

## OFFICE OF THE REGISTRAR

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The Office of the Registrar interprets, implements, facilitates the academic regulations and policies of the University and provides the following services:

- Provides analysis of students' progress toward degree requirements and certifies that graduation requirements are satisfied for degree conferral;
- Maintains permanent student academic records and issues transcripts;
- Evaluates and awards transfer, dual enrollment, advanced placement credit, CLEP and International Baccalaureate credit;
- Coordinates and collaborates with university departments to build, publish, and maintain a schedule of classes;
- Coordinates and publishes the final exam schedule;
- Facilitates online web-based course registration;
- Coordinates and processes course enrollment schedule adjustments, including drops, adds, exceptions, and all types of withdrawals;
- Provides online web-based access to faculty entry of grades and student viewing of third-week, mid-term and final grades and degree progress evaluations;
- Provides access to and training for online access of student records for faculty advisers;
- Provides online web-based unofficial transcripts;
- Facilitates meetings of the Undergraduate Degrees Committee and the Academic Status Committee;
- Provides academic accommodations to students with disabilities;
- Facilitates international student services and maintains associated records;
- Certifies student enrollment and academic information to authorized requesting agencies;
- Maintains students' certificates of immunization;
- Reviews and acts on applications for undergraduate transfer admission, non-degree admission, and readmission to the University;
- Serves as university official regarding the Family Educational Rights and Privacy Act (FERPA) and provides relevant training; and
- Coordinates and processes documentation required by Veterans Affairs for educational benefits.

### **Students' Web-based Access to their Unofficial Academic Record:**

Christopher Newport University offers students the ability to manage their enrollment, academic information and degree progress through web-based access. When students visit CNU for new student orientation, they will receive instructions on how to activate their access to such web-based functions as online registration; viewing mid-term and final grades; major, minor, or concentration; unofficial degree progress evaluations; unofficial academic transcripts; holds; and address and telephone information.

### **Academic Policies and Procedures**

*Matters of interpretation of these policies are determined by the Provost or the President. These policies and procedures are administered by the Office of the Registrar.*

### **Academic Continuance at the University**

The University expects students to make reasonable progress toward earning a degree. The University evaluates academic standing in terms of both academic progress *and* academic performance. Students must demonstrate the incentive and ability to meet the minimum progress and performance standards in order for the University to justify their continued enrollment.

**Academic performance** is measured by grade point average (GPA). Undergraduate students are expected to maintain a minimum grade point average of at least 2.00 each semester, both overall and in their major field of study. Students who do not maintain this minimum grade point average may be subject to enrollment restrictions as governed by the Academic Performance Policies. Note: Students should be reminded that some major fields of study require a higher academic performance standard. Consult the portion of the *Undergraduate Catalog* for your major for more specific information.

## ACADEMIC PERFORMANCE POLICIES

## MINIMUM STANDARDS FOR ACADEMIC CONTINUANCE

FIRST SEMESTER, FIRST-TIME FRESHMEN

Credit Hours Attempted*	Minimum GPA for Good Standing	Probation GPA Range	Suspension GPA Range
1-18 .....	2.00 .....	1.99-1.00 .....	.99 Or Less

ALL OTHER STUDENTS AND SEMESTERS

Credit Hours Attempted*	Minimum GPA for Good Standing	Probation GPA Range	Suspension GPA Range
1-30 .....	2.00 .....	1.99-1.61 .....	1.60 Or Less
31-60 .....	2.00 .....	1.99-1.70 .....	1.69 Or Less
61-75 .....	2.00 .....	1.99-1.80 .....	1.79 Or Less
76-90 .....	2.00 .....	1.99-1.90 .....	1.89 Or Less
91 Or More .....	2.00 .....	1.99-1.98 .....	1.97 Or Less

\*Attempted credit hours are those hours for which a grade is earned at CNU (excluding *I, M, AU, P, or W*). Attempted credit hours are cumulative. On the academic transcript, these hours are presented as GPA hours.

Students receiving financial aid must use the CNU Financial Aid Guide to determine *Satisfactory Academic Progress*. Please visit [financialaid.cnu.edu](http://financialaid.cnu.edu) for the latest update.

**Academic Warning**

Academic warnings apply only to periods of enrollment prior to Fall Semester 2003. Any student whose semester or overall grade point average fell below 2.00 received an **academic warning**. The warning will appear on the student's web-based grade report.

**Academic Probation**

Students who do not academically progress according to the minimum standards for continuance may be subject to academic probation. While on academic probation, students may not enroll in more than 14 credit hours. The notation *Academic Probation* will appear on the student's web-based grade report and on the student's permanent record. Students who are placed on academic probation are strongly urged to consult with their adviser to develop strategies for improving performance. Students whose performance continues to decline may be subject to academic suspension based on the minimum standards for continuance.

**Academic Suspension**

Academic suspension results from the cumulative grade point average (GPA) dropping below the minimum standard for continuance while the student is on academic probation. After students have been placed on academic probation and continue to perform below minimum standards, they will be placed on academic suspension. (Note: With the exception of first-semester, first-time freshmen, a student will not be placed on academic suspension unless he/she was on academic probation his/her last term of enrollment

at CNU.) Students who are academically suspended may not register for any class at the University for at least one regular semester (fall or spring). The notation *Academic Suspension* will be placed on the suspended student's web-based grade report and his/her permanent academic record. Credit for courses taken at other institutions while on suspension will not be transferred to CNU.

Students who wish to return to CNU after their one semester suspension must:

1. Make an appointment to develop a plan of study with the Office of Student Success before October 15 to return in the spring semester and before March 15 to return in the fall semester;
2. Register for the semester immediately following their suspension semester; and
3. Register for no more than 14 credit hours.

Returning students must develop a plan of study (*Second Chance Contract*) in conjunction with the Office of Student Success. This plan of study will indicate the credit hour limits the students must observe, the conditions of the agreement, and a schedule of courses to be taken each semester. If the student follows this agreement and earns at least a 2.00 term GPA, the student will not be academically dismissed even if the cumulative GPA is below the minimum standard for continuance. If the student does not follow the plan of study, does not earn a 2.00 or higher term GPA, or does not meet the terms of the agreement, the student will

be academically dismissed. Students are required to initiate the *Second Chance Contract* each semester of continuous academic probation following academic suspension. Once a student's cumulative GPA meets the minimum good standing range (2.00 or higher), the contract is considered complete.

After completing their term of suspension, students are eligible to return the fall or spring semester immediately following their term of suspension. Academically suspended students who do not return for two or more consecutive regular semesters (excluding summer terms) must apply for readmission through the Office of the Registrar. These applications will be judged by the admission standards current at the time of application for readmission. Readmitted students return under the catalog (curriculum) requirements in effect for their first term of readmission.

### Academic Dismissal

Students who have already been academically suspended, are on academic probation, and fail to meet minimum standards for continuance will be academically dismissed from the University. The notation *Academic Dismissal* will be placed on the dismissed student's web-based grade report and permanent academic record. Students who have been academically dismissed from CNU may not apply for readmission to the University for at least five calendar years. Such applicants' academic records at CNU will be considered part of the relevant materials for readmission to the University.

*Academic progress* must be sufficient to support graduation within a maximum of six (6) years after matriculation as a full-time student. Such students who fail to meet this requirement may be academically dismissed from the University. In the event of extenuating circumstances, students may appeal to the Academic Status Committee for an extension of the graduation date. Complete written petitions (appeals) must be received in the Office of the Registrar at least one week prior to the next published Committee meeting. Deadlines for receipt of complete petitions are published on the Office of the Registrar website. Forms for appealing academic progress are available in the Office of the Registrar and on the Office of the Registrar website. The six-year maximum does not apply to students whose initial matriculation at CNU is part-time.

### Classification of Degree-seeking Full- and Part-time Students (student level)

1 - 29 credits .....	Freshman
30 - 59 credits .....	Sophomore
60 - 89 credits .....	Junior
90+ credits .....	Senior

### Full-time Status/Permission to Underload

Students who enroll in 12 or more credit hours in a regular semester (fall and/or spring) are considered to be

enrolled full-time. The average course load for full-time undergraduate students at CNU is approximately 15 credit hours during either fall or spring semester. Students may carry up to 18 credit hours in a regular semester and up to 18 credit hours in the entire summer session (no more than two courses or six credit hours in each summer term or a total of 18 credit hours in any combination of summer terms) without special permission. Students wishing to exceed these credit hours should see the section entitled "Overload Schedule." **CNU expects students to maintain full-time status.** A student must seek permission for less than full-time enrollment from the University Registrar. Such requests must be made prior to the first day of the term. The form for *Permission to take an Underload* is available on the Registrar website. Students enrolled as less than full-time should consider carefully the non-academic ramifications of less than full-time enrollment. For example financial aid, health insurance, NCAA athletics, progress toward degree, immigration status and/or eligibility for University housing may be impacted. **Students whose request for an underload is denied and who do not appeal their less than full-time status and do not subsequently enroll and maintain full-time status will be dis-enrolled from the University for that semester.**

### Course Overload Schedule

For undergraduate students, an overload is defined as more than 18 credit hours in a semester (fall or spring) or all summer terms combined. The University Registrar is authorized to approve overload requests under the following conditions:

Students who wish to enroll in up to 21 credit hours in a regular semester (fall or spring) or up to 18 credit hours in the entire summer (with no more than six credit hours in one summer term or a total of 18 credit hours in any combination of summer terms), provided they have earned at least 12 credit hours at CNU and have an overall GPA of at least 3.00; or students who wish to enroll in up to 19 credits in a regular semester (fall or spring) when the one credit hour overload is for a lab and have an overall GPA of at least 2.50.

Students with a GPA below 3.00 may request permission to carry up to 21 credit hours in a regular semester or up to 19 credit hours in the entire summer session (or any combination of summer terms) by petitioning the Academic Status Committee. The Academic Status Committee may recommend granting overload permission in compelling circumstances for students who seem academically able to successfully complete a semester/term with overload hours. The Academic Status Committee considers the student's written request, grade point average, progress toward the student's stated educational objective, academic performance in previous semesters, and the mix of courses in the overload petition. Students must complete the *Request for Overload* form, which is available in the Office of the Registrar or on the Office of the Registrar website. The completed petition must be received in the Office of the Registrar **no later than**

the deadline published on the Office of the Registrar website. Petitions received after the deadline will be held for the following scheduled Academic Status Committee meeting.

#### **Limitation on Eligibility for In-State Tuition**

Beginning in 2006, the Commonwealth of Virginia enacted legislation to place a limitation on students' eligibility for in-state tuition. Upon completion of 125 percent of the credit hours required to obtain a degree in the student's

program, the student may be assessed a surcharge which is equivalent to the cost of tuition at the out-of-state rate. Please note that certain courses and credit hours maybe excluded from the 125 percent calculation. Students who have or will have earned 145 or more credit hours should contact the Office of the Registrar for more information. Impacted students may appeal to the Office of the Registrar for a waiver as provided by the *Code of Virginia*, Section 23-7.4.

### **GENERAL ACADEMIC POLICIES**

#### **Immunization Requirements for New Students**

In an effort to provide a healthy environment in which to live and learn, CNU has created an immunization policy that incorporates the guideline for immunizations set forth in the *Code of Virginia*, Section 23-7.5. Students may have received these immunizations as a child or later in life. **All entering full time students (including transfer students) must provide a completed *Certificate of Immunization*, which must be signed or stamped by a licensed health care professional.** Failure to do so will result in the student's inability to register for and attend the next semester at CNU. In some cases, students may sign a waiver of the recommended immunization and be in compliance with University and state policy. The *Certificate of Immunization* form is required of all new students when they are admitted to the University. Copies may be obtained from the Office of the Registrar website ([registrar.cnu.edu/forms/](http://registrar.cnu.edu/forms/)) or by contacting the Office of the Registrar, Christopher Newport Hall, Christopher Newport University, 1 Avenue of the Arts, Newport News, VA 23606-3072. Questions about this requirement or the waiver should be directed to the Office of the Registrar at (757) 594-7155 or via email at [register@cnu.edu](mailto:register@cnu.edu).

#### **Registration**

The University's registration system is a web-based registration process. Dates and times for registration periods are published on the Office of the Registrar website prior to each semester (fall, spring and summer). Typically there are at least two weeks of published advising/registration planning for currently enrolled students prior to the registration period. Students are expected to adhere to the guidance of their academic advisers when registering for classes. Students' schedules should focus on academic success and progress toward their intended degree. Students who are required to meet with their academic advisers prior to registering will be given a registration (also called alternate) PIN used for web-based registration and schedule adjustment purposes. Registration PINs are specific to registration periods: fall/summer and spring. **A new alternate PIN is issued for each registration period.**

Registered students should log in to their CNU Live account to review their charges as paper bills are no longer mailed. The balance must be paid by the deadline noted on the online billing statement and announced on the CNU

Business Office website. Students are not considered officially registered until tuition and fee payments have been received in the Business Office. The University reserves the right to cancel registrations if bills are not paid.

Newly admitted freshmen are expected to attend the mandatory orientation programs before receiving their fall class schedule. During their orientation program, these students will receive information on how to access their web-based registration account. Newly admitted transfer students, readmitted students, and non-degree seeking students will receive information on how and when to access their web-based registration account with their admission materials.

Students who have not registered/nor attended for two consecutive regular semesters (fall and spring) will become inactive. Inactive students who wish to register must seek readmission to the University through the Office of the Registrar. After a degree has been conferred, students will be changed to non-degree seeking to facilitate possible future registration unless the student has filed an *Intent to Graduate* form for an additional degree.

Students who have a 'hold' on their account may not register or make any schedule adjustments (including adds, drops, and/or course withdrawals) for courses until the 'hold' has been resolved. Prior to advising, registration, and schedule adjustment periods, it is the student's responsibility to determine whether there is a 'hold' on his/her record. Students should access the 'CNU Live' link within 'CNU Connect' via the web. If a 'hold' exists on a student's record, he/she must resolve that hold with the office issuing the hold. Students are also responsible for ensuring that they have met the appropriate course prerequisites and/or registration restrictions for entrance into a course. Students who have not met the course prerequisites and/or registration restrictions, as detailed in this catalog, will not be allowed to register for the course without special permission.

#### **Enrollment in Extended Summer Term**

All Extended Summer courses will be travel courses that occur at an international location, and travel on these study trips requires concurrent enrollment in the associated coursework. All current students in good financial and social standing at the University are eligible to enroll in these courses. Registration for these courses must be processed through the Office of the Registrar. No more than four credits

may be taken during the Extended Summer Term without special permission from the Office of the Registrar. *No degree conferrals will occur after completion of an Extended Summer Term course.*

### **Schedule Adjustment (add/drop)**

After registering for classes, students may make changes to their class schedules via the 'CNU Live' link within their 'CNU Connect' account during published schedule adjustment periods. If a student has a 'hold' on his/her account, he/she will not be able to make schedule adjustments until the 'hold' has been resolved with the appropriate office. Note that if the 'hold' has not been resolved by the end of the schedule adjustment period, the student may not make additional schedule adjustments for that term. Schedule adjustment periods are published on the Office of the Registrar website. Courses dropped during this period do not become part of the student's permanent academic record.

Students participating in a CNU study abroad course or the Extended Summer Term, or any other course-related travel program, either domestic or international, are required to enroll for and complete the associated course. Students should use the Application for Participation in Non-CNU Led Study Abroad form which can be obtained from the Study Abroad Office.

### **Withdrawal from a Course**

Five (5) course withdrawals (grades of *W*) are permitted during a student's academic career at CNU. The sixth and any subsequent *W* will be computed as an *F* in the grade point average. Effective with the 2007-2008 academic year, the following guidelines apply to course withdrawals:

- Courses taken on an 'audit' basis do not count toward the limit of five *W* grades;
- Co-requisite courses, when all co-requisite courses are dropped, count as one *W* toward the limit of five;
- Co-requisite courses, when only one of the co-requisite courses is dropped, count as one *W* toward the limit of five.

However, if a student withdraws from a course where the pass/fail option has been elected, the withdrawal will count toward the maximum of five allowed without grade penalty. Note that the limit of five course withdrawals begins with Fall Semester 2002 enrollment.

During the withdrawal period, students may withdraw from a course by completing a *Withdrawal from Course* form obtained in the Office of the Registrar or available on the Office of the Registrar's website. Students are encouraged to obtain the signature of the instructor of record on *Withdrawal from Course* forms, even if the course is for a zero credit hour course or a course taken on an audit basis. If a student is unable to obtain the instructor's signature on the *Withdrawal from Course* form, he/she should indicate

such on the form when it is submitted to the Office of the Registrar. Course withdrawals will be recorded with a grade of *W* on the student's academic record; course withdrawals in excess of five will be recorded with a grade of *F* on the student's academic record. If a student has a 'hold' on his/her account, he/she will not be able to withdraw from courses until/if the 'hold' has been resolved with the appropriate office. Note that if the 'hold' has not been resolved by the end of the course withdrawal period, the student may not withdraw from that course. Course withdrawal periods are published on the Office of the Registrar website and in the academic calendar.

Students who are considering withdrawing from a course should be reminded that graduate and professional schools, as well as future employers, may discount academic performance if it is apparent that withdrawing from courses was used as a mechanism for avoiding poor grades. Students should make these decisions carefully and only after consulting with the academic adviser and the instructor. A student who stops attending a class and who does not complete a *Withdrawal from Course* form will be assigned the earned grade in that course. A grade of *W* cannot be assigned after the end of the published withdrawal period.

### **Medical, Military and Administrative Withdrawals**

Students who appeal to withdraw from the semester for medical reasons (*medical* withdrawal) must complete a *Withdrawal from Semester Form* and submit detailed documentation to the Office of the Registrar outlining the justification for the request. Appeals for medical withdrawals must be timely and must be submitted as close as reasonably possible to the accident/incident causing the need for the medical withdrawal. The student must also provide a written statement on official letterhead from his/her physician certifying that he/she is/was incapacitated and was physically incapable of completing the term due to medical reasons. Appeals for medical withdrawals which are received after the last day of regular classes will be considered *late* and must have a written statement by the student indicating the compelling reason for the late request. Late requests will be considered on a case by case basis. After the Office of the Registrar receives all required documentations, the Office of the Registrar will begin a thorough review of the student's request and determine the appropriateness of the medical withdrawal. After the review has been completed, the University Registrar will review the request, and the student will be notified in writing of the decision. If the request is approved and the student wishes to return to the University for a future term, the student will need to provide written documentation from the treating physician that he/she is eligible to return. It is rare that two consecutive medical withdrawals will be approved or that a medical withdrawal will be approved retroactively for a previous period of enrollment. In such extreme instances of physical incapacitation, additional documentation from the physician

and the student will be required to justify the lateness of the appeal.

In other extenuating (non-medical) circumstances requiring the student to withdraw from the semester, the student must complete a *Withdrawal from Semester Form* and a letter outlining the extenuating circumstances along with justification for an *administrative* withdrawal and submit to the Office of the Registrar for approval by an academic dean or University executive administrator. After the academic dean or University official has reviewed the request, the Office of the Registrar will notify the student in writing of the decision. It is rare that two consecutive administrative withdrawals will be approved or that an administrative withdrawal will be approved retroactively for a previous period of enrollment.

**If the petition for medical or administrative withdrawal is approved, all grades for the semester in question will be noted as *M* on the student's transcript. The *M* will not be counted toward the maximum course withdrawals permitted and is not computed in the students' GPA. Students may not exercise the medical/administrative withdrawal option to withdraw from individual courses.**

Students who are called to active duty (deployed) after the final drop/add period may pursue a military withdrawal from all courses. Students should complete a *Withdrawal from Semester* form along with a copy of their official military orders calling them to active duty and forward both to the Office of the Registrar for approval and processing. Students who have reached the ninth week of a regular semester should contact the Office of the Provost for assistance in securing grades of *I* (incomplete) in their courses whenever possible. Except in cases where students have received authorization for grades of *I*, all grades for the semester in question will be noted as *M* on the student's transcript. The *M* will not be counted toward the maximum number of course withdrawals permitted and will not be computed in the student's grade point average (GPA). Additional information regarding the required process is available at registrar.cnu.edu.

### **Auditing a Course**

Students auditing courses are subject to attendance regulations specified by the instructor but are not required to take tests or final examinations in the audited courses. By permission of the instructor, students may complete any of the required assignments. Rather than receive the regular letter grade at the completion of an audited course, auditing students' academic records will indicate *AU* for such courses. (See "Fees and Financial Information" and its subsection concerning Senior Citizens for details concerning audit charges.) **Changes from audit to credit status or credit to audit status may be made only during published**

**schedule adjustment periods and in compliance with established deadlines.** Students who switch from audit status to credit status are expected to make satisfactory academic progress according to the *University Minimum Standards for Academic Continuance*.

### **Independent Study Procedures**

The purpose of independent study is to enable qualified juniors and seniors (see *Classification of Students*) to enrich their programs through directed reading or independent research under faculty supervision for University credit. Independent study courses may be offered in a regular semester or during a summer session. The student and the faculty member directing the independent study agree upon goals, prerequisites, stages and grading procedures in writing. The *Independent Study Authorization* form must be completed and submitted to the Office of the Registrar no later than the end of the registration period for the semester/term in which the independent study is to occur. Forms submitted after the registration period will not be processed.

Independent study is ordinarily limited to the students' major or minor fields of study, where they have qualified themselves by previous academic training. Students may present a maximum of six credit hours of independent study credit toward the undergraduate degree. (Note: No more than three credit hours of independent study are allowed in one term.)

### **To qualify for Independent Study:**

1. The student must have a cumulative grade point average of at least 2.50;
2. The student and the faculty member directing the independent study must complete an *Independent Study Authorization* form (available on the Office of the Registrar website);
3. Students must register for the independent study course through the Office of the Registrar (not via the web). Within five days of being signed by both parties, the *Independent Study Authorization* form must be submitted to the appropriate department chair, if required. (If an independent study is to be taken off campus or is to be directed by adjunct faculty, written approval of the department chair is required.) Students must then present the completed and approved *Independent Study Authorization* form to the Office of the Registrar at the time of registration or schedule adjustment so he/she can be registered in the desired course. Incomplete forms will not be processed.
4. The deadline for submission of an approved *Independent Study Authorization* form is the last date, as stated on the Office of the Registrar website for the term requested, to drop/add a course. If the addition of the independent study course will cause an

overload situation (more than 18 credits in a regular semester), the student must submit the form along with a petition for an overload to the Academic Status Committee. Deadlines for submission of petitions to the Academic Status Committee are posted at registrar.cnu.edu/committees. Completed petitions should be submitted to the Office of the Registrar by the published deadline.

### Class Attendance

The University expects that students will regularly attend all of their scheduled classes. An educational system based largely upon classroom instruction and analytical discussion depends upon the faithful attendance of all students. The University does not, however, establish specific attendance policies. These are established at the discretion of the individual colleges, departments, and/or instructors. Students with excessive absences will receive a grade of *F* or *UI* upon the instructor's recommendation. If excessive absences are caused by an extreme emergency and the instructor penalizes the student, the student may appeal the decision through the Grade Appeal Policy (see *Student Handbook* for details).

#### Other regulations include:

1. Missing a class meeting does not in any way lessen the student's responsibility for that part of the course that has been missed.
2. Instructors may differentiate between excused and unexcused absences and authorize makeup tests when appropriate.
3. Students who miss classes to represent the university must notify the class instructors in advance of those absences. Given prior notice, instructors will allow students to make up class work or to complete work in advance of class absence. In cases of disagreement about whether an activity represents the university, the appropriate academic dean will make the determination.
4. Students who receive federal financial aid and who discontinue class attendance without formally withdrawing from the course may jeopardize current and/or future financial aid awards. Please contact the Office of Financial Aid for more information.

### Final Examinations

The examinations given at the end of each semester take place at times announced on the examination schedule published on the Office of the Registrar website. Students are required to take all final examinations at the times scheduled unless excused as noted below (see *Absence from Final Examinations*). The University does not authorize re-examination nor will changes be permitted unless the student has three or more examinations in a 24-hour period. To request a change, the student must make the request to the instructor of the course.

### Absence from Final Examinations

Students may request to be excused from taking an examination at the scheduled time by presenting an acceptable reason for the expected absence to the instructor before the examination. An excuse on the grounds of illness will be accepted when verified by a physician and received by the University Registrar. The student should notify the instructor as soon as possible, unless physically unable to do so, to explore options for course completion if illness or other emergency causes the student to be absent from an examination. If the instructor cannot be notified, the student must notify the Office of the Registrar as soon as possible.

### Grade Point Average

Two grade point averages (GPAs) are maintained. The 'cumulative GPA' is the total number of grade points earned (for CNU courses *and* all transferred courses) divided by the total number of credit hours attempted (CNU and all transferred hours). The 'CNU GPA' is the total number of grade points earned for CNU courses divided by the total number of credit hours attempted at CNU. Transfer credit is not included in grade points and credit hours attempted, resulting in one GPA; however, transfer credit is included in credit hours earned towards a degree.

### Grading System

A (Excellent).....	4.00
A- .....	3.70
B+ .....	3.30
B (Above Avg).....	3.00
B- .....	2.70
C+ .....	2.30
C (Average).....	2.00
C- .....	1.70
D+ .....	1.30
D (Below Avg).....	1.00
D- .....	0.70
F (Failing).....	0.00
UI (Failing).....	0.00

- I** Indicates an incomplete grade and is not computed in the cumulative GPA.
- P** Indicates a passing grade in a pass/fail course; if the student receives a grade of *P*, it is not computed in the cumulative GPA while the grade of *F* is computed in the cumulative GPA.
- W** Indicates that a student withdrew from a course and is not computed in the cumulative GPA.
- M** Indicates that a student has received a medical/administrative/military withdrawal and is not computed in the cumulative GPA.
- AU** Indicates that a student has audited a course (no degree credit is awarded) and is not computed in the cumulative GPA.
- Z** Indicates a zero credit course and is not computed in the cumulative GPA.

**UI** Indicates an ‘unauthorized incomplete’ denoting that a student did not participate academically in a course beyond the 60 percent date in the semester; this is computed in the cumulative GPA as an *F*.

### Incomplete Grade

The grade of Incomplete, *I*, is a temporary grade that the instructor may assign when exceptional, documented circumstances prevent the student from completing required assignments or from taking the final examination. If the grade of Incomplete is assigned, the student must complete the work and the professor must submit the *Grade Change Form* (or *Extension of Incomplete Form*, if appropriate) to the Office of the Registrar by the third Friday of the next regular semester. If a *Grade Change Form* (or *Extension of Incomplete Form*) is not submitted as indicated, the grade of *I* will automatically convert to a grade of *F* on the following business day and will require the following signatures for a change of grade: instructor, department chair, and academic dean.

- Incomplete grades given in the **fall**: must be removed/extended by the above indicated deadline in the following **spring** semester.
- Incomplete grades given in the **spring**: must be removed/extended by the above indicated deadline in the following **fall** semester.
- Incomplete grades given in the **summer**: must be removed/extended by the above indicated deadline in the following **fall** semester.

All extensions of an incomplete grade require the signature of the instructor, department chair, and academic dean and must include a specific date (MMDDYY) **prior to the last day of the next regular semester**. *I* grades will roll to a grade of *F* once an extension date has expired. **Note: Degrees will not be conferred for students with a missing grade or grade(s) of Incomplete, *I*, on his/her academic record and the student’s anticipated semester of graduation will be moved to the following term.**

### Grades for Repeated Courses

For most courses that are repeated, only the grade, credit, and grade points for the **most recent** course enrollment will be counted toward graduation requirements, credit hours earned, and included in the computation of grade point averages. **Courses completed at CNU with a grade of *D* or *F* cannot be repeated at another institution.** Students who, after their third attempt (excluding course withdrawals designated by a grade of *W*), do not successfully complete a course required for a specific degree at CNU may not be allowed to graduate with that degree, as determined by the student’s academic department. Students, whose academic department removes them from the major because of three unsuccessful attempts (excluding course withdrawals designated by a grade of *W*) in a required course, may petition the Undergraduate Degrees Committee

for reinstatement to their former major. Students who fail to successfully complete the mandatory general education or liberal learning curriculum courses after three enrollments may be academically dismissed from CNU. Students who are academically dismissed may petition the Academic Status Committee for reinstatement. Students who wish to petition either committee should consult the Office of the Registrar website for deadlines, forms, and instructions regarding the appeal process. Petitions received after the published deadline will be held for the next scheduled meeting. Completed petitions should be submitted to the Office of the Registrar by the published deadline.

Courses retaken after graduation will not replace grades previously earned; therefore grades, grade points, and credits for both course enrollments will be reflected in the cumulative and CNU totals on the student record.

### The Pass/Fail Option

The Pass/Fail Option is intended to encourage students to enrich their academic programs by exploring challenging courses outside their major without the pressure of the regular grading system. Effective with fall semester 2008, the requirements for the Pass/Fail Option are as follows:

- To register for a course under the Pass/Fail Option, an undergraduate must have at least junior standing (see *Classification of Students*) with a cumulative grade point average (GPA) of at least 2.00.
- To exercise this option, students must complete and submit a *Pass/Fail* form to the Office of the Registrar by the end of the published withdrawal period for that term. Once exercised, the Pass/Fail Option can be revoked only by withdrawal from the course or by withdrawal from the University.
- Undergraduate students can complete no more than 12 credit hours under this option during their tenure at CNU.
- Undergraduate students can register for no more than six credit hours of pass/fail in any one term (counted fall, spring, or summer).
- Courses which may **not** be taken on a pass/fail basis include those satisfying the liberal learning curriculum (liberal learning foundations, areas of inquiry, and writing intensive) or requirements in the major, minor, concentration, or degree studies and graduate level courses (courses numbered 500-600 level). University designated pass/fail courses (offered only on a pass/fail basis) are exempt from this policy. Courses for which this option applies are restricted to general (non-program) electives.
- Credit for a passing grade will count toward graduation but will not be used in determining the GPA. **Credit for a failing grade will not be given; however, a grade of *F* will be computed in the cumulative GPA.**

- Courses taken on a pass/fail basis count toward full- or part-time standing.
- A grade of *P* is granted for earning a *D-* or higher in the pass/fail course.

### Grade Reports: Third-week, Midterm and Final

Students may access their third-week, midterm and final grade reports by accessing their web-based, 'CNU Connect' account and clicking on the 'CNU Live' link. Final grades are available at the end of each term.

### Dean's Academic Honor List

Students who, in any given fall or spring semester, are enrolled in at least 12 credit hours, have earned no final grade below *C*, have not received the temporary grade of *I* in any course during that semester, and whose term grade point average is at least 3.50, are placed on the Dean's Academic Honor List for that semester.

### Request to take Courses Elsewhere

Permission to take courses elsewhere is a privilege that the University grants to degree-seeking students; however, when a student seeks to enroll in credit courses at another institution, **the student must obtain advance approval from the Office of the Registrar.** This rule also applies to courses taken through the Virginia Tidewater Consortium (VTC). Students must complete a *Request to Take Courses Elsewhere* form, available from the Office of the Registrar or on the Office of the Registrar website. The University grants students permission to take courses for credit at other institutions when such action is necessary for students to make progress toward their educational objective and the course is not available at CNU. **Transfer credit(s) for courses taken elsewhere will be granted only if the student has prior written approval and earns a grade of C or higher at the transfer institution. Note that grades earned at transfer institutions are not computed into the student's cumulative GPA.** Degree-seeking students who are on academic and/or judicial suspension are not eligible to take courses elsewhere. Credit hours earned elsewhere while on academic suspension **will not** be accepted as credit by Christopher Newport University. Credit hours earned elsewhere while on social (judicial) suspension will also not be accepted as credit by CNU unless prior written approval has been granted by the Dean of Students and the University Registrar through the *Request to take Courses Elsewhere* process.

CNU students who enroll in any non-CNU study abroad course must obtain prior approval for credit prior to the study term. Students should use the *Application for Participation in Non-CNU Led Study Abroad* form, which can be obtained from the Study Abroad Office. It is the student's responsibility to obtain the necessary signatures for all courses that might be taken during the study abroad, and submit the completed form, including all required signatures, to the Study Abroad Office for approval.

### Request to take a College-Level Examination Program (CLEP)

Permission to take a College-Level Examination Program (CLEP) exam is a privilege that the University grants to currently enrolled degree-seeking students; however, when a student seeks to take a CLEP exam to earn college credit, the student must obtain advance approval from the Office of the Registrar. Students must complete a *Request to Take a CLEP Exam* form, available on the Office of the Registrar website. The University grants students permission to take CLEP examinations when such action is necessary for students to make progress toward their educational objective. Credit for CLEP examinations are granted only if the student has prior written approval from the Office of the Registrar and earns at least the minimum score published in the *CLEP Policy and Procedures on Challenging Courses* available on the web at [public.cnu.edu/clep.pdf](http://public.cnu.edu/clep.pdf). Degree-seeking students who are on academic suspension are not eligible to take CLEP examinations for credit at CNU.

### Challenging a Course

Students who have become exceptionally knowledgeable through life experiences in the subject matter of certain courses offered at the University may challenge these courses. Students may earn credit for such courses upon demonstration of proficiency through procedures established by each academic department at the University. Only those courses that do not appear on the student's CNU permanent academic record or on any other college transcript may be challenged. Students may challenge a given course only once. To challenge a course, the student should pay the required fee to challenge a course and present a completed *Request to Challenge a Course* form (available on the Office of the Registrar website) to the Office of the Registrar for approval. After the student has paid the challenge fee and received approval from the Office of the Registrar, he/she should contact the chair of the department of the course to obtain approval and to arrange to challenge the course. The student must also obtain written approval of the academic dean to challenge a course. After the course has been challenged, the responsible faculty member will record the results on the *Challenge* form and submit to the Office of the Registrar. The non-traditional credits will be recorded on the student's permanent academic record, and the student will receive notification from the Office of the Registrar indicating the results of the challenge. Unsuccessful challenges will not appear on the academic record. Details concerning this process, individual department procedures and courses available to challenge are listed in the booklet entitled *CLEP Policy and Procedures on Challenging Courses* available on the web at [public.cnu.edu/clep.pdf](http://public.cnu.edu/clep.pdf).

### Academic Forgiveness

CNU students who have been readmitted after not taking courses at CNU for a period of five or more years may apply to the University Registrar for academic forgiveness. The student must be currently enrolled at CNU and have

completed at least 12 credit hours with a minimum 2.00 grade point average. The University Registrar will act on behalf of the Academic Status Committee to have the past academic record at CNU forgiven. The forgiveness policy applies to the entire academic record prior to readmission and not to selected courses. The record of forgiven courses will remain on the student's permanent record, but it will be noted that these courses have been forgiven. Such forgiven courses will not fulfill any academic requirements nor will they be computed in the cumulative grade point average.

Individuals exercising this option are cautioned that forgiveness pertains only to the previous record at CNU and does not affect transfer credits earned at other institutions in any way.

### **Declaration or Change of Major**

Degree-seeking students will typically declare a major field of study no later than the end of the sophomore year or upon completion of 60 credit hours. To declare a major field of study, students must complete the *Declaration or Change of Major/Minor* form, available from the Office of the Registrar. Degree requirements are based on the catalog in effect at the time of admission/readmission.

A major must consist of a minimum of 30 semester hours and a maximum of 42 semester hours in the discipline. Introductory (100- and 200- level) courses need not be counted in the 42-hour maximum requirement, at the discretion of the department housing the major. Students may take more than 42 hours in the major field, and a department may not require more than this number except where the university has approved an exception for the program as in instances where accreditation may require more hours. **Students must submit the completed *Declaration or Change of Major/Minor* forms to the Office of the Registrar.**

### **Double Major**

Degree-seeking students may designate a second, **concurrent** major field of study. All requirements for both majors, including the general education or liberal learning curriculum, supporting, and concentration requirements must be completed. Students seeking a double major must complete the appropriate request form, available from the Office of the Registrar. In the case of a double major, **two baccalaureate degrees will not be awarded.** However, a notation recognizing the completion of the requirements for the second major will be recorded on the student's permanent academic record (transcript) at the time of graduation. **Students should submit completed forms to the Office of the Registrar.**

### **Declaration of Minor**

Degree-seeking students may declare a minor in a sanctioned secondary field of study by completing the *Declaration or Change of Major/Minor* form, available from the Office of the Registrar. A minor may not be declared in the discipline of the major. The minor must include from 15 to

21 credit hours of course work above the 100-level, as determined by the department of the minor field. **Students should submit completed forms to the Office of the Registrar.**

### **Second Bachelor's Degree**

Students who hold a bachelor's degree from Christopher Newport University are required to present 30 **additional** hours of residence credit, after the first baccalaureate degree has been awarded, toward a second CNU bachelor's degree. Students who hold a bachelor's degree from another regionally accredited college or university, and who wish to become candidates for a second degree, must earn a minimum of 45 hours in residence at CNU, after their first baccalaureate degree has been awarded. Once admitted into degree-seeking status, such degree holders will not be required to complete the general education or liberal learning curriculum for bachelor's degrees that have not already been met through transfer of credit from their previous degree program(s). **The degree studies requirement (for students admitted or readmitted prior to Fall Semester 2006), major, and elective requirements for the CNU degree being sought must be satisfied.**

### **Undergraduate Students taking Graduate courses**

Undergraduate students in senior status may, under certain conditions, take graduate level courses. Seniors with a minimum cumulative GPA of 3.00 are allowed, with the signed approval of the course instructor and the Office of Graduate Studies, to enroll in one graduate level course and any associated laboratory per semester. There is a limit of eight (8) graduate level credit hours over all semesters for an undergraduate student. These graduate level credit hours may count toward the 120 credit hours for the undergraduate degree.

In order to enroll in a subsequent graduate level course, the undergraduate student must have earned a minimum grade of *B-* in the first attempted graduate level course. If the graduate level course is to be used as a substitute course in the undergraduate major, the student must have the course substitution approved in advance by the appropriate department chair. If the graduate level course is to be used as a substitute course in the undergraduate liberal learning curriculum, the student must petition the Undergraduate Degrees Committee for approval to substitute a graduate level course for an undergraduate liberal learning curriculum requirement. Allowing a student to enroll in the graduate level course does not indicate permission to substitute that course for any required undergraduate course.

The required form, *Undergraduate Request to take Graduate Level Course*, is available from the Office of Graduate Studies and the Office of the Registrar. The completed and signed form must be attached to the *Add/Drop* form at the time of registration (no later than the final day of the published add/drop period) and submitted to the Office of the Registrar with all required signatures. Incomplete forms will not be processed.

Undergraduates accepted to one of the five-year programs may be required to take certain graduate level courses that will be applied toward an undergraduate degree. For these students, credit for graduate courses beyond the 120 credit hour requirement for the bachelor's degree may be transferred to the graduate transcript. Grades do not transfer.

### Enrollment during Graduation Term

Students should read and be familiar with university graduation requirements and applicable deadlines available in the *Undergraduate Catalog* and on the Office of the Registrar website. All undergraduate students must be enrolled the semester of graduation, as noted on the Intent to Graduate form, as one of the university's requirements for graduation. For summer graduates, students must be enrolled in one of the summer terms. At the end of the final drop/add period for their term of graduation, students who have not registered for a course will be required to enroll in the following semester and graduation will be delayed, or in special circumstances, students can petition to the Office of the Registrar for an exception to this enrollment requirement.

### Commencement and Graduation Exercises

Commencement exercises are held once each year in May. Students who complete degree requirements in August and December are eligible to participate in the following Spring Commencement ceremony as a candidate for graduation. Diplomas for August graduates will be available on the first business day after the end of the last summer term. Diplomas for December graduates will be available approximately 21 calendar days after the semester ends. For August and December graduates who do not pick up their diplomas as designated, diplomas will be mailed to the student's address on file with the Office of the Registrar. After a degree has been conferred, students will be changed to non-degree seeking to facilitate possible future registration unless the student has filed an *Intent to Graduate* form for an additional degree.

All prospective graduates will be contacted before the Spring Commencement ceremony by the Office of the Registrar and/or University Events concerning rehearsal and attendance. Those students planning to attend Commencement must notify the University by the announced deadline so that seating arrangements can be finalized for all who plan to participate. Students who plan to attend Commencement must keep the Office of the Registrar informed of any address and/or phone number changes so that they can receive important information concerning graduation.

**Degrees will not be conferred for students unless all graduation requirements, including courses, degree requirements, GPAs, credits, and financial obligations have been satisfied.** NOTE: Degrees will not be conferred for students with a missing grade or grade(s) of Incomplete, I, on his/her academic record. In the case of a missing or incomplete grade, the student's anticipated semester of graduation will be moved to the following term. Students

must be enrolled the semester/term of graduation.

**To participate in the Commencement ceremony, undergraduate candidates for graduation must have completed all remaining degree requirements (degree, financial and social) or be enrolled in spring semester courses which will complete all degree requirements no later than the beginning of spring semester finals week.** If after spring semester final grades have been submitted, a spring candidate does not successfully complete one spring semester course of three or less credits, and has earned a minimum GPA of 2.00 (overall and in the major), he/she may be eligible to participate as a *candidate pending completion* (see Policy on *Participation* on the Office of the Registrar website). To be eligible to participate, all degree candidates must be on track to complete all degree requirements as of the second week of spring semester and continue to be on track to complete all degree requirements as of the beginning of final exams.

Spring semester degree candidates must be enrolled for courses and successfully complete all University and major requirements no later than the May conferral date in order to participate in the ceremony. Students who have remaining degree or University requirements going into spring semester, or intending to finish their requirements in the summer or fall semester, are not eligible to participate in the spring Commencement ceremony. Please note that May term, or any of the summer terms are not part of the regular spring semester; therefore, enrollment in the summer terms cannot be considered for students to be reviewed as a spring degree candidate, or to participate in the spring Commencement ceremony. Students who plan to complete degree requirements after the spring semester conferral date will have their anticipated semester/term of graduation deferred to August or December.

### Graduation with Honors

The minimum grade point averages required in order to graduate with Latin honors are:

<i>Cum Laude</i> .....	3.50 GPA
<i>Magna Cum Laude</i> .....	3.70 GPA
<i>Summa Cum Laude</i> .....	3.90 GPA

**Students must earn at least 54 credit hours at CNU to be eligible for graduation with honors.** Eligibility for each honor requires that, at the time of graduation, the respective minimum GPA be equaled or exceeded both in the graduate's *cumulative GPA* and in the graduate's *CNU GPA*. (For an explanation of GPA, see the section entitled Grade Point Average.)

*NOTE: For the purpose of illustration, a graduate whose cumulative and CNU GPAs are, respectively 3.80 and 3.60, would graduate Cum Laude because the 3.60 CNU GPA precludes any higher honor. Similarly, a graduate whose cumulative and CNU GPA's are respectively, 3.40 and 3.70 would be precluded from graduation with honors by the 3.40 cumulative GPA.*

GENERAL REQUIREMENTS FOR GRADUATION

All baccalaureate degree programs require:

1. A total of 120 academic semester hours with a grade point average of at least 2.00;
2. Official classification as degree-seeking prior to beginning the last 30 credit hours in their academic program;
3. Minimum of 45 credit hours completed in residence as a degree-seeking student at CNU. Note: Credit earned through a CNU approved study abroad/away program is counted as 'resident' credit;
4. Minimum of 30 of the last 36 credit hours, including the last 12 credit hours within the major field, taken in residence;
5. At or before the end of the sophomore year (fourth semester), degree-seeking students must choose a major field of study. To declare a major field or to change a previously declared major field, students must file a *Declaration or Change of Major/Minor Form* with the Office of the Registrar. Students are then assigned a *major adviser* who assists in planning the program of study with emphasis on the major requirements. Students should refer to school and/or departmental listings in the appropriate *Undergraduate Catalog* for degree requirements. See #8;
6. Of the total credits required for graduation:
  - a) Students matriculating in Fall 2000 and thereafter must complete two (2) 300-400 level courses that are designated as writing intensive (WI). See major department for details.
  - b) Students may present a maximum of six credit hours of Independent Study credit toward the undergraduate degree. (Note: No more than three credit hours of Independent Study in one term.)
  - c) Students may present a maximum (total) of 12 credits in any combination of *Topics* courses (195, 295, 395, and 495) in any department. Should a course taken as a *Topics* course subsequently convert to a regularly offered course within that department, then that course will not be counted toward the 12-hour maximum under this provision.
  - d) Students may repeat certain courses for credit toward graduation. (See course description(s) and major requirements for limitations and specific information.)
  - e) Students may select any academic courses as electives provided all necessary prerequisites have been met.
7. Students must file the *Intent to Graduate* form and all substitutions for any requirement for graduation, with the Office of the Registrar, according to the following schedule:
  - a) Students planning to complete degree requirements at the end of the summer must file the *Intent to Graduate* form no later than August 30 of the preceding year.
  - b) Students planning to complete degree requirements at the end of the fall semester must file the *Intent to Graduate* form no later than December 15 of the preceding year.
  - c) Students planning to complete degree requirements at the end of the spring semester must file the *Intent to Graduate* form no later than May 30 of the preceding year.
8. Effective for degree-seeking students entering the University Fall Semester 2003 and after, all degree requirements must be completed according to the *Undergraduate Catalog* in effect at the time of admission or readmission. If a course necessary for the completion of the general education requirements/liberal learning curriculum should no longer be in the *Undergraduate Catalog*, the student may petition the Undergraduate Degrees Committee to make an appropriate substitution. Such petitions must be received by the Undergraduate Degrees Committee prior to March 1 for students expecting to graduate in May or August and prior to November 1 for students expecting to graduate in December.
 

If a student elects to follow or declare a newer curriculum (catalog requirements) than those under which the student entered the University, a *Request to Move to New Catalog for Curriculum Requirements Form* must be filed with the Office of the Registrar. Should a student elect a newer curriculum they *are required to complete all* University degree and major requirements under the new requirements and **may not** return to the former catalog.
9. Bachelor of Science: Students pursuing the Bachelor of Science degree must complete the Investigating the Natural World Area of Inquiry requirement and one sequence from the list below. No more than three of the four B.S. degree lecture courses may be from the same discipline. No more than two laboratory courses may be from the same discipline. Departments may specify the particular sequence to be taken.

BIOL 107, 108, 109L  
 BIOL 211/211L-212/212L  
 BIOL 211/211L-213/213L  
 BIOL 151/151L - 201/201L

CHEM 103/103L - 104/104L  
 CHEM 121/121L - 122/122L  
 PHYS 151/151L - 152/152L  
 PHYS 201/201L - 202/202L

10. Minimum Grade Requirements:
  - a) Students must earn grades of *C-* or higher in ENGL 123 and ENGL 223. Note: Certain majors may require a higher grade in one or both of the courses for entrance into the major or to satisfy degree requirements associated with that major.
  - b) The University minimum requires completion of the major field of study with a 2.00 (4.00 maximum) grade point average and no more than two grades below *C-*. Some majors require all courses within the major be completed with a grade of *C-* or higher, see individual department requirements for specifics of this higher standard.
  - c) Any courses in which grades of *D* or *F* are earned may be repeated no more than twice (for a total of three enrollments). **Courses completed at CNU with a grade of *D* or *F* cannot be repeated at another institution.**
  - d) Academic departments may dictate more stringent requirements. Refer to the appropriate academic department for specific degree studies or upper division requirements, major requirements and suggested electives.
11. Assessment Requirements: The University engages in a number of assessment processes in order to gauge the effectiveness of its educational programs and administrative operations. These processes may require students to participate in examinations, surveys, interviews, or other information gathering activities that are not part of any specific course. Each student will be given at least a 10-day notification for any assessment and evaluation activity that requires scheduling prior to participation. The satisfactory completion of assessment and evaluation is a general requirement for graduation from the University.
12. Students are required to be enrolled in at least one CNU course during the semester of their degree conferral.
13. A signature from the department chair or the instructor or in some cases, both the chair and the instructor, is required on the *Schedule Adjustment Form*, to waive a stated course prerequisite and/or enrollment restriction.
14. Effective for all transfer students entering the university in Fall 2006 and after: All students must complete the Second Language Literacy requirement (one 3-credit language course at the 200-level). Students may either transfer credit from another college or university for a 200-level (intermediate) language course or higher, or complete a 200-level course or higher at CNU. Placement recommendations and course offerings are listed under the Department of Modern and Classical Languages and Literatures.
15. Clarification regarding the Investigating the Natural World Area of Inquiry (AINW): To satisfy this requirement, two AINW lectures and one AINW lab that corresponds to one of the lectures must be completed.

ACADEMIC STANDARDS**1. Courses of instruction and how they appear:**

- Courses of instruction are found following departmental descriptions.
- Departments appear in alphabetical order in this catalog. Course descriptions appear in sections beginning with “Curriculum in...”
- Discipline is indicated by the four letters in front of a course number (e.g., PHYS) and department is the four-letter code in which a discipline is housed (e.g., PCSE). Some departments house several disciplines.
- Within the course descriptions, courses numbered 100-200 series are primarily for freshmen and sophomores, 300-series for juniors, and 400-series for seniors.
- A continuous course sequence, indicated by a hyphen between course numbers (e.g., PHYS 201-202) covers a field of closely-related materials; and the first semester must precede the second, unless permission is granted by the appropriate academic department chair.
- If a course is made up of two closely related semesters and the second semester may be taken first, the course numbers are separated by a comma (e.g., ECON 201, 202).
- The three numbers enclosed in parentheses (4-2-6) following the course title have the following meanings:
  - The first number refers to the number of credit hours awarded for successful completion of the course;
  - the second number refers to the number of weekly lecture hours in the course;
  - the third number refers to the number of weekly laboratory, practicum, or studio hours in the course.

Example: a course designated as (4-2-6) refers to a four-credit course, which has two lecture hours and six laboratory/practicum /studio hours each week.

- If applicable, prerequisites and/or corequisites are listed. The student is responsible for having completed all prerequisites and corequisites as listed for courses in which the student enrolls.
  - Following course prerequisites and/or corequisites is an indication of when that course is normally offered (e.g., fall, spring, and etc.). If such designations do not appear, please consult with the appropriate department chair.
  - Courses identified by WI: in the course title [e.g., BIOL 391. WI: Junior Seminar] are writing intensive and satisfy the writing intensive requirement.
  - With appropriate approval, X99 independent study courses can be offered in any semester by all departments.
  - With appropriate approval, X95 special topic courses can be offered in any semester by all departments. A course may be offered a maximum of three times as a special topic and then must be approved through the Undergraduate Curriculum Committee under an approved course number.
- 2. A major** must consist of a minimum of 30 semester hours and a maximum of 42 semester hours in the discipline. Introductory (100- and 200- level) courses need not be counted in the 42-hour maximum requirement, at the discretion of the department housing the major. Although students may take more than 42 hours in the major field, a department may not require more than this number unless the University has approved an exception for the program, as in instances where accreditation may require more hours.
- 3. The minor** must include from 15 to 21 credit hours of course work above the 100-level, as determined by the department of the minor field.
- 4. Area of Inquiry Courses (A of I):** The A of I designation will typically not be applied to a course completed prior to the course’s designation as an Area of Inquiry.