Graduate Admission

Requirements

Admission requirements may vary according to the specific graduate program. Therefore, expected admission standards are described under each graduate program.

Application Procedure

Complete applications consist of the following items which are to be sent directly to the Graduate Office:

1. Application form for the specific graduate program along with a $25 non-refundable application fee (or apply online at www.wju.edu).
2. All official college/university transcripts.
3. Graduate school test scores as required by specific program.
4. Three (3) letters of recommendation.
5. Resume of professional experience (graduate business programs only).

Levels of Admission

Students may be admitted in one of the following categories (provisional and special admission are not available to MBA, MSA or DPT students with the exception of transient students):

1. Full Admittance – Students who meet all qualifications of the program to which they have applied.
2. Special Admittance – Students who have not yet completed the application process, or students who are interested solely in specific courses for personal development. Normally, no more than twelve hours (six hours in the case of MSN) may be taken by a special admittance student and later applied toward a graduate degree.
3. Provisional Admittance – Students whose qualifications fall short of the requirements for full admittance, but whose other qualifications and experience indicate their potential for achievement. These students may be admitted to the program on the recommendation of the appropriate Graduate Admissions Committee and the director of that program. After successful completion of four approved courses (minimum of eight hours) with a “B” grade point average, they may be considered full admittance status.

Graduate Management Admissions Test - Graduate Record Exam

Applicants should plan to take the required graduate admission test (usually GMAT or GRE). Informational brochures may be obtained by contacting the Wheeling Jesuit University Graduate Office. Additional information and registration are available online at www.ets.org/gre and www.mba.com.

When requesting GMAT or GRE scores to be sent to Wheeling Jesuit University, students should indicate the University’s graduate code number, which is 5906 for the GRE and TJ3PN44 for the GMAT.

Academic Policies

Written or other work, including computer programs, which a student submits in a course must be the product of his/her own efforts. Students are expected to acquaint themselves with the norms for scholarly writing and research, in particular, to know the distinction between academic honesty and plagiarism. Plagiarism or cheating by a student will result in academic sanctions imposed by the instructor of the course; plagiarism in a major term paper or cheating on a final examination makes a student liable for an “F” for the course, as well as to additional disciplinary action beyond the academic sanction. Students are cautioned against the possession of unauthorized material during any examination or quiz. Alleged incidents of cheating will be handled according to the separately published “Guidelines on Integrity” available from the appropriate director.
Grading System & Scholastic Average

In each graduate course, the student will receive one of the following grades: A, A-, B+, B, B-, C+, C, W, F, or I (Incomplete). The highest passing grade of “A” is assigned for work which is distinguished. The ordinary passing grade of “B” is awarded for course work which is clearly satisfactory at the graduate level. The lowest passing grade of “C” is awarded for work which is minimally acceptable at the graduate level. The failing grade of “F” is given for work which is unsatisfactory.

A student who receives grades of “C” or less may be subject to academic review and may be required to withdraw.

For purposes of computing scholastic standing, number values are assigned to letter grades as follows:

- A = 4.0 points per credit hour
- A- = 3.7 points per credit hour
- B+ = 3.3 points per credit hour
- B = 3.0 points per credit hour
- B- = 2.7 points per credit hour
- C+ = 2.3 points per credit hour
- C = 2.0 points per credit hour
- F = 0.0 points per credit hour
- I not computed; incomplete which must be removed
- W not computed; approved withdrawal
- X not computed; uncompleted at end of term

Grades of “W” are not computed in the scholastic average. Grades of “I” are not computed until removed. Grades of “I” must be removed during the semester following the assignment of the “I.” Failure to remove the “I” grade in the required time will result in the grade being administratively altered to “F.” It is the student’s responsibility to assure that an “I” grade is removed within the prescribed time period.

In order to graduate, a student must attain an overall (cumulative) average of 3.00 (B) or higher.

A grade of “X” will be assigned in courses which by its nature normally require work to be done over the course of the entire year (e.g., independent study projects, clinical practicum). If the “X” is not removed by the end of the following semester; a grade of “F” is recorded on the student’s permanent record.

Repetition of Courses

Any course in which a student receives a grade of “B-” or below may be repeated. A student who chooses this option must complete the identical course (or, with approval of the program director, its close approximation). A course may be repeated only once. Before retaking the course, the student must secure the written approval of the advisor. If a student repeats a course, both grades will appear on the transcript, but only the second grade will be factored into the student’s adjusted GPA. This course repetition may not be possible in the physical therapy program.

Special Privilege for Undergraduate Seniors

Undergraduate seniors at Wheeling Jesuit University with at least a 3.0 cumulative average may take up to six hours of graduate business courses, given that there is room in the course, and as long as they have taken the necessary prerequisites. Only six credits can “double count” to fulfill hour requirements in both the undergraduate and graduate programs. These students need to have the approval of the Associate Academic Dean and their academic advisor in order to register for graduate business courses. These students need not submit the admissions documentation required of graduate students.

Course Withdrawals

The following regulations apply to withdrawals from the courses:

1. With the approval of the instructor and the program director, students may withdraw from courses until approximately four weeks before they end. (See academic calendar for date in each semester.) For withdrawals a grade of “W” will be recorded on the permanent record.

2. Any requests for exceptions to this rule must be approved by faculty advisor and submitted in writing for the approval of the program director.

3. Unauthorized withdrawals from courses will result in the student being assigned a grade of “FA” (Failure for Excessive Absences) for those courses.

Course Load

For the definition of full-time and half-time load, consult the appropriate program section.

Transcripts

Official transcripts are issued by the Registrar only upon receipt of written permission or personal authorization from the student involved. Accounts must be cleared in the Business Office before a transcript is issued. Official transcripts bear a fee per copy.

Veterans Educational Assistance

All of the graduate programs qualify for educational benefits to eligible veterans. The Veterans Affairs officer at Wheeling Jesuit University will offer assistance to graduate students applying for veterans educational benefits.
Explanation of Fees

DPT Science Lab Fee
This lab fee is charged every term except the last term to students enrolled in the Doctor of Physical Therapy program in order to cover the cost of needed lab supplies.

Application Fee
The student pays the application fee when first applying to the University.

Audit Fee
The audit fee must be paid to audit a class in any division.

Parking Permit
A parking permit fee for registering a car on campus is assessed yearly.

I.D. Card
A fee is assessed to receive or replace a WJU identification card.

Degree Certification Fee
A degree certification fee covers the cost of the graduation ceremony, diplomas, caps and gowns, etc. This fee is charged whether or not the ceremony is attended.

Adult New Student Fee
The new student fee is a one-time fee charged to adult and graduate students for setting up files and transcript availability.

Adult/Graduate/Summer Technology Fee
The technology fee covers the cost of upgrading the technology on campus. This is a semester charge.

Health Fee
To assist with providing student health center services and keep cost to a minimum.

Accident/Sickness Insurance
Charge for WJU health insurance. All students are required to have health insurance. If they are covered by another plan they may decline WJU insurance. They must provide proof of insurance by the due date to have the annual fee removed.

NSF Fee
All returned checks will be assessed this fee.

Payment
All fees are due and payable each semester prior to the date classes begin. Until payment is made, an externally administered deferred payment plan is accepted, or the Business Office is notified of company reimbursement, registration will be incomplete and the student may not attend classes. In order to register, a student must have official clearance from the Business Office.

The only alternative to payment-in-full is a contract with an external payment plan endorsed by the University. Information regarding an external plan may be obtained from the Business Office.

WJU will not issue transcripts and reserves the right to withhold diplomas, statements of honorable dismissal, etc., for students whose accounts indicate an outstanding balance.

Accounts not paid in full by the required due dates may be assessed a monthly carrying charge of one and a quarter percent on the unpaid past due charges. The carrying charge will not be assessed against those accounts which have contracted for an externally deferred payment plan or for students who have company reimbursement. During the period of registration (usually one month), interest for current semester charges will be suspended so that all the necessary paperwork relating to loans, federal grant programs, etc., can be processed.

Student financial aid cannot be credited to a student’s account until the University’s Financial Aid Office has certified the aid and the student has completed all paperwork, promissory notes and the entrance interview.

Students are responsible for all attorney’s fees and other reasonable collection costs and charges necessary for the collection of any amount not paid when due.

Tuition Refunds
Request for withdrawal must be obtained from the director of the appropriate program. **Neither verbal communication nor failure to appear in class will be considered official notification of withdrawal.** Refunds will be granted only to students who have followed the procedural policy of completing the proper forms. Refunds will be on a prorated basis, based on the appropriate refund policy, which is determined by the date that the form is received by the Registrar.

Financial Aid
Financial aid, primarily in the form of Federal Stafford Loans, is available to graduate students who are fully admitted into their programs and enrolled at least half-time (6 credits) each semester. Depending on the cost of their course of study, graduate students may borrow federal student loans up to $20,500 per academic year. The first $8,500 can be need-based or non-need-based. The additional $12,000 is all non-need-based. Need is determined by the Financial Aid Office using the results of the Free Application for Federal Student Aid (FAFSA).

WJU is a Stafford Loan institution. Students may complete the Master Promissory Note (MPN) online by going to our website www.wju.edu/admissions/financialaid/loans.asp. You can request a paper MPN to be sent by contacting the Financial Aid Office. Your lender will disburse loan funds by electronic funds transfer (EFT).
Students may also apply for private educational loans for costs that are not covered by federal loans and/or employee reimbursement. These loan applications are available in the Financial Aid Office.

How to Apply

1. The student must be fully accepted for admission in a Wheeling Jesuit University graduate program as a degree-seeking student in order to receive an official offer of financial aid.

2. Graduate students apply for financial aid by submitting the Free Application for Federal Student Aid (FAFSA) to the federal processor and listing Wheeling Jesuit University Federal school code: 003831. Graduate students do not need to list parental information on their FAFSAs. The FAFSA is available from the Financial Aid Office. Students may submit their FAFSA directly to the Department of Education’s Central Processor by mail or by using the internet at www.fafsa.ed.gov.

3. Wheeling Jesuit University may require verification of information and may request a copy of an applicant’s (and spouse’s, if applicable) federal income tax return and other documents. The Financial Aid Office will also require information on a student’s enrollment plans each semester. Twelve credits per semester are considered full time in a graduate program; six credits per semester are considered half-time for financial aid eligibility.

Graduate assistant positions, which may be available in various departments on campus, are not financial aid. However, the financial resources of a GA position may affect other need-based aid in the aid package. These positions are administrative contract, part-time employment positions. Applications are open only to those with an earned bachelor’s degree who have been accepted into a graduate program as a degree-seeking student. The positions include a stipend and tuition remission as outlined in the students’ contract. For information on current openings and application process, contact the Director of Human Resources.

Financial Aid for the Doctor of Physical Therapy

Financial aid is available to graduate physical therapy students, primarily in the form of Federal Stafford loans. Students may borrow up to $20,500 per academic year. All students desiring Federal Stafford loans must file the Free Application for Federal Student Aid (FAFSA) at least twice during the course of the 24-month program.

The Financial Aid Office has a list of private loan lenders students can seek additional financial aid assistance.

Graduate Student Policy on Satisfactory Academic Progress for Financial Aid

The academic progress of graduate students receiving financial aid will be evaluated, both qualitatively (grades) and quantitatively (credit hour progression) at the end of each semester. Other aid programs may have additional requirements.

To maintain minimum satisfactory academic progress standards for aid, the following factors will be considered:

1. A student who has earned 18 credits in a graduate program must have at least a 3.0 cumulative GPA. Students who have earned less than 18 graduate credits must have at least a 2.75 cumulative GPA.

2. Students must complete all credit hours for which they register. Students who fail or withdraw from courses after the drop/add period will lose eligibility for aid in subsequent semesters.

3. Students must complete their programs within 150 percent of the scheduled times, i.e.: full-time students (at least 12 credits per semester) in a 3 semester program, must complete their program within 4.5 semesters. Half-time students (at least 6 credits per semester) must complete a 3 semester program within 9 semesters.

4. If a student is declared ineligible for aid for failing to maintain minimum satisfactory academic progress standards, the student may submit a written appeal to the Financial Aid Office requesting an exception to these requirements. The appeal, which explains any extenuating circumstances that the student feels merits an exception to these policies, will be reviewed by the Financial Aid Committee.

5. If a student is suspended or dismissed for academic or disciplinary reasons, the student is not eligible for aid. Upon readmission, the student would receive aid only if “satisfactory progress” (as defined above) had been maintained.

6. Graduate assistants having tuition remission as a benefit of their employment should be aware that tuition remission is not financial aid, although it will be considered a financial resource when applying for aid. Graduate assistants who fail to maintain grade and credit hour progression standards may find that they are eligible for tuition remission but not financial aid.