

GLOSSARY OF ACADEMIC INFORMATION

ABSENCE FROM CLASS – The responsibility for defining attendance expectation is left to the individual faculty member, subject to the guidelines presented in the Faculty Handbook as given below:

- a. Absences 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 which could not have been anticipated earlier in the semester will be recognized as excused absences upon advance notification of the instructor.
- 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 (e.g. hospitalization, surgery, or protracted medical illness or convalescence) shall also be recognized as excused absences. To validate such absences, the student should present evidence of the illness to the Dean's Office of his or her college. Supportive evidence will be provided on the student's request by the Student Health Service directly to the respective Deans.

For relatively minor, short-term illness of students (e.g. cold 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 provided at the start of the term. Further information regarding excused and unexcused absences can be found in the University of Delaware Official Student Handbook.

ACADEMIC DISMISSAL - A student with a quality-point deficit of more than 12.99 points will be dropped for academic deficiency, pending review by the Committee on Undergraduate Records and Certification. Students dropped for academic reasons may, with prior approval of the college dean, take courses in the Division of Continuing Education to reduce the quality-point deficit to less than 7. Only final grades of C+ or better will reduce the quality-point deficit. Grades of C- or lower increase the quality-point deficit. Students are eligible to return to the University as a full-time student after sitting out (in full-time status) for at least one semester. Only courses/credits taken at the University of Delaware can be used to reduce deficit points.

ACADEMIC HONESTY – The College of Health and Exercise Science and the University considers academic honesty an integral component of the educational process. You are expected to exercise integrity when completing quizzes, examinations, class assignments, research, papers and projects. As stated in the Faculty Handbook: To falsify the results of one's research, to steal the words or ideas of another, to cheat on an examination or to allow another to commit an act of academic dishonesty corrupts the essential process by which knowledge is advanced. It is the

official policy of the University of Delaware that all acts or attempted acts of alleged academic dishonesty be reported to the Dean of Students Office. At the faculty member's discretion and with the concurrence of the student or students involved, some cases, though reported to the Dean of Students Office, may be resolved within the confines of the course. All others will be adjudicated within the Undergraduate Student Judicial System. Additional information regarding academic dishonesty and guidelines for cases of academic dishonesty is published in the University of Delaware catalog.

ACADEMIC LOAD – A typical course load for a full-time student consists of four or five courses. Although 12 semester hours per semester represents a minimum full time load, students wishing to graduate in four years need to carry an average of at least 15 hours per semester. Students employed more than 20 hours per week are urged not to attempt a full-time academic load.

ADVANCED PLACEMENT – Students may be granted credit through the Advanced Placement Program for scores of 3, 4 or 5. Students should have test results sent to the Admissions Office for interpretation. Advanced Placement earned in this manner by entering freshmen or transfers will be counted toward or will fulfill university or department degree requirements.

APPEAL OF GRADE – Students who feel a grade has been assigned unfairly have the right to appeal by the following procedures:

- The grade is first discussed with the instructor
- An appeal is made to the department chair
- The appeal is presented to a committee of faculty members

If resolution is not met, the chair of the department will forward a recommendation to the appropriate dean.

ATTENDANCE – Students are expected to attend class for the courses in which they are registered. Students are obligated to fulfill course assignments, including those that can only be fulfilled in class.

CATALOG – The Undergraduate Catalog represents the contract between students and the university. Students may elect to graduate under the provisions of the catalog in effect at the time of admission or under the provisions of a subsequent catalog if the student has been enrolled in a continuous progression from admission to receipt of degree. Students are responsible for knowing the rules, regulations, and policies that are stated in the catalog provide at the time of enrollment. This document acts as the final authority when policy decisions are in question.

CHANGE IN ACADEMIC RECORDS – Students who feel their academic record is inaccurate or should be altered because of unusual or extenuating circumstances can petition to the University's committee on Undergraduate Records and Certification (CURC). The written petition should be submitted to the Assistant Dean of the College and should include: - a clarification of the change that is being requested – the rationale for the request; and – documentation which supports the request. The specific guidelines can be found in the Assistant Dean's Office or in the Advisement Center at 027 CSB.

CHANGE IN GRADUATION DATE – To receive appropriate information from the College and University regarding advisement and graduation, it is your responsibility to notify the Advisement Resource Center of any change in your expected graduation date. It is critical that your expected term of completion be accurate!

CHANGE OF NAME AND ADDRESS – To receive information from the College and the University regarding registration, advisement, and graduation, it is your responsibility to notify the University of any changes in your name and address. Changes should be processed with the Student Services Center.

CHANGE IN REGISTRATION

Weeks 1 and 2 Tuition is charged for those courses in which the student is registered at the end of the second week. No tuition rebate is given if a student withdraws after this time. This includes dropping or adding a course, as well as changing status to Pass/Fail or Audit. If another course is added after the second week, additional tuition is charged. All changes are handled through the web (see course registration booklet for details).

Weeks 3-8 To drop a course during this period, students should use the web. A grade of “W” will appear on the transcript. To add a course during this period, students must process a change of registration form with the signatures of the instructor and Dean. To change to Pass/Fail or Audit status during this period, students must go to the web.

Weeks 9-14 During this period, a student’s registration status cannot be changed without the Dean’s approval. Dean’s approval is granted only when non-academic extenuating circumstances exist, i.e. serious illness, emotional difficulties, or a family crisis. Documentation by a physician or counseling professional must be presented when requesting Dean’s approval. Dean’s approval will not be given because of failing grades, circumstances resulting from a change of major, or student error in registration.

NOTE: Special Sessions (Winter/Summer) follow a different schedule.

CLASS STANDING – Undergraduates are classified as following (based on number of credits):

Freshman	0 - 27 credits
Sophomore	28 – 59 credits
Junior	60 – 89 credits
Senior	90 or more credits

COMPLAINTS AND GRIEVANCES – The Faculty Handbook defines student complaints and the procedures students should follow if they have a complaint against a faculty member. The Handbook defines a student’s complaints as follows:

- a. Grade complaints: a claim that an inappropriate grade has been assigned because of a faculty member’s bias or because a faculty member’s failure to follow announced standards for assigning grades but not because of a faculty

member's alleged erroneous academic judgment (i.e., not a claim that courses standards are too high, reading is too heavy, the grade curve too low, etc).

b. Other complaints: a claim of abuse, ill-treatment, or exploitation involving the irresponsible or unjust misuse of the instructor's position of authority, power, and trust (e.g. pointed sexist or racist slurs and sexual or pecuniary blackmail).

COURSE REPEAT – Students are permitted to repeat a course at any time. When a course is repeated, the following conditions apply:

- all hours count towards probation, suspension, or dismissal (if grades are a “C-“ or lower)
- the transcript will show both the original and repeat grades
- only one grade per course may be presented for degree clearance

COURSE SUBSTITUTION – If you feel it is appropriate to substitute another course for a course that is a required part of an academic program, you should consult your academic advisor. Your advisor can initiate the course substitution process if he/she feels it is warranted and does not jeopardize the intent of the academic program. After the “course substitution” form is completed and signed by the advisor, it will be forwarded to the Advisement Center, 027 Carpenter Sport Building for recording in the SIS+ system.

DEAN'S LIST – Students who take at least 12 credit hours in a semester and earn a grade point average of 3.333 or higher for courses attempted that semester merit placement on the Dean's List.

DEGREE AUDITS (Senior Checkout) – Faculty advisors need to review student's degree audits, preferably in the second semester of the junior year. A degree audit form should be completed and signed by both student and faculty advisor and returned to the Advisement Center in 027 CSB.

GRADE POINT AVERAGE (GPA) – The average of all the earned grades attempted at the university. The grade point average is computed by dividing the total number of quality points by the total number of hours attempted. Work taken by students at another institution is not included in the grade point average.

GRADUATING WITH HONORS – Graduating with a high cumulative index does not necessarily mean the student will receive honors. This determination is made by taking the entire graduating class into account. The percentage breakdown is as follows: Summa – Top 1% of graduating class, minimum GPA 3.75. Magna- next 4% of graduating GPA; minimum GPA 3.5. Cum laude- next 8% of graduating class; minimum GPA 3.25.

INCOMPLETE (“I”) GRADE – A temporary grade given students who, although passing a course, are unable to complete all the coursework on schedule. All requirements must be completed by the second week of the next semester and instructors must turn in the regular grade at that time. If the work is not done, the mark of I is changed by the Registrar to an F. An incomplete grade is considered unsatisfactory until it is replaced.

LISTENER – Students are allowed to change his or her course from standard grading or pass/fail to Listener (“L”) during the semester. Changes to “Listener” status requires the student to attend class but do not have to do assignments and take exams. See also CHANGE IN REGISTRATION.

MATH PLACEMENT EXAM – Successful completion of this exam is required for new students; this placement exam is used to determine the level of Math the student should be placed in to.

MINORS – Students may elect minor programs in addition to their major field of study. Minors require a minimum of 15 hours; a listing of minors can be found in the Undergraduate Catalog and on the World Wide Web. Check with the individual department for updated information.

MULTICULTURAL COURSE – Students at the University of Delaware are required to take a course that stresses multicultural, ethnic, and/or gender-related content. A listing of these courses can be found in the Undergraduate Catalog.

OVERLOAD – A course load in excess of 18 hours must be approved by the student’s academic dean. However, credits in excess of 17 credit hours will incur additional tuition fees as well.

PASS/FAIL GRADE OPTION – Undergraduate students may elect to take one course on a pass/fail basis each semester. This course can only be used as a free elective for the student. Students are encouraged to consult with, and obtain approval of, their advisors in the selection of courses to be taken under this option. The total number of credits taken on a pass/fail basis may not exceed 24 in any program, excluding courses that are graded pass/fail only.

PROBATION – Students receive an academic warning at the end of any academic period in which their overall grade point average falls below a 2.000. Students who fall below a 2.000 also receive deficit points; deficit points can only be eliminated by receiving grades of “C+” or better. Only courses/credits taken at the University of Delaware can be used to reduce deficit points.

REGISTRATION – The University has registration periods each semester. Early registration for the following semester begins around the ninth or tenth week of the semester for all enrolled students; course received is based on a priority basis according to the number of credit hours earned. Web registration occurs two to three weeks before the start of the semester; General (late) registration is held during the first two weeks of the semester. The Registration Catalog, produced a week before registration begins, contains instructions for registration, payment information, and other pertinent information.

STUDENT PROGRES REPORT – The Student Progress Report in SIS gives students an up-to-date record of how many credit hours have been earned and what is remaining to complete. Students should check this report routinely as they progress through their program.

SYLLABUS – A syllabus is the faculty/student contract in any given course. The syllabus contains the semester plan for the course, as well as when assignments are due, when tests are given, and policies regarding grading and attendance.

TRANSCRIPT – An official copy of student’s academic records. Transcripts (official and unofficial) are available through the Registrar’s Office in the Student Services Building.

TRANSFER CREDIT – The University of Delaware permits matriculated students to complete classes at another accredited institution if the department offering an equivalent class approves the course work. To assure the transfer of credits to the University, a “Transfer Credit-Post Admission” form should be completed prior to scheduling a course at another institution. This form can be obtained in the Dean’s Office, as well as the Student Services Center.

TRANSFER EVALUATION – A formal evaluation of transfer credit, completed by the Admissions Office, is mailed to students following acceptance to the university. Any changes that need to be made must be done through the Department Advisement Center at 027 CSB.

WITHDRAWAL/LEAVE OF ABSENCE

A. Withdrawals Processed Before the Academic Penalty Deadline

Students withdrawing prior to the beginning of the Fall or Spring semesters or prior to the Academic Penalty Deadline (the eighth week of the semester) may do so without academic penalty by filling out the Withdrawal/Leave Notification Form through the Dean’s Office or the Dean of Students Office, 218 Hulliher Hall.

B. Withdrawals Processed After the Academic Penalty Deadline

Withdrawals and leaves after the Academic Penalty Deadline (the eighth week of the semester) require permission from the assistant/associate dean of the student’s college. To initiate this process, the student should make an appointment with his/her assistant/associate dean. The dean’s approval is granted only when non-academic extenuating circumstances exist, i.e. serious illness, emotional difficulties, or an emotional crisis. Documentation by a physician or a counseling professional must be presented when requesting the dean’s approval. The dean’s approval will not be given because of failing grades, circumstances resulting from a change in major, or a student error in registration.

C. Medical Leave of Absence

A matriculated undergraduate student who needs to discontinue his/her studies for medical reasons (e.g. surgery, pregnancy, illness, rehabilitation, and other health-related circumstances) can request a Medical Leave of Absence directly from the assistant/associate dean of the college in which he/she is enrolled. Contact the Dean’s Office for further information.

D. Academic Leaves of Absence

Undergraduate students who wish to engage in activities related to their educational objectives that require them to discontinue registration at the University for a period not to exceed one year may be eligible upon approval of the assistant/associate dean of their college for an Academic Leave of Absence. Students should consult with their college’s assistant/associate dean regarding appropriate procedures to be followed in order to be granted an Academic Leave of Absence.