These Errata Pages
Replace pages thirty-two, thirty-four, and thirty-five of the 2008-2009 Undergraduate Catalog
Delaware State University

Terrell Holmes
Interim Registrar
Classification of Students
0-29 Hours  Freshman
30-59 Hours  Sophomore
60-89 Hours  Junior
90 Hours +  Senior

Grading System
A grade is reported for each course in which a student is enrolled. The grade is an indication of the quality of the student’s performance in a course.

Mid-semester and final grades will be issued to all students for all courses enrolled. Final grades become a part of the student’s permanent record and are used in computing grade point averages. If a student repeats a course, the highest grade in the course is calculated in the grade point average (GPA). The lower grade earned in the course is disregarded when calculating the GPA, but is not deleted from the student’s record. On the student’s transcript, an “E” placed next to a course indicates the repetition of a course excluded from the GPA and an “I” indicates the repetition of a course included in the GPA. The GPA is computed by dividing the total number of quality points by the total number of GPA hours earned. Non-traditional grades including grades of I, W, WA, AU, S, U, and P are not computed in the GPA.

The dean of the college in which the student is a major must approve grade changes or school in which the student is a major during the semester of instruction immediately following the semester the grade was issued. The dean of the College of Humanities and Social Sciences must approve grade changes for undecided majors. All grade changes submitted later than the succeeding semester, the Provost and Vice President for Academic Affairs must approve. Approved grade changes will be forwarded to the Office of Registration and Records for processing.

The grading system at Delaware State University is shown below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Fair</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failure</td>
</tr>
<tr>
<td>WF</td>
<td>0.00</td>
<td>Withdrawal/Fail</td>
</tr>
<tr>
<td>I</td>
<td>(Not Computed in GPA)</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>(Not Computed in GPA)</td>
<td>Withdrew</td>
</tr>
<tr>
<td>WA</td>
<td>(Not Computed in GPA)</td>
<td>Administrative Drop</td>
</tr>
<tr>
<td>AU</td>
<td>(Not Computed in GPA)</td>
<td>Audit – Not Taken For Credit</td>
</tr>
<tr>
<td>S</td>
<td>(Not Computed in GPA)</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>(Not Computed in GPA)</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>P</td>
<td>(Not Computed in GPA)</td>
<td>Pass</td>
</tr>
</tbody>
</table>
Documentation for Non-Attendance
All enrolled students are required to attend each class at least once before the week after the last day to add classes in order to verify attendance in the class. Failure to verify attendance in a class before the week after the last day to add a class will result in the course being removed from the student’s schedule. Also, tuition and fees will be removed and no grade will be assigned to the course.

Adding and Dropping Classes Online
Eligible students without financial holds are permitted to add and drop classes online at the University’s Student Services web site at http://www.desu.edu. The approval to adjust the course schedule online must be obtained from the student’s academic advisor prior to going online to adjust his/her schedule.

Adding Classes
To add a class, students may go online after obtaining approval from their academic advisor or department chair or follow the steps below:
1. Obtaining a Notice of Class Change form (Drop/Add Slip) from their academic department;
2. Completing the student and class information parts of the form;
3. Obtaining the signatures of the appropriate instructor and the appropriate advisor/chairperson and;
4. Submitting the completed form to the Office of Records and Registration. The effective date of the drop is the date the slip is filed in the Records Office.
The deadline for adding of classes is outlined in the academic calendar. Exceptions to the deadline period set forth shall be allowed only in cases involving extraordinary circumstances. Such exceptions shall be at the sole discretion of the appropriate academic dean.

Dropping Classes
To drop a class, students may go online after obtaining approval from their academic advisor or department chair or follow the steps below:
1. Through the End of Late Registration
   a. Obtain the Notice of Class Change Form (Drop Slip) from the academic department.
   b. Have instructors and advisors/chairs sign and date the form.
   c. Submit the form to the Office of Records and Registration. The effective date of the drop is the date the slip is filed in the Records Office. Courses dropped prior to the end of the Late Registration Period will not appear on the student’s grade report or transcript. (A current Refund Policy statement may be obtained from the Office of Student Accounts to determine the student’s financial responsibility).
2. After Late Registration through the Scheduled Last Day for Dropping Classes
   a. Obtain the Notice of Class Change Form (Drop Slip) from the academic department.
   b. Have instructors and advisors/chairs sign and date the form.
   c. Submit the form to the Office of Records and Registration. The effective date of the drop is the date the slip is filed in the Records Office. The dropped course will appear on the grade report and transcript with a grade of “W” for “Withdrew”. (A current Refund Policy statement may be obtained from the Office of Student Accounts to determine the student’s financial responsibility for courses dropped during this period).
3. After the Scheduled Last Day for Dropping Classes and up to the Last Week of Classes

Withdrawal from the University

To withdraw from the University, students must follow the steps listed below:

Official Withdrawal from the University
1. All Withdrawals from the University are referred through the Counseling Office, EH Room 123.
2. Students who are unable to physically obtain a Withdrawal From the University form from the Counseling Office, must request a withdrawal through the appropriate Dean according to his/her major.

Administrative Withdrawal from the University
If a student, for some compelling reason (such as documented extreme personal difficulty or documented medical reason), requests to be administratively withdrawn from the University for a previous semester, then that student must follow the procedure listed below.
Administrative withdrawal from the University is rarely granted, but some students’ circumstances may require it. The provost and vice president for academic affairs approve approval for administrative withdrawal from the University:

a. Student must submit in writing the request for administrative withdrawal from the University, along with documentation, to the appropriate academic dean. The request must state the reason(s) for the request and specify the semester to be withdrawn.
b. The dean submits his or her recommendation to the provost and vice president for academic affairs.
c. If the provost and vice president for academic affairs approve the request, then the student is reported to the Office of Registration and Records as “Administratively Withdrawn” and a grade of “WA” is assigned for all courses taken during that semester. The provost and vice president for academic affairs also informs the student in writing of his/her decision.

If the Provost and Vice President for Academic Affairs approves the request, then the student is reported to the Office of Records and Registration as “Administratively Withdrawn” and a grade of “WA” is assigned for all courses taken during that semester. The Provost and Vice President for Academic Affairs also informs the student in writing of his/her decision.

A student who withdraws from the University on or prior to the last day to withdraw from the University will receive a grade of “W” in each course for which he/she is enrolled at that time.