

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. See Appendix A for a more detailed explanation of this policy.

Transcripts

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

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:

3.850	Summa cum laude
3.700	Magna cum laude
3.500	Cum laude

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

3.500	With distinction
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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. Graduation honors are bestowed at the same time the student's degree is conferred.

Honors for Student Achievement

Commencement Awards. Each year at graduation or the graduation banquet, 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.)

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.

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 WJLU, 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 Registrar's Office and the Office of Academic Affairs compile the names of students who have earned placement on the Dean's List. To be eligible for this distinction, a student must have completed and have been graded for at least 12 credit hours during the given semester and have earned a grade point average (GPA) of at least 3.5 for all courses taken that semester. Courses taken as pass/fail, audited courses, and grades of "I" or "X" do not count toward the minimum of 12 hours needed.

Alpha Epsilon Delta. A national honorary society for Pre-Health Professions.

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

Alpha Phi Sigma. A national honorary society for students in Criminal Justice.

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.

Kappa Mu Epsilon. A national honor society open to students who have attained academic distinction in mathematics.

Lambda Beta. The national honor society that recognizes students who have distinguished themselves in Respiratory Therapy.

Lambda Pi Eta. A national honor society for students who have distinguished themselves in Communications.

Phi Alpha Theta. A national honor society open to students who have distinguished themselves in philosophy.

Phi Sigma Tau. A national honor society for students with strong interest and proven track record in history.

Physical Therapy Honor Society. A national honor society for students who have distinguished themselves in physical therapy.

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 Tau Delta. An international honor society for those who have distinguished themselves in English.

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