Graduate Admissions

Requirements

Admission requirements may vary according to the specific graduate program. Therefore, expected admission standards are described under each graduate program.

Application Procedure

Complete applications consist of the following items which are to be sent directly to the Graduate Office:

1. Application form for the specific graduate program along with a $25 non-refundable application fee.
2. All official college/university transcripts.
3. Graduate school test scores as required by specific program.
4. Three (3) letters of recommendation.

Levels of Admission

Students may be admitted in one of the following categories (provisional and special admission are not available to MBA, MSA or MPT students with the exception of transient students):

1. Full Admittance – Students who meet all qualifications of the program to which they have applied.
2. Special Admittance – Students who have not yet completed the application process, or students who are interested solely in specific courses for personal development. Normally, no more than twelve hours (six hours in the case of MSN) may be taken by a special admittance student and later applied toward a graduate degree.
3. Provisional Admittance – Students whose qualifications fall short of the requirements for full admittance, but whose other qualifications and experience indicate their potential for achievement. These students may be admitted to the program on the recommendation of the appropriate Graduate Admissions Committee and the director of that program. After successful completion of four approved courses (minimum of eight hours) with a “B” grade point average, they may be considered full admittance status.

Graduate Management Admissions Test - General Record Exam

Applicants should plan to take the required graduate admission test (usually GMAT or GRE). Informational brochures may be obtained by writing either the Wheeling Jesuit University Graduate Office or The Educational Testing Service, Princeton, New Jersey 08540. Arrangements for taking the test, including payment of the fee, should be made directly with ETS.

When requesting GMAT or GRE scores to be sent to Wheeling Jesuit University, students should indicate the University’s graduate code number, which is 5906.

Academic Policies

Academic Integrity

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 in a major term paper or cheating on a final examination makes a student liable for an “F” for the course, as well as to 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 separately published “Guidelines on Integrity” available from the appropriate director.

Grading System and Scholastic Average

In each graduate course, the student will receive one of the following grades: A, A-, B+, B, B-, C+, C, W, F, or I (Incomplete). The highest passing grade of “A” is assigned for work which is distinguished. The ordinary passing grade of “B” is awarded for course work which is clearly satisfactory at the graduate level. The lowest passing grade of “C” is awarded for work which is minimally acceptable at the graduate level. The failing grade of “F” is given for work which is unsatisfactory.

A student who receives grades of “C” or less may be subject to academic review and may be required to withdraw.
Special Privilege for Undergraduate Seniors

Undergraduate seniors at Wheeling Jesuit University with at least a 3.0 cumulative average may take up to six hours of graduate business courses, given that there is room in the course, and as long as they have taken the necessary prerequisites. Only six credits can “double count” to fulfill hour requirements in both the undergraduate and graduate programs. These students need to have the approval of the Associate Academic Dean and their academic advisor in order to register for graduate business courses. These students need not submit the admissions documentation required of graduate students.

Course Withdrawals

The following regulations apply to withdrawals from the courses:

1. With the approval of the instructor and the program director, students may withdraw from courses until approximately four weeks before they end. (See academic calendar for date in each semester.) For withdrawals a grade of “W” will be recorded on the permanent record.
2. Any requests for exceptions to this rule must be approved by faculty advisor and submitted in writing for the approval of the program director.
3. Unauthorized withdrawals from courses will result in the student being assigned a grade of “FA” (Failure for Excessive Absences) for those courses.

Course Load

For the definition of full-time and half-time load, consult the appropriate program section.

Transcripts

Official transcripts are issued by the Registrar only upon receipt of written permission or personal authorization from the student involved. Requests may be submitted by email to transcript@wju.edu. Accounts must be cleared in the Business Office before a transcript is issued.

Veterans Educational Assistance

All of the graduate programs qualify for educational benefits to eligible veterans.

The Veterans Affairs officer at Wheeling Jesuit University will offer assistance to graduate students applying for veterans educational benefits.

For purposes of computing scholastic standing, number values are assigned to letter grades as follows:

- A = 4.0 points per credit hour
- A- = 3.7 points per credit hour
- B+ = 3.3 points per credit hour
- B = 3.0 points per credit hour
- B- = 2.7 points per credit hour
- C+ = 2.3 points per credit hour
- C = 2.0 points per credit hour
- F = 0.0 points per credit hour
- I not computed; incomplete which must be removed
- W not computed; approved withdrawal
- X not computed; uncompleted at end of term

Grades of “W” are not computed in the scholastic average. Grades of “I” are not computed until removed. Grades of “I” must be removed during the semester following the assignment of the “I.” Failure to remove the “I” grade in the required time will result in the grade being administratively altered to “F.” It is the student’s responsibility to assure that an “I” grade is removed within the prescribed time period.

In order to graduate, a student must attain an overall (cumulative) average of 3.00 (B) or higher.

A grade of “X” will be assigned in courses which by its 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.

Repetition of Courses

Any course in which a student receives a grade of “B-” or below may be repeated. A student who chooses this option must complete the identical course (or, with approval of the program director, its close approximation). A course may be repeated only once. Before retaking the course, the student must secure the written approval of the advisor. If a student repeats a course, both grades will appear on the transcript, but only the second grade will be factored into the student’s adjusted GPA. This course repetition may not be possible in the physical therapy program.