

Academic Regulations

Students are required to know and observe the academic regulations of the University stated on this and the following pages, and in the *University of Hartford Manual of Academic Policies and Procedures*, copies of which are available at the Mortensen Library. Although guidance may be provided by faculty advisors, it is the student's individual responsibility to know the rules stated herein and the particular requirements of the school and departmental major appropriate to his or her degree program. The University accepts no responsibility for errors caused by the failure of a student to follow the appropriate rules and regulations. It is strongly recommended that when there is any doubt or question about the rules or their application, the student consult with the dean of his or her school.

Academic Credit

The credit (often referred to in higher education as "semester hour" or "credit hour") is the unit by which academic work is measured. In most cases, 1 credit represents satisfactory completion of the course work required for one 50-minute class meeting per week for one semester.

One credit in laboratory or studio work usually represents satisfactory completion of two or three 50-minute laboratory or studio periods per week for one semester.

Academic Load per Semester

Graduate students enrolled for 9 credits or more are classified as full-time students. Graduate students who are fully employed are limited to 6 credits. Depending on the school or program in which the student is enrolled, tuition charges may be based on either a per-credit-hour rate or a full-time graduate study rate.

For information regarding tuition and fees as they relate to academic load, please consult page 30 of this *Bulletin*.

Attendance

Regular class attendance is expected, and excessive absence, regardless of reason, may disqualify a student for course credit.

Audit Status

Students not wishing credit may register for courses as auditors, in which case no grade is assigned nor academic credit granted (see page 31 for fees). The special fees for adult guest and special audit status apply only if audit status is declared at the time of initial registration for the course. These fees do not apply if the student initially registers for credit and later changes to audit status.

Conferral of Degrees

Degrees are issued in September, January, and May. Commencement exercises are held in May, and a Fall Commencement ceremony is held in December. Students who complete their degree requirements in the summer term or the fall semester are invited to participate in the Fall Commencement program and, if they wish, may participate in the May Commencement as well. Students must file degree applications with the Registrar's Office by the dates posted for each term in order to be awarded their degrees and to receive their diplomas. Students must also notify the registrar if they plan to attend the Fall Commencement or May Commencement ceremonies.

Continuous Registration

Degree candidates are expected to maintain continuous registration until all degree requirements are satisfied. Failing to register for one semester or more halts the student's registration and requires that the student be readmitted (see Readmission). A student who is readmitted after the lapse of one semester may resume the degree requirements of the *Bulletin* previously applicable. If the student has not been enrolled for a full academic year, the requirements of the *Bulletin* in force on readmission must be met, except in special circumstances such as military service or extended illness. For approved off-campus study programs or other personal reasons, a matriculated student may be granted a leave of absence and remain on active status for one or two semesters. In order to do this, the student must register for Active Status, secure permission from the faculty advisor and the dean of the school, and pay a fee (see page 32).

If a student wishes to extend active status beyond the two-semester limit, application for renewal is required, and the decision to grant extension rests with the dean of the school.

The policy on Continuous Registration varies by college and program. Pertinent information can be obtained by consulting with appropriate personnel in each college.

Course Numbering System

The University's course numbering system was changed effective for the Summer 1984 and subsequent terms. Under this numbering system, the first position identifies the course level as follows:

0 = noncredit

1, 2, 3, or 4 = undergraduate level

5 = graduate-level course that may be taken by advanced undergraduate students with special permission

6, 7, 8, or 9 = graduate-level courses open only to graduate students

The use of the second and third number positions is left to the discretion of the department except for the designations X90-X99, which are reserved for special topics courses.

Courses listed under more than one department having the same content are separated with a slash: BIO 520/PSY 571.

Hyphenated numbers designate two-semester courses, which must be taken in sequence. Code numbers separated by commas indicate that either half of the course must be taken independently. In the sections of this *Bulletin* that contain course descriptions, the numbers in brackets represent credits per semester. Any prerequisite or special fees for that course appear following the course description. For example:

CON 600-601 Advanced Conducting I and II [2-2] Score preparation and conducting techniques with special emphasis on the problems of major choral and instrumental compositions. Aspects of style and interpretation. Prerequisite: CON 314, 315, or 316; or equivalent.

This a graduate-level, two-semester course, carrying 2 credits each semester, and must be taken in sequence.

HLM 610, 611 Musical Styles [2, 2] An investigation of the major phases of music history from the standpoint of aesthetics and style criticism. Special emphasis on the interrelationship of the arts.

This a graduate-level, two-semester course, carrying 2 credits each semester, which may be taken independently or in reverse order.

Noncredit Courses

When the first digit of a course number is 0, the course carries no college credit. Credit figures in parentheses are not used in calculating grade point averages or class standing. The figure in parentheses is used only for determining credit-hour load for the purposes of computing time status and the tuition-per-credit cost for part-time students, for example:

ENGH 099 [(3)] This course is a comprehensive review of English fundamentals, focusing on grammar and mechanics. It is intended to build competence and confidence with the written word and prepare students for college-level composition courses. (This course may not be used to meet the distribution requirements and does not count toward the minimum credit requirement for graduation.)

Intra-University Transfer

In the transfer from one school to another within the University, all courses relevant to the new school's curriculum are transferred for the purpose of grade point average (GPA) calculation regardless of grade. Courses not applicable are dropped from the calculation regardless of grade.

Nonapplicable courses carry the symbol V next to them on the permanent record. This indicates that the credits and grade points of the courses so indicated do not enter directly into general University summaries and grade point averages.

Courses Repeated

In the case of repeated courses, only the grade most recently earned will be used in the computation of the student's GPA and credits earned. The previous grade, while remaining on the transcript record, is disregarded in the calculation of grade point average and credits earned.

The first grade received in a repeated course will be disregarded for the purposes of grade point average calculation only if the second grade received is in the range A through F or P. If any other grade is assigned for the repeated course, the grade initially earned during the first enrollment period will be used for the purposes of grade point average calculation.

This policy went into effect on January 20, 1987. No provision of this policy will alter situations involving repeated courses in which both of the courses were completed prior to January 20, 1987. (This policy applies only to situations in which both of the courses are taken at the University of Hartford.)

Declaration of Audit Status

A student is required to declare his or her intention to enroll on an audit basis at the time of registration for the course. An auditor may change a registration from audit to credit status if this request is made in writing on a Change of Program form *within the first two weeks of the semester*. Conversely, a student who wishes to change from credit to audit status must make this declaration in writing on a Change of Program form *within the first 10 weeks of the semester*. In summer sessions, an auditor may change a registration from audit to credit status during the first week of classes. Whereas, a change from credit to audit status must be made before completion of the first 40 percent of the scheduled class hours of the course. The special fees for adult guest and special audit status apply only if audit status is declared at the time of initial registration for the course. These fees do not apply if the student initially registers for credit and later changes to audit status.

Determination of Effective Bulletin

A student's course and departmental requirements for the degree are those stipulated in the *Bulletin* of the year in which he or she is matriculated, or as modified by appropriate alternatives in subsequent years (the University reserves the right, at any time, to make whatever changes may be deemed necessary). A student may adopt the requirements of any subsequent *Bulletin* during the period of residency, but may not elect to follow the requirements of any *Bulletin* prior to initial matriculation.

Grading System

Grades based on the following system are reported and recorded at the end of each session.

Grade	Definition	Grade Points per Credit Hour
A		4.00
A-		3.67
B+		3.33
B		3.00
B-		2.67
C+		2.33
C		2.00
C-		1.67
D+		1.33
D		1.00
D-		0.67
F		0.00
P	Pass	—
NP	No Pass	—
NG	No Grade Issued	—
I	Incomplete	—
W	Withdrawal	—
NR	No Report from Instructor	—
V	Intra-University Transfer (Course exempted from grade point average computation, regardless of grade assigned)	—
*	Repeated Course Indicator	—

The policy for assigning plus and minus grades or grades lower than C, in schools offering graduate programs, is to be determined by the individual school or college.

Grades in the A range are excellent, in the B range good, in the C range fair, in the D range poor; F is a failure.

Incomplete Work

Under special conditions, individual graduate students may receive permission to complete the work of a course after the end of the semester. The graduate instructor is responsible for making such arrangements in line with the regulations of his or her department and school.

Makeup Examinations

Students should consult their instructors for permission to take a makeup examination and for the required procedure.

A fee is required for makeup examinations (see page 32).

Matriculation

A student (undergraduate or graduate) is considered matriculated when he or she has been officially accepted as a candidate for a degree, diploma, or professional certificate in a school of the University.

Nonacademic Suspension and Expulsion

Students may be suspended or expelled from the University if found in violation of the *Judicial Code*. Students who are suspended from the University must wait a minimum of one year prior to submitting an application for readmission or permission to enroll for study on a non-matriculated basis. Students who are expelled from the University may not reenroll. Students who are suspended or expelled must leave the campus as soon as possible after the action is announced.

Academic Dismissal

Students whose GPA and/or completion rate demonstrate(s) that there is little probability of their meeting minimum requirements in a University degree program may be academically dismissed from the University. Students who are academically dismissed forfeit academic standing and are ineligible to continue in or return to the University.

Probation

Students whose cumulative GPA falls below the standards indicated in the section titled "Satisfactory Academic Progress and Good Academic Standing" will be placed on academic probation by their colleges. Students who do not meet the standards for course rate completion specified above will be reviewed by the academic standing committees of their colleges and may be placed on probation. Those who are placed on probation are not considered to be making satisfactory academic progress although they are eligible to continue or reenroll at the University.

Students who are placed on probation should consult immediately with their advisors to determine the actions necessary to correct the deficiencies.

The records of students who have been placed on probation will be reviewed by the academic standing committees of their colleges. Students who have corrected the deficiencies will be removed from probation. If students have not corrected the deficiencies, the aca-

demical standing committees may continue them on probation, remove them from degree candidacy, or dismiss them from the University.

Grade Point Average

The grade point average is obtained by multiplying academic credits by grade point value for the grade assigned in each course and dividing the sum of the grade points thus obtained by the total number of academic credits attempted. All courses taken and grades received at the University of Hartford that are applicable to the student's current program or major are included in the computation of GPA. Courses marked NG, W, NP, or I are not included in the calculation of GPA (please see section on Courses Repeated). The grade point averages are calculated to the hundredth position and are not rounded.

Readmission

A previously registered, full-time matriculated student in the University, if not registered during the immediately preceding semester (summer term excluded) because of (1) dismissal, (2) voluntary withdrawal, or (3) voluntary leave of absence *without registering for active status*, must apply for readmission. Final dates for applying are the same as those for full-time undergraduate study. If the student applies as a candidate for matriculation and was previously registered as a nonmatriculated student, or has attended one or more colleges or universities since leaving the University of Hartford, he or she must have complete, official transcripts sent from each institution attended to the Center for Graduate and Adult Academic Services at this University. Applications for readmission are considered on the basis of regulations currently effective.

Students registered on active status, if given permission to attend credit programs in other institutions, have their transfer credits evaluated by submitting the official transcript to the Center for Graduate and Adult Academic Services. The credits earned are reviewed by the University evaluator and the department concerned.

The application fee is waived for an applicant for readmission who was matriculated at the time of his or her last registration at the University of Hartford and has not since registered at another institution.

Registration

Students must be officially registered by the beginning of the first class meeting.

Removal from Degree Candidacy

Students whose performance in a degree program indicates that there is little probability of meeting that program's minimum requirements may be removed from degree candidacy. Students who are removed from degree candidacy are eligible to attend classes on a part-time, nonmatriculated basis and may seek to matriculate in a degree program. Students who have been removed from degree candidacy are not considered to be making satisfactory academic progress but are considered to be in good academic standing.

Requirements for Degrees

Fulfillment of graduation requirements is the student's individual responsibility. No permission for deviation from the published requirements is official unless it is in writing and signed by the dean of the college or school.

General

- Degree application accompanied by graduation fee (see page 32)
- Satisfactory completion of one of the prescribed curricula
- Payment of all outstanding fees
- Vote of faculty, trustees, and regents
- Attendance at Commencement (see Conferral of Degrees, page 39)

Application for Degree

No student is considered a degree candidate until he or she files an application for a degree on a form provided by the registrar. All applications submitted and paid by the announced date will pay a reduced fee. All applications submitted after that date will be required to pay the regular fee and will be accepted only if they are submitted in time to be evaluated before graduation (see Fee Schedule in Tuition and Fees section). The date the student expects to complete degree requirements (August, December, or May) must be indicated on the application.

Residence Requirements

Residence requirements for graduate study are given in each instance with the description of the graduate program.

Satisfactory Academic Progress and Good Academic Standing

Academic progress is a measure of a student's movement toward a stated degree objective. *Satisfactory academic progress* is evidenced by (a) maintenance of a GPA that meets or exceeds the minima outlined below, (b) satisfactory performance in the major area of study as specified by the student's college department, and (c) an acceptable rate of course completion as outlined in the following text.

Students are said to be in *good academic standing* as long as they are eligible to continue at or return to the University (unless expelled for nonacademic reasons). Students who are not in good academic standing are ineligible to attend any credit classes at the University. Students who are making satisfactory academic progress are in good academic standing.

In order to make satisfactory progress toward a degree, graduate students must maintain a GPA of at least 2.8 during all portions of their academic career (since schools and colleges may set expectations above this University minimum, graduate students should check with their advisors, department chairs, or deans to determine their specific requirements). Final responsibility for knowing whether or not a student is making satisfactory academic progress and/or is in good academic standing rests with the student.

Students are also expected to meet major area requirements and to complete their degree programs at an acceptable rate. The major area requirements are available in this *Bulletin* and from the appropriate dean's office. Graduate students are expected to complete all requirements for their degrees within the time limits set by their college and to complete the fraction of course load specified by this unit as well.

Schedule

The academic year consists of two semesters. Also scheduled are both day and evening summer sessions (see Academic Calendar, page 5).

Transcript of Academic Work

One transcript will be issued to each member of the graduating class after graduation. Applications for transcripts, certifications, and other records should be made in writing and addressed to the Registrar, Beatrice Fox Auerbach Computer and Administration Center, with correct remittance (see page 32) and should state the name and address of the official to whom

the information is to be mailed. Requests for transcripts should be made a minimum of one week in advance. Official transcripts, bearing the University seal, are expected by most institutions and agencies to be sent directly by the University, not transmitted by the applicant. Transcripts will not be issued for persons listed by the bursar as financially delinquent.

Withdrawal

All requests for withdrawal must be made in writing.

Administrative withdrawal during the first 10 weeks of a semester may result from excessive absence or from other circumstances that are considered as justifying such action.

A student who withdraws or who is withdrawn from a course during the first three weeks of a regular semester is removed from the class roll and the registration is voided. Withdrawals made in the fourth through the 10th week of a regular semester course will result in a grade of W.

Thereafter, in either case, a letter grade (A–F or I) must be issued. Exceptions for cause (e.g., illness) may be initiated by the dean of the school or college in which the student is matriculated or, in the case of a nonmatriculated student, the dean of the school or college offering the course involved.

Note that refunds to students withdrawing from courses can be made only in accordance with the policy and schedule set forth on page 33. All financial obligations not covered by the University's refund policy must be met.

Summer: A student who withdraws or is withdrawn from a course before completion of 20 percent of the scheduled class hours of the course is removed from the class roll and registration is voided. Withdrawal thereafter, but before completion of 50 percent of scheduled class hours of the course, is recorded on the University records as a W.

Thereafter, in either case, a letter grade (A–F or I) must be issued. Exceptions for cause (e.g., illness) may be initiated by the dean of the school or college in which the student is matriculated or, in the case of a nonmatriculated student, the dean of the school or college offering the course involved. The refund schedule for withdrawal from Summerterm courses is on page 34.