

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, who wish to take courses at another accredited institution, please consult the registrar’s office for necessary forms and procedures for students transferring into the University, see Transfer Policies, p. 9.

Pass/Fail (Credit/Non-credit) 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 Associate Academic Dean. 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 as demonstrated on their federal income tax paperwork.

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 ECSI 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 Development 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.