

## OFFICE OF THE REGISTRAR

**Julianna Wait, University Registrar**

**Mary N. Kanani, Associate Registrar**

**Christopher Newport Hall, First Floor**

**(757) 594-7155 Fax: (757) 594-7711**

**register@cnu.edu**

The Office of the Registrar interprets, implements, and 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
- 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 access to unofficial academic records
- Facilitates meetings of the Undergraduate Degrees Committee (UDC) and the Academic Status Committee (ASC)
- Provides academic accommodations to students with disabilities
- Certifies student enrollment and academic information to authorized requesting agencies
- Verifies students' certificates of immunization
- Serves as university official regarding the Family Educational Rights and Privacy Act (FERPA) and provides relevant training
- 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 Christopher Newport for new student orientation, they will receive instructions on how to activate their access to web-based functions such 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. Academic performance is assessed at the end of each regular (fall and spring) semester. 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 academic record.

**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 permanent record. Students who are placed on academic probation are strongly urged to consult with their adviser and the Center for Academic Success 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 for his/her previous 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 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 Center for Academic 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.

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.

Returning students must develop a plan of study (*Second Chance Contract*) in conjunction with the Center for Academic 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 meet the terms of the agreement, or does not meet the minimum standard for continuance (GPA), 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.

### 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 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. Completed written 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 appeals 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.

### 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 who registered for more than 17 credit hours will be charged the full-time rate plus the appropriate per-credit-hour rate for each additional hour above 17 credits (for more information see the section of the catalog entitled "Tuition and Fees"). Students wishing to exceed these credit hours should see the section entitled *Course 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 disenrolled 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 appealing to 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 appeal. 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 appeal must be received in the Office of the Registrar **no later than** the deadline published on the Office of the Registrar website. Appeals 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 may be 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) are required to 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. Copies may be obtained from the Office of the Registrar website (registrar.cnu.edu/forms/) or by contacting the Office of the Registrar. Questions about this requirement or the waiver should be directed to the Office of the Registrar at (757) 594-7155 or via email at registrar@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 and 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 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 from the department. 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 adjust-

ment purposes. Registration PINs are specific to registration periods: fall/summer and spring. **A new alternate PIN is issued for each registration period.**

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.

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 Transfer Enrollment. 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.

**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.

**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 Study Abroad Office and 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.*

Students participating in a CNU study abroad course in 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.

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 *Course Withdrawal* 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 *Course Withdrawal* forms, even if the course is for zero credit hours or a course taken on an audit basis. If a student is unable to obtain the instructor's signature on the *Course Withdrawal* 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 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, Administrative, and Military 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 or incident causing the need for the medical withdrawal. The student must also provide a written statement on official letterhead from his/her physician (MD or DO) 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 are discouraged and will be considered on a case by case basis; only those requests involving very exceptional circumstances which could not have been addressed earlier in the semester will be considered. After the Office of the Registrar receives all required documentation, the University 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 approve or disapprove 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 to full-time study. If the student has not enrolled for two consecutive semesters, the student must apply for readmission to the University in addition to providing written documentation from the treating physician of the student's eligibility to return to full-time study. It is extremely rare that two consecutive medical withdrawals will be approved. It is also rare that a request for a medical withdrawal received near the end of a term or after a term has ended 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 (MD or DO) 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 written personal statement outlining the extenuating circumstances justifying the need for an administrative withdrawal. Requests for an administrative withdrawal must be submitted to the Office of the Registrar for approval by an appropriate University official (the student's academic dean, a vice provost, or the provost). After the appropriate University executive administrator has reviewed the request and made a decision, the Office of the Registrar will notify the student in writing of the decision. Students may not have two consecutive administrative withdrawals approved. It is extremely rare that more than one administrative withdrawal will be approved during a student's entire academic career at Christopher Newport or that an administrative withdrawal will be approved near the end of a term, after the term has ended, or retroactively for a previous period of enrollment.

**If a request for a medical or administrative withdrawal is approved, all grades for the semester in question will be noted as M on the student's transcript, and the student will earn no credit for that term. The M grades will not be counted toward the maximum course withdrawals permitted and will not be computed in the students' grade GPA. Students may not exercise the medical or administrative withdrawal option to withdraw from individual courses. Students with an approved medical or administrative withdrawal will be ineligible for any refund of tuition and/or fees unless the complete request for withdrawal (including required documentation) was received by the Office of the Registrar during the regular published refund period for withdrawals. Students who submit requests for withdrawals after the refund period will be ineligible for any refund of tuition and/or fees. Students with approved medical or administrative**

**withdrawals may be eligible for prorated housing and/or meal plan rates after consultation with the Office of Housing Administration and completion/presentation of any required documents. Students with an approved medical or administrative withdrawal will be ineligible for any refund of their University parking fee.**

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 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 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 and academic dean. (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 add/drop 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 an appeal for an overload to the Academic Status Committee. Deadlines for submission of appeals to the Academic Status Committee are posted at registrar.cnu.edu/committees. Completed appeals 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. Exams may not be completed on the University Reading Day. 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. Students with more than two examinations scheduled on a single day may request to have any additional examination(s) rescheduled. Such requests must be directed to the instructor(s) before the final exam period begins; at their discretion, instructors may resolve such conflicts using the conflict resolution period (but not the university reading/study day) or by other arrangement, such as allowing the student to take the exam in another course section or rescheduling the latest final on a given day. Students with other verifiable conflicts that would force a rescheduling in the exam time may request such a change but the request must be approved by the dean after student consultation with the instructor and/or department chair.

**Absence from Final Examinations**

A student may be excused from taking an examination at the scheduled time by prior approval of the instructor. The student may be excused on the grounds of illness when it is verified by a physician and received by the instructor or department chair. The instructor must be notified as soon as possible if illness or any other emergency causes a student to be absent from an examination. If the instructor cannot be notified because the student is physically unable to do so, the Office of the Registrar must be notified as soon as possible

and the Office of the Registrar will contact the instructor. Verification is required.

### Grade-Point Average

The 'cumulative GPA' is the total number of grade points earned (for CNU courses) divided by the total number of credit hours attempted (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

- AU** Indicates that a student has audited a course (no degree credit is awarded) and is not computed in the cumulative GPA.
- I** Indicates an incomplete grade and is not computed in the cumulative GPA.
- M** Indicates that a student has received a medical/administrative/military/judicial withdrawal 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.
- 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*.
- W** Indicates that a student withdrew from a course and is not computed in the cumulative GPA.
- Z** Indicates a zero credit course and is not computed in the cumulative GPA.

### 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 or extended by the above indicated deadline in the following **spring** semester.
- Incomplete grades given in the **spring**: must be removed or extended by the above indicated deadline in the following **fall** semester.
- Incomplete grades given in the **summer**: must be removed or 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 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 attempts (excluding course withdrawals designated by a grade of *W*) in a required course, may appeal to 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 appeal to the Academic Status Committee for reinstatement. Students who wish to appeal either committee should consult the Office of the Registrar website for deadlines, forms, and instructions regarding the appeal process. Appeals received after the published deadline will be held for the next scheduled meeting. Completed appeals 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 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 (numbered 500-600 level). University designated pass/fail courses (offered only on a pass/fail basis) are exempt from this policy. Courses for which the pass/fail 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. *NOTE: Minimum requirements for Dean's Academic Honor List are not appealable.*

### 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). Please note that a maximum of 11 credits or three courses with required labs completed through the Virginia Tidewater Consortium may be applied toward graduation.

Students must complete a *Request to Take Courses Elsewhere* form, available on CNU Live with 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 (to include suspensions due to Title IX violations) 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.

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 *Policy for CLEP and Procedures for Course Challenge*. 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 *Permission 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 *Policy for CLEP and Procedures for Course Challenge*.

### 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. **Students must submit the completed Declaration or Change of Major/Minor forms to the Office of the Registrar.** Note that the major(s), do not appear on the diploma but does list on the student's official transcript.

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.

### 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 and submit 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 appeal to 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 submit an appeal 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. 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. 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 or 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.

Students who have remaining degree or University requirements going into spring semester, or students who intend 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 Commencement ceremony. Students who plan to complete degree requirements after the spring semester conferral date will have their anticipated semester or term of graduation deferred to August or December.

## 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. 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.
6. 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 appeal to the Undergraduate Degrees Committee to make an appropriate substitution. Such appeals 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.

7. 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	CHEM 103/103L - 104/104L
BIOL211/211L-212/212L	CHEM 121/121L - 122/122L
BIOL 211/211L-213/213L	PHYS 151/151L - 152/152L
	PHYS 201/201L - 202/202L

8. 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.

9. **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.
10. Students are required to be enrolled in at least one CNU course during the semester of their degree conferral.
11. 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.
12. 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.
13. Graduation with Honors  
The minimum cumulative grade point averages required in order to graduate with Latin honors are:  
*Cum Laude*..... 3.50 GPA  
*Magna Cum Laude* ..... 3.70 GPA  
*Summa Cum Laude*..... 3.90 GPA  
**Students must earn at least 54 credit hours at CNU to be eligible for graduation with honors.**  
Note: Minimum requirements for Latin honors are not appealable.
4. Within the course descriptions, courses numbered 100-200 series are primarily for freshmen and sophomores, 300-series for juniors, and 400-series for seniors.
5. 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.
6. 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).
7. 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.
8. 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.
9. 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.
10. Courses identified by WI: in the course title [e.g., BIOL 391. WI: Junior Seminar] are writing intensive and satisfy the writing intensive requirement.
11. With appropriate approval, X99 independent study courses can be offered in any semester by all departments.
12. 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.

## ACADEMIC STANDARDS

### A. Courses of instruction and how they appear:

1. Courses of instruction are found following departmental descriptions.
2. Departments appear in alphabetical order in this catalog. Course descriptions appear in sections beginning with “Curriculum in...”
3. 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.

- B. 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.

- C. **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.
- D. **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.
- E. **Writing Intensive Courses:** Successful completion of ENGL 123 and 223 (each with a grade of C- or higher), are required as a prerequisite to all 300- and 400-level (WI) writing intensive courses.