



# Dictionary of Academic Regulations 2011-2012



This Dictionary applies to matriculated BA/BS/BLS students, faculty and staff at the University of Mary Washington. Some parts of the Dictionary apply to students taking classes at the Fredericksburg Campus who are not enrolled in a BA/BS/BLS degree program. BPS students should consult the current version of the UMW Undergraduate Catalog. Please consult Academic Services for clarification regarding application of any specific regulation.



## **STATEMENT OF NON-DISCRIMINATION**

The University of Mary Washington subscribes to the principles of equal opportunity and affirmative action. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliations, marital status, sexual orientation, sex, or age in recruiting, admitting, enrolling students or hiring and promoting faculty and staff members. The University will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of discrimination should be directed to the AA/EEO Officer of the University.

## **UNIVERSITY OF MARY WASHINGTON**

### **STATEMENT OF COMMUNITY VALUES**

Several elements contribute significantly to the fulfillment of the University's mission. One is the encouragement of, and respect for, individual and cultural diversity. The University also insists upon an atmosphere of civility and tolerance consistent with the ideals of a community of scholars. Toward that end, the University embraces a statement of community values and expectations concerning the behavior of its members. This statement declares that the University of Mary Washington is an academic community dedicated to the highest standards of scholarship, personal integrity, responsible conduct, and respect for the individual. We hold among our foremost common values:

- ✓ the importance of personal integrity as reflected in adherence to the Honor Code
- ✓ the right of every individual to be treated with dignity and respect at all times
- ✓ the acceptance of and respect for diversity in our community and adherence to the University's Statement of Non-Discrimination
- ✓ the freedom of intellectual inquiry in the pursuit of truth

As members of the University community, we refuse to tolerate behavior that in any way compromises or threatens these values.

## PREFACE

This edition of the ***Dictionary of Academic Regulations***, which supersedes all previous editions, has been compiled by the Office of Academic Services to satisfy the need for a comprehensive and easy-to-use publication on academic policies and procedures for B.A./B.S./B.L.S. students and all members of the Mary Washington community.

The primary purpose of the ***Dictionary*** is to furnish the information a student needs for planning and completing a B.A., B.S., or B.L.S. degree program at Mary Washington. **Since final responsibility for meeting all degree requirements rests with the individual student, each student should have complete knowledge of the regulations pertaining to the academic program of the University.** To this end, the ***Dictionary*** is available online at the UMW Academic Services Web site, and is revised as needed. However, it should be understood by all that the provisions of this publication do not create an irrevocable contract; the University reserves the right to revise procedures and regulations, course offerings, and the requirements for a major at any time. Any such changes or revisions will be disseminated through official University publications and/or the University electronic network.

Any student taking classes offered by the University of Mary Washington is entitled to request an exception to an academic regulation or to appeal an academic decision. Any student who wishes to make an academic request/appeal should contact the Office of Academic Services for specific details on the request/appeal procedure appropriate in his/her particular academic circumstances.

Any errors or omissions noted in this edition of the ***Dictionary*** should be brought to the attention of the Office of Academic Services (Lee Hall 206) for correction or clarification. Such assistance from faculty and students will ensure that the ***Dictionary*** is accurate and of maximum assistance to all in furnishing full information about the academic programs and regulations of the University.

THE ENTRIES IN THIS ***DICTIONARY OF ACADEMIC REGULATIONS*** ARE ARRANGED ALPHABETICALLY. THE **INDEX** WILL ASSIST THE READER IN LOCATING POLICIES, PRACTICES, AND REGULATIONS BY **SUBJECT**.

(Revised 7/2010)

# A

## **ABSENCES.**

Students who expect to be absent for more than a full week of classes may contact Academic Services to report the absence. Academic Services will contact the instructors as a courtesy. There are no excused absences at the University of Mary Washington. Make up work is entirely at the discretion of each instructor and may require documentation.

(See also [ATTENDANCE, CLASS.](#))

## **ACADEMIC BANKRUPTCY.**

An undergraduate student who is seeking readmission to the University may choose to have all University of Mary Washington coursework which is at least seven academic years old not factored in the calculation of the GPA. A student who chooses this option receives credit for courses in which a grade of at least C was earned and loses credit for courses with grades below a C. The grades for such courses, however, are not included in the computation of the GPA. The decision to declare Academic Bankruptcy must be made at the time of re-enrollment, prior to registering for classes and can be claimed no more than once in a student's career at the University.

## **ACADEMIC DISPUTES.**

If there is a dispute between a student and a faculty member concerning a decision of the faculty member, every effort should be made by them to resolve the matter. If the disagreement cannot be resolved, the student may request a review of this decision no later than the end of the following semester, recognizing that the burden of proof is on the student. In such cases, the **following procedure is to be followed:**

The student will submit a written statement of the matter under dispute, with any supporting material, to the chairperson of the department of the faculty member concerned (or to the Office of Academic Affairs, if the dispute is with the chairperson), with a copy sent to the faculty member.

1. Within seven (7) days, the chairperson will review the dispute, consulting with the faculty member and student concerned, with other department members as appropriate, and will attempt to settle the dispute. If agreement is reached at this level, the process ends.
2. If either party does not accept the recommendation of the chairperson, the chairperson will forward all material including his or her recommendation to the Dean of the College.

3. The Dean of the College will review the material submitted and will determine whether or not further consideration of the matter would be fruitful. If the decision is that it would not be fruitful, the Dean of the College will render a final decision. If further consideration is needed, the matter will be referred to the Academic Review Board to act as a conciliator between the student and the faculty member.
4. The Academic Review Board shall consist of the Associate Dean of Academic Services (acting as chairperson), two members of the Committee on Faculty Affairs, and the chairperson of the Student Association's Academic Affairs Council or his or her appointee.
5. The Academic Review Board will hear the evidence of both the student and the faculty member on the matter and, within two weeks of being convened, communicate its recommendation to the Dean of the College with copies to the student, faculty member and chairperson involved.
6. The Dean of the College will then render a decision, which will be final.

If a student believes the faculty member has committed a breach of professional ethics, this should be conveyed to the chairperson or to the Office of Academic Affairs, for administrative review.

## **ACADEMIC DISTINCTION.**

(See [HONORS](#).)

## **ACROSS-THE-CURRICULUM REQUIREMENTS.**

(See also [GENERAL EDUCATION REQUIREMENTS FOR STUDENTS MATRICULATING FALL 2008 OR BEYOND](#).)

Across-the-Curriculum requirements constitute one of the two main categories of the B.A./B.S./B.L.S. General Education requirements. To count as an Across-the-Curriculum course, a course must be pre-approved by the appropriate faculty committee and must appear in the official **online list of courses in [Banner](#)** for the semester in which the course is taken. Across-the-Curriculum courses must be taken for graded credit (not pass/fail). The specific Across-the-Curriculum requirements are Writing Intensive and Speaking Intensive.

## **ADVANCED PLACEMENT (AP).**

(See also [TRANSFER CREDITS](#).)

Students entering from high school may apply for college credit by taking examinations given by the Advanced Placement Program of the College Entrance Examination Board. Students who have taken any of these examinations should arrange to have the results forwarded to the University. [As determined by the University](#), credits will be awarded for satisfactory AP scores and *may* count toward the Major Program or General Education requirements. The University will determine satisfactory AP scores and how they will be applied to the degree.

For information on equivalent UMW courses and requirement fulfillment, please see <http://publications.umw.edu/dictionary/regulations-a-to-z/advanced-placement>/[http://www.umw.edu/registrar/transferring\\_to\\_umw/freshmen\\_advanced\\_placement.php](http://www.umw.edu/registrar/transferring_to_umw/freshmen_advanced_placement.php) or see the transfer coordinator in the Office of the Registrar.

#### **NOTES:**

- **AP credits will be forfeited and removed from the record if the equivalent course or courses are completed at UMW or another institution (and transferred into UMW for credit).**
- **AP credits are counted as completed credits toward graduation, and thus affect all decisions regarding probation, suspension, and dismissal.**
- **A student may request the permanent deletion of AP credits from his or her record at any time *except* when he or she is on academic suspension or after academic dismissal.**

#### **ADVISING, ACADEMIC.**

All degree-seeking students who have not declared a major are advised by academic advisors assigned to students upon entry to the University. When students choose their major fields and declare their majors through the Office of Academic Services, they are assigned advisors from the major department (see [MAJOR DECLARATION](#)). Students may also consult the Office of Academic Services on a variety of academic situations. B.L.S. students may also contact the B.L.S. Office. Assistance in developing academic skills and in choosing a major field is also offered by these offices as well as by the Office of Career Services. Any B.A./B.S. student may request a change in his or her *initial advisor* by submitting a *written* request to the Office of Academic Services or a change in his or her *major advisor* by consulting the chair of the major department. B.L.S. students must contact the B.L.S. Office.

#### **ADVISING PERIOD.**

Each fall and spring semester an Advising Period is held two weeks prior to Advance Registration for the upcoming semester. During this period, degree-seeking students must consult with their academic advisors to discuss their plan of study and intended course work for the next semester. Students should make arrangements, well in advance of the Advising Period, to meet with their faculty advisors.

#### **ATTENDANCE, CLASS.**

A primary responsibility of students is class attendance. Learning is an experience which requires active participation, and the University expects participation of students in all their scheduled classes be they lectures, laboratories, seminars, studios, field trips or other types of activities. It is understood that occasional absences are unavoidable, but the student is responsible for his or her decision to miss a particular class meeting. In deciding to miss a class, a student must be aware that he or she is accountable, nonetheless, for any test or quiz and all assignments, material covered, and announcements made in that class. Faculty are entirely at their discretion about whether

or not to allow a student to make up missed assignments. Furthermore, class participation itself is an appropriate criterion for grading and a student's failure to participate can be expected to affect his or her grade in the course. Failure to drop or withdraw from a course that the student is not attending will result in a final grade of F. (see also [DROP](#), [ABSENCES](#).) Please refer to academic catalog.



### **AUDITING A COURSE.**

A degree-seeking student may audit a class (sit in for no credit), by completing the Auditor's Registration Form in the Office of the Registrar the day after the end of the Add Period. Auditing is permitted, by written permission of the instructor, in non-restricted courses in which space is available. Non-degree students may also audit a course, provided that the instructor approves, space is available in the class and the course is non-restricted. A student cannot retake a course for credit after they have audited it.

# **B**

### **BANNER.**

[Banner](#) is the official, institutional system for recording and storing data. Course roles in Banner are the official records of the institution. Canvas is not the official, institutional system for recording and storing data. It is an optional course management program. The Canvas roster should not be used to verify enrollment in a course.

# C

## **CAMBRIDGE A-LEVEL EXAMINATIONS.**

(See [TRANSFER CREDITS.](#))

Students may earn course credit for satisfactory scores, as determined by the University on the Cambridge A-Level examinations. Credits awarded may count toward the major program or general education requirements. Students who have taken these exams should forward their scores to the University. Contact the Office of the Registrar for additional information.

### **NOTES:**

- **Cambridge credits will be forfeited and removed from the record if the equivalent course or courses are completed at UMW or another institution (and transferred into UMW for credit).**
- **Cambridge credits are counted as completed credits toward graduation, and thus affect all decisions regarding probation, suspension, and dismissal.**
- **A student may request the permanent deletion of Cambridge credits from his or her record at any time *except* when he or she is on academic suspension or after academic dismissal.**

## **CHECKSHEET, SENIOR.**

B.A./B.S. - At the beginning of the B.A./B.S. student's senior year, each *degree applicant* receives a Senior Checksheet from the Office of the Registrar. This Senior Checksheet outlines the degree requirements already fulfilled and indicates all remaining courses necessary for the completion of the degree candidate's UMW degree (see [DEGREE APPLICATION; DEGREE CANDIDATE.](#)). Advisors will receive the Senior Checksheet/Verification form in their office mail. Students should make an appointment to review the check sheet with their major advisor. The major advisor and the student will develop a plan for completion of the senior year and sign off on the checksheet form. The top copy is returned to the Office of the Registrar. This leaves two copies, one for the advisor and one for the student. A completed verification of the Senior Checksheet is a degree requirement. Throughout the senior year it is critical that degree candidates check their UMW mail box and their UMW email account.

B.L.S. - After a B.L.S. student completes at least 90 credits and a degree application, the B.L.S. Office will complete a senior checklist for the student. The B.L.S. student will receive written notice of the results of the senior check.

## **CLASSIFICATION.**

Freshmen	- 1 to 29 credits
Sophomores	- 30 to 59 credits
Juniors	- 60 to 89 credits
Seniors	- 90 credits or more

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP).

(See also [TRANSFER CREDITS.](#))

Students may earn college credit through CLEP, provided that CLEP examinations have been taken before the student has been granted B.A./B.S. degree-seeking status at UMW. B.A./B.S. students cannot receive CLEP credit for exams taken after matriculation at UMW. B.L.S. degree candidates are eligible for CLEP credit any time before earning 30 credits in alternative credit testing and before earning 90 transfer credits toward the degree. CLEP is designed for the student who has gained knowledge in a subject area through means other than formal academic coursework. The University grants credit for selected Subject Examinations if predetermined satisfactory scores are achieved. B.A./B.S. credit is not granted for any of the General Examinations. The B.L.S. program awards credit for all the General Examinations and appropriate Subject Examinations when the scores earned are in the fiftieth percentile or higher (the TOTAL score must be reflected as 50 or higher). A maximum of 30 credits can be earned through CLEP towards a B.L.S. degree. Credits earned through CLEP can count toward the Major Program and General Education requirements, or can be scored as elective credits.

### NOTES:

1. **CLEP credits will be forfeited and removed from the record if the equivalent course or courses are completed at UMW or another institution (and transferred into UMW for credit).**
2. **CLEP credits are counted as completed credits toward graduation, and thus affect all decisions regarding probation, suspension, and dismissal.**
3. **A student may request the permanent deletion of CLEP credits from his or her record at any time *except* when he or she is on academic suspension or after academic dismissal.**

### COMMENCEMENT.

The date for the degree awarded is the conclusion of the summer, fall or spring terms in which all the degree requirements were completed. The student is cleared for the degree award and the degree is posted on the official transcript at the conclusion of the summer, fall or spring terms in which all degree requirements were completed and all other obligations to the University have been met. Diplomas are awarded only at a ceremony at the conclusion of the spring semester each year to those students who have completed all degree requirements and fulfilled all obligations to the University that spring or during the previous summer session or fall semester. Students submit degree applications during the second semester of the junior year. Participation in Commencement exercises is

limited to those official degree candidates who have completed all degree requirements and met all obligations to the University.

All official degree candidates are expected to attend Commencement exercises. If attendance is not possible, a degree candidate must request permission from the Dean of the Faculty to graduate *in absentia*. This request should include an address for the mailing of the diploma (if it cannot be picked up in person after graduation) and must be presented to the Dean of the Faculty at least **two** weeks before Commencement.

Participation in Commencement exercises is limited to those official degree candidates who have completed all degree requirements. In other words, only those students who submitted timely degree applications and who are *completely finished* may “walk.” All *final* grades for all courses (UMW and transfer) must be on record and the record approved for graduation by an official of the University before a student will be permitted to participate in the graduation ceremony.

## **COMMITTEE ON ACADEMIC STANDING.**

(See also [PROBATION, SUSPENSION, AND DISMISSAL, ACADEMIC.](#))

The Provost appoints the Committee on Academic Standing (CAS), a panel comprised of faculty and administrators. This committee considers suspension appeals by students and requests by students with a cumulative GPA below 2.00 to return to the University after a withdrawal from the University or an absence from UMW of at least one fall or spring semester. This committee also communicates the terms for reinstatement.

## **COREQUISITE.**

A course to be taken at the same time as another specified course, or courses, as designated by the department. A corequisite course may also be completed before taking the course or courses with which it is paired. If one course in the corequisite pair is completed before the other, the student should call the Office of the Registrar during the registration time to be registered in the remaining corequisite course.

## **COURSE CHANGES.**

Each *student* is responsible for his or her course schedule and any changes in it, such as adding, dropping, or withdrawing. Failure to drop or withdraw from a course that the student is not attending will result in a final grade of F. All actions must adhere to the deadlines.

**Add** – Students add course work to their schedule by enrolling through Banner. Banner displays all courses for which a student is enrolled. Credit can be awarded only for those courses in which the student is enrolled.

**Drop** – Students drop course work through Banner. Courses dropped from the students schedule will not be displayed in the student’s Banner record or on the instructor’s Banner roster.

**Withdrawal** – Students cannot withdraw through Banner. Withdrawal form must be submitted to the Office of the Registrar before the withdrawal deadline. Courses from which a student is withdrawn will be displayed on the student’s record with a final grade of W. This has no effect on a student’s GPA calculation and does not satisfy any graduation requirements.

Each student should print and inspect a schedule of his or her classes from Banner after registration and each time a change (drop, add, etc.) is made. Any discrepancy should be addressed immediately by making the appropriate change in Banner and verifying it by printing the correction or by contacting the Office of the Registrar. No credit is allowed for a course in which the student is not officially registered and which is not listed on the student’s printed schedule.

***NOTE: Discontinuing attendance in a class does not constitute dropping the course. A Drop (or Add) is not official until the student successfully completes and verifies the action in Banner or completes the appropriate form and delivers it, in person, to the Office of the Registrar. No student should assume that an instructor has dropped him/her from a course. Each student is responsible for seeing that his or her schedule is accurate in Banner.***

#### **Approval for Changes:**

During the Add/Drop Periods, students may make changes in their course schedules without written permission from their advisors. After the first three weeks of the semester, withdrawal from a course requires written approval from the advisor. Students living in campus housing are expected to maintain a course load of at least 12 credits. The Office of Academic Services and the Office of the Dean of Student Life must approve exceptions to this policy in writing (see [FULL TIME STUDENTS](#)).

#### **CREDIT-BY-EXAMINATION.**

An enrolled, degree-seeking student may request, from a department, a special examination in any course offered by that department. The department will determine if an examination is appropriate in the requested course. If the student passes the examination, the course and a grade of CR will be recorded on the permanent record to indicate credits earned. Quality points, however, will not be awarded. If a student fails the examination, a grade of CI will be recorded. Should the latter occur, the student ***must*** enroll in the course in the next semester in which the course is offered. The student's earned grade, with attendant quality points, will replace the grade of CI. Should the student not so enroll, the CI will be converted to a grade of F. There is a charge for each examination.

Credits earned through credit-by-examination may count toward Major Program requirements, General Education requirements, or can be scored as elective credits.

Credit-by-examination is not available for seminar, individual study, studio, or laboratory courses. Credit-by-examination is not available for any course in which the student has been enrolled or has been in attendance. Also, credit-by-examination is available ***only***

for courses normally taught at the University of Mary Washington; it is not available or appropriate for any course not listed in the current academic [Catalog](#).

## **CREDITS.**

Students receive academic credit for passing courses. The amount of academic credit each course carries is listed in the academic [Catalog](#) and many other places. Accumulation of academic credits determines eligibility for such things as graduation, class standing and others.

## **CULTURAL DIFFERENCE.**

(See [GENERAL EDUCATION REQUIREMENTS FOR B.L.S. STUDENTS.](#))

# **D**

## **DEADLINES FOR COURSE CHANGES.**

Exact deadlines for all course changes are established and published each semester by the Office of the Registrar according to the following general guidelines.

<b>Add courses:</b>	first week of class
<b>Change courses to or from pass/fail:</b>	same as the deadline to withdraw from individual courses
<b>Change sections of a course:</b>	first week of class; (This constitutes an add. To change from one section of a course to another section, a student must drop the section for which he or she is registered and add the new section.)
<b>Drop courses:</b>	without consultation with the instructor (no grade recorded): first three weeks of class
<b>Withdraw from individual courses:</b>	(while continuing enrollment in other courses): after the first three weeks of class but within 11 class days after mid-semester progress reports are due. No course may be dropped after the deadline.
<b>Withdrawal for a term, voluntary</b>	the last day of classes during the fall and spring semesters.
<b>Withdrawal from the University</b>	Students who discontinue attendance for three consecutive semesters or more (including a term in which the student withdrew from the University) are no longer considered to be in a degree program at the University and are withdrawn from the University.

The weekly schedule for changes given above is not applicable to summer session or courses offered at special times. The deadlines for changes during the summer terms are

published in the Summer Session Guide to Registration. For deadlines for changes for courses offered during special times, consult the Office of the Registrar.

## **DEAN'S LIST.**

(See also [PRESIDENT'S LIST.](#))

A student carrying at least 12 graded credits on which quality points may be computed and who attains a grade-point average of 3.50 or better on all work taken for graded credit in a semester will be placed on the Dean's List Of Honor Students. Decisions for the printed Dean's List are based on a student's record as it stands at the official close of the semester grading period. A temporary grade (I or G) will postpone consideration for the Dean's List; however, once this grade is converted to a permanent letter grade, the student's GPA will be calculated and, if appropriate, a Dean's List notation will be made on the student's permanent record.

## **DEGREE APPLICATION.**

To become an official degree candidate, a student must submit a **Degree Application** to the Office of the Registrar during the second semester of the junior year (three semesters before anticipated graduation). A **Degree Application** and instructions are mailed early each spring to all enrolled undergraduates with 58 or more credits. Although every effort is made to furnish eligible students with the form, it is the **final** responsibility of each student to secure the form and file it by the announced deadline. Failure to submit the **Degree Application** on time may result in delayed graduation.

## **DEGREE CANDIDATE.**

A student of junior or senior classification who has filed a **Degree Application** in the Office of the Registrar is considered a degree candidate. The permanent record of each degree candidate is checked for completion of requirements and a senior check sheet is prepared that shows what requirements still need to be fulfilled. After verification of the senior check sheet by the student and major advisor(s), the student's name will be included on the official list of verified degree candidates (see [CHECKSHEET, SENIOR.](#)).

## **DEGREE EVALUATION.**

This is a dynamic representation of a student's progress towards fulfilling their degree requirements at UMW. When a new degree evaluation is generated in Banner it places each course on a student's academic transcript into the three broad categories required for graduation: General Education, Major and Elective requirements. Minors are also tracked with the degree evaluation. The major and minor GPA is noted on the degree evaluation.

## **DEGREE PLAN.**

The degree plan is an outline of the work completed and remaining to earn a special major in the B.L.S. degree. The student develops the degree plan with his or her advisor,

and it must be agreed upon and submitted to the B.L.S. office by the time 90 semester hours of credit have been completed. If a student enters with 90 transfer hours and wishes to have a special major, he or she is expected to construct a degree plan immediately. Once developed, the plan is examined by the B.L.S. Committee and either approved or returned with requirements for revision. Copies of the approved plan are held by the student and the advisor; the original remains in the B.L.S. Office. Any request to change an approved plan must be initiated by the student in writing and be approved by the advisor and the B.L.S. Committee.

## **DEGREE REQUIREMENTS.**

### **B.A./B.S. Degree Requirements**

The B.A./B.S. degrees Fall 2008 or later require a minimum of 120 semester hours in satisfaction of the following:

- **General Education** (See [GENERAL EDUCATION REQUIREMENTS FOR STUDENTS MATRICULATING FALL 2008 OR BEYOND.](#))
- **Major Program**(See [MAJOR PROGRAM REQUIREMENTS.](#))
- **Electives** (See [ELECTIVE CREDITS.](#))

### **B.L.S. Degree Requirements**

The B.L.S. degree requires a minimum of 120 semester hours in satisfaction of the following:

- **General Education**, including Across-the-Curriculum Requirements
- **Major Program** (See [MAJOR, SPECIAL PROGRAM.](#))
- **Electives**, the additional credits needed to complete 120 credits (See [ELECTIVE CREDITS.](#))

### **B.A./B.S./B.L.S. Degree Requirements**

When a student matriculates at the University of Mary Washington, the academic [Catalog](#) in effect at that time will contain the overall curriculum requirements, including General Education requirements, the student must satisfy in order to graduate from the University. In preparing to graduate from the University, a degree-seeking student must satisfy either the Major Program requirements listed in the academic [Catalog](#) in effect **at the time of official major declaration**, or any intact set of major requirements listed in a subsequent [Catalog](#). However, those students who interrupt the pursuit of the degree must comply with the University readmission or reinstatement policies.

### **NOTES:**

- **EACH STUDENT IS PERSONALLY ACCOUNTABLE FOR FULFILLING ALL DEGREE REQUIREMENTS.**
- For a complete listing of degree requirements, consult [APPENDIX A](#), [APPENDIX B](#), [APPENDIX C](#), [APPENDIX D](#), or [APPENDIX E](#) - as

determined by the student's date of matriculation, major declaration date, and continuous attendance at the University.

- (See also [GRADE-POINT AVERAGE REQUIREMENTS](#); [RESIDENCE REQUIREMENT](#).)

## **DEGREES, GRADUATE.**

See the [Graduate Catalog](#) for information about graduate degree programs.

## **DEGREES, UNDERGRADUATE.**

The University of Mary Washington offers the following undergraduate degrees: Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Bachelor of Liberal Studies (B.L.S.), and Bachelor of Professional Studies (B.P.S.).

### **Bachelor of Arts and Bachelor of Science**

For the degrees of Bachelor of Arts and Bachelor of Science, the choice of major determines the degree granted. Students declaring a major under the *2009-2010 Catalog* may choose from the following options, or may double major (see [MAJORS, DOUBLE.](#)), or may design a Special Major (see [MAJOR, SPECIAL PROGRAM.](#)).

A student who completes a double major consisting of one major from the B.A. group and one major from the B.S. group must choose either the B.A. or the B.S. degree. Only one degree will be awarded, but both majors will be noted on the permanent record. The Curriculum Committee will designate the degree to be awarded to any student approved for a Special Major Program.

### **Majors Leading to a Bachelor of Arts Degree:**

American Studies	History
Anthropology	International Affairs
Art History	Music
Art, Studio	Philosophy
Classics: Classical Archaeology	Philosophy: Pre-Law Concentration
Classics: Classical Civilization	Political Science
Classics: Latin	Religion
English	Sociology
French	Spanish
Geography	Theatre
German	Women's and Gender Studies
Historic Preservation	

### **Majors Leading to a Bachelor of Science Degree:**

Biology	Environmental Geology
Business Administration	Geology
Chemistry	Mathematics
Computer Science: Traditional or I.S.	Physics

Economics  
Environmental Science (Natural or Social)

Psychology

### **Bachelor of Liberal Studies**

The Bachelor of Liberal Studies degree is designed for adult students seeking to complete their undergraduate degree in liberal arts and sciences. The B.L.S. degree program offers the same majors as the B.A./B.S. degrees.

### **Bachelor of Professional Studies**

This degree completion program provides graduates with educational experiences in theory and application in the world of work that may introduce them to or advance them in technical and professional careers. It is designed for students who have completed the equivalent of a two-year associate's degree from a community college. For further information, see the [Undergraduate Catalog](#).

### **DISABILITIES.**

The [Office of Disability Resources](#) works with the UMW community to provide reasonable and appropriate accommodations for students with disabilities. These accommodations are determined on a case-by-case basis and may include, but are not limited to, extended time on tests, sign language interpreters, enlarged print materials, permission to tape record lectures, and distraction-reduced testing sites.

In order to receive accommodations at UMW, students must register with the Office of Disability Resources. Current documentation of the disability that meets University guidelines is required. Students meet with the Director of Disability Resources to identify possible barriers in the physical and learning environments and determine possible accommodations.

### **DISMISSAL, ACADEMIC.**

(See [PROBATION, SUSPENSION, AND DISMISSAL, ACADEMIC.](#))

### **DOUBLE MAJORS**

A student may choose to complete more than one major program. Since the choice of major program determines the degree granted, a student who completes a double major consisting of one major from the B.A. group and one major from the B.S. group must choose either the B.A. or the B.S. degree. **Only one degree will be awarded, but both majors will be noted on the permanent record.** In the case of double majors, the maximum degree of overlap permitted between the majors is **9 credits**.

### **DROP.**

1. Discontinuing attendance in a class does not constitute dropping the course. A Drop (or Add) is not official until the student successfully completes and verifies

the action in Banner. No student should assume that an instructor has dropped him/her from a course. Each student is responsible for seeing that his or her schedule is accurate in Banner.

***Note: Students cannot drop their last course in Banner. They must drop the last course on their schedule in the Office of the Registrar.***

2. An instructor *may* drop a student from a class roster if the student fails to come to the ***first*** class meeting of any class or does not attend the ***first*** class meeting after the student adds the class. Students with a legitimate reason for missing the first class meeting should make prior arrangements with the instructor. Since **instructors are not required to drop students** in this manner, ***no student should assume that he or she has been dropped from a class for non-attendance.*** If a student does not plan to attend a class, he or she should follow regular drop procedures.

# E

## EDUCATIONAL RECORDS.

For specific regulations governing each UMW student's educational record consult the [University of Mary Washington Student Handbook](#), "Educational Records" Section.

## ELECTIVES.

(See also [PASS/FAIL OPTION](#).)

Elective courses are those that are not needed to fulfill a general education requirement or major program requirement but are chosen by the student to complete the 120 credits required for graduation with a B.A./B.S. or B.L.S. degree. These courses may be taken graded or pass/fail (or S/U in the case of physical education and 100-level dance).

## EXAMINATIONS, FINAL.

All final examinations or alternative assessments given in lieu of final examinations must be given during the ***regularly scheduled examination period*** at the end of each semester at the time listed for the course in the officially announced schedule. In instances of multiple sections of the same course taught by the same instructor (including lab periods), it is permissible, at the discretion of the instructor, to allow students to take final exams in either scheduled exam period. It is the ***student's*** responsibility to make him/herself aware of the final examination schedule and to make arrangements to be available to take the examination at the scheduled time. Any adjustments to a student's examination schedule **MUST** be made by the **FRIDAY PRECEDING THE LAST WEEK OF CLASSES** (see "Examination Conflicts" below.). If, in the opinion of the instructor, a

course cannot benefit from a final examination or equivalent assessment (such as critiques), the instructor should formally request release from the requirement from the Dean of the College.

In accordance with Honor Council procedures, a student is required to pledge to disclose neither the contents nor the form of any examination until after the conclusion of the examination period.

Examinations are scheduled for two and one-half hours and should not interfere with subsequent examinations.

**NOTE: A STUDENT WHO HAS *NOT TAKEN* A REQUIRED FINAL EXAMINATION HAS NOT COMPLETED THE COURSE REQUIREMENTS AND THEREFORE FAILS THE COURSE.**

### **Take Home Exams**

Take-home examinations may be distributed as early as the last day of classes and cannot be due before the regularly scheduled examination period for that class.

### **Illness or Emergencies During the Examination Period**

Any illness or emergency that prevents a student from attending an examination at the scheduled time should be reported to the Office of Academic Services *before* the examination time. The student should provide the title of the course, name of the instructor and time of the examination. **NO EXAMINATIONS MAY BE TAKEN IN THE HEALTH CENTER.** The Office of Academic Services will notify the instructor of the reason for the absence from the final examination, but it is the *student's* responsibility to contact the instructor to arrange a time for the make-up examination as soon as health permits. If a make-up exam cannot be arranged prior to the deadline for instructors to submit their final course grades, then the *student* should contact the Office of Academic Services to request a grade of Incomplete.

### **Examination Conflicts**

(See also [\*\*RELIGIOUS HOLIDAY OBSERVANCE\*\*](#).)

Students who have *more than two* examinations scheduled within a 24-hour period may reschedule until there are only two exams within that 24-hour period. The student shall decide which examination would best be moved and then should consult with the instructor who teaches that course. If the instructor deems it inappropriate *because of the nature of the examination* to reschedule the examination, the student should then approach the other two instructors. If none of the instructors is able to reschedule the examination given in the course, then the student will bring the dilemma to the Associate Dean of Academic Services who will then contact the instructors to work out a solution. **IT IS THE RESPONSIBILITY OF THE STUDENT TO START THIS PROCESS EARLY ENOUGH IN THE SEMESTER SO THAT IT WILL BE COMPLETED BY THE *FRIDAY PRECEDING THE LAST WEEK OF***

**CLASSES.** The make-up date will be decided by mutual agreement of the instructor and the student. Alternate examination dates will be set by consulting with the instructor or instructors and, if necessary, through consultation with the Associate Dean of Academic Services.

# F

## **FERPA.**

**The Family Educational Rights and Privacy Act** of 1974 as amended is a federal law which stipulates that a student's educational record may not be disclosed to anyone outside the University, *including parents*, without the student's written permission. A student may complete a release form for the academic record, the student's conduct/disciplinary record and/or grades. **Release of Information (ROI)** records are maintained in the Office of the Registrar. For additional information see the Educational Records and Directory Information sections in the UMW academic [Catalog](#).

## **FULL-TIME STUDENT.**

If a student intends to graduate in eight semesters, normal progress toward a degree is as follows: A minimum of 28 credits completed for the first two semesters and 15 to 18 credits completed during each of the remaining six semesters, for a total of 120 credits for B.A./B.S. or B.L.S. students (see [CLASSIFICATION](#)).

### **Underloads**

A full-time student is enrolled in 12 or more credits (see "**Overloads**"). A *residential* student may not live in the residence hall while carrying less than 12 credits unless special written permission has been obtained from the Office of Academic Services and the Office of the Dean of Student Life. Students receiving financial aid should consult the Office of Admissions and Financial Aid before dropping below a full course load. *Students participating in NCAA intercollegiate sports* must maintain a minimum 12-credit course load unless they have been granted a special written exemption from the Director of Athletics, in consultation with the Office of Academic Services.

### **Overloads**

Without special permission, a *continuing student in good standing* may take no more than 18 credits. Permission for an overload is given only on the basis of academic performance, never simply to provide for acceleration toward the degree. Students with a GPA of 3.00 for the most recent semester at UMW are eligible for an overload to 19 credits. Students with a GPA below a 3.00 or who wish to attempt 20 or more hours will be considered on a case by case basis. Students may request an overload by completing a request form in Academic Services.

# G

## GENERAL EDUCATION REQUIREMENTS.

When a student matriculates, the academic [Catalog](#) in effect at that time will contain the General Education course requirements that the student must satisfy in order to complete a degree and graduate. However, those students who interrupt the pursuit of the degree by more than three semesters for any reason must complete the General Education course requirements in effect at the time of re-enrollment.

For the current General Education course requirements, see below. Reference the appropriate appendix for previous General Education course requirements.

### **General Education Course Policies For B.A./B.S. Students Matriculating After Fall 2008**

No General Education coursework, except for the Experiential Learning Requirement, may be completed on a Pass/Fail basis. With the exception of courses marked as Writing Intensive or Speaking Intensive (WI or SI), one course taken fulfills only one general education requirement, even if the class is listed as an option in more than one category. A course that is listed as an option for both Global Inquiry and Human Experience and Society, for example, will be counted as satisfying only one of these categories. But a course that is an option in Global Inquiry and is also marked as writing intensive would be counted in both of those categories. Many of the courses that will satisfy general education requirements are upper-level courses that one might think about taking after selecting a major. In this way, the selected general education courses will connect well with the intended major course of study.

A complete listing of the General Education Requirement courses (meeting both the General Education and the Across-the-Curriculum categories) can be found in the [Academic Catalog](#).

Many General Education requirements may be satisfied by UMW-determined equivalent AP (or IB) test scores. For specific equivalencies, **students** should refer to the AP/IB Transfer Credit Guide in effect **at the time official scores were received by the University**. For specific information, consult the Office of the Registrar.

### **General Education Course Requirements For B.A./B.S. Students Matriculating After Fall 2008 (REFERENCE [APPENDIX A](#))**

**First Year Seminar (FSEM).** One course designated as a first year seminar. Transfer students do not have to meet this requirement.

Any First Year Seminar 100	History 201, 202
	Honors 100

**Quantitative Reasoning (QR).** Two courses focusing on the role of quantitative information in various settings and on the ability to reason abstractly.

Biology 260	Music Theory 181
Business Administration 353	Philosophy 151
Computer Science 105, 110, 125, 220, 230	Physics 317
Economics 361	Psychology 360
Mathematics 110, 115, 121, 122, 200, 201, 207, 280	Sociology 364

**Natural Science (NS).** One two-course sequence, one course which must include a laboratory focusing on the scientific mode of inquiry and the ways in which the natural sciences affect students' everyday experiences and choices as citizens.

Biology 121-122	Geology 111-112
Biology 125-126	Geology 111-Environmental Science 210
Biology 121-127	Geology 111-221
Biology 121-204	Environmental Science-110-Geology 112
Chemistry 105-106	Geography 110-111
Chemistry 105-107	Geography 110-240
Chemistry 111-112	Geography 110-325
Physics 101-102	Physics 105-110
Physics 101-108	
Physics 103-104	
Physics 105-106	

**Global Inquiry (GI).** One course focusing on global interconnections related to economic, political, cultural, social, public health, or environmental issues.

American Studies 333	German 317
Anthropology 101, 318, 333	History 122, 141, 142, 356, 357, 358, 360, 361, 362, 366, 368, 371, 372, 375, 377, 381, 383, 384, 385, 386, 390
Art History 470	Geography 101, 102, 236, 332, 338
Chemistry 331	Interdisciplinary Studies 350F
Classics 103, 105, 380	Linguistics 202, 205
Computer Science 104, 310	Modern Foreign Language 201
Economics 382, 383, 384	Music History and Literature 154
English 206	Political Science 102
Environmental Science 230	Religion 210
French 316	Studio Arts 454

*Note:* An approved study abroad or other field program can fulfill this requirement if it includes a satisfactory evaluation of a written reflection of a student's experience in that program by a University of Mary Washington faculty member. Contact the Center for International Education in Lee Hall for details about how to secure the required pre-approval to meet this requirement via a study abroad experience/project. *Note:* the same study abroad experience may not be used to satisfy both the Global Inquiry and Experiential Learning requirements.

**Language (FL).** Intermediate competency in a second language may be demonstrated by: (1) completion of 202 or higher in a language including ASL; (2) a score of 620 or higher on any language SAT II subject test; (3) a score of 4 or higher on any language AP Exam or on any Language and Literature AP Exam (including the Latin Vergil AP Exam); (4) a score of 5 or higher on any group 2 (second language) or higher-level IB Exam; (5) a passing score on the University of Mary Washington language competency exam; (6) a rating of “Intermediate” on the Sign Communication Proficiency Interview (SCPI); (7) submitting pertinent documents which verify that a student has had a high school education conducted in a language other than English or has lived extensively in and become fluent in the language of a non-English-speaking country; or (8) achieving a score of 12 or higher on the exemption test administered by NYU School of Continuing and Professional Studies (see details below).

Exemption tests for languages not currently taught at UMW (other than ASL) are available through New York University School of Continuing and Professional Studies. For information test fees and availability, contact NYU directly 212/998-7030 or visit: [www.scps.nyu.edu/areas-of-study/foreign-languages/continuing-education/proficiency.html](http://www.scps.nyu.edu/areas-of-study/foreign-languages/continuing-education/proficiency.html).

Students are responsible for the payment of all required test fees. When contacting the SCPS at NYU, students need to select the appropriate language and indicate that scores should be sent to the Office of the Registrar at UMW. *Note:* All students must take the 16-point exam. Exemptions will be granted to students scoring 12 points or higher on the 16-point exam.

**Arts, Literature, and Performance – Process (ALPP).** Two courses focusing on art, literature, or performance. One course provides an opportunity for exploring the process of creating artistic work while the other course encourages the appreciation and the interpretation of artistic expressions.

Communications 207, 209
Computer Science 106
Dance 225, 226, 243, 301, 302, 303, 304, 305, 306
English 202, 207, 302, 304, 305, 312, 380
Music Performance 341D, 341E, 341F, 341G, 341H, 342, 344, 344A, 344B, 344D, 344E, 441
Music Theory 170, 369, 370, 483
Spanish 413
Studio Art 105, 120
Theatre 112, 113, 131, 132, 218, 225, 226, 240, 261, 290, 291, 321, 331, 335, 336

**Arts, Literature, and Performance – Appreciation (ALPA)**

Anthropology 309
Art History 114, 115
Classics 110, 130, 202, 204
Education 311
English 205, 206, 245, 251

**Arts, Literature, and Performance – Appreciation (ALPA) (continued)**

French 326, 327, 328
German 311
Greek 306, 308, 309
Interdisciplinary Studies 204
Latin 305, 307, 352, 353, 354, 358, 434
Music History and Literature 151, 152, 153, 154, 156, 263, 362, 368
Philosophy 212
Religion 205, 206, 301
Spanish 312
Theatre 111, 211, 212

**Human Experience and Society (HES).** Two courses from two different disciplines that explore the forces shaping human activity, relationships, social structures, institutions, and intellectual systems.

Anthropology 101, 318
Art History 460
Classics 101, 110, 211, 310
Economics 100, 201, 202
Geography 102, 221, 222, 331, 337
Historic Preservation 101
History 121, 122, 131, 132, 141, 142, 305, 315, 325, 327, 328, 334, 341, 356, 357, 358, 360, 361, 362, 366, 368, 371, 372, 375, 377, 381, 383, 384, 385, 386, 395
Interdisciplinary Studies 207
Linguistics 101, 202, 301, 302, 305, 307
Math 207
Philosophy 101, 160, 201, 202, 210, 220, 225, 226, 244A, 283, 284, 301, 302, 318, 320, 335
Political Science 101, 201
Psychology 100
Religion 101, 102, 103, 205, 206, 210, 211, 250, 251, 276, 283, 284, 305, 318
Sociology 105, 155
Theatre 361, 362
Women and Gender Studies 101, 102

**Experiential Learning (EL).** One faculty supervised experience involving a significant experiential learning component designed to challenge students to go outside of the bounds of the typical classroom.

**Experiential Learning (EL) (continued).** All courses numbered 491 and 492 (individual studies) and all Undergraduate Research 197 courses meet this requirement. The following courses also satisfy this requirement: American Studies 470, 485, Anthropology 480, Biology 424, Chemistry 493, Classics 485, Communication 481, Computer Science 391, 430, Economics 490, Education 303, 440, English 314, 380, 399, Environmental Science 481, Geography 360E, 485, History 485, 486, Music Theory 490, Philosophy 485, Psychology 322, Psychology 350, Religion 401, Sociology 364, Spanish

301, Theatre 390, 482, and Women and Gender Studies 485. Internships (499) that have a final project/paper that is to be evaluated by the sponsoring faculty member will also meet this requirement. “The “community service option” offered by a number of departments also fulfills this requirement (see the following sections of this Catalog for details: Biology, Psychology, and Spanish). The Chemistry Department’s summer research experience also fulfills this requirement (see the Chemistry section of this Catalog). A qualifying and approved study abroad experience may also be used to satisfy the Experiential Learning requirement. Contact the Center for International Education in Lee Hall for details about how to secure the required pre-approval to meet this required via a study abroad experience/project. Note: the same study abroad experience may not be used to satisfy both the Experiential Learning and Global Inquiry requirements.

### **ACROSS-THE-CURRICULUM REQUIREMENTS FOR B.A./B.S. STUDENTS**

**Writing Intensive Requirement.** Four courses designated writing intensive (WI) courses are indicated in the online schedule of courses. The course must be designated as WI in the semester in which it is taken in order to satisfy the requirement. Some sections of a particular course may be designated as WI while others are not; students should be aware of this fact when selecting courses for their schedule

**Speaking Intensive Requirement.** Two courses designated speaking intensive (SI). Any course designated SI, whether taken for general education, for the major, or as electives will satisfy this requirement. SI courses are indicated in the online schedule of courses. The course must be designated as SI in the semester in which it is taken in order to satisfy the requirement. Some sections of a particular course may be designated as SI while others are not; students should be aware of this fact when selecting courses for their schedule.

### **GENERAL EDUCATION PROGRAM FOR B.L.S. STUDENTS (ALSO REFERENCE [APPENDIX C](#))**

**Quantitative Reasoning.** Three credits focusing on the role of quantitative information in various settings and the ability to reason abstractly.

**Natural Science:** Four credits focusing on the natural sciences including a laboratory component.

**Quantitative Reasoning or Natural Science.** Three credits focusing on the role of quantitative information and the ability to reason abstractly, or natural science, or mathematical applications such as computer science, logic or music theory.

**Human Experience & Society.** Six credits from two different disciplines that explore the forces shaping human activity, relationships, social structures, institutions, and intellectual systems.

**Global Inquiry.** Three credits focusing on global interconnections related to economic, political, cultural, social, public health, or environmental issues. An approved study abroad or other field program can fulfill this requirement if it includes a satisfactory evaluation of written reflection of a student’s experience in that program by a University

of Mary Washington faculty member. Students transferring into the B.L.S. program may request that their U.S. military service fulfill this requirement.

**Arts, Literature & Performance.** Six credits focusing on art, literature or performance. At least one course focusing on the appreciation and interpretation of artistic expressions. The other course may provide an opportunity for exploring the process of creating artistic work, by pursuing a course in the “process” sub-category, or provide an opportunity for further work (a second course) within the sub-category of “appreciation.”

### **ACROSS-THE-CURRICULUM REQUIREMENTS FOR B.L.S. STUDENTS**

**Writing Intensive.** Nine credits designated writing intensive (WI), which may include English Composition (English 101) or its equivalent.

**Speaking Intensive.** Three credits designated speaking intensive (SI).

### **GRADE, CORRECTIONS.**

#### **Grade Corrections For Temporary Grades (I And G Grades)**

To correct a grade for a course in which the student received an Incomplete (I) or a G grade, the faculty member must go to the Office of the Registrar and completely fill out the Removal of Incomplete and G grade form.

Grade corrections should be processed as soon as possible to avoid complications to the student (for example, loss of financial aid or delayed inclusion on the Dean’s List). The deadline for submission of grades for courses in which a student earned an I or G grade is by the last day of class in the following semester. Failure to submit a grade for a course with an I or G will result in the grade of F.

#### **Grade Corrections for Errors**

To correct a grade, the faculty member must go to the Office of the Registrar and completely fill out the Correction of Grade form. The approval of the Associate Dean of Academic Services is required. Grade corrections are approved only in circumstances when there was an error on the part of the instructor. Computational errors are an example of this. Corrections are also approved when an academic appeal is resolved in favor of a higher grade. Students may not submit new work or missing work after the end of the semester to have a grade changed.

Grade corrections should be processed as soon as possible. The deadline for corrected grades is no later than the last day of class in the following semester.

### **GRADE, DELAYED.**

In occasional cases where a student's work is being completed away from campus (for student teaching or internships), the contract may be such that the student cannot complete the work or that work cannot be evaluated by the time grades are due. In that case, the student's faculty supervisor will send in a grade of "G" This means that the

grade is delayed by reason of the contract. A grade of "G" will not affect the student's grade-point average. Grade corrections should be processed as soon as possible to avoid complications to the student (for example, loss of financial aid or delayed inclusion on the Dean's List). The deadline for submission of grades for courses in which a student earned a G grade is by the last day of class in the following semester. Failure to submit a grade for a course with a G will result in the grade of F. No student can graduate with a "G" grade remaining on his or her record.

## **GRADE DISPUTES.**

(See [ACADEMIC DISPUTES.](#))

## **GRADE-POINT AVERAGE.**

(See also [GRADING.](#))

Grade-point averages are computed only on courses taken at UMW. Each grade A through D carries a numerical *quality-point* value which, when multiplied by the number of course credits, produces the number of quality points for the course. The overall cumulative grade-point average is the product of the total number of quality points divided by the total number of completed UMW graded credits. For example, a three-credit course with a grade of A provides 12 quality points (3 credits times 4.0 quality points = 12 quality points); a four-credit course with a grade of A- would yield 14.8 quality points (4 credits times 3.7 quality points = 14.8 quality points). A student who completed 15 graded credits with a total of 45 quality points would have a grade-point average of 3.0. Transfer credits (including AP, IB, Cambridge, and CLEP), credit-by-examination, physical education and 100-level dance credits, or courses taken for a pass/fail grade for which a pass grade (PA) was earned are not included in the computation of the grade-point average (GPA). However, a failing grade (FA) received in a course taken for a pass/fail grade will be included in this calculation.

## **GRADE-POINT AVERAGE REQUIREMENTS.**

At the point of graduation, each student must have an overall cumulative grade-point average of at least 2.00. In addition, the degree candidate must also have a cumulative major grade-point average of at least a 2.00 for each major approved for the degree.

A student whose cumulative grade-point average falls below a 2.00 (based upon 12 graded credits—UMW and all transfer credits) is not considered in good academic standing and is subject to the University's Probation, Suspension, and Dismissal Policy (see [PROBATION, SUSPENSION, AND DISMISSAL, ACADEMIC](#) and [TRANSFER CREDITS.](#)).

## **GRADE REPORTS.**

Each semester, the University issues two types of grade reports: mid-semester grade reports and final grade reports.

### **Mid-semester grade report.**

In the middle of each semester, students are notified by the Office of the Registrar if their professor reports that their performance in a course is unsatisfactory. Mid-semester deficiency reports are sent to the Office of Academic Services and to each B.A./B.S./B.L.S. advisor. Since a U grade is a warning that significant improvement is needed, the student should consult instructors, advisors, and the Office of Academic Services for assistance.

### **Final grade report.**

Students may view their grades in Banner at the end of each semester. According to the Family Educational Rights and Privacy Act of 1974 as amended (a federal law), a student's educational record may not be disclosed to anyone outside the University, **including parents**, without the student's written permission.

## **GRADING.**

Academic performance in a course is rated according to the following points system:

A	4.00 quality points - Excellent
A-	3.70 quality points
B+	3.30 quality points
B	3.00 quality points - Commendable
B-	2.70 quality points
C+	2.30 quality points
C	2.00 quality points - Acceptable
C-	1.70 quality points
D+	1.30 quality points
D	1.00 quality points - Marginal
F	0.00 quality points - Failure

The following grades carry 0.00 quality points:

PA	Pass in a Pass/Fail Class
FA	Failure in a Pass/Fail Class
SA	Satisfactory
UN	Unsatisfactory

The following indicators also carry 0.00 quality points, but are administrative in nature, rather than an evaluation of student work by an instructor:

- W Course Withdrawal
- I Incomplete
- G Delayed Grade
- CI Test Incomplete (Test Failed For Credit-by-Examination)
- CR Credit-by-Examination
- TR Transfer Credit
- NG Audit
- NC No Credit
- ZC Zero Credit

## **GRADUATION.**

(See [Appendices A, B, C, D, & E](#) and [COMMENCEMENT.](#))

# H

## **HONOR SYSTEM.**

Since 1944, the students of The University of Mary Washington have lived under the Honor System. Although its constitution has been revised periodically, the [Honor Code](#) has remained basically the same throughout the years. The Honor Council retains sole control of its operation and is responsible to the student body, which derived its authority to establish an Honor System from the Board of Visitors. Due to the unique nature of the Honor System, final responsibility lies with the Board of Visitors, but all enforcement is in the hands of students. The Honor System provides that a student shall act honorably in all relationships of campus life. Lying, cheating, stealing, or breaking one's word of honor are considered infringements of the system, and the penalty for a violation, as determined by the Honor Council, may be dismissal from the University.

The pledge required on quizzes, examinations, and other classwork means that the work a student submits to a professor is his or her own and has been completed in accordance with the requirements for the course as laid out by the professor. All students must understand that, by accepting admission to Mary Washington, they make a commitment to the provisions of the [Honor Code](#). Upon entering the University for the first time, every student is given a copy of the complete [Honor Code](#) and is expected to become familiar with its provisions (see the [University of Mary Washington Student Handbook](#) for a copy of the [Honor Constitution](#)). Orientation counselors interpret the Honor System

for all new students before they are asked to sign a pledge card stating that they understand what is expected and realize that a plea of ignorance will not be accepted by the Honor Council. Registration as a student at the University is not considered complete until the Honor Pledge has been signed.

**Honor Pledge.**

"I hereby declare, upon my word of honor, that I have neither given nor received unauthorized help on this work."

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Signature of Student

**HONORS.**

Recognition of students for high academic achievement is made in the following manner:

**Academic Distinction**

General academic attainment of graduating seniors will be recognized through the awards of With Distinction, With Highest Distinction, Cum Laude, Magna Cum Laude, and Summa Cum Laude, based solely on the student's academic average at the **University of Mary Washington**. The level of attainment required for each award is as follows:

Cum Laude	3.25	With Distinction	3.30
Magna Cum Laude	3.50	With Highest Distinction	3.75
Summa Cum Laude	3.75		

To be graduated Cum Laude, Magna Cum Laude, or Summa Cum Laude, a student must have earned **at least 60 credits on which quality points can be computed (UMW graded credits, not pass/fail and not transfer credits).**

To be graduated With Distinction or With Highest Distinction, a student must have earned **at least 30 credits, but less than 60 credits, on which quality points can be computed (UMW graded credits, not pass/fail and not transfer credits).**

**Departmental Honors**

(See [DEAN'S LIST](#) and [PRESIDENT'S LIST](#).)

Students may earn honors in their major subject. Each department establishes its own requirements for honors projects or theses. During the junior year, interested students consult the department chair for details. All departments require that a student intending to undertake an honors project have a specified minimum grade point average in their major subject and a minimum grade-point average for all work taken at UMW. The department chair must notify the Office of the Registrar of recipients of departmental honors no later than the day that senior grades are due. This notification should cite

departmental action certifying the award, and the action should also be recorded in departmental minutes. If a paper, research project, or a piece of creative writing is the direct result of the honors project, the student must deposit a copy of this written work in the library by the last day of exams.

# I

## **INCOMPLETE.**

An Incomplete (I) is given only when the work of a course is not completed for reasons of extensive illness or serious emergency in the final 3 (three) weeks of the semester. The request for an incomplete can be made by a student, faculty, or academic advisor to the Office of Academic Services. A Dean from the Office of Academic Services shall contact the faculty member to determine if an incomplete is appropriate. The incomplete cannot be used merely to extend the semester. If approved, the incomplete grade must be removed from the student's record no later than the last day of the semester following the one in which the incomplete was given. Incompletes not removed by this deadline will change to a grade of F. Students who are in military service (active duty, reserves, or National Guard) may request an incomplete grade for military deployment, mobilizations, or duty changes occurring in the final three (3) weeks of the course. A copy of the military orders must be provided to the Office of Academic Services as documentation. The deadline for removing an incomplete given on the basis of military service is last day of the semester following the one in which the incomplete was given. Every effort will be made to work with the student and the faculty member to facilitate completion of the incomplete. Should military service commitments prevent the student from fulfilling the requirements for removal of the incomplete, a grade of W will replace the incomplete.

As soon as the emergency is over, the student should attempt to make up the Incomplete by working directly with the instructor. If the work for the course cannot be completed in this way, the Office of Academic Services will, by appointment, administer examinations and/or receive student papers so that the work can be completed as expeditiously as possible.

If the course is of such a nature that it cannot be completed until the opening of the next semester (for instance, if the work requires laboratory facilities or library materials available only on campus), the student may use the first 4 (four) weeks of the next semester for completion of his or her incomplete coursework. Within two weeks after receiving the work or by the last day of classes for the semester, the instructor must file a *Removal of Incomplete* form with the Office of the Registrar and assign a permanent grade for the student's performance in the course (see [GRADE, CORRECTIONS.](#)). If these conditions are not met, the grade will be changed to an F.

## **INDIVIDUAL STUDY.**

A student may undertake a project of individual study. Each department sets its own guidelines for these projects; therefore, any student interested in individual study should

consult the chairperson of the department involved, as well as the professor who will serve as supervising instructor, well in advance of registration. At the time of registration or during the Add Period, students planning individual study must present to the Office of the Registrar an **Individual Study Registration** form, complete with the signed approval of both the sponsoring department chairperson and the supervising instructor. Forms are available in the Office of the Registrar.

## **INTERNATIONAL BACCALAUREATE (IB).**

The University awards academic credit for test scores of five (5) or higher on individual higher-level IB courses and also for the completion of the IB Diploma. A minimum of 15 credits will be awarded for the completed IB Diploma. If the IB Diploma student's higher-level test score results do not result in at least 15 credits, the difference will be awarded as elective credit (to add up to a minimum of 15 credits). Credit is awarded at the time of matriculation and is based on the scores earned on the IB examinations. All credit awarded will be recorded on the student's permanent record and will be included in the credit total toward degree requirements. Credit will be awarded for 100- and 200-level course work (upper level credit can be awarded in some language areas). Credits awarded may count toward the major program or general education requirements. No credit will be awarded for IB examinations taken on the Standard Level. Questions regarding IB credit equivalencies should be directed to the Office of the Registrar.

*No* UMW credit will be awarded for any transfer work for which UMW has not *received* official transcripts by the following *deadlines*:

- For fall semester new students, official transcripts for pre-matriculation transfer credit **MUST** be received *by November 15* of the first semester of UMW enrollment.
- For spring semester new students, official transcripts for pre-matriculation transfer credit **MUST** be received *by April 15* of the first semester of UMW enrollment.

### **NOTES:**

- **IB credits will be forfeited and removed from the record if the equivalent course or courses are completed at UMW or another institution (and transferred into UMW for credit).**
- **IB credits are counted as completed credits toward graduation, and thus affect all decisions regarding probation, suspension and dismissal.**
- **A student may request the permanent deletion of credits from his or her record at any time *except* when he or she is on academic suspension or after academic dismissal.**

## **INTERNATIONAL STUDENTS.**

A person on a non-immigrant visa attending the University is considered an international student. Center for International Education (CIE) monitors students of F and J visas

according to USCIS regulations. International students must maintain a full course of study (12 or more credits) unless advance approval is given for an underload. IAS assists with immigration documents, cultural and social adjustment, health issues, and other concerns which might affect a student's immigration status and well-being.

## **INTERNSHIPS.**

The University of Mary Washington offers its students a program of academic internships, which allows qualified students to work in positions where they may apply and expand their knowledge under expert guidance. Cooperating academic departments at the University supervise the interns and award academic credit (normally three credits, more in exceptional and approved cases) for the experience. No more than six internship credits may count toward the minimum number of credits required in a major. Internship credits that cannot be counted in the major program will be counted as elective credits. This determination is made by the faculty sponsor and is subject to departmental guidelines. All internships must include a significant academic component which is established by the department.

Eligibility to attempt a credit-bearing internship

- You must be a degree-seeking student at The University of Mary Washington
- You must have at least 12 hours of credit earned at UMW
- You must have a G.P.A. of 2.0 or better at the start of the semester in which the internship occurs.
- You must meet any additional requirements established by the department granting credit. For example, some departments require that internships be approved by a committee within the department; be pre-approved by the department, or require that certain courses be taken prior to the internship. Be sure to check in advance and learn if you'll face any such requirements.

No more than twelve credits in academic internship experiences may be credited toward the credits required for graduation.

Internships may also be fulfilled through a preapproved international internship.

Credit is awarded according to work assignment and time commitment. Students should note that time commitment alone does *not* determine the number of credit hours awarded. The number of contact hours per week for each credit hour is determined by individual departments using the following numbers as the minimum. Internships receiving more than three credits require special approval. An approved internship will be awarded credit based on the time commitment as outlined on the table below:

Based on 14 weeks:

<u>Credit Hrs</u>	<u>Hrs. Per Week</u>	<u>Hrs. Per Semester</u>
1	3	42

2	6	84
3	9	126

Students who take the 9-credit course, EDUC 440 (Supervised Teaching) should remember that no more than a total of 12 credits in student teaching and internships *combined* will count toward the credits required for a degree.

# J

## **JUNIOR STATUS.**

(See [CLASSIFICATION](#).)

# K

# L

## **LEAVE OF ABSENCE.**

Any continuing degree-seeking student who interrupts the pursuit of the degree must request an official Leave of Absence by submitting the appropriate form **prior to the beginning of the first semester of absence**. A student who drops all courses prior to the drop deadline must apply for a Leave of Absence. Leave of Absence may be granted for a maximum of two consecutive semesters. Students on Leave and those who re-enroll within one semester after an approved Leave of Absence will be permitted to complete the degree program as originally begun. Those who interrupt the pursuit of the degree for any reason other than approved Leave of Absence or academic suspension will be required to comply with any changes in academic regulations and degree requirements made during their absence of three or more consecutive semesters. They will be required to complete the General Education and Major Program requirements in effect at the time of re-enrollment at UMW.

There are three types of leave:

- **Personal Leave:** for students who do not plan to take courses for one or two semesters for any reason (health, finances, etc.)

- **Study Leave:** for students who plan to take pre-approved courses at another college or university in the United States
- **Study Abroad Leave:** for students who plan to take courses in another country in a program pre-approved by the Director of the Center for International Education

### **Personal Leave.**

Students must submit a **Request for Personal Leave of Absence** form to the Office of the Registrar.

### **Study Leave.**

The student must submit a **Request for Study Leave of Absence** form to the Office of the Registrar. Study leave will be granted to any qualified student who plans to enroll in a program, which has been fully approved by UMW in advance. After a student has chosen a program or school, applied and been accepted, he or she works with his or her major advisor to develop the most appropriate selection of courses for the semester or year. The student then obtains the appropriate transfer permission form from the Office of the Registrar, secures written approval from the department chair for any major program courses, and submits this form to the Office of the Registrar for final course approval. This process must be **completed** prior to enrollment in any study leave coursework or the course(s) will **not** be transferred to UMW. A B.L.S. student must seek permission from the B.L.S. Office and complete appropriate paperwork prior to Study Leave.

### **Study Abroad Leave.**

Any student wishing to participate in either research abroad, a faculty-led program, a UMW or non-UMW study abroad program during an academic year, must follow procedures in EagleNet and be approved to study abroad by the Director of the Center for International Education (CIE).

# M

## **MAJOR, CONSTRAINTS UPON THE (FOR B.A./B.S. STUDENTS).**

### **Courses "*in*" the major are of four types (fifth type is not "*in*" the major):**

1. Courses actually required *as such*, whether they are within the actual discipline of the major or not (no choice among options, no substitutions except by specific individual exception approved by the department chairperson and the Associate Dean of Academic Services).

2. Required electives within the major (courses selected from among two or more options but nonetheless part of the requirements of the major). Like Type I courses, these may be either within or outside the major discipline.
3. Free electives within the major (courses in the discipline of the major, taken beyond the requirements of the major).
4. Specified prerequisites (courses outside the requirements of the major, *per se*, but required *de facto* because they are stated prerequisites for courses in categories I or II). Included are not only direct prerequisites (e.g., MATH 122 for CHEM 383), but prerequisites once (or more) removed (e.g., MATH 121 as well for CHEM 383). There are also, among the course offerings of a given academic department, courses either designed specifically for students who are *not* majoring in the discipline or are otherwise excluded from being counted as part of the major program. These need to be identified as such in the *University Catalog*. In the context of these Constraints upon the Major, these are courses of Type V.
5. Courses identified in the *University Catalog* as being intended for non-majors or otherwise excluded from the major program.

### **Policies defining and constraining the major:**

1. Credits required within the major, that is, the sum of hours in Type I and Type II courses, must be at least 30, but may be no more than 48. All must be graded credits.
2. Type III courses are free electives, and as such may be taken pass/fail.
3. At least a 2.00 grade-point average in the major is required for graduation. It is computed using all graded credits in Type I, Type II, and Type III (but not Type IV or Type V) courses.
4. No major may require of any student more than four (4) Type IV courses, beyond the Type I and Type II courses that are an integral part of the major *per se*.
5. In the case of [DOUBLE MAJORS](#), the maximum degree of overlap permitted between the majors is 9 credits (sum of Type I and Type II credits).
6. No more than 60 credits in any one discipline will be counted as part of the 120 credits required for a baccalaureate degree.
7. Exceptions to any of rules 1 through 5 for specific programs may be approved by the general faculty, upon the recommendation of the Curriculum Committee in response to a request from an academic department.
8. Students who interrupt their attendance for three or more consecutive semesters will be required to complete the Major Program requirements in effect at the time of re-enrollment at UMW.

### **MAJOR DECLARATION.**

A B.A./B.S. student who has successfully completed **28 credits or more** is eligible to declare a major. This is a two-step process. Students with 28 credits on their UMW student record will have the option in the Student Records area of Eaglenet. After completing the first step the student will receive email about being assigned to a major advisor. This process varies by department. Each semester, the Office of Academic Services sets a major declaration deadline for the semester. This deadline ensures that

there is adequate time for assignment of a major advisor before the next scheduled advising period.

In most situations, a B.L.S. student should declare a major only after he or she has completed two semesters of enrollment in UMW classes in good standing; however, students who transfer in a high credit total and whose remaining course work will be mainly or exclusively in the major are encouraged to declare a major immediately.

### Double Majoring

The student must complete the major declaration process outlined above for *each* intended major (see [MAJORS, DOUBLE.](#)).

### **Dropping a Major**

A student may officially drop a major using the option in the major declaration screens. Each department will be provided with an updated list of major advisees each semester by the Office of Academic Services.

### **Changing Majors**

A student who wishes to change his or her declared major, must complete the major declaration process for the new major and also complete the “dropping a major” process described above.

### **Declaring a Special Major**

Any student may also choose to design a special major. Approval for proposed special majors for B.A./B.S. students must be granted by the Curriculum Committee. The B.L.S. Committee reviews special majors proposed by B.L.S. students (see also [MAJOR, SPECIAL PROGRAM.](#)).

## **MAJOR PROGRAM REQUIREMENTS.**

(See also [DEGREES](#); [DEGREE REQUIREMENTS](#); [MAJOR-CONSTRAINTS UPON](#); [MAJOR DECLARATION](#); [MAJOR, SPECIAL PROGRAM](#); [MAJORS, DOUBLE.](#))

Each student is required to complete a major program. He or she may select a major (or majors) from the University’s offerings or may elect to plan a special major. The requirements for each major are printed in the *University Catalog* and may be revised when a new edition is printed.

For graduation, the minimum grade-point average required in the major program on UMW courses is 2.00 (C average). A minimum of one-half (1/2) of the credits required for the B.A./B.S. major program must be earned at UMW. A minimum of 15 credits required for the B.L.S. major program must be earned at UMW. A maximum of 60 credits in a single discipline can be counted toward the credits required for graduation.

If a student is completing two majors (double major), the two majors may have a maximum of 9 credits in common. Overlapping in excess of 9 credits will be deemed to constitute one special major program that must be approved by the Curriculum Committee (see [MAJOR, SPECIAL PROGRAM](#)).

## **MAJOR, SPECIAL PROGRAM.**

(see also [Curriculum Committee Materials and Special Majors](#))

This option allows a B.A./B.S. student in conjunction with his or her advisor, in lieu of a regular major program, to develop a major by selecting at least eight courses (30 to 40 credits) from two or more disciplines to form a coherent field of concentration. The student must also complete the required prerequisites for all courses included in the special major. Recent special major programs have been approved in Asian Studies, Creative Non-Fictional Writing, Cultural Studies: Africa and Latin America, Gender Studies in Journalism, Italian Studies, Linguistics, Planning and Design, and Women's Studies.

Any B.A./B.S. student interested in developing a special major program must apply to the Curriculum Committee, **after completing 28 credits but prior to completing 90 credits overall and 15 credits in the proposed special major program.** The approval of the Committee is required before a special major program can be undertaken. The Committee usually meets once per month during the academic year. Committee meeting dates, course grid forms, and instructions for requesting approval of a program are available in the Office of Academic Services or [online](#).

A BLS student interested in developing a special major must submit a degree plan to the BLS Committee before he or she accumulates 90 credits. The major must contain a minimum of 39 hours of credit, at least 21 of which must be in upper level (300 or 400-level) courses. The approval of the Committee is required before a student can complete a special major. The Committee meets once per month during the academic year. Requirements for the degree plan are available from the BLS Office and on the program's website. Once approved, the major program cannot be changed without the Committee's approval of a written request, with rationale, from the student and approved by the student's major adviser (see [DEGREE PLAN](#)).

### **NOTES:**

- **Courses taken to fulfill any Major Program requirement must be taken for graded credit. No course that is to be counted in the credits required for the Major Program may be taken on a pass/fail basis.**
- **A degree-seeking student must satisfy either the major program requirements listed in the *University Catalog* in effect at the time of major declaration OR any intact set of major requirements listed in a subsequent *University Catalog*. Unlike General Education requirements, Major requirements are determined by the semester of major declaration, not by the date of matriculation.**

## **MAJORS, DOUBLE.**

(See also [DOUBLE MAJOR](#).)

A student may choose to complete more than one major program. Since the choice of major program determines the degree granted, a student who completes a double major consisting of one major from the B.A. group and one major from the B.S. group must choose either the B.A. or the B.S. degree. **Only one degree will be awarded, but both majors will be noted on the permanent record.** In the case of double majors, the maximum degree of overlap permitted between the majors is **9 credits**.

## **MID-SEMESTER GRADE REPORTS.**

(See [GRADE REPORTS](#).)

## **MILITARY EQUIVALENT CREDIT.**

Mary Washington offers B.L.S. students college credit for learning gained in the U. S. military. The American Council on Education (ACE) has devised an annual Guide to the Evaluation of Educational Experience in the Armed Services which recommends semester-hour equivalents for most official military training schools, programs, and tests; UMW follows these recommendations, if applicable. There is a 30-credit maximum for military credits. Contact the Admissions office for the procedure to receive military credit.

## **MINOR DECLARATION.**

To allow students to gain expertise in an area beyond their major field of study, a student may elect to pursue programs of studies designated as minors. Minors are offered by departments and consist of no fewer than 15 and no more than 28 credits. At least three minor courses must be at the 300 - 400 level.

Individual courses may count for both a minor and General Education requirements. In the case of a major and a minor, the maximum degree of overlap permitted between the major and minor is two courses. In the case of two minors, the maximum degree of overlap permitted between the minors is two courses. No minor courses may be taken on a Pass/Fail basis. A student must earn at least a 2.0 grade point average in any minor. Information about specific minors can be obtained from the appropriate department. Students must take at least 9 credits in the minor at UMW. A student who intends to complete a minor must officially declare it by submitting a Minor Declaration Form. Students may not declare a minor until they have declared a major.

The minor is to be declared after the beginning of the Fall Semester 2010 and up to the last day to add a course in the semester of graduation. The student is responsible for declaration of a minor.

A student must be enrolled in a major discipline in order to complete a minor. A post-baccalaureate student may ALSO declare a minor, but cannot ONLY take a minor.

## **MUSIC, INDIVIDUAL INSTRUCTION AND ENSEMBLE.**

No more than 12 credits of individual instruction in music may be counted toward the credits required for a degree. No more than 10 credits of music ensemble courses may be counted toward the credits required for a degree.

# N

## **NON-DEGREE STUDENTS.**

Any student who has not been officially admitted into one of the University's degree programs is a non-degree student. Such students are eligible to register on the dates indicated on the Academic Calendar for courses on a space-available basis. Non-degree students are governed by the same academic regulations as degree-seeking students. Thus, academic credit may be denied for coursework when regulations such as prerequisites, overlaps, repeats, pass/fail, and course-sequencing are not followed. Non-degree students must be aware that, should they become degree-seeking students, only courses that have been taken for *graded* credit can be used to fulfill General Education and Major Program requirements. For a non-degree student to convert to degree-seeking status, the student must apply formally for admission to the University.

# O

## **OVERLOAD.**

(See [FULL-TIME STUDENT](#).)

# P

## **PART-TIME STUDENTS.**

Students taking fewer than 12 credits during a semester are considered part-time. Part-time students may be degree-seeking or non-degree-seeking. Students living in residence halls and students participating on NCAA teams must secure special written permission to reduce their course load to below 12 credits (see [FULL-TIME STUDENT](#), “Underload”).

## **PASS/FAIL OPTION.**

A student may take one course each semester, or during a complete summer session, on a pass/fail basis, up to a maximum of eight pass/fail courses. B.L.S. students may take a maximum of 20% of courses (electives only) on a pass/fail basis. For such courses a grade of PA (pass) or FA (failure) is recorded; a grade of PA does not affect the grade-point average, but **a grade of FA counts the same as an F** in a graded course and will lower the grade-point average. Performance required to “pass” in a pass/fail course is the same as the performance required to “pass” in a graded course – i.e., D or better.

**Courses taken pass/fail can be used only for *elective* credits; they *cannot* be used to fulfill Major Program or General Education Goal requirements or General Education Across-the-Curriculum requirements. Students should be careful about using the pass/fail option before choosing a major.**

A student may take up to one pass/fail and two satisfactory/unsatisfactory courses in the same semester.

The decision to take a course pass/fail must be made no later than the deadline to withdraw from individual courses. If the decision is not made at registration, the student must go to the Office of the Registrar by the deadline to withdraw from individual courses to change a course from graded to pass/fail or from pass/fail to graded credit.

Before electing to use the pass/fail option, a student should consider its effect on the opportunity to earn *academic awards, honors, and distinctions*, for these are determined, in part, on the basis of a specified minimum number of graded credits earned, excluding pass/fail and satisfactory/unsatisfactory credits (see [HONORS](#).).

## **PHYSICAL EDUCATION**

No more than two physical education (PHYD) credits in a single semester or entire semester session (all terms), and no more than 8 PHYD courses in all may be used to satisfy the minimum number of credits (120) needed to graduate.

## **PORTFOLIO, LIFE/WORK.**

Through submission of a portfolio, B.L.S. students can receive up to thirty academic credits for learning achieved through life experiences. Students planning on submitting a portfolio must first take BLST 101, Portfolio Development (1 credit; pass/fail). Portfolio credit is considered transfer credit and can count toward Major Program and General Education requirements or as elective credits.

## **POST-BACCALAUREATE MAJOR.**

(See [SECOND DEGREE; POST-BACCALAUREATE MAJOR](#).)

## **PREREQUISITES.**

A prerequisite for a course is the required preparation for that course. If course 101 is specified as a prerequisite for course 102, then course 101 must be successfully completed (passed) before the student takes course 102. Before registering each semester, students should check the current prerequisites list in the official online list of courses in Banner for the semester in which the course is taken. No course may be taken for credit that is prerequisite or introductory to a **course** that has been successfully completed.

## **PREREQUISITES, PERMISSION TO TAKE A COURSE OUT OF SEQUENCE.**

Students seeking permission to take a course out of sequence **MUST** obtain permission of the course instructor, the department chair, and approval of a dean from the Office of Academic Services **prior** to registration. Permission is noted on a form available at Academic Services.

## **PRESIDENT'S LIST.**

(See also [HONORS](#).)

A student carrying at least 12 graded credits of new coursework on which quality points may be computed and who attains a grade-point average of 4.00 on all work taken for graded credit in a semester will be placed on the President's List of Honor Students. Decisions for the printed President's List are based on a student's record as it stands at the official close of the semester grading period. A temporary grade (I or G) will postpone consideration for the President's List; however, once this grade is converted to a permanent letter grade, the student's GPA will be calculated and, if appropriate, a President's List notation will be made on the student's permanent record.

## **PROBATION, SUSPENSION, AND DISMISSAL, ACADEMIC.**

All University of Mary Washington students are expected to make satisfactory academic progress by maintaining a 2.00 overall cumulative UMW GPA, the standard required for graduation. Students who fall below a 2.00 overall cumulative UMW GPA after the fall or spring semester are in academic jeopardy and are subject to the University's probation, suspension, and dismissal policy.

The purpose of probation, suspension and dismissal is to warn students that they are not doing satisfactory work, to stimulate them to improve their performance, or, finally, to serve notice that the institution does not choose to allow them to continue because there is little or no likelihood of their finishing successfully.

Evaluation of academic standing is based on two factors: the number of attempted credits and the minimum overall cumulative GPA. For both full-time and part-time students, the number of credits is calculated by adding the UMW GPA hours to the AP credit, IB credit, CLEP credit, Cambridge credit, and transfer credit hours. The minimum overall

GPA is calculated on UMW graded credits attempted. (Grades of PA, SA, UN, and W are not considered in calculating the UMW GPA.)

### **Probation**

A student is placed on probation whenever the student's overall cumulative UMW GPA falls below 2.00. Students on probation who achieve an overall cumulative UMW GPA of 2.00 or higher after the fall or spring semester will be removed from probation. Any student previously on probation whose overall cumulative UMW GPA falls again below a 2.00 will be returned to probation. As appropriate, a notation of the student's probation status is entered on the student's permanent record. **A student placed on academic probation is advised to consult with his or her faculty advisor and a dean from the Office of Academic Services no later than the first week of the ensuing semester. A student placed on "academic probation" may continue to participate in any extracurricular opportunities offered by the institution except those activities that require a specific GPA threshold. Students on probation at the conclusion of the spring semester who attend summer school and raise their GPA above 2.00 will not be removed from probation. Academic actions are done only after spring and fall.**

### **Suspension/Dismissal**

Students who do not make satisfactory progress (please see chart below) while on probation will be suspended/dismissed. No student can be suspended after only one semester at the University; a period of probation of at least one semester duration will always precede suspension/dismissal action. As appropriate, a notation of the student's suspension/dismissal status is entered on the student's permanent record. A suspended student may not register for any classes at UMW (semester or summer) until his or her term of suspension expires. However, a student under first suspension may enroll in UMW's summer school after consultation with a dean from the Office of Academic Services. A dismissed student is ineligible to obtain a degree from UMW or to continue enrollment in courses offered by the University.

The academic records of all students on probation are subject to review for academic suspension/dismissal at the conclusion of both the fall and spring semester. All students on probation must have met the appropriate minimum overall cumulative UMW GPA, based upon their number of credits (including AP, IB, CLEP, Cambridge, and transfer credits as well as all UMW attempted GPA hours). Students cannot be evaluated for a second suspension until they return from a first suspension as either a full-time or part-time student during the fall or spring semester. All students on probation who have not achieved the requisite minimum overall cumulative GPA at the conclusion of each fall or spring semester will be suspended/dismissed, according to the following terms:

Number of Attempted Credits	Minimum Overall Cumulative GPA
12-30	1.60
31-45	1.80

46-60	1.90
61-122+	2.00

### **First Suspension**

One-semester suspension. Appeals reviewed by the Committee on Academic Standing. The student will be ineligible to attend the subsequent semester, but he or she would be eligible to return for the semester following the semester away from the University. However, a suspended student would be eligible to attend UMW's summer school after consultation with an advisor from Academic Services. If a suspended student's GPA meets the Minimum Overall Cumulative GPA at the end of the summer session, that student will be automatically reinstated. Any student placed on suspension may appeal his or her suspension to the Committee on Academic Standing. (See Reinstatement after Suspension below.) The first suspension notation remains on the student's academic record.

### **Second Suspension**

Two-semester suspension. Appeals reviewed by the Committee on Academic Standing. The student suspended after the spring semester will be ineligible to attend the subsequent summer session, fall semester and spring semester; but he or she would be eligible to return for the following summer term and/or fall semester. A student suspended after the fall semester will be ineligible to attend the subsequent spring semester, summer session and fall semester but he or she would be eligible to return for the following spring semester. Any student placed on suspension may appeal his or her suspension to the Committee on Academic Standing. Students cannot be evaluated for a second suspension until they return from a first suspension as either a full-time or part-time student during the fall or spring semester. (See Reinstatement after Suspension below.)

### **Reinstatement After Suspension**

A first-time suspended student will be automatically reinstated if the overall cumulative GPA meets the stated minimum after attending UMW's summer school. A first-time or second-time suspended student who wishes to re-enroll must indicate to the Committee on Academic Standing, in writing, that he or she intends to return to the University at the conclusion of his or her suspension period. Guidelines for petitioning the Committee are available in the Office of Academic Services or online at Academic Services' web site. The student's reinstatement petition must be received in the Office of Academic Services by February 15 to participate in advanced registration for the fall semester (or summer session) or by September 15 to participate in advanced registration for the spring semester. Letters must be received by the Thursday following the last day of classes in the fall for spring re-enrollment, or in the spring for summer/fall re-enrollment.

### **Table of Deadlines for Reinstatement:**

Deadline for application to be considered	February 15
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for advanced registration for fall semester

Deadline for application to be considered Thursday after last day of classes in spring  
for re-enrollment for fall semester

Deadline for application to be considered September 15  
for advanced registration for spring  
semester

Deadline for application to be considered Thursday after last day of classes in fall  
for re-enrollment for spring semester

The Committee on Academic Standing will then extend a reinstatement contract to the student, who, on formally accepting the contract, will be assured continuance and permission to enroll in courses at UMW during the semester(s) specified by the Committee. Students who do not return in the specified semester(s) must reapply to the Committee. A student returning from suspension after the end of the spring semester is eligible to take courses during the subsequent summer (see [Readmission/Reinstatement](#)).

***NOTE: Courses taken at other institutions while a student is on suspension (academic, disciplinary, or honor) from UMW are not accepted by UMW for transfer credit and will not fulfill any degree requirement. Prior permission for future transfer coursework is automatically revoked when a student is suspended/dismissed.***

### **DISMISSAL - PERMANENT SUSPENSION**

No appeal to the Committee on Academic Standing possible. A dismissed student is ineligible to obtain a degree from UMW or to continue enrollment in courses offered by the University.

## Q

### **QUALITY POINTS.**

(See [GRADE-POINT AVERAGE](#).)

## R

### **READMISSION/REINSTATEMENT.**

(See also [PROBATION, SUSPENSION, AND DISMISSAL, ACADEMIC](#).)

Any UMW degree-seeking student who remains enrolled each semester, without interruption, is considered a *continuing student*. The student maintains this status by completing Advance Registration each semester through the Office of the Registrar. Students with cumulative UMW GPA's of *at least 2.00* who interrupt their enrollment for only one or two consecutive semesters are still considered degree-seeking students.

### Readmission

Degree-seeking students who discontinue attendance for three consecutive semesters or more are no longer considered to be in a degree program at the University. Students who wish to return to study must reapply for admission if their last cumulative GPA was a 2.00 or better and if they were not on an approved Leave of Absence for each of the non-attending semesters. Students who do not return to study within one semester after the conclusion of their approved Leave of Absence are also no longer considered to be in a degree program at the University. Students may reapply for admission through the Office of Admissions.

Students seeking such readmission must submit transcripts of any academic work completed while not in attendance at the University of Mary Washington for evaluation and consideration of transfer credit. Previously earned UMW credits will also be reviewed for possible application to the current curriculum. Further, students who are readmitted must follow the graduation requirements and major requirements of the [Catalog](#) in force at the time of their readmission.

An undergraduate student who is seeking readmission to the University may choose to have all University of Mary Washington coursework that is at least seven academic years old not counted in the calculation of the GPA (see [BANKRUPTCY, ACADEMIC.](#)).

Students who have completed a B.A., B.S., or B.L.S. degree who are continuing their enrollment to complete a second *major* or to complete requirements for teacher licensure do not need to reapply for admission. However, students who are resuming attendance after completing one degree to complete a second *degree* must seek admission to the second degree program through the Office of Admissions (see [SECOND DEGREE; POST-BACCALAUREATE MAJOR.](#)).

### Reinstatement

Students who fall into any one of the following categories are neither considered degree-seeking students nor are they eligible to return to the University through the readmission process described above. Instead, they must be reinstated by the Committee on Academic Standing.

- Students *on academic suspension*.
- Students who have previously been required to serve a period of *suspension and who have never subsequently returned* to the University.
- Students with an UMW cumulative grade-point average *below 2.00* who have voluntarily interrupted their enrollment without a leave of absence.

All students who fall into one of the above categories must request reinstatement by petitioning the Committee on Academic Standing. The Committee on Academic Standing, a panel comprised of faculty and administrators, is appointed by the Provost. This committee considers appeals by students concerning the duration of academic suspension and has the authority to establish and enforce reinstatement contracts.

**Reinstatement of Students Returning from Military Service.** Students who withdrew from the University as a result of military deployment, mobilizations, or duty changes are entitled to return without having to re-qualify for admission so long as the student (a) returns after a cumulative absence of no more than five years, and (b) notifies the Office of Admissions of the intent to return to the University not later than three (3) years after the completion of the military service obligation. The student must provide the Office of Admissions with a copy of the military orders to substantiate the end of duty date.

### **Petitioning the Committee on Academic Standing**

To give the Committee time for review, the Office of Academic Services must receive written petitions from students by:

Deadline for application to be considered for advanced registration for fall semester	February 15
Deadline for application to be considered for re-enrollment for fall semester	Thursday after last day of classes in spring
Deadline for application to be considered for advanced registration for spring semester	September 15
Deadline for application to be considered for re-enrollment for spring semester	Thursday after last day of classes in fall

### **REGISTRATION.**

Continuing UMW students register for the next fall semester in March and April and for the following spring semester in November. The *Guide to Registration*, forms, and information about this advance registration procedure are made available prior to each registration period by the Office of the Registrar. The schedule of courses will be available online at the Registrar's website: <http://www.umw.edu/registrar/default.php>

Each student prepares for registration by planning his or her schedule, meeting with his or her academic advisor during the Advising Period, obtaining a Registration Pin Number (RPN) from the academic advisor. Students who are unable to locate their academic advisor should contact their advisor's department chair (see [COURSE CHANGE](#), and [SCHEDULE, COURSE](#)).

**NOTE: No RPN is needed for summer registration**

## **REINSTATEMENT.**

(See [READMISSION/REINSTATEMENT.](#))

## **RELEASE OF INFORMATION.**

(See [FERPA.](#))

## **RELIGIOUS HOLIDAY OBSERVANCE.**

Requests by students, whose religious observance precludes participation on specific days, to reschedule graded work will be honored. Graded work includes final examinations, scheduled tests, graded written assignments, graded laboratory projects, and graded oral assignments. Alternative dates will be set by consulting with the instructor or instructors and, if necessary, through consultation with a dean from the Office of Academic Services. It is the student's responsibility to make alternative arrangements as early as possible.

## **REPEATING COURSES.**

Students may repeat certain courses in which their original grades were C-, D+, D, F or FA. Although both the old grade and the new grade will be shown on the permanent record, the grade in the repeated course is the grade that determines the student's grade-point average and the amount of credit earned for the course. No additional credits will be earned for repeating courses for which credits have already been earned (courses in which a grade of C-, D+, or D was recorded).

*Note: The University of Mary Washington does not guarantee that courses will be available in future semesters. When a course is no longer offered, another course will not replace the repeated course.*

Before registering to repeat a course, the student should verify that he or she is eligible to do so according to the restrictions listed below. Registration software may not block students from registering for courses when not eligible, but it is the student's responsibility to adhere to these guidelines regardless of the technical ability to register. Only courses repeated at UMW can improve the student's grade-point average. If a student repeats and passes (with a grade of C or better) a pre-approved transfer course at another institution that he or she failed at UMW, he or she will receive transfer credits, but the UMW record will still include the credits attempted (and therefore the grade-point average penalty) for the failed UMW course.

### **Restrictions on Repeating Courses**

- 1. No course may be repeated more than once.**
- 2. No more than three courses may be repeated in a single semester, with the entire summer session considered a single semester.**
- 3. No more than seven courses altogether may be repeated.**

4. **No course may be repeated that is prerequisite or introductory to an already successfully completed, higher-level course.**

## **RESIDENCE REQUIREMENT.**

A student who is a candidate for the B.A. or B.S. degree must earn at least **30 academic credits** at the University of Mary Washington as a degree-seeking student. At least **one-half of the B.A./B.S. major program** requirements must be earned at UMW, unless more are required by the major department. Students must take at least 9 credits *in the minor* at UMW. **In addition, at least 15 of the last 21 credits of the B.A./B.S. degree program must be completed at UMW.** (In other words, a B.A./B.S. student may take at another institution a maximum of 6 of the last 21 credits required for the Degree Program.)

A student who is a candidate for the B.L.S. degree must earn at least **30 academic credits** at the University of Mary. At least 15 credits in the B.L.S. major program must be earned at UMW.

# S

## **SATISFACTORY / UNSATISFACTORY GRADES.**

Physical Education courses and certain dance (DANC) courses that meet the B.A./B.S. General Education Goal 8 requirement are graded as either satisfactory (SA) or unsatisfactory (UN). No more than **two** credits of physical education (PHYD) courses may be taken in a single semester (or complete summer session). **A maximum of 8 credits** in physical education (PHYD) courses may be included in the credits required for graduation. A B.L.S. student may take a maximum of 6 PHYD credits toward the degree. A student may not take two sections of the same course in a semester, regardless of level. A student may take up to one pass/fail and two satisfactory/unsatisfactory courses in the same semester.

## **SCHEDULE, COURSE.**

Each student is responsible for his or her course schedule and any changes in it, such as adding, dropping, or withdrawing. **Failure to drop or withdraw from a course that the student is not attending will result in a final grade of F.**

All students should print a schedule of their classes after registering for their courses in Banner and each time they make any schedule change (add, drop, change to or from graded to pass/fail). It is very important for the printed schedule to be inspected carefully and for any discrepancy to be corrected by the student or reported to the Office of the Registrar for correction. It is the **responsibility of the student** to check that:

- all courses being taken are listed on the schedule;

- no course is listed for which the student did not intend to register;
- all course numbers, section numbers, and meeting times are listed accurately;
- any course being taken pass/fail is so noted on the schedule;
- any course being repeated is so noted on the schedule.

Banner maintains the permanent record of the student's schedule of classes.

## **SECOND DEGREE; POST-BACCALAUREATE MAJOR.**

A student who has earned a bachelor's degree from the University of Mary Washington and wishes to pursue further undergraduate work may either complete a *post-baccalaureate major* and have it noted on the permanent record (with the date of completion) or earn a *second degree* if it is **different from the first degree** (for example, a subsequent B.A. or B.L.S., if the first degree was a B.S.). Students may complete a post-baccalaureate minor only if they are completing a post-baccalaureate major or second degree.

### **Second Degree**

The student must apply for admission to the new degree program through the Office of Admissions and must earn at least 30 additional credits at Mary Washington after completion of the first degree. No more than 14 of these credits can be completed prior to matriculation for the second degree. The most appropriate 90 credits will be selected to count toward the second degree. The student must complete the major program and General Education requirements in the [University Catalog](#) in effect at the time of matriculation into the second degree.

A student who earned his or her first degree from another institution must enter Mary Washington as a transfer student, then complete the Major Program and General Education requirements of the second degree as defined in the [University Catalog](#) in effect at the time of matriculation into the second degree (see [TRANSFER CREDITS](#)).

### **Post-Baccalaureate Major**

A UMW student may choose to complete an additional Post-Baccalaureate major after graduation. If the student declared the additional major while an undergraduate student, and **IF** the student has not discontinued enrollment at UMW for more than two semesters, then the Major Program requirements printed in the [Catalog at the time of major declaration](#) may be used. A student returning after an absence of more than two semesters will be required to complete the Major Program requirements listed in the [University Catalog in effect at the time of re-enrollment](#). A student wishing to pursue a post-baccalaureate major must notify the Office of the Registrar in order to complete the Post-Baccalaureate application, declare a major, and meet with his or her advisor to plan classes. A B.L.S. student must also notify the B.L.S. Office for an application.

## **SENIOR CHECKSHEET.**

(See [CHECKSHEET, SENIOR](#).)

## **SPECIAL MAJOR.**

(See [MAJOR, SPECIAL PROGRAM.](#))

## **STUDY ABROAD.**

The Center for International Education (CIE) facilitates the development, support and implementation of study abroad programs. Students wishing to pursue a study abroad program for a semester, year, summer, winter or spring break, either faculty-led, UMW or non-UMW program, must follow CIE procedures in EagleNet and work with CIE to plan their program. In addition, students must also meet the eligibility requirements of UMW:

- Complete 12 credits at UMW and declare a major before studying abroad.
- Must have a minimum 2.0 GPA (most programs require a higher GPA).
- Transfer students must spend at least one semester in residence before studying abroad.
- Students on academic probation are not eligible to study abroad.
- Students must complete at least 15 of the last 21 credits at UMW. If you are abroad during the first semester of your senior year, you must take 15 or more credits in your final semester at UMW to meet the residency requirement.
- Students cannot study abroad the last semester of their senior year.

Prior to departure, students must submit a Course Approval Form to ensure transfer of credit. The student works with CIE, their advisor and departmental chairs to determine the most appropriate selection of courses. Coursework taken without prior approval will not be guaranteed transfer credit upon the completion of study abroad. Students are responsible for having the transcript from their study abroad program sent to CIE. Upon successful completion of their program, students work with CIE to integrate the experience abroad into the UMW academic community. Students should consult the Office of Financial Aid to determine how aid might apply to study abroad. All students studying abroad pay a \$300 study abroad fee per semester and a \$20 fee (per week) for summer, winter, or spring break programs.

### **UMW Programs**

At the time of departure for a UMW study abroad program, a student must not be on a second suspension. If a student is on a first suspension they are eligible to depart only after being advised by a dean in the Office of Academic Services.

## **SUMMER SESSION.**

The University offers a two-term summer session, each term being five weeks long. The full summer session is considered to be the equivalent of one regular semester with a maximum of 18 credits. Only one pass/fail course and two P.E. courses may be taken during the entire summer session.

## **SUSPENSION, ACADEMIC.**

(See [PROBATION, SUSPENSION, AND DISMISSAL, ACADEMIC.](#))

# **T**

## **TEACHER EDUCATION PROGRAM. (COLLEGE OF EDUCATION)**

The role of the Teacher Education Program is to help develop the competencies and dispositions necessary for successful teaching. Licensure programs are offered at the elementary level (grades preK-6), secondary level (grades 6-12), and in grades preK-12 for select fields.

Admission into the Teacher Education Program is by application, and before consideration a student must complete at least 12 credits at the University of Mary Washington with a grade-point average of 2.50 or better and have the consent of the faculty of the Department of Education. Undergraduate students interested in teaching must attend an Education Department group information session, several of which are held each semester. It is recommended that this be accomplished early in the University of Mary Washington experience since this is a requirement for acceptance into the introductory education course. Students who have indicated an interest in pursuing teaching credentials will be provided with a Department of Education Interest Form which should be completed and returned to the University of Mary Washington Education Department.

Transfer students who have a 3.25 GPA and have previously taken an education course at their previous institution may apply to take EDUC 203 or 204 their first semester at UMW. They should submit their application for EDUC 203/204 by May 1 for fall enrollment or December 1 for spring enrollment. Transfer students who do not submit applications by these deadlines or do not meet the above requirements may apply to take these courses along with other UMW students.

All students must attend a Group Information Session prior to enrolling in EDUC 203 or EDUC 204.

The Elementary Teacher Education Program is a 5-year, M.S. degree program. Students who are accepted into this program will begin taking education courses as undergraduates and graduate with a bachelor's degree. They will continue in the University of Mary Washington Teacher Education Program for an additional year of coursework and field experiences to qualify for teacher licensure and for an M.S. in Elementary Education. Students wishing to consider teaching in elementary schools (grades PreK-6) may choose any major offered at Mary Washington as a base for their educational career. Students contemplating becoming elementary teachers must include courses in early American

history, geography, linguistics, literature, mathematics, a laboratory science sequence, and foreign language.

The Education Department offers undergraduate programs for licensure at the secondary level in the following areas: Biology, Chemistry, Computer Science, English, Earth Science, History and Social Science, Mathematics, and Physics. The department also offers undergraduate programs for licensure in grades preK-12 in the areas of Visual Arts, Foreign Language (French, German, Latin, and Spanish), and Theatre Arts. Students preparing to teach in any of the secondary or preK-12 licensure areas must have majors in the subjects they wish to teach.

Only the specific education courses required for one approved teacher licensure program may be counted in the 120 credits required for a B.A./B.S. or B.L.S. degree. A student not working toward teacher licensure may count a maximum of 12 credits in education courses toward degree requirements. A student completing Education 440 Supervised Teaching (9 credits) should be aware that a maximum of 12 credits (combined total) in supervised teaching and internships may count toward required undergraduate degree credits.

All teacher education programs at the University are approved by the Virginia State Department of Education, the State Council of Higher Education of Virginia and the National Association of State Directors of Teacher Education and Certification. Virginia has reciprocal agreements with many states that accept Virginia requirements for teaching credentials.

## **TRANSCRIPT, ACADEMIC.**

The Academic Transcript is a detailed, semester by semester record of coursework, academic standing, major declaration and disciplinary actions. Included is a compilation of all UMW courses attempted by the student as well as all transfer credit and examination credit accepted into the student's UMW program. The transcript includes a semester by semester record of course grades, total earned credits and the semester and overall GPA.

The official academic transcript is prepared under the seal of the University as an official UMW document. A student must request it from the Office of the Registrar. The unofficial transcript is available in Self-Service Banner and students are able to access it on line.

## **TRANSFER CREDITS.**

A maximum of 90 credits will be accepted as transfer credits and counted toward a UMW degree. Also, no more than one-half (1/2) of the credits required for the B.A./B.S. Major Program can be transfer credits; B.L.S. students must earn at least 15 credits in their Major Program through UMW coursework. The UMW Residence Requirement allows a maximum of six (6) transfer credits to count among the last 21 credits credited toward the UMW B.A. or B.S. degree.

Grades earned in transfer work do not affect the student's UMW grade-point average. However, transfer credits are counted as completed credits toward graduation, and thus affect all decisions regarding probation, suspension, and dismissal. A student may request the permanent deletion of transfer credits from his or her record at any time *except* when he or she is on academic suspension or after academic dismissal.

All questions regarding transfer credit awards should be directed to the Office of the Registrar.

### **Transfer Credit through Examination.**

The University offers transfer credit through the following examination programs.

- **Advanced Placement (AP).** (See [ADVANCED PLACEMENT](#) for details.)
- **College Level Examination Program (CLEP).** (See [COLLEGE LEVEL EXAMINATION PROGRAM](#) for details.)
- **International Baccalaureate (IB).** (See [INTERNATIONAL BACCALAUREATE](#) for details.)
- **Cambridge A-Level Examinations.** (See [CAMBRIDGE A LEVEL EXAMINATIONS](#) for details.)

It is the *student's* responsibility to have official examination scores provided to the University in a timely manner and in accordance with all deadlines established by the Office of the Registrar. Failure to do so may result in no UMW credit being awarded.

### **NOTES:**

- **AP, IB, Cambridge and/or CLEP credits will be forfeited and removed from the record if the equivalent course or courses are completed at UMW or another institution (and transferred into UMW for credit).**
- **AP, IB, Cambridge and/or CLEP credits are counted as completed credits toward graduation, and thus affect all decisions regarding probation, suspension and dismissal.**

### **Transfer Credit from Other Institutions.**

The University considers awarding transfer credits from other accredited institutions on two conditions: (1) the institution's accreditation is recognized in the directory *Accredited Institutions of Postsecondary Education* published by the American Council on Education (credits from international institutions will be considered on a case-by-case basis), and (2) the credits are for graded courses which are deemed appropriate for a liberal arts and sciences degree. Regulations governing the consideration of courses for transfer credit vary according to whether the credits are transferred **BEFORE** or **AFTER** matriculation.

### **BEFORE Matriculation.**

As a rule, transfer credit is given for courses of the same type (liberal arts courses), on the same level, and under the same guidelines as University of Mary Washington courses. Courses for which transfer credit is awarded must neither overlap nor repeat those that the student takes at the University, and a grade of C (2.00) or better must be earned. Previously awarded transfer credits will be forfeited and removed from the UMW record if the equivalent coursework is later completed at UMW or another University. Approved transfer credits can count toward the Major Program or General Education requirements, and can be scored as elective credits.

After an official transcript has been received by UMW and evaluated, a student will be notified of the transfer credit that can be counted toward a University of Mary Washington Bachelor of Arts or Bachelor of Science degree or a Bachelor of Liberal Studies degree. Students who wish to have their transfer credit award *re-evaluated* should contact the Office of the Registrar to make a specific re-evaluation request.

*No* UMW credit will be awarded for any transfer work for which UMW has not *received* official transcripts by the following *deadlines*:

- *By November 15* of the first semester of UMW enrollment.
- *By April 15* of the first semester of UMW enrollment.

### **AFTER Matriculation.**

A student at the University of Mary Washington who wishes to earn transfer credit at another University (e.g., during summer school) must secure written permission from the Office of the Registrar **before registering for the course**. Transfer credit will only be awarded for courses *completed* within the semester for which approval has been granted by the Office of the Registrar. Approved transfer credits can count toward the Major Program or General Education requirements, and can be scored as elective credits. A student wishing to apply for transfer credits for courses for the academic major must submit a pre-approval form, signed by the department chair, to the Registrar's Office. This form is available in the Registrar's Office or online via the Registrar's web page.

The *student* seeking transfer credit is responsible for seeing that an official transcript, complete with the final grades for requested coursework, is *received* by UMW.

*No* UMW credit will be awarded for any transfer work (including all pre-approved transfer work) for which UMW has not *received* official transcripts by the following *deadlines*:

- *By November 15* for spring and summer courses taken in the same calendar year.
- *By April 15* for fall courses taken in the previous calendar year.

If the official transcript from the other institution is received by UMW by the appropriate deadline, the pre-approved credits on which the student has earned a grade of C (2.00) or

better, will be recorded on the student's permanent record at The University of Mary Washington

The one exception to this policy is English 101, Composition. Three hours of transfer credit will be considered Writing Intensive elective credit if two transfer courses are considered equivalent to English 101 or if a student earns a grade in English 101 at UMW after receiving transfer credit for one course equivalent to English 101. There is *a limit of six, 100-level English composition credits* that can be applied to the graduation requirement of 120 credits.

### **Deletion of Transfer Credits**

Transfer credits (AP, IB, Cambridge, CLEP, and credits transferred from other institutions) are counted as completed credits toward graduation, and thus affect all decisions regarding probation, suspension, and dismissal. A student may request the permanent deletion of transfer credits from his or her record at any time except when he or she is on academic suspension or after academic dismissal. The request must be made in writing to the Offices of Academic Services (B.A./B.S.) or the B.L.S. Office (B.L.S.).

# U

## **UNDERLOAD.**

(See [FULL-TIME STUDENT](#).)

# V

# W

## **WITHDRAWAL FROM A COURSE.**

(See Deadlines in [COURSE CHANGES](#).)

## **WITHDRAWAL, ADMINISTRATIVE.**

When the withdrawal of a student from a semester is required by action of the Honor Council or as a result of official administrative action, such involuntary withdrawal is

termed Administrative Withdrawal. The student is given instructions when such action is taken. A student thus expelled is not eligible for readmission.

## **WITHDRAWAL FOR A TERM, VOLUNTARY.**

Regardless of the date, students who wish to drop or withdraw from all of their courses are voluntarily withdrawing from study for that term. Ceasing to attend classes does not constitute a withdrawal and may result in failing grades as well as additional charges. Such withdrawals must be completed by the last day of class for the session or term. If students have received grades in a completed session of the term, they are not eligible to withdraw. In this case, students may drop courses registered for in the upcoming session;

However, they are subject to drop policies for the courses, and grades received for courses in completed sessions will be recorded as part of the student's permanent academic record for the term.

Students must complete a withdrawal form and obtain the required approvals. A student who fails to withdraw properly may incur additional charges and may receive failing grades. Students are fully responsible for all outstanding charges on their accounts. Students will not be permitted to return to the University or register for courses until their account is cleared. Students living in the residence halls must vacate their rooms if they withdraw for the term.

A degree student who withdraws may return to study within three terms, without applying for readmission to the University, if the student's cumulative grade-point average is 2.0 or higher, the student's account is in good standing, and all other obligations to the University have been met. If a student withdraws with a cumulative GPA under 2.00 and does not take a [Leave of Absence](#), the student must appeal to the Committee on Academic Standing for reinstatement. If a student is withdrawn for more than three consecutive terms, the student must apply for readmission. Information on readmission is available in the [readmission/reinstatement](#) section. Any refunds due at the time of withdrawal are based on the refund schedule for the term published in the University's Guide to Registration. Such withdrawals are noted on the student's permanent record.

No regular grades will be recorded for the semester or summer session term; however, withdrawal notations will be made on the student's permanent record.

**A student who withdraws under accusation of an honor offense is not eligible to re-enroll at the University for *any* subsequent coursework.**

Fee adjustments are based on the official date of the withdrawal, which is the date that the withdrawal form, *with all required clearances*, is received in the Office of the Registrar (see "Refund of Fees" and "Withdrawal Charges" in the [University Catalog](#)).

## **MILITARY ACTIVATION AND WITHDRAWAL FROM THE TERM.**

Students who are in military service (active duty, reserves, of National Guard) and will be unable to complete the courses in which they are enrolled because of a military deployment, mobilization, or change in duty assignment may withdraw from all courses as of the effective date on their military orders. Students should contact the Office of the Registrar in order to process the course withdrawals, and a copy of the military orders must be provided as documentation. Students withdrawing in this manner will receive a full refund of all tuition and fees and pro-rated refunds for dining or housing contracts. Textbooks purchased from the UMW Bookstore may be returned to the University Store for credit in accordance with the UMW textbook return policy. For withdrawals occurring beyond return policy end date, students should bring books to the Bookstore for the best available buyback prices.

### **WITHDRAWAL FROM THE UNIVERSITY.**

Students who discontinue attendance for three consecutive semesters or more (including a term in which the student withdrew from the University) are no longer considered to be in a degree program at the University and are withdrawn from the University. Students who wish to return to study must reapply for admission following the process described in the section on readmission/reinstatement.

**X**

**Y**

**Z**

## APPENDIX A

Reminder List for Students Seeking a Bachelor of Arts or Bachelor of Science Degree Who Matriculated in Fall 2008 or later.

The final responsibility for meeting specific requirements for a degree rests entirely with the student. The following is a brief reminder list; for details and other requirements, consult [the \*Dictionary of Academic Regulations\*](#)<sup>2</sup>, the official online list of courses in Banner for the semester in which the course is taken, the [Guide to Registration](#), and the [UMW Undergraduate Academic Catalog](#).

### REQUIREMENTS

1. A Degree Application (with correct completion and diploma dates) filed in the Office of the Registrar during the second semester of the junior year by the announced deadline.
2. An officially declared and successfully completed Major Program.
3. Departmental approval of the Major Program, evidenced by a Senior Checksheet/Degree Verification completed and signed by the student and the major advisor, on file in the Office of the Registrar by announced deadlines for summer, fall, or spring completion.
4. At least 120 valid credits earned.
5. At least a 2.00 grade-point average in the Major Program (UMW coursework) and at least a 2.00 cumulative grade-point average for all UMW coursework.
6. Successful completion of all General Education Course Requirements, including Speaking Intensive (two courses) and Writing Intensive (four courses).
7. No more than two physical education (PHYD) credits in any single semester or entire summer session (all terms), and no more than 8 PHYD credits in all.
8. Completion of outcomes assessment testing, as required.
9. No more than one pass/fail course per semester or entire summer session, and no more than 8 pass/fail courses in all. No more than two satisfactory/unsatisfactory courses per semester.
10. No more than 7 repeated courses. (Repeats are permitted only in courses in which the original grade was C-, D+, D, F, or FA.).
11. Pass/fail courses used only as general electives.
12. At least 30 credits earned at UMW as a degree-seeking student (not including physical education credits or credits earned as a special non-degree student).
13. Fifteen of the last 21 credits for the degree earned at UMW (or a maximum of 6 transfer credits in the last 21 credits taken.)
14. At least one-half of the Major Program required credits earned at UMW.
15. No more than 60 credits in any one discipline counted in the required 120 credits.
16. No more than 8 credits in theatre practicum (THEA 390).
17. No more than 8 credits in debate and/or communication consulting practicum (COMM 481, 482, 483, SPCH 470).
18. No more than 8 credits in ENGL 380.
19. No more than 4 credits in ENGL 480.
20. No more than 12 credits of individual instruction in music counted in the required 120 credits, and no more than 10 credits in music ensemble courses (orchestra, chorus, ensemble)
21. No more than 12 credits (combined total) in internship and supervised teaching.
22. No more than 12 credits in education (EDUC) courses counted for students not accepted into a specific teacher licensure program.
23. Only the specific education courses required for one approved teacher licensure program counted in the required 120 credits. Students pursuing elementary licensure may not count any secondary education courses; students pursuing secondary licensure may not count any elementary education courses. A student pursuing teacher licensure must apply and be accepted into a specific licensure program offered by the UMW Department of Education.

Call the Office of Academic Services, 654-1010, should you have any questions about the academic policies of the University.

## APPENDIX B

Reminder List for Students Seeking a Bachelor of Arts or Bachelor of Science Degree Who Matriculated after Fall 1997 and before Fall 2008.

The final responsibility for meeting specific requirements for a degree rests entirely with the student. The following is a brief reminder list; for details and other requirements, consult the [Dictionary of Academic Regulations](#), the official online list of courses in Banner for the semester in which the course is taken, the [Guide to Registration](#), and the [UMW Undergraduate Academic Catalog](#).

### REQUIREMENTS

1. A Degree Application (with correct completion and diploma dates) filed in the Office of the Registrar during the second semester of the junior year by the announced deadline.
2. An officially declared and successfully completed Major Program.
3. Departmental approval of the Major Program, evidenced by a Senior Checksheet/Degree Verification completed and signed by the student and the major advisor, on file in the Office of the Registrar by announced deadlines for summer, fall, or spring completion.
4. At least 122 valid credits earned.
5. At least a 2.00 grade-point average in the Major Program (UMW coursework) and at least a 2.00 cumulative grade-point average for all UMW coursework.
6. Successful completion of all eight General Education Goals.
7. Successful completion of the Across-the-Curriculum Requirements.  
Speaking Intensive: two courses  
Writing Intensive: four courses beyond ENGL 101 (or five courses if exempt from ENGL 101)
8. No more than two physical education (PHYD) credits in any single semester or entire summer session (all terms), and no more than 8 PHYD credits in all.
9. Completion of outcomes assessment testing, as required.
10. No more than one pass/fail course per semester or entire summer session, and no more than 8 pass/fail courses in all. No more than two satisfactory/unsatisfactory courses per semester.
11. No more than 7 repeated courses. (Repeats are permitted only in courses in which the original grade was C-, D+, D, F, or FA.).
12. Pass/fail courses used only as general electives.
13. At least 30 credits earned at UMW as a degree-seeking student (not including physical education credits or credits earned as a special non-degree student).
14. Fifteen of the last 21 credits for the degree earned at UMW (or a maximum of 6 transfer credits in the last 21 credits taken.)
15. At least one-half of the Major Program required credits earned at UMW.
16. No more than 60 credits in any one discipline counted in the required 122 credits.
17. No more than 8 credits in theatre practicum (THEA 390).
18. No more than 8 credits in debate practicum (SPCH 470, COMM 481, COMM 482, COMM 483).
19. No more than 12 credits of individual instruction in music counted in the required 122 credits, and no more than 10 credits in music ensemble courses (orchestra, chorus, ensemble).
20. No more than 12 credits (combined total) in internship and supervised teaching.
21. No more than 12 credits in education (EDUC) courses counted for students not accepted into a specific teacher licensure program.
22. Only the specific education courses required for one approved teacher licensure program counted in the required 122 credits. Students pursuing elementary licensure may not count any secondary education courses; students pursuing secondary licensure may not count any elementary education courses. A student pursuing teacher licensure must apply and be accepted into a specific licensure program offered by the UMW Department of Education.
23. All new B.A./B.S. degree-seeking students must demonstrate proficiency with information technology prior to graduation. Students who matriculate during or after fall 2007 are no longer required to meet this requirement.

Call the Office of Academic Services, 654-1010, should you have any questions about the academic policies of the University.

## APPENDIX C

### Reminder List for Students Seeking a Bachelor of Liberal Studies Degree For Students Matriculating Fall 2008 and Beyond

The final responsibility for meeting specific requirements for a degree rests entirely with the student. The following is a brief reminder list; for details and other requirements, consult the [Dictionary of Academic Regulations](#), the official online list of courses in Banner for the semester in which the course is taken, the [Guide to Registration](#), and the [UMW Undergraduate Academic Catalog](#).

### REQUIREMENTS

1. A Degree Application (with correct completion and diploma dates) filed in the Office of the Registrar one year prior to the anticipated graduation date.
2. Senior graduation check completed the semester before the planned semester of graduation.
3. An officially declared and successfully completed Major Program
4. B.L.S. Committee approval of a special major (and any later changes in the major) as evidenced by an approved degree plan and appropriate follow-up paperwork.
5. At least 120 valid credits earned.
6. At least a 2.00 grade-point average in the Major Program (UMW coursework) and at least a 2.00 cumulative grade-point average for all UMW coursework.
7. Successful completion of all General Education Distribution Area requirements.  
Quantitative Reasoning: 3 credits  
Natural Science: 4 credits  
Quantitative Reasoning or Natural Science: 3 credits  
Human Experience and Society: 6 credits  
Global Inquiry: 3 credits  
Arts, Literature & Performance: 6 credits
8. Successful completion of the Across-the-Curriculum Requirements.  
Writing Intensive: 9 credits  
Speaking Intensive: 3 credits
9. No more than 20% pass/fail courses in all, provided the courses are not transfer courses or general education/major courses.
10. Pass/fail courses used only as electives.
11. No more than 6 credits in PHYD.
12. No more than 8 credits in theater practicum (THEA 390).
13. No more than 8 credits in debate practicum (SPCH 470).
14. No more than 7 repeated courses (for courses in which the original grade was C-, D+, D, F, or FA). Only 2 repeats per semester.
15. At least 30 resident credits at UMW.
16. At least 15 major credits at UMW.
17. Minimum 30 semester credits earned through traditional classroom experience.
18. No more than 30 credits for a Life/Work Portfolio submitted within one year of successfully completing BLST 101 and before the maximum of 90 transfer credits reached.
19. No more than 30 credits total in alternative credit testing (i.e., DANTES, CLEP, etc.).
20. No more than 30 military-based credits.
21. No more than 12 credits (combined total) in internship and supervised teaching.
22. No more than 12 credits of individual instruction in music counted in the required 120 credits, and no more than 10 credits in music ensemble courses (orchestra, chorus, ensemble)

Call the Office of Bachelor of Liberal Studies, 654-1120, should you have any questions about the academic policies of the B.L.S. program.

## APPENDIX D

Reminder List for Students Seeking a Bachelor of Liberal Studies Degree For Students Matriculating Fall 2003 and before Fall 2008

The final responsibility for meeting specific requirements for a degree rests entirely with the student. The following is a brief reminder list; for details and other requirements, consult the [Dictionary of Academic Regulations](#), the official online list of courses in Banner for the semester in which the course is taken, the [Guide to Registration](#), and the [UMW Undergraduate Academic Catalog](#).

### REQUIREMENTS

1. A Degree Application (with correct completion and diploma dates) filed in the Office of the Registrar one year prior to the anticipated graduation date.
2. Senior graduation check completed the semester before the planned semester of graduation.
3. An officially declared and successfully completed Major Program
4. B.L.S. Committee approval of a special major (and any later changes in the major) as evidenced by an approved degree plan and appropriate follow-up paperwork.
5. At least 120 valid credits earned.
6. At least a 2.00 grade-point average in the Major Program (UMW coursework) and at least a 2.00 cumulative grade-point average for all UMW coursework.
7. Technology competence. Students who matriculate during or after fall 2007 are no longer required to meet this requirement.
8. Successful completion of all General Education Distribution Area requirements.  
English Competence: 3 credits  
Humanities: 3 credits  
Social Sciences: 3 credits  
Natural Science and Mathematics: 10 credits (at least 3 credits of math and 4 credits of lab science)  
Literature: 3 credits  
Western Civilization: 3 credits
9. Successful completion of all Across-the-Curriculum requirements  
Writing Intensive: 6 credits (not including English Competence)  
Speaking Intensive: 3 credits  
Cultural Difference: 3 credits
10. No more than 20% pass/fail courses in all, provided the courses are not transfer courses or general education/major courses.
11. Pass/fail courses used only as electives.
12. No more than 6 credits in PHYD.
13. No more than 8 credits in theater practicum (THEA 390).
14. No more than 8 credits in debate practicum (SPCH 470).
15. No more than 7 repeated courses (for courses in which the original grade was C-, D+, D, F, or FA). Only 2 repeats per semester.
16. At least 30 resident credits at UMW.
17. At least 15 major credits at UMW.
18. Minimum 30 semester credits earned through traditional classroom experience.
19. No more than 30 credits for a Life/Work Portfolio submitted within one year of successfully completing BLST 101 and before the maximum of 90 transfer credits reached.
20. No more than 30 credits total in alternative credit testing (i.e., DANTES, CLEP, etc.).
21. No more than 30 military-based credits.
22. No more than 12 credits (combined total) in internship and supervised teaching.
23. No more than 12 credits of individual instruction in music counted in the required 120 credits, and no more than 10 credits in music ensemble courses (orchestra, chorus, ensemble)

Call the Office of Bachelor of Liberal Studies, 654-1120, should you have any questions about the academic policies of the B.L.S. program.

## APPENDIX E

Reminder List for Students Seeking a Bachelor of Liberal Studies Degree For Students Matriculating Prior to Fall 2003

The final responsibility for meeting specific requirements for a degree rests entirely with the student. The following is a brief reminder list; for details and other requirements, consult the [Dictionary of Academic Regulations](#), the official online list of courses in Banner for the semester in which the course is taken, the [Guide to Registration](#), and the [UMW Undergraduate Academic Catalog](#).

### REQUIREMENTS

1. A Degree Application (with correct completion and diploma dates) filed in the Office of the Registrar one year prior to the anticipated graduation date.
2. Senior graduation check required the semester before the planned semester of graduation.
3. An officially declared and successfully completed Major Program with 39 credits earned with at least 20 upper-level credits.
4. At least 120 valid credits earned.
5. At least a 2.00 grade-point average in the Major Program (UMW coursework) and at least a 2.00 cumulative grade-point average for all UMW coursework.
6. Successful completion at least two Writing Intensive courses.\*
7. English Composition competence. (3 credits)
8. Technology competence for all B.L.S. students admitted as of Fall 2001.
9. Successful completion of all General Education Distribution Area requirements (English Competence, Humanities, Social Sciences, Natural Sciences and Mathematics, and Communication Arts..) 30-credit minimum.
10. No more than 20% pass/fail courses in all, provided the courses are not transfer courses or general education/major courses.
11. No more than 7 repeated courses. (Repeats are permitted only in courses in which the original grade was C-, D+, D, F, or FA.) Only 2 repeats per semester.
12. At least 30 resident credits at UMW to include UMW courses completed the summer and semester immediately prior to entering B.L.S. program
13. Minimum 30 semester credits earned through traditional classroom experience.
14. Departmental approval of the Major Program evidenced by an approved curriculum plan.
15. Curriculum plan completed and approved by B.L.S. Faculty Committee upon earning 70 semester hours of credit.
16. Curriculum plan submitted in approved format.
17. No more than 30 credits are awarded for a Life/Work Portfolio submitted within one year of successfully completing the Portfolio class and before the maximum of 90 transfer hours is reached.
18. No more than 30 credits total in alternative credit testing (i.e., DANTES, CLEP, etc.)
19. No more than 30 military based credits.
20. Transfer coursework must be approved by B.L.S. Office prior to enrollment. (Failure to obtain permission may result in non-credit.)

\*Starting with those students entering the B.L.S. program in the Fall of 1993, students entering with 60 or fewer transfer credits will have completed, prior to matriculation, two approved writing intensive courses or must complete two writing intensive courses at UMW. Students entering with more than 60 transfer credits will need to have completed, prior to matriculation, one writing intensive course or complete one at UMW. This applies only to B.L.S. students with confirmed admission dates of August 1993 or later provided there has not been a five-year interruption in enrollment at UMW.

Call the Office of Bachelor of Liberal Studies, 654-1120, should you have any questions about the academic policies of the B.L.S. program.

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