Academic Regulations

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

Academic Credit

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

One credit in laboratory or studio work usually represents satisfactory completion of two or three 50-minute laboratory or studio periods per week for one semester. At the Hartford Art School, courses meet six hours for 3 credits.

Academic Load per Semester

An undergraduate enrolled for 12 or more credits, in the day or evening or a combination thereof, is classified as a full-time student and is required to pay the full-program tuition charge. Approved programs of as many as 18 credits are covered by that charge, but typically all credits beyond 18 are charged at the credit-hour rate (see page 44).

Exceptions are made in situations where the published program of study requires the student to enroll for more than 18 hours; or in situations in which the published program does not require the student to enroll for more than 18 hours, but the dean authorizes the student to take up to 19 hours without additional charge.

Special permission of the dean of the school is required for more than five courses or for credit loads exceeding 18 credits (except as specified in the regular program of the student). Special permission is required for a non-matriculated student to enroll for a full-time load of 12 or more credits per semester.

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

Academic Load—Summerterm

Students are not encouraged to carry more than two courses at any one time (usually 6 to 8 credits) during a Summerterm session without consulting with their faculty advisor or the Office of Summer Programs.

Attendance

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

Audit Status

Students not wishing credit may register for courses as auditors, in which case no grade is assigned nor is academic credit granted (see page 45 for fees). The special fees for adult guest and special audit status apply only if audit status is declared at the time of initial registration for the course. These fees do not apply if the student initially registers for credit and later changes to audit status.

Classification of Students

The following numbers represent credits successfully completed and are inclusive:

Freshmen: 0–23 Juniors: 54–86
Sophomores: 24–53 Seniors: 87+

Conferral of Degrees

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

**Continuous Registration**

Degree candidates are expected to maintain continuous registration until all degree requirements are satisfied. Failing to register for one semester or more breaks the student’s registration and requires that the student be readmitted (see Readmission). A student who is readmitted after the lapse of one semester may resume the degree requirements of the Bulletin previously applicable. If the student has not been enrolled for a full academic year, the requirements of the Bulletin in force on readmission must be met, except in special circumstances such as military service or extended illness. For approved off-campus study programs in which students enroll independent of the University, or other personal reasons, a matriculated student may be granted a leave of absence and remain on active status for one or two semesters. In order to do this, the student must register for Active Status, secure permission from the faculty advisor and the dean of the school, and pay a fee (see page 46). If a student wishes to extend active status beyond the two-semester limit, application for renewal is required, and the decision to grant extension rests with the dean of the school.

Matriculated Center for Graduate and Adult Academic Services students attending part time must follow the above procedure, except that they are permitted to be away for three semesters without formal approval or readmission application.

Candidates for the bachelor’s degree or for the associate’s degree are expected to complete at least the final 30 credits at the University.

**Course Numbering System**

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

- 0 = noncredit
- 1, 2, 3, or 4 = undergraduate level
- 5 = graduate-level course that may be taken by advanced undergraduate students with special permission.
- 6, 7, 8, or 9 = graduate-level courses open only to graduate students

Courses listed under more than one department having the same content are separated with a slash: AFIS 222/ENG 222.

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

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

**GER 210-211 Intermediate German** [3-3] Continued emphasis on the spoken language. Reading from appropriate cultural materials. Required work in the language laboratory. Prerequisite: GER 110-111 or equivalent. Laboratory fee. This is a second-level, two-semester course, carrying 3 credits each semester, and must be taken in sequence.

**ENG 310, 311 Creative Writing** [3, 3] Intensive practice in the writing of fiction and poetry. Semester concentrations may be offered. Prerequisite: Three credits of literature or permission of instructor. May be elected for credit more than once with written permission of the department. This a third-level, two-semester course, carrying 3 credits each semester, which may be taken independently or in reverse sequence.

**Noncredit Courses**

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

**ENGH 099 [(3)]** This course is a comprehensive review of English fundamentals, focusing on grammar and mechanics. It is intended to build competence and confidence with the written word and prepare students for college-level composition courses. (This course may not be used to meet the distribution requirements and does not count toward the minimum credit requirement for graduation.)
Intra-University Transfer
In the transfer from one school to another within the University, all courses relevant to the new school’s curriculum are transferred for the purpose of grade point average (GPA) calculation regardless of grade. Courses not applicable are dropped from the calculation regardless of grade.

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

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

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

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

Credit by Examination
In special cases students may qualify for credit by examination. Application forms are available in the offices of the academic deans and the Center for Graduate and Adult Academic Services.

For exemption examinations and ETS Advanced Placement, see page 41.

Credit examinations in such sequential subjects as mathematics and foreign languages may be taken only for 6 credits in whatever is the highest-level course the student is qualified to pass. This prevents a student, for example, from taking credit examinations for French 110-111, 210-211, and 214-215.

Credit earned by examination does not carry grade points and is recorded as P if passed successfully.

Through the College Entrance Examination Board’s College Level Examination Program (CLEP), a student or potential student may obtain credit for college-level skills and knowledge obtained in independent study, correspondence courses, or on-the-job training and experience. Up to 27 credits may be earned through the CLEP General Examinations (five sections: English Composition, Natural Sciences, Mathematics, Humanities, Social Sciences—History). Additional credit, with departmental approval, may be earned in more than 30 subject examinations.

The University was the first Connecticut CLEP Test Center. Information on taking CLEP examinations may be obtained from the Center for Graduate and Adult Academic Services.

Dean’s List
Dean’s Lists of students achieving superior standing are issued once each semester for full-time students and once each academic year for part-time students.

The grade requirement, with some exceptions, is a grade point average of at least 3.0 and no grade below C. At the Barney School of Business, the grade point average must be at least 3.25. At the College of Education, Nursing and Health Professions, the grade point average must be at least 3.25 with no grade below C (no more than one C), no Incompletes, no No Passes, and no No Grades. At the Hartford Art School, the grade point average must be 3.5.

The grade requirement at Hartt is as follows: grade point average of at least 3.5 with no grade below B--; no Incompletes, no No Passes, and no No Grades issued. The grade requirement for the College of Arts and Sciences is as follows: semester grade point average of at least 3.25 with no grade below C (no more than one C); no Incompletes, no No Passes, no No Grades, no No Report from Instructor issued.

The grade requirement for University Studies (full-time students) is as follows: semester grade point average of at least 3.25 with no grade below C (no more than one C); no Incompletes, no No Passes, no No Grades, no No Report from Instructor issued. Part-time University Studies students must take 12 or more credit hours per academic year and receive letter grades of C or better (no more than one C); no Incompletes, no No Passes, no No Grades, no No Report from Instructor issued.
Load Requirements:
Full-time students must take 12 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.

Part-time students must take 12 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.

Hartt School load requirement: full-time study, defined for this purpose as 12 or more credits per semester, taken for a letter grade.

President’s List
The President’s List of students achieving the highest standing is issued once a semester for full-time students. Selected each semester for the President’s List are those students who are designated by the schools and colleges to be on the Dean’s Lists and who meet the following grade requirements:

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

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

Declaration of Pass/No Pass Option

Registration on a Pass/No Pass basis may be made only in accordance with the regulations of the University and the regulations of the school in which the student is enrolled. When permit-
ted, a student is expected to declare the intention to enroll in a course on a Pass/No Pass basis at the time of registration for the course. A student may change the registration to receive a letter grade or change from a letter grade registration to Pass/No Pass status in a course, provided the declaration is made in writing on a Change of Program form at any time up to the end of the 10th week of the semester. In summer sessions, the changes must be made before completion of the first 40 percent of the scheduled class hours of the course.

A school may make the Pass/No Pass option available to matriculated students only for not more than one course per semester, 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 computation. The specific regulations for an individual school must be reviewed by the student before seeking this option. Some courses may be more appropriately handled by the Pass/No Pass format than by letter grade. Each school will determine these courses within its own curriculum.

Not included in the Pass/No Pass system are Reading and Writing 110-111, languages for voice and opera majors, music courses for music majors, and courses in the student’s major (departmental) requirements unless approved by the chairman of that department.

The criteria for a Pass are ordinarily the same as those earning a D or higher grade in the course.

Determination of Effective Bulletin

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

Eligibility to Participate in Intercollegiate Athletics

The University of Hartford strictly adheres to the eligibility rules promulgated by the National Collegiate Athletic Association and all other athletic conferences of which the institution is a member. Although eligibility requirements are
subject to be modified by the NCAA from the printing date of this Bulletin, below are the more common regulations pertaining to enrollment and academic progress with which a student-athlete must comply in order to represent the University of Hartford in intercollegiate athletic competition:

1. The student-athlete shall complete his or her seasons of participation within five calendar years from the beginning of the semester in which the student-athlete first registered at a collegiate institution, even if at a college or university other than the University of Hartford.

2. The student-athlete shall, at the time of competition, be registered for at least a minimum full-time program of studies, which shall not be less than 12 semester hours.

3. The student-athlete shall not have engaged previously in more than four seasons of intercollegiate competition.

4. Eligibility for regular-season competition subsequent to the student-athlete’s first academic year in residence or after the student-athlete has utilized one season of eligibility in a sport shall be based upon (1) satisfactory completion, prior to each term in which a season of competition begins, of an accumulative total of semester hours of academic credit that is equivalent to the completion of an average of at least 12 semester hours, during each of the previous academic terms, in academic years in which the student-athlete has been enrolled in a term or terms; or (2) satisfactory completion of 24 semester hours of academic credit since the beginning of the student-athlete’s last season of competition.

5. A student-athlete shall designate a program of studies leading toward a specific baccalaureate degree at the University of Hartford by the beginning of the third year of enrollment (fifth semester). In addition to the continuing student, this eligibility requirement shall be applicable to the eligibility of a transfer student from a four-year or two-year collegiate institution who is entering his or her third year of collegiate enrollment, even if the student has not yet completed an academic year in residence or utilized a season of eligibility in a sport at the University of Hartford.

6. The student-athlete must meet all other applicable eligibility requirements promulgated by the NCAA.

The University of Hartford will not permit a student-athlete to represent it in intercollegiate athletic competition unless the student-athlete meets all of the requirements of eligibility. In addition, the Athletics department reserves the right to suspend a student-athlete from participation in intercollegiate athletic competition for any reason deemed appropriate, regardless of whether the student-athlete meets all other conditions of eligibility.

**Eligibility for Student Offices**

Only full-time students (12 credits or more and making satisfactory academic progress) may hold office in (undergraduate) student organizations. At any time during the academic year, students who drop below 12 credits are no longer eligible to hold office.

**Grades**

At the end of each semester, grades are posted to the student’s self-service Web account. It is the policy of the University of Hartford to issue copies of grade reports to parents of students, when requested by parents, unless expressly asked by students not to do so. If the student requests that the information not be divulged, it then becomes the responsibility of the parent seeking the information, under the Family Education Rights and Privacy 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.

**Grading System**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Grade Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>4.00</td>
</tr>
<tr>
<td>A−</td>
<td></td>
<td>3.67</td>
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<tr>
<td>B+</td>
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<td>3.33</td>
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<tr>
<td>B</td>
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<td>2.67</td>
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<td>1.67</td>
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<td>D+</td>
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<tr>
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<td></td>
<td>0.00</td>
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<tr>
<td>P</td>
<td>Pass</td>
<td>–</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
<td>–</td>
</tr>
</tbody>
</table>
NG  No Grade Issued
I   Incomplete
W  Withdrawal
NR No Report from Instructor
V  Intra-University Transfer
   (course exempted from
   grade point average
   computation, regardless
   of grade assigned)
*

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

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

Graduation Honors

Bachelor’s degrees are conferred cum laude on
students who have completed a minimum of 60
credits in residence and whose cumulative grade
point average is 3.25 or above; magna cum laude
on those whose average is 3.50 or above; summa
cum laude, 3.75 or above.

A student who has earned fewer than 60
credits in residence but at least 45 credits in resi-
dence at the University of Hartford may receive
graduation honors based on guidelines devel-
oped by the student’s college of matriculation,
with the approval of the collegiate dean and the
Office of the Provost. Students may also be
awarded honors by completing the University
Honors program. For more information, see
page 18.

Honorary Societies

Information concerning undergraduate and
graduate honor societies in the individual
schools and colleges may be obtained by writ-
ting to the dean of the appropriate school.

Alpha Chi, founded in 1922, is a national
honor scholarship society. This society main-
tains chapters in more than 275 colleges and
universities in the United States. Juniors and
seniors, in all baccalaureate programs at the
University who have demonstrated outstanding academic achievement, are eligible for election as members of the University of Hartford Beta
Chapter of this society.

Alpha Sigma Lambda National Honor Soci-
ety was established in 1946 to honor superior
scholarship and leadership in adult students.
With chapters at more than 300 colleges and
universities nationwide, the society recognizes
the special achievements of adult students who
accomplish academic excellence while manag-
ing competing family, work, and community re-
 sponsibilities. Members of the University’s Beta
Psi Alpha chapter are selected on the basis of
their academic record.

Pi Mu Epsilon Fraternity is a national hon-
orary mathematics fraternity incorporated in
1914. Its purpose is the promotion of scholarly
activity in mathematics among undergraduate
students in academic institutions. It is open
to individuals who have demonstrated excel-
rence in mathematics. Information is available
through the Department of Mathematics.

Pi Tau Sigma is a national honorary me-
chanical engineering fraternity founded in 1915. The
Hartford Delta Eta Chapter is one of 115 in the
United States. Upperclass students in mecha-
nical engineering are selected semiannually on
the basis of their academic record and probable
future success as mechanical engineers.

Eta Kappa Nu is an international honor soci-
ety for electrical engineers founded in 1904. The
Iota Epsilon Chapter was installed at the
University as the 167th chapter in 1984. Junior
and senior students in electrical engineering are
selected semiannually on the basis of their aca-
demic record, participation in campus and
community affairs, and potential professional
ability. Members act as tutors and seek to im-
prove the standards of the profession, the course
of instruction and the institution.

Tau Beta Pi is the national engineering honor
society founded at Lehigh University in 1885. The
Connecticut Gamma Chapter was installed at
the University of Hartford in 1991. Junior and
senior engineering students in all branches of
engineering are elected to membership on the
basis of academic performance and exemplary
character.

A chapter at large of the international honor society for nursing, Sigma Theta Tau, Iota Upsi-
lon Chapter at Large, is active at the University
of Hartford. This honor society recognizes supe-
rior achievement and leadership qualities, fos-
ters high professional standards, encourages
creative work, and strengthens commitment to
the ideals and purposes of the profession.
Membership is by invitation for students who
demonstrate excellence in the nursing program
and for community leaders who have demon-
strated excellence in leadership in nursing. The
chapter is jointly sponsored by the Divisions of
Nursing at the University of Hartford and Saint
Joseph College.
Lambda Beta, the national honor society for respiratory care professionals, promotes, recognizes and honors scholarship, scholarly achievement, service, and character of the members of the respiratory care profession. Senior respiratory care students who have demonstrated superior academic achievement are eligible for election as members of Lambda Beta.

Kappa Delta Pi is an international honor society in education. Its members exhibit successful academic achievement, dedication to the ideals of education and a desire to help others. Graduate and undergraduate students who exhibit high academic standing and a commitment to education are invited to become members. In addition to involvement in activities as a society member, Kappa Delta Pi offers members national scholarship funds, a Laureate Award to honored educators, and publications such as the KDP Record and Educational Forum. The Pi Phi Chapter of the University of Hartford is an active participant in campus activities conducting fund drives and service projects for the improvement of children’s education in the community.

Sigma Tau Delta is the national English honor society and a member of the Association for College Honor Societies. Founded in 1924, it confers distinction for high achievement in English language and literatures, promotes interest in literature on campus and the surrounding community, and fosters the discipline of English, including creative and critical writing. Members receive the national newsletter, contribute to the award-winning publication The Rectangle, and compete for a number of writing prizes and scholarships. The society is self-governing.

Pi Kappa Lambda national music honor society was organized in 1918 at Northwestern University in Evanston, Illinois. Epsilon Gamma Chapter was installed at The Hartt School in 1981. Currently there are more than 155 active chapters. In 1940, The Society of Pi Kappa Lambda was admitted to the Association of College Honor Societies as the representative in the field of music. The primary objective of Pi Kappa Lambda is the recognition and encouragement of the highest level of musical achievement and academic scholarship. Graduate and undergraduate consideration for membership is on recommendation by the Faculty Committee upon graduation.

Phi Mu Alpha Sinfonia is a national, professional music fraternity dedicated to the advancement of music and to the brotherhood among men engaged in music or music-related activities. Membership includes students, conductors, performers, composers, arrangers, teachers, publishers, radio and television personalities, and others. A candidate for membership is selected by a chapter vote based upon his character and musical and academic qualifications.

Sigma Alpha Iota is an international music fraternity for women. Eta Mu Chapter, chartered in May 1987 at Hartt, seeks to promote interest in music and musical excellence through concerts, recitals and social activities. Members are inducted after having met academic, chapter, musical, and fraternity requirements.

Founded in 1953, Tau Alpha Pi is a national scholar honor society that recognizes and encourages high levels of scholarship, leadership, and character among students in engineering technology programs.

The Hartford Lambda Epsilon Chapter is one of 120 in the United States. Upperclassmen in the top 4 percent of their class are considered for membership. Information is available through the dean’s office of the College of Engineering, Technology, and Architecture.

Founded in 1963, Omicron Delta Epsilon is a national honorary society in economics. It is one of the world’s largest academic honor societies, and the Gamma Chapter of the Barney School of Business has been in existence since 1963. Students are selected on the basis of their scholastic achievement in economics.

Lambda Pi Eta, a national honor society for communication majors, was established by the Speech Communication Association in 1988. The Alpha Beta Chapter was founded at the University of Hartford in 1991. The main purpose of the society is to recognize, foster, and reward outstanding scholastic achievement. Society events are designed to stimulate interest and promote professional development in the field of communication. Students who meet the academic qualifications of the society are notified of their eligibility at the start of the fall and spring semesters.

Pi Sigma Alpha is the national honor society for undergraduate and graduate students of political science. Founded in 1920 at the University of Texas, the society has since expanded to 500 college and university chapters in the United States. Its purpose is to stimulate scholarship and interest in the subject of government by providing tangible recognition to students who have excelled in the field.
Incomplete Work

Undergraduate. If an undergraduate student whose work is otherwise satisfactory is unable, because of extenuating circumstances, to complete his or her work at the end of a semester, the work is reported as incomplete (I), provided arrangements to complete the work are made with the instructor in advance. “Extenuating circumstances” cover such situations as serious illness or events that make it impossible for a student to complete the required work. The use of the designation I is specifically prohibited for situations involving heavy workloads or the pressure of other responsibilities of the student. Requirements for credit must be met by the end of the next regular semester, or at an earlier date if one is specified. An undergraduate student in residence who has not fulfilled the requirements for the course at the time specified will receive a mandatory grade of F.

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

Makeup Examinations

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

A fee is required for makeup examinations (see page 46).

Matriculation

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

Medical Leave and Medical-Related Course Withdrawal

Medical leave is defined as 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 withdrawal is defined as an illness of sufficient severity as to make it necessary for the student to withdraw from one or more, but not all, courses for a particular semester or term.

Medical Leave during a Semester or Term. A student who needs a medical leave after the first 10 weeks of a semester or equivalent for a term may be granted Ws for all 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 is matriculated are required.

Medical Leave after a Semester or Term. A student who requests 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 Ws for registered courses for which grades, including I, NG, and NR, have been issued for the 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 college dean (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.

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.

Medical-Related Course Withdrawals.

Students who wish to withdraw from one or more courses during the first 10 weeks of a semester, or equivalent for a term, may be granted Ws for those courses. To withdraw from any course 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.

Students with an illness of sufficient severity as to make it necessary for them to withdraw from one or more courses from the 10th week of the semester, or equivalent for a term, to the end of classes may be granted designations of W, I, or a letter grade for those courses. In order to be granted a medical withdrawal and to receive a W on some or all courses, 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. In the case of a course taken in another college, the signature of the dean (or designate) of that college also is required. If a letter grade or an incomplete is to be
granted for a course, the signature of the appropriate instructor must also be obtained.

**Documentation.** In order to grant a medical leave or allow a medical-related course withdrawal, 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.

**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.

**Nonacademic Suspension and Expulsion**

Students may be suspended or expelled from the University if found in violation of the Code of Student Conduct. 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 nonmatriculated basis. Students who are expelled from the University may not reenroll. Students who are suspended or expelled must leave the campus as soon as possible after the action is announced.

**Probation**

Students whose cumulative GPA falls below the standards indicated in the table on page 66 will be placed on academic probation by their colleges. Students who fall more than 0.5 grade points below the standards may be dismissed.

Students who do not meet the standards for course rate completion specified above will be reviewed by the academic standing committees of their colleges and may be placed on probation. Those who are placed on probation are not considered to be making satisfactory academic progress, although they are eligible to continue or reenroll at the University.

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

The records of students who have been placed on probation will be reviewed by the academic standing committees of their colleges at the end of the next regular term. Students who have corrected the deficiencies will be removed from probation. If students have not corrected the deficiencies, the academic standing committees may continue them on probation, remove them from degree candidacy, or dismiss them from the University.

**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 the Fresh Start program (contact the Office of Admission and Student Financial Assistance for further information).

**Grade Point Average**

The grade point average (GPA) is obtained by multiplying academic credits by grade point value for the grade assigned in each course and dividing the sum of the grade points thus obtained by the total number of academic credits attempted. All courses taken and grades received at the University of Hartford that are applicable to the student’s current program or major are included in the computation of GPA. Courses marked NG, W, P, NP, or I are not included in the calculation of GPA (see policy on repeated and Pass/No Pass courses). The grade point averages are calculated to the hundredth position, and they are not rounded.

**Readmission**

A previously registered, full-time matriculated student in the University, if not registered during the immediately preceding semester (summer term excluded) because of (1) dismissal, (2) voluntary withdrawal, or (3) voluntary leave of absence without registering for active status, must apply for readmission. Final dates for applying are the same as those for full-time undergraduate study (see page 39). If the student applies as a candidate for matriculation and was previously registered as a nonmatriculated student, or has attended one or more colleges or universities since leaving the University, he or she must have complete, official transcripts sent to the Office of Admission and Student Financial Assistance at this University from each institution attended. Applications for readmission are considered on the basis of regulations currently effective.

Students registered on active status, if given permission to attend credit programs in other institutions, have their transfer credits evaluated
by submitting the official transcript to the Office of Admission and Student Financial Assistance. The credits earned are reviewed by the University evaluator and the department concerned.

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

Recitals and Exhibitions

Students must be enrolled for applied music study during the semester in which a required recital is presented. An art student, undergraduate or graduate, must be enrolled during the semester in which that student’s required exhibition is scheduled.

Registration

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

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 reenroll as part-time, nondegree students and to register for as many as 11 credits during one semester and no more than 15 credits in total. Students who have been removed from degree candidacy are not considered to be making satisfactory academic progress but are considered to be in good academic standing.

Requirements for Degrees

Undergraduate and Graduate

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

General

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

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. No additional application fee is required.

   The student must fulfill all course requirements under each major program. Only one degree will be granted and only one diploma will be issued; no additional graduation fee will be collected.

   The evaluator of the college will notify the registrar when the requirements have been met, and the permanent transcript record will indicate completion of the additional major requirements.

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. No additional application fee is required.

   The student must fulfill all requirements under each major. Only one degree will be granted and only one diploma will be issued; no additional graduation fee will be collected.

   The evaluator of the college will notify the registrar when the requirements have been met, and 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>.”

Requirements for a Second Baccalaureate Degree

1. A person who has previously received a baccalaureate degree from 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 can-

*For a subject-area major, students complete all requirements for the major but not all of the degree requirements for that major.
didate 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. 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, the applicant must have met all of the college, departmental, and general degree requirements for each degree, which must entail more than completion of a double major only. Students must have completed a minimum of 150 credits, of which the last 30 credits must have been in residence. Students should seek consultation with advisors in each degree program.

Application for Degree
No student is considered a degree candidate until he or she files a Degree Application form available from the registrar or from the school or college evaluator. Applications require the evaluator’s signature and must be submitted to the Registrar’s Office by the date announced. The date the student expects to complete degree requirements (August, December, or May) must be indicated on the application.

GPA Requirements
The minimum cumulative GPA required for the bachelor’s degree is 2.0. This minimum is also required in the field of specialization unless a higher requirement is stated.

The minimum cumulative GPA required for the associate’s degree is 2.0.

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

Special requirements for the two-year program of Hillyer College are detailed in its section of this Bulletin.

Residence Requirements
Candidates for most bachelor’s degrees or for the associate’s degree are expected to complete at least the final 30 credits at the University. The residency requirement for the Bachelor of University Studies program is a minimum of 30 credits but need not be the final 30 credits.

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

Satisfactory Academic Progress and Good Academic Standing
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. Academic progress is a measure of a student’s movement toward a stated degree objective. Satisfactory academic progress is evidenced by (a) maintenance of a grade point average (qualitative academic progress) consistent with the minimum outlined under University Minimum Standards for Undergraduates (page 78); (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 (quantitative satisfactory progress) as outlined in the following text.

The University’s cumulative GPA standards (qualitative academic progress) for satisfactory academic progress in bachelor’s and associate’s degree programs appear under “University Minimum Standards for Undergraduates.” Students whose GPA falls below these standards are not regarded as making satisfactory academic progress. Since schools and colleges may have amended these standards upward, students should check with the college or school in which they are matriculated to determine the specific requirements to which they must adhere. 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.

Completion rates for satisfactory academic progress (quantitative satisfactory progress) are based on attempted credits at census date. Full-time students enrolled in programs requiring 60 or 120 to 126 credit hours are expected to com-
plete 12 credit hours a semester, or a total of 24 credit 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 10 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 may 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.

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

Schedule

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

Transcript of Academic Work

One transcript will be issued to each member of the graduating class after graduation. Applications for transcripts, certifications, and other records should be made in writing and addressed to the Registrar, Beatrice Fox Auerbach Computer and Administration Center, with correct remittance (see page 46) and should state the name and address of the official to whom the information is to be mailed. Requests for transcripts should be made a minimum of one week in advance. Official transcripts, bearing the University seal, are expected by most institutions and agencies to be sent directly by the University, not transmitted by the applicant. Transcripts will not be issued for persons listed by the bursar as financially delinquent.

Withdrawal

All requests for withdrawal must be made in writing.

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

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

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

Note that refunds to students withdrawing from courses can be made only in accordance with the policy and schedule set forth on page 50. All financial obligations not covered by the University’s refund policy must be met.

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

Thereafter, in either case, a letter grade (A–F or I) must be issued. Exceptions for cause (e.g., illness) may be initiated by the dean of the school or college in which the student is matriculated or, in the case of a nonmatriculated student, the dean of the school or college offering the course involved. The refund schedule for withdrawal from Summerterm courses is on page 51.
### University Minimum Standards for Undergraduates

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Credits (Credits*)</th>
<th>GPA Required</th>
</tr>
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<tbody>
<tr>
<td>Associate Degree</td>
<td>00–15</td>
<td>1.7</td>
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<tr>
<td></td>
<td>16–30</td>
<td>1.8</td>
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<tr>
<td></td>
<td>31–45</td>
<td>1.9</td>
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<tr>
<td></td>
<td>46+</td>
<td>2.0</td>
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<tr>
<td>Baccalaureate Degree</td>
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<tr>
<td></td>
<td>24–53</td>
<td>1.8</td>
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<td></td>
<td>54–86</td>
<td>1.9</td>
</tr>
<tr>
<td></td>
<td>87+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Undergraduate students enrolled in the College of Education, Nursing and Health Professions must meet or exceed the following GPA standards during their degree programs: 00–23 hours: 1.8; 24–53 hours: 1.9; more than 54 hours: 2.0. Undergraduate students enrolled in the Hartford Art School and in The Hartt School must maintain at least a 2.0 GPA during all phases of their undergraduate programs.

Undergraduate students enrolled in the College of Engineering, Technology, and Architecture must meet or exceed the following GPA standards during their degree programs: 00–31 hours: 1.8; 32–65 hours: 1.9; and more than 65 hours: 2.0.

In order to make satisfactory academic progress toward a degree, graduate students must maintain a GPA of at least 2.8 during all portions of their academic career. (Since schools and colleges may set expectations above this University minimum, graduate students should check with their advisors, department chairs, or deans to determine their requirements.)

Students are also expected to meet major area requirements and to complete their degree programs at an acceptable rate. The major area requirements are available in this *Bulletin* and from the appropriate dean’s office. Associate degree students are expected to complete all degree requirements within five years of initial matriculation; baccalaureate degree students are expected to complete all degree requirements within 10 years of initial matriculation.

Additionally, full-time students are expected to complete at least 75 percent of their initial academic load each term. Part-time students are expected to complete at least 50 percent of their initial academic load each term. Graduate students are expected to complete all requirements for their degrees within the time limits set by their college and complete the fraction of course load specified by this unit, as well. These load expectations are currently being revised and are subject to change.

*Credits refers to credits earned, transferred (including credit by examination), and failed.*