

CLAIMS OF IGNORANCE
ARE NO EXCUSE

**UNDERGRADUATE
ACADEMIC
REGULATIONS
AND
REQUIREMENTS**

1990 - 1991

UNDERGRADUATE ACADEMIC REGULATIONS AND REQUIREMENTS

"It is the responsibility of each undergraduate student to be knowledgeable concerning pertinent academic policy. The University encourages students to accept the widest responsibility for their academic programs."
Undergraduate Bulletin (p. 25)

Since you will later be expected to understand and abide by the regulations, requirements, deadlines, etc., in the bulletin, the Center for Undergraduate Education has prepared this sheet to highlight pages 17-50 of your bulletin. Between now and the start of the fall semester, please set aside some time to read these sections. Now or in the future, if you have questions about this or other academic information, please ask your Academic Adviser to interpret or clarify the material.

FRESHMAN CHECKLIST

A ADVISEMENT (pp. 17-19)

Center for Undergraduate Education, Career Development Center, student and adviser responsibilities in the advisement process, Pre-Health Careers Advisement, Pre-Law Advisement.

B SPECIAL OPPORTUNITIES (to consider for the future) (pp. 18-20)

3+3 Albany Law, 3+2 Engineering with Clarkson or RPI, Buffalo's Dental Assurance Program, Combined Bachelor/Master Degree, Independent Study, Internships, Community Service, Visiting Student, Cross-Registration, ROTC, Study Abroad.

C ACADEMIC HONORS AND AWARDS (pp. 20-23)

Scholars Programs, Honors Programs, Degree with Honors, Dean's List, Academic Honoraries, Academic Scholarships and Awards, National Societies.

D STANDARDS OF ACADEMIC INTEGRITY (pp. 25-26) AND FREEDOM OF EXPRESSION (p. 26)

As explained, the penalties for violation of these rules are very serious and "*claims of ignorance*" of these definitions (plagiarism, unauthorized collaboration, etc.) are no excuse.

E CLASS STANDING (p. 27)

You need 24 credits to be a sophomore; 56 to be a junior; 88 to be a senior.

F ATTENDANCE (p. 27)

Decisions are up to each instructor, as established at the start of each course.

G ADDING AND DROPPING COURSES (p. 28)

September 12th is the last day to add a Fall 1990 course without special permission. September 18th is the last day to add a fall course with special permission of instructor. September 18th is also the last day to drop a fall course without receiving a "W" on your record (for "withdrawn"). October 26th is the last day to drop a fall course (courses dropped Sept. 19-Oct. 26 will be noted on the record as "W"). NOTE: Separate add/drop deadlines are established for 1st and 2nd quarter (half-semester) courses; see the Academic Calendar in the Fall Schedule of Classes.

H "FULL-TIME" vs. "PART-TIME" and CREDIT LOAD (pp. 28-29)

I GRADING (pp. 34-35)

ABCDE system with plus (+) and minus (-) grading vs. S/U (satisfactory/unsatisfactory), limits on student-opted S/U, deadlines (October 4th for Fall 1990 semester courses), "I" grade (rules on Incompletes), W vs. Z, how to calculate your average.

J QUALITATIVE ACADEMIC RETENTION STANDARDS (p. 30)

Students with cumulative averages less than a 2.0 (= "C" average) are on probation for the following semester. As noted in the bulletin, a student with two semester averages less than 2.0 and a cumulative average less than a 2.0 may be in danger of dismissal (if you are ever in this situation, see your Academic Adviser as soon as possible!) NOTE: Students on Academic Probation are still considered to be "in Good Academic Standing."

K LEAVE OF ABSENCE; WITHDRAWAL FROM THE UNIVERSITY; READMISSION (p. 31)

October 26th is the deadline for withdrawing in the fall and still be eligible for readmission for Spring 1991. December 12th is the very last day to withdraw from the fall semester. When you withdraw, within a semester, you receive a "W" for each course for which you are registered.

GRADUATION REQUIREMENTS (pp. 31-49)

L BACHELOR OF ARTS vs. BACHELOR OF SCIENCE (pp. 31-32)

120 total credits (average of 15 per eight semesters), a major, a minor if required (or two minors or a second major), sufficient "Liberal Arts & Sciences" credits (90 for B.A., 60 for B.S.), 24 professional credits required for certification for students in the teacher education program, and a final Albany cumulative average of 2.0 or higher.

Also note the University has "residence requirements" (credits overall and in the major and minor at Albany or through Albany-related programs). Albany does not require physical education but allows six credits of phys ed activity courses (i.e. 100- and 200-level) to count toward the 120 total credits.

M LIBERAL ARTS & SCIENCES COURSES (pp. 32-33)

If you complete a B.A. you will need at least 90 credits of these; for a B.S. degree, 60 credits are the minimum.

N MAJORS (pp. 33-34)

Choices available, Student-Initiated Majors, declaring a major, and double majors. (For major requirements, see the bulletin section on the major.)

O MINORS (pp. 35-39)

Approved minors, Student-Initiated Minors, requirements for each, and rules concerning double minors (and "double counting" with major.)

P GENERAL EDUCATION REQUIREMENTS (pp. 39-46)

As noted under "Student Responsibility" (p. 40) and in the first part of your copy of Major Decisions, the six credits required in each of the six General Education categories is a minimum. The University expects each student will attempt to receive as broad, rich and rewarding an education at Albany as the student is able. This section of the bulletin defines each of the categories and provides lists of courses that apply to each category.

Q HUMAN DIVERSITY REQUIREMENT (pp. 45-46)

Required as an integral part of the General Education Requirement for all students entering Albany in the Fall 1990 semester and thereafter.

R THE WRITING REQUIREMENT (pp. 46-48)

Two Writing Intensive courses are required, one of which must be at the 300-level or above; each must be completed with a grade of C or better or S. As with the General Education lists, additional choices are approved each semester, so your complete choice any given semester depends on the course suffix (see next section).

S COURSE NUMBER (p. 49) VERY IMPORTANT

When filling out your choice of courses and possible alternates on the "Academic Planning Form", before you meet with your adviser, enter courses by course number (not title). Now and in the future, all registration and program adjustments (adds and drops) involve using the course number, which consists of a letter representing the college or school ("A" for the Arts & Science colleges, "B" for Business School, etc.), three letters for the department or program (Fre for French, His for History, etc.), a three-digit number for the level (100-200-level courses typically for freshmen), and, often, a suffix, which among other things signifies whether a course counts toward a General Education category and/or counts as a Writing Intensive course.

For your first semester, all you need be concerned with is the course number. However, when you register for future semesters (or if you plan to make changes in your program in September), you must also be concerned with a four-digit number called the "call number" which represents the particular section of a course for that semester. When you receive back your final schedule of classes for the fall, at the end of your Summer Planning Conference, you will have a correct copy of both the course number and call number for each of your Fall 1990 courses.

Most of the preceding information concerns what you need to read and understand (and, as necessary, clarify with your Academic Adviser) to meet deadlines, avoid dismissal, progress at a rate satisfactory to the University, complete majors and minors, avoid charges of cheating, meet major and minor and graduation requirements, graduate with honors, etc., if you are able to do so and if you choose to do so. CUE also hopes you will regularly consider, and at times discuss with your adviser, any doubts you might have about your ability and, probably most significant of all, whether you want to achieve all of these objectives and if so why. Why go to college? What value do you expect to receive (personal and/or practical) from college? What, for you, is "satisfactory progress"? What will make you feel that you are "successful"? Whatever your decision, we wish you well!