# Table of Contents

**Admission**
- General Procedures .................. 9
- International Students .............. 11
- Transfer Policies .................... 9

**Academic Policies** ................. 12
- Academic Standing ................... 14
- Credits and Credit Policies ........ 14
- Grades .............................. 14
- Graduation Requirements ............ 12
- Recognition of Student Achievement .. 16
- Transcripts .......................... 16

**Financial Aid** ........................ 18

**Degree Programs & Requirements**  ...... 20
- Bachelor of Arts in Organizational Leadership and Development ........ 27
- Bachelor of Liberal Arts Degree .... 24
- Bachelor of Science Degree in Business Administration .......... 23
- Bachelor of Science in Healthcare Leadership .......................... 25
- Bachelor of Science in Nursing for RNs ........................ 28
- RN to MSN ................................ 29
- Core Curriculum ..................... 21

**Course Descriptions** ................. 30

**Directories**
- Administrative Officers ............. 43
- Undergraduate Faculty .............. 38

**Additional Information**
- Board of Directors .................. 82
- Campus Map .......................... 84
- Correspondence Directory .......... 43
- Index .................................. 44
- Association of Jesuit Colleges and Universities .................. 83
Degree Students

Degree students are those who intend to pursue a baccalaureate degree in the Division of Adult and Continuing Education at Wheeling Jesuit University. Candidates for admission to any of these programs (BSBA, BLA, BOLD, BSN/RN, BSHL) must submit:

1. an official application for admission;
2. a non-refundable application fee; and one of the following:
   a) an official high school transcript;
   b) GED certificate;
   c) official transcripts of all previous college/university work from each institution attended (work at one institution must total at least 15 hours of earned credit or a high school transcript must be supplied in addition to the college transcript);
   d) official copy of nursing school transcripts (if applicable).

To be accepted into an adult education program, a student must be a high school graduate, have a GED equivalency or have successfully completed at least 15 hours of earned credit at an accredited college or university. Some of the degree programs have additional admission criteria which are explained on the following pages.

How To Apply

Persons interested in entering an evening program should contact the Division of Adult and Continuing Education, 243-2250, or 1-(800)-873-7665, or e-mail adulted@wju.edu, and request an application or complete an online application. A completed application should be returned to this office along with a non-refundable $25 application fee. Arrangements should be made to have official transcripts of high school or college work sent to the Division of Adult and Continuing Education.

Upon official acceptance into a degree program, students will receive notification of acceptance and, if applicable, the status of transfer credit.

Note: All adult students enrolling in classes will automatically be classified as non-degree unless they specifically request audit status or make formal application to a degree program.

Admission to mature men and women who are not high school graduates and who do not have GED equivalency may be granted on a conditional basis upon approval of the Division of Adult and Continuing Education.
Transfer Policies

Students transferring to an Adult Education program at Wheeling Jesuit University should follow the admissions procedures. Upon acceptance to a degree program, transfer students will receive a summary of transfer courses which have been accepted and an evaluation of courses that remain to be earned at Wheeling Jesuit University.

I. General Regulations
   A. Wheeling Jesuit University will accept for transfer credit courses in which a “C” (2.0) or better was earned, subject to the approval of the Division of Adult and Continuing Education.
   B. For those students who have earned an associate’s degree from a regionally accredited institution, the University will accept that associate’s degree (and all related credits) in total for transfer credit.
   C. Credits can be transferred only from colleges accredited by one of the regional associations recognized by Wheeling Jesuit University (e.g., North Central, Middle States, Southern States).
   D. Wheeling Jesuit University accepts credits only. The computation of a student’s grade point average (GPA) will begin with courses taken at the University.

II. Graduation Requirements
   To earn a degree in any of the Adult Education programs, transfer students must meet the following requirements:
   1. earn a minimum of 120 semester hours of credit (including transfer credit);
   2. complete the requirements of a major offered in a program sponsored by the Division of Adult and Continuing Education;
   3. earn at least the last 30 hours of the degree at Wheeling Jesuit University;
   4. achieve a cumulative GPA of 2.0 or better at Wheeling Jesuit University;
   5. complete (or have transfer credit for) the degree program’s liberal arts core requirement;
   6. complete a minimum of 18 hours in the major field at Wheeling Jesuit University.

III. Catalog Requirements
   Transfer students are bound by the requirements stipulated in the catalog in effect during their first semester at the University. Any student transferring during a summer session will be guided by the catalog requirements of the following semester.

   Readmitted Student. Students who were absent from the University for less than two calendar years may continue to follow the catalog requirements that were in effect when they first entered. Readmitted students who have been away from the University for two calendar years or more will follow the catalog requirements in effect during their first semester of course work after readmission to the University.
International Students

Wheeling Jesuit University welcomes applicants from foreign countries. General admissions requirements are as follows:

1. The applicant must have attained a grade point average (GPA) of 3.0 on a 4.0 scale and possess a high school diploma or its equivalent.

2. The candidate must have attained a score of 550 on the Test of English as a Foreign Language (TOEFL) or have studied English in the United States in an approved English language program for a period of six months and have received a TOEFL score of 550. Two letters of recommendation from the program are required.

3. International students failing to meet English proficiency requirements may opt to enroll in the English Language Institute at Wheeling Jesuit University, a center for intensive English training. Proficiency certification by this program meets the English language requirement for admissions.

4. Since the United States Department of Immigration and Naturalization requires international students to certify financial responsibility, certification of financial resources sufficient to cover college costs must be submitted by the appropriate financial institution. Tuition, room and board and required fees must be paid in full prior to registration and room assignment.

Non-Degree Status

Persons who wish to take classes in the Division of Adult and Continuing Education at Wheeling Jesuit University but who do not want to seek a degree or who are unsure of their interest in earning a degree, may do so by contacting the Division of Adult and Continuing Education, 243-2250, or 1-(800)-873-7665. Non-degree students are not required to submit high school or college transcripts, however, they must file an application and the $25 application fee. Non-degree students must, after earning 12 semester hours at Wheeling Jesuit University, either apply for admission to a degree program or declare themselves permanently as non-degree students.

Audit Status

Audit students are those who are taking courses for interest or development of their own skills/interests and not with the intention of seeking a degree or earning credit. Audit students are not required to do course work or to take examinations but are expected to attend class regularly. No grade or college credit is given for courses audited.

Once a student has registered for a class on an audit basis, he or she cannot, at a later date, request that the course be converted into credit. The student will be held by the declaration of audit through the completion of the course. Students who wish only to audit a course or courses need not apply for admission or submit transcripts.

Armed Forces Credit

Some courses provided by the Armed Forces may be the equivalent of college courses, and transfer credit may be obtained by presenting a DD 214 form or Army/ACE Registry Transcript System form (AARTS). A Guide published by the American Council on Education is used to determine what credit might be granted. Blanket credit is not granted for military service.