



Office of the Registrar
Bldg. 39, A Level, 202.274.6200

The Office of the Registrar supports teaching and learning at UDC by maintaining the integrity of academic records, policies, and the student information system from application to degree conferral and into perpetuity. The Office is responsible for consistently implementing District, Federal, and University policies and procedures, adhering to the Family Educational Rights and Privacy Act (FERPA) standards, the American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines, maintaining institutional credibility through the proper maintenance of student biographic and academic records, and certifying students for graduation. Services provided by the Registrar's Office include registration and scheduling adjustments, transcript maintenance and appropriate distribution, enrollment and verification, residency audit, and dissemination and maintenance of all student demographic data and directories.

Registration

Registration information and other relevant class announcements are published in the online *Registration Guide* for each academic semester or summer term. Continuing Students can access registration information at myUDC. Only students who are officially enrolled may attend classes, take examinations, and receive academic credit for instruction.

Student Identification Cards

New students are issued an identification card at the time of their initial registration. This ID card is required for access to all University services and must be presented on request to security personnel in University buildings. Students must also present Identification Cards when visiting Consortium schools. Student Identification Cards are issued by the UDC Office of Public Safety.

Graduation

Application Requirements for All Students

Students who expect to complete their academic requirements during any given semester should submit an Application for Graduation to the Office of the Registrar the semester before they expect to graduate or no later than the deadline date indicated in the Academic Calendar, and pay the required graduation fee in the Cashier's Office; however, the submission of an application does not guarantee graduation. Only those students who have met ALL academic requirements and who have satisfied ALL financial obligations will be cleared for graduation.

In the event that a student does not complete graduation requirements in the designated term, a new Application for Graduation must be submitted for the term when all requirements will be met; however, no additional fee is required. Students are strongly encouraged to meet with their academic advisors each semester to ensure that academic requirements are being met for the appropriate degree, and that they are on target for graduation. Currently, the diploma replacement fee is \$50.00.

Satisfying the Degree Requirements

Undergraduate courses (courses numbered below 500) may not be used to satisfy graduate degree requirements. Similarly, graduate courses (courses numbered 500 and above) may not be used to satisfy bachelor's or associate's degree requirements.

Graduation Requirements: Associate Degree

All students must meet the following requirements to earn an associate's degree from UDC:

Residency: The University confers the associate's degree upon students who complete the last 15 semester credit hours of study in residence at the University of the Columbia. Additionally, students must attain a minimum cumulative grade point average of 2.00.

Listed below are the university-wide requirements needed to complete an associate's degree at the University of the District of Columbia Community College. Please consult with your academic advisor to confirm course selections and major requirements for your chosen degree.

A minimum of 60 credit hours of college-level courses is required, including specific courses identified in the departmental program of study and the applicable University-wide requirements.

Once admitted and registered as a student at the University of the District of Columbia Community College, it is expected that the student will be enrolled every semester until the student has completed the degree objective. Any student who is not continuously enrolled, exclusive of the summer term, is subject to the requirements in effect at the time of re-enrollment.

Community College Honors

Students pursuing a two-year degree are eligible to graduate with honors if 60 percent of the credits earned for graduation have been achieved at the University of the District of Columbia, and if the student has earned a 3.30 cumulative grade point average in all attempted hours.

Associate Degree General Education Requirements:

Specific University-wide requirements for all two-year programs are as follows:

Note: University-wide Requirements are under review and are subject to change.

English Composition I ENGL 111C *	3 credit hours
English Composition II ENGL 112C *	3 credit hours
Social Science**	3 credit hours
Mathematics***	6 credit hours
Natural Science****	3 credit hours
English Composition I must be taken prior to English Composition II, not concurrently.	

***Select courses from Psychology, Sociology, Economics, History, Social Work, Geography, and Political Science. Students enrolled in two-year technology programs may elect to take one three-credit-hour course in philosophy to satisfy this requirement.*



***Only Mathematics courses numbered 100 and above satisfy this requirement.

****Lab courses only. Natural science lecture (3 credit hours) and lab (1 credit hour) must be taken concurrently.

Graduation Requirements: Bachelor Degree

All students must meet the following requirements to earn a bachelor's degree from the University of the District of Columbia:

Time to Degree Completion

All students in bachelor's degree programs are expected to complete all graduation requirements within eight calendar years from the date of first enrollment. If the student fails to complete the degree within the prescribed period, the student may become subject to new requirements, which have been established since first admitted into the program of study.

Satisfying the Bachelor's Degree Requirements

The bachelor's degree programs require a minimum of 120 credit hours, including specific courses identified in the departmental program of study and the applicable General Education requirements. Many departmental programs of study require more than the minimum hours designated above. Students should consult this catalog and their advisors when determining graduation eligibility. Only college-level courses numbered 100 and above are counted in the GPA and total credits earned.

Residency

The University confers the bachelor's degree upon students who complete the last 30 semester credit hours of study in residence at UDC. Additionally, students must complete all General Education requirements, as well as degree requirements, and attain a minimum cumulative grade point average of 2.00.

The General Education Requirements

Students entering the University in fall 2010 or later are required to complete 13 courses for a total of 40 credits (37 credits within the General Education Program, plus 3 required credits in a writing intensive course in the major). Students are required to complete the General Education core in a developmental sequence. The typical four-year prototype for the General Education curriculum is as follows, with the number of credit hours for each course in parentheses. Check with specific programs to determine any variance from the typical sequencing.

Semester	Course #	General Education Courses	Credits
1st	IGED 110	Foundation Writing I*	3
	IGED 120	Foundation Quantitative Reasoning*	3
	IGED 130	Foundation Oral Communication	3
2nd	IGED 111	Foundation Writing II	3
	IGED 220	Discovery Quantitative Reasoning**	3
3rd	IGED 140	Foundation Ethics	3
	IGED 250	Discovery Technology	3
	IGED 210	Discovery Writing	3
4th	IGED 260	Discovery Science & Lab **	4
	IGED 270	Discovery Diversity	3
5th	IGED 280	Discovery Civics	3
7th &	IGED	Frontier Capstone I & II	3
8th	391/392		

Writing Intensive Course in your Major. Please consult with your departmental advisor for details. Taken upon completion of Discovery Writing. 3

* Students may place out of Foundation Writing I and Foundation Quantitative Reasoning I with test credit.

** Students in disciplines that require higher level and extended math and science study (such as Mathematics, Computer Science, Chemistry, and Physics) may be able to substitute courses within their major for the Discovery Quantitative Reasoning and/or Discovery Science courses.

Undergraduate Requirement: Once admitted and registered as a student at UDC, it is expected that the student will be enrolled every semester until the student has completed the degree objective. Any student, who is not continuously enrolled, exclusive of the summer term, is subject to the requirements in effect at the time of re-enrollment.

Students enrolled in the University before fall 2010 are expected to complete the "university-wide" requirements specified in the course catalog governing their program of study.

University Honors

To graduate with University honors, undergraduate students pursuing a bachelor's degree must have received 60 percent of the credits earned for graduation at the University of the District of Columbia. The honors systems for bachelor's students are:

3.8 or above	In all hours attempted	summa cum laude
3.60	In all hours attempted	magna cum laude
3.30	In all hours attempted	cum laude

Granting Degrees and Commencement

Degrees are granted at the close of each semester. Annual commencement convocations are held at the end of the spring semester. Only students who have met all requirements academic and financial for graduation will be permitted to participate in commencement exercises.

Second-Degree Candidates

Students who have a bachelor's degree from an accredited institution and wish to pursue a second bachelor's degree at UDC are exempt from General Education Requirements; however, these students must meet all other program requirements for the bachelor's degree existing at the time that they were admitted to the program.

Students who have an associate's degree from an accredited college or university and wish to pursue a bachelor's degree must meet the General Education Requirements and program requirements for the bachelor's degree existing at the time they were admitted to the program. Also, they must complete the following (or equivalent) courses from UDC: Discovery Writing, Foundation Ethics, Discovery Diversity, Discovery Civics, a writing intensive course in the major, and the Frontier Capstone Project. Please refer to the section on General Education and University Wide Requirements.



Grade Point Average

The grade point average (GPA) is the measure of general scholastic achievement upon which honors, awards, probationary regulations, and graduation are based. For the purposes of graduation and academic honors, only college-level courses are counted in the GPA and credits earned. In order to graduate, an undergraduate student must have a cumulative GPA of at least 2.0, and a graduate student must have a cumulative GPA of at least 3.0.

To compute the GPA, the credit value of each course is multiplied by the quality points of the grade earned in the course. The sum of these products is divided by the number of credits for which the student was enrolled during the semester. Similarly, the cumulative GPA is determined by dividing the sum of all quality points earned by the sum of all quality hours attempted. When a course is repeated, only the higher grade earned is considered in computing the cumulative GPA. Other grades received will remain on the transcript

Example:

In a given semester, a student receives the following grades:

English 3 credit hours A quality points = 12

Math 3 credit hours C quality points = 6

History 3 credit hours B quality points = 9

Biology 4 credit hours A quality points = 16

French 4 credit hours C quality points = 8

17 = Total credit

Total quality = 51 points hours attempted

51 quality points divided by 17 credit hours = 3.00

How to Access grades

Final grades are available online only. To access grades, students should login to myUDC and click on the "Student Grades" link.

Undergraduate Academic Standing

Whether a student is successful depends upon both the creativity and effectiveness of the institution of higher education and the student's academic performance. The failure of either one of these parties to meet its responsibilities can result in lower levels of institutional performance and student achievement. The institution reaffirms its Community College and Flagship admission policies for students who seek to pursue undergraduate study. The University also confirms its responsibility to recognize the level of performance of each student. Therefore, the University will make every effort to identify student needs and clarify the responsibilities of each unit in the University to help students fulfill their educational goals. Nonetheless, students are responsible for having the initiative to take advantage of the University's support services.

Dean's List

A Dean's List of all undergraduate students who have a cumulative grade point average of 3.00 and a term GPA of 3.30 or higher is certified by the Vice President for Academic Affairs at the end of each semester.

To qualify for the Dean's List, students must have registered for a minimum of 12 credit hours. A student who fails, fails to

complete, or withdraws from any course will be ineligible for the Dean's List for that semester. Note: qualifying for the Dean's List does not automatically qualify a student for University Honors' eligibility.

Academic Standards

The University requires each candidate for an associate or bachelor's degree to have earned a minimum cumulative grade point average of 2.0. Additionally, a student must complete all General Education requirements and all requirements of the degree program elected.

- Any enrolled student whose cumulative GPA is less than 2.00 is placed on academic probation.
- A freshman student enrolled in the University must achieve a cumulative GPA of 2.00 or a term GPA of better than 2.00 by the end of the third term of enrollment (summer terms included).
- A freshman student who earns less than a 2.00 cumulative GPA after three terms must achieve a GPA of better than 2.00 each subsequent term of enrollment.
- A freshman student enrolled for three terms, including summer, who has a cumulative GPA of less than 2.00 and who fails to achieve a term GPA of better than 2.00 will be subject to suspension from the University.

Until a student in the University achieves a 2.00 cumulative GPA, the student must abide by the course load restrictions placed by the University upon the freshman student with academic deficiencies, as follows:

- If the GPA is below 1.6 after the first semester of enrollment, the student is limited to a course load of nine credit hours during the next semester of enrollment.
- If the GPA is 1.6 to 2.0 after the first semester of enrollment, the student is limited to a course load of 12 credit hours during the second semester of enrollment.
- If the cumulative GPA is below 1.8 after the second semester of enrollment, the student is limited to a course load of nine credit hours during the next semester of enrollment.
- If the cumulative GPA is 1.8 to 2.0 after the second semester of enrollment, the student is limited to a course load of 12 credit hours during the next semester of enrollment.

After three semesters, or the completion of 30 credit hours, whichever comes first, a student enrolled in the University will be governed by the following policies:

- The student must maintain a cumulative GPA of 2.00.
- In the absence of a 2.00 cumulative GPA, the student must achieve a semester GPA of 2.10 or better each term of enrollment until a cumulative GPA of 2.00 is achieved.
- Failure to meet this standard will result in the suspension of the student for one semester.
- A student who has a cumulative GPA of less than 2.0 is