

certain graduate level courses that will be applied toward an undergraduate degree. For these students, credit for graduate courses beyond the 120 credit hour requirement for the bachelor's degree may be transferred to the graduate transcript. Grades do not transfer.

Enrollment During Graduation Term

Students should read and be familiar with university graduation requirements and applicable deadlines available in the *Undergraduate Catalog* and on the Office of the Registrar website. All undergraduate students must be enrolled the semester of graduation, as noted on the *Intent to Graduate* form, as one of the University's requirements for graduation. For summer graduates, students must be enrolled in one of the summer terms. At the end of the final drop/add period for their term of graduation, students who have not registered for a course will be required to enroll in the following semester and graduation will be delayed, or in special circumstances, students can submit an appeal to the Office of the Registrar for an exception to this enrollment requirement.

Commencement and Graduation Exercises

Commencement exercises are held once each year in May. Students who complete degree requirements in August and December are eligible to participate in the *following* Spring Commencement ceremony. Diplomas for August graduates will be available on the first business day after the end of the last summer term. Diplomas for December graduates will be available approximately 21 calendar days after the semester ends. After a degree has been conferred, students will be changed to non-degree seeking to facilitate possible future registration unless the student has filed an *Intent to Graduate* form for an additional degree. Please see the Commencement Policy on the Office of the Registrar webpage.

All prospective graduates will be contacted before the Spring Commencement ceremony by the Office of the Registrar or University Events concerning rehearsal and attendance. Those students planning to attend Commencement must notify the University by the announced deadline so that seating arrangements can be finalized for all who plan to participate. Students who plan to attend Commencement must keep the Office of the Registrar informed of any address or phone number changes so that they can receive important information concerning graduation.

Degrees will not be conferred for students unless all graduation requirements, including courses, degree requirements, GPAs, credits, and financial obligations have been satisfied. *Note: Degrees will not be conferred for students with a missing grade or grade(s) of Incomplete (I) on their academic record. In the case of a missing or incomplete grade, the student's anticipated semester of graduation will be moved to the following term.* Students must be enrolled the semester or term of graduation.

To participate in the Commencement ceremony, undergraduate candidates for graduation must have completed all remaining degree requirements (degree, financial and social) or be enrolled in spring semester courses which will complete all degree requirements no later than the beginning of spring semester finals week. If after spring semester final grades have been submitted, a spring candidate does not successfully complete one spring semester course of three or less credits, and has earned a minimum GPA of 2.00 (overall and in the major), the student may be eligible for graduation (see Policy on *Participation* on the Office of the Registrar website). To be eligible to participate, all degree candidates must be on track to complete all degree requirements as of the second week of spring semester and continue to be on track to complete all degree requirements as of the beginning of final exams.

Students who have remaining degree or university requirements going into spring semester, or students who intend to finish their requirements in the summer or fall semester, are not eligible to participate in the Spring Commencement ceremony. Please note that May Term or any of the summer terms are not part of the regular spring semester; therefore, enrollment in summer terms cannot be considered for students to be reviewed as a spring degree candidate, or to participate in the Commencement ceremony. Students who plan to complete degree requirements after the spring semester conferral date will have their anticipated semester or term of graduation deferred to August or December and will be invited to participate in the following Spring Commencement ceremony.

GENERAL REQUIREMENTS FOR GRADUATION

All baccalaureate degree programs require:

1. At least 120 academic semester hours with a grade point average of at least 2.00;
2. Official classification as degree-seeking prior to beginning the last 30 credit hours in their academic program;
3. Minimum of 45 credit hours completed in residence as a degree-seeking student at Christopher Newport. *Note: Credit earned through a Christopher Newport approved study abroad/study away program is counted as residential credit;*
4. Minimum of 30 of the last 36 credit hours, including the last 12 credit hours within the major field, taken in residence;
5. Of the total credits required for graduation:
 - a) Students matriculating in Fall 2000 and thereafter must complete two (2) 300-400 level courses that are designated as writing intensive (WI). See major department for details.
 - b) Students may present a maximum of six credit hours of Independent Study credit toward the

- undergraduate degree. Note: No more than three credit hours of Independent Study in one term.
- c) Students may present a maximum total of 12 credit hours in any combination of *Topics* courses (195, 295, 395, and 495) in any department. Should a course taken as a *Topics* course subsequently convert to a regularly offered course within that department, then that course will not be counted toward the 12 credit hour maximum under this provision.
 - d) Students may repeat certain courses for credit toward degree completion. (See course description(s) and major requirements for limitations and specific information.)
 - e) Students may select any academic courses as electives provided all necessary prerequisites have been met.
6. All degree requirements must be completed according to the *Undergraduate Catalog* in effect at the time of admission or re-admission. If a course necessary for the completion of the general education requirements or liberal learning curriculum should no longer be in the *Undergraduate Catalog*, the student may appeal to the Undergraduate Degrees Committee to make an appropriate substitution. Such appeals must be received by the Undergraduate Degrees Committee prior to March 1 for students expecting to graduate in May or August and prior to November 1 for students expecting to graduate in December.

If a student elects to follow or declare a newer curriculum (catalog requirements) than those under which the student entered the University, a *Request to Move to New Catalog for Curriculum Requirements* form must be filed with the Office of the Registrar. Should a student elect a newer curriculum they *are required to complete all* university degree and major requirements under the new requirements and may not return to the former catalog requirements.

7. Bachelor of Science: Students pursuing the Bachelor of Science degree must complete the Investigating the Natural World Area of Inquiry requirement and one sequence from the list below. No more than three of the four B.S. degree lecture courses may be from the same discipline. No more than two laboratory courses may be from the same discipline. Departments may specify the particular sequence to be taken.

BIOL 107, 108, 109L
BIOL 211/211L-212/212L
BIOL 211/211L-213/213L
CHEM 103/103L - 104/104L
CHEM 121/121L - 122/122L
PHYS 151/151L - 152/152L
PHYS 201/201L - 202/202L

8. Minimum Grade Requirements:
- a) Students must earn grades of *C-* or higher in ENGL 123 and ENGL 223. *Note: Certain majors may require a higher grade in one or both of the courses for entrance into the major or to satisfy degree requirements associated with that major.*
 - b) The university minimum requires completion of the major field of study with a 2.00 (4.00 maximum) grade point average and no more than two grades below *C-*. Some majors require all courses within the major be completed with a grade of *C-* or higher. See individual department requirements for specifics of this higher standard.
 - c) Any courses in which grades of *D* or *F* are earned may be repeated no more than twice (for a total of three enrollments). **Courses completed at CNU with a grade of *D* or *F* cannot be repeated at another institution.**
 - d) Academic departments may dictate more stringent requirements. Refer to the appropriate academic department for specific degree or upper division requirements, major requirements and suggested electives.
9. Assessment Requirements: The University engages in a number of assessment processes in order to gauge the effectiveness of its educational programs and administrative operations. These processes may require students to participate in examinations, surveys, interviews, or other information gathering activities that are not part of any specific course. Each student will be given at least a 10-day notification for any assessment and evaluation activity that requires scheduling prior to participation. The satisfactory completion of assessment and evaluation is a general requirement for graduation from the University.
10. Students are required to be enrolled in at least one Christopher Newport course during the semester of their degree conferral.
11. All students must complete the Second Language Literacy requirement (one 3-credit hour language course at the 200-level). Students may either transfer credit from another college or university for a 200-level (intermediate) language course or higher, or complete a 200-level course or higher at Christopher Newport. Placement recommendations and course offerings are listed under the Department of Modern and Classical Languages and Literatures.
12. Clarification regarding the Investigating the Natural World Area of Inquiry (AINW): To satisfy this requirement, two AINW lectures and one AINW lab that corresponds to one of the lectures must be completed.

13. Graduation with Honors

The minimum cumulative grade point averages required in order to graduate with Latin honors are:

Cum Laude..... 3.50 GPA

Magna Cum Laude 3.70 GPA

Summa Cum Laude..... 3.90 GPA

Students must earn at least 54 credit hours at Christopher Newport to be eligible for graduation with honors. *Note: Minimum requirements for Latin honors are not appealable.*

ACADEMIC STANDARDS

A. Courses of instruction and how they appear:

1. Courses of instruction are found following departmental descriptions.
2. Departments appear in alphabetical order in this catalog. Course descriptions appear in sections beginning with “Curriculum in...”
3. Discipline is indicated by the four letters in front of a course number (e.g., PHYS) and department is the four-letter code in which a discipline is housed (e.g., PCSE). Some departments house several disciplines.
4. Within the course descriptions, courses numbered 100-200 series are primarily for freshmen and sophomores, 300-series for juniors, and 400-series for seniors.
5. A continuous course sequence, indicated by a hyphen between course numbers (e.g., PHYS 201-202) covers a field of closely-related materials; the first semester must precede the second, unless permission is granted by the appropriate academic department chair.
6. If a course is made up of two closely related semesters and the second semester may be taken first, the course numbers are separated by a comma (e.g., ECON 201, 202).
7. The three numbers enclosed in parentheses (4-2-6) following the course title have the following meanings:
 - the first number refers to the number of credit hours awarded for successful completion of the course;
 - the second number refers to the number of weekly lecture hours in the course;
 - the third number refers to the number of weekly laboratory, practicum, or studio hours in the course.
 - Example: a course designated as (4-2-6) refers

to a four-credit course which has two lecture hours and six laboratory/practicum /studio hours each week.

8. If applicable, prerequisites and/or corequisites are listed. The student is responsible for having completed all prerequisites and corequisites as listed for courses in which the student enrolls.
 9. Following course prerequisites and/or corequisites is an indication of when that course is normally offered (e.g., fall, spring). If such designations do not appear, please consult with the appropriate department chair.
 10. Courses identified by WI: in the course title [e.g., BIOL 391. WI: Junior Seminar] are writing intensive and satisfy the writing intensive requirement.
 11. With appropriate approval, X99 independent study courses can be offered in any semester by all departments.
 12. With appropriate approval, X95 special topic courses can be offered in any semester by all departments. A course may be offered a maximum of three times as a special topic and then must be approved through the Undergraduate Curriculum Review Committee under an approved course number.
- B. A major** must consist of a minimum of 30 semester hours and a maximum of 42 semester hours in the discipline. Introductory (100- and 200- level) courses need not be counted in the 42-hour maximum requirement, at the discretion of the department housing the major. Although students may take more than 42 hours in the major field, a department may not require more than this number unless the University has approved an exception for the program, as in instances where accreditation may require more hours.
- C. The minor** must include from 15 to 21 credit hours of coursework above the 100-level, as determined by the department of the minor field.
- D. Area of Inquiry Courses (A of I):** The A of I designation will typically not be applied to a course completed prior to the course’s designation as an Area of Inquiry.
- E. Writing Intensive Courses:** Successful completion of ENGL 123 and 223 (each with a grade of C- or higher), are required as a prerequisite to all 300- and 400-level (WI) writing intensive courses.