

# Academic Regulations for Undergraduates

## Academic Regulations for Undergraduates

### BASIC RESPONSIBILITIES

#### Introduction

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

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

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

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

Academic honesty and integrity lie at the heart of any educational enterprise. Students are

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

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

#### Responsible Computing

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

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

- \* educating students about the legal implications of downloading and sharing materials that hold copyright protection,
- \* outlining strategies that students should use to protect their personal information, and
- \* activities that help protect against identity theft.

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

responsible computing may be directed to the IT Help Center at (302) 831-6000.

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

Additional Information about copyright abuse is posted on the University's web site.  
Anti-virus Software

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

### **Computer Clean-up Policy**

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

Family Educational Rights And Privacy Act

### **Directory Information**

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

The University releases, upon inquiry from third parties outside the University, directory information without written consent of the student. Directory information includes name, address, telephone number, college, class major, dates of attendance, and degrees, honors, and awards conferred. Students may withhold directory information by updating privacy settings in UDSIS.

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

## **THE FIRST STEPS TOWARD ACADEMIC SUCCESS**

### **Our Advisors Get To Know You**

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

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

### **Matriculated students register for classes based on the following schedule:**

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

course selection.

b. Matriculated students are assigned appointment times to begin registration based on classification and/or earned units. Appointments are available via UDSIS approximately one week prior to registration.

c. Newly admitted undergraduate students register during New Student Orientation, which includes academic advisement. (For more information see [www.udel.edu/students/nso/](http://www.udel.edu/students/nso/).)

d. Readmitted students are notified of applicable registration procedures and will be assigned an academic advisor to assist them in their course selection.

e. Students must meet prerequisite requirements prior to the start of any class that has a prerequisite. Students who have not met the prerequisite by the start of the semester are subject to being dropped from any course requiring a prerequisite.

If a student is dismissed from the University after registering, his or her registration will be canceled, and fees will be refunded. If a student is dismissed after the fall semester, his or her courses will be removed from the following spring semester. If a student is dismissed after the spring semester, his or her courses will be removed from the following fall semester. Students will not receive academic credit unless they are properly registered.

### **Change Your Registration**

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

To add courses after free drop/add, students need approval from the instructor and the appropriate college Assistant Dean. Other registration changes are permitted until the Academic Penalty Deadline, at the end of the eighth week of the semester or comparable period in winter and summer. Students will

receive a grade of "W" unless they withdraw from a course during the free drop/ add period. The University offers no tuition refunds for registration changes made after this period, and students who make late changes must pay a one-time \$25 fee.

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

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

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

## **UNIVERSITY ATTENDANCE POLICIES**

### **Class Attendance**

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

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

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

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

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

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

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

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

d. Absences due to serious illness of the student (e.g., hospitalization, surgery, or protracted

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

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

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

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

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

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

Unless excused by the faculty member, students holding a confirmed assigned seat in a class will have relinquished their seat if they have not personally appeared in class to claim the seat by the second meeting for a class scheduled to meet once a week, by the second meeting for a class scheduled twice a week, by the third meeting

for a class scheduled three times a week, by the third meeting for a class scheduled to meet five times a week. If the student does not claim the seat within the time limit specified above, and does not drop the course, the instructor has the option of assigning the student a grade of "Z" at the end of the term. It is the responsibility of the student to drop each course that he/she does not plan to attend, even when the student's registration is canceled for non-payment of fees. Failure to drop a course will result in a grade of "Z." Take A Break For Special Academic Projects

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

A matriculated undergraduate who needs to discontinue studies for medical reasons (e.g., surgery, pregnancy, illness, rehabilitation and other health-related circumstances) can request a medical leave of absence. Verification for the medical leave of absence must be presented to the appropriate college Assistant Dean when the application for leave is made.

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

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

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

Students who withdraw before the fall or spring

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

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

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

## **DELAWARE'S GRADING SYSTEM**

### How We Grade You

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

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

The following final grades are used:

- A Excellent 4.00 quality points per credit
- A- 3.67 quality points per credit
- B+ 3.33 quality points per credit
- B Good 3.00 quality points per credit
- B- 2.67 quality points per credit
- C+ 2.33 quality points per credit
- C Fair 2.00 quality points per credit
- C- 1.67 quality points per credit
- D+ 1.33 quality points per credit

D Poor 1.00 quality points per credit  
D- 0.67 quality points per credit  
F Failure 0.00 quality points per credit  
X - Failure, 0.00 quality points per credit  
(Academic Dishonesty)  
Z - Failure, 0.00 quality points per credit  
(Unofficial Withdrawal)

L Listener (Audit) - Registration without credit or grade. Class attendance is required, but class participation is not.

LW Listener Withdrawn - A listener who does not attend sufficient class meetings to be eligible, in the judgment of the instructor, for the grade of L will receive the grade LW.

NR No grade required.

P Passing - For specifically authorized courses. P grades are not calculated in indexes. (For further explanation, see Pass/Fail grade option section.)

W Official Withdrawal - Passing at time of withdrawal.

The following temporary grades are used:

I Incomplete - For uncompleted assignments, absences from final or other examinations, or any other course work not completed by the end of the semester.

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

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

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

N No grade reported by instructor.

All students, whether or not they intend to return to the University, may remove temporary grades

from their records by adhering to the following regulations:

- A grade of I (Incomplete) must be removed not later than the end of the first two weeks of the semester immediately following the course in question. Incomplete work for the fall semester and Winter Session must be completed within the first two weeks of the spring semester; incomplete work in the spring semester and summer sessions must be completed within the first two weeks of the following fall semester. Under extenuating circumstances, such as prolonged illness, the faculty member, with the additional approval of the Assistant Dean, may approve extensions of these limits.

- At the time of grading, instructors who give an I grade must submit copies of the Incomplete Grade Explanation Form to the department chair, the instructor's Assistant Dean, the student's Assistant Dean and the Registrar's Office, but only when the grade to be awarded, if the work is not completed, is not an F. This form will show (1) the nature of the incomplete (absent from final examination, absent from hourly examination, project or paper not turned in, etc.), (2) the reason for the incomplete (illness, accident or injury, serious illness or death in immediate family, etc.), and (3) the grade to be awarded to the student in the course if the work is not completed. If, after the time limit stated above, the uncompleted work has not been made up, the grade will automatically be recorded as an F if the instructor has not designated otherwise by submitting the Incomplete Grade Explanation form. Control and approval of all incomplete grades, including those given for absence from the final examination, will rest with the Assistant Dean of each college.

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

Pass/Fail Is Sometimes An Option

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

taken on a pass/fail basis cannot be used to fulfill the University multicultural requirement.

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

Even when students complete a course on a pass/fail basis, the instructor will assign a regular grade. If the student has a grade of A, B, C or D (plus or minus), a grade of P will be listed on the report of grades and on the transcript. If the student receives a grade of F, it will be recorded on the permanent record. A passing grade will not be counted in the GPA. A failing grade under the pass/fail option will be counted in the GPA. How Your Index Is Calculated

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

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

Credits and quality points for courses completed

elsewhere and transferred to the University will not be included in the student's University of Delaware cumulative grade point index. Maintain Your Good Academic Standing

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

### **QUALITY POINT DEFICIT**

A quality point deficit system is used to determine academic standing; a deficit begins to accumulate when a student's cumulative grade point average falls below 2.0. The quality point deficit is determined by subtracting the cumulative number of quality points from twice the cumulative number of quality hours. (See the preceding sections "HOW WE GRADE YOU" and "HOW YOUR INDEX IS CALCULATED" for an explanation of quality points and how they are related to the grades you earn). Quality hours are calculated only for courses receiving grades of A, B, C, D (plus or minus), F, X and Z; courses with Passing grades, Listener, Incomplete, Satisfactory/Unsatisfactory, or Withdrawal, as well as non-credit and remedial courses, are not included in the quality hours total.

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

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

### **ACADEMIC PROBATION**

Students whose cumulative GPA is below 2.0 will be placed on Academic Probation, as long as their quality point deficit is between 0.01 and 12.99. Students on Academic Probation may not

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

## **ACADEMIC DISMISSAL**

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

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

Students who are facing dismissal review by CURC, will be notified of this by their Assistant Deans and will be given an opportunity to present an appeal. Students with serious extenuating circumstances, such as a documented serious illness or documented personal problems, may present an appeal through their Assistant Dean to CURC for potential reinstatement on special probation. CURC approves such requests on a case-by-case basis. For more information, see next section "SPECIAL PROBATION" and [www.udel.edu/provost/curc.html](http://www.udel.edu/provost/curc.html).

Students who have been dismissed from matriculated status by CURC, may take up to 7 credits of courses each term through the Division of Professional and Continuing Studies at UD. However, dismissed students who are taking courses through Professional and Continuing Studies are not formally enrolled in any major or degree program and are not eligible to receive a degree. The student's classification will be changed to CEND (Continuing Education Non-Degree) and eligibility for most forms of financial aid may be lost, since financial aid usually requires full-time status and matriculation. In addition, dismissed students face restrictions for on-campus housing and provision of campus

services. More information is available from the UD ACCESS Center (<http://www.pcs.udel.edu/access>), which provides advisement services to dismissed students who enter CEND status.

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

## **SPECIAL PROBATION**

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

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

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



dependent on evidence of ability to succeed at UD. Registration for courses while on Freshman Special Probation will be supervised by the student's Assistant Dean.

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

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

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

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

Students who qualify for readmission will not be guaranteed admission to the program in which

they previously matriculated.

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

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

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

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

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

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

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

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

is posted. For more information on CURC, see [www.udel.edu/provost/curc.html](http://www.udel.edu/provost/curc.html).

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

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

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

### **EARNING ENOUGH CREDITS TO GRADUATE**

What Year Are You?

A student's year (freshman, sophomore, junior, or senior) is based on the number of earned credit hours at the time of admission. Students with 27 or fewer credits earned toward the degree will be classified as freshmen. Those with 28 to 59 credits will be classified as sophomores. Those with 60 to 89 credits will be classified as juniors, and those with 90 or more credits will be classified as seniors. Your advisor can help you plan which courses to take each semester so that you can graduate in a timely manner. Take On The Right Course Load

### **FULL-TIME UNDERGRADUATES**

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

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

\* For upperclass students not on probation, a normal load should not exceed 18 credits, unless

prescribed by the curriculum. An additional fee at the per-credit-hour rate applies to each credit in excess of 17.

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

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

### **PART-TIME UNDERGRADUATES**

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

### **OVERLOAD**

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

### **SPECIAL NOTE**

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

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

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

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

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

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

### **EXEMPTION**

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

### **WAIVER**

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

### **SUBSTITUTION/COURSE EXAMINATION**

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

All matriculated and Professional and Continuing Studies students may earn academic credit by taking an examination to demonstrate competence attained through professional experience or some similar learning experience. Credit by examination cannot be used when a student has previously enrolled in the University of Delaware course. Students interested in earning credit by examination for a specific course should contact the appropriate academic department. Credit by examination is not allowed in experimental or independent study courses. A credit-by-examination form, available at the Service Desk in the Student Services Building, must be completed. A fee is also required. (Read about High School Work for College Credit in the Undergraduate Admissions chapter.)

### **If You Take A Course More Than Once**

Credits may be counted only once toward a degree. Courses repeated to improve a passing grade may not be counted a second time toward the minimum total required credit hours. Both the original and the subsequent grades for

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

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

Choose The Type Of Major That Suits You

### **SINGLE MAJOR**

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

### **DOUBLE MAJOR**

To complete a double major, a student must fulfill the major requirements of two majors within the same degree, e.g., two majors which lead to the Bachelor of Arts or two leading to the Bachelor of Science. Admission to the double major requires approval of both departments and the dean(s) of the college(s). The minimum grade required in all courses within the major is the same as that needed for a single major.

### **INTERDEPARTMENTAL MAJOR**

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

For students who are undecided about their choice of major, the University Studies Program provides the opportunity to discover and to investigate various options. Because of the structure of the baccalaureate degree, it is possible for students during their first semesters to choose coursework that allows them to be

on track for a number of different majors. Since there is a good deal of overlap in required courses for many majors and degree programs, University Studies students may consider several major options before committing to a particular one. It is often possible to plan course schedules for the first one or two semester(s) that will fulfill requirements in more than one potential major, with the exception of highly structured programs.

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

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

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

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

### **A Minor May Add Breadth To Your Studies**

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

## a minor. Multiply Your Options With A Double Degree

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

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

- To be eligible for a second degree, the student must earn at least 30 credits in addition to those required for the first degree. When the two degrees are being earned concurrently and are to be awarded at the same time, the "first degree" is considered to be the degree that requires the smaller number of total credits. Change Of Major Policy

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

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

## ACADEMIC REQUIREMENTS FOR GRADUATION

Every Student Must Attain Proficiency In Written Communication

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

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

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

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

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

## DEGREE WITH DISTINCTION IN A MAJOR FIELD

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

## TOP INDEX GRADUATING SENIOR

Every year, an award recognizes the graduating senior who has achieved the highest grade

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

## **BACCALAUREATE DEGREE**

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

- A scholastic average of C (GPA of 2.0) in all work taken at the University.
- Completion of either 90 of the first 100 credits or 30 of the last 36 credits, full- or part-time, at the University of Delaware.
- One incoming semester of First Year Experience (FYE) completed with a passing letter grade, or a grade of P for courses graded only Pass/Fail. The number of credits will depend on the designated FYE (see FYE course offerings: <http://primus.nss.udel.edu/CourseDesc/index.action> ).
- One semester of Freshman English (ENGL 110), completed with a minimum grade of C-.
- Three credits of Discovery Learning Experience (DLE) completed with a passing letter grade, or a grade of P for courses graded only Pass/Fail. DLE includes experiences such as internship, service learning, independent study, undergraduate research, and study abroad, which are designated DLE (see DLE course offerings: <http://primus.nss.udel.edu/CourseDesc/index.action>).
- Three credits in an approved course or courses stressing multicultural, ethnic, and/or gender related content. The purpose of the multicultural requirement is to provide students with some awareness of and sensitivity to cultural pluralism-an increasing necessity for educated persons in a diverse world. This requirement may be fulfilled through a course or courses taken to complete other course requirements, but cannot be fulfilled with any course taken on a pass/fail basis. Only course sections that are designated as multicultural in the registration booklet for a specific semester can be used to fulfill this requirement.

## **HONORS BACCALAUREATE DEGREE**

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

## **HONORS BACCALAUREATE DEGREE WITH DISTINCTION**

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

## **ASSOCIATE DEGREE**

Read about Associate Degree Programs in the "Undergraduate Admissions" chapter of this catalog. We Offer A Wide Variety of Multi-Cultural Requirement Courses

### **ANTHROPOLOGY**

ANTH 101 Introduction to Social and Cultural Anthropology

ANTH 210 Peoples and Cultures of Southeast Asia

ANTH 211 Peoples and Cultures of East Asia

ANTH 212 Peoples and Cultures of the Muslim World

ANTH 223 Food, Gender and Culture (cross-listed with WOMS 223)

ANTH 225 Peasant Societies

ANTH 228 Peoples and Cultures of the Southwest

ANTH 229 Indians of North America

ANTH 230 Peoples of the World

ANTH 235 Anthropology of Food

ANTH 236 Anthropology of Sport

ANTH 245 Contemporary Native American Culture Issues

ANTH 251 Introduction to Ethnic Arts

ANTH 259 Hunting Societies

ANTH 261 Peoples and Cultures of the Middle East (cross-listed with JWST 261)

ANTH 265 High Civilizations of the Americas

ANTH 269 Early Civilizations of the Old World  
ANTH 310 Asian Women's Lives (cross-listed with WOMS 310)  
ANTH 312 Asian Women in the Globalized Workplace (cross-listed with WOMS 312)  
ANTH 314 Immigrant Islam: The Muslim Diaspora in the West  
ANTH 316 Islam and Gender (cross-listed with WOMS 316)  
ANTH 318 Tribal Lifeways  
ANTH 320 Prehistory of North America  
ANTH 323 Prehistory of South America  
ANTH 324 Old World Archaeology  
ANTH 330 Development and Underdevelopment  
ANTH 333 Peoples of Africa (cross-listed with BAMS 333)  
ANTH 337 South American Indians  
ANTH 338 Arts and Crafts of Native South America  
ANTH 351 Race in Latin America (cross-listed with BAMS 351)  
ANTH 360 American Anabaptists  
ANTH 363 Women in Cross-Cultural Perspective (cross-listed with WOMS 363)  
ANTH 375 Peoples and Cultures of Modern Latin America  
ANTH 380 Peoples and Cultures of Mexico and Central America  
ANTH 381 Visions of Native Americans  
ANTH 382 Anthropology and Business  
ANTH 401 The Idea of Race  
ANTH 457 Survey of African Art (cross-listed with ARTH 457)

#### ART HISTORY

ARTH 158 Rulers' Images: Antiquity to the Present  
ARTH 163 Architecture in Global Contexts  
ARTH 198 Studies in World Art and Architecture  
ARTH 202 Biblical and Classical Literature (cross-listed with ENGL 202)  
ARTH 203 Art of the African Diaspora  
ARTH 204 Art, Power and Architecture in Africa (cross-listed with BAMS 203)  
ARTH 206 Introduction to Art and Architecture  
ARTH 228 Modern Art II  
ARTH 229 Contemporary Art  
ARTH 232 Art of Latin America  
ARTH 236 Arts of the Islamic World  
ARTH 237 Art of Tibet  
ARTH 242 (cross listed with WOMS 242)  
ARTH 244 American Architecture  
ARTH 248 African American Art  
ARTH 298 Global Modernism  
ARTH 303 Art of the Spanish Renaissance  
ARTH 440 Seminar in Latin American Art

ARTH 445 Seminar in East Asian Art and Architecture  
ARTH 456 Seminar in Contemporary Architecture  
ARTH 457 Survey of African Art (cross-listed with ANTH 457)  
ARTH 656 Studies in Contemporary Architecture

#### BLACK AMERICAN STUDIES

BAMS 110 Introduction to Black American Studies  
BAMS 134 History of Africa (cross-listed with HIST 134)  
BAMS 203 Art, Power, and Architecture in Africa (cross-listed with ARTH 204)  
BAMS 205 Contemporary Afro-American Issues  
BAMS 206 Survey of Afro-American Culture  
BAMS 220 American Civil Rights Movement (cross-listed with HIST 220)  
BAMS 306 History of Black America Since the Civil War (cross-listed with HIST 326)  
BAMS 307 Black Thought and Philosophy (cross-listed with PHIL 307)  
BAMS 313 African American Literature I (cross-listed with ENGL 344)  
BAMS 327 Race, Gender, Science (cross-listed with PHIL 327)  
BAMS 331 History of Caribbean I (cross-listed with HIST 331)  
BAMS 332 History of Caribbean II (cross-listed with HIST 332)  
BAMS 333 Peoples of Africa (cross-listed with ANTH 333)  
BAMS 334 African American Women's History (cross-listed with HIST 334)  
BAMS 345 African American Literature II (cross-listed with ENGL 345)  
BAMS 350 Race and Work in the United States  
BAMS 351 Race in Latin America (cross-listed with ANTH 351)  
BAMS 352 Black Feminist Theory  
BAMS 355 Inequality, Crime and Justice (cross-listed with CRJU 355)  
BAMS 361 Racial Inequality (cross-listed with SOCI 361)  
BAMS 363 History of Blacks in the American West (cross-listed with HIST 333)  
BAMS 364 African American/Native American Explorations  
BAMS 369 Slave Testimony As Historical Artifact (cross-listed with HIST 320)  
BAMS 395 Pan Africanism (cross-listed with HIST 395)  
BAMS 415 Race, Class and Gender (cross-listed with SOCI 415)  
BAMS 416 Psychological Perspectives on the Black American (cross-listed with

PSYC 416)

- BAMS 439 Problems in African Politics (cross-listed with POSC 439)  
BAMS 455 Youth Street Outreach (cross-listed with SOCI 455, CRJU 455, and UAPP 455)

BIOLOGICAL SCIENCES

- BISC 127 Environments and Cultures in Conflict

COGNITIVE SCIENCE

- CGSC 102 Language, Mind and Society (cross-listed with LING 102)  
CGSC 327 Race, Gender, Science (cross-listed with PHIL 327)

COMMUNICATION

- COMM 204 Gender and Communication (cross-listed with WOMS 204)  
COMM 421 Intercultural Communication

CRIMINAL JUSTICE

- CRJU 350 Gender and Criminal Justice (cross-listed with WOMS 350)  
CRJU 355 Inequality, Crime and Justice (cross-listed with BAMS 355 and SOCI 356)  
CRJU 452 Drugs and the Criminal Justice System (cross-listed with SOCI 452)  
CRJU 455 Youth Street Outreach (cross-listed with SOCI 455, BAMS 455, and UAPP 455)

DANCE

- DANC 206 Dance in Culture and Society

EAST ASIAN STUDIES

- EAST 386 Asian America: Culture and History (cross-listed with ENGL 386 and HIST 386)

ECONOMICS

- ECON 385 Women and the Economy (cross-listed with WOMS 385)  
ECON 418 Economic History of American Labor Markets

EDUCATION

- EDUC 247 Professional Issues: Historical Perspectives  
EDUC 258 Cultural Diversity, Schooling and Teachers  
EDUC 259 Diversity in Community Contexts  
EDUC 419 Diversity in Secondary Education

ENGLISH

- ENGL 202 Biblical and Classical Literature (cross-listed with CMLT 202, FLLT 202, and JWST 202)  
ENGL 215 Introduction to Ethnic and Cultural Studies  
ENGL 344 African American Literature I (cross-listed with BAMS 313)  
ENGL 345 African American Literature II (cross-listed with BAMS 345)  
ENGL 350 Studies in Jewish Literature (cross-listed with JWST 350)  
ENGL 375 Intro to Folklore and Folklife  
ENGL 378 Caribbean Literature  
ENGL 380 Women Writers (cross-listed with WOMS 380)  
ENGL 386 Asian America: Culture and History (cross-listed with EAST 386 and HIST 386)

FASHION AND APPAREL STUDIES

- FASH 213 Twentieth Century Design: Ethnic Influence  
FASH 319 Dress and Culture

FOREIGN LANGUAGES AND LITERATURES

- FLLT 202 Biblical and Classical Literature (cross-listed with ENGL 202)  
FLLT 203 Languages of the World (cross-listed with LING 203)  
FLLT 331 Introduction to Chinese Films  
FLLT 337 Brazil through Film  
FLLT 338 Light and Shadow - Japanese Films  
FLLT 383 Chinese Culture in Translation (cross-listed with WOMS 383)  
FLLT 490 One World: Cinematic Perspectives on Cultural Diversity  
FLLT 495 One World: Literary Perspectives on Cultural Diversity

FRENCH

- FREN 207 Contemporary Caribbean World  
FREN 457 The Francophone World  
FREN 460 Littérature Francophone Issue de l'Immigration

GEOGRAPHY

- GEOG 102 Human Geography  
GEOG 120 World Regional Geography  
GEOG 203 Introduction to Cultural Geography  
GEOG 226 Geography of Latin America

HEALTH AND EXERCISE SCIENCES

- HESC 484 Women in Sports (cross-listed with WOMS 484)



## HEBREW

HEBR 209 Israel through Film (cross-listed with JWST 209)

## HISTORY

HIST 103 World History I

HIST 104 World History II

HIST 130 Islamic Near East: 600 to 1500

HIST 131 Islamic Near East: 1500 to Present)

HIST 134 History of Africa (cross-listed with BAMS 134)

HIST 135 Introduction to Latin American History

HIST 137 East Asian Civilization: China

HIST 138 East Asian Civilization: Japan

HIST 220 American Civil Rights Movement (cross-listed with BAMS 220)

HIST 270 History of Modern Asia

HIST 291 Women's History through Film (cross-listed with WOMS 291)

HIST 300 Women in American History (cross-listed with WOMS 300)

HIST 320 Slave Testimony As Historical Artifact (cross-listed with BAMS 369)

HIST 326 History of Black America since the Civil War (cross-listed with BAMS 306)

HIST 331 History of Caribbean I (cross-listed with BAMS 331)

HIST 332 History of Caribbean II (cross-listed with BAMS 332)

HIST 333 History of Blacks in the American West (cross-listed with BAMS 363)

HIST 334 African American Women's History (cross-listed with BAMS 334 and WOMS 334)

HIST 368 Modern China: 1600 to 1920s

HIST 369 China Since 1900

HIST 370 History of Modern Japan

HIST 371 Postwar Japan

HIST 372 Popular Culture in Urban Japan (cross-listed with WOMS 372)

HIST 377 Radicalism and Revolution: Islamic Movement/Modern Middle East

HIST 378 Nationalism in the Modern Middle East

HIST 380 History of the Arab-Israeli Conflict (cross-listed with JWST 381)

HIST 381 Islam and the West: The History of Mutual Perceptions

HIST 386 Asian America: Culture and History (cross-listed with EAST 386 and ENGL 386)

HIST 390 American Indians: The Southwest

HIST 393 History of Modern Vietnam

HIST 395 Pan Africanism (cross-listed with BAMS 395)

HIST 439 Women and Revolution in Africa (cross-listed with WOMS 439)

HIST 440 Seminar: Africa Under Colonial Rule

HIST 444 Seminar: Women in the Islamic Middle East (cross-listed with WOMS 444)

HIST 477 Seminar in Latin American History

HIST 479 Seminar: Asian History

## HOTEL, RESTAURANT AND INSTITUTIONAL MANAGEMENT

HRIM 316 Cross Cultural Etiquette and Protocol

## HUMAN DEVELOPMENT AND FAMILY STUDIES

HDFS 202 Foundations of Family Studies

## JAPANESE

JAPN 205 Japanese Conversation

JAPN 208 Contemporary Japan I

## JEWISH STUDIES

JWST 202 Biblical and Classical Literature (cross-listed with ENGL 202)

JWST 208 Introduction to Jewish Philosophy (cross-listed with PHIL 208)

JWST 209 Israel through Film (cross-listed with HEBR 209)

JWST 261 Peoples and Cultures of the Middle East (cross-listed with ANTH 261)

JWST 350 Studies in Jewish Literature (cross-listed with ENGL 350)

JWST 360 Sociology of Religion (cross-listed with SOCI 360)

JWST 381 History of the Arab-Israeli Conflict (cross-listed with HIST 380)

## LATIN AMERICAN STUDIES

LAMS 491 Latin American Studies Capstone (cross-listed with SPAN 491)

## LINGUISTICS

LING 101 Introduction to Linguistics I

LING 102 Language, Mind and Society

LING 203 Languages of the World (cross-listed with FLLT 203)

LING 222 Language and Gender (cross-listed with WOMS 222)

## MUSIC

MUSC 205 Music of the Non-Western World

MUSC 206 Music of China, Korea and Japan

MUSC 302 Women in Music: An Alternate Survey (cross-listed with WOMS 302)

## NURSING

NURS 232 Care of Vulnerable Populations

NURS 412 Multicultural Topics in Health

NURS 414 Multicultural Topics in Healthcare Delivery (cross-listed with WOMS 414)

## NUTRITION AND DIETETICS

- NTDT 301 Cultural Perspectives on Food and Nutrition  
NTDT 475 Transcultural Foods and Cuisine

## PHILOSOPHY

- PHIL 204 World Religions  
PHIL 208 Introduction to Jewish Philosophy (cross-listed with JWST 208)  
PHIL 210 Women and Religion (cross-listed with WOMS 210)  
PHIL 216 Introduction to Feminist Theory (cross-listed with WOMS 216)  
PHIL 307 Black Thought and Philosophy (cross-listed with BAMS 307)  
PHIL 309 Indian Religion and Philosophy  
PHIL 310 Chinese Religion and Philosophy  
PHIL 327 Race, Gender, Science (cross-listed with BAMS 327, CGSC 327 and WOMS 327)

## PLANT AND SOIL SCIENCES

- PLSC 100 Plants and Human Culture

## POLITICAL SCIENCE

- POSC 315 Third World Women in Politics (cross-listed with WOMS 315)  
POSC 330 Political Terrorism  
POSC 372 East Central European Politics  
POSC 426 Latin American Political Systems  
POSC 427 Politics in China  
POSC 429 Southeast Asia and the World  
POSC 432 Political System: Post Soviet Union  
POSC 433 African Politics  
POSC 439 Problems in African Politics (cross-listed with BAMS 439)  
POSC 450 Problems of Latin American Politics

## PORTUGUESE

- PORT 207 Brazil: Past and Present

## PSYCHOLOGY

- PSYC 333 Psychology of Women (cross-listed with WOMS 333)  
PSYC 416 Psychological Perspectives on the Black American (cross-listed with BAMS 416)

## SOCIOLOGY

- SOCI 206 Women and Work (cross-listed with WOMS 206)  
SOCI 331 World Population: Profiles and Trends  
SOCI 356 Inequality, Crime and Justice (cross-listed with CRJU 355)  
SOCI 360 Sociology of Religion (cross-listed with JWST 360)  
SOCI 361 Racial Inequality (cross-listed with BAMS 361)

- SOCI 407 Sociology of Sex and Gender (cross-listed with WOMS 407)

- SOCI 415 Race, Class and Gender (cross-listed with BAMS 415 and WOMS 415)

- SOCI 452 Drugs and the Criminal Justice System (cross-listed with CRJU 452)

- SOCI 455 Youth Street Outreach (cross-listed with CRJU 455, BAMS 455, and UAPP 455)

- SOCI 471 Disaster Vulnerability Developmen

## SPANISH

- SPAN 207 Contemporary Latin America I  
SPAN 326 Latin American Civilization and Culture  
SPAN 447 Contemporary Spanish American Fiction by Women  
SPAN 464 Contemporary Spanish American Literature  
SPAN 491 Latin American Studies Capstone (cross-listed with LAMS 491)

## THEATRE

- THEA 340 African American Theatre

## URBAN AFFAIRS AND PUBLIC POLICY

- UAPP 455 Youth Street Outreach (cross-listed with BAMS 455, CRJU 455, and SOCI 455)

## WOMEN'S STUDIES

- WOMS 201 Introduction to Women's Studies  
WOMS 202 Introduction to International Women's Studies  
WOMS 204 Gender and Communication (cross-listed with COMM 204)  
WOMS 206 Women and Work (cross-listed with SOCI 206)  
WOMS 210 Women and Religion (cross-listed with PHIL 210)  
WOMS 212 Motherhood in Culture and Politics  
WOMS 216 Introduction to Feminist Theory (cross-listed with PHIL 216)  
WOMS 222 Language and Gender (cross-listed with LING 222)  
WOMS 223 Food, Gender and Culture (cross-listed with ANTH 223)  
WOMS 233 Women, Biology and Medicine  
WOMS 240 Women and Violence  
WOMS 242 (cross-listed with ARTH 242)  
WOMS 250 Topics in International Women's Studies  
WOMS 260 Women: Cultural Representations  
WOMS 291 Women's History through Film (cross-listed with HIST 291)  
WOMS 300 Women in American History (cross-listed with HIST 300)  
WOMS 302 Women in Music: An Alternate Survey (cross-listed with MUSC

302)

- WOMS 310 Asian Women's Lives (cross-listed with ANTH 310)
- WOMS 312 Asian Women in the Globalized Workplace (cross-listed with ANTH 312)
- WOMS 315 Third World Women in Politics (cross-listed with POSC 315)
- WOMS 316 Islam and Gender (cross-listed with ANTH 316)
- WOMS 327 Race, Gender, Science (cross-listed with PHIL 327)
- WOMS 332 Women, Race, and Ethnicity
- WOMS 333 Psychology of Women (cross-listed with PSYC 333)
- WOMS 334 African American Women's History (cross-listed with HIST 334)
- WOMS 336 Feminist Cultural Studies
- WOMS 350 Gender and Criminal Justice (cross-listed with CRJU 350)
- WOMS 363 Women in Cross-Cultural Perspective (cross-listed with ANTH 363)
- WOMS 372 Popular Culture in Urban Japan (cross-listed with HIST 372)
- WOMS 380 Women Writers (cross-listed with ENGL 380)
- WOMS 383 Chinese Culture in Translation (cross-listed with FLLT 383)
- WOMS 385 Women and the Economy (cross-listed with ECON 385)
- WOMS 407 Sociology of Sex and Gender (cross-listed with SOCI 407)
- WOMS 414 Women and Gender in Healthcare (cross-listed with NURS 414)
- WOMS 415 Race, Class and Gender (cross-listed with SOCI 415)
- WOMS 439 Women and Revolution in Africa (cross-listed with HIST 439)
- WOMS 444 Seminar: Women in the Islamic Middle East (cross-listed with HIST 444)
- WOMS 484 Women in Sports (cross-listed with HESC 484) We Offer a Wide Variety of Breadth Courses

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

#### Creative Arts and Humanities 3 credits

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

#### History and Cultural Change 3 credits

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

#### Social and Behavioral Sciences 3 credits

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

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

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

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

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

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

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

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

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















# Academic Regulations for Graduate Students

## 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, the Departmental Program Policy Statement 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 and Professional Education. 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 Student Guide to University Policies available online at [www.udel.edu/stuguide/current](http://www.udel.edu/stuguide/current). 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, email, and access to information resources available on the Internet is a privilege. Students must abide by the policies and procedures governing use of these resources. Under the Policy for Responsible Computing ([www.udel.edu/ExecVP/polprod/1-14.html](http://www.udel.edu/ExecVP/polprod/1-14.html)), all students must assume responsibility for the integrity of these resources, respect the rights of other users, and abide by all relevant laws and contractual obligations.

To educate students about secure and appropriate computer use, the University has initiated a number of campaigns including the following:

- "The Code of the Web" conveys the importance of the many issues related to responsible computing ([www.udel.edu/codeoftheweb/](http://www.udel.edu/codeoftheweb/));
- "No Excuses" educates students about the legal implications of downloading and sharing materials that hold copyright protection ([www.udel.edu/legaltunes/](http://www.udel.edu/legaltunes/)); and
- "Protecting Personal Non-public Information (PNPI)" encourages strategies that students should use to protect their personal information as well as activities that help protect against identity theft ([www.udel.edu/pnpi](http://www.udel.edu/pnpi)).

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

responsible computing may be directed to the IT Help Center at (302) 831-6000.

In addition, the owner of a computer that is identified as sharing copyrighted material risks prosecution for violation of copyright laws. File sharing of copyrighted material is illegal. A student who is identified as violating copyright laws will, among other penalties, have his or her network connection terminated for at least 30 days, and the case will be referred to the Office of Judicial Affairs. For more information about copyright abuse, see

([www.udel.edu/security/copyright\\_abuse.htm](http://www.udel.edu/security/copyright_abuse.htm)).

### **Anti-virus Software**

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

### **Computer Clean-up Policy**

A student who brings a compromised computer to Information Technologies-User Services (IT-US) to be cleaned of viruses, adware, spyware, peer-to-peer (P2P) software, and other software that pose risks to the campus network will be charged \$70 for the first cleaning and \$100 for subsequent cleanings. The fee will be charged to the student's account and will appear on the student's bill. The fees collected for the computer clean-up service will go towards expanding the University's educational efforts and resources to help make students aware of their responsibilities to keep their computers and the campus network running securely.

### **Family Educational Rights and Privacy Act**

## **ATTENDANCE, REGISTRATION, AND ENROLLMENT**

### **Attendance Regulations**

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

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 Assistant Dean's Office of his or her college. The Assistant 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 Assistant 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 Assistant 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 Assistant Dean's Office of his or her college. The Assistant 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.

## **Registration Requirements**

### **Advance Registration**

All matriculated students should 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. Contact the Registrar's Office or the Office of Graduate and Professional Education for information on advance registration. For newly admitted students unable to advance register for fall semester, special permission may be sought from the Office of Graduate and Professional Education to waive the late registration fee.

### **Continuous Registration**

Graduate students are required to maintain continuous registration each fall and spring semester to be eligible to continue in a degree program. Failure to comply with the requirement of maintaining continuous registration in the fall and spring semesters 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.

### **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 Assistant Provost for Graduate Studies.

### **Full-Time And Part-Time Status**

Students enrolled in at least 9 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 and Professional Education. A maximum course load in either summer or winter session is 7 credit hours. Permission must be obtained from the Office of Graduate and Professional Education 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 An Assistantship or Fellowship**

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, 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. (Note: Some programs may require students to be registered in more than six credits.) 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 Office of Graduate and Professional Education may register in sustaining credit to meet full-time status.

### **Summer Registration**

Students who are supported by the University as research assistants during the summer months are required to be registered in at least three credits during the 7 1/2 week summer session under the following guidelines: the work must be related to the student's degree program, and the funding amount must meet the minimum requirement per month in June and July. Students may register in 868-800 (research), 869 (thesis), 964 (pre-candidacy study), 969 (dissertation), 864 (internship), sustaining, or a regular graduate course needed for the degree and offered in the 7 1/2 week summer session. Except for 864, 869, or regular courses, all courses are graded pass/fail.

### **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 and winter session only if the degree is awarded at the conclusion of the summer or 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 and winter session only if the degree is awarded at the conclusion of the summer or winter session. Students in sustaining status are considered full-time.

### **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 and Professional Education. Forms for registration changes are provided by the Registrar's Office, or students may use UDPHONE or UDSIS Personal Access.

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 Office of Graduate and Professional Education is not needed, but the student is required to give notice in writing to the department and the Office of Graduate and Professional Education. If the notification is received before the end of the first two weeks of classes, the registration is cancelled.

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 \$20 is charged for each drop-add form processed. Approval of the Office of Graduate and Professional Education must be sought for all changes after the free drop-add period.

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 and Professional Education. 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 must first 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 and Professional Education for approval. The length of time needed for the leave should be indicated. Upon approval of the Office of Graduate and Professional Education, 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 and Professional Education 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 and Professional Education indicating the reasons for the resignation. The Office of Graduate and Professional Education 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. 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**

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



## GRADES AND ACADEMIC STANDING

Professional Education approves their withdrawal "without penalty."

### University Grading Policy

#### Final Grades

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, 0.00 quality points per credit (Academic Dishonesty)
Z	Failure, 0.00 quality points per credit (Unofficial Withdrawal)
L	Listener - Registration without credit or grade. Class attendance is required, but class participation is not.
LW	Listener Withdrawn - A listener who does not attend sufficient class meetings to be eligible, in the judgment of the instructor, for the grade of L will receive the grade LW.
NR	No grade required.
P	Passing - For specifically authorized courses, such as 969. P grades are not calculated in index.
W	Official Withdrawal - Passing at time of withdrawal.
**WF	Official Withdrawal - Failing at 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 and

#### 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.

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 and Professional Education 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 thesis research, dissertation, independent study, special problems, distance learning and other courses which span two semesters or in which assignments extend beyond the grading deadline in a given semester.

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

Temporary grades of S and U are recorded 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.

**N - No grade reported by instructor.**

### **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 each semester. 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 and Professional Education monitors the academic progress of all graduate students and notifies students in writing of all academic deficiencies. The cumulative GPA after each 9-hour increment determines academic standing. (See chart below.)

If a student is on: And earns a The status will cumulative GPA of: become:

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 Below 2.0 Dismissal

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.

### **Graduate Studies Academic Probation Policy**

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

The Office of Graduate and Professional Education 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 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 and Professional Education 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 and Professional Education that states the faculty vote on the decision causing dismissal and the justification for this action. The Office of Graduate and Professional Education 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 and Professional Education. 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 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. 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. All information related to the dismissal is available to the new program admissions committee.

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).

## **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 and Professional Education 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 Office of Graduate and Professional Education, 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 and Professional Education by writing such a statement on the student's master's degree application. A student's classification changes from regular status in a master's degree program to 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 and Professional Education 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 and Professional Education 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 nondegree graduate students. The department will indicate approval by sending the Change of Classification form to the Office of Graduate and Professional Education for approval prior to the completion of the requirements for the master's degree. 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 and Professional Education. The application deadlines are February 15 for Spring candidates, January 15 for Winter candidates, May 15 for Summer candidates, and September 15 for Fall candidates. The application must be signed by the candidate's adviser and department chair. There is an application fee of \$50 for master's degree candidates and a \$95 fee for doctoral degree candidates. Payment is required when the application is submitted. Upon completion of the audit, the Office of Graduate and Professional Education notifies students in writing when they have met all degree requirements.

## **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 and Professional Education. 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 specifically required for the degree program must average 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 and Professional Education six weeks prior to the date of degree conferral. Dissertations are due in the Office of Graduate and Professional Education seven weeks prior to the date of degree conferral. For exact due dates, see the

calendar distributed by the Office of Graduate and Professional Education.

### **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 and Professional Education. The Office of Graduate and Professional Education 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 or some other culminating requirement. 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 following items are to be submitted to the Office of Graduate and Professional Education: (1) Three original sets of the signature pages showing approval of the thesis; (2) Three copies of the abstract; (3) The thesis as a PDF file. 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, (c) the Dean of the College, and (d) the Provost.

### **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 language 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 with human/animal subjects approval (if appropriate for the research).

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 and Professional Education. The student's classification will change to 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**

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 Admissions To Candidacy**

Once a student has met all of the stipulations for candidacy and becomes classified in 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. Registration in Doctoral Dissertation (969) and Doctoral Sustaining (999) is restricted to students with candidacy. 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 or winter session only if the degree is awarded at the conclusion of the summer or 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. 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 and Professional Education. The dissertation must be approved by the chair of the student's advisory committee, the Dean of the College, the chair of the student's major department, and the Provost. The dissertation is to be signed by the professor in charge of the dissertation and all members of the dissertation committee. The following items are to be submitted to the Office of Graduate and Professional Education: (1) Three original sets of the signature pages showing approval of the dissertation/executive position paper; (2) Three copies of the abstract; (3) The dissertation/executive position paper as a PDF file; (4) Certification of Doctoral Defense; (5) Survey of Earned Doctorates.

### **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:

1. 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.
2. 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.
3. 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 and Professional Education.

### **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 Office of Graduate and Professional Education.

### **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, Technology & Higher Education 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 Education and Human Development.