

# 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 2.000;
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 within the prescribed time frame as published by the Registrar's Office.

## 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, 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.