General Academic Procedures and Regulations

Graduation Requirements

To be eligible for graduation, students must fulfill the following:

1) complete the courses required in the core curriculum;
2) complete the requirements of the area of concentration;
3) complete a minimum of 40 courses (120 semester hours) at a minimum adjusted GPA of 2.0;
4) satisfy all financial obligations to the University; and
5) complete assessment tests and interviews which may be required.

Because of the requirements of some concentrations, a student may need more than 120 hours in order to graduate; each major must be examined individually for its particular requirements. THE LAST 30 SEMESTER HOURS REQUIRED FOR A DEGREE FROM WHEELING JESUIT UNIVERSITY MUST BE COMPLETED AT THE UNIVERSITY. Furthermore, a minimum of 18 credit hours required in a student’s major field must be completed at Wheeling Jesuit University. The Board of Directors of Wheeling Jesuit University has full and ultimate authority to determine whether students have fulfilled all requirements for degrees.

Academic Policies

Academic Integrity

The “Guidelines on Academic Integrity” are available from the Registrar’s Office. 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 published “Guidelines on Academic Integrity” mentioned above.

Academic Advisors

Academic advisors for adult students are available to assist prospective and enrolled students. All registration forms and schedule changes for classes must be signed by an advisor. The advisors also prepare summary sheets and evaluations of transfer credit, review all students’ progress toward degrees and certify that graduation requirements have been met. Academic advisors are available by appointment.

The Appeal Process

Students who believe they have been unfairly treated in a course or deserve an adjustment in academic status may appeal their situations, provided they follow proper procedure. 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, and the Division of Adult and Continuing Education. 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 Division of Adult and Continuing Education.

A student who intends to appeal a grade must initiate the appeal process within six weeks of receiving the grade.

Attendance

Prompt and regular attendance at all classes is expected of all students. The credit and grade which a student receives for a course should indicate active participation in the course as well as the ability to pass examinations. When possible, the instructor should receive prior notification of inability to attend class.

Change of Major

Students may decide to change majors. This must be done in writing by notifying the Division of Adult and Continuing Education. Degree-seeking students may not change their major during their last 30 hours of course work except within the BSBA degree. Students may change their concentration and still be a BSBA candidate.

Course Changes and Withdrawals

Students may make changes in their registered program of courses without academic penalty by dropping or adding courses at any time during the drop-add period as announced in the academic calendar. Courses may not be added to a student’s schedule after the end of the drop-add period. Forms for all course changes or withdrawals may be obtained from the Division of Adult and Continuing Education.
Drop/add forms must be signed by the student’s academic advisor. Failure to follow this procedure will result in the student being held responsible for all charges posted for the semester in question.

Veterans must notify the Veterans Affairs office immediately when withdrawing from a class because this will result in a change in benefits. The Veterans Administration will not pay benefits for a course in which a grade was not issued. A “W” does not satisfy the VA requirement.

The following regulations apply to withdrawals from the course:
1. From the end of the drop-add period until four weeks before the last day of class, any course may be dropped upon the approval of the instructor and the academic advisor. For withdrawals during the first few weeks (see academic calendar, page 9 for exact dates), a grade of “W” will be recorded on the transcript. After that date and prior to final withdrawal date (again, see academic calendar), a grade of “WP” will be recorded on the permanent record if the student was passing at the time of withdrawal. A grade of “WF” will be recorded if the student was failing at the time of withdrawal.
2. Any request for a grade “W,” “WP,” or “WF,” after the termination of the respective allowable withdrawal periods, must be submitted in writing and must be accompanied by the written approval of the instructor, to the Director of Academic and Student Services.
3. Unauthorized withdrawals from courses will result in the student being assigned “FA” grades for the course.

Day/Evening Crossover Policy

Upon entering Wheeling Jesuit University, each student’s choice of division is determined by personal and career circumstances and responsibilities. The Division of Adult and Continuing Education offers programs geared to the specialized and practical educational needs of an adult working student. The day school addresses the developmental needs of the recent high school graduate whose primary need 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 in the Division of Adult and Continuing Education for evening classes and the Associate Academic Dean’s Office for day classes.

Students must comply with the following directives:
1. Courses required of the evening students as part of the liberal arts core may not be taken in the day school. Likewise, courses required of the day students as part of the liberal arts core may not be taken in the evening. (Only BLA and BSN degree candidates may enroll in either day or evening classes with the 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 of the deans.
3. Other courses offered in one division which are not cross-listed may under exceptional circumstances be selected by students with the approval of both divisions (Division of Adult and Continuing Education and the Associate Academic Dean’s Office).

Tutorials

Under unusual circumstances a student may take a course by tutorial with a faculty member. Arrangements for the course must be made through the academic advisors of the Division. All requests must be submitted in writing on the appropriate form which can be obtained in the Registrar’s Office or in the Division of Adult and Continuing Education.

All requests for tutorials will be considered on a case-by-case basis and are subject to the approval of the advisor, faculty member, department chair and the Division of Adult and Continuing Education. Students requesting tutorials must have at least junior rank and be in good academic standing. Students are limited to one such course per academic year and a grade must be assigned for the course.

Independent Study

Each department provides independent study courses, numbered 172, 272, 372, and 472, so that a student can undertake an academic project which lies outside the regular course offerings. These projects, frequently related to a student’s career interests or preparation for further study, can be based on the discipline of a particular department, such as biology or history, or on the integration of that discipline with other areas of knowledge (e.g., a project in bioethics or the history of science). To be eligible to undertake an independent study project, a student must be a junior or senior in good academic standing. A student is limited to one such course per semester. A grade will be assigned for the course. Individual study projects must be approved during the first week of a semester by the departmental contact person and by the Division of Adult and Continuing Education no later than the second week. A student interested in an independent study project should first discuss the project with the faculty advisor and then contact the Division of Adult and Continuing Education.

Internships

Internships are sponsored by several academic departments. Typically organized as 1-3 credit courses in coordination with off-campus agencies and businesses, the internships are arranged by the sponsoring department with the approval of the Division of Adult and Continuing Education. Faculty members in the sponsoring departments provide guidance and assign grades and credits for courses, which are identified by a 373-374, 473-474 listing. Internships are effective academic tools because they supplement theoretical study with practical learning experiences. Students interested in internships should confer with the faculty advisor before the semester in which the internship would occur.
Credits and Credit Policies

Credit Definition

Credits are measurements of completed academic work; a semester hour of credit ordinarily is the completion of one class hour of work per week for a semester and assumes about two hours per week of preparation outside of class. Credits for laboratory courses, studio courses, and workshop courses involve more actual hours in the class (contact hours) than lecture courses. While the usual Wheeling Jesuit University course is a three-credit-hour course, in some cases a course may be offered for a different credit value as noted in the course descriptions section of this catalog.

Maximum Credits per Semester

The Division of Adult and Continuing Education policy mandates that 12 semester hours constitute full-time status and is the maximum number of credits a student is permitted to take during any given semester at the University. Exceptions to this rule will be made by the Division of Adult and Continuing Education. Any student wishing a waiver of this policy must submit a written request explaining the rationale for the waiver to his/her academic advisor.

To be eligible for consideration of such waiver, the student must be in good academic standing, possess a GPA of 2.50 or better, and have completed a minimum of 24 credit hours at Wheeling Jesuit University. Any such waiver will be granted only in cases of rare and extenuating circumstances.

Credit by Examination and CLEP/DANTES

CLEP/DANTES

Certain courses may also be challenged for credit by examination. These include both introductory and upper-division courses, as designated by each academic department. Examinations may be standardized tests such as CLEP/DANTES or examinations designed by the departments. Students who pass such tests, according to departmental grading standards, will be awarded University credit. No more than 30 hours of credit may be counted toward a degree at the University through such exemptions by examination.

The CLEP/DANTES program is administered through the Division of Adult and Continuing Education. It is the responsibility of the student to arrange for testing, to submit all required forms, to pay requisite fees, and to prepare himself or herself for the examination. Inquiries should be directed to the Division of Adult and Continuing Education.

Credit by Departmental Examination

Each academic department has designated certain introductory and upper-division courses which may be challenged for credit by examination. Students who pass these department-made tests, according to departmental grading standards, will be awarded University credit. Credit from such examination may not be used to complete the final 30 hours of university work.

This program is administered through the academic departments. Inquiries should be directed to the Division of Adult and Continuing Education or the chairperson of the specific department.

Grades and Academic Standing

Class Level Classifications

- Sophomore - minimum of 27 semester hours
- Junior - minimum of 60 semester hours
- Senior - minimum of 90 semester hours

Academic Standing

Every adult student must maintain an average of 2.0 in order to be considered in good standing. A student whose cumulative average falls below 2.0 at the end of any semester is automatically placed on academic probation. A student may remain on academic probation for more than one semester provided the student is making significant progress towards the required 2.0 cumulative average.

A student is eligible for academic dismissal when any of the following occur: grades of F in two or more courses in any one semester; failure to achieve a 2.0 GPA at the end of the academic year; failure while on academic probation to show significant improvement.

Grades

Semester grades are based upon regular exercises, the student’s attendance record (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 evaluation period 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.

Official grades used by Wheeling Jesuit University and their grade point equivalents are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>Good</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Average</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Average</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Average</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>Average</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>Passing</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Passing</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td>Fa</td>
<td>0.0</td>
<td>Failure for excessive absences</td>
</tr>
<tr>
<td>I</td>
<td>Not computed</td>
<td>Incomplete (must be removed)</td>
</tr>
<tr>
<td>W</td>
<td>Not computed</td>
<td>Approved withdrawal</td>
</tr>
<tr>
<td>WP</td>
<td>Not computed</td>
<td>Approved withdrawal; passing at time of withdrawal</td>
</tr>
<tr>
<td>WF</td>
<td>Not computed</td>
<td>Approved withdrawal; failing at time of withdrawal</td>
</tr>
<tr>
<td>X</td>
<td>Not computed</td>
<td>Uncompleted – must re-register for course next semester</td>
</tr>
<tr>
<td>Cr</td>
<td>Not computed</td>
<td>Credit for course</td>
</tr>
<tr>
<td>NCr</td>
<td>Not computed</td>
<td>No credit for course</td>
</tr>
<tr>
<td>NG</td>
<td>Not computed</td>
<td>Grade not reported by the instructor</td>
</tr>
</tbody>
</table>

NOTE: While C-, D+, and D may be passing for an individual performance, an AVERAGE of C (2.0) is required for graduation.

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.

Incompletes

At the end of a semester a teacher may assign a grade of “I” (Incomplete) 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,” the 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 must give a final grade. 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.

At the discretion of the teacher, a grade of “X” may be assigned for an incomplete independent study project, clinical practicum, or senior seminar; to receive credit for the course, the student must re-register for the course as part of his or her normal course load the following semester. If the “X” is not removed, the grade of “W” is recorded on the student’s permanent record.

Pass/Fail Option

Juniors and seniors with cumulative GPA’s of 2.5 or better may register for one course each semester for a total of 4 courses on a credit/non-credit basis, provided that the course is not one required in the core curriculum or in the student’s major. 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.

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 Registrar’s Office.
Recognition of Student Achievement

Dean’s List

To be eligible for the Dean’s List published at the end of each semester, a student must have an average of 3.5 or better for all courses for the semester and must be enrolled in at least 9 hours of courses.

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.

Gloriam Award

Men and women who meet specified academic requirements may be invited to apply for the Gloriam Award given for community leadership and academic excellence.

Anthony T. Basil Medals

Through the bequest of Anthony T. Basil, two medals are awarded at graduation in the Division of Adult and Continuing Education. The criteria for winning these awards is to earn the highest average and second highest average from a minimum of 60 graded credit hours as a student in the Adult and Continuing Education program at Wheeling Jesuit University.

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:

- 3.85  Summa cum laude
- 3.70  Magna cum laude
- 3.50  Cum laude

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

- 3.50  With distinction

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.

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.

Housing

Evening division and graduate students are usually not accommodated in campus residential halls. Graduate housing is available.

Summer Session

Each year the summer session offers a variety of undergraduate and graduate courses. The summer session serves the needs of undergraduate and graduate students from the University and the region. It also serves as a bridge for high school graduates who wish to begin their undergraduate work before the fall semester.

Graduate Programs

Wheeling Jesuit University offers a Master of Business Administration program (MBA) and a Master of Science in Accountancy (MSA) program under the direction of the program director of the Department of Business and Administration. The MBA program is professional in nature and attempts to integrate the traditional liberal arts with a modern career-oriented curriculum. The MSA program prepares students for the CPA exam.

Wheeling Jesuit University also offers the Master of Arts degree in Applied Theology (MAAT) and the Master of Science degree in Nursing (MSN) with tracks in nursing administration and family nurse practitioner. These programs are designed for the convenience of working adults.

The Master of Arts in Science and Mathematics Education (MASMED) program is designed for current science and mathematics teachers of students in grades 6-12. The program is completed in seven semesters: three summers of on-campus classes, two fall and two spring semesters via distance learning.

Wheeling Jesuit University offers a Master of Science degree in Physical Therapy (MSPT). This degree involves two full calendar years of work and uses a “problem-based approach” as its curricular organizing principle. The degree is envisaged as building on a solid undergraduate preparation at Wheeling Jesuit. Transfer students are encouraged to apply. The program is Commission on Accreditation in Physical Therapy Education accredited. This program is designed for full-time students only.

In certain instances, seniors at Wheeling Jesuit University may take graduate-level courses as special students.

For more information consult the Graduate Education section (page 48).

Continuing Education

The Continuing Education office of Wheeling Jesuit University is within the Division of Adult and Continuing Education. This office is under the leadership of the Director of Conferences and Continuing Education. Continuing Education Units (CEU’s) are granted for high quality, relevant and cost-effective seminars and workshops offered to business, industry, non-profit organizations and customized on-site contract training programs that provide organizations with on-the-job results. These professional development programs vary as to time, place, length and topic in order to meet customer needs. Instructors possess strong credentials and practical experience in their respective fields creating a unique blend of professional experience and academic excellence. Contact the Continuing Education office at 243-2002 to receive more information about program offerings.