for the format of the dissertation.

Doctoral dissertations and the extra abstract are sent to UMI, a private information archiving and distribution company, to be micro-filmed and thereby made available to libraries and scholars. To accomplish this, each candidate must submit a signed UMI Doctoral Dissertation Agreement Form to the Graduate Studies Office at the time the dissertation copies are submitted.

**DISSERTATION AWARDS.** The University recognizes excellence of dissertations by awarding four prizes each year to candidates for the degree. Committees of senior faculty make the selection for these prizes: the Wilbur Owen Sypherd Prize in the Humanities, the George Herbert Ryden Prize in the Social Sciences, the Allan P. Colburn Prize in the Mathematical Sciences and Engineering, and the Theodore Wolf Prize in the Physical and Life Sciences.

**DOCTORAL COMMITTEES.** Each dissertation/executive position paper committee shall consist of not less than four and not more than six members approved through appropriate departmental procedures:

- At least two members shall represent the primary area of study, one of whom shall be the committee's chairperson. The chairperson should have an established record of publication and/or scholarship in the field of the dissertation/executive position paper and shall be a full-time member of the faculty of the University; the definition of faculty shall include professional staff who hold secondary faculty appointments. Faculty who have retired or resigned from the University may chair committees of students whose work began under their direction prior to their retirement or departure from the University. An advisor who is not employed full time by the University of Delaware may serve as co-chair of the committee provided that the other co-chair meets the conditions stated above.
- One member shall represent the secondary area of study (where appropriate). If the student does not have a secondary area of study, then this member must be drawn from an area in the department outside of the primary area of study. In either case, the member must be a full-time member of the faculty.
- At least one external member chosen from a different academic unit or from outside the University of Delaware shall be a member of the committee. The external member(s) should normally be expected to have an established record of publication and/or scholarship in the field of the dissertation/executive position paper. Students are encouraged to seek the external member from outside the University in order to broaden the perspectives of the committee. Faculty at the University of Delaware who serve in the capacity of an external member may have a secondary or adjunct appointment in the doctoral candidate's unit, but the primary appointment must be in a different unit.

In general, doctoral committees should strive to achieve consensus concerning the student's performance and quality of work. In the case of dissenting votes, the majority opinion rules and a majority vote in favor is needed for a successful defense.

**EXAMINATION—PRE-CANDIDACY.** Doctoral students must prove to their advisory committee that they have acquired a comprehensive grasp of their major and minor fields of study through a qualifying examination (written, oral, or both) before they are admitted to formal candidacy.

**EXAMINATION—POST-CANDIDACY DEFENSE.** Upon completion of the dissertation, a final oral examination must be passed, consisting of a defense of the dissertation and a test of the candidate's mastery of the fields covered in the program. The final oral examination is conducted by the student's advisory committee, together with other examiners approved by the departmental faculty. To permit adequate time for the examiners to review the dissertation, all copies of the tentatively completed dissertation (subject to revisions required by the examining committee) must be deposited in the departmental office at least **two weeks** before the date of the final oral examination. A department may increase this period if a particular dissertation requires longer study or if the number of dissertations presented makes it impractical to review them thoroughly in a two-week interval. The department shall submit certification of a successful defense to the Office of Graduate Studies.

**MODERN FOREIGN LANGUAGE REQUIREMENT.** There is no University-wide language requirement for the degree of Doctor of Philosophy. The need for proficiency in another language will be determined in accordance with the standards set by the student's major department. Candidates should complete the language requirement as soon as possible after admission to doctoral standing. The language requirement must be met prior to admission to candidacy.

**SECONDARY AREAS.** In some programs, studies that add to the student's fundamental knowledge and develop a research point of

view must be pursued in at least one related subject. This may be a separate branch of the field in which the major work is done.

**SURVEY OF EARNED DOCTORATES.** The Survey of Earned Doctorates form must be completed by all candidates for the doctoral degree. This form is provided by the Graduate Studies Office.

---

## DOCTOR OF EDUCATION

---

The degree of Doctor of Education is conferred in recognition of distinguished achievement in the field of educational leadership. There are two concentrations within the Educational Leadership major: Administration and Policy for students interested in management, and Curriculum and Instruction for classroom-based educators. Specific course requirements differ according to concentration, but both concentrations require 54 credit hours of graduate work, including 42 hours of doctoral study and 12 hours of research and writing for the "executive position papers." A student may transfer a maximum of nine hours of graduate work (post-master's) for which a grade of B or better was earned from an accredited institution of higher learning. Students have five years to complete the degree, with extensions granted only for extraordinary circumstances. A cumulative grade point average of 3.0 must be maintained in the courses. Students must complete and defend a proposal for their executive position papers, and later defend in open session the completed papers. Each student has a committee with an advisor/chair and three or four additional members, one of whom must be from outside the College of Human Resources, Education and Public Policy.