THE UNIVERSITY OF RHODE ISLAND
COLLEGE OF THE ENVIRONMENT AND LIFE SCIENCES

CELS Faculty Advising Handbook
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Academic Advising Policies

Cheating and Plagiarism
Instances of cheating and plagiarism should always be reported. A cheating or plagiarism form can be found at http://www.uri.edu/es/forms/pdf/faculty/ReportofCheatingorPlagiarism.pdf or can be picked up in the Dean’s office.
Faculty have the option to take the following actions:
- Grade of “F” issued for assignment in question
- Confer with Dean and issue a grade of “F” for the course
- Confer with Dean and request judicial action

For more detailed University Policy, please consult section 8.27.10-8.27.21 in the University Manual.
Notifications of cheating or Plagiarism must be sent to:
- Department Chair
- Dean of College in which course is taught
- Student’s Dean
- Office of Student life

*All syllabi need to contain a statement regarding cheating/plagiarism and its consequences.
University of Rhode Island

Report of Cheating or Plagiarism

In cases of cheating or plagiarism, fill out this form and send copies to the department chair, your dean, the student’s dean, and the Office of Student Life. Before acting, refer to the legislation on cheating and plagiarism in the University Manual (see 8.27.10 – 8.27.21 on reverse side):

Today’s Date: ____/____/_______

Faculty Member: ______________________ Phone: ______________________
(please print)

Course (section): ______________________ Meeting Time: ______________________

Name(s) of Student(s): ______________________ ID#: ______________________

Date of Infraction: ____/____/________

Nature of Infraction: (Separate sheet if necessary)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Action Taken: (See 8.27.10-8.27.21 in University Manual)

_____ : Grade of “F” issued for assignment in question.

_____ : Conferred with Dean and issued grade of “F” for course.

_____ : Conferred with Dean and requested judicial action.

CC:  _____Department Chair
     _____Dean of College in which course is taught
     _____Student’s Dean
8.27.10 Cheating and Plagiarism. Students are expected to be honest in all academic work. Cheating is the claiming of credit for work not done independently without giving credit for aid received, or any unauthorized communication during examinations.

8.27.11 A student's name on any written exercise (theme, report, notebook, paper, examination) shall be regarded as assurance that the work is the result of the student's own thought and study, stated in the student's own words and produced without assistance, except as quotation marks, references and footnotes acknowledge the use of other sources of assistance. Occasionally, students may be authorized to work jointly, but such effort must be indicated as joint on the work submitted. Submitting the same paper for more than one course is considered a breach of academic integrity unless prior approval is given by the instructors.

8.27.12 In preparing papers or themes, a student often needs or is required to employ sources of information or opinion. All such sources used in preparing to write or in writing a paper shall be listed in the bibliography. It is not necessary to give footnote reference for specific facts which are common knowledge and have obtained general agreement. However, facts, observations and opinions which are new discoveries or are debatable shall be identified with correct footnote references even when restated in the student's own words. Material taken word for word from the written or oral statement of another person must be enclosed in quotation marks or otherwise clearly distinguished from the body of the text and the source cited. Paraphrasing or summarizing the contents of another's work usually is acceptable if the source is clearly identified but does not constitute independent work and may be rejected by the instructor.

8.27.13 Notebooks, homework and reports of investigations or experiments shall meet the same standards as all other written work. If any work is done jointly or if any part of an experiment or analysis is made by someone other than the writer, acknowledgment of this fact shall be made in the report submitted. Obviously, it is dishonest to falsify or invent data.

8.27.14 Written work presented as personal creation is assumed to involve no assistance other than incidental criticism from others. A student shall not knowingly employ story material, wording or dialogue taken from published work, motion pictures, radio, television, lectures or similar sources.

8.27.15 In writing examinations, the student shall respond entirely on the basis of the student's own capacity without any assistance except that authorized by the instructor.

8.27.16 Instructors shall have the responsibility of insuring that students prepare assignments with academic integrity. Instructors shall do all that is feasible to prevent plagiarism in term papers or other written work.

8.27.17 Instructors shall have the explicit duty to take action in known cases of cheating or plagiarism. The instructor shall have the right to fail a student on the assignment on which the instructor has determined that a student has cheated or plagiarized. The circumstances of this failure shall be reported to the student's academic dean. The student may appeal the matter to the instructor's dean, and the decision by the dean shall be expeditious and final. The Dean of the Feinstein College of Continuing Education shall be the instructor's dean only in cases of courses offered exclusively through the Feinstein College of Continuing Education (e.g. courses with the code BGS).

8.27.18 If the violation warrants more severe censure, the instructor may recommend additional action to the instructor's dean. Upon this recommendation the dean may authorize the instructor to fail the student in the course. The student or instructor may appeal the dean's decision to the Provost and Vice President for Academic Affairs whose decision on the appeal shall be final.

8.27.19 Either the instructor, the instructor's dean or the student's dean may request judicial action (see 9.21.10-31) on an allegation against a student for cheating or plagiarism. Any of the judicial sanctions listed in sections 9.22.10-18 may be imposed after a finding of guilty. If the request comes from an instructor it shall be accompanied by a statement of position from the instructor's dean (see 9.20.10 and 9.21.10).

8.27.20 Students accused of academic dishonesty within the drop period may be denied the opportunity to drop the course. This requires permission from the instructor’s dean. If the accusation is not upheld in an appeal, the student will be given the same options available before the end of the drop period without penalty. #04-05—32

8.27.21 Any record of scholastic integrity infractions where actions have been taken (i.e., assignment of an "F" on an assignment and notification of the student's dean, dean's authorization to assign an "F" for the course, referral to the University Board on Student Conduct) will be forwarded to the Office of Student Life. A cumulative file will be maintained in that office. The Dean of Students shall notify the student's dean of subsequent infractions and may initiate conduct action against the student. #04-05—32
FERPA – Family Educational Rights and Privacy Act

Due to FERPA restrictions you are not allowed to share a student’s information with anyone except for authorized university officials, without the explicit, written consent from the student. This prohibits providing information to the student’s parents or any other outside persons without first obtaining the students written consent. This also applies to discussing a student’s record where it may be overheard by other students. Please consult http://www.uri.edu/es/forms/pdf/faculty/ferpa.pdf for detailed information on what can and cannot be shared. **When in doubt err on the side of caution.**

Please see next page for an overview of FERPA and student information.
FERPA:
**Students’ Right To Privacy – It’s The Law!**
FERPA, the Family Educational Rights and Privacy Act, is a federal law that protects the privacy of student education records by restricting the release of and access to those records. It does, however, allow institutions to designate and release specified items called directory information.

**Education Records Defined**
*This information cannot be released without written permission from the student!*  
Any record, with certain exceptions, maintained by an institution that is directly related to a student or students is an education record. This means any and all information, maintained in any medium, that is directly related to students and from which students can be personally identified.

Education records can contain a student’s name, or several students’ names, or information from which an individual student or students can be individually identified.

- Social Security Number
- University ID
- Grades/exam scores
- Grade point average (GPA)
- Test scores (SAT, GRE, etc.)
- Class schedule
- Progress Reports
- Race/Ethnicity
- Citizenship/nationality
- Gender
- Disciplinary status
- Religious Affiliation

**Directory Information Defined**
*Check with the appropriate office before releasing directory information!*  
Directory information is information contained in a student education record that would generally not be considered harmful or an invasion of privacy if disclosed. However, students have the right to and may place a directory hold on any or all of this information. Items designed by URI as directory information are:

- Full name
- Campus, local, home, email address
- Telephone Listings (local and home)
- Date and place of birth
- Major field of study
- Full/part-time student status
- Participation in officially-recognized activities
- Sports participation
- Weight/height of athletic team members
- Dates of attendance
- Degrees and awards received
- The most recent previous educational institution
- Class year

Be sure to review the guidelines developed by Enrollment Services:  
www.uri.edu/es/forms/pdf/faculty/ferpa.pdf

To learn more about FERPA, go to:  
www.uri.edu/security/policy.php

**Please Remember DO NOT:**
Link a student’s name with that student’s social security number or URI ID in any public manner.
Leave graded tests or papers of all students in a stack for students to sort through.
Circulate a class list with student name and social security number, URI ID, or grade to take attendance.

Provide anyone with lists of students enrolled in your classes.
Discuss the progress of any student with anyone (including parents/guardians) other than the student without the written consent of the student.
Give anyone student schedules or assist anyone other than authorized University offices in finding a student on campus.
If ever in doubt whether you should release information, DON’T. Check with Enrollment Services first!
* The student information release request is online at: http://www.uri.edu/es/students/consent_release.html

**Discrimination**

As you no doubt know, an official policy of the University states: “the University of Rhode Island Prohibits discrimination on the basis of race, sex, religion, age, color, creed, national origin, disability, or sexual orientation, and discrimination against disabled and Vietnam era veterans, in the recruitment, admission or treatment of students, the recruitment, hiring, or treatment of faculty and staff, and in the operation of its activities and programs, as specified by state and Federal Laws,…” What is not always so easy to determine is when one is being discriminatory. Seemingly “harmless” comments like, “civil engineering is certainly an odd field for a girl,” or “whatever made you decide to come back to school at your age?” are in fact discriminatory. We all make such comments at times; we all need to become more sensitive to the effect they can have on the person to whom they are directed. It is wise, as well as sensitive, not to jump to conclusion about a student’s innate ability, as well. SAT scores, high school grades, and high school class rank are not necessarily accurate predictor of the student’s potential for success. Students need encouragement, as we all do, and advisors should not decide that a student cannot handle a difficult field or course of study without due consideration. We must balance the need to the students to make realistic choices based on their talents and abilities with the recognition that some students have succeeded in attaining goals no one would ever believe possible for them.

**Sexual Harassment**

Sexual harassment is a form of sex discrimination and is prohibited. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature harassment is prohibited. Sexual harassment is also a violation of state and federal law. For more information on URI’s policies regarding discrimination and sexual harassment visit [www.uri.edu/affirmative_action/index.html](http://www.uri.edu/affirmative_action/index.html)
Academic Advising Via eCampus
All Advisors have access to student academic information and are able to view a student’s unofficial transcript, transfer credit history, class schedule, degree progress, and several demographic characteristics.

Security Access Request
Please fill out the Security Access Request form if you do not have access. Have it signed by your department chair and send it to Laurie Hebert in enrollment services.

1. Student Services Center – gives you access to the transfer credit report.

2. Faculty Center - Advisor Center- Gives you access to the unofficial transcript and academic requirements link.
Transfer Credit Report

Student Services Center - Enter the student’s URI ID (the 9-digit number) or search by the student’s name to locate the student in the system.

Click on drop down box to select the information you wish to view.
Select the student by clicking on the “view data for other students” button and entering the ID# or completing the “name search”. Click on drop down box to select the information you wish to view.
Note: In eCampus, students have access to this same information through their student service center.

“What If” on eCampus

The “What If” portion of eCampus allows one to change to another major and see the completed and remaining courses needed to complete the “possible” major. This gives students the opportunity to see what would be needed if they were to change majors.

Advisor Center > My Advisees

Select the student by clicking on the “view data for other students” button and entering the ID# or completing the “name search”. Then select the what-if report by clicking on the drop down box. Click on ‘create new report’.
Select a career for which you want the change to take place.

Submit request and the degree audit will run.
Click on

- **Create Contact Log**
  Please make brief notes about your meeting with the student on the online contact log and not in the student’s folder. Any assurances/promises and/or cautionary advice made to the student should be noted, as should any recommendations for further action or referrals. Such information is vital when a student visits with a dean or another advisor, or when a student’s entire record is being assessed to determine his/her academic status or special needs. Be careful, however, to keep the one of those notes objective; subjective appraisals of the student – positive or negative – should not be entered, although quoting a particularly telling remark may be appropriate.

Search Contact Log

- **Make Appointment with Student**
- **Set up Appointment Schedule**
- **Mail Students on Roster**
- **View Roster**

**Appointments**

- Students in University College make appointments with their advisors via eCampus.
- Students in CELS need to contact their advisor to set up the appointment.

When an appointment time is set, the student is sent a confirmation email and a reminder email to remind him/her of the time and date of the meeting. Your meeting with the student may occur the next day or a week later, depending on your schedule and that of the student. Since students sometimes take time off from a job or wait a week or two for an appointment it is critical that you maintain the office hours to which you have agreed. If you must make a change, please let the student know. Likewise, the student has a responsibility to come to an appointment that he/she has scheduled. If you notice that a student has missed 2 or more appointments, ask our office to send “no-show” letter to the student.

**Advisor Hold**

A CELS advisor hold is placed to encourage students to meet with faculty advisor.

- Students on probation
- Potential May graduates
- Students with a TERM GPA below a 2.0 and CUM above a 2.0
Lift an Advisor Hold

1. Sign onto eCampus and go under “Main Menu” and Select “URI Advisement”
2. Under this screen, select “Create Contact Log”

3. Look up the student that you are advising. Enter the student’s ID number or name.
4. Choose from the drop down box a “Meeting Type”, Topic “Discussed”, and if you are lifting a hold, “Procedural: Lift Advisor Hold (Automated Process)” Please also include any comments that you may want other advisors for this student to know.

Click **Save**
**Helpful Links**

Additional forms can be found on the CELS student forms and procedures page, also listed below.

<table>
<thead>
<tr>
<th>Advising Resources</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>CELS Student Forms and Procedures</td>
<td><a href="http://web.uri.edu/cels/current-students/imp-forms/">http://web.uri.edu/cels/current-students/imp-forms/</a></td>
</tr>
<tr>
<td><strong>Curriculum Modification Forms</strong></td>
<td></td>
</tr>
<tr>
<td>General Education Course Substitution</td>
<td><a href="http://cels.uri.edu/home/studentaffairs/docs/Gen%20Ed%20Course%20Substitution%20Form.pdf">http://cels.uri.edu/home/studentaffairs/docs/Gen%20Ed%20Course%20Substitution%20Form.pdf</a></td>
</tr>
<tr>
<td>Major Curriculum Course Substitution</td>
<td><a href="http://cels.uri.edu/home/studentaffairs/docs/Major%20Curriculum%20Course%20Substitution.pdf">http://cels.uri.edu/home/studentaffairs/docs/Major%20Curriculum%20Course%20Substitution.pdf</a></td>
</tr>
<tr>
<td>Biological Sciences Curriculum</td>
<td><a href="http://cels.uri.edu/home/studentaffairs/docs/Biology%20Dept.%20Petition%20for%20Curriculum%20Modification.pdf">http://cels.uri.edu/home/studentaffairs/docs/Biology%20Dept.%20Petition%20for%20Curriculum%20Modification.pdf</a></td>
</tr>
<tr>
<td>Modification</td>
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<tr>
<td>General Education Booklet</td>
<td><a href="http://web.uri.edu/advising/general-education/">http://web.uri.edu/advising/general-education/</a></td>
</tr>
<tr>
<td>Graduation Information</td>
<td><a href="http://web.uri.edu/cels/graduation-information/">http://web.uri.edu/cels/graduation-information/</a></td>
</tr>
<tr>
<td>GPA Calculator</td>
<td><a href="http://web.uri.edu/advising/gpacalculations/">http://web.uri.edu/advising/gpacalculations/</a></td>
</tr>
<tr>
<td>Application form</td>
<td></td>
</tr>
<tr>
<td>Major Curriculum Sheets</td>
<td><a href="http://web.uri.edu/cels/current-students/curri-sheets/">http://web.uri.edu/cels/current-students/curri-sheets/</a></td>
</tr>
<tr>
<td>Minor Field of Study form</td>
<td><a href="http://cels.uri.edu/home/studentaffairs/docs/MinorFields_StudyFor">http://cels.uri.edu/home/studentaffairs/docs/MinorFields_StudyFor</a> m.pdf</td>
</tr>
</tbody>
</table>
Academic Information

Academic Level by Credits

Freshman: 0-29.9 credits
Sophomore: 30-59.9 credits
Junior: 60-89.9 credits
Senior: 90+ credits

Add/Drop Period

Students have a specific timeline in which they can add or drop a course through eCampus. If a student misses this deadline they must fill out a “Late Petition to Add/Drop” form. The “Add” period lasts the first two weeks of each semester. The Drop deadline is generally around the 8th week of classes. You should consult the academic calendar for detailed deadlines. After these deadline students must have their instructors and academic Dean’s permission to add or drop a course. If a student does not complete the Add/Drop form they may receive an F for a course they never attended. Simply not attending a course does not constitute dropping it.

A Few Things to Remember Before Signing an Add/Drop Form

- A failing or bad grade in a course is not grounds for allowing a student to drop a course.
- Students are responsible for obtaining Instructors and their academics Dean’s signature before submitting form to Enrollment Services.
- Signatures on Add/Drop forms are only good for 10 days before they need to be resigned
- Adding or Dropping a course may affect a student’s financial aid and/or billing, students should consult with Enrollment Services for details.

Claims to Have Dropped a Course

Enrollment Services has the ability to accurately check the date when a student dropped a course via eCampus. Student Affairs staff will check with Enrollment Services to verify a student’s attempt to drop a course. Student affairs will approve a drop after the drop date if it is found that the student did attempt to drop and simply failed to complete the action.

Credit Overload

Students who wish to take more than 19 credits should fill out a credit override form and have it signed by their academic dean. A credit overload fee is charged to all matriculated undergraduate students who registered and/or enrolled in more than 19 credits in a semester. Students should consult with Enrollment Services for specific details on how much they will be charged.
Explanation of Transfer Credits

Transcript evaluation and posting is done by the CELS Student Affairs office. Only grades of a “C” or better are transferable. Students must earn at URI at least one-half of the credits required for a major, at least one-half of the credits required for a minor, and at least one-fourth of the credits required for graduation. No more than half of the credits URI requires for graduation can be transferred from two year institutions.

Equal to URI Course

Whenever possible, transfer credits are given an equivalent URI course code and number.

<table>
<thead>
<tr>
<th>Other College</th>
<th>URI Course Code</th>
<th>URI Course Number</th>
<th>URI Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 111</td>
<td>HIS</td>
<td>141</td>
<td>3</td>
</tr>
</tbody>
</table>

Free Electives

Courses not associated with a particular URI department (e.g. interdisciplinary courses) are coded as free elective credit as indicated below and may be used toward fulfilling total graduation requirements.

Free Elective Credit: XXX 1XX
Free Elective Credit: XXX 2XX
Free Elective Credit: XXX 3XX

Departmental Electives

If a course corresponds generally to a URI department but is not a direct equivalent of a particular course, it is coded as a departmental elective and may be used toward fulfilling a major or minor in that department subject to department approval. The course may not be used toward fulfilling general education requirements. Example:

ART 1XX
ENG 3XX
GEO 1XX
COM 3XX

General Education Electives

If a departmental elective is acceptable toward fulfilling a general education requirement, the last digit of the code signifies the requirement it may be used toward fulfilling.

If the Last Digit is: General Education Requirements in: Example:
A Fine Arts and Literature ART 1XA
L Letters HIS 3XL
S Social Sciences SOC 1XS
N Natural Sciences BIO 1XN
M/MQ Mathematics MTH 1XM
C Communications COM 1XC
W Writing WRT 1XCW
F/FC FL/ Cross Cultural Competence HIS 1XFC
Prior Approval for Off Campus Study

Students who take courses outside of URI need to first obtain Prior Approval to make sure course work will transfer back to URI. Students need to fill out a Prior Approval form (on the CELS website or in the Student Affairs Office) and bring course descriptions for the courses they are taking to the chair of the appropriate department. Once the department chair has signed off on the courses, students should return the form to the Student Affairs office.

Upon completing the courses students must send a transcript directly to the Dean’s Office, CBLS 130 for the credits to be posted. A grade of a “C” or better must be earned in order for the credits to be transferred in. Courses taken at CCRI or RIC do not need prior approval; students should instead consult www.ribghe.org/ritransfers.htm to make sure URI has an equivalent course.

Students taking courses outside of URI should also consult http://www.uri.edu/transfer/course for courses that have already been approved. Scroll to the bottom of the page and click on “I have read this and I understand. I am ready to check my transfer credits now” A new screen will open and students can search by school to see what courses have been approved. It is highly recommended that students who plan on taking courses outside of URI for a full semester do it through the International Education and National Student Exchange (NSE) here on campus. They are located in the International Center or online at www.uri.edu/international/

- See Prior Approval Form Below
COLLEGE OF THE ENVIRONMENT AND LIFE SCIENCES
PRIOR APPROVAL FOR OFF CAMPUS STUDY

Name __________________________________________ Student ID# __________________

Degree(s)/Major(s) ____________________________________________________________

Address ________________________________________________________________

Street __________________ City ______ State ______ Zip ______

E-mail ____________________________ Phone ____________________

PROCEDURE FOR STUDENT:
1. Obtain a current course description from the school where the course work is to be taken
   and bring the course description and this form to the Chairperson of the URI Academic
   Department that offers the equivalent course.
2. Return the completed form to Office of Student Affairs, 130 CBLS.
3. Earn a C or better in the course to receive URI credit.
4. Have an official transcript sent to the Office of the Student Affairs, 130 CBLS, URI,
   Kingston, RI 02881-0804. If you wish to hand-deliver an official transcript, it must be
   sealed. A grade of C or better insures that the credits transfer but grades are not
   transferable.
   a. No more than half of the credits URI requires for graduation can be transferred from two
      year institutions;
   b. Students must earn at URI at least one-half of the credits required for a major, at least
      one-half of the credits required for a minor, and at least one-fourth of the credits required
      for graduation;
   c. Only grades earned for course work at URI are included in the calculation of a student’s
      grade point average.

I request prior approval of courses taken at ____________________________ (Other Institution)
during the __________ term.

Course at other Inst. Course Title Credit URI Equivalent Credit Chair’s Signature

_________________________ ___________ _________________

_________________________ ___________ _________________

_________________________ ___________ _________________

_________________________ ___________ _________________

Dean’s Signature ___________________________ Date ___________

OFFICE USE ONLY
Date Received________
Date Processed________
Initial______
Re-Evaluation of Transfer Credit

If a student does not agree with how their transfer credits were evaluated they can fill out a request to re-evaluate their transfer credits. This process requires that the student provide a course description to the appropriate Department Chair for a re-evaluation. Please bring the completed form to the CELS Office of Student Affairs.

- See Request to Re-Evaluate Transfer Credit Form Below
COLLEGE OF THE ENVIRONMENT AND LIFE SCIENCES
REQUEST TO RE-EVALUATE TRANSFER CREDIT

Name ____________________________________ Student ID# ____________________

Degree(s)/Major(s)______________________________________________________

Email________________________________________ Phone_____________________

I request a re-evaluation of my work at ___________________________ (Other Institution)

PROCEDURE FOR STUDENT:

1. Bring this form to the Chairperson of the appropriate URI department(s) along with any documents to support the re-evaluation (e.g. catalog description, course syllabus, etc.).

2. After obtaining signatures, return this form to the CELS Office of Student Affairs in Room 130 CBLS.

<table>
<thead>
<tr>
<th>Course at Other Institution</th>
<th>Original Evaluation</th>
<th>Evaluation Should Be</th>
<th>Chairperson’s Signature</th>
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Student’s Signature_________________________ Date__________

Dean’s Signature_________________________ Date__________

OFFICE USE ONLY
Date Received_________
Date Processed_________
Initials_________
Grades

Quality Points Average (QPA)
A= 4.0  A- = 3.7  B+ = 3.30  B=3.0  B- = 2.7  
C+= 2.3  C= 2.0  C- = 1.7  D+= 1.3  D= 1.0  
F= 0.0  U = 0.0  P, S and NW are not calculated in GPA

Grade Changes
If you need to change a student’s grade you must fill out a “Change of Grade” form. Forms can be picked up in the Student Affairs office, or at Enrollment Services. All grade changes must include the students ID number, course section, number of credits, term year, and course code. For detailed information on grade changes faculty should consult the University Manual for policies on grade changes (8.26.10-8.26.13 & 8.52.10-8.56.12)

**Students are NOT allowed to deliver or handle change of grade forms.

Incomplete
An “Incomplete” (I) should only be given if a student’s work in the course has been passing but not completed due to illness, or another reason that in the instructors opinion justifies the report of an incomplete. Students must make arrangements with the instructor to complete the missing course work in order to remove the incomplete by the following mid-semester. Incomplete grades that are not removed within two years will remain on the student’s permanent record, although exceptions have been made to this rule.

NW
No Work Submitted (NW) is used for a student who was enrolled in a course and either never attended or stop attended early in the semester. A grade of a “NW” will not affect the students attempted or earned credits and will have no affect on a student’s GPA.

NR
No grade reported (NR) is used by enrollment services when an instructor does not submit grades. A grade of a “NR” does not affect students GPA.

Pass/Fail Option
The Pass/Fail option is open to students who have 30 credits or more and can only be used for free elective credit. Students must fill out a Pass/Fail form and obtain their academic Dean’s signature and submit the form to Enrollment Services prior to the end of the Add period. Grades for Pass/Fail are “P” (satisfactory) or “F” (unsatisfactory). The “P” grade is credited towards degree requirements, but in not calculated in the students QPA. The “F” grade is the equivalent of an “F” and is calculated into the QPA. Students may change from Pass/Fail option to a letter grade by notifying Enrollment Services before the deadline (see the University calendar for deadlines). Students may not take more than 3 courses on a pass/fail basis each semester or more than 2 during summer sessions.

Second Grade Option
In order to repeat a course under the Second Grade Option, the following criteria must be met:
- Original Grade must have been a C-, D+, D, or F
- Freshman must have taken the course for the first time within their first 30 attempted credits. NR, NW, F and I count as attempted credits.
- Transfer students must have taken the course during their first semester at URI.
- Freshman must repeat the course within two semesters after they complete 30 credits. Transfer students must repeat the course within their second or third semesters.
- Student **MUST** fill out a “2nd Grade Option” form, obtain their academic Deans signature and submit the form to Enrollment Services before mid-term of the semester they are repeating the course.
- 2nd Grade Option may only be use once per course.
**Academic Status**

**Good Standing**
To remain in “good academic standing,” students must maintain a 2.0 overall grade point average.

**Dean’s List**
Full-time students qualify for “Dean’s List” by completing twelve or more credits and by achieving a 3.3 grade point average. Part-time students qualify by completing an accumulation of twelve or more credits and achieving a 3.3 grade point average.

**Probation**
Probation is a warning to students that if their grades don’t improve, they may be academically dismissed. A student is placed on probation if the cumulative grade point average is below a 2.0. Students may continue on probation for up to 3 consecutive semesters before being dismissed *only if their quality point deficit is not equal to or greater than 8.0 points*. Students placed on probation will receive official notification of their academic status and are required to attend a probation meeting early in the next semester.

- An advisor hold is placed each semester on all students on probation.

**Dismissal**
Students in any of the following categories are subject to dismissal:
- First semester freshmen or new transfer students below a 1.0 GPA
- Students previously on probation who have 8 or more point deficit.
- Students on probation for 3 consecutive semesters
Academic Dismissal Policies and Procedures

The CELS Scholastic Standing Committee (SSC) consists of the Associate Dean and Faculty who monitor and uphold the college’s academic standards and policies as defined in the University Manual.

Students must maintain a 2.00 GPA in order to remain in Good Standing. Students failing to meet this requirement are subject to review by the Scholastic Standing Committee of the College.

Following is a description of the process used for students in academic difficulty. Please note, the College will follow the general guidelines outlined in the University Manual in these matters (8.23.10 – 8.26.11).

a. **Notification of students** – the Office of Student Affairs will review student records each semester to monitor conformity to College retention requirements. Students who earn a GPA less than 2.00 in coursework will receive a letter from the Assistant Dean notifying them of their deficiency and their right to appeal their potential dismissal.

b. **Petition to Appeal Dismissal** – students who wish to appeal their dismissal from the College have five days from receipt of their notification to request a waiver, giving reasons for their request. This letter is sent to the Office of the Assistant Dean and will be shared with the Scholastic Standing Committee of the College.

c. **Scholastic Standing Meeting** – students who wish may attend the Scholastic Standing Committee meeting which will consider their request. While attendance is not required, it is an opportunity for students to provide additional perspective with committee members regarding their situation.

d. **Decision** – the decision of the Scholastic Standing Committee will be final and may consist of one of the following:

   1. The dismissal will be waived and the student will be placed on probation.

   2. The dismissal will be confirmed and the student will be dismissed from the University.
Dismissal Policies and Readmission Instructions

Dismissal Policies

- Matriculated students dismissed from the University of Rhode Island for academic reasons may apply for readmission after a one-semester separation from the University (summer sessions/semesters are not considered a semester for purposes of readmission).

- To be readmitted to the University you must complete at least two three-credit courses at URI as a non-matriculating student (or at another institution of your choice) and earn at least a 2.5 GPA in these courses. These classes must be taken concurrently during a regular semester (summer session/semester classes are not accepted for purposes of determining eligibility for readmission).

- Course registration for the next semester is cancelled.

- Non-matriculated students may not live in residence halls, fraternities, or sororities.

- Non-matriculated students are not eligible for financial aid.

- Fees already paid for future semesters will be refunded.

Readmission Instructions

1. Obtain an Undergraduate Application For Readmission from Enrollment Services online at: www.uri.edu/es/forms/pdf/reg/Undergraduate_Application_For_Readmission.pdf

2. Send the completed form, along with a written statement of your activities since your dismissal from the University to:
   University of Rhode Island
   CELS, Office of the Student Affairs
   CBLS, Room 130
   Kingston, RI 02881-0804

3. You must submit official transcripts of all academic work taken at other institutions since your last attendance at the University before a decision will be made on your application for readmission.

4. A personal interview is required for readmission; please make an appointment by calling the reception desk at (401) 874-5026.

Readmission Application Deadlines

- August 15 – Fall Semester
- December 31 – Spring Semester
Graduation Information and Procedures

Students are eligible for graduation upon satisfactorily completing all the academic requirements of their degree program as specified by their major department, the College of the Environment and Life Sciences, and the University.

1. When you are ready to graduate you must turn in Intent to Graduate Packet to the Office of Student Affairs, 130 CBLS.
   - If you intend to graduate in May or August submit the grad packet by November 1.
   - If you intend to graduate in December submit the grad packet by May 1.

2. An Audit of Remaining Degree Requirements will be emailed to you in a timely manner.

<table>
<thead>
<tr>
<th>What should the Intent to Graduate Packet include?</th>
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<tbody>
<tr>
<td>Major Curriculum Sheet</td>
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<tr>
<td>Curriculum Modification form(s) if applicable</td>
</tr>
<tr>
<td>Minor form(s) if applicable</td>
</tr>
</tbody>
</table>

*Double CELS Majors - Complete a grad packet for each CELS major and turn them in at the same time.

*Education degree – Please note if you are also completing a Secondary or Elementary Education degree.

*Your advisor’s signature is required. Make an appointment early to meet with your advisor.

- Where do I find information about the May Graduation Ceremony - Information regarding the May graduation ceremony will be emailed and mailed to you on April 1.

- Who is able to participate in the May ceremony? December (previous year), May and August (current year) graduates participate in the May ceremony.

- Taking summer courses – If you are taking classes in the summer to complete your degree your diploma will show August as your graduation date. You are automatically part of the May ceremony and are allowed to “walk”.

- Cleared for Graduation - Walking across the stage at graduation does not confirm your degree. Your last semester grades will be reviewed to confirm completion your degree requirements and the office of Enrollment Services will be notified to update your transcript and mail your diploma.
  - May graduates – end of June/July.
  - August graduates – end of September/October.
  - December graduates – end of January/February.

FERPA Restrictions prohibit the release of information about your major and/or degrees conferred. Your name will not be published in your hometown newspaper or in the university’s graduation program. Please be sure to review the information restrictions you set in your personal portfolio in e-campus.
Your Graduation Date Affects your Financial Aid - If you will not be completing your graduation requirements in four years please turn in a change of graduation date form to 130 CBLS so we can change your class year. Class year affects financial aid and loan repayment schedules, as well as billing and registration for the following semester. Students can lose their financial aid awards if their graduation date hasn’t been changed on the e-Campus system. It’s important that you tell us your plans because changes to a class year are done manually and are not automatically computer-generated.

Graduate with Distinction

Students who complete at least 60 credits of their work at the University are eligible to graduate with distinction. Grades in all courses attempted at the University, including those utilizing the second grade option will be included in the calculation of the grade point average for graduation with distinction. Recognition will be awarded in the URI Commencement Program to students who attain outstanding cumulative quality point averages.

- Graduating cum laude requires an overall QPA of 3.30.
- Graduating magna cum laude requires a QPA of at least a 3.50.
- Graduating summa cum laude requires a QPA of at least a 3.70.
- Graduating with honors requires completion of the Honors program.

CELS Commencement Details

The URI Commencement includes two distinct ceremonies; the URI Main Commencement Ceremony followed immediately by the individual College of the Environment and Life Sciences Ceremony in the Mackal Field House.

1. Tickets: In order to safely accommodate the increasing number of graduates and guests and ensure that venues are not filled over legal capacity, the Rhode Island State Fire Marshal’s Office has required the University to issue tickets for entry to all commencement venues (except the Quadrangle). Tickets will be available for student pick-up in 130 CBLS in April. ID is required to pick up the tickets.

2. Dress in Conventional Graduation Regalia: If you plan to participate in the Commencement Ceremony you must wear academic regalia. Your cap and gown may be purchased at the University Bookstore, early April until May 16. They are not returnable. URI student ID is required. Students who have earned a B.S. or B.L.A. degree should receive a maize tassel for their mortar board. Students with a B.A. should receive a white tassel. Know your tassel color when you go to the bookstore to purchase your gown.

3. Attend the URI Main Commencement Ceremony

Sunshine Location - The Quadrangle
- The ceremony on the Quadrangle is open to the public.
- 11:00 AM - Graduates from each academic college will assemble in front of the Memorial Union.
- 12:30 PM - The graduation procession begins.
The full ceremony lasts about 90 minutes and will include the conferring of degrees by the President to the entire graduating class, main commencement speaker, student speaker, greetings by elected officials, and the presentation of honorary degrees. **No individual student degrees are presented during this ceremony.**

**Rain Location – The Ryan Center (tickets required)**
- You, your family members and friends are encouraged to register to receive our SMS feed updates for any real-time commencement-related information.
- If the rain plan is to be implemented, the decision will be made in the early morning. Information will be available on the URI home page and on automated phone lines (401.874.7669 and 401.874.1000). Signs will also be posted at all campus entrances.
- Each graduate will receive **two (2) guest rain tickets** for the Main Commencement Ceremony that are required for entry into the Ryan Center.
- Guests with a “CELS ceremony” ticket may view a simulcast of the main ceremony at the Mackal Field House.
- Additional Main Ceremony Viewing locations: Fine Arts Recital Hall, Edwards Hall, Keaney Gymnasium. The buildings will re-open at 11:30 AM for viewing of the main commencement taking place on the Quadrangle, or in the Ryan Center (in the rain plan.) In addition, Swan Hall and locations within the Memorial Union (Ram’s Den, Memorial Ballroom, and Atriums) will be available for viewing the main commencement ceremony. Seating in all these viewing locations is available on a first-come, first-serve basis.

**4. Attend the College of the Environment and Life Sciences’ Ceremony**

**Rain or Shine Location – The Mackal Field House (tickets required)**
- Each graduate can receive up to **six (6) guest tickets** for entry into the Mackal Field House.
- The CELS ceremony immediately follows the main commencement ceremony. Once you arrive at Mackal, staff will be on hand to guide you to where you will line up by department and major.
- 3:00 PM - The ceremony will begin and lasts about 90 minutes.
- This is a more intimate ceremony during which your name will be announced, you will cross the stage, shake hands with the dean, receive your diploma cover, and be photographed as guests applaud your achievements.
- **Prepare the enclosed card with your Name and Major written in large block letters. YOU MUST BRING THIS CARD WITH YOU TO THE CELS CEREMONY.** When it is your turn you will hand the card to the card reader and the card reader will read your name as you walk across the stage. The card will then be given to the photographer so that photo proofs can be mailed to you. If you have anything you would like announced, such as “graduating cum laude” please write it on the card. Note that graduating with honors (Cum Laude) requires a QPA of 3.3. Magna Cum Laude is a 3.5 and Summa Cum Laude is a 3.7.
- **Please notify our office if you need accommodations for hearing impairment.**

**5. The Mackal Field House** will open at 11:30AM for a simulcast viewing of the Main Commencement ceremony.

**6. Parking Information:** Your first choice for parking may be the Boss Arena or Plains Road Lot. As parking lots fill, there will be plenty of staff on-hand to direct you to other parking areas.
• **Wear comfortable shoes**: You and your guests are urged to wear comfortable shoes as it will be a long day and there will be plenty of walking.

7. **All information about Commencement is available online.**
   • The URI Commencement Ceremony website includes everything you need to know related to eligibility, parking, maps, travel and more: [uri.edu/commencement](http://uri.edu/commencement).
   • Don’t forget to register to receive our **SMS feed** updates for any real-time commencement-related information.
   • The CELS website includes additional information about the individual College ceremony: [http://web.uri.edu/cels/graduation-information/](http://web.uri.edu/cels/graduation-information/).

**Graduation Notes**

**Academics**

- Undergraduates who have completed degree requirements by December (previous year), or May or August (current year) are eligible to participate in the ceremonies.
- Diplomas will arrive in the mail 6-8 weeks after graduation, once your final semester transcript has been audited.

**Update e-Campus**

- Check the spelling of your name. Your name as it is shown on e-Campus is what will be on your diploma, the program and any local newspaper listing.
- Remove any restrictions you may have set including any FERPA holds that will prevent your name from appearing on the University program or in your local newspaper. This includes your name, home address and email address.
- Ensure that there are no sanctions on your e-Campus record. It is your responsibility to review and address any sanctions in order to receive your diploma.

**Graduation Regalia**

- Honor cords are not available at the bookstore and must be purchased directly from the honors societies. Check online at [www.uri.edu/hpr/Societies](http://www.uri.edu/hpr/Societies).
- The tassel is worn on the right until the degree has been conferred, at which time it is flipped to the left side.
College of the Environment & Life Sciences
Intent to Graduate Degree Audit Application
(To be completed by a dept. faculty advisor in consultation with graduating student)

Student_________________________________Student ID#____________________________________
Address_________________________________City__________________State______
Phone #_____________________ E-mail Address_________________________________ Zip________
Graduation Month and Year ________________ (Major, option)_________________________

List all remaining degree required courses. This includes pending transfer credits, incomplete courses
you plan to complete, current and upcoming semester courses you plan to take. List all courses on your
check sheet.

<table>
<thead>
<tr>
<th>Fall, Spring, Sum Year</th>
<th>Course Code</th>
<th>No. Credits</th>
<th>Total Credits:</th>
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Total Credits: __________

Total of all remaining degree required credits to be completed _________________
Total of completed degree required credits as listed on transcript + _________________

Degree Required Credits for Graduation = 120 (126 for LAR)

Checklist

Complete the information below and attach necessary documents

- CUM GPA? ________ (above 2.0)
- Major GPA? ________ (above 2.0)
- Check if Sec/Ele Ed major:_______
- Completed major check sheet attached? ______________________
- Approved curriculum modification forms attached? ____________
- List & attach minor forms:____________________________________

(Student signature)__________________________________________

Advisor’s Name (Print):______________________________________ Extension: 4-___________
Advisor’s Signature: ______________________ Date: ____________________
Undergraduate Minor Field of Study

In order for a student to declare a “minor” they must meet some basic requirements. All the needed requirements are listed on the top of the minor form.

Minor forms are located in the CELS Office of Student Affairs and online. To declare a minor, a student must have the approval of the Department Chair of the minor field of study and the CELS Assistant Dean Kimberly Anderson. Application for the minor should be turned in with the student’s graduation packet. A minimum quality point average of 2.00 must be earned in the minor courses, and at least 12 of the 18 credits must be numbered 200 level or above. Minor courses may not be taken on a pass-fail basis.

• See Minor Form Below
1. Undergraduate Students may declare a “minor” field of study. Requirements may be satisfied by: a) completion of 18 or more credits of any of the minors that have been proposed by one or more departments and approved by the Curricular Affairs Committee, Faculty Senate, and the President; or b) completion of 18 or more credits within a curriculum other than the student’s major; or c) completion of 18 or more credits of relative studies offered by more than one department and sponsored by a faculty member competent in the minor field of study. To declare a minor, a student must have approval of the department chairperson of the minor field of study (or faculty sponsor in option c of this paragraph), and the student’s academic dean. A student’s approval minor(s) will be listed on the student’s academic record after graduation.

2. At least twelve of the eighteen credits required for the minor shall be at the 200 level or above. A minimum average of 2.0 must be earned in the eighteen or more credits required for the minor.

3. At least half of the credits required for a minor must be earned at the University of Rhode Island.

4. No course may be used to apply to both the major and minor fields of study. Courses in general education may be used for the minor. Courses in the minor may not be taken under the pass-fail grading option.

5. Application for a minor must be filed in the academic dean’s office no later than the beginning of the student’s final semester or term.

6. College of Business Administration students need the approval of the Scholastic Standing Committee for interdepartmental minors.

7. Approval of a minor does not guarantee space in any course required for the minor.

<table>
<thead>
<tr>
<th>Student’s Name (Please Print)</th>
<th>Curriculum Code</th>
<th>Student ID</th>
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<tbody>
<tr>
<td>Number</td>
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Please check if minor is:

- Departmental
- Interdepartmental

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<thead>
<tr>
<th>Name of Minor</th>
<th>Graduation Date Mo./Yr/</th>
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<th>Course Number</th>
<th>Course Title</th>
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Total: ________

Departmental Chairperson or Faculty Signature as appropriate

Date

Approval of Scholastic Standing Committee if needed

Date

Dean’s Signature

Date
Leaving the University

Leave of Absence

Sometimes students are forced to take a semester or more off because of circumstances beyond their control – financial problems, illness, family responsibilities, and the like. Other students simply can benefit from a break; their motivation for studying is slipping away, and they are no longer sure of the choice they have made. In these and other situations, taking a leave of absence or withdrawing may well be the wisest course of action for the student.

Undergraduate students who choose to leave the university for a period of one year or less while maintaining matriculating status may apply for a leave of absence. The advantage of taking a leave over withdrawing is that students on leave are allowed to preregister for the semester in which they plan to return, and they need neither to apply for readmission nor to pay a readmission fee.

Leave of Absence form:
http://cels.uri.edu/home/studentaffairs/docs/Leave%20of%20Absence.pdf

This form must be signed by the Asst. Dean and the student takes for form to enrollment services. A leave of absence for a current semester will be granted up to and including the drop deadline. After that date students, particularly those on probation must withdraw unless there are extenuating circumstances.

Caution: Students whose parent’s employment at URI, RIC or CCRI entitles them to a tuition waiver may jeopardize that benefit if they are not continuously enrolled, and should be referred to the Personnel Office to find out how a leave or withdrawal would affect them.

Withdrawal

Students who wish to leave after the drop deadline for the remainder of the semester only, who do not plan to return, or who plan to leave the university for more than one year (two semesters) must withdraw rather than take a leave of absence.

A student who withdraws in good academic standing will be readmitted automatically. Students who plan to major in an “impacted” field may, however, lose their position on a waiting list; others may get out of the proper sequencing of courses and delay graduation dates more than anticipated. These and any other implications of withdrawing pertinent to the curriculum you represent should be discussed with students who are considering withdrawing from the University.

Students on probation who withdraw near the end of the term to avoid academic failure are not allowed to return for the next semester and are required to remain out for one semester. Students who withdraw after the last day of classes will receive grades for that semester. Refunds of payments made, or credits against amounts due to the University, will be made according to the following scale: first two weeks, 80%; third week, 60%;
fourth week, 40%; fifth week, 20%; after five weeks, no refund. Proof of the last date of attendance from the instructor is required. To appeal the effective date of withdrawal, a student can petition to change the effective date of withdrawal through Enrollment Services.

**Withdrawal form:**

Students should meet with their advisor to discuss their options before withdrawing, though it is not mandated that they give a reason. **This form must be signed by the Asst. Dean and the student will take the form to enrollment services.**
UC Transfer to CELS

1. Students are transferred, by the office of student affairs, from University College to the College of the Environment and Life Sciences every July and January.

2. In order to transfer a student must have a 2.0 CUM GPA and completed at least 30 credits.

   The programs listed below have additional requirements that need to be met before a student can transfer into the college.

   **B. A. BIOLOGY**
   In order to transfer from University College to the College of the Environment and Life Sciences as a Biology major (or be coded as such in CELS), a student must have earned 30 credits including BIO 101, 102, 103, and 104 with grades of C or better.

   **B. S. BIOLOGICAL SCIENCES**
   Transfer from University College to the College of the Environment and Life Sciences as a Biological Sciences major (or be coded as such in CELS) requires 30 credits including BIO 101, 103, 102, 104 with grades of C or better and CHM 112 with a grade of C– or better.

   **B. S. MARINE BIOLOGY**
   Transfer from University College to the College of the Environment and Life Sciences as a Marine Biology major (or coding as such) requires BIO 101, 103, 102, 104 with minimum grades of C and CHM 101 with a minimum grade of C–.

   **B.S. GEOLOGY & GEOLOGICAL OCEANOGRAPHY**
   Transfer out of UC: Must have completed at least 30 credits with a minimum GPA of 2.00, and achieved a minimum of: B- in GEO 103; C in CHM 101; and C+ in MTH 111 or a C in MTH 131.

3. Student affairs sends the transfer list to each department so students can be assigned to a college advisor.

4. Student Affairs sends an email at the beginning of each semester to notify the students of the transfer and their new advisor.
CELS Academic Year Calendar

September
- Browning Move-in
- Advising Day
- CELS and Dels
- CELS information sessions

October
- Fall Open House
- Faculty Programming in LLC
- Student Advising for next semester
- Majors & Minor Fair-Undecided Students
- CELS information sessions

November
- Graduation Packets Due
- Fall Open House
- Faculty Programming in LLC
- Student Advising for next semester
- CELS information sessions

December
- Coastal Fellows Poster Celebration
- Final Grades Due in eCampus
- Planning Fall LC

January
- Scholastic Standing Committee Meeting

February
- Faculty Programming in LLC

March
- Faculty Web Chat (Eve)
- Faculty Programming in LLC
- Student Advising for next semester

April
- Welcome Day
- Faculty Programming in LLC

May
- Scholastic Standing Committee Meeting
- Final Grades Due in eCampus
- Commencement

June
- Freshmen Orientation
- Transfer Day Advising
- Scholarships

July
- Transfer Day Advising
- Scholarships to Dept.

August
- Transfer Day Advising
- Scholarships sent to ES

**Please View the Academic Calendar on the URI webpage for more specific dates regarding registration, add/drop dates, and other advising deadlines.**
URI Student Support Services

**Academic Enhancement Center**
[www.uri.edu/aec/](http://www.uri.edu/aec/)
4th floor Roosevelt Hall
874-2367

**Disability Services for Students**
[www.uri.edu/disability/dss](http://www.uri.edu/disability/dss)
Memorial Union 332
874-2098

**Office of Student Life**
[www.uri.edu/student_life](http://www.uri.edu/student_life)
Memorial Union 330
874-2101

**Women’s Center**
[www.uri.edu/women_center/](http://www.uri.edu/women_center/)
22 Upper College Road
874-2097

**Health Services –**
[www.health.uri.edu/](http://www.health.uri.edu/)
Potter Building
874-2246

**Office of International Education**
[www.uri.edu/international/](http://www.uri.edu/international/)
International Center
874-5546

**Office of Student Involvement**
[www.mu.uri.edu/involvement/](http://www.mu.uri.edu/involvement/)
Memorial Union 210
874-2726

**Talent Development –**
[www.uri.edu/talent_development](http://www.uri.edu/talent_development)
874-2901

**Centennial Scholars –**
[www.uri.edu/es/students/finance/centreq.html](http://www.uri.edu/es/students/finance/centreq.html)
Green Hall
874-9500

**Counseling Center**
[www.uri.edu/counseling](http://www.uri.edu/counseling)
Roosevelt Hall 217
874-2288

**Enrollment Services**
[www.uri.edu/es/](http://www.uri.edu/es/)
Green Hall, 2nd Floor
874-9500

**University Ombudsman**
[www.uri.edu/facsen/Ombud.html](http://www.uri.edu/facsen/Ombud.html)

**LGBTQ Center**
[www.uri.edu/glbt](http://www.uri.edu/glbt)
*New Building Under Construction
874-2894

**Housing and Residential Life**
[www.housing.uri.edu](http://www.housing.uri.edu)
Adams Hall Lower Level West Entrance
874-4151

**URI Bookstore –**
[www.uri.edu/bookstore/](http://www.uri.edu/bookstore/)
Memorial Union
874-2721

**Honors Program –**
[www.uri.edu/honors_prog/](http://www.uri.edu/honors_prog/)
Lippitt Hall
874-2303

**Center for Career and Experiential Education**
[web.uri.edu/career/](http://web.uri.edu/career/)
Roosevelt Hall
874-2311