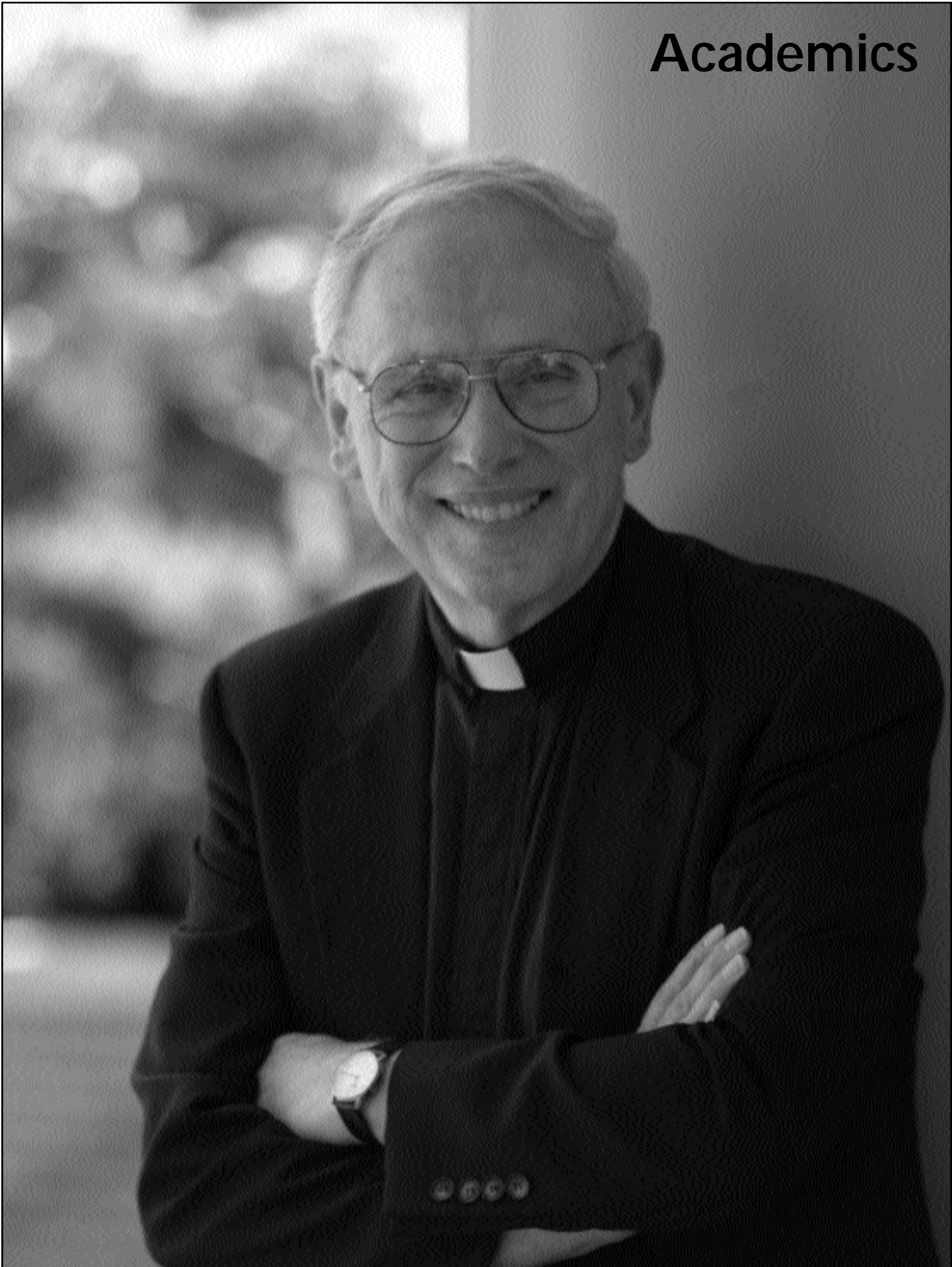


Academics



Academic Resources

Faculty

A strong teaching faculty is the principal academic resource of Wheeling Jesuit University. All courses are taught by full-time or adjunct faculty members with advanced degrees. Most senior faculty teach introductory as well as advanced seminars.

While teaching is the primary concern of the faculty, the University encourages continuing education and research through a sabbatical program and faculty development funds. Faculty are able to update their own learning and bring new concepts and methods to their teaching roles; including increasing use of modern technologies.

Campus Ministry

As campus ministers at Wheeling Jesuit University, a Catholic, Jesuit university, we invite you to experience the Ignatian tradition.

St. Ignatius Loyola, the founder of the Jesuits, urged men and women to listen to the voice of God speaking in their hearts and to discover how God acts in our lives and in all creation. WJU Campus Ministry strives to develop a community of faith, worship and service. Jesuits, pastoral ministers and student leaders serve as mentors for students in all aspects of their lives.

WJU Campus Ministry, located on the lower level of the Chapel of Mary and Joseph, offers students moments of prayer and reconciliation, celebration of the sacraments, worship, retreats, spiritual direction and service. Through word and sacrament, prayer and service and reflection and action, we enter the Ignatian way of life, making our love of God in Christ active in our world.

An integral part of WJU, Campus Ministry facilitates and encourages the development of the whole person, educating for life, as “men and women for others” and as leaders. Representing the teaching Church, we work to reflect the loving and compassionate presence of Jesus with you.

We take our unique role and opportunity very seriously, as we express in action and words the distinctive Catholic, Jesuit identity and mission of WJU. We invite you to join us!

Bishop Hodges Library

The Library’s modern facility provides ample space for quiet study and group learning projects. Digital resources include: a web-based catalog; forty-two databases accessing full-text articles, abstracts and indexes; and thirty thousand e-books. Library print collections include 155,953 volumes and 599 journal subscriptions, supplemented by 122,623 microform units. Customized searches, expedited document delivery and other knowledge management and instruction services are provided by reference librarians. Copy machines, microform reader/printers, wireless laptops and group study rooms are available for the use of library patrons.

Information Technology Services

ITS computer labs are open to all Wheeling Jesuit University students. The computer labs are open seven days a week and are located in the Acker Science Center, Ignatius Hall, Kirby Hall and McHugh Hall. Students use ITS labs to complete computer related assignments, check email or to access the Internet. Some classes meet regularly in ITS labs for computer-assisted instruction. Students’ accounts for WJU email and Blackboard are supplied by ITS. Students may also visit <http://its.wju.edu> to request residence hall network connections, find lab schedules for breaks or find other campus technology information. More than 30 students are employed by ITS each semester to assist in a variety of departmental needs.

Academic Resource Center (ARC)

The support services of the Academic Resource Center, located on the ground floor of Ignatius Hall, are available at no additional charge to provide academic assistance to any student in any class offered by Wheeling Jesuit University. This assistance may take the form of one-on-one academic instruction, group study, or computer software guidance. Students may enhance skills in subjects ranging from the core classes, to mathematics and sciences, to writing term papers, senior theses and projects. Counseling is available in academic “survival” skills such as time management, note-taking, studying and test-taking. A number of study groups also operate as needed; please contact the ARC for a list of study group subjects and times. Computing resources include: word processing, e-mail and web browsing, in addition to software packages specifically earmarked to supplement classroom instruction. During Fall and Spring semesters, hours are Sunday from 6 - 11 p.m., Monday, Tuesday and Wednesday from 10 a.m. - 9 p.m., Thursday from 10 a.m. - 11 p.m. and Friday from 10 a.m. - 3 p.m. The ARC is typically open between 20-30 hours a week during both summer sessions. Appointments may be scheduled by calling (304)243-4473 or by stopping in the ARC during business hours.

For more information about services, hours and helpful writing and study aids, visit our website at www4.wju.edu/arc.

Disability Services

Wheeling Jesuit University encourages faculty, staff and administration to assist students with disabilities in achieving academic success. The University offers students with documented disabilities reasonable accommodations and modifications on a case-by-case basis with confidentiality in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students with special needs due to physical or learning disabilities should contact the Disability Services Coordinator at 304-243-2427. Disability Services are coordinated through the Academic Resource Center (ARC), located on the ground floor of Ignatius Hall. A learning disabilities specialist is available at the ARC to provide assistance with time management, study skills or strategies that specifically address learning disability issues.

In order to receive assistance, students must disclose their disability to the University, provide current and comprehensive documentation concerning the nature and extent of the disability and communicate their specific needs to the Disability Services Coordinator. Wheeling Jesuit University is committed to providing reasonable accommodations, such as accessible facilities and appropriate academic modifications to students with disabilities; however, it is the responsibility of these students to seek out available assistance on campus and to utilize individualized adjustments. Ultimately, all students are responsible for their own academic achievement. They must attend classes, complete course assignments and fulfill all University requirements for their chosen field of study.

Media Services

The Media Services department provides audiovisual equipment and services to students, faculty and administration. Audiovisual equipment can be reserved in a multitude of ways, and will be delivered to instructional locations on campus. The Media Services department also offers audio and visual tape duplication of non-copyright protected materials, off-satellite taping of licensed programming and videotaping of on-campus events by request. Currently, Donahue 128, 129 and various rooms in the Acker Science Center are theater-style classrooms that have built-in multimedia systems for computer demonstrations, video or cable presentations and document imaging.

Performing Arts and Lectures

Wheeling Jesuit University's Troy Theater is the venue for a vibrant and active performing arts program. The program encompasses a variety of disciplines including: acting, vocal music, dance, set design and construction, lighting/sound technology, stage properties, costuming, stage management and house management.

A typical season consists of four student productions that include drama or comedy, children's theater, one act plays or readings and a fully staged musical production complete with a professional orchestra. The WJU Singers' concerts, a diverse and educational series of invited professional productions and a multi-disciplinary series of guest lecturers complete the season.

The performing arts program at Wheeling Jesuit University is designed to develop and enhance the students' overall appreciation for the arts through active participation or as an audience member. Students are encouraged to become involved and to explore their creative talents. Auditions are open to all WJU students and admission to all performing arts and lecture events are free with a WJU student I.D.

Additional Campus Resources

The Robert C. Byrd National Technology Transfer Center

The National Technology Transfer Center (NTTC) was established by Congress and funded by NASA to strengthen American industry by providing access to more than \$60 billion worth of federally funded research. By helping American companies use federal technologies, NTTC helps companies manufacture new products, create jobs and foster partnerships between federal laboratories, the private sector, universities, innovators and economic development organizations. From that mission, NTTC has grown to become a full service technology commercialization service. In addition to providing access to federal technology information, NTTC provides: business planning expertise; technology commercialization training; technology management training; technology assessment services that help guide industries in making key decisions regarding patent, licensing and other commercialization issues; and help in finding technology development partners. The president of the NTTC is Joseph P. Allen.

For more information, visit the NTTC web site at www.nttc.edu.

The Erma Ora Byrd Center for Educational Technologies

The mission of the Center for Educational Technologies (CET) is to enhance lifelong learning and teaching through the effective use of technology. CET is involved in developing multimedia and Internet-based curriculum supplements; providing professional development for teachers, administrators, college faculty and corporate personnel; conducting research on the learning sciences, the application of theory into practice and the use of technology tools in learning; and consulting on various aspects of technology implementation.

The CET facility is a technologically-rich educational environment having multimedia-equipped classrooms, presentation rooms, science experimentation and conference facilities; integrated computer, video and audio local area networks; videoconferencing, satellite broadcasting and other distance-learning technologies; video production and editing capabilities; Internet, WWW capabilities, including streaming video to the Internet; software development capabilities; desktop publishing, graphics and animation production capabilities; and multimedia presentation developing capabilities. The CET is home to the NASA Classroom of the Future program, a NASA Educator Resource Center, the NASA Office of Space Science Broker Facilitator Program, the U.S. Department of Education-Funded U.S. Constitution and InSTEP projects and the Challenger Learning Center.

For more information, visit the CET website at www.cet.edu and contact the main office for student opportunities.

The Core Curriculum

The term “core” at Wheeling Jesuit connotes the “heart” of the curriculum which is centered around the Human Person. Its purpose is to give concrete expression to the Mission of the University: “educating for leadership, educating for life and educating men and women for others.”

The core intends to provide all students, regardless of major, with the skills that will enable them to pursue their own integral development and contribute to the common good. In a spirit of free inquiry, it also enables them to articulate a coherent vision of reality and a set of resulting ethical principles. In so doing, it empowers students to discover and to discern that which is true, good and beautiful.

Rooted in the rich Catholic and Ignatian traditions, Wheeling Jesuit affirms that all reality is the work of a loving Creator in whose image and likeness we are made. It views human persons as rational, responsible, communal and called to contribute to creation with their own unique set of skills and opportunities. Convinced that dialogue among differing worldviews is vital, Wheeling Jesuit welcomes men and women from a rich variety of spiritual and ethnic traditions and encourages all students to grow in their faith as a foundation for promoting peace and justice throughout the human community.

Concerning Skills

Students should think creatively and critically and be able to:

- Evaluate and construct clear arguments based on the rules of logic
- Participate actively in society as scientifically literate citizens
- Read various types of literature, identify their literary form and assess the accuracy and truthfulness of their content
- Use basic mathematical methods to solve quantitative problems

Students should communicate effectively and be able to:

- Write fluently, grammatically and eloquently
- Search effectively for information using contemporary tools
- Assemble and deliver a cogent oral presentation with poise
- Engage in reasoned and informed inquiry and discussion
- Communicate across cultures and language
- Recognize and use non-verbal and symbolic modes of communication
- Define problems, identify methods of approaching them and build models to resolve them
- Use modern technology effectively in all of the above

Concerning a VISION centered on the person

A goal central to Jesuit education is that students develop a vision of reality that enables them to ask questions leading to an understanding of:

- The nature of persons: their origin, historical context and destiny
- The place of persons in the world community in the past, present and future
- The role of persons in contemporary culture, including an understanding of the scientific world view, the aesthetic view and experience of life, the philosophical and religious dimension of life and the historical context of culture

- The ethical implications of their vision of the person
- The integration of methods and content of the various disciplines

Concerning Values

In addition to the skills and vision described above, the core should also help students to develop the following attitudes and convictions:

- A commitment to and passion for lifelong learning
- A commitment to base their lifelong ethical decisions on their vision of the person and of the world
- A deep respect for all persons, resulting in a desire to know and learn from men and women from various cultural, religious and racial backgrounds
- A strong desire to serve others, improve the human condition and promote faith, peace and justice
- A willingness to take leadership roles in their professional work, with a particular commitment to ethical decision-making in personal and professional situations
- A sense of responsibility for their actions and the consequences of their actions

English Composition

One of the following, to be determined by placement:

ENG 105	Process of Composition	(3 crs)
ENG 110	Composition Seminar	(3 crs)

Fine Arts

Every student must complete either:

FAS 101	Introduction to Fine Arts, and a minimum of 2 additional fine arts credits or:	(1 cr) (2 crs)
FAS 105	Topics in Fine Arts	(3 crs)

Mathematics

One of the following:

CSC 108	Introduction to Structured Programming	(3 crs)
CSC 110	Computer Science I	(4 crs)
MAT 102	Mathematics in Society (For nonscience majors)	(3 crs)
MAT 105	Introduction to Statistics I	(3 crs)
MAT 108	Pre-Calculus	(3 crs)
MAT 111	Calculus I	(4 crs)

Modern Languages

Two courses in the same language or completion of 111 or proof of competence in the language.

Literature

First Level Literature:

LIT 120	Literary Foundations: Methods and Genres	(3 crs)
---------	---	---------

Second Level Literature:

LIT 250	Literary Explorations: Conflicts and Cultures	(3 crs)
---------	--	---------

History

First Level History:

HIS 110	The Twentieth Century	(3 crs)
---------	-----------------------	---------

Second Level History:

HIS 120	History Seminar	(3 crs)
---------	-----------------	---------

Science

Two courses from those listed, but the two must be from separate disciplines (3 crs each):

CHE 105	Introductory General Chemistry
CHE 107	Chemistry for Non-science Majors
CHE 110	General Chemistry I
BIO 105	The Process of Biology
BIO 115	General Biology I
BIO 120	General Biology II
BIO 128	Anatomy and Physiology I
PHY 104	Physical Science
PHY 105	General Physics
PHY 107	Astronomy
PHY 108	Geology
PHY 110	Physics I
PHY 130	Physics for Allied Health
PHY 131	Earth and Space Science

Social and Behavioral Sciences

One of the following courses (3 crs):

POS 110	American Political Process
PSY 110	General Psychology
ECO 110	Macroeconomics

Global Perspectives

One of the following courses (3 crs):

INS 111	World Community
SSC 105	Social Science from a Global Perspective
SSC 110	Anthropology

Philosophy

First Level Philosophy:

PHI 105	Logic and Knowledge	(3 crs)
---------	---------------------	---------

Second Level Philosophy:

PHI 205	Philosophy of the Human Person	(3 crs)
---------	--------------------------------	---------

Theology

First Level Theology/Religious Studies: one of the following (3 crs)

RST 106	The Religious Quest	(3 crs)
RST 107	Catholicism	(3 crs)

* RST 106 or 107 are prerequisites for all other RST courses.

Second Level Theology/Religious Studies: a selection of most 200 and 300 level courses (3 crs). Cannot be satisfied by RST 305.

Ethics/Moral Theology

RST 305 or PHI 305	(3 crs)
--------------------	---------

First Year Program

FYS 101	(1 cr)
---------	--------

Special Notes:

1. A number of skill-strengthening, compensatory courses, intended to develop requisite proficiency, may not be used to satisfy core curriculum requirements. These include ENG 095, Writing; ENG 096, Reading; MAT 090, Developmental Math; MAT 092, Developmental Math II. No more than 6 credits for courses 090-099 may be counted as electives toward graduation requirements.
2. Prerequisite courses must be completed before enrolling in subsequent core courses.
3. International students who do not place in ENG 105 or ENG 110 will be required to complete remedial English Language courses. Students who are not able to place into ENG 105 or ENG 110 after completion of the first remedial English course, must complete another semester of remedial courses. Failure to achieve proficiency in English after the completion of two remedial English Language courses may result in dismissal from the University.



Academic Programs

Majors

A student must fulfill the requirements of an area of major concentration. Wheeling Jesuit University offers the degree of Bachelor of Arts or Bachelor of Science in these areas of concentration:

- Accountancy
- Biology
- Business*
- Chemistry
- Computer Science
- Criminal Justice
- English
- Environmental Studies
- French
- General Science (Biology, Chemistry, Physics)
- History
- International Studies
- Liberal Studies in Elementary Education
- Mathematics
- Nuclear Medicine Technology
- Nursing
- Philosophy
- Physics
- Political and Economic Philosophy
- Political Science
- Professional Communications
- Psychology
- Respiratory Therapy
- Romance Languages
- Spanish
- Theology/Religious Studies

A student-designed **Independent Major** is available.

Major requirements are explained in discipline listings, pp. 27-109.

* Concentrations for a business major include management, marketing and international business.

Minors

In addition to completing the requirements of a major, a student may declare a minor in another academic discipline. Minor programs may be developed within the following guidelines:

1. The completion of five to seven courses (15 to 21 credit hours) excluding 100 level courses that are part of the core curriculum. 40% of these courses must be Wheeling Jesuit University credits.
2. The selected courses must be distinct from those required for the student's primary major. Cognate courses (courses in other disciplines needed to complete major requirements) may be approved as part of the minor program.
3. Students are advised to declare a minor by the beginning of their junior year. Some minors cannot be completed in fewer than two years.

Minor requirements are explained in discipline listings, pp. 27-109.

The following minor programs are available:

- Accountancy
- Biology
- Business
- Catholic Studies
- Chemistry
- Computer Science
- Criminal Justice
- Economics/Finance
- Electronic Commerce
- English
- French
- History
- International Studies
- Mathematics
- Philosophy
- Physics
- Political Science
- Professional Communications
- Psychology
- Spanish
- Theater
- Theology/Religious Studies
- Women's Studies

Double Major

Double majors are possible for some students and required for secondary preparation program students. Major requirements are specified under discipline listings elsewhere in this catalog. For majors which have common courses, **at least 18 credit hours** must be earned from non-overlapping courses in each of the two major areas. Approval for a double major must be secured from the advisor of the first major, the chair of the second major and the Associate Academic Dean before the beginning of the second semester of the junior year. Double majors may require more than the normal four years for completion. Please see minor offerings for each department for an alternative approach which will accomplish similar results.

Second Bachelor's Degree

To earn a second bachelor's degree at Wheeling Jesuit University, a student must fulfill the requirements of the new major, complete or have equivalent courses for the core requirements, including philosophy and religious studies, and fulfill the residency requirements of two full semesters or thirty hours of credit earned at Wheeling Jesuit University. Some majors will involve substantially more than two semesters for completion. A student whose previous bachelor's degree was earned at Wheeling Jesuit University is exempted from the residency requirement.

Special Academic Programs

Teacher Preparation Program

A Wheeling Jesuit University student may follow an education sequence which will result in recommendation for West Virginia Teacher Certification for grades K-12 if the student is able to demonstrate competencies at appropriate levels. The Teacher Preparation Program is open to students majoring in biology, chemistry, English, French, general science, liberal studies, mathematics, physics, Spanish, social studies (history or political science) and theology. Further information can be found under the title Teacher Preparation Program.

Laut Honors Program

The Stephen J. Laut, S.J., Honors Program is intended for students with a record of exceptional academic achievement and the desire to participate in a program of greater academic challenge. The aim of the program is to give talented and motivated students the encouragement for intellectual exploration in the company of fellow Laut Scholars. See Laut Honors Program in Programs & Courses of Instruction section for program information and requirements.

Independent Major

The independent major is a student-constructed major available as an alternative to one of the standard concentrations. This innovative program provides the opportunity to study subject areas not otherwise available at the University.

An independent major will involve courses from two or more academic disciplines and may include a variety of non-traditional courses such as independent study courses, field-experience courses and courses taken at other accredited institutions. The result, however, must be a carefully integrated interdisciplinary sequence.

Approval for an independent major must be secured from the Associate Academic Dean before the beginning of the junior year. Only students in good academic standing may enter.

Independent majors have included psychosocial aspects of aging, comparative western cultural studies, health care counseling, architectural design, graphic journalism, public health administration and juvenile delinquency rehabilitation.

Independent Study

Each department provides independent study courses, numbered 172, 272, 372 and 472, so that a student can undertake an academic project which lies **outside the regular course offerings**. These projects, frequently related to a student's career interests or preparation for further study, can be based on the discipline of a particular department, such as biology or history, or on the integration of that discipline with other areas of knowledge (e.g., a project in bioethics or the history of science). To be eligible to undertake an independent study project, a student must be a junior or senior in good academic standing. A student is limited to one such course per semester. A grade will be assigned for the course. Individual study projects must be approved during the first week of a semester by the departmental contact person and by the Associate Academic Dean no later than the second week. A student interested in an independent study project should first discuss the project with the faculty advisor and then contact the registrar.

Tutorials

Any course listed in this catalog but **not currently offered** may be taken as a tutorial under the direction of a member of that department. Approval of the faculty advisor, the instructor, the departmental contact person and the Associate Academic Dean must be obtained in advance.

Internships and Field-Experience Courses

Internships are sponsored by several departments. Typically organized as 1-3 credit courses in coordination with off-campus agencies and businesses, on-campus units or sponsored programs, the internships are arranged by the sponsoring department with the approval of the Associate Academic Dean. Faculty members in the sponsoring departments provide guidance and assign grades and credits for courses, which are identified by a 373-374, 473-474 listing. Internships are effective academic tools because they supplement theoretical study with practical learning experiences for upperclassmen. Students interested in internships should confer with their faculty advisor, or visit the career center.

A similar practical approach to university study is the field experience, available in a number of departments, usually as part of a regular course. In the field-experience approach, arrangements are made for an individual or the class to visit a location which provides the resources for learning.



Cooperative Education

The Cooperative Education Program is designed to help prepare students for responsible positions of leadership and service in business, industry and government. As a practical supplement to the University's value-oriented, liberal arts curriculum, the program seeks to provide qualified students with full- or part-time off-campus work experiences as they relate to and are integrated with the objectives and curriculum of participating academic departments.

The program involves a cooperative arrangement between the University and employers. A student may apply for the program after completion of the sophomore year. Academic areas which sponsor students for cooperative education include: Biology and Clinical Science, Business Technology, Chemistry, Criminal Justice, English, Modern Languages, Psychology, Political Science and Professional Communication. Inquiries should be directed to the appropriate department chair.

Credit by Examination

Certain courses may be challenged for credit by examination. These include both introductory and upper-division courses, as designated by each academic department. Examinations may be standardized tests such as CLEP or examinations designed by the departments. Students who pass such tests, according to departmental grading standards, will be awarded University credit. No more than 30 hours of credit may be counted toward a degree at the University through such exemptions by examination.

The CLEP program is administered through the Adult and Continuing Education Office. It is the responsibility of the student to arrange for testing, to submit all required forms, to pay requisite fees and to prepare himself or herself for the examination. Inquiries should be directed to the Adult and Continuing Education Office.

Study Abroad Programs

Wheeling Jesuit University encourages travel and study abroad as part of the education experience. Extended programs of one or two semesters in length, as well as shorter study tours, are available through Wheeling Jesuit's collaboration with other Jesuit universities and with a consortium of West Virginia colleges and universities. Study Abroad programs are coordinated through faculty in various disciplines.

English Language Institute

The English Language Institute is located on campus and is affiliated with the University. Classes are available for students enrolled in the University, students anticipating enrollment, or individuals here **only** to learn English. Courses in the program count toward University credit for students enrolled full-time at WJU.

For further information, contact the director.



Academic Procedures and Regulations

Graduation Requirements

To be eligible for graduation, a student must:

1. complete the required core curriculum courses, (see pp. 14-15);
2. complete the requirements in a major area of concentration;
3. complete a minimum of 120 credit hours with an adjusted grade point average (GPA) of no less than 2.0;
4. complete at the University not less than 18 credit hours required for the major (to be determined by the Chair of the major department);
5. complete at the University the last 30 hours required for a degree;
6. complete 2 programs in each of the eight dimensions of the Wellness Program for a total of 16 programs (see p.114);
7. satisfy all financial obligations to the University;
8. complete assessment tests and interviews which may be required;
9. submit an application for graduation at least six months prior to the graduation date.

Academic Integrity

A complete description on academic integrity can be found in the Student Handbook. 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 or cheating makes a student liable for an “F” for the course, as well as for 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 published guidelines found in the Student Handbook.

Grades

The number of grade points received in any one course is obtained by multiplying the course grade (in quality points) by the number of credits in the course; e.g., a grade “A-” in a three-credit course equals 11.1 quality points (3 x 3.7). The GPA (Grade Point Average) is computed by dividing the total of the quality points received in a specified number of courses by the total number of credits in those courses. The adjusted GPA is the grade point average as adjusted to account for grades from courses which are repeated or which substitute for courses in the individual’s academic record.

Official grades used by Wheeling Jesuit University and their grade point equivalents are as follows:

A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Average
C-	1.7	
D+	1.3	
D	1.0	Passing
F	0.0	Failure
Fa	0.0	Failure for excessive absences
I	Not computed	Incomplete (must be removed)
W	Not computed	Approved withdrawal
WP	Not computed	Approved withdrawal; passing at time of withdrawal
WF	Not computed	Approved withdrawal; failing at time of withdrawal
X	Not computed	Uncompleted – must reregister for course next semester
Cr	Not computed	Credit for course
NCr	Not computed	No credit for course
NG	Not computed	Grade not reported by the instructor

NOTE: While C-, D+, and D may be passing for an individual performance, an AVERAGE of C (2.0) is required for graduation.

At the end of a semester a teacher may assign a grade of “I” if, at the time the grade is submitted, the student is passing the course, but because of unusual or emergency circumstances (e.g., illness), has further work to submit. An incomplete grade may be assigned only if a student has completed all of the course work assigned and due before the last day for course withdrawal (WP-WF). Incompletes may not be given simply for the purpose of improving a grade by doing additional work. To receive a grade of “I” a **student must obtain from the Registrar’s office** a “Petition to Receive an Incomplete” form to fill out and submit to the instructor for approval. The instructor will then turn in this form with his or her final grades at the end of the semester. In the absence of such a request, the instructor may give a final grade of “I” on the grade sheet. A grade of “I” not converted to a final grade by the end of the third week of the following semester will automatically be changed to a grade of “F.”

A grade of “X” will be assigned in courses which by their nature normally require work to be done over the course of the entire year (e.g., Senior Seminar, 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.

Transfer of Credit

For currently enrolled students, see Summer Session, p. 24; for students transferring into the University, see Transfer Policies, p. 8.

Pass/Fail Option

Juniors and seniors with cumulative GPA's of 2.5 or better may register for one course each semester on a credit/non-credit basis, provided that the course is not one required in the core curriculum or in the student's major or minor. This choice on the part of the student must be indicated at the time of registration, and may not be altered during the progress of the course. For passing work in the course, the mark of "Cr" and the credit-hours received are recorded on the student's permanent record; if the student does not pass the course, the mark of "NCr" is recorded on the permanent record, but hours attempted are not recorded. The marks of "Cr" and "NCr" are not computed in the GPA. Once a student has registered for a class as pass/fail, he or she cannot, at a later date, request that the class be taken for a grade.

Repetition of Courses

Students may repeat a course **one time** if they receive a grade of C- or lower, or if they need a higher grade to meet the specifically stated requirements to enter or continue in a major or a program. Students who choose this option must complete the identical course (or, with the approval of the appropriate dean, its close approximation), and must secure the written approval of the advisor before retaking the course.

Students may **not** repeat a **core** course in which they receive a grade higher than a C-, or any course other than those stated in this policy, without permission of the Academic Life Committee. If a student repeats a course, both grades will appear on the transcript, but only the highest grade will be factored into the student's adjusted GPA.

Access to Grades

Grade reports are released at the end of each term to students and advisors. Grades and other academic records are also available to duly constituted University committees, which may include one or more students acting in official capacities. Grades will also be released to parents if a student has signed a waiver form filed in the Registrar's Office. This waiver form permits parents access to the academic record for the duration of the student's enrollment. Parents may also gain access to academic records with proof of dependency.

Examinations and Tests

Semester grades are based upon regular exercises, quizzes, tests, the student's class participation (depending upon the instructor's policy), and the final examination in the course. At least one formal test (of an hour's duration) or equivalent evaluation will be given in each course each half-semester, exclusive of any quizzes and of the final examination. Except for seminars, a formal final examination is required for each course offered in a semester, to be given at the time and place designated in the examination schedule published by the Registrar's office.

Academic Standing

Student Status

Students are classified as follows:

Freshman	— less than 27 semester hours
Sophomore	— minimum of 27 semester hours
Junior	— minimum of 60 semester hours
Senior	— minimum of 90 semester hours

Every student in the University must maintain an adjusted grade point average (GPA) of 2.0 in all courses required for graduation in order to be considered in **academic good standing**. A student who holds a scholarship must maintain the grade point average (or higher) specified by the conditions governing that scholarship in order for it to be renewed for subsequent years. The adjusted grade point average is used for the purposes of academic probation, academic suspension and academic dismissal.

Academic Probation. Academic probation carries a serious warning to the student, for unless improvement is noted in the probationary period, academic suspension or dismissal can follow. A student whose cumulative adjusted grade point average falls below 2.0 is automatically placed on academic probation. A student whose semester grade point average falls below 2.0 may be placed on academic probation. A first term freshman, however, will not be placed on academic probation unless the average falls below 1.8. A student may remain on academic probation for more than one semester provided significant progress is made toward earning the requisite 2.0 adjusted GPA.

While on academic probation, a student:

1. may be limited to four courses (12 hours) per semester;
2. may have special restrictions placed on the program of studies by the Associate Academic Dean;
3. may not hold office in student government, any University activity, departmental club, or class board;
4. may not serve as an editor of any student publication;
5. may not practice or participate in varsity athletics or major theatrical productions.

Activity and faculty advisors are required to enforce this policy. No student on academic probation, who is also currently eligible for academic dismissal, may participate in an official capacity in any University-sponsored extracurricular activity without the written permission of the Associate Academic Dean. Students should be aware that academic probation and loss of financial aid eligibility are two separate issues.

Academic Suspension. Failure to improve or meet the conditions of Academic Probation can lead to academic suspension. Academic suspension is an enforced termination of formal studies at Wheeling Jesuit University for at least one semester. Students who are suspended at the end of spring semester may **NOT** attend summer session classes here at the University. At the end of the period of suspension, the student must formally request reinstatement by writing to the Associate Academic Dean. During the period of suspension, the student should have fulfilled the conditions specified by the Associate Academic Dean in the letter of suspension.

Under some circumstances, the Academic Life Committee may recommend that the Associate Academic Dean impose academic suspension upon a student who is otherwise eligible for academic dismissal.

Academic Dismissal. Academic dismissal, unlike suspension, is a permanent termination of formal studies at Wheeling Jesuit University. A student can be dismissed when any of the following occurs:

1. grades of “F” are awarded in two or more courses in a single semester;
2. there has been a failure to achieve the required minimum GPA at the end of the academic year: Freshman–1.6, Sophomores–1.8, Juniors–2.0;
3. there has been a failure while on academic probation to show significant improvement.
4. Two or more semesters of academic probation.

First-semester freshmen who are eligible for academic dismissal, upon the recommendation of the Academic Life Committee, may petition the Associate Academic Dean to repeat all courses taken in the first semester, even those in which credit was earned. In effect, such students begin their university work anew. Students who have had a “wipe-out” of their first semester work will be placed on academic probation for the following semester.

Disciplinary Suspension. Disciplinary suspension is imposed by the Student Life Office and is not in itself an academic sanction. However, any student placed on disciplinary suspension with the provision that he or she may reapply for admission to the University must secure the approval of the Associate Academic Dean and department chairs before taking courses at another institution during the period of suspension. The permission form for taking such courses is obtained from the University Registrar.

Readmitted Student. Students who have been absent from the University for one semester or longer must apply for readmission through the office of the Associate Academic Dean. Students who were absent from the University for less than one calendar year 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 one calendar year or more will follow the catalog requirements in effect during their first semester of course work after readmission to the University.

Clinical Progression Policy: Nursing and Clinical Science Majors

Wheeling Jesuit University students entering clinical sequences at area hospital and health agency affiliates are in a special situation: they are preparing themselves for certification/licensing examinations; they are given significant responsibility for the well-being of patients under their care; and they represent to their professional community the quality and ethical dimension of their education at WJU.

Consequently, the University sets academic standards for progression in clinical work for each health-related major, as described under these headings later in the catalog or in a handbook specifically prepared for each major: nursing, respiratory therapy, nuclear medical technology. The University also reserves the right to exclude any

student who in the opinion of his/her instructors has demonstrated behavior or attitudes incompatible with safe, ethical and professional development which could seriously jeopardize the welfare of patients.

Course Changes and Withdrawals

Students may alter their course schedule without academic penalty by dropping or adding courses during the official drop-add period as announced in the academic calendar. Courses may not be added after the last day of the drop-add period. Forms for all course changes or withdrawals may be obtained from the Registrar’s office.

The following regulations apply to withdrawals from the courses:

1. From the end of the drop-add period until 20 days before the last day of class, any course may be dropped with the approval of the instructor and the faculty advisor. For withdrawals during the first 20 class days, a grade of “W” will be recorded on the transcript. After that date, a grade of “WP” will be recorded on the permanent record if the student was passing at time of withdrawal. A grade of “WF” will be recorded if the student was failing at time of withdrawal.
2. Any requests for a grade “W,” “WP,” or “WF” after the termination of the allowable withdrawal period must be submitted to the Associate Academic Dean for approval.
3. Unauthorized withdrawals from courses will result in the student being assigned “Fa” grades for the course.

Class Attendance

Prompt and regular attendance at all the classes, laboratories and other activities that are part of a course is expected of every student, and it is the student’s responsibility to keep a record of absences. Freshmen and all students on academic probation are permitted no more than six absences in 3-credit courses that meet three times a week. For courses that meet fewer than three times weekly, or are taught for fewer credits, the number of allowed absences is proportionately reduced. In 4-credit courses or higher, the number of allowed absences is also determined proportionately. **Late entry into a class either by adding the course or late enrollment constitutes absence from that class.** Attendance policy for upperclassmen is set in each course by the instructor, who will announce the policy at the first meeting of the course. The credit and grade which a student receives for a course should reflect the student’s active participation, as well as the ability to complete assignments and pass tests. Exceeding the maximum number of absences results in a grade of “Fa,” (failure due to excessive absences).

Non-Degree Status

Persons who wish to take classes at WJU 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 Registrar’s Office at 304-243-2238. Non-degree students are not required to submit high school or college transcripts, however, they must file an application and the \$25

22 ACADEMIC REGULATIONS

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. Transient students must provide a transient form from their institution stating that they are in good academic standing and have permission to enroll in the course(s).

Audit

Audit students are not required to do course work or to take examinations but are expected to attend class regularly. Note that no grade or University 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.

Limitations on Courses

Regular Session. The normal course load for a semester is 15-17 semester hours. With the written approval of their advisor, students with a cumulative average of 3.0 or better will be allowed to register for a maximum of 18 credits without being billed for extra tuition charges.

Summer Session. A Wheeling Jesuit University student enrolled in the summer school may take no more than four courses (12 credit hours) per summer. No more than two courses may be taken in a single session. A Wheeling Jesuit University student who takes summer courses at another institution for transfer to the University may take no more than three courses (9 credit hours). Before registering elsewhere, a student must fill out the appropriate form obtained from the Registrar's Office.

Day/Evening Crossover Policy

Each student's choice of division is determined by personal and career circumstances and responsibilities. The Division for Adult and Continuing Education offers programs geared to the **special** educational needs of an adult working student. The day school addresses the needs of the recent high school graduate or the adult student whose primary role during his/her college years is that of a full-time student.

Once a division of the University is selected, each student is bound by its distinct degree requirements and system of advisement. Students may not register for courses outside their division without the written approval of the appropriate administrative officers of both the Dean for Adult and Continuing Education and the Associate Academic Dean.

Specifically:

1. Core curriculum courses required of day school students may not be taken in the Adult Education program; likewise, core curriculum courses required of evening program students may not be taken in the day school. (Only BLA and Evening BSN degree students may enroll in either day or evening courses with approval of their academic advisor.)

2. Only those courses that are cross-listed in the Master Class Schedule are open to both day and adult students without special approval of both Deans.
3. Other courses offered in one division which are not cross-listed may under exceptional circumstances be taken with the approval of both Deans.

The Appeal Process

Students who believe they have been treated unfairly in a course or deserve an adjustment in academic status may appeal their situations, provided they follow proper procedure. After consulting with the faculty advisor, a student's first step in the appeal process is to confer with the person most immediately responsible, usually the instructor. If further steps are necessary, the student should take the appeal, in this order, to the department chair, the Associate Academic Dean and the Chief Academic Officer. Adult students follow the same procedure with the corresponding Deans handling the appeals. Final appeals – after all other steps have been taken – are the concern of the President first, and then the Board of Directors.

Students who feel they are entitled to an exception to the University's academic regulations should petition the Associate Academic Dean who may seek the recommendation of the Academic Life Committee.

A student who intends to appeal a grade must initiate the appeal process within six weeks of receiving the grade.

Student Access to Education Records

In accordance with the Family Educational Rights and Privacy Act of 1974, Wheeling Jesuit University students have the right to review, inspect and challenge the accuracy of information kept about them in various official University files. Students may waive this right. Details of the procedures established by the University are available from the Office of the Registrar.

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.

Recognition of Student Achievement

Graduation Honors

To be eligible for degrees with distinction, there are two categories of honors.

For students having completed at least 60 graded semester hours at Wheeling Jesuit University, the three honors averages are:

3.85	Summa cum laude
3.70	Magna cum laude
3.50	Cum laude

For students with at least 30 but less than 60 graded semester hours, the honors average is:

3.50	With distinction
------	------------------

Computation of the average is based solely on courses completed at Wheeling Jesuit University, computed by dividing the number of hours into earned quality points.

Honors for Student Achievement

Commencement Awards. Each year at graduation or the Senior Luncheon, awards are given to seniors who have distinguished themselves.

The **Valedictorian** is selected on academic merits as that student who has earned the highest average among the graduates. (At least 90 of the hours must be completed at Wheeling Jesuit University.)

The **Katherine Fouts Award** is given for exceptional service to Wheeling Jesuit University and significant contribution to the quality of campus life, without reference to academic performance.

Through a bequest of Emelda Elfrida Paul, **Henry F. Paul Silver Medals** are awarded to the two undergraduate students who earn the highest average in the bachelor of arts degree program and Bachelor of Science degree program from a minimum of 60 graded credit hours at Wheeling Jesuit University.

Medals are also awarded to the two undergraduate students who earn the second highest average from a minimum of 60 graded credit hours in the bachelor of arts degree program and the Bachelor of Science degree program at Wheeling Jesuit.

The **Archbishop John J. Swint** and **Mary Woomeer** medals, reflecting **both** academic distinction and service to the University, represent the crowning achievement for a student at Wheeling Jesuit University. A minimum "B" average (3.0) is required for eligibility, and selection is by full-time faculty and administrators of the University voting through confidential ballot.

The **University Activities Award** is given to the student whose participation in a variety of student activities has enriched the University community.

Edward J. Gannon, S.J. Collegian of the Year Award is given to one member of each class, voted upon by classmates.

The **Frank R. Haig, S.J. Award** of \$2,500 is given at commencement each year to the graduating senior in a science field (biology, chemistry, mathematics, physics, psychology, clinical sciences and computer science) who most embodies the concept of "individual excellence for public usefulness." Endowed by Mr.

and Mrs. W.W. Holloway, Jr., the award honors the third president of WJU, a distinguished nuclear physicist and civic leader.

The **Forrest Kirkpatrick Award** is given for high achievement in economics.

The **Charles Currie Scholar Athlete Award** is given to the senior who has participated in intercollegiate athletics and has the highest GPA upon graduation.

The **Intercollegiate Athlete of the Year Award** is given to the outstanding intercollegiate athlete.

Departmental Awards may be given by academic departments to the outstanding student from each discipline.

Honors Diploma. Each student who completes the Stephen J. Laut, S.J., Honors Program is recognized at commencement and receives a diploma attesting to the distinction of the degree. This honor is in addition to other recognition conferred upon students with high academic averages.

Gloriam Award for Leadership and Excellence. An honor awarded annually to a limited number of students in each class in recognition of outstanding leadership and service within the University community and attainment of academic excellence.

Dean's List. At the end of each semester, the Office of Academic Affairs publishes the names of students who have earned a grade point average (GPA) of at least 3.5 for all courses taken that semester. A student must be registered for at least 12 graded semester hours to be eligible for Dean's List.

Alpha Mu Gamma. A national honorary society open to students who have distinguished themselves in modern languages.

Alpha Sigma Nu. Men and women who distinguish themselves in scholarly pursuits, loyalty and service to the University and community are eligible for membership in the National Jesuit Honor Society.

Beta Beta Beta Biological Honor Society. A national honor society that recognizes students who have distinguished themselves in biology.

Gamma Sigma Epsilon. A national honor society that recognizes outstanding academic achievement by chemistry majors.

Kappa Delta Pi. International honor society in education.

Phi Sigma Tau. A national honor society open to students who have distinguished themselves in philosophy.

Psi Chi. A national honor society open to students who have distinguished themselves in psychology.

Sigma Iota Rho. A national honor society open to students who have distinguished themselves in the academic areas of international studies, international business or peace studies.

Sigma Beta Delta. A national honor society that recognizes business majors who have distinguished themselves in academics and leadership.

Sigma Pi Sigma. A national honor society awarding distinction to qualifying students of high scholarship and promise of achievement in physics.

Sigma Theta Tau International Nursing Honor Society. An international honor society for nurses who have distinguished themselves in nursing scholarship and leadership.

Theta Alpha Kappa. A national honor society open to students who have distinguished themselves in theology.

Summer Session

Each year the summer session offers a variety of undergraduate and graduate courses. The summer session serves the needs of undergraduate and graduate students from the University and the region. It also serves as a bridge for high school graduates who wish to begin their college work before the fall semester.

High school juniors who meet the advanced placement standards of their high schools may enroll in summer courses. Upon successful completion of these courses, they will be awarded regular university credit.

Preparation for Graduate and Professional Studies

Graduate School

Many of the undergraduate programs at Wheeling Jesuit University are foundations for graduate study; some majors are designed specifically to fulfill the prerequisites of graduate schools in the arts, sciences and social sciences. When a student's needs cannot be fulfilled by an existing program, the independent major, along with faculty guidance and consultation with the director of the proposed graduate program, may be appropriate. Students should consult the appropriate graduate program director for information about graduate programs, procedures for applications and scholarship opportunities. Also, the career library has directories and a large collection of the catalogs of graduate schools around the country.

Law School

Various concentrations and majors can serve as preparation for law school. However, the majority of the American Bar Association approved law schools grant or deny admission based on the Law School Admissions Test (LSAT) and undergraduate GPA, with the LSAT score as the most important criterion. Students who are interested in law school are encouraged to contact the Pre-Law Academic Advisor, Thomas Michaud, Ph.D. (Philosophy Department), as early as possible in their academic careers.

Health Pre-Professional Programs

WJU offers a well-rounded science and liberal arts education for students seeking careers in health pre-professional disciplines or related fields of study. Areas of study include, but are not restricted to, pre-medical, pre-veterinary, pre-pharmaceutical and pre-dental programs. Students typically major in biology or chemistry; however, with appropriate prerequisites in the sciences met, alternative programs may be developed. WJU has also established a Health Pre-Professional Committee, consisting of four faculty members. The Committee guides students with program planning so that they will have completed the appropriate courses required by their choice of professional school.

The Health Pre-Professional Committee will also provide professional institutions with additional information relevant to the expected success rate of our students. One of the Committee's functions is, upon the request of a student, to write a collective letter

of assessment for the student applying to professional school. The assessment includes not only G.P.A. and scores on pre-professional examinations, but also the consideration of the strengths and weaknesses of the student as observed by his or her professors. All of these materials are then considered in the context of the likelihood that the student possesses the ability and initiative to successfully complete an educational program at the professional level. Because the Committee's recommendations are taken seriously, WJU's well-prepared and motivated students hold an excellent record for acceptance into professional schools.

Physical Therapy Pre-Physical Therapy Preparation

Wheeling Jesuit University offers a pre-physical therapy concentration to students interested in entering the graduate program. It is designed to prepare students for entry into the professional entry-level program. Students pursue a baccalaureate degree in a major of their choosing in addition to completing the prerequisite courses in biology, anatomy/physiology, chemistry, physics, statistics, math and psychology. Although students are advised by faculty members in their chosen majors, information and guidance is provided by the Department of Physical Therapy. The Physical Therapy Club offers students an avenue to learn more about the profession, to meet with the current graduate students and to prepare for the transition to the graduate program. A WJU student receives priority in the admissions process provided that the student maintains the minimal GPA (3.0), completes required courses, successfully completes the interview process and meets the WJU application deadlines.

The professional program consists of two years of intensive course work and clinical assignments spanning six consecutive terms. The graduate earns a doctoral degree in physical therapy. The physical therapy curriculum utilizes Problem-Based Learning rather than the traditional lecture method of presentation. Students are assigned to small study groups and guided by a faculty tutor toward independent learning. This curricular design prepares the student exceptionally well to enter the clinical setting as a creative, reflective and flexible problem solver. This is verified by our students' high ratings by clinical instructors and our graduates attaining exceptionally high passage rate on the licensure examinations.

Admission Process for the Physical Therapy Program

Cohort classes begin each Fall on a rolling admission basis. Applications are reviewed in January for a Fall class. Personal interviews are scheduled for eligible candidates. This process continues until the class is filled. Applicants are notified in writing of their status regarding acceptance into the program. The status could be either full or conditional acceptance, placement on an alternative list or rejection of the application. The following are the admission requirements.

Admission Requirements

1. A baccalaureate degree in any field.
2. Candidates must earn at least a 3.0 GPA in requisite courses for the selected major including the Liberal Arts Core. In addition, candidates must complete the courses listed

below with a 3.0 and with no grades below “C” in the science and math courses (shown with an asterisk*).

Course	Credits	WJU Equivalent
*Biology	8	BIO 115, 120, 121, 122
*Chemistry	8	CHE 110, 120, 121, 122
*Human Anatomy & Physiology	7	BIO 127, 128, 129
*Physics	8	PHY 110, 120, 121, 122
*Statistics	3	PSY 115
Psychology	9	PSY 110, 212 Developmental (in addition to PSY 115 above)
Other Core	39	Requirements in completion of Liberal Arts Core

3. Interview Process: The interview is used to evaluate the student’s verbal/nonverbal communication, the understanding of the profession of physical therapy and group interaction skills. These are important abilities in the Problem-Based Learning professional program. A sample writing exercise is done during the interview process which is used to evaluate the writing ability. References are another method used to determine a student’s preparation for the graduate Physical Therapy Program. Three letters of reference are required.
4. Direct observation of physical therapists working in a variety of settings is recommended.
5. Graduate Record Exam (GRE) scores are considered in the admission process.

A full description of the graduate physical therapy program is available in the Wheeling Jesuit University Graduate catalog. Brochures and application packages are available from the Department of Physical Therapy, call 866-243-2068 toll free or email wjupt@wju.edu.

Adult Education

Wheeling Jesuit University offers degree and degree completion programs during evening hours which are designed to meet the special needs of the adult learner and working public. These programs include a Bachelor of Science in Business Administration with majors in accounting, management and marketing; a Bachelor of Liberal Arts; a Bachelor of Science in Allied Health Administration; a Bachelor of Science in Nursing for registered nurses with an RN to MSN track (also available on-line); a Bachelor of Arts in Administration of Justice and a Bachelor of Arts in Organizational Leadership and Development. Each degree is a self-contained unit whereby all course requirements can be completed by attending evening classes. All degree programs are approved for veterans’ benefits.

The Division of Adult and Continuing Education also offers professional certificate programs and other continuing education. For additional and more specific information consult the Adult Student catalog or contact the Office of Adult and Continuing Education, 304-243-2250 or 1-800-873-7665.

Graduate and Doctoral Programs

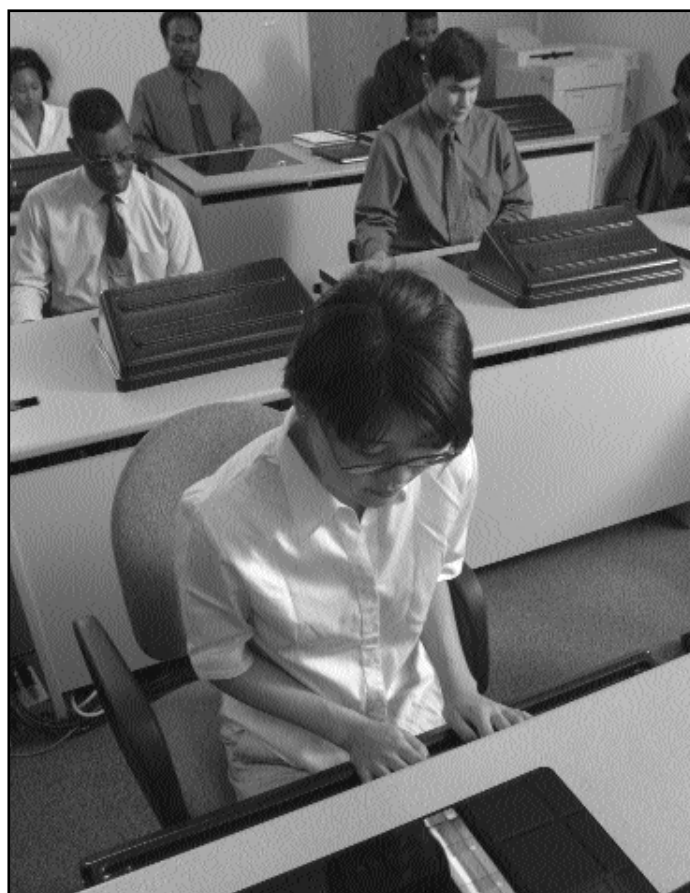
Wheeling Jesuit University offers an M.B.A. (Master of Business Administration) and M.S.A. (Master of Science in Accountancy) program. Both programs are professional in nature and attempt to integrate the traditional liberal arts with a modern career-oriented curriculum.

Wheeling Jesuit University offers the Master of Arts degree in Applied Theology, with concentrations in religious education, pastoral theology and spirituality. Another program leads to the Master of Science in Nursing with focuses on either nursing administration or family nurse practitioner. These graduate programs are designed for the convenience of working adults.

The Master of Arts in Science and Mathematics Education Program is designed for current science and mathematics teachers of students in grades 6-12. The program is completed in seven semesters: three summers of on-campus classes, two fall and two spring semesters via distance learning.

Wheeling Jesuit University offers a Doctor of Physical Therapy degree. This degree involves two full calendar years of work and uses a “problem-based approach” as its curricular organizing principle. Wheeling Jesuit University students are given priority in the application process. However, transfer students are considered after all Wheeling Jesuit applicants have been evaluated. The program is CAPTE accredited.

For more information, consult the Graduate catalog or contact the Division of Adult and Continuing Education, 1-800-873-7665.



26 NOTES

NOTES: