COLLEGE OF ARTS & SCIENCES
UNDERGRADUATE ACADEMIC SERVICES

UNDERGRADUATE ADVISING HANDBOOK
2012 - 2013

Dare to be first.
UNIVERSITY OF DELAWARE.
College of Arts and Sciences
Undergraduate Advising Handbook

2012 –2013
University of Delaware

College of Arts and Sciences
Undergraduate Academic Services
109 Mitchell Hall
Phone: (302) 831-3020
Fax: (302) 831-4358
Email: as-advice@udel.edu
The entrance to Undergraduate Academic Services is on the first floor of the north rear wing of Mitchell Hall. Visitors should not enter the auditorium. The entrance to our wing is accessed directly from the outdoors, off the walkway between Mitchell Hall and Gore Hall.

http://www.cas.udel.edu/uas/
# Table of Contents

Dean’s Message .................................................................................. 1
Academic Calendar Dates ..................................................................... 2
Advising in the College of Arts and Sciences .................................... 4
Arts and Sciences Advising Timeline ................................................. 5
Degree Requirements .......................................................................... 6
Bachelor of Arts Degree Checksheet .................................................. 8
Bachelor of Science, Fine Arts, and Music ........................................ 10
Senior Checkout and Degree Clearance ............................................. 12
College of Arts and Sciences Directory ............................................. 16
Frequently Asked Questions ............................................................ 17
Electronic Resources Directory ....................................................... 19
Glossary of Terms ............................................................................. 21
2012 College of Arts & Sciences
Outstanding Advisement Award Winner

Each year, the College of Arts and Sciences honors faculty who have demonstrated those attributes which define “advisor” in the best sense of the word. Good advisors mentor, teach, question, suggest, refer, connect and concern themselves with the combined totality of the academic, vocational and individual needs of their students.

América Martínez
Foreign Languages and Literatures

If you are a faculty member and would like to nominate a professor for the Outstanding Advisement Award, please see the following web site:
http://www.cas.udel.edu/administrative-handbook/personnel-resources/Pages/college-faculty-awards.aspx
Greetings from the Dean

Welcome to the University of Delaware and to the robust, exciting world of the College of Arts and Sciences.

As a student in the largest of the University’s seven Colleges, you have access to a world of academic programs, courses and opportunities. Whether you’re interested in spending the semester abroad, or earning a double major outside of the College, or completing an interdisciplinary minor, we are intent on helping you identify the academic path to best meet your goals.

We realize the road ahead may seem overwhelming. That is why we have created this handbook, designed to make your student learning experiences the most challenging, rewarding, exciting one it can be. It is our greatest hope that you and your faculty advisors can use this handbook to choose among the University requirements, College requirements, major requirements, breadth requirements, and electives to craft an educational roadmap tailored around your academic interests and professional goals.

Good planning is the key to an educational program that broadens your intellectual and cultural knowledge and capitalizes on your own unique interests and abilities. This handbook is just one of many tools available to you as you explore, discover and develop your academic potential. By your active involvement, you will grow to understand the meaning of a liberal arts education and prepare yourself for the challenges and opportunities that lie ahead.

We look forward to working with you on this journey.

Best wishes,

George Watson, Dean

George Watson, Dean
College of Arts and Sciences
# UNIVERSITY OF DELAWARE

## 2012-2013 ACADEMIC YEAR CALENDAR

<table>
<thead>
<tr>
<th>First Summer Session, 2012</th>
<th>Apr. 2</th>
<th>Mon.</th>
<th>Registration for 2012 Summer Sessions begins.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr. 4</td>
<td>Mon.</td>
<td>Fee payment deadline for second summer session.</td>
<td></td>
</tr>
<tr>
<td>Apr. 10</td>
<td>Thu.</td>
<td>Final examinations. Residence halls close at 7:00 p.m. Last meal in dining halls.</td>
<td></td>
</tr>
<tr>
<td>Aug. 15</td>
<td>Wed.</td>
<td>Deadline for 2nd summer session grades to be posted to UDSSIS.</td>
<td></td>
</tr>
<tr>
<td>May 7</td>
<td>Mon.</td>
<td>Deadline for admission to doctoral candidacy for degrees to be conferred in August 2012.</td>
<td></td>
</tr>
<tr>
<td>May 21</td>
<td>Mon.</td>
<td>Deadline for filing application for graduate degrees to be conferred in August 2012.</td>
<td></td>
</tr>
<tr>
<td>June 3</td>
<td>Sun.</td>
<td>Residence hall check-in noon to 5:00 p.m. First meal in dining halls - dinner.</td>
<td></td>
</tr>
<tr>
<td>June 4</td>
<td>Mon.</td>
<td>Classes begin at 8:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>June 6</td>
<td>Mon.</td>
<td>Fee payment deadline first summer session.</td>
<td></td>
</tr>
<tr>
<td>June 7</td>
<td>Thu.</td>
<td>Last day to register or to add courses. After this date tuition and a $25 processing fee will be charged for change of registration; students withdrawing from courses will receive a grade of &quot;W&quot; on permanent record. Deadline for change in Dining plan.</td>
<td></td>
</tr>
<tr>
<td>June 22</td>
<td>Fri.</td>
<td>Last day to change registration or to withdraw from courses without academic penalty - first summer session (5 week course).</td>
<td></td>
</tr>
<tr>
<td>July 2</td>
<td>Mon.</td>
<td>Deadline for graduate admission applications for Fall 2012.</td>
<td></td>
</tr>
<tr>
<td>July 4</td>
<td>Wed.</td>
<td>Holiday - Classes suspended; University Offices closed. All dining services are closed.</td>
<td></td>
</tr>
<tr>
<td>July 6</td>
<td>Fri.</td>
<td>Last day of classes for 5-week courses.</td>
<td></td>
</tr>
<tr>
<td>July 7</td>
<td>Sat.</td>
<td>Final examinations. Students attending 5 week summer session to check out of residence halls by 7 p.m.</td>
<td></td>
</tr>
<tr>
<td>July 11</td>
<td>Wed.</td>
<td>Deadline for first summer session grades to be posted to UDSSIS.</td>
<td></td>
</tr>
</tbody>
</table>

### 7-1/2 Week Summer Session, 2012

| Apr. 2  | Mon. | Registration for 2012 7 ½ week Summer Sessions begins. |
| Apr. 3  | Sun. | Residence halls check-in noon to 5:00 p.m. First meal in dining halls - dinner. |
| June 4  | Mon. | Classes begin. |
| June 7  | Thu. | Last day to register or to add courses. After this date tuition and a $25 processing fee will be charged for change of registration; students withdrawing from courses will receive a grade of "W" on permanent record. Deadline for change in Dining plans. |
| July 3  | Tues. | Last day to change registration or to withdraw from courses without academic penalty – 7 1/2 week course. |
| July 4  | Wed. | Holiday - Classes suspended; University Offices closed. All dining services are closed. |
| July 23 | Mon. | Last day of classes meeting Monday/Wednesday. |
| July 24 | Tue. | Last day of classes meeting Tuesday/Thursday. |
| July 25 | Wed. | Final examinations, classes meeting Monday/Wednesday, July 26 Thru. Final examinations, classes meeting Tuesday/Thursday. 7 ½ week summer session students to check out of residence halls by 7:00 p.m. |
| July 31 | Tues. | Deadline for 7 ½ week Summer Session grades to be posted To UDSSIS. |

### Second Summer Session, 2012

| Apr. 2  | Mon. | Registration for 2012 Summer Sessions begins. |
| Apr. 8  | Sun. | Residence halls check-in noon to 5:00 p.m. First meal in dining halls - dinner. |
| July 9  | Mon. | Classes begin at 8:00 a.m. |
| July 12 | Thu. | Last day to register or to add courses. After this date tuition and a $25 processing fee will be charged for change of registration; students withdrawing from courses will receive a grade of "W" on permanent record. Deadline for change in Dining plans. |
| July 16 | Mon. | Deadline for receipt of doctoral dissertations and executive position papers for degrees to be conferred in August 2012. |
| July 16 | Mon. | Deadline for receipt of master's theses for degrees to be conferred in August 2012. |
| July 27 | Fri. | Last day to change registration or to withdraw from courses without academic penalty - second summer session. |
| Aug. 9  | Thu. | Last day of classes. |
| Aug. 10 | Fri. | Final examinations., Residence halls close at 7:00 p.m. Last meal in dining halls - dinner. |
| Aug. 15 | Wed. | Deadline for 2nd summer session grades to be posted to UDSSIS. |
| Apr. 18 | Wed. | Registration for Fall Semester, 2012. |
| May 1  | Tue. | Undergraduate admission application deadline for transfer students entering Fall Semester. |
| May 7  | Tue. | Admissions deposit deadline for admitted freshman. |
| June 19 | Tue. | New Student Orientation begins. |
| July 2  | Mon. | Deadline for graduate admission applications for Fall 2012. |

#### Most programs have earlier deadlines.

| July 18 | Wed. | New Student Orientation ends. |
| Aug. 1 | Wed. | Fee payment deadline for Fall Semester. |
| Aug. 25 | Sat. | Residence hall check-in for new students - 8:00 a.m. to 4:00 p.m. |
| Aug. 25 | Sat. | First meal in dining halls for new students - LUNCH. |
| Aug. 26 | Sun. | Residence hall check-in for returning students 9:00 a.m. to 6:00 p.m. |
| Aug. 26 | Sun. | First meal in dining halls for returning students - DINNER. |
| Aug. 27 | Mon. | New Student Convocation, 10:30 a.m. Advisement and registration. |
| Aug. 27 | Mon. | Residence halls check-in for returning students: 11:00 a.m. to 3:00 p.m. |
| Aug. 28 | Tue. | Classes begin at 8:00 a.m. |
| Aug. 31 | Fri. | Deadline for admission to doctoral candidacy for degrees to be conferred in December 2012 or February 2013. |
| Sep. 3 | Mon. | Holiday - University offices closed; classes suspended. |
| Sep. 11 | Tue. | UNDERGRADUATE STUDENTS - Deadline for completion of deferred examinations and incomplete work (grade I) from Spring Semester 2012, and 2012 Summer Sessions. |
| Sep. 11 | Tue. | Last day to register or to add courses. After this date tuition and a $25 processing fee will be charged for change of registration; students withdrawing from courses will receive a grade of "W" on permanent record. |
| Sep. 11 | Tue. | Deadline for changing dining plan. |
| Sep. 15 | Sat. | Winter 2013 book orders are due by faculty to UD Bookstore. |
| Sep. 16 | Sun. | Rosh Hashanah begins at sundown; continues next two days - See policy in Faculty Handbook on excused absence. Sep. 17 | Mon. | Deadline for filing application for graduate degrees to be conferred in December 2012. |
| Sep. 25 | Tue. | Yom Kippur begins at sundown; continues following day - See policy in Faculty Handbook on excused absence. |
| Oct. 12 | Fri. | Deadline for midterm grades to be posted in UDSSIS. |
| Oct. 15 | Mon. | Spring book orders are due. |
| Oct. 19 | Fri. | GRADUATE STUDENTS - Deadline for completion of deferred examinations and incomplete work (grade I) from Spring Semester 2012 and 2012 Summer Sessions. |
| Oct. 23 | Tue. | Last day to change registration or to withdraw from courses without academic penalty. |
| Nov. 6 | Tue. | Election Day. Classes suspended; University offices closed. |
| Nov. 12 | Mon. | Deadline for receipt of doctoral dissertations and executive position papers for degrees to be conferred in December 2012. |
| Nov. 15 | Thu. | Registration begins for Spring Semester 2013. |
| Nov. 19 | Mon. | Deadline for receipt of master's theses for degrees conferred in December 2012. |
| Nov. 20 | Tue. | Thanksgiving Break begins after last class; classes end at 10 p.m. Residence Halls close at 7:00 p.m. for students who do not have evening classes. |
| Nov. 20 | Tue. | Last meal in dining halls before Thanksgiving Break - lunch. |
| Nov. 21 | Wed. | Classes suspended; University offices open. |
| Nov. 22 | Thu. | Holiday - classes suspended; University offices closed. |
| Nov. 23 | Fri. | Holiday - classes suspended; University offices closed. |
| Nov. 25 | Sun. | Residence halls re-open at 2:00 p.m. First meal in dining halls after Thanksgiving recess - dinner. |
| Nov. 26 | Mon. | Classes resume following Thanksgiving recess. |
| Dec. 1 | Sat. | Undergraduate admission application deadline for freshmen entering Fall Semester for Honors & Scholarship consideration. |
| Dec. 3 | Mon. | Deadline for graduate admission applications for Spring 2013. |
| Dec. 5 | Wed. | Last day of classes; classes end at 10:00 p.m. |
| Dec. 6 | Thu. | Reading Day: no examinations scheduled. |

---

**Fall Semester, 2012**

| Apr. 15 | Sun. | Fall book orders are due by faculty to the UD Bookstore. |
Dec. 7 Fri. Final examinations begin.
Dec. 8 Sat. Reading Day; no examinations scheduled.
Dec. 9 Sun. Reading Day; no examinations scheduled.
Dec. 14 Fri. Final examinations end; residence halls close at 1600 p.m.
Dec. 14 Fri. Last meal in dining halls - dinner.
Dec. 14 Fri. Deadline for filing application for graduate degrees to be conferred in Feb. 2013.
Dec. 18 Tue. Deadline for fall semester grades to be posted to UD SIS.
Jan. 15 Tue. Undergraduate admission application deadline for freshmen entering Fall Semester.

**Winter Session, 2013**

Sep. 15 Sat. Winter book orders are due by faculty to the UD Bookstore.
Oct. 29 Mon. Registration for Winter Session begins.
Dec. 7 Fri. Fee payment deadline for Winter Session.
Jan. 2 Wed. Residence hall check-in 2:00 p.m. to 9:00 p.m.
Jan. 2 Wed. First meal in dining halls - dinner.
Jan. 3 Thu. Classes begin at 8:00 a.m. Residence hall check-in for Winter Session walk-ins, 9:00 a.m. to 3:00 p.m.
Jan. 8 Tue. Last day to register or to add courses. After this date tuition and a $25 processing fee will be charged for change of registration; students withdrawing from courses will receive a grade of "W" on permanent record.
Jan. 11 Fri. Deadline for changing dining plan
Jan. 21 Mon. Martin Luther King Holiday - classes suspended; University offices closed.
Jan. 22 Tue. Last day to change registration or withdraw without academic penalty,
Feb. 1 Fri. Last day of classes.
Feb. 2 Sat. Final examinations. Students leaving after Winter Session must check-out of residence hall by 7:00 p.m.
Feb. 2 Sat. Last meal in dining halls - dinner.
Feb. 6 Wed. Deadline for winter semester grades to be posted to UD SIS.

**Spring Semester, 2013**

Oct. 15 Mon. Spring book orders are due by faculty to the UD Bookstore.
Nov. 1 Fri. Undergraduate admission application deadline for freshman and transfer students entering Spring Semester, 2013.
Nov. 15 Thu. Registration for Spring Semester, 2013 begins.
Dec. 1 Sat. Undergraduate admission application deadline for freshman students entering Fall Semester 2013 for Honors and Scholarship consideration.
Dec. 3 Mon. Deadline for graduate admission applications for Spring 2013.
Jan. 3 Thu. Fee payment deadline for Spring Semester, 2013.
Jan. 15 Tue. Undergraduate admission application deadline for freshman students entering Fall Semester 2013.
Jan. 18 Fri. Winter New Student Orientation.
Feb. 1 Fri. Winter International New Student Orientation (undergraduates).
Feb. 3 Sun. Residence hall check-in 2:00 p.m. to 9:00 p.m.; room change period for students on campus during Winter Session, 9:00 a.m. to 12:00 noon.
Feb. 3 Sun. First meal in dining halls - brunch.
Feb. 4 Mon. Classes begin at 8:00 a.m. Residence hall check-in 9:00 a.m. - 3:00 p.m.
Feb. 6 Wed. Deadline for admission to doctoral candidacy for degrees conferred in May 2013.
Feb. 18 Mon. Deadline for filing application for graduate degrees to be conferred in May 2013.
Feb. 18 Mon. Last day to register or to add courses. After this date tuition and a $25 processing fee will be charged for change of registration; students withdrawing from courses will receive a grade of "W" on permanent record. Deadline for changing dining plan.
Feb. 18 Mon. UNDERGRADUATE STUDENTS - Deadline for completion of deferred examinations and incomplete work (grade I) from Fall Semester 2012, and Winter Session 2013.
Mar. 15 Fri. Summer book orders are due.
Mar. 15 Fri. GRADUATE STUDENTS - Deadline for completion of deferred examinations and incomplete work (grade I) from Fall Semester 2012 and Winter Session 2013.
Mar. 22 Fri. Spring Recess begins after last scheduled class; Residence halls close at 7:00 p.m.
Mar. 22 Fri. Last meal in dining halls before Spring break - dinner.
Mar. 22 Fri. Deadline for midterm grades to be posted to UD SIS.
Mar. 25 Mon. Passover begins at sundown; and ends at sunset April 1. - See policy in Faculty Handbook on excused absence.
Mar. 29 Fri. Good Friday - See policy in Faculty Handbook on excused absence.
Mar. 31 Sun. Residence halls re-open at 2:00 p.m.
Mar. 31 Sun. First meal in dining halls after Spring break - dinner.
Apr. 1 Mon. Deadline for graduate admission applications for June 2013.
Apr. 1 Mon. Classes resume after Spring recess at 8:00 a.m.
Apr. 1 Mon. Registration for 2013 Summer Sessions begins. Apr. 15 Mon. Fall 2013 book orders are due.
Apr. 15 Mon. Deadline for receipt of doctoral dissertations and executive position papers for degrees conferred in May 2013.
Apr. 16 Tue. Last day to change registration or to withdraw from courses without academic penalty.
Apr. 18 Thu. Registration for Fall Semester 2013 begins.
May 1 Wed. Undergraduate admission application deadline for transfer students entering Fall 2013.
May 6 Mon. Deadline for admission to doctoral candidacy for degrees to be conferred in August 2013.
May 14 Tue. Last class day; classes end at 10:00 p.m.
May 15 Wed. Reading Day; no examinations scheduled. May 16 Thu. Final examinations begin.
May 18 Sat. Reading Day; no examinations scheduled.
May 19 Sun. Reading Day; no examinations scheduled.
May 20 Mon. Deadline for filing application for graduate degrees to be conferred in August 2013.
May 23 Thu. Final examinations end; Residence Halls close at 10:00 p.m. (except for graduating students).
May 24 Fri. Last meal in dining halls - dinner.
May 24 Fri. Honors degree breakfast, doctoral hooding and some college convocations.
May 25 Sat. Commencement followed by remaining college convocations. May 25 Sat. Residence halls close at 6:00 p.m. for graduating students.
May 27 Mon. Memorial Day Observed - University Offices closed.
May 28 Tue. Deadline for spring semester grades to be posted to UD SIS.

* For printable versions of Academic Calendars, please visit the following link:  [http://www.udel.edu/registrar/cal/main.html](http://www.udel.edu/registrar/cal/main.html)
Academic Advising in CAS

Good academic advising is important in helping students develop a course of study that is appropriate for their academic background and intellectual abilities and is consistent with their educational and career goals. Students are assigned department faculty advisors, who can assist in connecting students to the resources they need and help to guide them toward their academic and career goals. The advisee rights and responsibilities listed below will help you understand advisement in the College of Arts and Science.

Advisee Rights and Responsibilities

Rights

1. To receive accurate information from the advisor.
2. To be informed of times when the advisor is available to meet with the student.
3. To feel that the advisor is interested in communicating with the student.
4. To be helped with a variety of questions or concerns, and to be referred to other available services when necessary.
5. To be presented information that the student needs to know about majors, University and College requirements, degree programs, campus academic support resources, etc.
6. To be perceived as an individual.
7. To be treated with respect.
8. To request a change in advisor.

Responsibilities

1. To find out who the advisor is and how to get in touch with that person.
2. To make and keep scheduled appointments.
3. To be an active participant in appointments, coming prepared to discuss an agenda or talk about questions and/or concerns.
4. To communicate academic goals and to keep advisor informed of relevant information.
5. To follow up on referrals and to become familiar with campus academic resources.
6. To read and review advising materials, including the undergraduate catalog: http://academiccatalog.udel.edu/
7. To know all UD dates and deadlines and to read all emails sent to the udel.edu email address.
8. To make academic decisions.
CAS Advising Timeline

For Freshmen & Transfer Students:

START OF CLASSES
- August 27—September 11

Identify your faculty advisor through UDSIS. Learn about your advisor’s office location, office hours, campus phone number, and email address.

For All Students:

Registration Dates
- Begins Oct. 29, 2012 for Winter 2013
- Begins Nov. 15, 2012 for Spring 2013
- Begins April 1, 2013 for Summer 2013
- Begins April 18, 2013 for Fall 2013

Set up an appointment with an advisor in your major department. Review progress toward degree completion, including completed coursework and earned grades. Identify possible courses and register for appropriate coursework for the upcoming semester.

Drop/Add Deadlines
- Fall 2012: September 11th
- Winter 2013: January 8th
- Spring 2013: February 18th

Check your course schedule online prior to the start of classes. Changes in registration can be made until the drop/add deadline. Refunds will not be given for registered coursework past the semester deadline. Registration changes after the deadline require permission from the Dean’s office.

The Academic Penalty Deadlines
- Fall 2012: October 23rd
- Winter 2012: January 22nd
- Spring 2012: April 16th

The eight week deadline is the last day you may drop a course or change the course grading type (P/F, audit, standard grading). You may not make any registration changes after this deadline unless you have documentable and serious extenuating circumstances. If you have or anticipate any problems, please attend to these issues prior to the 8-week deadline.

For Juniors:

Second Writing Requirement
After earning 60 credits, you may register for a course which will satisfy the Second Writing Requirement. If such a course is taken prior to earning 60 credits, the requirement will not be satisfied.

For Seniors:

First Semester
Prior to your final registration period, you will receive an Official Senior Checkout from the Dean’s Office. This document will provide an official summary of remaining degree requirements. It is your responsibility to resolve issues that may concern grades, transfer credits, course approvals and substitutions, petitions, appeals, outstanding balances, etc.

Graduating Semester
Follow through with resolving any degree related issues. Upon completion of a successful semester, celebrate your graduation! Welcome to the Blue Hen Alumni community!!
UNIVERSITY AND COLLEGE REQUIREMENTS

UNIVERSITY REQUIREMENTS

1. ENGL 110 Critical Reading and Writing
   Required of all students. A minimum grade of “C-” must be earned. The course is normally taken during the freshman year.

   ENGL 110 must be completed by the time a student has earned 60 credits. Students who transfer into the College of Arts & Science with 45 credits or more must complete this requirement within two semesters.

2. Multicultural Requirement
   Every student must complete three credits in a course or courses stressing multicultural, ethnic, and/or gender-related content. A minimum grade of “D-” must be earned.

3. First-year Experience
   All first year students (including University Honors Program) at the University are required to participate in a First Year Seminar. The First Year Seminar assists students in adjusting to college life and provides a unique learning experience.

4. Discovery Learning Experience
   All students must complete (3) credits of Discovery Learning Experience (DLE) coursework supervised by a UD faculty member. The DLE requirement moves learning outside of the classroom and is typically met through Study Abroad, internships, and undergraduate research opportunities.

5. University Breadth Courses
   Required of all students matriculating fall 2010 or later. A minimum grade of “C-” or better is required. Students must complete (3) credits in each of the following categories:
   - Creative Arts and Humanities
   - History and Cultural Change
   - Social and Behavioral Sciences
   - Mathematics, Natural Sciences and Technology

   Students must represent 4 different academic departments in fulfillment of the University Breadth requirements. Students may not use courses from their major department to satisfy University Breadth requirements.

ARTS AND SCIENCES SKILLS REQUIREMENTS

1. Second Writing Course
   To be taken by all students in their junior or senior year, after completion of 60 credit hours. A minimum grade of “C-” must be earned. IMPORTANT: This requirement can only be satisfied by a section designated as a second writing requirement in the registration booklet for that particular semester (or by an approved transfer course). Once they have earned the minimum 60 credits, students should check the registration booklet for the semester they intend to fulfill this requirement and look for the verifying phrase, “SECTION SATISFIES A & S WRITING REQUIREMENT.”

2. Mathematics
   Students are required to demonstrate mathematical competence. Successful completion of Contemporary Mathematics, College Mathematics and Statistics (MATH 113, 114 or 170), or Pre-Calculus (MATH 115, 117 or 171), or any mathematics course (MATH) at or above the 200-level except Mathematics for the Elementary School I, II, II (MATH 251, 252 and 253), MATH 201, 202, 205, 266, 300 or 450 will satisfy the requirement. A minimum grade of “D-” must be earned. A math placement test is required to determine appropriate placement.

   Important: A maximum of three credits of 100-level MATH courses may be counted for the degree.

   Students may also satisfy the mathematics requirement by demonstrating proficiency by passing the Mathematics Proficiency Test. This test is given in early in each semester. Please note the Mathematics Proficiency Test is not the same as the Math Placement Exam.

   The math requirement must be completed by the time a student has earned 60 credits. Students who transfer into the College of Arts & Science with 45 credits or more must complete this requirement within two semesters.

3. Foreign Language
   Required for all B.A. and most B.S. Degrees. A minimum grade of “D-” must be earned. The number of courses a student will need to obtain foreign language proficiency is determined by a student’s high school background or prior knowledge of a foreign language.

   These guidelines apply to foreign language placement:
   - Students who have taken fewer than two years of the same foreign language in high school should register for the elementary level of a language (105);
   - Students who have taken two or three years of the same foreign language in high school should register for the elementary/intermediate level of a language (106);
   - Students who have taken four or more years of the same foreign language in high school should register for the intermediate level or final course (107).

   Foreign language courses at the 100-level (also LATN and GREK 201 and 202) cannot be taken on a pass/fail basis if they are being used to satisfy a requirement or as prerequisites of a course used to satisfy a requirement.

   Students with a strong background in a foreign language may be exempted from the foreign language requirement by scoring well on a proficiency test. Students whose native language is not English are also required to demonstrate oral competency and literacy in their native or other language. Contact the Foreign Languages and Literatures Department to arrange a proficiency exam.
4. Arts and Sciences Breadth Requirements

a. Breadth Requirements for B.A. Degree Students

Students are required to take a minimum of 9 credit hours in groups A, B, and C, and a minimum of 10 credit hours in group D, including a laboratory science, for a total of no fewer than 37 credit hours. Minimum grades of “C-” must be earned (students who matriculated prior to Fall 2010 may count grades of “D-” or better toward breadth). In each group, courses must be taken from a minimum of two different departments or programs (defined by the letter designation before the course number). If all but one course in a group has been taken in one department or program, a course cross-listed with that program will not satisfy the requirement.


Students enrolled in the B.S., B.F.A., and B.M. degrees must also satisfy requirements in Groups A, B, C, and D as described above for the B.A. degree, but since they must complete a heavier concentration in the major field, the number of credits required in each group has been adjusted. Please refer to page 10 for more information specific to your major.

Descriptions of each Group for Arts and Sciences Breadth:

**Group A: Creative Arts and Humanities.**

Courses in this group foster an understanding and appreciation of the creative arts and humanities, including art history, music, theatre, literature and philosophy, and the cultural values which have shaped them.

**Group B: History and Cultural Change.**

These courses provide an understanding of the impact of history upon the way we live and think. Courses in this group may deal with a wide variety of social, technological, literary, artistic, scientific, and political subject matter, but all focus on how change occurs over time.

**Group C: Social and Behavioral Sciences.**

Courses in this group provide an understanding of the characteristics of individual behavior and an awareness of the varied forms of political, economic, and institutional organizations developed by human societies. These courses should demonstrate that individual and social behavior occurs in a context of relationships with the physical world. Courses in this group are drawn from the findings of observation and experiment in the social sciences.

**Group D: Mathematics, Natural Science, and Technology.**

These courses introduce the concepts on which the physical and natural sciences have been built, the phenomena which have been discovered, and the methods that scientists use to approach and attempt to solve problems.

How to Use the Breadth Requirements

Students should use the most recent version of the UD catalog to identify breadth courses each term. The courses available to fulfill the breadth requirements are all designed to be comprehensive in content and to be general introductions to the disciplines they represent. The choice of three courses within the large number available in each group should be governed by a number of factors.

The objective of a general education is to achieve a broad exposure to knowledge; for that reason, students are advised to experience the maximum rather than the minimum number of departments or programs within each group. The greater the exposure to different disciplinary viewpoints, the more likely that creative ability will be heightened since creativity frequently involves an appreciation of the interrelationships of apparently unrelated events among natural and human phenomena.

A broad exposure to knowledge can often be enhanced through the examination of alternative cultures and value systems. Students should seek to include courses which focus especially on non-Western or non-American perspectives.

Finally, students should attempt to choose three courses in a group which are somewhat related. A set of courses will offer educational coherence if a student sees connections among those selected. If courses are chosen at random, merely to fill blanks in an abstract check sheet, then the purpose and objective of general education will remain unfilled.
University Requirements

1. ENGL 110* - Min. grade C- (3)
   - First Year Experience ( )
2. Discovery Learning Experience (3)
3. College of Arts and Sciences Breadth Requirements
   - Min. grade C- (3)
4. Multicultural Course (3)
5. University Breadth Requirements - Min. grade C- (Only for students matriculating fall 2010 or later)
   - Creative Arts and Humanities (3)
   - History and Cultural Change (3)
   - Social and Behavioral Sciences (3)
   - Mathematics, Natural Sciences and Technology (3)
   - (Students must represent 4 different academic departments in fulfillment of the University Breadth requirements. Students may not use courses from their major department to satisfy University Breadth requirements.)

College of Arts and Sciences Skills Requirements

1. Second Writing Course - Min. grade C- (3)
   - Course must be taken after completion of at least 60 college credits in order to satisfy the requirement.

2. Mathematics*
   - a. MATH 113, 127, 114, 115 or 117 (3-4)
   - or
   - b. MATH 210 or 230, 221 or 241 or higher (But not all higher level MATH courses apply. See Catalog for the list of restrictions.) (3-4)
   - or
   - c. Pass Proficiency Test (0)

3. Foreign Language
   - ________________________________________ ( )
   - ________________________________________ ( )
   - ________________________________________ ( )
   - Completion of intermediate level course or higher or Exemption

College of Arts and Breadth Requirements - Min. grade C-

Group A. Creative Arts & Humanities
   - ________________________________________ ( )

Group B. History and Cultural Change
   - ________________________________________ ( )

Group C. Social and Behavioral Sciences
   - ________________________________________ ( )

Group D. Mathematics, Natural Sciences, and Technology
   - Science with lab ________________________________________ ( )
   - ________________________________________ ( )
   - Minimum ten (10) credits in at least two programs

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major related work (varies by major) and/or Minor (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*ENGL110 and the Mathematics requirement must be completed by the time a student has earned 60 credits. Students who transfer into the College of Arts & Sciences with 45 credits or more must complete these requirements within two semesters.

1. University Breadth requirements must total 12 credits (3 cr. from each group). Each group within University breadth must represent a different subject area and may not be cross-listed. No courses used for University Breadth may be from the student’s major department. A lab course is not required to satisfy the University Group D requirement. The minimum grade for all University Breadth Courses is C-.

2. If two courses in a group (A, B, C or D) have been taken in the same department or program, a third course cross-listed with that program will not satisfy the distribution requirement of “at least two programs.” Up to 3 credits from each of the University Breadth Requirement categories may be used to simultaneously satisfy the College of Arts and Sciences Breadth Requirements. The minimum grade for all College of Arts and Sciences Breadth courses is C-.
NOTES ASSOCIATED WITH THE BACHELOR OF ARTS CHECK SHEET

The credit-hour requirement for the B.A. degree is 124. In addition to general education requirements, students must also meet concentration requirements by electing a departmental major, a double major, an interdepartmental major, or an area study.

**Departmental Major:** Requirements for the departmental major are set by the department. A minimum of 30 credit hours is required in courses counted toward the major. All courses counted toward the major must be a “C-” grade or better. **Related work:** Some majors require related work consisting of courses approved by the major department or advisor as having bearing on the major area.

**Double Major:** Students who complete all requirements for two departmental majors are graduated with a double major.

**Interdepartmental Major:** A minimum of 51 credit hours selected from two closely related fields comprises this option. Courses must be approved by the department chairpersons involved and the Dean of the College.

**Area Study:** Opportunity is provided for students interested in pursuing a broader field of study such as Comparative Literature and International Relations.

**Minor:** There are over 90 approved minors. Requirements are available from the departments. A grade of “C-” or better is required in all courses for most minors. A minor is optional.

**Limitations**

1. **Total credits:** Where applicable, courses taken toward fulfillment of major or related work requirements may also be applied toward fulfillment of general education requirements though, naturally, the credits for such courses may be counted only once toward the 124.

2. **Credit limit:** For B.A. degree programs no more than 45 credits with the same departmental symbol may be applied toward the 124 required. A cross-listed course will be considered a part of the 45 credit total, regardless of which prefix a student used to register for the course.

3. **Breadth requirements:** Only courses listed as breadth requirements will satisfy these requirements. Any course not listed will not fulfill a breadth requirement. The breadth requirement list is updated every year to reflect any course additions. Check the official Undergraduate Catalog each year for an updated list.

4. **Courses below the 100 level:** Courses numbered below 100 (e.g., MATH 010, Intermediate Algebra) do not count toward bachelor’s degrees.

5. **Duplicate credit:** Credits may be counted only once toward a degree. Courses repeated to improve a passing grade may not be counted a second time toward the minimum total credit hours required for a degree. Certain courses offered in a sequence will not be counted toward a degree if taken in reverse order of difficulty. (An Elementary French course would not count if taken after an Intermediate French course; similarly, a Pre-Calculus course would not be counted if taken after a Calculus course.) Certain other courses have sufficient overlap of content, although taught at different degrees of difficulty, that credit would not be counted for both courses regardless of the order in which taken. For instance, credit will be counted only once for the following pairs of courses: MATH 114 and 115, MATH 221 and MATH 241.

6. **Pass/Fail:** Students may elect to take one course on a pass/fail basis each semester. A letter grade is not given; the student either passes or fails. Credits earned in this way count only as free electives, not as fulfilling specific requirements. The total number of credits taken on a pass/fail basis may not exceed 24 in the bachelor’s degree program. A failing grade under the pass/fail option will be counted in the cumulative index. A course taught pass/fail only does not count as use of the pass/fail option.

7. **Minimum grades:** A grade of “C-“ or better is required in English 110, the Second Writing Requirement, major courses, courses for most minors, and breadth requirements. A minimum average of 2.0 in all work taken at the University of Delaware is required for the bachelor’s degree.

8. **BHAN (HESC) 120:** A maximum of two credits of HESC/BHAN 120 may be counted as elective credit within the required 124.
# Bachelor of Science

## College of Arts and Sciences Requirements

<table>
<thead>
<tr>
<th>Bachelor of Science</th>
<th>Foreign Language</th>
<th>A&amp;S Breadth Requirements (Minimum credits in each group)</th>
<th>Total Credits for Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Group A</td>
<td>Group B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Creative Arts &amp; Humanities</td>
<td>History &amp; Cultural Change</td>
</tr>
<tr>
<td>Biochemistry ***</td>
<td>Required***</td>
<td>6 min*</td>
<td>6 min*</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>Required</td>
<td>6 min*</td>
<td>6 min*</td>
</tr>
<tr>
<td>Chemistry ***</td>
<td>Required***</td>
<td>6 min*</td>
<td>6 min*</td>
</tr>
<tr>
<td>Mathematical Sciences</td>
<td>Required</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics Education</td>
<td>Required</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics &amp; Economics</td>
<td>Not Required</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Neuroscience</td>
<td>Required</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Physics</td>
<td>Required**</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Psychology</td>
<td>Required</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Quantitative Biology</td>
<td>Not Required</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

* A total of twenty-one credits from Groups A, B and C is required with a minimum of six credits in each group. The six credits from each group could be from the same area.

** Physics majors may choose to complete a computer science sequence in place of the foreign language requirement. This 12 credit sequence includes CISC 106, CISC 181, CISC 220, and an additional 3 credits of CISC at or above the 260 level.

*** Please note that the BS in Chemistry and the BS in Biochemistry require a MODERN foreign language. Latin and Ancient Greek may not be used to satisfy the language requirement for these majors.
# Bachelor of Fine Arts and Bachelor of Music

## College of Arts and Sciences Requirements

<table>
<thead>
<tr>
<th>Bachelor of Fine Arts</th>
<th>Foreign Language</th>
<th>A&amp;S Breadth Requirements (Minimum credits in each group)</th>
<th>Total Credits for Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Group A</td>
<td>Group B</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Not Required</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Visual Communication</td>
<td>Not Required</td>
<td>9</td>
<td>9</td>
</tr>
</tbody>
</table>

* One course from Group D must be a 4 credit course with an associated lab.

<table>
<thead>
<tr>
<th>Bachelor of Music</th>
<th>Foreign Language</th>
<th>A&amp;S Breadth Requirements (Minimum credits in each group)</th>
<th>Total Credits for Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Group A</td>
<td>Group B</td>
</tr>
<tr>
<td>Applied Music—Instrumental</td>
<td>106 level</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Applied Music—Keyboard</td>
<td>106 level</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Applied Music—Guitar</td>
<td>106 level</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Applied Music—Voice</td>
<td>0-16 credits see note below</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Music Theory</td>
<td>0-12 credits see note below</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Music Composition</td>
<td>106 level</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Music Education—Instrumental</td>
<td>Not Required</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Music Education—General/Choral</td>
<td>Not Required</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

- For more detailed curriculum info, please visit: [http://www.music.udel.edu/academics/undergraduate-programs/Pages/curriculum-check-sheets.aspx](http://www.music.udel.edu/academics/undergraduate-programs/Pages/curriculum-check-sheets.aspx)

- Foreign Language requirement:
  - Majors needing 106 level: Students with three or more years of high school work in a single foreign language, or who have gained proficiency in a foreign language by other means, may attempt to fulfill the requirement in that language by taking an exemption examination through the Foreign Languages and Literatures Department.
  - Applied Voice majors: 2 semesters of French, German, or Italian; 1 semester of the other two languages
  - Theory majors: completion of the intermediate level course (106) in German, with one additional semester of study in a language chosen in consultation with advisor
Senior Checkout & Degree Clearance

If you are a College of Arts and Sciences student, the staff of the Undergraduate Academic Services (UAS) office (your Dean’s Office) will prepare your Official Senior Checkout in conjunction with your department.

The Official Senior Checkout is a document that lists all of your remaining requirements. This is a critical step in the process of degree certification and the awarding of your degree. All remaining requirements are specified in writing on your Checkout, including any special requirements as well as the specific number of credits remaining to be completed. It is imperative that you read and understand exactly what you must do to complete your degree and that you do everything specified on the Checkout. If you have received verbal approval for exceptions, waivers, substitutions, etc. for your major(s) or minor(s), you are responsible for arranging for the Dean’s Office to receive written confirmation from the approving authority. The Official Senior Checkout is the document that will be used to determine degree certification. It is the document to which you should refer, in consultation with your faculty advisor, when planning courses to complete your degree.

Please note that the academic progress report that is accessible online is for advisement purposes only. It is not an official document and is not used by UAS to verify your degree eligibility. The Official Senior Checkout prepared by the Dean’s Office, Undergraduate Academic Services supersedes the on-line progress report and is the ONLY document used to determine degree eligibility.

When and how do I get a Senior Checkout?

If you are a student in the College of Arts and Sciences, there is no need to apply for a Checkout. Your Official Senior Checkout will automatically be prepared by the Undergraduate Academic Services staff during the semester prior to the Graduation Term listed in UDSIS. Example: if you expect to complete your last required courses in spring, your Checkout will be completed during the previous fall semester. We will send your Checkout to you via UD e-mail. Be sure to watch your inbox for the Web Form during your senior year. Once you receive the Web Form, review your checkout carefully and be sure to reply to the form.

How does the Undergraduate Academic Services office know when I plan to finish my courses?

We use the "Grad Term" listed on your record on UDSIS. We request from the Registrar a list of students with a graduation term for a certain semester and we prepare Checkouts during the preceding semester: i.e., in fall for students who will finish the following spring, and in spring for students who will finish the following fall. “Grad Term” refers to the timing of your course completion, and not to the timing of the graduation ceremony. It is important to keep your graduation term up to date so that your Official Senior Checkout is prepared and sent to you in a timely fashion and also so that your name is included in the Commencement program and on mailing lists related to graduation. We find that many students do, at some point, experience a change of plans that requires them to change their graduation term.

How do I change my "Expected Graduation Date?"

To change your Graduation Term, after logging into UDSIS, choose “change graduation term” from the list under forms. You will need to log in again for security to access the form. Use the drop down box under “new expected graduation term” and select the semester in which you plan to finish your last course. Take the next step and “Finish and Submit.”
If I find a discrepancy on my Official Senior Checkout, what should I do?

Please email the person whose name and email address are located on the bottom of your checkout. In so doing, you should clearly identify the issue(s) and demonstrate why you believe there is an error.

How can I avoid discrepancies in my Official Senior Checkout?

As you enter your senior year, make sure all your academic program (degree/majors/minors) and graduation term appear correctly on UDSIS. If any of this information is incorrect, your checkout will not be accurate. Log into UDSIS to make corrections as necessary.

Once I have my checkout, what do I do?

Please use your Official Senior Checkout to consult with your faculty advisor to plan the courses you need to take to fulfill all remaining requirements, and then register for the appropriate courses. Please understand that once your Senior Checkout is complete, your record will not be reviewed again until final grades are posted at the end of the semester which is designated in UDSIS as your graduation term. **It is your responsibility to fully understand and complete all requirements specified on your Official Senior Checkout.**

Before you register, double-check official publications to make sure that the courses that you choose will actually fulfill any remaining requirement:

A&S Breadth Requirements. - See the University Catalog

Multicultural Requirement. - See the University Catalog or Courses Search on UDSIS.

A&S Second Writing Course Requirement – Consult the “Courses Search” for the semester in which you plan to take your Arts and Science Second Writing Course. Click on the particular course and particular section you have in mind and confirm that the “Notes” section of the description says, “Section satisfies A&S writing requirement.” Only sections of courses with that description for the particular semester will actually fulfill the requirement.

Requirements for Major – Consult with your departmental faculty advisor.

Please contact the Undergraduate Academic Services to update your Official Senior Check-out you make any type of change to your degree program, i.e., additions, deletions, or changes of majors, concentrations, and/or minors.

If my online Academic Progress Report and my Senior Checkout don't match, what should I do?

Your Senior Checkout is the official document that we will use to determine whether or not you are clear for degree certification. It supersedes the Academic Progress Report. Your online Academic Progress Report is not an official record. It is an advisement tool. It often does not reflect approved course substitutions, etc. that will be reflected in your Senior Checkout document.
Senior Checkout & Degree Clearance

What happens if I don't finish my minor?

If you have a minor on your record that you are not planning to complete, YOU WILL NOT BE CLEARED FOR GRADUATION. If you currently have a minor on your record that you do not plan to complete, please delete it immediately through UDSIS.

I have not declared my concentration (or my minor). Is that a problem?

Yes. If your concentration or minor do not appear properly on UDSIS, they will not appear on your official transcript after graduation. Any work you did for a concentration or minor will not be officially recognized. Such information must be added to your academic program via UDSIS BEFORE you graduate, because nothing can be added to your transcript once your degree has been officially certified and conferred.

If the Dean’s Office is not aware of your concentration and/or minor when we complete your Checkout, the Checkout won't be helpful to you in determining which courses you still need.

I have transfer work from another school or AP credit that still needs to be posted. What do I need to do?

If you need to have AP credit posted, you should contact the College Board and request that your scores be sent to the UD Admissions Office. For instructions about having transfer credit posted, phone (302) 831-1551 or review the instructions listed on the following web site: http://www.udel.edu/registrar/transfer/index.html

How can I avoid delays of graduation?

- Examine your Senior Checkout carefully after you receive it via your udel.edu e-mail.
- Be sure that the "Graduation Term" on your Official Senior Check-out and on UDSIS match.
- Be sure that the major(s), minor(s) and concentration(s) you actually will complete all appear correctly on your Checkout and your Unofficial Transcript on UDSIS. Make necessary corrections on UDSIS or call Undergraduate Academic Services at 831-3020 to clarify what part of your senior check-out needs to be amended.
- Check your final grades for your last semester as soon as they are available.
- If you notice any discrepancies, act immediately to rectify them.

Please note that the following issues will block your graduation until you resolve them:

- **Total credits less than the minimum required for the degree.** In this case, please make sure that AP and transfer credit is posted correctly to your record.
- **Cumulative GPA of less than 2.0.** If your GPA is below 2.0, you must continue to take courses and earn good grades until you succeed in raising your GPA above the minimum 2.0
- **Temporary grades of I, S, or U.** Work with your faculty to resolve these or other grade issues, and alert Undergraduate Academic Services at 302 831-3020 or as-advise@udel.edu when a grade issue is resolved so that your record can be reviewed for degree certification.
- **A Communication Condition.** If you have a Communication Condition on your record, please contact the University Writing Center and follow their program for satisfying the Condition.
- **Lack of written confirmation of departmental waivers or course substitutions.** Make sure that any major or minor course substitutions, etc. have been documented in writing by your major or minor department or Faculty advisors for the Dean’s Office, Undergraduate Academic Services section.
**Commencement and Degree Certification**

**Can I “walk” in the Commencement ceremony if I still have some credits to complete afterward?**

Yes. The University has four degree certification cycles each year: at the end of the spring semester, the 2nd summer session, the fall semester, and winter session, but only two Commencement ceremonies. For the May ceremony, the University will print your name in the program if your graduation term is listed as the following summer session in UDSIS (along with the name of everyone who completed degree requirements since the previous year's May ceremony.) For the January ceremony, the University will print your name in the program if your graduation term is listed as winter (along with the names of everyone who completed degree requirements during the most recent summer and fall).

It might be helpful for you to know that credentials (ID, academic status, etc.) are not checked at the door. Diplomas are not distributed during the Commencement ceremony. All students who arrive appropriately garbed in cap and gown can participate. Participating in Commencement does not equal graduation, although it is very closely associated with graduation. Commencement is the University’s collaboration with your faculty, friends and family to celebrate your accomplishment. The official business of graduation is degree certification and conferral. The Undergraduate Academic Services office is responsible for degree certification; we certify that you have completed all requirements for the degree. Once we have certified your degree, the Registrar’s Office confers the degree, posts your degree to your transcript, and orders diplomas. Neither of those business actions will occur until after you have satisfactorily completed all requirements for your degree. Participation in the Commencement ceremony alone does not signify that you have graduated.

**What's the difference between "Senior Checkout" and "Degree Certification?"**

"Senior Checkout" is an analysis how many credits and which requirements still need to be completed for your degree. Senior Checkout occurs early in your senior year. "Degree Certification" occurs AFTER all final grades for your last courses are posted, and the Dean’s Office can confirm for the Registrar that you have met all requirements for the degree, including minimum grades in certain courses and number of credits earned. For example, if you fail a required course in your last semester, you will not be cleared by our office for graduation even though you might have attended the Commencement ceremony. To “not be cleared” means your degree will not be posted to your official transcript and no diploma will be mailed to you. “Not cleared” means you have not graduated.

**I have an Incomplete "I" or "S" grade. If I need a few weeks to finish it, can I still keep my original graduation date?**

Yes, if there are just a few weeks involved your graduation date can still be the original date. Be sure to contact the Dean’s Office Undergraduate Academic Services when you know the outstanding work has been done and the grade has been posted. Your record will be reviewed for degree certification at that time.

**How can I qualify for academic honors at graduation (cum laude, etc.)?**

The Registrar's Office administers conferral of academic honors at graduation and enters the notation of "Cum Laude," "Magna Cum Laude," or "Summa Cum Laude" on the diploma and transcript, according to policies established by the University. Only the top thirteen percent of each undergraduate College's graduating class will receive academic honors. Consult the Registrar’s Office website for detailed information on how academic honors are determined.
Contacting faculty and staff in the College of Arts and Sciences

The College’s Deans:
http://www.cas.udel.edu/about-the-college/Pages/deans.aspx

Undergraduate Academic Services staff:
http://www.cas.udel.edu/uas/

NUCLEUS staff:
http://www.cas.udel.edu/nucleus/Pages/contactus.aspx

Departmental Faculty Advising Contacts:
http://www.cas.udel.edu/uas/academic-planning/Pages/faculty-contacts.aspx

Contacting Faculty and Staff across the UD Campus:
https://primus.nss.udel.edu/directory/
Frequently Asked Advisement Questions

What kind of help is available at Undergraduate Academic Services (UAS)?
The UAS staff provides student support on behalf of the Dean of the College of Arts and Sciences as well as support for departmental faculty advising throughout the College of Arts and Sciences. UAS can assist students experiencing extenuating personal or academic circumstances. For more information about how we can help, please see our web site: http://www.cas.udel.edu/uas/Pages/walk-in-services.aspx

Who is my advisor?
Your advisor is listed on your main UDSIS page (labeled “Student Center”). Directly under your program information you should see a listing of your advisor(s). You can locate contact information by utilizing the UD Directory: https://primus.nss.udel.edu/directory/. If you have not been assigned an advisor, you should contact your department and ask to have an advisor assigned to you.

I am thinking of changing my major; what should I do?
First, you should review the requirements for your desired major. Read over the course titles and descriptions; be sure that you are interested. Then, contact the department you’re looking to switch into. They will be able to talk with you about the major and any possible concentrations. They may also be able to tell you whether any of your previous credit will apply. For questions about understanding College and University requirements, please feel free to contact us. If you are unsure of the right major, please make an appointment with Career Services.

Where can I find a listing of Breadth (Group) Requirements?
You can find a comprehensive listing in the UD Catalog (here). There is also more information about the University and College of Arts and Sciences breadth requirements here. Each semester, student should select their breadth courses from the current year’s catalog (not the catalog for the year in which the student began).

Please note that for each Group, students must take no more than 6 credits from one department. This means that if students are looking to satisfy Group B, for example, they can only apply 6 credits from HIST toward Group B. The other 3 credits must come from another department (and can NOT be cross-listed with HIST).

How do I know if a course satisfies the A&S Second Writing requirement?
A second writing course involving significant writing experience including two papers with a combined minimum of 3,000 words to be submitted for extended faculty critique of both composition and content. This course must be taken after completion of 60 credit hours. Appropriate writing courses are designated in the semester’s Registration Booklet. Please note that, not all sections of a particular course are offered as Second Writing during every semester. You MUST verify in the registration materials and the course syllabus that the section in which you are enrolled is one that will count. If it is not explicitly stated on the course description and syllabus, the course will not satisfy the requirement. Students must earn a grade of C- or better in order to count the course toward completion of the Second Writing Requirement.

How can I satisfy the Discovery Learning Experience (DLE) requirement?
The DLE requirement can be met in a variety of ways. Many UD students satisfy the requirement through UD Study Abroad, credit-bearing internships, and credit-bearing Undergraduate Research. A number of courses automatically meet the DLE requirement. You can search for those each semester using the Courses Search web page. Some students can also satisfy the DLE requirement through Independent Study; in this case, the DLE component needs to be approved by the supervising faculty member. A form would also need to be completed from this web page: http://www.udel.edu/registrar/forms/
What is the “residency requirement”?

The University of Delaware requires students to complete either 90 of the first 100 credits of their degree OR 30 credits of the final 36 credits at the University of Delaware in order to receive a Bachelor’s degree from the University of Delaware.

I want to take more than 18 credits; can I do that?

It may be possible, but there are GPA requirements for permission to do so. The dean’s office of the student’s college may approve a course and credit load greater than the maximum (17 credits for first-year students or 18 credits for upperclassmen) if the student has a cumulative grade-point index of at least 2.5 and an index of at least 3.0 for the preceding full-time semester. Students are never allowed to register for more than 22 credits—even if some courses are completed on a Pass/Fail or auditor basis. Additional tuition must be paid when registering for more than 17 credits. Please see the catalog for the “overload” policy: [http://academiccatalog.udel.edu/Pub_ShowCatalogPage.aspx?CATKEY=CATKEY_507](http://academiccatalog.udel.edu/Pub_ShowCatalogPage.aspx?CATKEY=CATKEY_507)

I would like to take an online course. How do I get permission?

Juniors and Seniors (those with more than 60 credits) with a cumulative GPA of 2.0 or higher may take up to two online courses each semester without permission. Freshmen, sophomores, and upperclassmen with GPA’s below a 2.0 must seek permission from UAS. In considering whether or not we will grant permission, we consider the student’s immediate need for the course, prior success in online courses (e.g., winter and summer sessions), academic history, and extenuating circumstances (e.g., medical needs, etc.). If you wish to seek permission for online enrollment, please contact our office at as-advise@udel.edu.

I would like a Senior Checkout. How do I get one?

Senior Checkouts are completed according to your graduation term listed in UDSIS. In the Fall semester, the Dean’s Office automatically completes a Senior Checkout for those students who have graduation terms in the following Spring semester. (Other graduation dates are conducted similarly.) There is nothing that you need to do to initiate this process, except to verify that your intended graduation term, major(s), and minor(s) are correct in UDSIS. The Senior Checkout Web Form will be sent to your UD email address. You should be on the lookout for it 6-8 months in advance of your graduation date. There is additional information about Senior Checkout and Degree Clearance in this handbook.
Resources Directory

College of Arts and Sciences
Undergraduate Academic Services (UAS)

Undergraduate Academic Services (UAS) is the central source of academic information for all students and faculty in the College. UAS provides:
- Advisement to all incoming Arts and Sciences students during New Student Orientation.
- Support to all Arts and Sciences faculty for advisement issues.
- Senior Checkouts to all Arts and Sciences degree candidates.
- Information on the Dean’s Scholar program, the Bachelor of Arts in Liberal Studies, study abroad, inter-departmental majors, readmission to the University, and transfer credit from other institutions.
- Individual in-person or phone appointments, as well as walk-in hours for situations that require immediate attention.
- Advisement for students in academic difficulty.
- Email consultation for non-urgent student concerns (as-advice@udel.edu) and faculty inquiries (as-facadvise@udel.edu)

On the Web: www.art-sci.udel.edu/uas
On Campus: 109 Mitchell Hall, North Wing
By Phone: (302) 831-3020
Email: as-advice@udel.edu

NUCLEUS

The mission of NUCLEUS is to ensure the academic success, retention, and graduation of under-served students in the College of Arts and Sciences (CAS) as well as students majoring in health sciences across the University of Delaware by providing comprehensive academic services, opportunities to conduct undergraduate research as well as fostering academic excellence.

On the Web: www.art-sci.udel.edu/nucleus
On Campus: 118 Brown Lab
By Phone: (302) 831-3095
Email: nucleus-info@udel.edu

Office of Academic Enrichment

Contact the Office of Academic Enrichment for more information about the following services:
- Tutorial Services (Group and Individual)
- The Student Support Services Program
- Academic Workshops (Time Management, Note-taking, Test-taking, Reading Strategies, and Preparing for Finals)

On the Web: http://ae.udel.edu/
On Campus: 148-150 S. College Avenue
By Phone: (302) 831-4555

ACCESS – Professional and Continuing Studies, Adult Center for Continuing Education Student Services

The ACCESS Center provides:
- Educational counseling, academic advisement, and administrative services to all Continuing Education credit and non-credit registrants in addition to part-time students when regular campus services is not available to them
- Registration assistance for online courses (sections -194 and -195)

On the Web: http://www.pcs.udel.edu/access/
On Campus: 850 Library Avenue
By Phone: (302) 831-2741
Email: access-advice@udel.edu

Career Services Center

The Career Services Center assists University of Delaware students and alumni by providing information about:
- Internships
- Career Exploration and Job Fairs
- Day on the Job program
- The Career Library
- Interview and Resume skills
- Part-time job listings

On the Web: http://www.udel.edu/CSC/
On Campus: 401 Academy Street
By Phone: (302) 831-2392
Email: udcareers@udel.edu

Center for Counseling and Student Development

The Center for Counseling and Student Development’s programs are designed to contribute to the educational, personal, and career development of University of Delaware students. Its goals are to assist students in achieving their full academic potential, formulating realistic educational and career plans, and resolving personal problems.

Some of the services that the Center for Counseling and Student Development offers are:
- Individual and Group counseling
- A Career Library
- Student Development programs and workshops
- A full range of interest and personality inventories, values clarification instruments, and computerized career decision-making programs

Interviews conducted by psychologists and/or psychiatrists are confidential and information about those interviews is not released without a student’s written request (or as may be required by law).

On the Web: http://www.udel.edu/Counseling/
On Campus: 261 Perkins Student Center
By Phone: (302) 831-2141

Dean of Students Office

The office assists students having difficulties due to reasons beyond their control whether they are medical, emotional, psychological, familial, or financial in nature and offers counseling and referral for students contemplating withdrawal from or re-enrollment to the university.

On the Web: http://www.udel.edu/studentlife/deanofstudents.html
On Campus: 101 Hullihen Hall
By Phone: (302) 831-8939
Office of Disability Support Services (DSS)
The Office of Disability Support Services (DSS) is designed to provide equal educational opportunities for students with physical, medical or psychological disability, as well as a learning disability or ADHD. Students are encouraged to register with DSS upon entering the University and to work with their DSS counselor throughout their time at UD.

On the Web: http://www.udel.edu/DSS
On Campus: 325 Academy St., Suite 161 (Perkins Student Center)
By Phone: (302) 831-4643

Office of Equity and Inclusion
The goals of the Office of Equity and Inclusion are as follows:

- To create equal opportunities for a diverse and stimulating working and learning environment.
- To provide confidential support services to address concerns and allegations of harassment or discrimination, campus-wide.
- To develop, implement, and promote programs that celebrate the contributions and perspectives of underrepresented groups at the University.

On the Web: http://www.pcs.udel.edu/access/
On Campus: 305 Hullihen Hall
By Phone: (302) 831-2792
Email: oei@udel.edu

Information Technologies
The Help Center is the heart of consulting services for students with questions about email, internet access, hardware, software, voice mail, or any other information technology at the University. An experienced staff of professionals is available to provide consulting, documentation, training, and self-guided tutorials.

On the Web: http://www.udel.edu/help
By Phone: (302) 831-6000

Office of International Students and Scholars
The Office of International Students and Scholars (OISS) assists international students with adjustment to life in the United States and to academic life at UD. They provide guidance on academic regulations pertaining to visa status and can connect students to the resources they need while here at the University.

On the Web: http://www.udel.edu/oiss/
On Campus: 413 Academy Street
By Phone: (302) 831-2115
Email: oiss@udel.edu

Libraries
Click on “Libraries” on the University of Delaware’s home page for more information on print resources, databases, DELCAT, location hours, and more.

On the Web: http://www.lib.udel.edu/
By Phone: (302) 831-2965

Math Tutorial Lab
The Math Tutorial Lab provides tutorial support for many introductory math courses at the University of Delaware. This includes tutorial assistance in Math 010, Math 114, Math115, Math 117, Math 221 and Math 241. The lab is staffed by qualified undergraduate students and math graduate students.

Math Tutorial Lab (continued)
Resources include previously administered exams, answer textbooks and a variety of math textbooks focusing on algebra and precalculus.

On the Web: http://www.math.udel.edu/resources/ugrad/tutorial_site.html
On Campus: 106 Ewing Hall
By Phone: (302) 831-2653

Undergraduate Research Program
The Undergraduate Research Program (URP) guides undergraduates to work as assistants or junior members of faculty research teams. Advanced undergraduate researchers often continue on to undertake their own research projects and even sum up their undergraduate research experiences by writing senior theses.

On the Web: http://urp.udel.edu/
On Campus: 180 S. College Avenue
By Phone: (302) 831-8995
Email: UndergradResearch@udel.edu

University Honors Program
The University of Delaware Honors Program (UDHP) is a four-year program, open to students in all majors, offers enhanced educational opportunities for exceptional students. These students seek more rigorous coursework, comprehensive academic planning, private music study, smaller classes and the experience of living among some of the top students on campus.

On the Web: http://www.udel.edu/honors
On Campus: 186 S. College Avenue
By Phone: (302) 831-1195
Email: honorsprogram@udel.edu

The Writing Center
The primary purpose of the University Writing Center is to provide University students with individualized instruction in writing. Students at any level and from any discipline may attend the Center free of charge. The Writing Center staff are experienced full-time and part-time faculty and teaching assistants from the English Department.

On the Web: http://www.english.udel.edu/wc
On Campus: 016 Memorial Hall
By Phone: (302) 831-1168
Email: wcdesk@english.udel.edu
Advanced Placement (AP) – Students may be granted credit through the Advanced Placement program for scores of 3, 4, or 5 (depending upon the exam). Students should have the College Board send exam scores to the University Transfer Center.

Audit – Registration for a course that does not result in credit or a grade. Attendance is required.

Bachelor of Arts (BA) – The BA degree is intended to expose students to a broad array of disciplines. At the same time, students complete a substantial amount of work in one or two areas (majors and/or minors).

Bachelor of Science (BS) – The BS degree consists of a depth of knowledge amongst required courses and allows for a higher level of concentration or specialization. Accordingly, the BS degree has fewer electives and allows for less choice than does the BA.

Communication Condition – A student whose written skills are unsatisfactory may be given a Communication Condition by an instructor in any course. The Communication Condition is removed by successfully completing a noncredit, individualized corrective program at the University Writing Center. A student who has been issued a Communication Condition cannot graduate until the Communication Condition is removed.

Corequisite - A course which must be taken at the same time as, or prior to, another course.

Course Load - A normal course load for a full-time undergraduate student consists of four or five main courses. All full-time students must be registered for a minimum of 12 credit hours.

Credit by Examination - The University provides students the opportunity to obtain college credit by examination for demonstrated competence through professional experience, independent study, or some similar learning experience, but not previous enrollment in a course.

Credit Hour - A credit hour is a unit of measurement. It is roughly equivalent to one hour of class per week for each week of the semester. Most courses are three credit hours.

Cross-Listed Course - A cross-listed course is interdisciplinary in nature and therefore is listed as a course offering under two or more departments.

Dean's List - Students who complete 12 or more credits, receive passing grades in all courses, and earn a term index of 3.33 or better are placed on the Dean's List.

Duplicate Credit - Courses may be counted only once towards a degree. Courses repeated to improve a passing grade may not be counted a second time towards the minimum total credit hours required. Certain courses offered in a sequence will not be counted towards a degree if taken in reverse order of difficulty. (A French 105 course would not count if taken after French 106; similarly, a Math 115 course would not be counted if taken after Math 221.) Certain other courses have sufficient overlap of content, although taught at different degrees of difficulty, that credit would not be counted for both courses regardless of the order taken. For instance, credit will be counted only once for the following pairs of courses: MATH 221 and MATH 241; MATH 222 and MATH 242.

Exemption – When appropriate, a student may be excused from a course requirement, receiving no credit for the course and no reduction in the total number of credits required for the degree.

Free Drop/Add - A designated period of time at the beginning of each semester or session. During this time, students are permitted to make changes in their registration schedule without having to pay a processing fee.

Grade Point Average (G.P.A.) – A number which represents the average of all the earned grades. The cumulative index is computed by dividing the total number of quality points by the total number of quality hours. Work taken by a student at another institution is not included in the student's cumulative index.

Incomplete - The "I" grade is a temporary grade given, at the discretion of the instructor, for incomplete assignments, absences from final or other examinations, or any other course work not completed by the end of the semester. A grade of "I" (Incomplete) must be removed no later than the end of the first two weeks of the semester immediately following.

Independent Study - Credits earned by working on an independent research or reading project supervised by a faculty member.

Leave of Absence - Students who have extenuating educational circumstances may pursue a Leave of Absence through their College's Dean's Office. Students who have extenuating medical circumstances may pursue a Leave of Absence through the Dean of Students Office. Leave of Absence appears on the official transcript and may be granted on a term-by-term basis, pending appropriate documentation.

Mid-term Grade Report - Freshmen are issued mid-term grade reports at the end of the sixth week of each semester. These grade reports are intended for use in academic advising only and do not become a part of the student's permanent academic record.

Overload - A student may obtain permission to register for an increased credit load (beyond 18 credits) provided the student has a cumulative index of 2.5 and an index of 3.0 for the preceding semester.

Pass/Fail - Students may elect to take one course on a pass/fail basis each semester. A letter grade is not given; the student either passes or fails. Credits earned in this way count only as electives, not as fulfilling specific requirements. The total number of credits taken on a pass/fail basis may not exceed 24 in the bachelor's degree program. A failing grade under the pass/fail option will be counted in the cumulative index. A course taught pass/fail only does not count as use of the pass/fail option.

Prerequisite - A course which must be completed prior to taking another course.

Probation - An academic status indicating that a student's cumulative index is below 2.0. Students on probation may not register for more than four main courses.
Quality Points - The numerical value assigned to a letter grade per credit hour. A=4 quality points per credit hour, B=3, C=2, D=1, and F=0.

Quality-Point Deficit - A student with a cumulative index below 2.0 will have a quality-point deficit. The quality-point deficit may be determined by subtracting the cumulative number of quality points from twice the cumulative number of quality hours. For example, if a student has a total of 21 quality points and a total of 12 quality hours the quality-point deficit is 3. (2x12-21=3.)

Related Work - Courses approved by the major department or advisor to enhance the major.

Semester - A 14-week period of study. There are two semesters in an academic year.

Senior Check-Out - An official review of a student's academic record to determine degree requirements completed and those to be completed. Senior check-out are distributed the semester prior to the term listed as the graduation term in UDSIS.

Student Classification - A student's classification (college and class year) is assigned at the time of admission. Normally, students with 27 or fewer credits earned toward the degree will be classified as freshmen; those with 28 to 61 credits will be classified as sophomores; those with 62 to 94 credits will be classified as juniors; and those with 95 or more credits will be classified as seniors.

Substitution – A student can be granted permission to substitute one course for another, when appropriate, with no reduction in the total number of credits required for the degree. Substitutions for majors and minors can be granted only by departmental faculty. For substitutions for University and College requirements, students should meet with their College’s Assistant’s Dean’s office to discuss policies.

Syllabus - A summary outline containing the main topics to be covered in a course.

T.A. (Teaching Assistant) - A graduate student with teaching responsibilities.

Transcript - An official copy of a student's academic record. Transcripts are available through the Registrar's Office and UDSIS.

Winter Session - An optional four-week academic session between the fall and spring semesters. Students are permitted to take up to seven credits during this session.