

## ABOUT UNDERGRADUATE ACADEMIC SERVICES (UAS)

UAS provides student support on behalf of the Dean of the College of Arts and Sciences. UAS also supports departmental faculty advising throughout the College of Arts and Sciences.

### Assisting faculty:

We are happy to answer any questions that arise—please feel free to call us for consultation while meeting with a student or to ask any general questions. Also, each A&S department and program has an assigned liaison from UAS. Your liaison can provide advisement support and training to all faculty members in your department or program.

### Assisting students:

UAS provides A&S students with support for complex advisement issues and with routine academic matters. We provide all A&S students with New Student Orientation advisement and with an official Senior Checkout. Students also visit us for excused absences, late change of registration issues, university leave of absence, and matters that require the approval of the Dean.



Our office, located in 109 Mitchell Hall, is accessed from the walkway between Gore Hall and Mitchell Hall

Walk-in hours: M-F 1pm—4pm  
Office hours: M-F 8am—5pm  
(302) 831-3020/as-advise@udel.edu

## THE SENIOR CHECKOUT PROCESS

Each college at the University of Delaware handles the Senior Checkout process differently. In the College of Arts and Sciences, the Senior Checkout refers to an electronic document that is prepared by our staff and sent to students via their udel.edu email addresses. This document is sent to A&S seniors (students with 90 credits or more) who are in their second to last term at the University. For example, a student with a Spring 2012 graduation date (per UDSIS) will be sent a Senior Checkout in the Fall of 2011. Since the graduation

term set in UDSIS determines when the Senior Checkout is sent, it is very important that students' graduation terms correctly reflect their intentions. The Senior Checkout lists all remaining requirements and is the official document that our office will use to determine degree eligibility. The Senior Checkout supersedes the degree progress report, so once the Senior Checkout is issued, the checkout should be the ONLY document used to determine remaining requirements are satisfied. Each student receives only

ONE Senior Checkout; they are not updated unless a student makes a change to his or her major(s) or minor(s). Faculty advisors can access a copy of the Senior Checkout through Advisor Notes. When viewing notes about a student, you should select the "Senior Checkout" note. From there, the attachment can be downloaded and opened using Microsoft Word. If there are any discrepancies, students should contact the UAS staff member whose name appears at the bottom of the checkout.

## VOLUME 1, ISSUE 1: FALL 2011

Each semester we will issue a faculty advisement newsletter, highlighting policies, providing upcoming academic calendar dates, and addressing common faculty questions.

### IN THIS ISSUE:

- About UAS (page 1)
- The Senior Checkout Process (page 1)
- Advising Students on Probation (page 2)
- Important Dates (page 2)
- Updated requirement information ("Did You Know?", page 2)

## FALL 2011 DATES

**Free Drop/Add**  
August 1-Sept 15\*

**8-week Academic Penalty  
Deadline**

October 27\*

**Winter Registration**

October 31

**Spring Registration**

November 17

**Last Day of Classes**

December 7

**Reading Days**

December 8, 10, and 11

**Final Exams**

December 9 and  
December 12-16

(\*revised due to hurricane)

## ADVISING STUDENTS ON PROBATION

In the Fall of 2010, the Provost's Office began a new initiative for assisting students in academic difficulty. All students on academic probation must now meet with their faculty advisor prior to registering for classes in their next term. Here are a few things to know when advising students on probation:

- Students are placed on academic probation any time that the GPA falls below a 2.0. Students will be off of academic probation when the GPA reaches 2.0.
- While on academic probation, students may not register for more than 4 academic courses, for a maximum of 14 credits (to allow for labs, languages, etc.).
- Students increase their GPAs by earning grades above a C.
- The degree of severity of academic difficulty is reflected in the number of **deficit points** that a student accumulates.
  - \* Grades of C are neutral. All grades above a C result in a decrease of deficit points (thereby increasing the GPA), while all grades below a C add to the number of deficit points (thereby decreasing the GPA).
  - \* Courses that bear higher numbers of credits hold a higher weight, while courses with lower numbers of credits bear lower weight. Similarly higher grades have a greater positive effect on the GPA (and deficit points), while lower grades have a greater negative effect on the GPA (and deficit points).
  - \* Please see the chart below for the numerical values.
- The number of deficit points that a student has accumulated is noted on the transcript at the bottom of each academic term, with the current value reflected at the end of the most recent term completed. Please note that **students are dismissed from the University when they accumulate 13.0 deficit points (or more)**.
- After advising a student on probation, please email [as-advise@udel.edu](mailto:as-advise@udel.edu) to confirm that the student has been advised and that the registration hold can be removed.

### DID YOU KNOW?

Undergraduate students who were admitted to UD in Fall 2010 or later must now complete University breadth requirements in addition to College of Arts and Sciences breadth requirements. (This does not apply to students who were admitted in terms prior to Fall 2010.)

Undergraduates pursuing two bachelors degrees (e.g., a BA and a BS) no longer need to complete 30 credits beyond the first degree in order to earn the second. Students must now simply complete all requirements for both degrees (including the minimum number of credits required for each degree).

### DEFICIT POINT CHART

		1 credit	2 credits	3 credits	4 credits	
<b>Grades of C+ or higher reduce deficit points by the number indicated.</b>	A	+2.000	+4.000	+6.000	+8.000	A
	A-	+1.667	+3.333	+5.000	+6.667	A-
	B+	+1.333	+2.667	+4.000	+5.333	B+
	B	+1.000	+2.000	+3.000	+4.000	B
	B-	+0.667	+1.333	+2.000	+2.667	B-
	C+	+0.333	+0.667	+1.000	+1.333	C+
	C	0.000	0.000	0.000	0.000	C
<b>Grades of C- or lower increase deficit points by the number indicated.</b>	C-	-0.333	-0.667	-1.000	-1.333	C-
	D+	-0.667	-1.333	-2.000	-2.667	D+
	D	-1.000	-2.000	-3.000	-4.000	D
	D-	-1.333	-2.667	-4.000	-5.333	D-
	F	-2.000	-4.000	-6.000	-8.000	F
		1 credit	2 credits	3 credits	4 credits	