Manual of Academic Policies and Procedures

Issued
September, 2017

BY

Office of the Provost
This manual of the academic policies and procedures of the University of Hartford is designed to serve as an authoritative guide for actions taken by the faculty and by the administrative staff relative to academic matters.

The manual will be reissued periodically in order to facilitate the inclusion of new or revised policies. Should policy changes be approved for implementation between scheduled releases of the manual, these will be forwarded to appropriate parties by the Office of the Provost.

With authorization of the publication of this manual, there is established a procedure for its modification. Changes may be proposed by any faculty member or by any person involved in the administration of any academic matter under consideration. Before revision of the manual shall be authorized, the proposal shall have received the approval of the University Faculty Senate, of the Council of Deans, of the Provost, and of the President. (The two last-named officials shall have determined whether a proposed change has required approval of the Board of Regents or of its University Education Committee.

The Coordinating Committee for the Academic Manual, composed of representatives of the University Faculty Senate and of the Council of Deans, and chaired by the Provost, shall have no legislative authority, but shall function to coordinate consideration of proposals and shall, when differences become evident, attempt to negotiate consensus.

The management and distribution of the manual and of revisions shall be the responsibility of the Office of the Provost. Any question regarding the manual should be directed to that office.
UNIVERSITY OF HARTFORD

Proposed Changes in
MANUAL OF ACADEMIC POLICIES AND PROCEDURES

(Submit completed forms to the Office of the Provost)

I. TYPE OF PROPOSAL (Check One)
   □ Replacement – indicate portion to be replaced
   □ Addition – indicate where addition should be inserted

____________________________________________________________
____________________________________________________________
____________________________________________________________

II. TEXT OF PROPOSAL (use additional pages if needed)

____________________________________________________________
____________________________________________________________
____________________________________________________________

III. REASON FOR THE PROPOSAL

____________________________________________________________
____________________________________________________________

IV. SUBMITTED BY

Signature: ____________________________ Date: __________

Title or Position: ____________________________

V. APPROVALS

Secretary, Faculty Senate ____________________________ □ Yes □ No Date ______

Council of Deans ____________________________ □ Yes □ No Date ______

Provost ____________________________ □ Yes □ No Date ______

Revised 9/1/05
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I. ACADEMIC ORGANIZATION

The various academic units of the University of Hartford are united under a single Board of Regents, which is advised on academic matters by its University Education Committee.

As the University's chief administrative officer, the President is responsible for directing and coordinating all of its activities and services. The President is assisted by several Vice Presidents, each of whom is responsible for one or more of the major subdivisions on institutional activity. In academic matters that responsibility rests with the Provost.

The University maintains a central Office of Admission whose Dean coordinates all processes of selection of undergraduate degree candidates and is responsible for the overseeing of the initial evaluation of the advanced standing of transfer students.

The University Librarian directs and coordinates all library services, including those related directly to specific colleges.

The Center for Graduate and Adult Academic Services is, basically, an administrative device for coordinating the services of the various colleges of the University to the part-time, matriculated, and non-matriculated undergraduate and graduate student.

Academic records, reports, and transcripts are supervised by the Registrar, whose office also handles registration, scheduling, diplomas, and advisement regarding Selective Service, Veterans' Administration, and Immigration Services. In addition, the Registrar is responsible for coordinating the management of the Banner Student System.

Information Technology Services is an all-University service department providing data processing services to both the academic and administrative units of the University.

Media Technology Services provides equipment and services in the audio-visual fields.

The Office of Student Affairs coordinates co-curricular activities of various sorts and provides guidance services which aid and supplement the work of the faculty advisors.

Because of their independent existence prior to the formation of the University, the Hartford Art School and The Hartt School retain their Boards of Trustees which operate under, and are represented on, the Board of Regents. The administration of The Hartt School and the Hartford Art School is in the hands of their respective deans.

While the Colleges of Arts and Sciences; Barney School of Business; Education, Nursing and Health Professions; Engineering, Technology and Architecture; and Hillyer College; do not have Boards of Trustees, each has an advisory committee, council, or board, and each has an academic dean who is its chief administrative officer.

The Office of University College, headed by its director (in the Center for Graduate & Adult Academic Services), provides a wide range of services for non-matriculated and part-time students.

The Hartt Community Division, whose director is responsible directly to the Dean of The Hartt School, offers non-credit classes and private instruction in music to students of all ages.

Effective Date of This Revision: 9/1/95
Dates of Previous Revisions: 9/1/87, 9/30/93
The Provost and the deans of the colleges comprise the Council of Deans, through which they coordinate those administrative functions that are common to their colleges. The Council of Deans is chaired by the Provost.

The University Faculty Senate is composed of members of the collegiate faculties elected by their fellow faculty members in each college. Each college is entitled to two representatives plus representatives on a proportioned basis.

The prerequisites and functions of the University Faculty Senate are detailed in its constitution. The Senate elects, from among its membership, its chairperson, vice chairperson, secretary, and executive committee, and approves its chairperson's appointments to standing committees.

Actions of the various committees of the Faculty Senate, if they go beyond the bounds of previously approved academic policies or procedures, are transmitted to each other, to the Provost, and to the President (via the Provost). Either the Provost or the President may decide that a matter should be referred to the University Education Committee of the Board of Regents. The adoption of a proposal that alters the contents of this Manual will result in the issuance by the Provost of a notice of revision that will become effective on the date announced as part of the revision and that will be incorporated in the full Manual during its next regularly scheduled publication.

(Further details with respect to academic organization, including a delineation of the role of the department chairman, may be found in the Faculty Policy Manual.)
II. FACILITIES

A. Building Locations and Codes

1. The locations of the various buildings housing the University's academic activities and services are shown on the Guide to University of Hartford Campus, which follows this section.

B. Flexible Utilization

1. In order that the University may make the most efficient use of its space, all facilities that are not so constructed or equipped as to limit their use are available for whatever University purposes they can best serve.

C. Space Committee

1. The Committee on the Allocation of Space, appointed annually by the President and incorporating one member of the teaching faculty designated by the University Faculty Senate, is responsible for the general allocation of space and for receiving and acting upon requests for physical changes in any University space or for changes in its furnishings.

D. Procedures for the Allocation or the Alteration of Space

1. Academic deans or other administrative officers may request allocation of space by submitting to the committee, in writing, a specific indication of their requirements. (Any faculty or staff member may submit a request to the committee via the appropriate administrative officer.)

2. Requests for alteration of space or of furnishings should be submitted to the committee in writing, with a statement of reasons and, where appropriate, a simple pencil sketch, with dimensions.

3. Requests for major changes in the use of space from one function to another (e.g., a classroom to be converted to offices) should be submitted in the same way.

4. The committee is not concerned with periodic scheduling of classes or laboratory sessions, meetings, or public events that do not alter the set-up of the space used.

5. The University Scheduling Officer (under the direct supervision of the Registrar) is responsible for the scheduling of all academic classes, examinations, and other activities that are to take place in those spaces placed under the Scheduling Officer's control by the Committee. The Committee will consult periodically with the Scheduling Officer in matters regarding the University's need for academic space.

6. For reasons related to their special nature or use, the committee may place certain facilities not under the control of the University Scheduling Officer, but of some other person. The University Scheduling Officer is to be kept generally informed regarding the disposition of such facilities and may request permission to assign them for appropriate uses, when they shall not have been previously committed for their special purposes.
7. The Director of Facilities Planning and Construction will refer to the committee all requests for alterations in facilities or furnishings. The Director is not authorized to proceed with alterations without prior committee approval.

E. Policies and Procedures for Scheduling Special Events

1. Priorities and Safeguards
   a. Classes, examinations, and related academic activities have the highest priority.
   b. In order to allow the University Scheduling Officer to make changes to accommodate classes whose enrollment may have outgrown the rooms originally assigned, special events will not be scheduled in classroom spaces until the beginning of the third week of a semester.

2. Procedure in Scheduling Events
   a. University of Hartford events are to be arranged directly with the appropriate scheduling officer.
      (1) If the event is to be held in the Gengras Student Union and Campus Center (GSU) and the Konover Campus Center, arrangements are to be made via the Office of Student Affairs.
      (2) If other University facilities are desired, arrangements are to be made via the University Scheduling Officer. Should the desired space not be under the control of the Scheduling Officer, the Scheduling Officer shall contact the proper person and make the necessary arrangements.
   b. Events of non-University organizations should normally be arranged via the Gray Conference Center, who will make arrangements for facilities and will determine what fees, if any, are to be charged. The Director will also furnish maps and will arrange for food services, parking, etc., as needed.
      (1) University deans or officers may make arrangements for meetings of professional associations of which they are members, or arrangements on behalf of a member of the faculty who is a member of the association. The member is expected to be in attendance throughout the meeting. When appropriate, all special meetings should be open to University students, faculty, and staff.
   c. Conferences and Conventions
      (1) During the period when the University is not in regular session, so that our full-time students are not fully occupying our dormitory facilities, the University may accommodate conferences and conventions that include persons who live outside of the commuting area.
      (2) The Director of Conferences approves and coordinates such arrangements. No commitments should be made for facilities for conferences, conventions or workshops without the prior approval of the Director of Conferences.
3. Calendar of Special Events

Campus events are announced on the University Web site (http://www.hartford.edu/webnews), which is updated regularly by the Office of Communications.

F. Media Technology Services

1. The purpose of Media Technology Services (MTS) is:
   a. to provide faculty with instructional aids (audio/video and other) and related services.
   b. to coordinate on a University-wide basis all efforts pertaining to instructional aids.
   c. to plan both short- and long-range developments in this area.
   d. to coordinate the purchases of all equipment in this field, throughout the University.
   e. to take custody of and to maintain such equipment.
   f. to provide and train personnel for such services.
   g. to keep up with new developments, methods, and technology in the field of instructional aids.

2. Procedure for obtaining instructional aids
   a. All requests are to be directed to the general office of the MTS Department.
   b. The MTS Department has published a detailed manual that describes the equipment and services available and presents in detail the guidelines to be followed in requesting instructional aids.

G. Copy Shoppe

1. The University provides a wide variety of duplicating services designed to be of assistance to those requiring large numbers of copies of examinations, syllabi, reports, etc.

2. All materials to be copied should be prepared in clearly legible form and should be submitted, in advance of the date when they will be needed, to that office.

3. Normally, work can be completed within 24 hours of the time when it has been submitted. However, large projects should be scheduled with a longer production time, as should work submitted at peak workload periods, such as the beginnings of semesters and examination periods.

4. The cost of materials will be charged to the individual submitting the work, unless due authorization shall have been given for them to be charged to a specific University budget.

Effective Date of This Revision: 9/1/95
Dates of Previous Revisions: 9/1/87, 9/1/88, 5/31/90, 9/30/93
H. Library Services

1. The various library collections of the University constitute a coordinated, integrated system presently housed in several locations:
   a. The main collections are housed in Harrison Libraries in the Harry Jack Gray Center.
   b. Collections relating to music are housed in the Mildred P. Allen Memorial Library located on the first floor of Harrison Libraries.
   c. Collections supportive of programs at the Hartford College for Women are located in Butterworth Hall on the Asylum Avenue campus.
   d. Multimedia collections are located in Media Technology Services, located in Harrison Libraries.

2. The office of the Director of Libraries and Learning Resources, along with the offices of those providing acquisition and cataloging services, is located in Harrison Libraries.

3. The budget for the acquisition of books and other materials is administered by the Director of Libraries and Learning Resources in coordination with the Collection Development Committee. Library staff select new materials after appropriate consultation with faculty.

4. Library service hours are posted at the respective centers of operation and on the Library and Learning Resources Web site (http://library.hartford.edu). Announcement of such modifications as may be made at holiday and vacation periods will be posted well in advance.

5. To place a book on reserve, faculty members submit requests to the circulation department.

6. Open-stack access to the collections prevails generally. Exceptions include records, tapes, compact discs, rare materials, and videotapes.

7. Limits on the circulation of books and other materials may be imposed in accordance with the needs of courses.

8. Requests for inter-library loans may be submitted to Inter-Library Services, located in Harrison Libraries.

9. The Library Committee, composed of and chaired by faculty members, advises the Director of Libraries and Learning Resources regarding the operation of the library.
I. Bookstore

1. The University of Hartford Bookstore, located in the west wing of University Center, offers to faculty and staff members a 15 percent discount on books and a 20 percent discount on supplies. (Discounts are not applicable to such articles as candy, tobacco and toiletries.)

J. Food Services

1. The University's contract food service provides meals in the Gengras Student Union cafeteria, University Commons, and in the 1877 Club Restaurant in the Harry Jack Gray Center.

2. Persons wishing to arrange for the serving of meals or light refreshments to groups should contact the Food Services Manager, GSU. (Room reservations should first have been cleared as is indicated in Section E above.)
## BUILDING CODES USED IN THE SCHEDULE OF CLASSES PUBLISHED BY THE REGISTRAR

**Main Campus: Bloomfield Avenue**

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
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<tbody>
<tr>
<td>A</td>
<td>Beatrice Fox Auerbach Hall</td>
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<td></td>
<td>Barney School of Business</td>
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<td>ABR</td>
<td>Abrahms Hall</td>
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<td>BC</td>
<td>Biology Chemistry Building</td>
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<td>CC</td>
<td>Beatrice Fox Auerbach Computer and Administration Center</td>
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<td>D</td>
<td>Charles A. Dana Hall</td>
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<tr>
<td>DIST</td>
<td>Distance Learning</td>
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<td>E</td>
<td>East Hall</td>
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<td>F</td>
<td>Alfred C. Fuller Music Center</td>
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<td></td>
<td>The Hartt School</td>
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<tr>
<td>GSU</td>
<td>Gengras Student Union and Campus Center</td>
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<tr>
<td>H</td>
<td>Hillyer Hall (includes the Shaw Center)</td>
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<td></td>
<td>College of Arts and Sciences</td>
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<td></td>
<td>Hillyer College</td>
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<td>College of Education, Nursing and Health Professions</td>
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<td>HH</td>
<td>Hawk Hall</td>
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<td>HHOSP</td>
<td>Hartford Hospital</td>
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<td>HJG</td>
<td>Harry Jack Gray Conference Center</td>
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<td>HPAC</td>
<td>Handel Performing Arts Center</td>
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<tr>
<td>KON CNTR</td>
<td>Konover Campus Center</td>
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<tr>
<td>LIB</td>
<td>Harrison Libraries</td>
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<td>L/T</td>
<td>Lincoln Theater</td>
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<td>PR</td>
<td>Park River</td>
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<td>SBL</td>
<td>Sculpture Building</td>
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<tr>
<td>SBS</td>
<td>Sound Bridge School</td>
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<td>SJ</td>
<td>St. Joseph College</td>
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<td>SPCT</td>
<td>Sports Center</td>
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<tr>
<td>SRR</td>
<td>Slobodkina Reading Room</td>
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<tr>
<td>STFRAN</td>
<td>St. Francis Hospital</td>
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<tr>
<td>UC</td>
<td>University Commons</td>
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<tr>
<td>UT</td>
<td>United Technologies Hall</td>
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<td></td>
<td>College of Engineering, Technology and Architecture</td>
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<td>V</td>
<td>Visual Arts Center, Hartford Art School</td>
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<tr>
<td>W</td>
<td>Watkinson School</td>
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</table>

Effective Date of This Revision: 7/22/11

Dates of Previous Revisions: 9/1/87, 9/1/88, 5/31/90, 9/1/95, 8/18/05, 7/20/06, 9/1/09
III. ADDING, MODIFYING, AND ELIMINATING COURSES AND PROGRAMS; COURSE NUMBERING

A. Scope of Policy and Definition of Terms

1. Scope: this policy documents the steps to be followed to:
   a. add a new course to the University curriculum
   b. modify an existing course
   c. eliminate an existing course from the University curriculum
   d. institute a new academic program
   e. modify an existing program
   f. eliminate an existing program.
   g. suspend admissions to an existing program

   It also specifies the course cataloging and numbering system of the University.

2. Definition of Terms
   a. Academic program: an academic program possesses one or both of the following characteristics:
      1) a series or cluster of academic courses described as leading to a specific academic degree, certificate of completion, or area of competence designated as such in the official University transcript; or
      2) any set of administrative practices or procedures designed to relate courses to a specific group or category of persons who would be treated distinctly in regard to recruitment, admissions, instruction, grading, and/or certification (e.g. Executive MBA program).
   b. Course: a separate unit of instruction in a specified area or subject; may include one or more of the following modes of instruction: recitation, lectures, laboratory, performance, etc. A course is a component part of an academic program and is part of the permanent offerings of the University.
   c. Special topics course: a unit of instruction that is not part of the permanent curriculum of the University. Special topics courses may be offered for only two semesters, at which time they must become part of the permanent curriculum by following the procedures for course approval or they must be discontinued.

B. Course Additions, Modifications and Eliminations

1. Course modifications: for the purpose of this section, course modifications may fall into one of two categories:
   a. Significant modifications
   b. Minor modifications
2. Classifying modifications:
   a. The college initiating the modification classifies the modification as significant or minor in accordance with the guidelines outlined in Section B.3. and B.4 below.
   b. The Registrar's Office reviews the classification assigned by the College, sends a copy of the proposed modification and classification to the Chair of Faculty Senate of the Graduate/Undergraduate Curriculum Committee for review (i.e., the Undergraduate Studies Committee for courses at a level of 0-4, and the Graduate Studies Committee for courses at a level of 5-9), and refers questions concerning the classification to this Committee. The Registrar's Office then makes a final determination of the classification of the action in consultation with the College and Senate committee.
   c. The Registrar will consult with the chair of the appropriate Faculty Senate committee prior to classifying course number changes as either minor or significant.

3. Significant Modifications: Significant modifications of courses include:
   a. creation of a new course that is to become part of the permanent offering of the University.
   b. the change of a course from the special topics category to part of the permanent offerings of the University.
   c. a modification of the course content that changes the impact or philosophy of a course.
   d. a change in the number of credit hours for which a course is offered.
   e. the elimination of a course from the permanent offerings of the University.

4. Minor Modifications: Minor modifications include:
   a. creation of a special topics course.
   b. minor changes in a course description (such as grammatical changes).
   c. change of prerequisites.

5. Process: Accomplishing Course Modifications
   a. All requests for course modifications must be submitted on the appropriate form available from the Registrar's Office.
   b. Upon completion of their internal review processes, colleges submit these forms to the Registrar's Office.
   c. The Registrar's Office logs all proposed modifications and directs all forms to appropriate committees in a timely fashion. The Registrar's Office monitors the movement of modifications through the approval process and is responsible for
notifying the submitting college and department of the final decision regarding course modification proposals.

d. Significant modifications undergo a review process that begins with the Faculty Senate, continues through the Council of Deans, and concludes with the Provost; approval must be secured at each point. Modifications that are introduced at any point in this process must secure the approval of the preceding decision-makers; ordinarily, this may be done through informal consultation. If approval of modifications is not forthcoming, the proposed modification is regarded as denied.

e. Modifications to be included in the next edition of the University Bulletin must complete this process by February 1 of the year preceding the operative date of the Bulletin. Responsibility for ensuring that proposed modifications complete this process rests with the submitting college.

6. Courses that have been temporarily removed from the University Bulletin, and that have not been offered in ten (10) semesters (fall and spring), must be re-submitted on a curriculum change form (blue sheet) and go through the course approval process before they may again be offered and listed in the University Bulletin.

C. Program Additions and Modifications

1. Classifying Program Modifications:

   a. For the purposes of this section, program modifications are classified as either major or minor.

   b. The college proposing the change works with the Provost to obtain an initial classification in accordance with the guidelines outlined below. Early in its deliberations, the body considering a major program modification should inform the Provost of its intention to explore a major program modification. The Faculty Senate chair of the Graduate/Undergraduate Curriculum Committee may request that the committee review proposed classifications.

2. Major Program Modifications: major program modifications are those modifications which must secure approval of State accrediting bodies. Illustrations include the creation of a major program of study and substantive change in a major program of study (e.g., alteration of more than 25 percent of the curriculum).

3. Minor Program Modifications: minor program modifications are those that do not require approval by a body external to the University. Minor modifications include the creation or deletion of a minor, concentration or emphasis within a major program; alteration of less than 25 percent but more than three courses of the curriculum of a major program, concentration, or emphasis; or a significant change in administrative procedures, academic standards, or instructional methods as determined by the Provost.

Note: changes involving fewer than four courses are made by following the procedures for Course Modifications outlined in Section B.
4. Procedures:
   a. Proposals to modify academic programs must complete the following review process in the order indicated and secure approval at each point:
      1) Major modifications: Dean of the College, Faculty Senate, Council of Deans, Provost, Vice President for Finance and Administration, President, University Education Committee of the Board of Regents, appropriate State accrediting body.
      2) Minor modifications: Dean of the College, Faculty Senate, Council of Deans, and Provost.
   b. Proposals for minor program modification shall include at a minimum:
      1) a title of the program.
      2) a statement of purpose and the contribution of the program to the mission of the University and college submitting the proposal.
      3) a description of the location of administrative responsibility for the program within the University structure and a discussion of its relationship to similar and related programs within the institution.
      4) Projections of student demand, demand for graduates.
      5) a list of competing programs in the state and region.
      6) an estimate of incremental expenses and revenues attributable to the program and an estimate of the other resource reallocations such as faculty, equipment, library holdings, and support from other educational and support services.
      7) a description of any innovations or changes in administrative procedures, academic standards, or instructions that are involved.
      8) an implementation schedule.
   c. Proposals for major modification (i.e., those that must be approved by the President, University Education Committee, and State Board of Governors for Higher Education) must be submitted in accordance with guidelines available from the Provost.
   d. After classification of their proposals is complete, Colleges submit them to the Registrar's Office on forms available from the Office of the Provost.
   e. The Registrar's Office will log all proposals as they are received, route proposals to appropriate points in the review process, monitor their progress, and routinely report this to the submitting college.

Effective Date of This Revision: 9/1/01
Dates of Previous Revisions: 2/7/01, 9/1/95, 6/24/83, 6/7/86, 9/1/87
f. In order to be included in the next edition of the University Bulletin, a program change must complete all phases of the review process by February 1 of the year preceding the operative date of the Bulletin. Responsibility for ensuring that the proposed changes complete this process in a timely fashion rests with the submitting college.

D. Program Elimination, Suspension of Admissions, or Reinstatement of Admissions

1. Notification: When a major or degree program is under serious consideration for either elimination or one-year suspension of admissions to consider elimination, the Provost shall notify in writing the program's dean, chair/director, and faculty; the Council of Deans; and the Faculty Senate.

2. After notification has been received by the Faculty Senate and Council of Deans, the Provost will provide an explanation at the next regularly scheduled meetings of the Faculty Senate and Council of Deans.

   a. Ordinarily, within two regular academic-year calendar months of the explanation by the Provost, the Faculty Senate and Council of Deans, each, with written input from the program's chair, faculty and the college faculty will make a recommendation in writing to the Provost on the proposed action. Discussion regarding proposed program closures will take place at regularly scheduled college meetings and the college will provide a summation of the opinions expressed by faculty about the proposed action.

   b. If the Provost, Council of Deans, and Faculty Senate are all in agreement, the Provost, in cooperation with the program's dean and chair/director, will implement the decision.

   c. If there is not agreement in the final recommendations of these parties, the Provost will notify the President, and the President shall approve the action, not approve the action, or extend the review period. The Provost, in cooperation with the program's dean and chair/director, will implement the President's decision.

3. Temporary Suspension of Admissions

   In exceptional circumstances, and only after consultation with the program's dean, program's chair/director, and the chair of the Faculty Senate, the Provost may suspend admissions to a major or a degree program, ordinarily for no more than one year with the intention to reinstate admissions. The Provost shall immediately notify the program's dean, chair/director, and faculty; the Council of Deans; the Dean of Admission; and the Faculty Senate. When admissions are re-opened, the Provost shall notify the same parties.

E. Course Cataloging System

1. University of Hartford courses are identified by a three-position alphabetic subject area code (e.g., GER = German) called the “course code” and a three-position numeric code (e.g., 101) called the “course number.”

Effective Date of This Revision: 9/1/12
Dates of Previous Revisions: 2/7/01, 9/1/95, 6/24/83, 6/7/86, 9/1/87, 9/1/01
a. The alphabetic course code identifies the broad subject area of the course. A department may use several alphabetical codes to describe its courses. For example, the Foreign Languages and Literature Department may use the code "FR" to designate French courses and the code "GER" to designate German courses.

b. The numeric course code identifies the course level (e.g., undergraduate, graduate, etc.) of the course and is used as follows:

1) The first position identifies the course level as follows:
   a) OXX - A zero level course carries no academic credit. Its credit hour equivalent may be shown in parenthesis. If shown, this value is used in determining student time status (full-time or part-time) and in the fee assessment routine.
   b) 1XX - An undergraduate level course normally taken during the freshman year.
   c) 2XX - An undergraduate level course normally taken during the sophomore year.
   d) 3XX - An undergraduate level course normally taken during the junior year.
   e) 4XX - An undergraduate level course normally taken during the senior year.
   f) 5XX - A graduate level course intended primarily for graduate students but that is open to advanced undergraduate level students by special permission.
   g) 6XX - A graduate level course open to those approved for graduate study.
   h) 7XX - A graduate level course open to those approved for graduate study.
   i) 8XX - A graduate level course open to those approved for graduate study.
   j) 9XX - A graduate level course open to those approved for graduate study.

2) The number of the second and third characters of the course number is left to the discretion of the department except that the designations:
   a. X90-X99 are reserved for special topics courses. The course titles for special topics courses must always begin with the designation "ST," followed by the abbreviated course title.
b. Hyphenated course numbers designate a two-term course which must be taken in sequence.

c. Numbers separated by a comma indicate that either half of the course may be taken independently or that the sequence may be reversed.

2. Credit figures in parenthesis are used for courses that carry no academic credit, and thus are not used in calculating quality point averages or class standing. The figure in parenthesis is used only for determining credit hour load for the purposes of computing student time status and the tuition-per-credit cost for part-time students.
CURRICULUM MODIFICATION FORM - SIDE 1

Curriculum Change Form

Enter the required information.
At any time you may click Save Changes to save your changes. If you're required to complete page 2, click Next Page to save your form and continue to page 2. You may also click Cancel to quit this form without saving.

**Type of Change:**
- [ ] Course Code Change
- [ ] Course Title Change
- [ ] Course Credit Change
- [ ] Course Number or Code Change
- [ ] Course Level Change
- [ ] Other:

<table>
<thead>
<tr>
<th>Type of Change</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code Change</td>
<td>(Include old description)</td>
</tr>
<tr>
<td>Course Title Change</td>
<td>(Include old prerequisites)</td>
</tr>
<tr>
<td>Course Credit Change</td>
<td>Add or delete a Course Cross-Listing</td>
</tr>
<tr>
<td>Course Number or Code Change</td>
<td>Delete a Course Cross-Listing</td>
</tr>
<tr>
<td>Course Level Change</td>
<td>Special Topics Category Creation</td>
</tr>
<tr>
<td>Other:</td>
<td>Special Topics Course Offering (For a given term)</td>
</tr>
</tbody>
</table>

**Effective Term:**

**Effective Year:**

**Course Title for Banner:**

**Previous Course Title:**

[30 characters max., including spaces]

**Crosslist with:**

**Remove Crosslist:**

**School:**

**Department:**

**Credit Hours:**

**Previous Credit Hours:**

**Probable Instructor(s):**

**Course is part of what program(s):**

**Course(s) being replaced:**

(If deleting this course, a separate curriculum change form is required.)

**Co-requisite(s):**

**Previous Co-requisite(s):**

**Pre-requisite(s):**

**Previous Pre-requisite(s):**

**Lab Fee:**

- [ ] Yes

**Grading:**
- [ ] Letter
- [ ] Pass/No Pass
- [ ] Letter with Pass/No Pass Option

**Previous Grading:**
- [ ] Letter
- [ ] Pass/No Pass
- [ ] Letter with Pass/No Pass Option
- [ ] N/A

---

Effective Date of This Revision: 9/1/01
Dates of Previous Revisions: 2/7/01, 9/1/95, 6/24/83, 6/7/86, 9/1/87

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CURRICULUM MODIFICATION FORM - SIDE 2

Overlap - List any courses that are currently offered at the university that overlap content with this course. (Attach course descriptions and approval of appropriate administrators, e.g., chair, directors, etc.)

Overlap
Limit of 4000 Characters

Impact - Describe the impact of this course change on every program that requires this course. (Attach course descriptions and approval of appropriate administrators, e.g., chair, directors, etc.)

Impact
Limit of 4000 Characters

Justification for Change - Required for all changes

Justification for Change
Limit of 2000 Characters

Course Description - This should be exactly as it will appear in the University Bulletin. Include: Course code, number, title (credits), description, prerequisites, and Laboratory Fee (if required)

Course Description
Limit of 2000 Characters

Previous Course Description - Required if type of change is Course Description Change

Previous Course Description
Limit of 2000 Characters

Contact Person - Name/Phone/Email of person to contact if questions arise about the request. This person must attend Senate Curriculum Committee meeting when these is reviewed, or the form will be tabled.

Contact Person
Limit of 500 Characters
# PROGRAM REVIEW TRACKING SHEET

**UNIVERSITY OF HARTFORD**

Program Review Tracking Sheet

1. Proposed Action:  
   - [ ] Create New Program  
   - [ ] Revise Existing Program  
   - [ ] Delete program

2. Name of Program: ________________________________________

3. Program Level:  
   - [ ] Associate  
   - [ ] Minor  
   - [ ] Baccalaureate  
   - [ ] Concentration  
   - [ ] Masters  
   - [ ] Other ____________________________

4. School/College: ________________________________________

5. Unit Responsible for Delivery of Program if Different from item 4 (e.g., Dept., Steering Committee, etc.)

6. Effective Date (pending approval):  
   - [ ] Fall  
   - [ ] Spring  
   - [ ] Summer  
   - Year ______________

7. Brief Justification:  
   (attach additional sheets)

   ____________________________________________

   ____________________________________________

8. Submitted by:  
   Name ____________________________
   Department ____________________________
   Telephone Ext. ____________________________

9. Approvals:  
   - Department Chair ____________________________ Date: ______________
   - School Curr. Comm ____________________________ Date: ______________
   - Dean ____________________________ Date: ______________
   - Senate Committee ____________________________ Date: ______________
   - Senate Secretary ____________________________ Date: ______________
   - Council of Deans ____________________________ Date: ______________
   - VP Financial Affair ____________________________ Date: ______________
   - Provost ____________________________ Date: ______________

10. President:  
    - [ ] Approve  
    - [ ] Disapprove  
    - [ ] Not Required  
    (minor change see MAPP)  
    DATE: ______________

11. EDUCATIONAL POLICIES COMMITTEE:  
    - [ ] Approve  
    - [ ] Disapprove  
    - [ ] Not Required  
    (minor change see MAPP)  
    DATE: ______________

12. STATE BOARD FOR HIGHER EDUCATION:  
    - [ ] Approve  
    - [ ] Disapprove  
    - [ ] Not Required  
    (minor change see MAPP)  
    (Action Verified By) DATE: ______________

Effective Date of This Revision: 9/1/01
Dates of Previous Revisions: 2/7/01, 9/1/95, 6/24/83, 6/7/86, 9/1/87
IV. SCHEDULES

A. Schedule of Classes

1. The Schedule of Classes is published by the Registrar's Office prior to the beginning of each academic term.

B. Basic Patterns and Standards

   The University course schedule pattern is reprinted in the Appendix of this Manual of Academic Policies and Procedures. Changes to the University course schedule pattern must be approved by the Faculty Senate, the Council of Deans, and the Provost.

C. University Scheduling Officer

1. The person designated as University Scheduling Officer will be in charge of administering the basic patterns and standards.

2. The University Scheduling Officer will solicit from the respective academic deans indications of the courses that are to be offered in each session.
   a. Deans will be invited to indicate the maximum enrollment to be accepted in each section.
   b. The academic deans may also suggest times and places for the meeting of the respective classes.

3. The University Scheduling Officer will determine the location and the meeting time or times of each class section, taking into consideration:
   a. any request received from an academic dean.
   b. availability of space.
   c. optimum use of facilities.
   d. maximum availability of requirements and options, as indicated by the University catalog followed by each major group at each level.

   The University Scheduling Officer will be responsible for constructing and publishing schedules of final examinations.

D. University Calendar

1. A University calendar shall be published each year in the University Bulletin.

2. The ultimate responsibility for the determination of the University calendar shall rest with the President, who will receive suggestions from the Provost, the Calendar Committee, the Student Government Association, the University Faculty Senate, and others.

3. Holidays and recesses will be indicated in the annual University calendar.
4. The Calendar Committee is appointed annually by the Provost. This committee will have representation drawn from the faculty, students, and administration of the University. At least one member of the Committee will be a member of the University Faculty Senate. The Committee will formulate recommendations in this area for the consideration of the Provost and the President.

E. Cancellation of Classes

1. The person designated as University Cancellation Officer will be responsible for determining when, due to a snowstorm or to other conditions, a cancellation of classes and of other University events is justified.

   a. Decisions regarding cancellation will normally be made after consultation with the Director of Facilities and Construction and the Director of Public Safety.

   b. Notice of cancellation will be posted on the University Web site, available at the University main telephone number, and broadcast over the radio stations WTIC-AM & FM, WDRC-AM & FM, WRCH, WSAM, and WWUH-FM.

   c. Cancellation of day classes will normally be announced by 7:00 a.m., of late afternoon classes before 3:00 p.m., and of evening classes before 5:00 p.m.

   d. The University Cancellation Officer may also issue instructions on emergency transportation and parking for persons whose presence on the campus may be deemed necessary at a time when classes or other activities have been suspended.
Introduction

It is the policy of the University of Hartford to admit students of any race, creed, color, sex, age, national and ethnic origin, and handicap status to all the rights, privileges, programs, and activities generally accorded or made available to students at this institution. In accordance with this, the University of Hartford does not discriminate on the basis of race, creed, color, sex, age, national and ethnic origin or handicap status in the administration of its admission policies or procedures.

V. ADMISSIONS POLICY

A. Full-time Matriculated Undergraduate Students

1. The overall responsibility of the Office of Admission is to attract, accept, and enroll an agreed-upon number of new undergraduate students (freshmen and transfers) from among the best possible potential and actual candidates, while maintaining, as nearly as is possible, agreed-upon criteria for admission to each college.

In carrying out these responsibilities, the Office of Admission will take as its first task that of recruiting a core of superior students, making use where necessary of the University's privately supported scholarship funds, for the purpose of providing a leaven of quality that will enrich the academic experience of the entire student body.

Since so many factors must be considered in evaluating each applicant for admission, and the relative importance of some criteria vary considerably among the colleges, it is not appropriate to establish University-wide "standards" or "cutoffs" with respect to any single "traditional objective criterion," such as class rank or College Board scores. The latter present only a very limited perspective of each student. Acceptance to any college in the University of Hartford rests upon a reasonable expectation of success in that college.

Persons desiring to obtain information concerning the various college norms with respect to these criteria are invited to inspect the "University Fact Book" published annually by Institutional Research.

2. Many considerations enter into the decision to accept an applicant for admission. Though not comprehensive, the following list indicates the factors most frequently taken into account in evaluating the applicant's motivation and ability to benefit from a course of study here.

a. The applicant's record in light of the grading system (or other system for evaluation) used by the secondary school attended, and the accreditation, reputation, and particular competitive strengths of the school, if known.

(1) The academic program taken in secondary school and its relevance to the intended program of study at the college level.

(2) Relative strengths and weaknesses of the student's academic achievement in different subject areas and their relevance to the intended program of study.

(3) Extracurricular interests and achievements.
(4) Upward or downward changes in academic achievement in relevant subject areas over the years.

Particular attention is given to the most current level of achievement as in the cases of students who have demonstrated significant academic improvement, but perhaps not sufficient to change previous overall indices such as three-year grade point averages or class rank. The same consideration is given a "Fresh Start" applicant whose current level of academic achievement is indicative of future success even though past records of failure have not been obliterated.

(5) Relative standing of the student in comparison to other students in his graduating class (class rank), including the basis for calculation [i.e., "general" (all students - all courses), "academic courses only," "weighted rank," etc.].

(6) Special recognition, awards, or honors received for academic or extra-curricular achievement.

(7) Academic achievement in previous college study.

(8) Non-academic achievement as in the case of employment, military service, etc., in "mature adults."

b. Recommendations, comments, and evaluations by secondary school faculty, guidance counselors, and/or others.

c. Evaluations, impressions, and additional information obtained from personal interviews on or off campus.

d. Evidence of ability in chosen field of study, such as evaluations on criteria unique to the college of intended enrollment at the University (i.e., audition, theory, ear dictation, and musical aptitude tests for The Hartt School; portfolio, art problems, and interview for Hartford Art School, etc.).

e. Standardized test information, which should present SATs or ACTs and Achievement Tests but which may also include tests of differential aptitude, reading ability, "intelligence," etc.

f. Other considerations:

(1) Illness, handicaps, and other mitigating circumstances that may shed light on past records of achievement and further prospects for success and special needs.

(2) Special consideration is given to applicants for whom there is indication of future academic success but whose past cultural and socioeconomic backgrounds and environment have placed them at a disadvantage when evaluated by "traditional" indices.
(3) Other indications of "academic motivation."

(4) The applicant's personal statement, if provided, is evaluated for content and communicative ability.

(5) Applicant's choice of college and intended field of study.

g. Some students may wish to present additional criteria for the evaluation of their qualifications for admission. These may include (but are not necessarily limited to) the following:

(1) A portfolio of examples of expository writing submitted for regular course work during grades 11 or 12 of secondary school. These should be papers that have been submitted to and graded by the teacher. The grade level, teacher's name, and the academic subject for which the paper was written should be identified. (The Office of Admission may contact the teachers to determine the extent to which each piece of writing is typical of the student's usual performance.)

(2) An on-campus assessment interview in the Office of Admission.

(3) If there is sufficient demand for it, a special Saturday program may be arranged during which students will be asked to write on a general topic assigned by the Office of Admission. Personal assessment interviews and campus tours will also be included in the program.

3. While no all-University requirements exist concerning secondary school subjects of "college preparatory curricula" to be presented for admission, the following units or their equivalents are suggested as guidelines for preparation:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 units</td>
</tr>
<tr>
<td>History or Social Studies</td>
<td>2 &quot;</td>
</tr>
<tr>
<td>One foreign language</td>
<td>2 &quot;</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2 &quot; - including 1 unit of Algebra</td>
</tr>
<tr>
<td>Science</td>
<td>2 &quot;</td>
</tr>
<tr>
<td>Music and/or Art</td>
<td>2 &quot; (or private lessons)</td>
</tr>
<tr>
<td>Other academic subjects</td>
<td>2 &quot;</td>
</tr>
</tbody>
</table>
Recommended preparation or procedures appropriate to the individual colleges are identified below:

**A & S**
Applicants for the Bachelor of Science degree programs must present three units of college preparatory mathematics.

**BUS.**
Three units of academic mathematics (including Algebra) are strongly recommended.

**EDUC.**
Previous experience working with children and/or community services, while not required, is helpful.

**CETA Engineering Majors:**
- **Algebra:** 2 units
- **Plane Geometry:** 1 unit
- **Trigonometry:** 1/2 unit
- **Laboratory Science:** 2 units (Physics and Chemistry are strongly recommended)

Applicants whose secondary school background does not include all units of the above-stated preparation but who fully meet the general admission requirements may be admitted as pre-engineering students with the approval of the College of Engineering. Students admitted on this basis will enter an augmented program that will require additional course work beyond that normally prescribed for a degree in engineering.

**Technology Majors:**
- **Mathematics:** 2-1/2 units, including 2 units of Algebra
- **Trigonometry:** is strongly recommended. Individual majors may have requirements in addition to those stated here, which may be found in the University bulletin.

**H.A.S.**
Applicants must submit responses to a required set of art problems at the time of application. A portfolio review and group interview with students and faculty may be required subsequently.

**H.S.**
All applicants must take an applied music audition, theory and ear dictation examinations, and a musical aptitude test. They must also submit letters of recommendation from two music teachers and have a personal interview unless distance prohibits.

4. New matriculated students are admitted twice a year: (1) in September, when a full class is admitted, and (2) in January, when a limited number of students may be accommodated. Enrollment in the University Summerterm, Winterterm, or University College does not assure admission as a matriculated student.

5. Applications for admission to the Fall Semester should be made before June 1 (April 1 for The Hartt School), and applications for admission to the Spring Semester should be filed before December 1. Late applications may be considered for either semester, depending upon the availability of space in the college to which an applicant is applying.
6. The University operates on a "Rolling Admissions" plan. Normally notification to applicants begins in the fall after the receipt of a three-year secondary school transcript and required standardized tests (Scholastic Aptitude Test or the American College Testing Program). However, a mid-senior year transcript may be required prior to a decision concerning admission.

7. A candidate for matriculation at the University of Hartford must be a graduate or prospective graduate of an accredited secondary school or possess a State Secondary School Equivalency Certificate. Exceptions to this are:

   a. College transfer applicants presenting an academic transcript with successful completion of at least a two-year program that leads to an academic, professional, or vocational degree or certificate, or other recognized educational credential that is acceptable for full credit towards a bachelor’s degree. (For matriculation from University College, see Item A-17.)

   b. Candidates presenting the General Educational Development (GED) test scores deemed acceptable for automatic conversion to State High School Equivalency Certificates. (See State Department of Education Policies, Issuance of High School Certificates Based on GED Test Results, Commission on Accreditation of Service Experiences, American Council on Education.)

8. Candidates for admission entering directly from secondary schools and transfer applicants with fewer than 30 hours of attempted college credits are usually required to submit the scores of the Scholastic Aptitude Test of the College Entrance Examination Board or the American College Testing Program.

   While not required, students who wish to present additional criteria for evaluation for admission or placement purposes are encouraged to present achievement tests of the College Entrance Examination Board. Students requesting advanced placement in English must submit the English Composition Achievement Test. Advanced placement and/or credit in mathematics may be determined through the Advanced Placement AB and BC Examinations of ETS, not through the achievement tests of the College Board.

   a. International students from non-English speaking countries normally will present the score report of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) instead of the SAT or ACT. Normally, students presenting TOEFLs of 550 or greater or IELTS of 6 or greater take a regular academic load for their program, and students presenting TOEFL scores of less than 525 or IELTS of less than 5.5 are placed within appropriate courses for study in the English Language Institute, or an agreed upon substitute until adequate English language skills are attained. The placement of students presenting TOEFL scores of 525 to 549 or IELTS from 5.5 to less than 6.0 is determined by the dean of the school or college in consultation with the Director of English Language. Schools and colleges may establish TOEFL and IELTS minimum scores higher than the ones stated above.
9. A freshman or transfer student applicant whose total academic record does not meet standard admission requirements may be admitted on a conditional basis with mandatory academic counseling during the first semester of attendance. The applicant may be required to carry a limited number of courses during the first semester. The student's academic record will be reviewed at the end of each semester by the Committee on Academic Standing of the college in which the student is enrolled so that the conditions of continued enrollment may be reestablished or removed.

10. Candidates' Reply Date Agreement. The University, with the exception of The Hartt College, subscribes to the Candidates' Reply Date Agreement of the College Entrance Examination Board, which allows a student accepted for the Fall Semester until May 1 to submit the necessary deposits indicating his intention to enroll at the college of his choice. Students receiving notification of acceptance to the University of Hartford after May 1 are required to submit their deposits within 15 days following the date of notification.

11. Early Decision Plan. The University will accept applications requesting admission under the Early Decision Plan for freshman applicants only. This plan enables commitments to be made early in the fall of the senior year to well-qualified candidates who submit a signed statement indicating the University of Hartford as their only college choice at that time. Applications and all supporting credentials must be submitted by November 1. Notification of admission through the Early Decision Plan will be given by December 1.

12. Early Admission Policy. In some cases secondary school students may be admitted to the University after completion of the junior year upon recommendation of the Admissions Committee of the appropriate college of the University. These students must be highly recommended by their school guidance counselors as being well qualified academically and possessing the necessary maturity to begin a college-level program of study. Secondary schools involved must also agree to award diplomas to students accepted for Early Admission after successful completion of their first year of study at the University of Hartford.

13. Placement, Advanced Placement, and Credit. The University will consider students for placement through specialized freshman orientation testing at the University, honors courses and recommendations from the secondary school, and/or the Advanced Placement Program of the College Entrance Examination Board. (Advanced placement in music through the College Board is not honored by The Hartt School toward a music degree.) Upon admission, students who have scored “3” or better on the CEEB Advanced Placement Tests may generally expect to receive advanced placement: however, each advanced placement decision is referred for approval to the college, school, and chairman of the department concerned, and then referred to the University Evaluator. Advanced placement and/or credit may be awarded on the basis of acceptable test scores on the Advanced Placement tests and the College Level Examination Program (CLEP) general and subject examinations.

14. Deferred Enrollment Policy. A student who is offered admission to any one of the colleges of the University may choose to defer his or her entrance into the University for up to one year. This time may be used for full-time employment, travel, etc. Deferred entrance is guaranteed only if the student does not enroll as a full-time student at another collegiate institution, either in the United States or abroad. Tuition,
housing, and orientation deposits submitted to the University will be honored for a period up to and including one academic year from the original date of intended entrance.

15. Upon acceptance, the entering student will be enrolled in the specific college designated by the Office of Admission. Once enrolled, transfer to another college may be effected through the procedures outlined in Section VIII, "Changes of Specialization."

16. Children of Alumni, Faculty, and Staff. Qualified students who are children of alumni, faculty, and staff will receive an extra margin of consideration toward admission to the University of Hartford. The committee will accept only those students it feels have a reasonably good chance to succeed.

17. A non-matriculated student desiring to become a degree candidate must follow the normal admissions procedure required of all candidates. However, the University College students presenting 15 semester hours of acceptable graded course work as a non-matriculated student or students from other universities or colleges presenting 30 semester hours of acceptable transfer credit may be exempt from the requirement of a final secondary school transcript and from standardized tests commonly required. Such students, however, in order to apply for financial aid must submit a final high school transcript or its equivalent.

   a. A non-matriculated student whose grade point average (GPA) is below 2.0 will not be considered for matriculated standing. Cumulative grade point averages higher than 2.0 are required in some colleges of the University for acceptance to matriculated status.

   b. Transfer applicants with cumulative grade point averages of 2.25 or better from other accredited universities and colleges are generally considered acceptable for admission. Candidates with cumulative grade point averages of 2.0 to 2.25 will usually be reviewed by committee.

   c. College students who would not have qualified for admission directly from secondary school are not encouraged to apply for admission with less than two full-time semesters of college preparation.

18. Although a preliminary unofficial evaluation of possible transfer credits from transcripts of prospective transfer students may be made prior to acceptance for admission, no final official evaluation will be made until the student is formally accepted and all prior official records are in the hands of the University Evaluator.

19. All pertinent information regarding an applicant who previously has been enrolled in and dismissed from another college must be reviewed by the appropriate admissions committee. The applicant normally may not be accepted for admission until one semester has elapsed between the time of dismissal from the last institution (or the University of Hartford) and application for matriculation to the University of Hartford.

20. Re-Admission. The credentials of any candidate for re-admission who has withdrawn in academic difficulty or has been dismissed from the University of Hartford for academic or non-academic reasons will be processed by the Office of Admission and referred to the Committee on Academic Standing of the college concerned.
"Fresh Start" Re-Admission. A student who has withdrawn in academic difficulty or has been academically dismissed from the University of Hartford who has demonstrated success in either academic or non-academic work for a significant period of time will be considered for a fresh start, whereby the student is treated as a transfer student and the previous cumulative quality point average eliminated. The Committee on Academic Standing of the appropriate college within the University determines the candidate's eligibility for re-admission to the college. If the committee decides to approve re-admission under the Fresh Start provision, the student's previous U of H cumulative average will be eliminated, although all previous grades and courses will continue to appear on the transcript. Credit for all University of Hartford courses in which grades of "D" have been received, however, will be eliminated. Transfer credit for courses taken at other colleges during the interim period will be awarded according to the regular policy. Thus, at the time the student re-enters under the "Fresh Start" Re-Admission Policy there is no cumulative average working toward one's disadvantage. Fresh Start students who have returned under the Fresh Start Re-Admission policy may be considered eligible for graduation with honors only if at least 60 semester hours of credit have been taken subsequent to Fresh Start re-admission.

A two-year period is the recommended guideline for the consideration of candidates for "Fresh Start" Re-Admission, although individuals may be considered after a minimum period of one year.

Students who have not been academically dismissed, but who have left the U of H with cumulative quality point averages below that required for "Good academic standing" may also be considered for "Fresh Start" re-admission after a minimum period of one year absence (preferably two years) from the University.

All students returning under the "Fresh Start" re-admission policy must subsequently complete a minimum of 30 semester hour credits to meet requirements for graduation - regardless of previous total credits completed at the University of Hartford and/or elsewhere.

21. Transfer students who have been academically dismissed twice from any college or colleges will not ordinarily be eligible for admission at the University of Hartford unless there is evidence of substantial subsequent rehabilitation prior to the applicant's intended entrance at the University of Hartford.

22. Qualified students with disabilities are encouraged to apply for admission to the University of Hartford if they can successfully participate in the educational program using University facilities and services.

Only those students who, with reasonable accommodations, are deemed to have the capacity to carry out academic responsibilities shall be admitted. Students with disabilities admitted to the University shall not be denied admission to a course or degree program unless they are not otherwise qualified.

Arrangements for special care, services, or assistance required by students with disabilities not routinely provided by the University are the responsibility of the student.
B. Non-Matriculated Students in Undergraduate Courses

1. Persons wishing to study on a non-matriculated basis at the University of Hartford do so by enrolling in University College.

2. Enrollment in University College is restricted to persons who are graduates of approved secondary schools or who hold Connecticut High School Equivalency Certificates or who give evidence of ability and previous educational preparation for the successful completion of studies for which application is made.

3. Initial enrollment is usually provisional and does not require submission of transcripts nor payment of an application fee.

4. Upon completion of 15 credits of work in University College, a student must apply for matriculation as a candidate for a degree or certificate or for permission for continuance in non-matriculated status.

5. Eligibility for matriculation will be based on a review of a student’s entire record of achievement and an assessment by the Admissions Committee of his or her potential and general qualifications for success in the desired program. (See Section VII, "Matriculation After Admission.”)

6. A student desiring authorization for continuance in non-matriculated status is to submit to the Office of University College an application in which are to be indicated the student’s plans for further study.

7. An applicant who has been dismissed from or suspended by the University of Hartford or by the other institution of higher learning most recently attended, must obtain special permission for admission to University College.
   a. Such an applicant may not be admitted until one full semester shall have elapsed since the time of his dismissal or suspension.
   b. Such an applicant must file a special application, on a form that may be obtained in the University College office, at least one month in advance of the date on which he plans to register, so that his individual situation may be reviewed by the Admissions Committee.
   c. In addition, such an applicant must request that transcripts of all his previous secondary school and collegiate records be sent to the Admission Office.

C. Admission to Graduate Study

1. Each graduate program has its own deadline for applications and admissions procedures that are defined in the Graduate Bulletin. Applications for admission are received and assembled by the Center for Graduate and Adult Academic Services and sent to the respective graduate programs for the admission decision. The graduate program is responsible for officially transmitting the admission decision to the applicant. The applicant might be: (a) accepted as a matriculated student, (b) conditionally accepted with the conditions specifically stated, (c) deferred until a specific entry point, or (d) denied admission.
Students who have not yet earned their baccalaureate degree may only be conditionally accepted. Upon conferral of the undergraduate degree, students must present a final official transcript to their graduate program director, who will notify the Center for Graduate and Adult Academic Services that the student has met all admission requirements. Graduate program directors may also set other conditions before official acceptance into the degree program.

Accepted applicants may have their admission deferred until a later specified start date. If deferred applicants do not register and enroll by the specified date, the graduate program director will determine if they need to begin the application process again. International students must submit an updated guarantor’s statement if their acceptance is deferred for more than six months.

The program’s admission decision must be transmitted to the Center for Graduate and Adult Academic Services, which is responsible for entering the decision into the Student Information System (Banner) and for the processing of the I-20 forms for international students.

2. Students eligible for graduate study are those who have received the Bachelor's degree from an accredited institution and who meet the further admission requirements of the graduate program of their interest. The students’ background and preparation must be such in content and scope as to indicate that they are qualified to pursue successfully the curriculum of their chosen field.

3. To consider a candidate, the graduate programs require:
   a. a graduate application for admission, along with the required admission application fee.
   b. complete, official transcripts of all undergraduate and graduate work. Official transcripts are those that are transmitted directly from one Registrar to another. Official transcripts from schools outside the United States may need to be in English and meet other requirements designated by the graduate program (e.g., evaluation by World Education Services or other such services.)
   c. testing as indicated in the Bulletin relating to the desired graduate program.
   d. recommendations from professors or (where applicable) from supervisors.
   e. a letter of intent that addresses the reasons why the applicant wishes to enroll in the graduate program at the University.
   f. any supplemental information requested by individual graduate programs.
   g. Applicants for admission whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) or IELTS. This requirement may be waived by the graduate program director for students who hold a baccalaureate degree from a U.S. institution or other institution where the language of instruction is English. Graduate program directors may require the student with poor English language scores or observed aptitude to successfully complete coursework at the campus English Language Institute before or in conjunction with registering for graduate level coursework.
A certified guarantor’s statement is required of international applicants, confirming that all college and personal expenses, including travel expenses, are covered for each academic year of proposed attendance at the University.

4. Students who have been dismissed from the University of Hartford must apply for readmission before being allowed to register for course work in University College. A student's application for readmission will usually be forwarded to the Committee on Academic Standing of his college or school.

5. Students who have been dismissed from or suspended by other institutions of higher learning must obtain special permission for admission to University College. A student may not be admitted to the University of Hartford until one full semester has elapsed since the time of dismissal from the institution last attended. Such a student must file a non-matriculated application form, which may be obtained in the University College office at least one month in advance of the registration period so that his individual situation may be reviewed by the Admissions Committee. In addition, such a student must request any secondary school or college previously attended to send a transcript of his record to the Admissions Office.

6. Non-Matriculated Students in Graduate Courses. Students who have not completed the application process must receive permission from the graduate program director and/or instructor before registering and enrolling in graduate level courses. These students are classified as non-matriculated.

Applicants are considered matriculated when they have been officially accepted as candidates for a degree, diploma, or professional certificate. In the Barney School of Business, all students must matriculate before admission to any course in the program. In the College of Education, application for matriculation for a Master’s degree, Certificate of Advanced Graduate Study, or a Sixth-Year planned program may be made upon registration for credit courses; should preferably be made upon completion of no more than six graduate credits; and must be made upon completion of nine credits. In other schools, students are required to matriculate as degree or program candidates after the completion of six credit hours.

D. Admission to University Summer Session

1. Admission to non-matriculated undergraduate study in the University summer sessions is on the same basis as admission to non-matriculated study in University College.

2. Attendance in the University summer session does not imply admission to or matriculation in the University of Hartford.
VI. CLASSIFICATION OF STUDENTS AND COURSES

A. Matriculated and Non-Matriculated Classification

1. All students are classified as matriculated or non-matriculated.

2. A matriculated student is one who has been officially admitted by the University to one of its specific programs of study leading to candidacy for a degree, diploma, certificate, or similar recognition.

   a. The matriculation date is the date on which the student was officially admitted.

   b. The date of entry is the date on which the student first registered.

   c. The matriculation fee is payable once upon application for matriculation for all colleges and all levels and is not refundable.

Ordinarily, students will matriculate into the college or school offering the program in which they intend to declare a major. Students who wish to matriculate into Hillyer College may declare an intended major upon matriculation or anytime thereafter while enrolled in Hillyer College. The pursuit of that major upon graduation from Hillyer College will be subject to the approval of the college into which the student transfers.

3. A non-matriculated student is one who has been permitted to take specific courses but has not applied for or has not been admitted to matriculated status.

   a. Upon the completion of 15 credit hours the non-matriculated undergraduate student must apply for matriculation or for permission to continue as a non-matriculated student.

   b. Unless otherwise stated in the Graduate Bulletin, no more than 6 graduate credits can be transferred from a non-matriculated to a matriculated status.

B. Full-Time/Part-Time Classification

1. A minimum load of 12 credits per semester is required to be classified as a full-time undergraduate student.

2. For most graduate programs, a minimum load of nine credits per semester during the academic year and/or six credits during the summer is required to be classified as a full-time student. There are two notable exceptions.

   a. For low residency graduate programs and the Educational Leadership program, a minimum load of eighteen credits over 12 months is required to be considered as a full-time student.

   b. Graduate students in the terminal stage of their program may take fewer than 9 credits and still be classified as full-time if there is a formal agreement between the Registrar and the program.

C. Day/Evening Classification

1. An undergraduate student enrolled in any day course is classified as a day student.
2. An undergraduate student enrolled only in a class or classes beginning at 4 p.m. or later is classified as an evening student.

3. A student is assigned a day/evening status at the point of admission. This status will remain in force until such is changed by either the Registrar's Office or the Admission Office.

4. Matriculated evening students authorized by the dean of their college to enroll on a part-time basis in a day class or classes continue to be classified as evening students.

D. Undergraduate Classification

1. Undergraduate students are automatically classified as first year, second year, third year, and fourth year on the basis of the following inclusive totals of academic credits, earned, transferred, and by examination:

   - Freshmen: 0-23 (1st)
   - Juniors: 54-86 (3rd)
   - Sophomores: 24-53 (2nd)
   - Seniors: 87- (4th)

2. As the College of Engineering, Technology and Architecture baccalaureate programs require approximately 135 credits for graduation, the classification for students in these colleges is as follows:

   - Freshmen: 0-31 (1st)
   - Juniors: 66-99 (3rd)
   - Sophomores: 32-65 (2nd)
   - Seniors: 100- (4th)

3. Once the fourth-year classification is reached, the classification will remain unchanged.

E. Graduate Classification

1. A student holding the baccalaureate or its equivalent and enrolling in graduate level courses will be classified as a graduate student.

2. Once a student receives an undergraduate degree from the University of Hartford, any graduate level courses taken subsequent to the graduation date will be recorded on a separate permanent record. Any undergraduate courses taken subsequent to graduation, unless taken with graduate courses, will appear on the student's undergraduate record.

   All graduate work will appear on one permanent record unless a particular graduate program does not utilize any of the previously completed graduate courses. If this should occur, a separate permanent record will be created for the new graduate program.

F. College and Curriculum

1. In addition to the above classifications, students are usually identified according to the college in which they are matriculated. Students may also be classified according to their field of specialization. Students matriculated in one college may ordinarily expect to receive credit for coursework successfully completed in other colleges of the University consistent with degree requirements established by their college.
2. Matriculated undergraduate and graduate students are counted in the college and field of specialization in which they are matriculated, regardless of where they register at any one time.

   a. Such classification continues until one of the following reports is issued:
      (1) change of college and/or major form.
      (2) report of student having been removed from matriculated status.
      (3) special "update" report as would be made by Admission for a readmitted or a reclassified student.

3. Non-matriculated students are counted in the "unassigned college" and division (day, evening, graduate) in which they are currently registered as indicated on the Student Data Form.

   a. Students taking a combination of day and evening courses must be identified according to their official status:
      (1) Only those having been officially admitted as non-matriculated day students are classified as day students.

G. International Students

1. Officially, international students are those who are admitted under a F-1 or J-1 visa to study at the University.

H. Visiting Graduate Students

Matriculated students from other colleges or universities who wish to work in residence for a semester or longer with a faculty member without taking courses or who are enrolling for more than six credits are officially considered visiting students. Visiting students are required to complete the application of admission, provide one official transcript from their current institution, and one letter of reference from a faculty member in their program. The host department will determine if, when, and how long the visitor can be accommodated. It is the responsibility of the visiting student to gain approval from their home institution for any transfer of credits earned at the University.

I. Classification of Courses

1. Within the Banner Student System, courses offered by the University are identified by level of study as follows:

   01       Undergraduate Level
   02       Graduate Level
   03       Continuing Education; non-credit collegiate-level courses or activities
   04       Other; non-credit non-collegiate-level courses or activities
2. Within level of study, courses are identified with respect to session as follows:

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<tbody>
<tr>
<td>Day</td>
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</tr>
<tr>
<td>Evening</td>
<td>Scheduled to begin at 4:00 p.m. or later</td>
</tr>
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</table>

Effective Date of This Revision: 9/1/95
Dates of Previous Revisions: 6/6/74, 5/12/76, 9/1/87, 9/30/93
VII. UNDERGRADUATE MATRICULATION AFTER ENROLLMENT

A. Fifteen-Credit Limit

Upon the satisfactory completion of 15 credit hours in non-matriculated status, students must apply for matriculation or for permission to continue in non-matriculated status.

B. Application for Matriculation

1. Applications must be filed before August 1 for matriculation in September and before January 1 for matriculation in February.

2. Students currently enrolled on a non-matriculated basis should submit their applications for matriculation at least five weeks prior to the date on which they propose to register for the subsequent semester.

3. Applicants for matriculation are to submit the following:
   a. transcripts of both the secondary school record and the record of any previous collegiate study at other institutions.
   b. one of the following:
      1) results of scholastic aptitude tests (verbal and mathematical) and of the English Composition Achievement Test of the College Entrance Examination Board or
      2) a transcript or transcripts indicating 30 or more previously completed credit hours of collegiate study acceptable in transfer.
      3) a record of 15 hours of credit in the Office of University College or other accredited college or university with a 2.0 or higher cumulative quality-point average.
   c. a completed application (to be filed with the Office of Admission and Student Financial Assistance on forms available through the Office of University College). An appropriate matriculation fee must be included with the application.

C. Application for Continuance in Non-Matriculated Status

Students desiring to continue in non-matriculated status should submit to the Director of the Office of University College an application, on a form that may be obtained in the Office of University College. In this application, they are to indicate their plans for further study in non-matriculated status and their reasons for wishing to do so. No fee is required, and transcripts of the record of previous study need not be submitted.
VIII. CHANGES OF SPECIALIZATION

A. Intra-College Changes of Undergraduate Specialization

1. Matriculated students wishing to change majors, degree objectives, or specializations within a college should complete the preliminary information on a "Change of Major" form.

2. Students should consult their advisers who may indicate their recommendation by signing the form.

3. The signature of the dean of the college is final validation.
   a. The dean will have the student's record reviewed and may request the recommendation of the new department head before approving the change.
   b. Approved changes should be sent to the Registrar's Office or given to the student to deliver to the Registrar's Office.
   c. Unapproved changes should not be sent to the Registrar's Office.

4. The Registrar's Office will accept a change approved by the dean of the college, will retain one copy of the form, will issue a copy to the student, and will return to the dean the remaining copies for distribution within the college.

5. The Registrar's Office will record the new matriculation date and status on the student's permanent record and enter it into the student information system.

6. A change of academic goal may involve additional requirements.

7. A "Change of Major" form may not be used for the initial matriculation of a student; an "Application for Admission" form should be used.

B. Inter-College Changes of Undergraduate Specialization

1. Matriculated students wishing to change from one college to another should confer with their present advisers and deans and may seek oral approval of the receiving deans prior to a final decision.

2. If students decide to change colleges, they should complete the preliminary information on a "Change of Major" form and obtain the signature of the new deans.

3. The signature of the new dean is the official validating signature.
   a. The new dean will have the student's record reviewed and may request the recommendation of the new department head before approving the change.
   b. An approved change should be sent for signature to the former dean, who forwards it to the Registrar's Office.
   c. Unapproved changes should not be sent to the Registrar's Office.
4. The Registrar's Office will accept those changes approved by the new dean and will distribute copies to the (a) student, (b) present college, (c) new college, (d) new adviser, and (e) Registrar's Office.

5. The Registrar's Office will record the new matriculation date, college, and curriculum on the student's permanent record and have the necessary entries made in the student information system.

6. When an inter-college transfer is approved during the course of a semester, the acceptance of this student by the new college is effective as of the next registration period.

7. Grade Point Average Adjustment.
   a. When students transfer from one college to another within the University, all courses relevant to the new college's curriculum are transferred for the purpose of grade point average calculation regardless of grade. Courses not relevant are dropped from the calculation regardless of grade.
      1) The evaluator of the receiving college determines which courses previously taken are relevant to the new degree program, regardless of degree.
      2) All other courses are excluded, the effect being a reduction of attempted credit hours, which may consequently alter the grade point average.
      3) The exclusions recommended by the evaluator or the committee on academic standing, if committee deliberation has been invited, are subject to the approval of the dean of the receiving college.
      4) Once the relevant and excluded courses have been determined, it will be a binding agreement to be honored at the time of the student's application for the granting of a degree.
      5) Courses that have been excluded will carry the symbol "V" ("voided") next to them on the permanent record. Credits and quality points of courses so designated do not enter directly into general University summaries and grade point averages.
      6) The Registrar's Office will identify such students on printouts of GPAs and other pertinent material which comes from the Registrar's Office.
      7) The evaluator of each college will recognize these students by the identifying symbol and provide the adjusted GPA at every review.

C. Cross-College Undergraduate Minors

1. Development of Minor Programs: The faculty of the separate colleges may develop minors in accordance with provisions of Section III of this Manual for students matriculating in other colleges or admit them to existing minors in their colleges.
2. Information: Information on course requirements, admission criteria, and procedures for cross-college minors will be available in the dean's office of the college offering the minor.

3. Application and admission:
   a. Each college will define admission criteria and application procedures for cross-college minors. The procedures will require that students have a declared major in their home college, consult with their major advisers, and secure the signature of their adviser and the dean of their home college. The signature of the dean of the college offering the minor is the official validating signature.
   b. Upon acceptance into the minor, the dean's office of the minor college will notify the student, the faculty adviser in the student's home college, and the dean's office in the student's college.

4. Advising: Students enrolled in a cross-college minor will be assigned an adviser in the college offering the minor for matters relating to the minor.

5. Monitoring: The dean's office of the college offering the minor will maintain files for students in the minor and monitor student's progress.

6. Reporting: Upon successful completion of the minor, the college offering the minor will notify the student's home college and the Registrar's Office to put the appropriate designation on the student's transcript.

7. Requirements: A cross-college minor may involve additional requirements beyond those required for the program of study in the student's home college. If completion of a minor requires an overload, the student must comply with the existing overload policies.

8. Requests for Changes in Content: Requests for changes in a minor program of study will require the same waiver/substitution procedures as changes in a major program of study in that college.

D. Moving from one Graduate Program to Another

Graduate students who wish to move from one graduate program to another within the University must re-apply for admission to the program of choice. If the original application package can be transferred between departments, the applicant will not have to request new transcripts, test scores, and/or letters of recommendation. However, the prospective program director may have the student produce current University of Hartford graduate transcripts, a letter of intent, and letters of recommendation from University of Hartford instructors in order to make an informed admission decision.
# CHANGE OF MAJOR FORM - Side 1

<table>
<thead>
<tr>
<th>School/College</th>
<th>HAS A&amp;S BARNEY HILLYER</th>
<th>DEGREE</th>
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<tr>
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<td>DOUBLE DEGREE</td>
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<td>SUBJECT AREA MAJOR</td>
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**REQUESTED STATUS**

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<th>DEGREE</th>
<th>MAJOR</th>
<th>DATE</th>
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</thead>
<tbody>
<tr>
<td>NEW OR CONTINUING SINGLE OR DOUBLE MAJOR (WITHIN SAME COLLEGE)</td>
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<td>NEW OR CONTINUING DOUBLE DEGREE</td>
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<td>NEW OR CONTINUING SUBJECT AREA MAJOR #1</td>
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<td>ENHP CETA HARTT Univ ST</td>
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*If you are a Division I athlete, you should not submit this form until you have consulted with Athletics to assure that you remain qualified to play if this change of major is made.

Student's Signature: ___________________________ Date Signed: ____________

Effective Date: ____________ Mo Day Yr

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Effective Date of This Revision: 10/20/99
Dates of Previous Revisions: 9/1/87, 3/6/72, 9/27/79, 1/24/84, 6/24/84
## CHANGE OF MAJOR FORM - Side 2

### Types of Curriculum Status Requests

- **Single Degree Program**
  - Declaration of a Major from TBD Status
  - Addition of a Major (same degree designation within a college)
  - Change of Major

- **Subject Area Major**
  - Matriculation for additional major (different college and/or different degree designation). For a subject area major, students must complete all requirements for the major but not all of the degree requirements for that major (such as general education requirements).

- **Double Degree Program**
  - Matriculation for additional degree (same college with different degree designation).
  - Matriculation for additional Degree (different college with same or different degree designation).

### Authorized Degrees

<table>
<thead>
<tr>
<th>ART</th>
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<th>* Master of Fine Arts</th>
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<td>ARTS AND SCIENCES</td>
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<td>Bachelor of: * Arts * Science</td>
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<td></td>
<td></td>
<td>Master of: * Arts * Science</td>
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<tr>
<td></td>
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<td>* Doctor of Psychology</td>
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| BARNEY BUSINESS SCHOOL | Bachelor of: * Science in Business | Master of: * Business Administration |
|                        | * Science | |
|                        | * Arts | * Science in Nursing |
|                        | * Art | * Science |
|                        | * Science in Nursing | * Sixth-Year Certificate |

| HILLARY SCHOOL | Associate in: * Arts | |
|               | Master of: * Science | * Education |
|               | * Arts | * Physical Therapy |
|               | * Science in Nursing | * CAGS |

| EDUCATION | Associate in: * Arts | Master of: * Science |
| NURSING | * Science | * Education |
| HEALTH | * Education | * Physical Therapy |
| PROFESSIONS | * Science | * Science in Nursing |
|            | * Science | * CAGS |
|            | * Science in Nursing | * Sixth-Year Certificate |

| ENGINEERING TECHNOLOGY AND ARCHITECTURE | Associate in: * Science | Bachelor of: * Science in Engineering |
|                                         | * Science | * Science in Electrical Engineering |
|                                         | * Science in Engineering | Master of: * Engineering |
|                                         | * Science | * Architecture |

| HARTT | Bachelor of: * Arts | Master of: * Music |
|       | * Fine Arts | * Music Education |
|       | * Music | * CAGS |
|       | * Diploma | * Sixth-Year Certificate |

| UNIVERSITY STUDIES | Associate in: * Arts | Bachelor of: * Science |
|                    | * Arts | |
|                    | * Science | |

**FOR REGISTRAR USE ONLY**

CODING BY: ___________  DATE: ___________  SCHOOL: ___________  MAJOR: ___________  DEGREE: ___________

Effective Date of This Revision: 10/20/99
Dates of Previous Revisions: 9/1/87, 3/6/72, 9/27/79, 1/24/84, 6/24/84

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IX. ADVISEMENT AND COUNSELING

A. Undergraduate Adviser-Advisee Assignments

1. Each student who has been matriculated in candidacy for a degree or certificate shall have a designated academic adviser. The academic adviser may be a member of the full-time faculty or a member of the staff in academic administration.

2. Assignments shall be made by the dean of the college administering the program to which the student has been admitted.

3. The initial assignment shall be made upon receipt of a notice of matriculation.

4. A reassignment may be made whenever a change of objective is authorized or, at any time, at the discretion of the dean.

B. Role of the Undergraduate Academic Adviser

1. Academic advisers review and approve their advisees' selection of courses at each registration period and on each occasion when advisees propose a change of program.
   a. While responsibility for completion of academic requirements rests ultimately with students, academic advisers should aid their advisees in understanding and complying with those requirements.
   b. Academic advisers should not approve the enrollment of their advisees in courses until they determine that their advisees have completed any prerequisites.

2. Academic advisers should be ready to assist each of their advisees to understand the academic organization of the University and to obtain maximum benefits from the opportunities that it presents.

3. Academic advisers should refer any advisees who come to them with non-academic problems to the person(s) or agency(ies) able to assist them.

C. Role of the Graduate Academic Advisor

1. Graduate advising is a responsibility assigned to the graduate program director or other faculty member in the program. How advisors are chosen is defined by written policy at the department level. The policy should be found in the program’s student handbook or in the Graduate Bulletin.

2. A student-advisor relationship should be established at the onset of matriculation. Graduate advisors assist their students in course selection, practical experience (i.e., internships, teaching, research), and cumulative exercise requirements. In other words, advisors monitor their students’ completion of degree requirements and time to degree.

3. Graduate advisors and program directors provide information or direct students to sources that can aid students in their professional careers.

4. Graduate advisors and program directors should maintain long-term relationships with their alumni after graduation.
D. Academic Advisement of Non-Matriculated Students

Non-matriculated students enrolled in programs administered through the Office of University College do not have individually assigned advisers. However, the Office of University College maintains an advisory service to assist such students in selecting courses either in conformity to individual needs and interests or in anticipation of eventual matriculation.

E. Counseling

Staff of the Office of Student Affairs are available to counsel students who have non-academic problems.

1. The Office of Counseling and Personal Development provides counseling and psychological services and conducts a limited program of testing. Counselors may make referrals to testing and guidance centers, consulting psychologists, or psychiatrists when the need for such specialized assistance is indicated.

2. The Career Center is prepared to assist students to determine their field of vocational interest and to make contact with potential employers in that field.

3. The Office of Admission and Student Financial Assistance is prepared to assist students to find sources of financial aid and to assist them in making application to receive such aid.

4. Through the Office of Residential Life, staff are available in the various housing units of the University.
X. REGISTRATION AND RECORD-KEEPING

A. Purpose and Function

The Registrar's Office is responsible for the creation, maintenance, and, consistent with protection of individual rights as defined by law and policy, dissemination of the academic records of all students who effectively register for one or more courses at the University.

In the discharge of this overriding responsibility, the Registrar's Office has subordinate responsibility for the registration process; scheduling of classes; utilization of space in major classroom buildings; all changes of student status; issuance of transcripts of student records; providing authorized personnel with access to student records; monitoring conformance with University policy as it affects student records; confirming eligibility of veteran students for Veterans Administration benefits; issuance of student, faculty, and staff identification cards; and a variety of lesser functions.

Inasmuch as procedures in the Registrar's Office are under constant review and are frequently modified to increase efficiency and improve service to the University community, the sections that follow describe primarily the policy that governs procedures, rather than the procedures themselves. It is the responsibility of the Registrar's Office to insure that these procedures are made known to all concerned as they are established or modified.

B. Registration Process

1. The purpose of registration is to obtain, in form that can be converted to automatic data processing, all information about a student necessary for the establishment, maintenance, and, as necessary, change and amplification of a uniquely identified record of the academic performance of students at the University; and, further, to provide students with official evidence of their right to enter classes.

2. Primary means of unique identification is the University ID number. Students who have not yet received numbers are assigned temporary numbers by the Registrar's Office until their correct numbers are obtained. Full name, address, telephone number, and date of birth are additional means of identification and communication. Certain other data, such as race and national origin, are requested for federal and state reporting purposes. In addition, each registration requires full information about courses to be taken and, when appropriate, financial arrangements.

3. Advance registration of full-time students normally takes place in November and April for the Spring and Fall Semesters, respectively. Major registration sessions are held at the beginning of each regular semester for both full- and part-time students, graduate and undergraduate. Registration for summer sessions is usually continuous from April until the beginning of the session involved.

Incoming freshmen and new transfer students, to the extent possible, are registered during orientation sessions held in June and August.

Although students occasionally are registered at other times, all are urged to enroll at the indicated times, especially if they are to avoid being shut out of closed classes.
4. Students must register for each semester separately. They may, however, register for more than one summer session on the same registration form. Students are not permitted to register if they have been dismissed, expelled, are under suspension, or are on cashier's restriction. Dismissal, suspensions, and/or restrictions must first be removed by the appropriate financial or academic authority.

5. The effective execution and processing of registration constitutes enrollment only. It does not of itself in any way imply acceptance or commitment to acceptance for admission to any University program, other than to the specific courses for which the student registers.

C. Registration Forms and Credentials

Registration forms of various kinds are an inevitable part of the registration process, and must be changed from time to time as procedures change in response to changing needs and increased systemic sophistication. The correct registration materials may be obtained from the Registrar's Office, a dean's office, or the Office of University College.

D. Student Academic Load

1. The minimum course load per semester considered full-time is, for undergraduates, 12 credit hours and, for graduate students, nine credit hours.

2. Except as specified in the published program of the student, written permission of the dean of the college involved is required before an undergraduate student may be registered for more than 18 credit hours in one semester.

3. A full-time undergraduate student may take as many as 19 credit hours (if authorized) without paying additional tuition.

4. Employed students are expected to limit their academic loads in a manner consistent with the demands of their employment. For fully employed students, six credit hours for graduate students and nine credit hours for undergraduates is considered an appropriate guideline.

5. Under most circumstances, summer school students will be limited to six credit hours at one time.

6. Unless otherwise stated in the Graduate Bulletin, graduate students in academic programs may not enroll for more than 12 graduate credits for each of the Fall and Spring Semesters nor more than 6 graduate credits during the summer. The maximum number of credits for students in professional graduate programs is defined in the Graduate Bulletin.

E. Special Status Registration

1. Auditors: Auditors are permitted in most courses at the regular tuition rate for full-time students and 50 percent for part-time. Students should declare their intention to audit at the time of registration, and should register accordingly. A registration may, however, be changed from credit to audit within the first 10 weeks of the semester (or prior to completion of 40 percent of the class meeting hours of a summer term course), on a change-of-program form. The converse, a change from audit to credit, may be made only within the first two weeks of the semester.
Auditors are not required to complete course requirements, and receive no grade or credit. They are required, however, not to interfere with the normal conduct of the class.

2. **Alumni Auditors**: Alumni auditors are permitted in many courses, when space is available, and are charged one-half the regular per credit rate. Each college submits a list of available courses annually to the Alumni Office, which handles all registrations and records. No official records of such audits are kept in the Registrar's Office.

3. **By Arrangement**: The registration designation for courses ordinarily not available on the regular schedule are arranged for individually by students with instructors at times and places mutually agreed on. In each such registration, appropriate designation must be made on the registration form, and both the legible name and the signature of the instructor included to indicate acceptance of the arrangement.

4. **Active Status**: Active status registration is required of students who, while in good standing, are permitted to remain out of classes for a semester or more while maintaining matriculation. The regular registration form is used, which must be signed by the dean of the college in which the student is matriculated. A fee is charged. Active status registration ordinarily may be continued for no more than two semesters. Extension beyond two semesters must be authorized by the dean of the college involved.

Part-time students need not register each semester to maintain their matriculated status. However, part-time students who have not registered for three consecutive regular semesters, nor for any summer session during the three-semester period immediately previous, shall be required to reapply for matriculation under the same conditions as would new part-time students.

F. **Registration for Special Programs**

1. Special procedures shall be developed to accommodate special programs that do not fit regular scheduling, registration, and other procedures of the University. These shall be consistent with the policies and procedures in this section and elsewhere in this Manual.

2. Information about such programs, whether or not offered in University facilities, must be conveyed in writing to the Registrar's Office.

G. **Late Registrations**

Registrations are accepted through the first full week of classes with the signature of the adviser only. During the second full week of classes, the signature of all instructors is also required. Registration after the second full week of classes requires also the written approval of the dean of the college or colleges involved.

H. **Adding, Dropping, and Voiding Courses**

1. **Adding/Dropping Courses**: Once the registration of the student has been processed, any change involving academic information on the registration must be made through the medium of the change-of-program form as prescribed by the Registrar's Office.
It is vital that changes involving complete or partial withdrawal or change of effective load be clearly so indicated on the change-of-program form. The date of withdrawal and the new academic load, as appropriate, will prevent difficulty with academic penalties, fees, scholarships, Immigration Service, and Veterans Administration.

Any student adding or dropping is required to obtain his or her advisor's signature. When adding a course after one class meeting for classes meeting only once a week and after two class meeting for all other courses, a student must also obtain the instructor's signature.

No student is permitted to withdraw from a course during the regular semester after the end of the tenth week of classes; and no student is permitted to withdraw from a summer or other short-term course after the mid-point of the course. Thereafter, in either case, a letter grade (A-F or I) must be issued. Exceptions for cause (e.g., illness) must be approved by the dean of the college in which the student is matriculated and approved by the dean of the college offering the course. In the case of a non-matriculated student, exceptions for cause must be approved by the dean of the college in which the course is offered.

Withdrawals made during the first three weeks of a regular semester course will result in voiding the course from the record. Withdrawals made in the fourth through the tenth week of a regular semester course, or otherwise in conformance with the provisions of this subsection, will result in a grade of W.

2. Voiding of Courses: Voiding of courses to prevent their entry on the permanent record is accomplished also through the change-of-program form, normally only when a student has been improperly registered, has not attended, or has withdrawn within three weeks.

I. Medical Leaves and Course Withdrawals.

1. Definitions: Medical Leave: An illness of such severity that the student can no longer attend classes or should not have attended classes for a particular semester or term.

   Medical Related Course Withdrawals: An illness of sufficient severity to make it necessary for the student to withdraw from one or more, but not all, of their courses for a particular semester or term.

2. Medical Leave(s).
   a. During a Semester or term.
      Students who need medical leave(s) after the first ten-weeks of a semester or equivalent for a term may be granted W(s) for all of their courses. To be granted a medical leave, the signatures of the Dean of Students or designate, and the Dean (or designate) of the college in which the student matriculated, are required.
   b. After a Semester or term.
      Students who request a medical leave after the semester or term is completed and after grades have been issued, must make such a request and provide medical documentation within 12 weeks after the semester or term in which the medical problem occurred. Students may only be granted W(s) for all registered courses for which grades, including I(s), NG(s), and NR(s) have been issued for the semester or term in question. Withdrawing from only some of the courses of that semester or term is not allowed. The signatures of the Dean of Students (or designate), and of
the Dean (or designate) of the college in which the student is matriculated (or designate) are required. In the case of a course taken in another college, the signature of the Dean (or designate) of that college is required.

c. A student who was granted a medical leave and wants to return to the University must present medical documentation to the Dean of Students (or designate) indicating that the student is able to return. This documentation must also be presented to the Dean (or designate) of the college in which the student is matriculated.

3. Medical Related Course Withdrawals.

a. Students who wish to withdraw from a course, or courses, during the first ten-weeks of a semester or equivalent for a term, may be granted W(s) for those courses. To withdraw from a course, or courses, for medical reasons, the signatures of the Dean of Students (or designate), and the Dean (or designate) of the college in which the student is matriculated are required.

b. Students with an illness of sufficient severity to make it necessary for them to withdraw from one or more of their courses from the tenth week of a semester or equivalent for a term to the end of classes, may be granted W(s), I(s), or letter grade(s) for those courses. In order to be granted a medical withdrawal, and to receive W’s on some or all courses, the signatures of the Dean of Students (or designate) and of the Dean (or designate) of the college in which the student is matriculated, are required. In the case of a course taken in another college, the signature of the Dean (or designate) of that college also is required. If letter grades or incompletes (I’s) are to be granted for a course, or courses, the signature of the appropriate instructor(s) must also be obtained.

4. Documentation and Signatures.

a. Documentation. In order to grant a Medical Leave or allow a Medical Related Course Withdrawal(s), documentation in writing must be received from a physician or mental health professional. The Dean of Students (or designate), and the Dean (or designate) of the college in which the student is matriculated will review the documentation and agree on the appropriate action.

b. Signatures: When the student is unable to obtain the required signatures, the associate/assistant dean (or designate) of the student's college shall obtain the required signatures.

J. Intercollegiate Registration

Intercollegiate registration involves primarily the members of the Greater Hartford Consortium for Higher Education.

The Consortium agreement provides that full-time students of one institution may register for courses at another, the credit being assigned and the record made as though the courses had been taken at the institution at which the student is matriculated.

Specific procedures have been designed to afford uniform practice and policy among the Consortium institutions, subject to periodic refinement and modification consistent with agreed-on Consortium policy.
K. Transcripts

1. Under the terms of the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), a transcript of the academic record of a student can be issued legally only on written request of the student whose record is to be transcribed; exceptions are possible only as specified in the Act. University policy for complying with the Act, is described in Appendix A on page 109.

2. A fee, payable in advance, is charged for the issuance of a transcript.

3. No transcript will be issued at the request of a student who is on cashier's restriction.

L. Grade Reports

At the end of each semester and of each summer session, a computer report of grades earned will be mailed to each student at the address recorded. Fall semester grades are mailed to the local address. All others are mailed to the home address.

On request of the student, or of the parent in the absence of instructions to the contrary by the student, grades will be mailed to the parent claiming financial responsibility for the student. In the event of dispute on this issue, the burden of proof lies with the parent, the proof required by law to be based on Federal Income Tax returns.

M. Scheduling

The scheduling function is the responsibility of the Registrar's Office; it is described in Section IV of this manual.

The Hartt School and the Hartford Art School control all scheduling within their respective buildings, simply reporting their schedules to the Scheduling Office when complete.

N. Identification Cards (IDs)

As a matter of administrative convenience, rather than of substantive policy, the Registrar is responsible for the issuance, as part of the registration process, of ID cards to all full- and part-time students. Similar but distinguishable cards are issued also to faculty and staff. Student IDs must be validated each semester.

O. Transfer Credit for Matriculated Students

This section applies to all students matriculated at the University of Hartford who wish to take courses at other institutions and desire to have credit for these courses transferred to their degree program at the University of Hartford.

Matriculated students will generally not receive transfer credits for courses taken at other institutions unless they receive prior approval from the University of Hartford college in which they are matriculated. Such approval may be obtained using a standard form provided by the University Evaluator. Failure to obtain prior approval may result in transfer credit for the course being denied. The requirement for approval applies to all terms and sessions.

Individual colleges may add specific requirements to the overall policy.
It is the responsibility of the matriculated student to obtain approval before enrolling for a course at another institution. The University will publish the policy in the annual Bulletin.

Any request for exemption from the prior approval requirement of this policy may be addressed in writing to the dean of the college in which the student is matriculated. Students wishing to take courses through the Consortium should follow the procedure for Consortium registration published regularly by the Office of the Registrar.
# Registration Form

- **Effective Date of This Revision:** 9/1/14
- **Dates of Previous Revisions:** 4/12/79, 9/1/87, 9/1/92, 9/1/02

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## Registration Form

### Primary Course Selection

- **You will be enrolled in these courses if all the registration requirements are met and if space is available. Please be sure to include alternate choices.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

## Alternate Course Selection

- **You will be enrolled in these courses only if the corresponding primary course is unavailable. Enter alternates on the same line as the corresponding primary course.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Registration Guidelines:

- **Nonrefundable Tuition and Fee Owing for Withdrawals:**
  - Tuition and fee owing for withdrawals are nonrefundable. Tuition and fee owing for withdrawals are nonrefundable. A default charge of 5% per month will be assessed for any unpaid balance.

---

**Student's Signature:** 
**Advisor's Approval:** 
**Registrar's Copy:**
PROGRAM CHANGE FORM

UNIVERSITY OF HARTFORD

CHANGE OF PROGRAM

YEAR AND YEAR FOR WHICH YOU ARE REGISTERING
- FALL
- SPRING
- SUMMER

DATE REQUESTED

DELTA FEE REMITTANCE PERMITTED
- NO
- YES

PROGRAM CHANGE FORM

STUDENT ID  

DATE REQUESTED

COMPARE THIS AREA IN THE RIGHT ONLY TO THE LEFT
- YES
- NO

IF YOU ARE A NEW STUDENT OR YOUR ADDRESS HAS CHANGED SINCE LAST REGISTRATION

CITIZENSHIP
- U.S. Citizen
- Foreign

RACE
- Native Hawaiian or Other Pacific Islander
- American Indian/Alaska Native
- Other

OCCUPATION
- Full-Time Student
- Other

SEX
- Male
- Female

DATE OF BIRTH

HIGH SCHOOL

HIGH SCHOOL GRADUATION DATE

CACHO RING

DROPS

COURSE  REFERENCE  NUMBER

INSTRUCTOR

ADDs

COURSE  REFERENCE  NUMBER

INSTRUCTOR

REASON

WITHDRAWAL

REGISTRATIONS SEE IS NON-REFUNDABLE.
TUITION AND FEES ARE AS STATED IN THE UNIVERSITY CATALOG.

STUDENT'S SIGNATURE

DATE

ADVISOR

INSTRUCTOR (WHEN REQUIRED)

DEAN (WHEN REQUIRED)

REGISTRAR'S COPY

Effective Date of This Revision: 9/1/14
Dates of Previous Revisions: 4/12/79, 9/1/87, 9/1/92, 9/1/02
XI. ADVANCED STANDING

A. Undergraduate Transfer Students

Undergraduate transfer students may be admitted from other collegiate institutions having requirements similar to those of the University of Hartford provided their records are acceptable. The number of transfer credits such students receive depends upon the character, quality, and quantity of the work they have completed.

1. A student matriculated as a candidate for an undergraduate degree or certificate is to have an official transcript of any collegiate coursework completed sent to the Office of Admission directly from each institution attended.

2. No official evaluation will be made of a transcript submitted by a student who is not matriculated as a degree candidate at the University of Hartford.

3. The University Evaluator will review each transcript submitted and will determine what credit, if any, is available for transfer taking into account:
   a. the accreditation of the institution in which the work was completed, as of the time when it was done.
   b. the time when the work was completed (credit over 10 years old may not be accepted).
   c. possible duplication.
   d. grading systems.

4. The University Evaluator shall have recourse to the following aids in determining credit available:
   a. reports of accreditation.
   b. manuals of procedure.
   c. catalogs of colleges whose transcripts are most frequently submitted.
   d. correspondence with deans or registrars of institutions whose transcripts may present special problems.
   e. correspondence with governmental agencies regarding transcripts of work completed in foreign universities and concerning other special problems.
   f. conversations or correspondence with persons on the faculty or in the administration of the University of Hartford who may be able to offer special assistance in fields of their specialties.
5. The University Evaluator will report to the student, to the appropriate academic dean and faculty adviser, and to the Registrar as follows:

   a. If credits in question are presented from a single collegiate institution in the form of an Associate in Arts degree, an Associate in Science degree, or the equivalent from an accredited four-year institution, and if the student has achieved a grade point average of 2.50 or better (computed in the manner prescribed by the University of Hartford), in an appropriate curriculum whose courses and requirements are comparable to those at the University of Hartford.

      (1) Individual course grades of "D" or better will be accepted as transferable credits. The applicability of these credits toward a specific program will be determined by the appropriate college or department.

      (2) All courses for which said credits have been earned will be listed on the evaluation form.

      (3) Where the lowest possible passing grade has been achieved, or where a course was taken on a "Pass/Fail" system (or a variation of the same), this will be indicated by a "D" or a "P" following the listing of that course.

   b. If credits in question are presented from a single collegiate institution in the form of an Associate in Arts degree or an Associate in Science degree or the equivalent from an accredited four-year institution, and if the student has achieved a grade point average of less than 2.50 (computed in the manner prescribed at the University of Hartford):

      (1) The number of credits earned toward that degree will be given individual consideration and will be reported in the form of the individual credit unit each course represents.

      (2) All courses for which said credits have been earned will be listed on the evaluation form.

      (3) Credit may be allowed where a grade of "D" or "P" (or variation of same) is earned in the first or middle part of a continuing, dependent sequence if the grade for the final course in the sequence is "C" or better. Where such credit is allowed, it will be so indicated on the credit evaluation.

   c. If the credits in question are presented in the form of an Associate in Arts degree or an Associate in Science degree, but represent credits earned in a variety of methods (more than one instruction, CLEP, USAFI), credits will be given individual consideration and will be reported in the form of the individual unit each course represents.

   d. If the credits in question are presented in the form of a partial record at either a two-year or a four-year institution:
A two-year program at either a two-year or a four-year institution, generally equivalent to but not marked by an Associate in Arts degree or an Associate in Science degree, will be regarded by the University Evaluator as outlined in Section XI, A, 5: a, b, c.

Otherwise, each course, completed with a grade of "C" or better, will be listed on the evaluation form with the corresponding amount of transfer credit.

Credit may be allowed where a grade of "D" or "P" (or variation of same) is earned in the first or middle part of a continuing dependent course sequence if the grade for the final course in that sequence is "C" or better. Where such credit is allowed, it will be so indicated on the credit evaluation.

e. If the credits in question are presented from correspondence courses:

(1) A maximum of 30 (thirty) transfer credits may be granted provided the credits were earned under the auspices of a regionally accredited, degree granting institution and that such institution accept the correspondence credits towards its own bachelor degree requirements.

(2) Credit may be granted for courses in which grades of "C" or better have been earned.

(3) Any correspondence credits accepted shall be on a provisional basis, incorporated into the student's permanent record upon the satisfactory completion of 15 (fifteen) semester hours at the University of Hartford.

f. If the credits in question are presented from unaccredited educational institutions, credit may be granted for courses completed with grades of "C" or better according to the following methods and procedures of validation:

(1) Methods

(a) Satisfactory completion at the University of Hartford of higher level course work, with a grade of "C" or better, in a particular subject area (Accounting 220-21 would, for example, validate Accounting 110-11 completed elsewhere). This method is particularly suitable for sequential type learning experiences. In such cases credit for the lower level courses may be granted with the approval of the department and college concerned.

(b) CLEP examinations (General or Subject) for validation of courses in areas which the student does not desire or need to pursue on a higher level (used to meet distribution or elective requirements). (Some particular course areas are not covered by CLEP examinations.)

(c) University of Hartford subject credit by examinations: Complete written comments must accompany the credit recommendations as well as a copy of the exam (if written) or description of exam (if oral
(d) University of Hartford portfolio evaluation: Policies and guidelines, and acceptable forms of documentation are described in Section XIII of this Manual.

(2) Procedures

(a) At the time of matriculation, a package of validation methods for courses will be established in writing for the individual student. The package and equivalents will be established by the Dean of the college into which the student is matriculating and the University Evaluator.

(b) Upon satisfactory completion of the requirements of the original package (or subsequent modifications thereto), all materials are to be forwarded to the University Evaluator. Credits will then be granted retroactively for the equivalent courses validated as specified in the package. The entire package will be stored in the student's permanent folder in the Registrar's Office.

(3) International students who are not able to provide official transcripts or who have studied at foreign institutions about which there is limited or no information, may also receive credit by following the above methods and procedures.

g. Reports of transfer credit will also include the following information:

(1) The number of credits available for transfer.

(2) Courses will be listed with equivalent University of Hartford codes and numbers where possible. The University Evaluator may consult a dean or a department chairperson if technical or expert assistance is needed to determine equivalence.

(3) General classifications of credits for courses that have no University of Hartford equivalence.

(4) Institutions in which the work was taken and dates of attendance.

(5) Special conditions, such as credit taken in institutions not fully accredited at the time it was completed may be approved for transfer after the satisfactory completion of either fifteen credit hours, or one semester as a full-time student at the University of Hartford. A tentative evaluation of coursework completed at an unaccredited institution will be prepared at the time the student matriculates at the University of Hartford.
6. Determination and application of available credit for the satisfaction of University of Hartford requirements is ultimately the responsibility of the dean of the college administering the program leading to the degree or certificate to which the requirements are appropriate.
   
a. The dean will normally have been advised by the college evaluator who, in turn, may have consulted the appropriate department chairperson.
   
b. Credit that may not be equivalent to that earned in University of Hartford courses may be regarded by a dean as justification for a waiver of, or a substitution for, some requirement.
   
c. Ad hoc committees in the colleges of the University of Hartford may wish to articulate agreements between the two-year institutions and a major program at the University; such agreements must, however, be coordinated with the evaluator of that college so that any "blanket" credit will be applied towards a degree program in a consistent fashion.
   
7. Exception to these policies may be made in individual cases when reviewed by the Committee on Academic Standing and passed by the full-time faculty of the college in which the student is matriculated.

B. Graduate Transfers

1. Students matriculated as candidates for a graduate degree or certificate are to have official transcripts of any graduate study completed elsewhere sent to the office of the dean or department chairperson in charge of their program.

2. Both the evaluation of graduate credit available and the application of that credit to requirements for a graduate degree or a certificate shall be the responsibility of the dean or department chairperson responsible for administration of the pertinent graduate program.

   a. The dean or department chairperson is also responsible for reporting these decisions to:

      (1) the student.

      (2) the faculty adviser.

      (3) the Registrar.
XII. ADVANCED PLACEMENT

A. The University gives full recognition to advanced scholastic achievements completed in secondary schools.

B. Such advanced placement work in secondary schools must be validated by a student's satisfactory performance on the Advanced Placement Examinations of the College Entrance Examination Board, administered by the Educational Testing Service.

C. A student whose grade on such a test meets the standard set by the University of Hartford will be allowed full academic college credit for the secondary school work it validates, and may either use such credit to satisfy basic distribution requirements or apply it as prerequisite to advanced courses.

   1. Exemption, but not college credit, may be granted in the foreign languages for achievement on the freshman and sophomore levels.

   2. College credit, validated by Advanced Placement Scores, may be granted, however, for achievement beyond the sophomore level in such courses.

D. Students gaining such credit will have the freedom to elect advanced courses earlier than is customary, to allow more elective courses in their total program, and, if credit has been granted in three or more courses, to graduate in fewer than the four years normally required to complete degree program.
XIII. UNDERGRADUATE CREDIT FOR NON-TRADITIONAL/EXPERIENTIAL LEARNING

A. CREDIT BY EXAMINATION

1. Through the College Level Examination Program (CLEP) of the College Entrance Examination Board (CEEB) a student may obtain credit for college-level knowledge and skills learned through independent study, correspondence courses, on-the-job training, and other experiences that do not produce credit that is directly transferable.

   a. General Examinations: to be considered for credit, scores must be 500 or higher (50 subscores); 610 for English.

   b. Maximum number of credits to be accepted on the basis of CLEP General Examination scores is 27 semester hours (freshman level). No credit is granted for “Math Skills.”

   c. Subject Examinations: minimum score of 50th percentile is required. Essays, where available from CLEP, are required and reviewed by appropriate University of Hartford faculty members who determine the award of credit.

   d. University of Hartford is a CLEP test center. Arrangements for testing are made through the Office of University College.

   e. Reports of CLEP scores and faculty recommendations are sent directly to the University Evaluator in the Office of Admission.

2. Credit may be available through the Advanced Placement Program of CEEB. (See Section XII, "Advanced Placement.")

3. Any college of the University may, under suitable circumstances, authorize the administration of an examination of its own devising or choosing for the purpose of establishing or validating credit. Credit by examination for a course shall not be granted if a student's permanent academic record indicates that the student was enrolled in that course in the last five years, or if credit by examination for that course has been previously attempted unsuccessfully.

   a. Application for permission to take such an examination for credit shall be made by submission in triplicate of a form provided by the Office of the Registrar, which may also be obtained in the offices of the academic deans and of the department chairperson. (See sample copy appended to this section.)

   b. The administration of the examination for credit shall require the recommendation of the appropriate department chairperson and the approval of the appropriate academic dean, who shall assign an examiner to prepare, administer, grade, and report the examination.

   c. The student shall pay in the Bursar's Office the currently authorized fee for the examination for credit.
d. Before administering the examination for credit the student shall be required to provide the examiner with the receipt from the Bursar indicating payment of the appropriate fee.

e. The examiner, after evaluating the examination, shall fill out in triplicate the report of the student's grades in the spaces provided on the application form and shall have had the forms signed also by the appropriate academic dean.

f. The examiner shall present at the office of the Business Manager the receipt given by the Bursar to the student and shall receive 75 percent (75%) of the fee paid.

g. The triplicate report forms shall be submitted to the Office of the Registrar.

   (1) One copy will be sent to the student, one to the dean, and one to the student's permanent file in the Office of the Registrar.

4. Only when an examination is graded “C” or higher is credit to be entered in the student's permanent academic record.

5. Credit based on examinations is not assigned quality points and does not enter into the calculation of a student's quality-point average.

6. In entering credit earned by an examination in the permanent academic record of a student, the Registrar will replace with a mark of “P” the actual letter grade assigned by the examiner.

B. PORTFOLIO ASSESSMENT FOR ACADEMIC CREDIT (Learning in a non-credit setting - LINCS)

The portfolio is a formal written communication requesting academic credit and providing supporting information. The University of Hartford portfolio for assessment of non-traditional learning will contain the following:

1. A brief introductory essay: This essay presents the applicant's general background, personal goals, and academic goals.

2. A life history or vita: The vita presents significant life experiences since high school for which the applicant has not received college credit. These experiences may include work, military service, volunteer activities, homemaking, non-credit courses and seminars, recreational activities and hobbies, travel, independent study, conversations with experts, pursuit of licenses or special certificates, and community activities.

3. A formal statement of learning outcomes: The University of Hartford proposes to grant academic credit for college-level learning, not simply for experience. This part of the portfolio, which relates experiences enumerated in #2 to actual learning outcomes, is therefore an integral part of the applicant's credit request.

4. Documentation: In this section the objective is to present verification of the quality and extent of learning experiences described in parts 2 and 3. Examples of documentation that would be considered appropriate are as follows:
5. **A formal request for credit:** A "Request for Credit" form will be submitted for each academic area in which the student requests credit. Included on this form will be the name of the applicant, the number of credits requested, the title of the subject area, the University of Hartford course equivalent (if appropriate), statements of competence, a list of supporting documentation, and the comments and signature of the faculty member evaluating the student's portfolio for academic credit in that particular area. The program coordinator shall have the discretion to develop new credit requests and transcription formats where appropriate, particularly if regional standards are developed by such an organization as the Connecticut Association for Continuing Education, or national standards by such an organization as the Council for the Advancement of Experiential Learning.

6. **Administrative Procedures**
   
a. **Informational consultation:** The first two sections of the dossier will typically be prepared in consultation with a program coordinator. The content of these two sections will permit the coordinator to identify an appropriate faculty resource person to work with the student applicant on the remaining three parts of the portfolio.

   b. **Portfolio preparation:** The faculty resource person assisting the student applicant in the preparation of the portfolio will advise the applicant with respect to appropriate forms of documentation, appropriate requests for credit, and how the applicant might best integrate credits received for non-traditional/experiential learning into a regular academic program.
c. Portfolio evaluation: Upon completion of the portfolio the faculty resource person assigned to assist in the portfolio assembly will present the portfolio to appropriate academic departments for evaluation. The chairperson of the department will be responsible for evaluating the portfolio or for determining the appropriate faculty member within the department to do so. The department chairperson or faculty member charged with evaluation of the portfolio shall obtain the department's (or equivalent) approval of their recommendation. The person evaluating a specific credit request will file a report, with copies sent to the applicant, the program coordinator, the dean of the college where credit has been requested, the University Evaluator, and the Registrar. Copies of the evaluation results will be forwarded routinely as part of the student's academic transcript if academic credit is granted. The format for this information will be determined jointly by the program coordinator and the Registrar. The faculty member evaluating the portfolio may recommend:

(1) Granting a specific number of academic credits in the area requested.

(2) Granting credit conditionally, pending successful completion of a related course.

(3) Waiving certain departmental requirements.

(4) Denying credit or waiver in the area requested.

The program coordinator may process credit requests for a "hypothetical applicant." This could be done, for example, when several student applicants might be expected to apply for academic credit for the same non-accredited, or extra-institutional programs undertaken.

7. **Duties of Program Coordinator**

The program coordinator shall be appointed by the Provost and shall be responsible for:

a. The initial interview with applicant.

b. Referral of applicant to an appropriate faculty resource person for the purpose of preparing the portfolio.

c. Monitoring the progress of the applicant through the evaluation procedure.

d. Developing and monitoring fees for the services described herein.

e. Developing and administering remuneration of faculty for the evaluation and preparation of portfolios.

f. Maintaining continuing contact with, cooperating with, Council of Deans, Office of Admission, Office of University College, and the Registrar.

g. Periodically evaluating the effectiveness of this program and developing recommendations for the improvement thereof.
8. General Principles

The University of Hartford will seek to grant academic credit equivalencies for college-level learning, irrespective of where or how it was gained. The criteria to be employed include the following:

a. Relevance of the learning to the student's degree program and educational goals. While it is true that most adults have had significant experiences that have led to learning in a variety of areas, much of what is learned may not be relevant to a college degree. Applicants for non-traditional learning credit should demonstrate the relevance of that learning to their study or degree program plan, whether in required or elective areas of course credit.

b. Only college-level learning will be credited. Some of the following criteria are often considered important in assessing whether learning qualifies as college-level:

   (1) The learning should reflect a conceptual as well as a practical grasp of the knowledge or competence acquired. The mere application of a skill or routine or procedure does not warrant credit; students must be able to understand why they are able to do what they do.

   (2) The learning should be equivalent in quality to college-level work.

   (3) The learning should be applicable outside the specific context in which it was acquired.

   (4) Learning may fall within the domain usually considered degree credit higher education, but may include pre-collegiate, non-collegiate, or "continuing education" study that traditionally carries no college credit.

c. Learning should be verifiable. Applicants will be asked to demonstrate that they possess the learning which they claim. The following are examples of acceptable verification that learning has indeed occurred: documentation such as official transcripts, certificates, licenses, examination scores, evaluative letters, or other written evidence that verify and evaluate learning. It should be noted that the University of Hartford does not award credit merely for "experience" -- credit is granted for the verifiable learning outcomes attained as a result of the experience. Evidence that the applicant engaged in a particular activity or was present in a given experiential setting does not in and of itself constitute sufficient documentation of the learning claimed. Additional measurement and evaluation of the learning outcomes gained from the experience are usually required.

d. Learning from life experience can be granted credit only once. Learning from any one source of life experience already granted credit cannot be granted additional or duplicate credit in a prior or subsequent classroom learning situation.

e. Life experiences are rarely a direct equivalent to traditional curricula. Therefore, areas of study, learning components, and numbers of credit hours requested or granted need not match precisely department and course titles for credits usually given.
f. Large blocks of credit are difficult to analyze and to substantiate. Applicants and resource faculty are urged to separate requests for learning assessments into categories representing the academic equivalent of six or fewer credits.

g. Ordinarily (without formal training), a maximum of 30 life experience credits can be applied toward an associate or bachelor degree; with substantial formal training a maximum of 60 credits can be applied toward a bachelor degree.

h. Normally, the last 30 credit hours of the student's degree program must be in residence at the University of Hartford.

i. Each department will determine which of its major degree program requirements cannot be satisfied by life experience credit.

j. Normally, life experience credit will be awarded only when the learning can be assessed for credit equivalency by one or more University of Hartford disciplines. In the case of some cross-disciplinary degree programs, more than one department may be involved in the assessment process.

k. Where feasible, equivalency credit should be equated to existing courses in the traditional University of Hartford curriculum (e.g., Art 120-121, History of Western Art - six credits).

l. Appropriate fees will be charged for the compensation of faculty involved in the development and evaluation of portfolios. This includes faculty called on to interview or test the applicant in connection with the verification or documentation of learning. Fees for a given service shall be equivalent across colleges of the University.

m. Determination of credit equivalency and applicability to degree requirements rests ultimately with the dean of the college in which a specific credit request has been evaluated.

n. For areas where the University of Hartford lacks faculty with appropriate specialties to evaluate an applicant's learning, the program coordinator may seek credit approval through the Faculty Senate and its Committees of Undergraduate Curriculum and Non-Traditional Education. Such requests should offer evidence of formal review from:

(1) Other institutions of higher education using acceptable review procedures.

(2) Such organizations as the American Council on Education, as in their review of educational programs in non-collegiate organizations.

(3) Non-collegiate certification agencies with established review procedures.


XIV. INSTRUCTIONAL PROCEDURES

A. Faculty Responsibilities

1. Introduction

   a. Classes are to be held at the times and places as listed in the University Class Schedule. Any permanent changes to this schedule must be subject to the approval of the Unit Chair or equivalent and the Registrar’s Office.

   b. A faculty member shall set forth whatever reasonable requirements are necessary for fulfilling the purpose of a course provided that:

      i. the requirements are stated in a distributed written and/or electronic syllabus to the members of the class; and

      ii. all students within the same academic level (as defined in section VI D. & E. of this manual — e.g. graduate/undergraduate) shall be held to the same course requirements.

      iii. Multiple sections of the same course in a given academic year must share the same core set of learning outcomes in the syllabus.

   c. Additional policy related to instructional procedures appears in the Faculty Policy Manual, particularly in F.P.M. section 3.2.

2. Attendance Recording and Reporting

   a. Instructors are required to keep attendance records in their classes for the first three weeks of the semester for a fourteen-week semester and to report them upon request. Within this initial three-week period, the instructor shall report to the Registrar’s Office, on the supplied class roster, the names of any students who are registered for the course, but who have never attended a class meeting. For terms shorter than fourteen weeks, similar requirements must be followed.

   b. Instructors shall exclude from their classes persons who are not authorized to attend.

   c. Class attendance, preparation for classes, and completion of assignments are obvious duties expected of students. In addition, students are responsible for any work missed should an absence occur. Regular class attendance is expected and excessive absence may result in withdrawal from a course. Excessive amount of absences should be determined by the professor and noted in the syllabus.

3. Notice to Students of Course Requirements and Instructional Procedures

   a. Instructors shall provide for their students a written and/or electronic syllabus including course objectives, the major requirements for assignments and examinations including the weighting of all requirements that affect the final grade. Any change to these major requirements, during the semester, must be provided in written and/or electronic form.

Effective Date of This Revision: 9/1/13
Dates of Previous Revisions: 4/18/73, 4/11/83, 9/1/87, 4/30/90, 9/30/93, 9/1/03, 9/1/12
b. If the instructor has any particular requirements regarding academic honesty, attendance, instructor-initiated withdrawal, classroom decorum, classroom participation, make-up examinations or time extensions for assigned work, these shall also be included as part of the syllabus.

4. Classroom Discipline

   a. Instructors have both the responsibility and the authority for assuring conformity to University regulations and standards within their classrooms. They must call to the attention of their students any rules or standards that they feel are not being properly observed. An instructor-initiated withdrawal may be used to remove any student from a course who fails to respond to such notification.

   b. No food or beverages are allowed in laboratories or computer classrooms.

5. Examinations, Term Papers & Final Grades

   a. Notification: All term papers and examinations required during the semester and the instructor’s evaluation of them shall be made available to students in a timely fashion, and the students shall have the opportunity to review and discuss the content with the instructor.

   b. Retention: If not returned to students, term papers and final exams shall be kept on file for at least one semester. For the spring semester, they must be retained at least through the following October.

   c. Administration of Final Exams: Final examinations must be given at the time established by the scheduling officer during the regular examination period.

   d. Submission of Grades: Faculty must ensure that all student grades are submitted to the Registrar’s Office by the end of the grading period.

6. Instructor-initiated Withdrawal

   a. An instructor-initiated withdrawal is the removal, by the Registrar, of a student from a course under the following circumstances:

      i. After attempting to notify the student, the instructor may initiate a withdrawal of a student from the course, if in the opinion of the instructor the student never attended class or stops attending class and fails to meet the course requirements as indicated in the syllabus.

      ii. After attempting to notify the student, the instructor may initiate a withdrawal of a student from a course, in accordance with section XIV A.4., if in the opinion of the instructor the student fails to conform to standards of classroom discipline.

      iii. The instructor shall initiate the withdrawal by notifying the Registrar’s Office that the student should be removed from the course.
b. If a student is withdrawn within the first three weeks of the semester, of a fourteen-week semester, that student will have his or her registration for that course voided.

c. If a student is withdrawn after the third week, of a fourteen-week semester, but before the end of the tenth week, that student will receive a grade of “W”.

d. After the tenth week of classes, a student may not be withdrawn from a class, except as provided for in section X.H.1.

7. Appeals from Academic Decisions

a. Appeals relating to the decisions of an instructor(s) in the implementation of an academic policy can be made only on the grounds of alleged unjust or capricious action on the part of an instructor.

b. Steps in the Appeals Process:

   Step 1: The student must contact the instructor (in person, by phone, or by electronic means) to discuss the issue in question, stating the grounds for the appeal and presenting evidence to support the grounds. This must be completed within ten working days* after notification of the academic decision during a semester, and within ten working days after notification at the end of a semester.

   Step 2: The instructor upon receiving an appeal of an academic decision from a student has ten working days to respond.

   Step 3: If the situation is not resolved with the instructor, the student may request a meeting with the department chair or designee of the unit in which the course is taught (in person, by phone, or by electronic means) within ten working days. This meeting must occur within ten working days of the student’s request for a meeting.

   Step 4: If the situation is still not resolved, the student may submit a written appeal with supporting evidence to the dean (or designee) of the college in which the course is taught. This must occur within ten working days after the meeting with the department chair (or designee). The dean within ten working days shall decide whether the appeal warrants further investigation. If the dean decides that no further appeal is warranted, no further appeal is allowed.

   Step 5: If the dean decides the appeal warrants further investigation, the appeal and evidence shall go to the Academic Standing Committee (ASC) of the college or program in which the course was taught at the next regularly scheduled meeting of ASC. The ASC meets (when necessary, by electronic means), and reviews the appeal by hearing the evidence presented by the student and the faculty member. Both are invited to meet with the ASC to respond to questions on the issues, whenever possible in person or if necessary via electronic means. The dean of students or designee may be invited to attend by either the student or ASC with voice but no vote.
Step 6: For the ASC meeting, the student shall have the right to select a meeting advisor. The meeting advisor shall not be licensed in the field of law, shall be a current member of the University community (limited to faculty, staff, and students), and not otherwise involved in the case. The meeting advisor shall not address the committee or otherwise directly participate, but the accused may request a short recess to consult the meeting advisor.

Step 4: After hearing the appeal, the ASC shall submit a report and recommendations to the dean within five working days. The committee shall make the final determination of the case. The Dean informs the parties of the decision in a timely manner. No further appeal is allowed.

*Working Days: For the purposes of this policy, working days are defined as days the University is open to conduct the work of the University, Monday through Friday. It excludes, therefore, days Monday through Friday in which the University is closed due to holidays or inclement weather.

If a student believes that an appeal from academic decision has not been addressed appropriately after completing each applicable step described above, then the student may direct a complaint to one or more of the following:

The Connecticut Office of Higher Education: 61 Woodland Street, Hartford, CT 06105-2326; (800) 842-0229; www.ctohe.org/studentcomplaints.shtml; and

New England Association of Schools and Colleges: 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4531; cihe@neasc.org; (781) 425-7714; http://cihe.neasc.org/information_for_the_public/comments_amp_complaints/.

B. FACULTY GUIDELINES

The procedures set forth below shall be considered guidelines for faculty.

1. Class Meetings
   a. **Duration**: Instructors are expected to be in their classrooms not later than the times when their classes are scheduled to begin, and should end the class at the scheduled time.
   b. **Cancellation**: All possible efforts should be made by the instructor to avoid the need to cancel class meetings. In the event that an individual instructor must cancel class, then the instructor should make a reasonable effort to notify both the students and the Department.
   c. **Breaks**: Instructors are expected to provide short breaks for classes that meet for more than 120 minutes duration.
   d. **Proctoring**: The instructor or a proctor should be present during all in-class examinations.

2. Cut Penalties & Excused Absences
   a. Students are expected to meet all requirements of a course and are to be judged on the basis of the quantity and quality of work done in relation to the stated objectives of that course.
b. While absences are not to be excused by the waiving of course requirements, an
instructor may consider extenuating circumstances in determining whether a student
is to be permitted to take a make-up examination

c. As absence from class inevitably affects a student’s ability to satisfactorily meet the
requirements of a course, and since students are graded on their performance in
relation to the standards set for the course, their grade should not be further reduced
by any arbitrary cut penalty. It is acknowledged that class participation may be an
essential component in some courses. In these cases, the syllabus will define how
much of the grade is based on a student’s participation in class.

3. Make-up Examinations

a. The choice whether to permit a make-up examination rests solely with the instructor.

b. If the instructor chooses to permit a make-up examination, they may follow the
suggested guidelines below:

i. The student asks the instructor for permission to take a make-up
examination.

ii. The student pays make-up examination fee at the Bursar’s Office and gives
the receipt of payment of this fee and a make-up examination request form
to the instructor.

iii. If a grade has been reported prior to the make-up examination request, the
instructor shall obtain a Change of Grade form from the Dean’s Office, fills
it out in triplicate and sends it to the Dean.

iv. Instructor returns the make-up examination request form and the receipt to
the Bursar’s Office. The instructor’s name and university ID number must
be included on the form.

v. The faculty member will be paid seventy-five percent of the fee.

c. Departmental Examinations: Make-up of departmental examinations, such as applied
music examinations, are to follow procedures similar to those listed in a.-e. above,
except that the department chair is to assure the oversight and reporting
responsibilities. Detailed procedures can be obtained from the appropriate Dean’s
Office.

4. Fire Drills & Emergencies

a. Instructors should familiarize themselves with instructions posted in their classrooms
with respect to routes to be followed in leaving a building in case of fire or other
emergency.

b. Arrangements should be made in advance to assure the safety of any handicapped
member of the class.

c. Students should be apprised, at the beginning of the semester, of the routine to be
followed in case of an emergency.
d. Should instructors be apprised in advance that a fire drill is to be held, they should not divulge this information to the students, and when the signal is sounded, should treat the occasion as a genuine emergency.

e. Should an emergency develop in a classroom and prove to be one with which an instructor cannot deal adequately, the instructor should seek the nearest telephone and call the Public Safety emergency number.

f. Following an emergency, instructors should report to their dean the essential details of it as they observed them or were able to ascertain them.
XV. OPPORTUNITIES FOR ACADEMICALLY OUTSTANDING STUDENTS

A. The University Scholar Program

1. Specially selected students may be permitted to work on a tutorial basis with a master professor.

2. Application for admission to this program should be made to the University Scholar Committee of the Faculty Senate the semester prior to the one the students wish to initiate their projects. Application deadlines will normally be as follows:

<table>
<thead>
<tr>
<th>Project to be completed in</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>April 15</td>
</tr>
<tr>
<td>Spring semester</td>
<td>November 20</td>
</tr>
<tr>
<td>Summer</td>
<td>April 15</td>
</tr>
</tbody>
</table>

3. The application must be accompanied by a detailed statement of the project to be undertaken, clearly indicating:
   a. The focus and limits of the project.
   b. Background investigation undertaken prior to submission of the application (including previous course work, resources that helped define the thesis statement, and a bibliography of the resources).
   c. Procedures to be followed and additional resources to be consulted during the working out of the project.

4. The application must be accompanied by letters of recommendation from the proposed master professor, and the chairperson of the department concerned. The recommendations should spell out in detail the qualification of the applicant.

5. In order to be eligible students
   a. Normally must have met all basic requirements of their college by the time they enter the University Scholar Program.
   b. Normally must have achieved a cumulative GPA of at least 3.00.
   c. Normally must be of junior or senior status at the time of their project.
   d. Must have recorded at least one year (30 hours) academic credit at the University.
   e. Must give evidence of being able to conduct independent work at a scholarly level of proficiency.

6. The minimum number of credits for a University Scholar project will be three (3); the maximum, six (6).
7. A University Scholar project may cover one (1) or two (2) semesters at the discretion of the University Scholar Committee. The minimum number of credits for a two (2) semester project will normally be twelve (12). At the end of the first semester of a two (2) semester project the student will receive a grade of NG. The final grade assigned at the end of the second semester will apply to the total number of credit hours approved by the University Scholar Committee.

8. As soon as possible after a student has been approved for University Scholar work a project committee should be established. This committee should meet with the student early in the semester for the purpose of familiarizing the members with the student's project and to provide whatever direction and assistance that the members may offer.

9. Students' project committee will consist of their master professor, normally one member selected by their master professor, one member appointed by the University Scholar Committee, and the dean of the college as an ex-officio, non-voting member.

10. Students will be required to present an interim oral report, approximately at mid semester. At the end of the project, students will be required to make an oral presentation/defense to their project committee.

11. The final grade for the project will be assigned by the University Scholar Program Committee in consultation with the master professor employing the usual A, B, C, etc. systems.

12. All University Scholars will be required to present one (1) copy of their final report to be deposited in the University Library. This copy is to be bound in a hard cover spring binding customarily used in our library.

13. Students need not take regularly scheduled courses while in the University Scholar Program, but may do so.

14. Requirements in a major field may be modified to allow for intensive study of selected topics.

B. University Honors Program

1. The University of Hartford Honors Program is designed to recognize the superior achievements and special interests of academically talented students from all the schools and colleges. Students successfully completing the requirements will graduate with "University Honors."

2. The program is managed by the University Honors Coordinating Committee, which is composed of a representative (the Honors Coordinator) appointed by the dean of each college. Honors Coordinators are responsible for curricular matters on the college level, for advising honors students during registration and throughout the year, for keeping records of students' "honors contracts," and for monitoring students' progress toward University Honors. One member of the Honors Coordinating Committee will serve as the Director of the University Honors Program.
3. The general requirements for University Honors are established by the Honors Coordinating Committee. Each college will design an Honors Program specific to its curriculum and its students. In addition, colleges determine the GPA requirements for maintaining eligibility of the students matriculated in that college. Typically, the programs in the baccalaureate colleges offer students the opportunity to do honors work in four different kinds of academic environments:

   a. Honors sections of introductory courses or AUC courses, which fulfill general education requirements.

   b. Honors courses or seminars at the advanced level.

   c. "Contract" honors: students contract with a professor to take a non-honors course for honors credit. The contract is approved by the college's honors coordinator.

   d. A thesis, special project, or University Scholar project.

Honors programs in the two-year colleges may offer honors work that will be credited toward the award of University Honors with a baccalaureate degree.

4. In order to graduate with University Honors students must have an overall average GPA of at least 3.0 in their honors courses. Courses taken P/NP will not count toward fulfilling the eligibility requirements for the University Honors designation.

5. Students are invited to participate in the University Honors Program upon admission to the University based on SAT scores and high school class rank. Students who are not invited to enter the program upon entry to the University can participate once they fulfill the eligibility requirements for honors in their college.

6. Students may continue in the Honors Program as long as they maintain the GPA required by their college. When students at any point fall below the required grade point averages, they will not be eligible to take honors courses or to participate in the program until their averages again reach the specified levels. Students receive a letter from the Honors Program before course registration each semester to inform them of their eligibility to participate in the Honors Program.

7. Honors courses are open to all students who qualify academically according to the standards of program participation established by their college of matriculation. Students need not be pursuing University Honors in order to take honors courses.

8. The University Honors Program requires 18 credits of honors course work. Once they have completed 9 credits of honors work, students can declare their intention to pursue University Honors. The declaration should be signed by students' advisors and by the honors coordinators of their colleges.

9. Students who successfully complete the requirements for University Honors will have their accomplishments noted on their transcripts and diplomas.

10. Transfer students are welcome into the University Honors Program. Students who transfer into the University of Hartford with junior status or above and meet the GPA requirements for participation in the Honors program of the school or college into which they transfer may earn the University Honors designation by completing 12 credits of honors work in residence under the conditions stipulated by their school or college.
XVI. GRADES AND CREDITS

A. Reporting and Recording

Grades are reported and recorded at the end of each session.

B. Grading System

Effective with the fall semester, 2012, the following grading system is employed for undergraduate and graduate courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>D-</td>
<td>.67</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (See Section XVI.C.)</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (See Section XVI.D for undergraduate courses, or XVI.E for graduate courses).</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw (See Section X.H.1 &amp; 2, and Section XVI.A.4, Classroom Discipline).</td>
</tr>
<tr>
<td>NR</td>
<td>No Report from Instructor (Registrar assigned only)</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade Issued The grade of NG is only appropriate for courses – undergraduate and graduate – that usually take more than one semester to complete (such as University scholar projects, dissertations, and clinical experiences). The Registrar’s Office, working with the schools and college, will maintain a list of courses that usually take more than one semester or term to complete in which an NG can be issued. In cases of work that normally should be completed in a semester or term, an Incomplete (I) should be issued, according to the criteria in Section XVI.D.</td>
</tr>
</tbody>
</table>

Effective Date of This Revision: 9/1/12
The policy for assigning plus and minus grades or grades lower than C in graduate programs is to be determined by the individual college.

C. Pass/No Pass

The work of a student may be graded on a Pass/No Pass (P/NP) basis under the following conditions:

1. The criteria for a Pass (P) are ordinarily the same as those for a D or for a higher grade. Work judged to be less meritorious is to be rated No Pass (NP).

2. Work graded Pass (P) is to receive appropriate credit. None is given for that graded No Pass (NP). In neither case does the credit attempted enter into calculations of the grade point average of the student.

3. The faculty of any college of the University may determine that a course offered by that college is to be graded only on a Pass/No Pass (P/NP) basis.

   Registration in such a course is to be made in the same manner as for courses not so graded i.e., no check is to be made in the Pass/No Pass column provided on the registration form.

4. An individual student may elect to enroll on a Pass/No Pass basis in certain regularly-graded courses.

   a. Registration on a Pass/No Pass basis may be made only in accordance with the regulations of the University and the regulations of the college in which the students are enrolled. Where permitted, students must declare intent to enroll in a course on a Pass/No Pass basis at the time of registration for the course, except that they may change this registration status either from a Pass/No Pass basis to a letter-grade basis or from a letter-grade basis to a Pass/No Pass basis at any time up to the end of the tenth week of the semester.

   b. A college may make the Pass/No Pass option available to all matriculated students on a one course per semester basis, to a maximum of eight courses to fulfill degree requirements. Credits so earned count toward graduation requirements, but are not included in the grade point average (GPA) computation. The specific regulations for an individual college must be reviewed by the student before seeking this option.

   c. Not included in the Pass/No Pass system are RPW 110 and courses in the student's major (departmental) requirements unless approved by the chairperson of that department.

D. Incomplete Work resulting in grade “I” (undergraduate)

1. Work may be reported as incomplete, I, provided:

   a. The student is unable, under extenuating circumstances, to complete the work at the end of the term.

   b. The work has been otherwise satisfactory: and

   c. Arrangements have been made in advance with the instructor for the completion of the work.
2. "Extenuating circumstances" include such situations as serious illness or events that make impossible the completion of the work. The use of the designation “I” is specifically prohibited for situations involving heavy work loads or the pressure of other responsibilities of the student.

The use of the designation I is specifically prohibited for situations involving heavy work loads or the pressure of other responsibilities of the student.

3. An undergraduate student in residence who has not fulfilled the requirements for the course by the end of the next regular semester or at an earlier time specified will receive a mandatory grade of “F,” except that, should the course have been elected Pass/No Pass, the grade issued shall be NP (No Pass). An undergraduate not in residence (not registered) in the following semester and who has not fulfilled the requirements of the course within two regular semesters will receive a mandatory grade of “F,” except that should the course have been elected Pass/No Pass, the grade shall be NP (No Pass).

4. The student is responsible for completing all outstanding requirements. When complete, faculty will assign a grade for the course and communicate this grade to the Registrar using a standard grade change form.

E. Incomplete Work (Graduate)

1. Under special conditions, individual graduate students may receive permission to complete the work of a course after the end of a semester.

   a. The graduate instructor is responsible for making such arrangements in line with the regulations of the department and the college that administer the course.

F. Courses Repeated

1. A course normally can be retaken only once, except when a course is designed to be taken repeatedly. For courses not designed to be taken repeatedly, a student may request permission from Academic Standing Committee (ASC) of the college offering the course to repeat a course a second time under the terms of the repeat course policy. An appeal to a college’s ASC may be made on the grounds of mitigating circumstances, and should include explanations of the circumstances, a description of their effect on performance, and discussion of the actions taken to minimize or eliminate these circumstances and their effects.

2. In the case of repeated courses, only the grade most recently earned (subject to the limitations stipulated in #4 following) will be used in the computation of the student's grade point average (GPA) and credits earned. The previous grade, while remaining on the transcript record, is disregarded in the calculation of grade point average and credits earned.

3. This policy will take effect on January 20, 1997. No provision of this policy will alter situations involving repeated courses in which both of the courses were completed prior to January 20, 1997.

4. The first grade received in a repeated course will be disregarded for the purposes of grade point average calculation only if the second grade received is in the range A through F or P. If any other grade is assigned for the repeated course, the grade initially earned during the first enrollment period will be used for the purposes of grade point average calculation.
5. The repeat course policy of allowing a subsequent grade of a course to replace the prior grade for that course cannot be used for courses where an F has been given due to academic dishonesty, and the grade has been affirmed upon appeal if the student has chosen to appeal the grade. To implement this exception to the repeat course policy, the Dean of the College or designee, or director of a University-wide program (a program that does not reside in a school or college such as the All-University Curriculum) in which the course is taught, are required to report to the Registrar all such cases.

G. Academic Credit

1. The credit hour (or semester hour) is the unit by which academic credit is measured.
   a. In most instances, a credit hour represents satisfactory completion of the course work required for one 50-minute class meeting per week for one semester.
   b. One credit hour in laboratory or studio work usually represents satisfactory completion of two or three 50-minute laboratory or studio periods per week for one semester.

H. Change of Grade

1. An instructor who finds that an incorrect grade has been submitted for a student may initiate a grade change by contacting the dean of the college in which the course was offered.
   a. The request for a change is to be submitted on a special form provided by the Office of the Registrar.
   b. Reasons for the requested grade change are to be clearly indicated.

2. No change is to be registered without the concurrence of both the instructor and the dean except that:
   a. Should the dean not concur in the judgment of the instructor with regard to the change, the dean may submit the proposal to the faculty of the college, in which case the decision of that faculty is binding; or
   b. Should a request for a change of grade be received when the instructor who issued it is no longer available, the dean shall submit the request to the faculty for action.

3. When a change of grade shall have been approved, the action should be reported to the Registrar on the special form provided for that purpose.

4. Upon receipt of official authorization for a change of grade, the Registrar will make the appropriate change in the student's record and will issue a supplementary grade report, with a copy to the student and one to the college.

I. Final Grades in an Emergency Situation

1. In the event an emergency prevents the completion of a particular semester, including final examinations, the following academic regulations will be followed:
a. If the University is unable to complete at least two-thirds of the semester, special meetings of the Faculty Senate and Council of Deans will be called to decide on procedures that would make possible the completion of the academic work for the semester and the appropriate evaluation procedures.

b. If less than one-third of the semester, but more than two weeks, remains to be completed, each course will be evaluated by the faculty member concerned, then decisions made (after approval of the heads of departments and the Council of Deans) to follow one of the two options indicated below:

(1) Regular grades may be assigned if students complete the work of the course and the necessary examinations before the beginning of the next semester. A temporary "No Grade" will be assigned until that time.

(2) If option 1 is not possible, students may receive an I grade, with the remaining work for the term and the final examination to be completed within a period to be determined, but no longer than twelve months from the time of interruption of the semester.

c. If two weeks of the semester, or less, remain to be completed, the work for all courses including examinations must be finished before the end of the first month of the following semester. Special examination periods may be arranged. If possible, all grades will be issued before the beginning of the next semester.

d. In the event a final examination (or the last session of a course) cannot be held on the assigned day, it should be rescheduled at a time as soon after the final day of the examination period as possible. If it is not possible to schedule a new time before the recess between semesters (end of the fall semester) or before graduation (end of the spring semester), there are two general options:

(1) The evaluation may be made based on prior work, without the final session of the course or the final examination.

(2) The examination or final session may be scheduled during the period of registration of the next semester and I grades issued until the grades are determined.

Before deciding on either option, the faculty member must secure the permission of the head of department and the dean of the college.

e. There is, at present, no intention to change the basis for grades in any course, both in terms of course content to be covered and in the evaluation procedures. Essentially, this means that Pass/No Pass or Pass/Fail ratings will not be instituted retroactively -- the grading arrangements in force at the time of the interruption by the "emergency" will remain in force.

J. Graduate Dissertations, Theses, Examinations and other Culminating Academic Products

Culminating academic products are produced by graduate students at or near the end of their programs. Examples include dissertations, masters theses, and final juries. They may occur within a course or independent of a course, but they are assessed and evaluated by a committee.
1. Committee Composition
   a. All committees charged with such evaluation shall be composed of three or more people.
   b. The committee chair or co-chair shall be a full time faculty member with academic responsibility in the program or related field at the university.
   c. Additional committee members shall be chosen in consultation with the student.
   d. Additional members of the committee may be drawn from outside the program, department or college.
   e. At the time of committee formation, no more than one member of the committee may be a person not employed as a full or part time faculty or staff member at the university.
   f. The composition of the committee shall be determined and made known before the product is submitted, and must be approved in writing by the program director or designee. If the program director is the chair of the committee, then the committee membership must be approved by the department chair or designee. If there is no department chair, or if the department chair is also the committee chair, committee membership will be approved by the collegiate dean or designee.
   g. Exceptions to these standards may be granted under extraordinary circumstances by the Office of the Provost, with the approval of the a collegiate dean.

2. Incomplete Thesis: Procedure for students who do not complete their thesis requirements within a given semester:
   a. A grade of NG will be issued by the instructor at the time grades are due.
   b. Upon completion of the thesis, the letter grade will be reported to the Registrar on "Change of Grade" forms.

3. Appeals of Decisions on Dissertations, Graduate Theses, Examinations, and other Culminating Academic Products Assessed by a Committee:
   a. Students shall be notified in writing of the results of their performance on the culminating product no later than one week after the performance/exam/jury/thesis defense.
   b. There shall be no appeal of the decision. The chair of the committee shall meet in person or via electronic means with a student who failed the culminating product and shall detail at that meeting and in writing the reasons for failure and guidelines for improvement.
   c. Students are allowed to attempt to pass on a second try. The deadline for a second try at the culminating product shall be established and communicated to the student in writing.
   d. There shall be no appeal of the decision on the first try. Students who fail their second try may appeal according to the procedures set forth in the section of this Manual on Appeals of Academic Decisions (XIV.A.7).
CHANGE OF GRADE FORM

<table>
<thead>
<tr>
<th>COURSE CODE &amp; NO.</th>
<th>COURSE REFERENCE NUMBER</th>
<th>CREDITS</th>
<th>CHANGE GRADE FROM</th>
<th>TO</th>
<th>ACADEMIC YEAR</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REASON FOR CHANGE

INSTRUCTOR'S SIGNATURE

DEAN'S SIGNATURE

DO NOT WRITE BELOW THIS LINE

STUDENT NOTIFIED DATE AND INITIALS

ENTERED INTO COMPUTER DATE AND INITIALS

SCHOOL NOTIFIED DATE AND INITIALS

Effective Date of This Revision: 9/1/03
XVII. ACADEMIC STANDING AND ACADEMIC PROGRESS

A. Introduction.

To remain enrolled at the University and to be eligible to receive financial aid, students must demonstrate a level of achievement that indicates their probable success in meeting the minimum requirements for a degree. This section defines those levels in terms of good academic standing and satisfactory academic progress and identifies indicators of these. Further, it specifies actions that the University takes when students fail to make satisfactory academic progress or to remain in good standing, provides for appeals processes, and outlines procedures whereby students are notified and documentation is maintained.

B. Definitions, Implications, and Schedule.

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

2. Satisfactory academic progress: Academic progress is a measure of a student's movement toward a stated degree objective. Satisfactory progress is evidenced by: (a) maintenance of a grade point average (GPA) consistent with the minima outlined below (qualitative satisfactory progress); and (b) satisfactory performance in the major area of study as specified by the student's college department; and (c) an acceptable rate of course completion as outlined below (quantitative satisfactory progress).

3. Implications: Students who are making satisfactory academic progress are in good academic standing. However, under certain circumstances (detailed below), students may be in good academic standing but not making satisfactory academic progress. Final responsibility for knowing whether or not a student is making satisfactory academic progress and/or is in good academic standing rests with the student. Responsibility for decisions regarding participation in co- and extra-curricular programs and part-time employment rests with the student, subject to such rules as groups administering these programs may set for participants.

4. Schedule: For the purposes of determining a student's satisfactory academic progress in the University, all students are reviewed at the end of each semester except for Fall first semester freshmen who are reviewed at the end of the Spring semester. For the purposes of determining a student's eligibility for financial aid consistent with applicable federal regulations, the academic progress of all students receiving financial aid is reviewed once a year at the end of the spring semester. In January, the Office of Financial Assistance will send a warning letter to those students receiving financial aid in the Fall and not making satisfactory academic progress as determined by the academic progress report maintained by the Registrar's Office. The letter will inform students they must meet the minimum qualitative and/or quantitative requirements prior to the start of subsequent terms or semesters to be considered for financial aid commencing with summer term. The student will not be considered for financial aid until they have satisfied the requirements for satisfactory academic standing. Not later than two weeks after receiving the Spring semester registrar reports, the school or college will notify each student who has not made satisfactory qualitative and/or
quantitative academic progress of its academic standing action, with copies to Financial Aid, Registrar, Dean of Students, and the Provost. Students may appeal the decision of a school or college using the established process. The outcome of the appeal determines a student's academic standing at the University; the Director of Financial Aid retains the responsibility for enforcing federal regulations for financial aid eligibility (See Section XVII.H.3. a. and b.).

C. Grade Point Average Standard for Satisfactory Academic Progress.

1. Computation of Grade Point Average: The grade point average (GPA) is obtained by multiplying the academic credit hours of each course by the point value of the grade earned (according to the schedule in Section XVI.B. of this Manual) and dividing the sum of the quality points thus obtained by the total number of credit hours attempted. For example, if a student took six courses of three academic credit hours each and earned grades of A, B+, B+, B, B-, and C+, the GPA would be calculated in the following manner:

<table>
<thead>
<tr>
<th>Grade Received</th>
<th>Quality Points Per Credit</th>
<th>Credit Hours</th>
<th>Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>3</td>
<td>12.00</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>3</td>
<td>9.99</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>3</td>
<td>9.99</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>3</td>
<td>9.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>3</td>
<td>8.01</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>3</td>
<td>6.99</td>
</tr>
</tbody>
</table>

Total Quality Points (TQP) = 55.99

\[
\text{GPA} = \frac{\text{Total Quality Points}}{\text{Total Credit Hours}} = \frac{55.99}{18} = 3.11
\]

2. Grades Included in Computation of GPA: All courses taken and grades received at the University of Hartford which are applicable to the student's current program or major are included in the computation of GPA. Colleges may exclude courses from computation in the GPA in the event of transfer into a college under the provisions outlined in Section VIII of this Manual. Courses excluded under this provision carry the symbol V in conjunction with the grade. Courses marked NG, W, P, NP, or I are not included in the calculation of GPA. While a student's GPA is based only on work taken at the University of Hartford, "credits earned" include transfer credits and credit by examination which are applicable to the student's current degree program.

3. University Minimum GPA Standards for Undergraduates: This subparagraph establishes University minimum grade point average (GPA) standards for all undergraduate students. These vary by type of program (baccalaureate, associate) and credit hours attempted and may vary by college as well.

   a. College Discretion: Colleges may set GPA standards for undergraduate students which are more demanding than those set by the University. When they do so, they will provide a brief statement justifying their decision. No college will establish a policy, the effect of which is to certify a student to be making

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satisfactory academic progress if this student would not be so certified when evaluated on the University standard.

b. Promulgation: When colleges change their GPA standards, the dean of the college shall immediately inform the Provost and the Registrar of the new standards and the effective date of the change. The Provost shall inform the Council of Deans of this change. The Registrar is responsible for including any such changes in appropriate University publications and for amending this Manual to reflect the change.

c. Table 1. University Minimum GPA Standards for Undergraduates

<table>
<thead>
<tr>
<th>Type of Program</th>
<th>ETF Credits</th>
<th>GPA required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td>00-15</td>
<td>1.7</td>
</tr>
<tr>
<td>ETF Credits(^1)</td>
<td>16-30</td>
<td>1.8</td>
</tr>
<tr>
<td>GPA required</td>
<td>31-45</td>
<td>1.9</td>
</tr>
<tr>
<td></td>
<td>46-+</td>
<td>2.0</td>
</tr>
<tr>
<td>Baccalaureate Degree</td>
<td>00-23</td>
<td>1.7</td>
</tr>
<tr>
<td>ETF Credits(^3)</td>
<td>24-53</td>
<td>1.8</td>
</tr>
<tr>
<td>GPA required</td>
<td>54-86</td>
<td>1.9</td>
</tr>
<tr>
<td></td>
<td>87-+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

1 "ETF Credits" includes credits earned, transferred (including credit by examination), and credits failed.

2 Since the baccalaureate degree programs in CETA require more credits for graduation than in most other colleges, the appropriate "ETF Credits" figures are 00-31; 32-65; 66-99; and 100+.

d. College Minimum GPA Standards for Undergraduate Students Which Differ from the University Standards in Table 1: Students enrolled in the colleges listed below must meet the following standards in order to make satisfactory academic progress in terms of GPA. Students in all other colleges must meet the standards in Table 1, above:

(1) College of Education, Nursing, and Health Professions: Students must meet the following GPA standards during their undergraduate programs: 00-23 hours: 1.8; 24-53 hours: 1.9; more than 54 hours: 2.0.

(2) Hartford Art School: Students must maintain a 2.0 GPA during all phases of their undergraduate program.

(3) The Hartt School: Students must maintain a 2.0 GPA during all phases of their undergraduate program.

(4) CETA: Students must meet the following GPA standards during their undergraduate programs: 0-31 credits, a 1.8 GPA; 32-65 credits, a 1.9 GPA; and above 65 credits, a 2.0 GPA.
e. Matriculated part-time students: Matriculated part-time students will not be reviewed for adherence to minimum grade point standards until they have completed at least 12 credits at the University of Hartford.

4. University Minimum GPA Standards for Graduate Students: This subparagraph establishes University minimum grade point average standards for all graduate students.

a. College Discretion: Colleges may set GPA standards for graduate students which are more demanding than those set by the University. However, no college shall establish a policy the effect of which is to certify a student to be making satisfactory academic progress if this student would not be so certified when evaluated against the University standard.

b. Notification: When colleges change their GPA standards, the dean of the college shall immediately inform the Provost and the Registrar of the new standards and the effective date of the change. The Provost shall inform the Council of Deans of this change. The Registrar is responsible for including any such changes in University publications and for amending this Manual to reflect the change.

c. University Minimum GPA Standard for Graduate Students: In order to make satisfactory progress toward a degree, graduate students must maintain a GPA of at least 2.8 during all portions of their academic career.

d. College Minimum GPA standards for Graduate Students Which Differ from the University Standard: Students enrolled in the colleges listed below must meet the following standards in order to make satisfactory academic progress in terms of GPA. Students in all other colleges must meet the standards in 4.c. above.

(1) College of Education, Nursing, and Health Professions: Graduate students must maintain a 3.0 GPA during all phases of their program.

(2) Hartford Art School: Graduate students must maintain a 3.0 GPA during all phases of their program.

(3) The Hartt School: Graduate students must maintain a 3.0 GPA during all phases of their program.

(4) Barney School of Business: Graduate students must maintain a 3.0 GPA during all phases of their program.

D. Major Area Standards for Satisfactory Academic Progress for Graduate and Undergraduate Students.

This paragraph establishes University expectations regarding standards for satisfactory progress in major areas of study for both graduate and undergraduate students. In addition to the GPA requirements specified above, students may be expected to display certain levels of academic or artistic performance specified by departmental faculty with jurisdiction over their major and/or program field. In all cases, these will be developed in accordance with established college procedures for setting departmental standards and will be in accord with college and University standards.
1. **Indicators of Progress in Major Areas:** Indicators may include such factors as (a) grade point average in specified courses in the major field; and/or (b) performance level in a skill or talent area.

2. **Publication of Standards:** The department with jurisdiction over the major field shall communicate any changes in major area standards to the dean of the college who will, in turn, forward these to the Provost and the Registrar. The former will communicate these to the Council of Deans. The deans will, in turn, disseminate the changes to their faculties. Departmental standards for satisfactory academic progress in major areas also will be available in printed form in the respective deans' offices and will be published in the graduate and undergraduate Bulletin.

E. **Completion Rate Standards for Satisfactory Academic Progress for All Students.**

In addition to the GPA and major area standards noted above, the University seeks to ensure that students' academic programs are coherent and that the learning process is sequential. For this reason, it stipulates completion rate standards for graduate and undergraduate students. These are established in this section of the Manual.

1. **Indicators of Coherence and Sequence:** Students are required to complete their course requirement at an acceptable rate and in an acceptable sequence; within any given semester, they are expected to complete a specified fraction of the hours they attempt.

2. **Standards for Undergraduate Students:** Completion rates for satisfactory academic progress, quantitative satisfactory progress, is based on attempted credits at census date. Full-time students enrolled in programs requiring 60 or 120-126 credit hours are expected to complete 12 credit hours a semester, or a total of 24 credits hours, at the end of an academic year. A full-time student enrolled in a four year program requiring more than 126 credits is expected to complete one-fifth of the required program credits during each academic year. The fall and spring terms constitute the academic year at the University. Students enrolled in fewer than 12 credit hours in a semester at census date are expected to complete all requirements for an associate degree within five years of initial matriculation and all requirements for the baccalaureate degree within ten years of initial matriculation. For students who are not making satisfactory academic progress at the end of the Spring semester, credit hours taken over the summer can be used to attain satisfactory progress. In addition, credits earned in Winterterm may be used to attain satisfactory academic progress. Fall semester incompletes must be completed by the end of the Spring semester, and Spring semester incompletes must be completed by the end of the summer sessions to count towards making satisfactory quantitative progress. Financial aid awards are contingent upon the availability of funds at the time students become eligible.

3. **Standards for Graduate Students:** Graduate students are expected to complete all requirements for their degree within time limits set by their colleges and to complete the fraction of their initial semester load specified by their colleges. These standards will be established by the college and shall be available in printed form at the dean's office. Additionally, the dean's office shall communicate any changes in such standards to the Provost and the Registrar; the Provost will transmit such changes to the Council of Deans.
F. Dean's List (Undergraduate).

1. **Definition:** Deans' Lists of students achieving superior standing are issued once each semester for full-time students and once each academic year for part-time students.

2. **Load Requirement:** to be eligible for Deans' List designation:
   
   a. Full-time students: Full-time students must take twelve or more credit hours per semester and receive letter grades of C or better (no more than one C) during the period in question, in at least 12 credits of their load.

   b. Part-time students: Part-time students must take twelve or more credit hours per academic year and receive letter grades of C or better (no more than one C), in at least 12 credits of their load.

3. **Grade Requirement:** To be placed on a Dean's List, the student must maintain a GPA of at least 3.0 and receive no grade below C for the period in question.

4. **Exceptions:** Colleges may set GPA requirements that are more rigorous than the above. These are published in the Undergraduate Bulletin.

G. President's List (Undergraduate)

1. **Definition:** The President's List of students achieving the highest standing is issued once a semester for full-time students. Students are selected each semester for the President's List who are designated by the schools and colleges to be on the Dean's Lists, and who meet the following requirement:

2. **Grade Requirement:** To be placed on the President's List, the student must maintain a GPA of at least a 3.75 and receive grades of C or better during the period in question.

H. Actions taken in the Event of Less than Satisfactory Academic Progress.

The University, through its colleges and departments which carefully monitor the academic progress of their students, employs three official actions in the event of less than satisfactory academic progress: academic probation; removal from degree candidacy; and academic dismissal.

1. **College Action:** Colleges regularly evaluate the GPAs and course completion rates of their students. Students are notified in writing by the dean's office if they are placed on academic probation, removed from degree candidacy, or academically dismissed from the University. Students who are placed on probation should immediately consult with their adviser to determine the actions necessary to correct the deficiencies.

   Full-time freshmen are evaluated at the end of the academic year in which they initially enrolled at the University to determine if they are making satisfactory academic progress. All other students, including transfers, are evaluated after every regular term (fall and spring) to determine if they are making satisfactory academic progress.
A review of academic performance will be done for each full-time freshman after the fall semester; while no official academic action (probation or dismissal) will be taken at this time, a warning letter will be sent to those freshmen students whose performance is deficient. The warning letter will specify that failure to improve academic performance in the student's subsequent semester may result in probation or dismissal.

Graduate students, both full and part time, will be evaluated after they have attempted 9 credits to determine if they are making satisfactory academic progress. After they have attempted 9 credits they will be evaluated at the conclusion of the fall and spring semesters, as well as at the end of the summer session.

a. Academic Probation - Grade Point Average Deficiency: Undergraduate and graduate students who do not meet the standards for grade point average specified in Section C will be placed on academic probation by their colleges.

b. Academic Probation - Course Completion Rate Deficiency: The academic standing committees of the colleges will review the records of those students who do not meet the standards for course completion specified in Section E to determine if academic probation is warranted.

c. Academic Dismissal - Inadequate Grade Point Average: Undergraduate and graduate students whose grade point average is 0.5 (five tenths of one point) below the minimum specified in Section C may be academically dismissed from the University by the academic standing committee of their college.

d. Graduate students who fail to complete their programs by the date specified (see XVII.E.3) and who have not obtained an extension will be dismissed from the University by the academic standing committee of the college.

e. Subsequent Action: At the end of the regular term (fall or spring) the academic standing committee of each college will review the records of students on probation and take one of the following actions:

(1) Reinstatement: When students have corrected the deficiencies which led to probation, they are removed from probation.

(2) Continuation: When students have not corrected the deficiencies but have made progress toward doing so, they may be continued on probation.

(3) Non-Continuation: If students have not corrected the deficiencies which resulted in probation and have not demonstrated a level of performance which indicates probable success in meeting minimum degree requirements, they may be removed from degree candidacy or dismissed from the University.

(a) Removal from degree candidacy: Students whose performance in a degree program indicates that there is little probability of meeting that program's minimum requirements may be removed from degree candidacy. Students who are removed from degree candidacy are eligible to attend classes on a part-time, non-matriculated basis subject to the rules of Sections VI and VII of the Manual and may seek to matriculate in a degree program subject to the rules of Section VII of this Manual.
(b) Academic Dismissal: Students whose GPA and/or completion rate demonstrate(s) that there is little probability of their meeting minimum requirements in a University degree program may be academically dismissed from the University. Students who are academically dismissed are not in good academic standing and are ineligible to continue in or return to the University save under the provisions of "FRESH START" (APPLIES TO UNDERGRADUATES ONLY, See Section V of this Manual).

2. Department Action: Departments (or other designated college units with responsibility for administering a degree program or major) regularly review the performance of their students in their major areas.

a. Departmental Warnings: Departments may issue departmental warnings to undergraduate or graduate students who do not meet standards in their major area (as specified according to paragraph D.2., above). Upon receipt of a warning, students should consult immediately with their advisers to determine actions to correct the deficiencies.

b. Subsequent Actions: At the end of the next regular term (fall or spring), the department will review the records of students who have been issued warnings. If students have not corrected the deficiencies which prompted the warning, the department may recommend to the academic standing committee of the college that the student be placed on academic probation.

3. Implications of the Actions: Students who have received departmental warnings but who are otherwise meeting minimum GPA and course completion rate standards are considered to be making satisfactory academic progress. Students who are on academic probation or who have been removed from degree candidacy are considered to be making less than satisfactory academic progress. Students who have been dismissed academically are not in good academic standing.

a. Financial Aid: Students who are making less than satisfactory academic progress at the end of the Spring Semester are not eligible for financial aid for all subsequent terms and semesters. Students remain ineligible for financial aid until they have met the minimum requirements for satisfactory academic progress described above. Financial aid awards are contingent upon the availability of funds at the time students become eligible.

b. Financial Aid Exceptions: The school or college may request the Director of Financial Aid to continue financial aid for students not making satisfactory academic progress in circumstances as allowed in the federal regulations. Federal financial aid regulations allow exceptions, given adequate supporting evidence, in the following three areas: the death of a close relative of a student, an injury or illness of a student, and in other (serious) special circumstances. All recommendations for exceptions from the school or college to the Director of Financial Aid should address at least one of the three allowable exception categories and indicate the nature of the supporting evidence.
I. Appeals to Actions Taken in the Event of Less than Satisfactory Academic Progress.

Decisions to place students on probation, remove from degree candidacy, or academically dismiss them are appealable according to the following rules and procedures. Responsibility for initiating the appeal in a timely fashion and in accordance with procedures outlined below lies with the student. Colleges will notify students in writing within ten working days* after the end of a semester of the decisions to place or continue on probation, removal from degree candidacy, or to dismiss. After the end of the fall semester, seven working days begins the first working day after January 1; after the end of the spring semester, seven working days begins on the Monday after Commencement weekend.

1. Bases for Appeals: Students may appeal these actions only on the basis of procedural irregularities or on the basis of mitigating circumstances. Appeals based on mitigating circumstances should include explanations of the circumstances, a description of their effect on performance, and discussion of the actions taken to minimize or eliminate these circumstances and their effects.

2. Procedures for Appeals:

   Step 1: An appeal must be made in writing to the dean of the college or designee within seven working days after notification, and should be accompanied by appropriate documentation.

   Step 2: The dean of the college or designee refers the appeal to the academic standing committee of the college within five working days.

   Step 3: Following review of the materials, the ASC will hold a closed hearing at the next regularly scheduled ASC meeting. The student is invited to meet with ASC to respond to questions. The dean of students or designee may be invited to attend by either the student or ASC with voice but no vote.

   Step 4: Following the hearing, the ASC shall either sustain or rescind the action. The Dean or designee will inform the student of ASC’s decision within five working days. There shall be no further appeal from decisions to place students on probation or to remove from degree candidacy. Decisions by ASC on appeals of dismissal may be appealed to the Provost.

   Step 5: Appeals of dismissal must be made within seven working days of notification by the Dean, and only on the basis of procedural irregularities or on the basis of mitigating circumstances.

   Step 6: The Provost shall sustain the College ASC or rescind the dismissal within seven working days. There is no further appeal to dismissal.

Effective Date of This Revision: 9/1/16
Dates of Previous Revisions: 3/16/78, 10/30/78, 3/7/84, 9/1/87, 9/1/88, 12/16/91, 8/11/92, 4/13/95, 9/1/04, 9/1/14
*Working Days: For the purposes of this policy, working days are defined as days the University is open to conduct the work of the University, Monday through Friday. It excludes, therefore, days Monday through Friday in which the University is closed due to holidays or inclement weather.

If a student believes that an appeal from an action taken in the event of less than satisfactory academic progress has not been addressed appropriately after completing each applicable step described above, then the student may direct a complaint to one or more of the following:

The Connecticut Office of Higher Education: 61 Woodland Street, Hartford, CT 06105-2326; (800) 842-0229; www.ctohe.org/studentcomplaints.shtml; and

The New England Association of Schools and Colleges; 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4531; cihe@neasc.org; (781) 425-7714; http://cihe.neasc.org/information_for_the_public/comments_amp_complaints/.

J. Documentation of Actions Taken in the Event of Less than Satisfactory Academic Progress

1. Notification: Colleges will notify students in writing and within ten working days of decisions to place or continue them on academic probation. All notification sent to students regarding these actions shall follow a standard format; copies shall be forwarded to the Registrar's Office.

2. Documentation: Upon notification by the college of decisions to place students on probation, remove them from degree candidacy, or dismiss them academically, the Registrar's Office shall take the following steps:

   a. Probation: The Registrar's Office does not record probation on the student's permanent academic record (transcript original).

   b. Removal from Degree Candidacy: The Registrar's Office changes the appropriate section of the student's permanent academic record (transcript original) by entering "REMOVAL FROM DEGREE CANDIDACY."

   c. Academic Dismissal: The Registrar's Office enters the notation, "ACADEMIC DISMISSAL," on the face of the student's permanent record (transcript original).

3. Expungement: In the event of the reversal on appeal of an action to place on probation, to remove from degree candidacy, or dismiss, the Registrar's Office will remove all related documents from the student's file and expunge all references on the transcript original and other records.

K. Non-Academic Suspension and Expulsion

1. Sanctions: Sanctions may be imposed by the appropriate Judicial Body upon students found in violation of the Judicial Code. These include suspension and expulsion.
2. **Documentation of Suspension and Expulsion:** The Registrar's Office will insert the phrase, "NON-ACADEMIC EXPULSION," on the transcript original of students who have been expelled from the University in accordance with the Judicial Code.

3. **Implications of Suspension:** Students who are suspended during a semester or session will be administratively withdrawn and each course in which they are enrolled for that semester will show a grade of W. Students who are suspended during or after the final examination period will have the grades which they received during that semester/session recorded before the suspension is placed on their record. Students who are suspended from the University must wait a minimum of one year prior to submitting an application for readmission or permission to enroll for study on a non-matriculated basis.

4. **Implications of Expulsion:** Students who are expelled during a semester or session will be administratively withdrawn and each course in which they are enrolled for that semester will show a grade of W. Students who are expelled during or after the final examination period will have the grades which they received during that semester/session recorded before the expulsion is placed on their record. Expulsion from the University is permanent; students who are expelled may not re-enroll.
XVIII. ELIGIBILITY TO PARTICIPATE IN ACTIVITIES, FINANCIAL ASSISTANCE, AND ACADEMIC HONORS

A. Eligibility for holding a student office or representing the University in intercollegiate activities

1. Only a full-time student (enrolled for 12 credits or more) may represent the University in intercollegiate activities or hold office in an organization of full-time students.
   a. At any time during an academic year a student who drops below 12 credit hours is no longer eligible to hold office or to represent the University.

2. The regulations governing probation (see Section XVII of this Manual) indicate the effects of probation on a student's eligibility to hold office or to represent the University.

B. Eligibility for Student Aid

1. While any student eligible to continue in the University is eligible to apply for student aid, certain types of scholarships, awards and grants are available only to students who have maintained at least a specified GPA.
   a. These special minimum requirements are set forth in the University's Bulletin, Financial Aid Program, copies of which may be obtained from the Director of Student Financial Assistance, Bates House.

C. Eligibility for Regents Honor Awards

1. Junior Regents' Honor Award (two ranking juniors from each baccalaureate granting college. Candidates must:
   a. have a GPA of at least a 3.00 and 45 credits in residence by midyear,
   b. be a full-time student on junior standing in the fall semester, and
   c. must not have been the recipient previously of a Junior Regents' Honor Award.

2. Senior Regents' Honor Awards Selection
   a. To be eligible for consideration for a Senior Regents Honor Award, candidates must:
      (1) have a GPA of at least 3.00 and 75 credits in residence by midyear,
      (2) be a full-time student on senior standing in the fall semester, and
      (3) must not have been the recipient previously of a Senior Regents' Honor Award.
   b. Criteria: Students are selected from the top 10 percent of seniors (with a minimum of five seniors) ranked by GPA in each baccalaureate granting college. These students must demonstrate excellence and accomplishments directly related to their studies at the University in such activities as, but not limited to, performances, artistic works, research projects and papers, presentations, publications, designs, independent studies, internships and community service, programming, and websites.
c. The top 10 percent of seniors ranked by GPA will be asked to submit a one page summary of their accomplishments as indicated in Section b, above, to the College Dean's Office by March 1.

d. Each dean of a baccalaureate granting college will appoint a three to five member faculty committee to select two Senior Regents Award recipients annually by March 15.

3. Graduate Student Regents’ Honor Award Selection

a. To be eligible for consideration for a Graduate Student Honor Award, candidates must:
   (1) be matriculated as a student, either full-time or part-time, in one of the University’s graduate programs,
   (2) have filed a degree application for September, January, or May of the academic year,
   (3) have a GPA of at least 3.80.

b. All students meeting the above criteria will be invited to apply. Applicants submit a one to three page summary to the Office of the Provost that demonstrates academic accomplishments directly related to their graduate studies at the University. Such activities include, but are not limited to, the following: research projects and papers, presentations, publications, performances, artistic works, designs, internships, programming, service, placement and promotions. Applications are due by March 28.

a. The Dean of each graduate degree granting college will appoint a selection committee that will review submissions and select one recipient. Colleges may select one master’s student and one doctoral student. Colleges may request exceptions to the number of programs that receive Graduate Student Regent awards in their college, to be approved on a case-by-case basis by the Provost’s office.

D. Part-time and Special Program Honors Awards

1. Alan S. Wilson Award.
   Awarded annually during the Spring Semester to a baccalaureate candidate (summer, fall, or spring of the academic year) who will complete at least 108 credits of their degree at the University, at least 81 credits of which are completed on part-time basis, with the highest grade point average of those eligible.

2. Ernest A. Dudley Award.
   Awarded annually during the Spring Semester to a baccalaureate candidate (summer, fall, or spring of the academic year) who will complete at least 60 credits of their degree at the University, at least 45 credits of which are completed on part-time basis, with the highest grade point average of those eligible.

3. Part-time Bachelor's Honor Awards.
   Awarded annually during the Spring Semester to a baccalaureate candidate (summer, fall or spring of the academic year) who on a part-time basis for at least three semesters while at the University will complete a minimum of 30 credits at the University, have a GPA of at least a 3.0, with the highest grade point average of those eligible.
4. Associate Degree Honor Awards.
   a. Hillyer College Students (two awards to full-time students).
      Candidates to be eligible must meet the following criteria:
      1. be certified by the Evaluator to graduate from Hillyer
      2. have a GPA of at least a 3.00 and 30 credits in Hillyer at the end of the fall
         semester of the sophomore year, and
      3. be ranked among the top ten percent of the graduating sophomores as ranked by
         GPA.
   b. Associate Degree Awards for non-Hillyer Students:
      (when appropriate, one full-time and one part-time top ranking student).
      Associate degree candidates must:
      1. have a GPA of at least 3.00 and 30 credits at the University, and
      2. not have been a previous recipient of an Associate Degree Honor Award.

5. All-University Curriculum Award.
   Students who have completed their four required AUC courses, all for a grade, with a
   3.33 average or higher in these courses are eligible. Recommendations are requested
   from applicable AUC instructors and academic advisors for each candidate. Because the
   award emphasizes the importance of general education, candidates must demonstrate
   intellectual curiosity in areas outside of their major and have shown scholarly or creative
   accomplishment in AUC courses. Selection is made by the AUC Committee.
XIX. GRADUATION

A. Degree Requirements (General):

1. University Level Degree Requirements

   The University Level Degree Requirements for obtaining a degree are:

   a. Candidates must meet the minimum Credit Hour Requirements as specified herein.

      The University minimum for the number of credit hours required for the Associate Degree is 60. The University minimum for the number of credit hours required for the Baccalaureate is 120. The University minimum for the number of credit hours required for a masters or higher degree is 30.

   b. Candidates must satisfy the Residence Requirements as specified herein:

      Candidates for an associate degree or for a baccalaureate degree shall present at least thirty credits earned in courses taken at the University of Hartford. Residence requirements for graduate programs are given with the description of the graduate program.

   c. Candidates must satisfy the General Education Requirements as specified herein.

      (1) Candidates for associate degrees must complete 25 percent (15 credit hours) of the minimum number of credit hours required for the degree (60 credits) in a balance of humanities, social sciences, natural sciences, the arts, and mathematics.

      (2) Candidates for baccalaureate degrees must complete 33 percent (40 credit hours) of the minimum number of credit hours required for the degree (120 credits) in a balance of humanities, social sciences, natural sciences, the arts, and mathematics.

   d. Candidates must satisfy the English Composition Requirements as specified herein.

      Candidates for undergraduate degrees must complete six credits or the equivalent of English composition. Requests for waivers by students in all schools and colleges except the Hillyer College, Hartford College for Women, and Ward College of Technology should be initiated with the student's adviser but require the agreement of the College of Arts and Science English Department, as part of the procedure outlined in section 3, below. Students in the Hillyer College must have the approval of the Hillyer College English Department. Students in Hartford College for Women and Ward College of Technology must have the approval of the Dean’s Office in their respective colleges.
Candidates must satisfy the All-University Curriculum Requirements as specified herein:

(1) All students who matriculate in a baccalaureate program for or subsequent to the Fall 1987 semester must meet the requirements of the All-University Curriculum.

(2) All students who matriculate in baccalaureate programs as freshman are required to take at least four All-University Curriculum (AUC) courses (comprising a minimum of 12 credit hours) as specified for the program for which they are matriculated.

(3) Students who transfer from other colleges or universities or any non-baccalaureate program to a University of Hartford baccalaureate program for or subsequent to the Fall 1987 semester are required to follow the policies established by their school or college regarding the All-University Curriculum.

f. Candidates must achieve the minimum Grade Point Average (GPA) Requirements as specified herein.

(1) The University minimum cumulative grade point average (GPA) required for the associate or baccalaureate degree is 2.00.

(2) Individual colleges or schools may set minimum grade point average requirements higher than the University minimum. College and school minimum grade point averages may be found in the University Bulletin in the section describing the degree requirements for each program of study.

(3) A minimum in the field of specialization may be specified by the student's major department. The University minimum GPA is also required in the field of specialization, unless a higher GPA is required by the school or college offering the program.

g. Candidates must make payments of any outstanding tuition and fees.

h. Candidates must receive the vote of the faculty, trustees, and Regents.

i. Candidates must satisfy the Degree Application Requirement as specified herein.

Candidates must complete a "Degree Application," which must be submitted to the Registrar's Office at least three months prior to the date the degree is to be awarded. The degree application must be accompanied by the required fee as specified on the schedule of fees then in force.

j. Candidates must satisfactorily resolve all outstanding judicial system charges and academic honesty violation charges prior to receiving degree.
2. College and School Level Degree Requirements

All remaining degree requirements not detailed in the section titled "UNIVERSITY LEVEL DEGREE REQUIREMENTS" are considered to be college and school level degree requirements. The College or School Level Degree Requirements are:

a. Candidates must satisfactorily complete all of the requirements for the specific programs for which they are enrolled. Such requirements are specified herein and in the appropriate edition of the University Bulletin.

   (1) Fulfillment of degree requirements is the student's responsibility.

   (2) Students who are matriculated for a baccalaureate degree may apply for an associate degree in the same college after meeting the requirements for the associate degree if such a degree is offered by the school or college in which the student is enrolled.

b. Candidates must achieve the scholarship requirements for the degree and program in which they are enrolled. Such requirements are specified by the school or college offering the program.

   (1) In CETA, candidates for the bachelor's degree must achieve a minimum 2.00 grade point average for all courses offered by CETA which are part of the candidates program of study.

   (2) The scholastic requirements for The Hartt School are described in detail in the Hartt Student Handbook.

   (3) Additional scholastic requirements for specific undergraduate programs may be found in the appropriate section of the University Bulletin.

   (4) The scholastic requirements for graduate study are given with the description of the graduate program and in the University Bulletin.

c. Students must complete the final 30 credits at the University of Hartford.

3. Procedures for submitting waiver requests:

Waivers of University and College or School level graduation requirements are rarely given and require approvals as outlined herein:

a. The student initiates a request for a waiver of University or College Graduation requirements with his or her academic adviser, by submitting the form specified by the University. (A copy of the form is appended to this section.)

b. No waiver of degree requirements is official unless it is received in writing, bears the approval of the Provost for the case of University Level requirements or bears the approval of the dean of the college or school for a College or School Level requirements.
c. If the proposed waiver involves the All-University Curriculum (AUC), the student's department head will consult with the director of the AUC. The waiver request must include the recommendation of the director of the AUC prior to submission of the waiver request to the dean.

d. The student's adviser, the department head responsible for the major in which the student is matriculated and/or the Committee on Academic Standing of the student's major will make their recommendation to the dean of the college in which the student is matriculated.

e. The dean of the college will act on the request for waiver of College or School requirements after the recommendation is made. If the waiver request involves a University Level requirement, the dean will note his/her recommendation and forward the request to the Provost for final disposition.

f. The Provost will act on the waiver request and inform the dean of the action.

g. The Provost will annually report to the Faculty Senate on request for waivers from University Level requirements. This report will include a summary of the number and nature of the requests and their dispositions.

h. After final disposition of the waiver request, copies of the form will be sent to:
   (1) The student
   (2) The college or school
   (3) The Registrar
   (4) The Office of the Provost

i. Waiver requests must be initiated before submission of a degree application.

B. Commencement

1. Diplomas are awarded and dated three times a year (following fall, spring, and summer sessions) with formal presentation of degrees at Commencement exercises following the spring semester.

2. Students graduating in the spring are expected to participate in Commencement exercises. Students not planning to attend the Commencement ceremonies should notify the dean of their college.

3. Students completing degree requirements in the preceding Summerterm or preceding Fall semester may attend Commencement ceremonies by notifying the Registrar in writing by March 1 preceding the ceremony.

4. Undergraduate students who have successfully completed all but 6 hours of their degree program, whose GPA meets or exceeds the minimum required for graduation by their college, and who will complete all course work during the Summerterm immediately following Commencement may petition the dean to participate in the ceremony.

5. Graduate students whose GPA meets or exceeds the minimum required for graduation by their college, and who have completed all degree requirements (i.e., recitals,
comprehensive examinations, etc.) except course work that will be completed during the Summer term immediately following Commencement may petition the dean to participate in the ceremony.

C. Graduation Honors

1. Bachelors degrees are conferred cum laude on students who have completed a minimum of 60 credit hours in residence and whose cumulative GPA’s are 3.25 or above; magna cum laude on those whose cumulative GPA’s are 3.50 or above; summa cum laude on those whose cumulative GPA’s are 3.75 or above.

2. A student who has earned fewer than 60 credits in residence but at least 45 credits in residence at the University of Hartford may receive Graduation Honors based on guidelines developed by the student's college of matriculation, with the approval of the collegiate dean and the Office of the Provost.

D. Requirements for a Baccalaureate Degree with More Than One Major

1. Requirements for a Baccalaureate Degree with more than one major, same degree designation within one college: Students desiring to have their records indicate that they have completed more than one set of major requirements for a baccalaureate degree with the same designation, should have the dean of the college approve the plan and notify the Registrar.

   a. No additional application fee is required.
   b. All course requirements under each major program must be fulfilled.
   c. Only one degree will be granted and only one diploma will be issued.
   d. No additional graduation fee will be collected.
   e. The permanent transcript record will indicate completion of the additional major requirements. This will require that the evaluator of the college notify the Registrar that the requirements have been met.

2. Requirements for a Baccalaureate Degree and a *subject area major; different colleges and/or different degree designations: Students desiring to have their records indicate that they have completed more than one set of requirements for majors from different colleges or producing different degree designations within a single college should have the dean of the college administering the additional program approve the plan and notify the Registrar.

   a. No additional application fee is required.
   b. All requirements under each major must be fulfilled.
   c. Only one degree will be granted and only one diploma will be issued.
   d. No additional graduation fee will be collected.
e. The permanent transcript record will indicate completion of the matriculated degree and its major and the additional major which will be recorded with the words "and a subject area major in <major>." This will require that the evaluator of the college notify the Registrar that the requirements have been met.

*For a "subject area major," students complete all requirements for the major but not all of the degree requirements for that major.

E. Requirements for a Second Baccalaureate Degree

1. A person who has previously received a baccalaureate degree at the University of Hartford may be matriculated for a second baccalaureate degree program. All the requirements for the second degree must be met including degree, residence, and major requirements. Applications for matriculation as a candidate for the second baccalaureate degree must be made through the Admission Office. Documents previously submitted need not be duplicated, and no additional application fee will be charged.

2. A person who is in residence and working toward a baccalaureate degree and who desires to become a candidate simultaneously for a second baccalaureate degree from the University of Hartford must apply for the dual matriculation by completing a Change of Major form and following the procedure outlined in Section VIII of this manual (Changes of Specialization). All requirements for the second degree must be met including degree, residence, and major requirements. No additional application fee will be charged.

3. To be eligible for the award of two baccalaureate degrees simultaneously or in sequence, under the terms listed in E.1 and E.2 above, the applicant must have:

   a. Met all of the college and departmental requirements for each degree, which requirements must entail more than completion of a double major only.

   b. Met all of the general degree requirements (see A above).

   c. Completed a minimum of 150 hours of credit, of which the last 30 hours must be in residence.
DEGREE APPLICATION

Read instructions on reverse before completing this form

1. ID Number
2. Date of Application
3. Bulletin Year
4. For Official School Signature Only

5. Print your legal name in full as it is to appear on your degree.
   First Name
   Middle Name
   Last Name

6. Complete box or legal address to send information prior to evaluation:
   Street and Number
   City
   State ZIP
   Telephone

7. Address to send your diploma after graduating - SEE BACK:
   Street and Number
   City
   State ZIP
   Telephone

8. Hometown & state to be published in commencement program:
   Hometown
   State (or Foreign Country)

9. For which award date are you applying?
   September
   January
   May Year

10. What is your major?
    What is your minor?

11. 2nd major?
    2nd minor?

12. List courses still to be completed
    CRN Code & No. Course Title
    Fall Semester 20_

    Spring Semester 20_

    Summer Term 0_

   Do Not Write Below This Line

   Final Total

   Grade Point Average (cumulative)

   Transfer Credits

   Grand Total

RETURN BOTH COPIES TO REGISTRAR'S OFFICE

Effective Date of This Revision: 9/1/09
Dates of Previous Revisions: 5/26/72, 3/21/77, 12/21/77, 5/11/78, 4/2/82, 9/1/87, 6/6/90, 5/28/91, 8/11/92, 2/9/94, 9/1/95, 7/2/97, 9/1/02

103
APPLICATION FOR ADJUSTMENT OF UNDERGRADUATE DEGREE REQUIREMENTS (WAIVER FORM)

UNIVERSITY OF HARTFORD

APPLICATION FOR ADJUSTMENT OF UNDERGRADUATE DEGREE REQUIREMENTS

Directions: Fill in all blanks, as required, down to the double line near the bottom of the page. Take particular care to see that your request and explanation are clearly and concisely worded. Submit to your advisor, department Chair and Associate Dean for signatures.

NAME: _______________________________ ID #: _______________________________
Local
Address
Or
Gencas Box #

NOTE: Matriculation is prerequisite to any adjustment of degree requirements.

School: □ Arts & Sciences □ Hartt
□ Barney □ Hartford Art School
□ CETA □ Hillyer College
□ ENHP □ University Studies

MAJOR: ____________________________ DEGREE: ____________________________

Catalog Reference: 20___ - 20___ Page: ________

Request: (List adjustment for which application is made – one per sheet.)
Substitution: __________________________________________ for __________________________________________
*Waiver: __________________________________________
Other Adjustment: __________________________________________
Explanation: (Defend your request)

Date: ___________ Signature: ___________

Continue on reverse side if necessary. Do not write below this double line.

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* Does not mean waiving credit.

Effective Date of This Revision: 9/1/02
Dates of Previous Revisions: 5/26/72, 3/21/77, 12/21/77, 5/11/78, 4/2/82, 9/1/87, 6/6/90, 5/28/91, 8/11/92, 2/9/94, 9/1/95, 7/2/97
XX. ACADEMIC HONESTY POLICY

A university is a community of learners. Learners at the University of Hartford consist of students, faculty and staff, seeking academic and personal advancement. Academic and personal advancement is based on honest intellectual endeavors and the resulting creative achievement. Integrity in those endeavors is the foundation upon which that advancement is built. While inspiration and insight spring forth from the work of others, the work product must always be one’s own. One’s sense of integrity requires that proper credit be given where credit is due.

The purpose of the academic honesty policy is to provide a clear statement to students and faculty of the University’s expectations regarding academic honesty and to set forth procedures for the enforcement of that policy. The procedures in this Academic Honesty Policy are administrative functions and are not subject to the same rules as in criminal or civil proceedings.

Throughout the following policy, the term “college” refers to any one of the schools or colleges of the University. The term “University-wide program” refers to programs such as Multi Media Web Design and Development or the Bachelor of University Studies that do not reside in a college. The term “department chair” refers to a department chair or, in the case of colleges that do not have departments, the equivalent to a department chair.

Policy

A. All students are expected to observe generally accepted principles of scholarly writing in all examinations, compositions, papers, essays, tests, quizzes, reports and dissertations whether written in the classroom or outside. Sources of information used by a student in the preparation of work submitted as a basis for credit, or for a grade, or to satisfy graduate or undergraduate thesis requirements shall be clearly indicated in some conventional manner, such as by the use of quotation marks, footnotes, and bibliography.

B. Students are forbidden to submit as their own any project, papers, or creative work that is in whole or part the work of another.

C. The use of a term paper writing service, is prohibited. Also prohibited is the use of term papers obtained from the Internet, in whole or in part.

D. All examinations and quizzes are to be completed without reference to books or notes, except when the instructor of a course shall have given explicit authorization for an “open book examination” or some other specified sort of assistance. Except as authorized by the instructor, no student is to give or receive assistance in the completion of an examination or a quiz.

E. Other examples of academic dishonesty include, but are not limited to, the falsification of academic documents such as transcripts, registration materials, withdrawal forms, or grade reports, as well as the unauthorized reading, removing, or copying of any academic document or record maintained by any member of the faculty or administration.

Procedure

F. If an instructor becomes aware of a violation of Sections A, B, C, D, or E, or if a University official becomes aware of a violation of Section E, or other dishonest academic action, the following procedures shall be followed:

Effective Date of This Revision: 9/1/14
Dates of Previous Revisions: 4/12/83, 9/1/87, 4/30/90, 9/1/03, 9/1/09
Step 1. The complainant (instructor or University official) must present the charge and evidence to the student in private conference within ten working days* of the discovery of the alleged violation. The private conference should be in person whenever possible, but when necessary by electronic means.

Step 2. If the complainant is an instructor, the procedure in Step 3 then is followed. If the complainant is a University official alleging a violation of Section E that cannot be resolved by such a conference, the complaint shall be referred to the Dean of Students. The Dean of Students within five working days will determine the Dean or University-wide program Director with whom the complaint will be filed (the procedure in Step 3 is followed), or if the case shall be referred to the University Judicial Board (whose procedures shall apply).

Step 3. If this meeting does not resolve the situation, then either party, complainant or the accused, may file a written complaint with the chair of the unit in which the course is taught or with the director of the relevant University-wide program within seven working days. A meeting is held with the department chair, complainant, and accused within seven working days. The meeting should be in person whenever possible, but when necessary by electronic means. If the complainant is the department chair, then the meeting is held with the Dean of the unit in which the course is taught or the director of the relevant University-wide program.

Step 4. If this meeting does not resolve the situation, then either party, complainant or the accused, may file a written complaint with the Dean of the unit in which the course is taught or with the director of the relevant University-wide program within ten working days. The complaint shall include the penalty proposed by the instructor. The Dean or Director shall ensure that both parties receive copies of the complaint as soon as possible. If the student is matriculated in a college or in a University-wide program other than that in which the violation occurs, a written copy of the complaint shall be sent to the Dean of the college of matriculation or Director of the program of matriculation.

Step 5. The Dean with whom the complaint is filed shall call for a meeting of the College Academic Standing Committee (ASC) to be held within twenty working days of receiving the complaint or at the next scheduled ASC meeting if it is scheduled within 21 days of when the complaint is received. The Director of a University-wide program shall call a meeting to be held within twenty working days of receiving the complaint. The University-wide program Curriculum Committee, which shall function as an ASC.

Step 6. Academic Standing Committee, having received the written complaint from the Dean or Director of a University-wide program, shall:

(a) inform both parties in writing ten working days prior to the meeting of the time, date, place of the meeting, and

(b) invite the Dean of Students, and the appropriate College Dean(s), and/or the Director of the University wide program (when relevant) to attend, (with voice but not vote).

Step 7. For the ASC meeting, the student shall have the right to select a meeting aide. If the student choose to have a meeting aide, it is the student’s responsibility to inform the chair of the college ASC, and to inform the meeting aide of the date and time of the ASC meeting. The meeting aide shall not be licensed in the field of law, shall be a current member of the University community (limited to faculty, staff, and students), and not otherwise involved in the case. The meeting aide shall not address the committee or otherwise directly participate, but the student may request a short recess to consult the meeting aide.

Effective Date of This Revision: 9/1/17
Dates of Previous Revisions: 4/12/83, 9/1/87, 4/30/90, 9/1/03, 9/1/14, 4/28/15
Step 8. The ASC Meeting:

(a) No member of the committee who is otherwise involved in the alleged violation shall sit in judgment during the meeting.

(b) The meeting shall be closed to all non-participants.

(c) Both parties shall be afforded the opportunity to speak, to present evidence and witnesses, and to hear and question adverse witnesses.

(d) The committee’s recommendation must be made within fifteen working days of the initial ASC meeting to the appropriate Dean or Director of a University-wide program.

(e) All of the proceedings pursuant to the investigation of an alleged violation shall be carried forward in a confidential manner. There shall be no general announcement of the identity of the student(s) charged with the violation, or of the recommendation of the committee.

Step 9. After duly investigating the reports received, hearing the statements of the accused and such other persons as may testify, and hearing other relevant evidence, the ASC shall recommend to the Dean or the Director of the University-wide program one or more of the following, as it deems appropriate:

(a) that (a) the charges be dismissed, (b) the charges have not been substantiated, or (c) the evidence established innocence, or

(b) the student is considered guilty of the alleged violation by a preponderance of the evidence, and therefore one or more of the following actions be taken:

   i. the instructor’s penalty shall be upheld.

   ii. the student be dropped from the course or assigned a grade of “F” for the specific assignment or for the entire course.

   iii. the student be suspended (1) for the remainder of the current semester, losing credit for the current academic program, or (2) for the following semester or year, or both. entered on the student’s permanent academic record (transcript original), maintained by the Registrar in the case of dismissal.

   iv. the student be dismissed from the University, and the dismissal be entered on the student’s permanent academic record (transcript original), maintained by the Registrar in the case of dismissal.

Step 10. The chair of the ASC Committee shall present the recommendation in writing to the Dean or University-wide Program Director who convened the committee. The recommendation shall also be presented in writing to the student, the original complainant, the Dean of the student’s college of matriculation or the Director of the student’s University-wide program of matriculation.

(a) If complainant or student should find the recommendation unacceptable with respect to the imposition of suspension or dismissal, that individual may make an appeal to the Provost within five working days.
(b) In the absence of such an appeal, the Dean of the student’s college of matriculation or the Director of the student’s University-wide program of matriculation shall be responsible for seeing that the recommendation is carried out, subject to the student’s right of appeal set forth in Step 11, below. The Dean or Director shall also provide the student’s academic advisor with a confidential report of the recommendation and action taken. In the case of non-matriculated students, the Dean or the Director with whom the complaint was filed shall notify the student of the recommendation and shall be responsible for seeing that the recommendation is carried out subject to the student’s right of appeal.

(c) If such an appeal is made, the chair of the Committee shall forward the recommendation and all relevant material to the Provost for consideration and action.

Step 11. Appeal to the Provost:
Should the student or complainant find the action unacceptable, either party may appeal to the Provost within five working days after notification. Appeals will be considered only on the following bases:

(a) the existence of newly discovered evidence not available at the time of the hearing/decision;
(b) the imposition of an unreasonable penalty or sanction at a prior hearing;
(c) a substantive violation, mistake, or error in the procedures established herein has occurred, which would have significantly altered the outcome of the meeting provided for above. The Provost may request additional information from the appellant and may exercise any of the following options: affirm, modify, or reverse any part of the original decision; however, no modifications may be made so as to increase the sanction of penalty.

*Working Days: For the purposes of this policy, working days are defined as days the University is open to conduct the work of the University, Monday through Friday. It excludes, therefore, days Monday through Friday in which the University is closed due to holidays or inclement weather.
XXI. ACADEMIC FREEDOM

A. The following statement was issued by the Chancellor (President) of the University on August 15, 1978:

1. The University of Hartford is an independent academic community consisting of students, faculty, administration, and Regents. Each has a part to play in the preservation of academic freedom. The University encourages freedom of inquiry, freedom of opinion, and freedom of speech; it will defend the right of anyone to advance their views, including contrary views; it recognizes the right of protest and dissent. These privileges exist only because free people jealously guard them.

2. To keep academic freedom alive, and to keep different parts of the academic community aware and involved, there are various organizations and channels of communication, formal and informal, that exist in the University including "open doors" to the offices of faculty and administration. It is the University's purpose to have all members of the University community keep these channels functioning responsibly and actively. Students are encouraged to use these means to the fullest extent.

Student Demonstrations and Peaceful Protests

3. In the event that students elect to demonstrate or protest, before or after availing themselves of the means that have been mentioned, the following policy will apply:

a. Protesters may march, carry signs, and assemble to whatever extent does not interfere with the activities of the University.

b. Protesters may stand at, but may not block the entrance or exit of any building. Also, not permissible is the use of sound-making equipment or noise-making devices in such manner as to interfere with University programs or gatherings.

c. The seizure of any facility of the University of Hartford by force will constitute trespass. Trespass and tampering with or destruction of University or individual property will not be condoned and will be dealt with summarily.

4. Students engaging in coercive acts contrary to the above prohibitions will be suspended from the University, and are subject to dismissal upon review of their cases by a standing committee of the University. They are also subject to whatever penalties may attach to the violation of the laws of the State of Connecticut and city ordinances.

B. The following statement is quoted from the Faculty Policy Manual:

"Institutions of higher education fulfill their obligation to society when they serve the common good. This responsibility can best be met by a free search for truth and by its free exposition.

SPECIFICALLY:

a. The teachers are entitled to full freedom in the classroom in discussing anything germane to their subject."
b. The teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their academic duties.

c. The University teacher is a citizen, a member of a learned profession and a representative of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their positions in the academic community imposes special obligations. As persons of learning and educational officers, they should remember that the public may judge their professions and institution by their utterances, hence they should make every effort to indicate when they are not institutional spokespersons."
XXII. DOCUMENTS, MANUALS AND RELATED STATEMENTS OF POLICIES AND PROCEDURES

Other official documents of the University set policies or specify guidelines and procedures. Examples of such documents include:

A. The Charter, Bylaws and the Related Documents of the University of Hartford - available from the Secretary of the University.

B. Faculty Policy Manual - available from the Provost

C. Constitution and Bylaws of the University Faculty Senate - available from the Faculty Senate Office.

D. The University of Hartford Bulletin - available from the Office of Admission and the dean's offices.

E. The Source, including the University Judicial Code - available from the office of the Dean of Students.

F. Handbook for Handicapped - available from the office of the Dean of Students.

G. Staff Handbook - available from the Office of Human Resources Development.


J. Human Subjects Policy - available from the Human Subjects Committee (internal review board).
Note: The University of Hartford Press is not currently active. The following policy is included for historical purposes only.

XXIII. EDITORIAL REVIEW BOARD

Each manuscript submitted to the University of Hartford Press for possible publication is to be reviewed by an autonomous Editorial Review Board whose functions shall be:

(a) to insure that each submitted manuscript receives an objective review by a competent and qualified person(s);

(b) to forward the review and any related suggestions from the reviewer(s) to the author(s);

(c) to recommend that the work be published, rejected, or revised and resubmitted.

Membership on the Editorial Review Board is restricted to no more than nine full-time faculty members. Each faculty member shall possess outstanding academic credentials and shall be selected by the Faculty Senate. In addition, the Provost shall appoint one non-voting member who need not be drawn from faculty ranks. The nine faculty members of the Board shall elect a chairman from among those appointed. Faculty members shall serve for three years, save that several may be appointed for less than the full three year period during the initial phase of staffing the Board so as to insure continuity through phased membership. Faculty members shall not be appointed to more than two consecutive terms.
APPENDIX A:
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (also known as "The Buckley Amendment") is a Federal law providing for the maintenance of confidentiality of student education records and further providing (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available.

The University of Hartford affords all rights under this law to its students. No one outside the institution shall have access to nor will the institution disclose any information from student education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the University community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Offices of the Registrar, Bursar, Financial Aid, Admissions, University Counseling Center, Career Development and Placement, and academic personnel within the limitations of their need to know.

At its discretion the University may provide directory information in accordance with the provisions of the Act, including: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Registrar in writing by September 20 of each year. Requests for non-disclosure will be honored by the institution for only one academic year and must be filed annually in the Office of the Registrar to remain effective.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. The Registrar has been designated to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic cooperative education, and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions, (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). These copies will be made at the students' expense at prevailing rates. Education records do not include records of instructional, supervisory, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the Public Safety Office, that were created by that department for law enforcement purposes, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Effective Date of This Revision: 9/1/02
Dates of Previous Revisions: 4/12/79, 9/1/87, 9/1/92
Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors, when they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable time that the records will not be amended, and they will be informed by the Registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Provost who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, but not including attorneys unless the University chooses to have legal counsel present. The hearing panels which will adjudicate such challenges will be appointed by the Provost; no member of the panel will have a direct interest in the outcome of the hearing.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records, statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenges were unfair, or not in keeping with the provisions of the Act may request in writing, review by the President of the institution. Further, students who believe that their rights have been abridged, may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, Washington, D.C. 20201, concerning the alleged failures of The University of Hartford to comply with the Act. Copies of this statement of policy and procedure shall be made available in the Academic Policies and Procedures Manual.

It is the policy of the University to issue copies of grade reports to parents of students, when requested by parents, unless expressly asked by students not to do so. If so asked, it becomes the responsibility of the parent, under the Act, to establish to the satisfaction of the University that the student in question is financially dependent (as defined by the Internal Revenue Code) upon the person requesting grade information.
Consent to Release Student Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) and the University of Hartford protect the privacy of student educational records and generally limit access to the information contained in those records by third parties. Please visit http://uhaweb.hartford.edu/sasc for responses to frequently asked questions regarding this Act.

You may choose to grant the University of Hartford permission to disclose educational records to certain individuals in accordance with FERPA and University policy. Please complete this form and return it to the Student Administrative Services Center (SASC) CC220, 200 Bloomfield Avenue, West Hartford, CT 06117, or your College Dean's Office, Residential Life Office, or other student services offices as indicated below. The form will be kept on file in the Registrar's office.

Note: This form does not give permission to release any information with regard to health, counseling, disability, or public safety records. PLEASE READ THE INFORMATION REGARDING FERPA ON THE BACK OF THIS FORM.

Student's Name: ___________________________ University ID #: ___________________________

I have indicated below the individual(s) or agency to whom the University may release information from my educational records:

The individual(s) named below may have access to the following information: (Check all that apply)

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- Academic Information
- Billing/Payment Information
- Financial Aid Information
- Residential Life Information
- Student Conduct Information - *current
- Student Conduct Information - all
- Include all of the above
- Remove all access

* current refers to either the year in which you are currently enrolled, or if completed after the spring term it refers to the next academic year.

I understand that I can revoke this release at any time by notifying SASC in writing (please note, it takes 24 hours to process the request). Your request will automatically expire upon graduation or withdrawal from the University of Hartford. By signing this form I acknowledge that I have read the information on the back of this form.

______________________________
Student's Signature

______________________________
Date

Please attach additional forms if you are giving permission to release information to more than two individuals/agencies.
About FERPA


FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. Any student objecting to the release of directory information should bring this to the attention of the registrar; accordingly, release of directory information for the particular student will be withheld.

Please be advised that although we have received said authorization for the release of information, the University reserves the right to deny the release of any and all information unless court ordered to do so.

The University of Hartford publishes FERPA information in the student handbook, The Source, every academic year.

Definitions

Academic Information includes registration, student schedule, grades, grade point average, class participation, assessment test scores, and academic progress status.

Billing/Payment Information includes access to all bills and student accounts receivable information. This includes, but is not limited to, details of charges and payments, any financial restrictions, abatement forms, and student account status.

Financial Aid Information includes forms, documents, correspondence, etc. submitted to the financial aid office. These include, but are not limited to, the Free Application for Federal Student Aid (FAFSA), tax returns, wage statements, verification worksheets, letters regarding financial aid eligibility, and information sent to the student.

Residential Life includes access to the student's file that includes, but is not limited to, the student housing application, incident communication reports, damage billing reports, and health and safety inspection forms.

Student Conduct Information includes misconduct violations resolved through the Student Misconduct Resolution Process. According to the student's release, this may include just the current incident or current and past violations.
## APPENDIX B

### COURSE SCHEDULE PATTERN

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**Meeting Time**

Effective Date of This Revision: 7/20/06
Dates of Previous Revisions: N/A
APPENDIX B

ALTERNATIVE EVENING SCHEDULING OPTIONS

Option 1: Early Evening Schedule for M/W/F

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Option 2: Evening Schedule for M - F.

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Effective Date of This Revision: 7/20/06
Dates of Previous Revisions: N/A
**ADDITIONAL INFORMATION**

The materials that follow are not part of the *Manual of Academic Policies and Procedures* but are included herewith for information purposes. Additions and deletions will be made as needed.
STATEMENT OF MISSION

As a private university with a public purpose, we engage students in acquiring the knowledge, skills, and values necessary to thrive in, and contribute to, a pluralistic, complex world.

ACADEMIC MISSION

Our academic community of faculty staff, and students forms a dynamic, interdisciplinary learning environment that arises from outstanding teaching, innovative research, scholarship, and creative attainment. We are committed to the personal attention associated with a small college, enhanced by the expertise, breadth, and intellectual excitement of a university. Diversity of every sort is integral to our academic mission, along with connections to local, national, and global communities.

VALUES STATEMENT

At the University of Hartford we are committed to community.

We are an academic community that values integrity, curiosity, creativity, excellence, responsibility, and accomplishment. Enriched by our diversity and our engagement with one another, we take pride in our shared traditions and experiences. We are dedicated to building a culture that respects all of its members and celebrates their contributions as we work together to strengthen our community.
The University Statement on Diversity was approved by the Student Affairs Committee on September 24, 1990, and the Board of Regents on November 13, 1990.

**UNIVERSITY STATEMENT ON DIVERSITY**

As an institution of higher learning, the University of Hartford strives to be more than merely a mirror of the larger society: it should foster learning and encourage the personal growth of students in an environment that promotes and celebrates diversity. Accordingly, our goals are:

- to become an open, honest, disciplined, and caring community where the unique qualities of each person are fully appreciated;

- to create on campus a community reasonably reflective of the racial and other diversity of the larger society — but in which that diversity is managed and supported for the benefit of all;

- to balance the rights of individuals and the concerns of the institution, so that all of our members are treated with respect, and the larger goals of the University are fully understood.

Each student, faculty member, and member of the staff deserves the full respect and courteous treatment of other members of the University family, regardless of race, sex, age, religion, national origin, handicap, or sexual orientation.

Institutional efforts to promote community imply certain expectations regarding the behavior of members of the community. We do not tolerate acts of incivility, bigotry, violence, racial or sexual harassment, or substance abuse. Conduct counter to these expectations will be considered to be a serious offense against our community and the rights of its members, and will be dealt with severely.
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