

Academic Procedures & 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.122);
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.

Financial Requirements for Finals & Graduation

All balances are to be paid in full prior to exams or graduation activities. If the student's account has an outstanding balance, he/she may not be permitted to take final exams and/or participate in any or all graduation functions, including actual graduation ceremonies. Also, any student having a balance due on his/her account will be unable to receive his/her diploma or transcripts.

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. 25; for students transferring into the University, see Transfer Policies, p. 9.

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.

All students whose accounts are not resolved with the Business Office two weeks prior to the start of the final examination period will NOT be permitted to take any final exams. This same policy applies to students currently enrolled with Tuition Management Services (TMS) if the student's account is considered delinquent or if an additional amount is due. Students will not receive a final grade in a course until they have completed all requirements for that course, including the final exam.

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. 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 Admissions. 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:

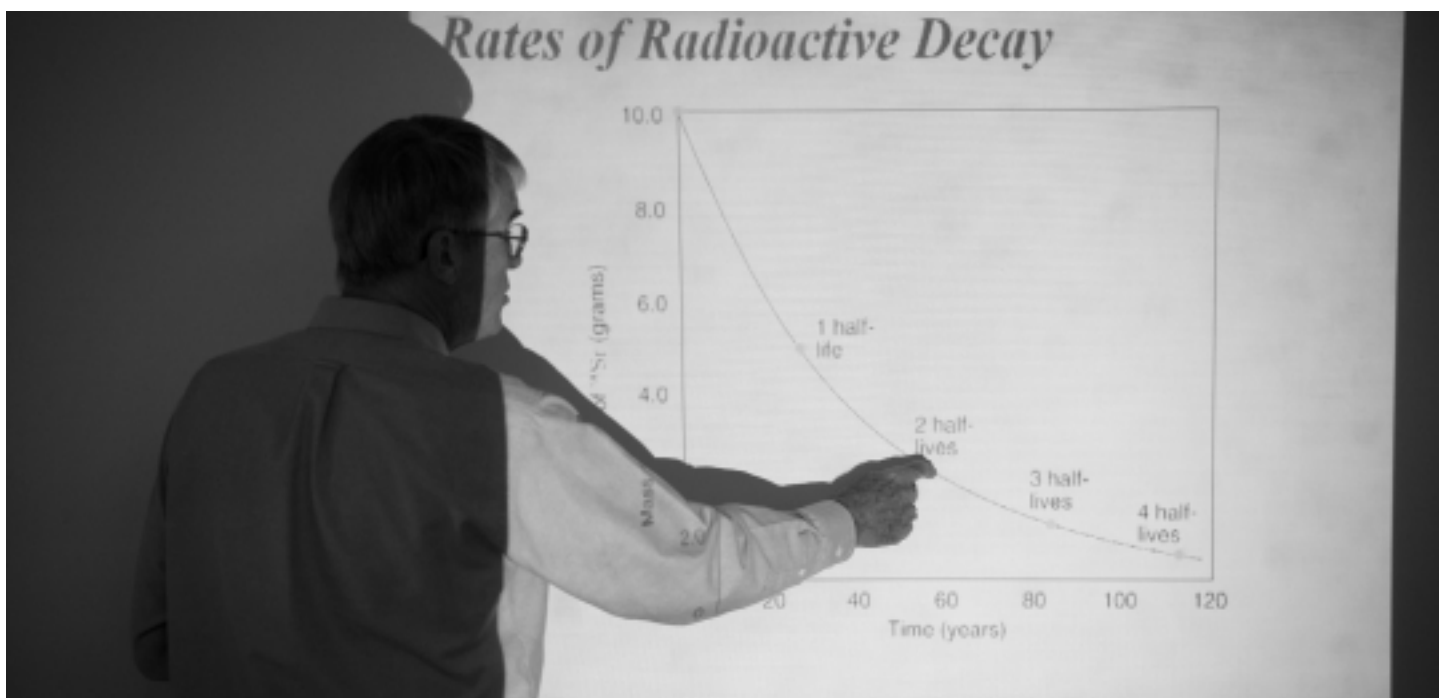
1. From the end of the drop-add period until 20 days before the last day of class, any course may be dropped with the approval of the instructor and the faculty advisor. For withdrawals during the first 20 class days, a grade of "W" will be

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. Failure to attend a class or a laboratory for any reason is counted as an absence; University policy does not differentiate 'excused' from 'unexcused' 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 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 Adult and Continuing Education Division 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.
3. Other courses offered in one division which are not cross-listed may under exceptional circumstances be taken with the approval of the Associate Academic Dean.

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. Official transcripts bear a fee per copy.