

# Academic Policies and Information

## Undergraduate Degree Options

- Bachelor of Arts (BA)
- Bachelor of Science (BS)
- Bachelor of Fine Arts (BFA)
- Bachelor of Music (BM)
- Bachelor of Music Education (BMEd)
- Bachelor of Science in Nursing (BSN)
- Dual Majors
- Sequential Degree Programs
- Combined Degree Programs
- Certificate Programs

Webster University's BA and BS degrees are firmly grounded in the liberal arts. They represent differing but equal curricula. General education requirements are generally the same for both degrees; however, the BS may require more courses in the major, thus allowing fewer elective courses. Webster awards the BA to those who concentrate in language, literature, history, and other humanities and liberal arts areas. The University may grant the BS in social and natural sciences or in highly applied or technical fields. Webster University also offers a limited number of baccalaureate programs that are professional and restrictive in content, application and intent. The curricula are highly structured and prescriptive. These professional degrees include the BFA, BM, BMEd and the BSN.

## Baccalaureate Degree Policies and Procedures

### Baccalaureate Degree Requirements

Students completing the bachelor's degree must meet these requirements:

1. Successful completion of 128 credit hours.
2. Successful completion of at least 30 of a student's final 36 credit hours registered for and earned directly from Webster University. These residency credit hours may include credit hours earned through assessment of prior learning and departmental credit hours by examination.
3. A cumulative grade point average of 2.0 earned in courses taken at Webster University based on a 4.0 system.
4. Successful completion of an approved major. Options include:
  - Completion of the requirements for an established major in a department.
  - Completion of an approved individualized area of concentration (IAOC)
  - Completion of the requirements for dual majors if the areas are available with the same degree, with the exception of a self-designed interdisciplinary major (SIM). Note: The same course may not satisfy the degree requirements for two different majors and/or minors.
5. Successful completion of Global Citizenship Program requirements.

Students must graduate under the requirements in effect at the time of their acceptance as a degree-seeking student. Students leaving the University for more than one calendar year must be readmitted and must graduate under the requirements in effect at the time of their readmission.

### Credit Hours

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) for other activities, including laboratory work, internships, practica, studio work, online discussions, projects, and other academic work.

## Global Citizenship Program

Webster University requires all baccalaureate students to complete the Global Citizenship Program, Webster's distinctive general education program. The mission of the Global Citizenship Program is to ensure that every undergraduate student emerges from Webster University with the core competencies required for responsible global citizenship in the 21st century.

### Global Citizenship Program Learning Outcomes

Students who successfully complete the program will be able to:

- Demonstrate knowledge of human cultures and the sources of meaning (Roots of Cultures).
- Demonstrate knowledge of human cultures and how people and their cultures and institutions work (Social Systems and Human Behavior).
- Demonstrate knowledge of the physical and natural world (Physical and Natural World).
- Demonstrate knowledge of cultures foreign to them, international languages or the forces that draw people of the world together and forces that push them apart (Global Understanding).
- Demonstrate knowledge of human artistic expression (Arts Appreciation).
- Demonstrate an understanding of and create arguments supported by quantitative evidence and clearly communicate those arguments in a variety of formats (Quantitative Literacy).
- Recognize when there is a need for information and identify, locate, evaluate and responsibly use and share information relevant for the problem at hand.
- Explore ideas, issues, images and events comprehensively by analyzing and evaluating assumptions and arguments, constructing well-supported arguments and developing innovative plans or ideas to solve problems.
- Assess their own ethical values and, in the social context of problems, apply and evaluate ethical perspectives and concepts.
- Demonstrate understanding of the complexity of elements important to members of another culture in relation to history, values, politics, communication styles, economy or beliefs and practices.
- Communicate ideas, opinions and information effectively by preparing and delivering purposeful oral presentations designed to increase knowledge, to foster understanding or to promote change in listeners' attitudes.
- Use language effectively to communicate in a variety of written genres.
- Demonstrate -- through effective use of genre, context and syntax -- understanding of the purpose of their writing and appropriate approach to a particular audience.
- Make connections between academic learning and life experiences across disciplines and perspectives.
- Apply knowledge, skills and responsibilities to new settings and complex problems.
- Demonstrate the ability to work constructively as part of a team by contributing directly, facilitating others' contributions,

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fostering a constructive climate and responding well to conflict.

## Global Citizenship Program Requirements

The Global Citizenship Program (GCP) applies to all new students, both those seeking BA or BS degrees, as well as students seeking professional degrees such as BFA, BM, BMed and BSN.

Students satisfy the GCP requirements by completing at least 3 credit hours of relevant coursework from each category identified in the course requirements section below with a grade of C- or better. Two categories within the GCP require 6 credit hours each. The professional degrees (BFA, BM, BMed and BSN) and a limited number of specialized BA and BS degrees receive accommodations for their high number of required credits and specialized natures. The specific GCP requirements for degree programs with accommodations are listed alongside the requirements for the individual majors in this catalog.

No courses used to fulfill the course requirements of a student's first major may be used to satisfy GCP course requirements. Courses in a second major or in a minor or certificate program may be used to satisfy GCP requirements.

### I. General Education Requirements

#### A. Course Requirements (24 credit hours distributed as indicated below):

- 6 credit hours from courses with two different prefixes designated 'Roots of Cultures.'
- 6 credit hours from courses with two different prefixes designated 'Social Systems and Human Behavior.'
- 3 credit hours from courses designated 'Physical and Natural World.'
- 3 credit hours from courses designated 'Global Understanding.'
- 3 credit hours from courses designated 'Arts Appreciation'
- 3 hours from courses designated for 'Quantitative Literacy.'

#### B. Skills Requirements

1. All students must complete three credit hours in courses coded for each of the following skills:
  - Written Communication
  - Oral Communication
  - Critical Thinking
  - Intercultural Competence
  - Ethical Reasoning
2. Students will usually complete the Skills Requirement with courses in the GCP Course Requirements but may also complete it with appropriately coded courses within their major, or within other coded courses not part of the GCP.

### II. Undergraduate Degree Requirements

#### Two integrative seminars (6 credit hours) are required:

1. The initial, integrative, lower-level seminar may be met by:
  - FRSH 1200 First Year Seminar
  - GLBC 1210 Gateway Seminar to the Global Citizenship Program in Online Environments
  - An approved substitute course (see degree audit or ask your academic advisor for a current list)
  - Prior Learning Assessment
  - Having earned an associate's degree from a regionally accredited college or university

2. The upper-level seminar may be met by a KEYS 4XXX course. This is a requirement for all students, except for those who have previously earned a bachelor's degree.

**Total Required GCP Credit Hours: 30**

### III. Definitions

#### Knowledge Areas:

- **Roots of Cultures** courses develop knowledge of human cultures and the sources of meaning, focused by engagement with 'big questions,' whether contemporary or enduring.
- **Social Systems and Human Behavior** courses develop knowledge of human cultures and how people and their cultures and institutions work, focused by engagement with 'big questions,' whether contemporary or enduring.
- **Physical and Natural World** courses develop knowledge of the physical and natural world, focused by engagement with 'big questions,' whether contemporary or enduring.
- **Global Understanding** courses develop understanding of cultures foreign to them, or international languages or forces that draw people of the world together and forces that push them apart.
- **Arts Appreciation** courses develop knowledge of human artistic expression gained through analysis, reflection or practical experience.
- **Quantitative Literacy** is a "habit of mind," competency and comfort in working with numerical data.

#### Skills Areas:

- **Critical Thinking** is a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts and events before accepting or formulating an opinion or conclusion.
- **Ethical Reasoning** is reasoning about right and wrong human conduct. It requires students to be able to assess their own ethical values and the social context of problems, recognize ethical issues in a variety of settings, think about how different ethical perspectives might be applied to ethical dilemmas and consider the ramifications of alternative actions.
- **Intercultural Competence** is a set of cognitive, affective and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts.
- **Oral Communication** is a prepared and purposeful presentation designed to increase knowledge, to foster understanding and/or to promote change in the listeners' attitudes, values, beliefs or behaviors.
- **Written Communication** is the development and expression of ideas in writing. Written communication involves learning to work in many genres and styles. It can involve working with many different writing technologies and mixing texts, data and images. Written communication abilities develop through iterative experiences across the curriculum.

#### Seminars:

- **FRSH 1200 First Year Seminars**  
Emphasize exploration and discovery through a range of topics, teach students to think critically in a community of learners and set a standard for academic excellence that continues throughout the academic career of every student. FRSH 1200 is a requirement for students entering as new full-time degree seeking freshmen (who have not previously matriculated at another post-secondary institution or who have fewer than 16 credit hours of college credit).

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All other students, if required to satisfy GCP requirements, must complete an approved substitute course.

- **GLBC 1210 Gateway Seminar**

This course is designed to support students in beginning to develop the habits of mind, habits of heart, and the cultivation of skills that lead to global citizenship and individual excellence and to provide an orientation to Webster University resources. This seminar is not available for on-campus first-year students.

- **KEYS 4001-4023 Global Keystone Seminar**

This course engages students in developing and using intellectual and practical skills to demonstrate their understanding of responsible global citizenship, through collaborative participation in meaningful, real-world projects and problem-solving experiences. Students practice skills for lifelong learning and integrative learning through analysis, synthesis, integration and application (transfer) of prior learning (formal academic concepts as well as personal life experiences) to address complex problems, locally or globally.

An approved list of courses addressing each of the categories is available through academic advisors and can be reviewed online under GCP Advising and Assessment Resources. The course descriptions found in this catalog are also coded for GCP, if applicable. Students have the responsibility to select their general education coursework, with the guidance of their academic advisor, within these guidelines.

## Major Overview

Each department at Webster may require a final overview in the student's major. Departments determine the nature of the overview and its procedures.

Some departments require a written comprehensive examination, which is prepared and evaluated by a departmental committee. An oral examination supplements the written exam in other departments. A recital, exhibit, or production may supplement a written examination in fine arts. Still other methods of proving satisfactory proficiency in a discipline may be set by departments.

The student completing coursework in July or December is subject to the same overview requirements as the student graduating in May. At the instructor's and department's discretion, graduating seniors may be excused from the final examination in courses covered by the departmental overview.

## Minor

Students may elect to complete an approved minor. A minor requires a minimum of 18 credit hours of formal coursework from the University curriculum successfully completed in residence at Webster University with a grade of C- or better. The minor is formally acknowledged on the student's transcript. This secondary focus must be in an area of study different from the student's major or may be in an interdisciplinary area of study, such as fine arts, liberal arts, or women's studies. Courses used to fulfill a requirement for a major may not also be used to fulfill a requirement for a minor. A student may earn up to two minors.

## Certificate Program Policies and Procedures

A certificate program normally consists of an identified sequence of coursework within a narrowly defined discipline. Certificate programs are designed for both first-time degree seeking students and individuals who already possess a baccalaureate degree. They are designed as stand-alone credentials. Admission policies

for certificate seeking students are the same as for degree seeking undergraduates.

## Requirements for Certificate Programs

1. A minimum of 18 credit hours in specified coursework earned at Webster University must be successfully completed.
2. All courses to be applied to a certificate program must be completed with a grade of C or better. Some departments may establish a higher overall cumulative grade requirement for specific certificate programs.
3. Courses fulfilling the requirements of a certificate program may also be used to satisfy the requirements of a degree program, but may not be used to complete another certificate.
4. Transfer credits are not applicable to certificate programs.
5. Students should refer to the appropriate school/college for specific certificate requirements.

The general academic and financial policies of the University apply to certificate-seeking students. However, scholarship awards are available to baccalaureate-seeking students only. On completion of the approved program, certificates are awarded in May, August and December. See listing of all Webster University certificates.

The U.S. Department of Education defines Gainful Employment program criteria and data requirements. View Webster University's Gainful Employment Disclosures at <http://www.webster.edu/consumers/gainful-employment.html> to see important information about the education debt, earnings and completion rates of students who attended our programs.

## First Year Seminar

All new full-time degree seeking freshmen with fewer than 16 credit hours of college credit are required to take FRSH 1200 First Year Seminar.

## Sequential Degrees

Students who have earned a previous baccalaureate degree may apply to pursue a sequential degree in a different area of study. Webster graduates apply for this option through the Academic Advising Center; graduates of other accredited institutions apply through the Office of Admission. On admission, credits awarded toward the previous degree will be evaluated by the Office of the Registrar for acceptance toward the sequential degree and the new major. All students admitted for a sequential degree are required to complete all remaining core requirements in the major, the University's residency requirement, as well as departmental residency requirements. Webster graduates seeking a sequential degree are required to complete a minimum of 30 additional credit hours in residence as part of the sequential degree. Sequential degree students are not required to complete the University's Global Citizenship Program requirement. They are advised by the department/program in which the sequential degree is sought.

## Directed Studies

In cases of scheduling problems, a student may request a directed study as a tutorial to complete an undergraduate course outlined in this catalog, except for reading courses, practica and independent studies.

The following conditions prevail if a course is to be completed as a directed study:

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- A basis for the directed study must be documented. Requests for directed studies are to be written and submitted to the chair or director by the student, along with supporting documentation.
- Approval must be given by the chair or director.
- The course must be in the curriculum at the campus where the student is enrolled.
- Directed studies are identified on the student's transcript by the catalog course prefix, number and title and include a directed study notation.

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## Class Attendance

The University reserves the right to drop students who do not attend class the first week of the term/semester. However, students are responsible for the accuracy of their schedule and should not rely on this potential action. Students should verify their schedule by logging in to their Connections account.

Attendance requirements are set by the instructor and students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The instructor may give ample warning to the student and then recommend that the student withdraw from the course. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences.

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## Student Conduct

Students enrolling in an undergraduate program at Webster University assume the obligation of conducting themselves in a manner compatible with the University's function as an educational institution. Misconduct for which students are subject to discipline may be divided into the following categories:

- All forms of dishonesty, cheating, plagiarism, or knowingly furnishing false information to the University. (See Academic Honesty Policy in this catalog.)
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities or of other authorized activities on University premises.
- Classroom disruption. Behavior occurring within the academic arena, including but not limited to classroom disruption or obstruction of teaching, is within the jurisdiction of Academic Affairs. In cases of alleged campus and/or classroom disruption or obstruction, a faculty member and/or administrator may take immediate action to restore order and/or to prevent further disruption (e.g., removal of student[s] from class or other setting). Faculty members have original jurisdiction to address the immediacy of a situation as they deem appropriate. When necessary and appropriate, Public Safety and/or the local (or military) police may be contacted to assist with restoring peace and order. Faculty response is forwarded to the academic dean (or his or her designee) for review and, if necessary, further action. Further action might include permanent removal from the course. Repeated offenses could lead to removal from the program and/or the University.
- Theft of or damage to property of the University.

Students who engage in any of the above misconducts may be subject to dismissal from the University on careful consideration by the Office of the Provost or his designee. To the extent that penalties for any of these misconducts (e.g., theft or destruction of property) are prescribed by law, the University will consider appropriate action under such laws.

Students are subject to the Student Code of Conduct and Judicial Procedure described in the Student Handbook.

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## Academic Honesty Policy

The University is committed to high standards of academic conduct and integrity. Students will be held responsible for violations of academic honesty.

### Definitions of Academic Dishonesty

Academic dishonesty includes the following and any other forms of academic dishonesty:

**Cheating**—Using or attempting to use crib sheets, electronic sources, stolen exams, unauthorized study aids in an academic assignment, or copying or colluding with a fellow student in an effort to improve one's grade.

**Fabrication**—Falsifying, inventing, or misstating any data, information, or citation in an academic assignment, field experience, academic credentials, job application or placement file.

**Plagiarism**—Using the works (i.e. words, images, other materials) of another person as one's own words without proper citation in any academic assignment. This includes submission (in whole or in part) of any work purchased or downloaded from a website or an Internet paper clearinghouse. Self plagiarism -- submitting work to a course that was previously submitted to the same or a different course -- is also considered a form of plagiarism.

**Facilitating Academic Dishonesty**—Assisting or attempting to assist any person to commit any act of academic misconduct, such as allowing someone to copy a paper or test answers.

### Disciplinary Actions

In most cases, the instructor will address issues of academic dishonesty within the confines of the student's course. The instructor may decide an appropriate consequence, including the following options: a written warning; the assignment of a written research project about the nature of plagiarism and academic honesty; a reduced grade or partial credit on the assignment; requiring the student to repeat the assignment; or issuing a failing grade to the student of the course.

If a student receives an unsatisfactory grade (C, F) in a course as a result of academic dishonesty, existing academic policies may lead to probation or dismissal.

In extreme cases, a dishonesty violation may warrant consideration for dismissal, suspension, or other disciplinary action. These disciplinary actions require a formal judicial process as outlined in the Student Handbook.

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## Transfer Credit

Webster University evaluates college-level coursework completed at regionally accredited colleges/universities or postsecondary institutions for acceptance as transfer credit. Credit from institutions that are not regionally accredited, but are nationally accredited by an accrediting body recognized by the U.S. Department of Education, may be accepted for limited credit hours. In addition, students may have other previous learning experiences (such as corporate or military training) evaluated for credit. Official transcripts and other documentation of all previous study must be submitted to the Office of Admissions at the time of application.

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The University accepts a maximum of 98 credit hours of transfer work toward a bachelor's degree unless that work includes significant lower-division work, in which case the following may apply.

**The University accepts a maximum of 64 credit hours from any combination of the following:**

- Community colleges, unless the credits are part of a successfully completed associate's degree program from a regionally accredited institution.
- Credit hours completed in programs designated by Webster University as lower-division.
- Credit hours included in the 32-credit-hour maximum awarded for first year (freshman) work earned through any combination of International Baccalaureate, Advanced Placement, CLEP General Exams, and other designated 13th year programs normally completed prior to enrollment at the University.
- Standardized tests designated as lower-division.

Duplicate coursework does not transfer. Transfer credit hours do not count toward the University's residency requirement. Webster University's residency requirement is the completion of 30 credit hours of the last 36 credit hours prior to graduation.

## Evaluation of Transfer Credit

The Office of the Registrar conducts the transfer-of-credit-hour evaluation. Transfer credit normally includes:

- College-level work completed at accredited institutions. The University accepts as transfer credit college-level work satisfactorily completed with a grade of C or better. Courses completed with a grade of D have severe transfer restrictions and generally are not applicable toward graduation requirements at Webster.
- Standardized tests conducted external to Webster. These include ACT-PEP; Excelsior College Examinations; CLEP; DANTEs; GED College Level; and USAFI, as well as Advanced Placement and International Baccalaureates (as described below). Because this credit is normally designated lower-division, no more than 64 credit hours are transferable. Academic departments approve area exams, establish possible course equivalencies, determine acceptable test scores, and determine the amount and level of credit. These exams are used to assess prior college-level learning and should be completed in the early stages of enrollment at the University. Standardized exams are not approved for upper-class students.
- Extra-institutional credit. The University awards transfer credit for selected military and corporate training programs that have been reviewed by the American Council on Education (ACE). For information, see this section below.
- Associate's degrees. The University always attempts to provide full transfer of successfully completed associate's degrees from regionally accredited institutions. When part of a completed associate's degree, transfer credit may include pass/fail courses, advanced placement, credit by examination, dual credit, and experiential learning credits. The integrity of the associate's degree will not be invalidated by these components, and transfer credit will be provided according to existing academic policies. For students with multiple associates degrees, the University will use the first degree received from a regionally accredited institution as the basis for transfer credit evaluation.

## General Education/Global Citizenship Transfer

Webster University maintains policies and guidelines that promote and facilitate student transfer to the University, including transfer

coursework applicable to general education requirements.

Students who have completed an approved associate of arts degree from a regionally accredited institution will have satisfied Webster University's general education section and First Year Seminar requirement of the Global Citizenship Program. Students who have completed an approved general education program in Missouri (the 'CBHE Model general education program'), or the equivalent in other states where Webster University holds articulation agreements (IGETC in California), will have satisfied Webster University's general education section and First Year Seminar requirement of the Global Citizenship Program. Please note that students will be required to complete Global Keystone Seminar at Webster University, as this course is an upper-division degree requirement. Completion of the general education program must be verified or documented on the sending institution's official transcript. Students transferring to Webster University without completion of an associate of arts degree will have their previous college-level coursework evaluated on a course-by-course basis for equivalency with Webster University's general education requirement. Students already holding a baccalaureate degree and seeking a sequential degree are not required to complete the University's Global Citizenship Program requirement.

## Transfer of Associate of Arts Degree

The associate of arts degree is designed as a transfer degree into a four-year baccalaureate program. The University provides full transfer of all coursework successfully completed as part of an associate of arts degree awarded by a regionally accredited institution. While students with associate's degrees typically transfer 64 credit hours - approximately the first two years of the baccalaureate educational experience - students transfer in up to 98 credit hours as part of the completed associate of arts degree. Transfer of additional lower-division credit beyond the associate's degree is restricted. Transfer students must meet the University's minimum residency programmatic and graduation requirements. For students with multiple associate's degrees, the University will use the first degree received from a regionally accredited institution as the basis for transfer credit evaluation.

## Associate of Arts in Teaching Degree (AAT)

The University provides full transfer credit for all college-level coursework completed as part of the associate of arts in teaching (AAT) degree. Students successfully completing the AAT degree from a community college in the State of Missouri, or from another regionally accredited institution, will receive full transfer credit of their AAT program towards completion of a bachelor's degree at Webster University in teacher education, and acceptance of their completion of an equivalent general education program. Students must complete the remaining degree requirements of the University, as well as the applicable teacher certification requirements for their chosen program(s).

## Transfer of Other Associate's Degrees

The University provides full transfer credit for specialized associate's degrees (associate of science, associate of fine arts, etc.) successfully completed at regionally accredited institutions. If completion of a required general education program is documented on the official transcript, the transfer student will have satisfied the University's general education requirement.

Additionally, the University maintains many program-by-program articulation agreements to assist transfer students. Transfer without a degree is evaluated on a course-by-course basis subject to the University's policies regarding lower-division programs.

## Transfer Credit for the RN to BSN Program

Webster University may accept up to 98 lower-division credit hours, including lower-division credit hours earned beyond the first

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associate's degree and for credit by examination, for registered nurse (RN) students seeking a bachelor of science in nursing. This may include credit hours advanced by the community college for licensed practical nurse (LPN) advanced placement. Please refer to the nursing department for more information.

## Extra-Institutional Credit

Webster University maintains articulation agreements and policies for awarding undergraduate credit hours for selected categories of extra-institutional learning. The University Registrar manages transfer credit evaluations and policies, which include:

- U.S. military training or credits based on the recommendations of the American Council on Education (ACE). Students are encouraged to use the Joint Services Transcript (JST), Sailor-Marine ACE Registry Transcript, or Army/ACE Registry Transcript System (AARTS) for documentation. Official documentation of training is required.
- In-service training programs as recommended by the American Council on Education (ACE). Official documentation of successful completion must be submitted when requesting credit hours. Credit hours for in-service programs can be applied only once in the pursuit of degrees offered by Webster University and cannot duplicate credit hours previously earned.
- Registered nurses who do not wish to enter the BSN program, and who have completed an accredited nursing program, may receive up to 30 transfer credit hours for each year of their diploma program. These students must petition for acceptance as a major in a major other than nursing or design an individualized area of concentration (IAOC).

## Advanced Placement Credit

Enrolled freshmen who have taken advanced placement, accelerated, or honors courses may qualify for college-level credit from the University up to a maximum of 32 credit hours. Students who wish such work to be considered for first year (freshman) lower-division transfer credit should submit official documentation for evaluation, including test scores and/or college transcripts.

Final credit and any course equivalencies are determined according to departmental guidelines for credit by exam.

Webster University grants credit in the appropriate academic department for the advanced placement tests (AP exams) from the College Board. Exams are available in the following subject areas: art, biology, calculus, chemistry, Chinese, computer science, economics, English literature and composition, French, German, geography, government and politics, history, Italian, Japanese, Latin, mathematics, music, physics, psychology and Spanish. Required minimum scores vary by academic department and exam. Most require a minimum score of 3 or 4. Contact the Office of Admission for a full listing.

\*Note: A score of 4 is required by the School of Education if an AP exam is being used to meet certification requirements for composition or mathematics.

## International Baccalaureate

Webster University recognizes the international baccalaureate (IB) as a preparation for university studies. The University awards first year (freshman) lower-division transfer credit to enrolled students upon receipt of an official transcript of results obtained.

Webster University will award up to 32 credits for international baccalaureate (IB) diploma and certificate. Credit is awarded as follows:

**Higher Level Subjects:** 8 credit hours for each subject completed with a grade of 4 or higher.

**Standard Level Subjects:** 4 credit hours for each subject completed with a grade of 4 or higher.

## Transfer Credit Grading Policy

The University accepts as transfer credit college-level work completed with a grade of C- or better, subject to the maximum transferable credit hours. Courses completed with a grade of D have severe transfer restrictions and generally are not applicable toward graduation requirements at Webster.

If a student has more than the maximum transferable credit hours, 64 credit hours from a community college (a two-year school) and 98 credit hours from a senior college (a four-year school) or more than 98 credit hours from any combination of post-secondary schools, the first courses accepted toward the Webster degree will be those with grades of A, B, C, or P. Only then will courses completed with a D grade be considered for transfer. No D grades will transfer if the student has the maximum allowable credits, or more, available with grades of C or above. Students should be aware that severe restrictions apply on the use of D-graded courses toward graduation requirements. These restrictions include general education requirements as well as requirements in the major.

Individual departments reserve the right to limit the number of courses completed with a grade of D toward fulfilling the specific course requirements of the major.

## Undergraduate Grading Policy

### Grading Systems

During the first week of class, instructors are expected to make the requirements for each course clear to the students. If the instructor agrees, the student may choose to be graded by (1) a letter grade or (2) a pass/fail system. Students electing the pass/fail option must do so by the end of the second week of class. In some courses, such as theatre conservatory, pass/fail is the official grading system. This option may not be available in courses taken at international campuses. In any particular semester, instructors may designate the pass/fail system as the grading system for their course. In such instances a student may petition the instructor for a letter grade to be recorded on the transcript. Minimum grade requirements are determined by each individual department.

### Letter Grade System

- **A, A-:** superior work in the opinion of the instructor.
- **B+, B, B-:** good work in the opinion of the instructor.
- **C+, C, C-:** satisfactory work in the opinion of the instructor.
- **D+, D:** passing, but less than satisfactory work in the opinion of the instructor.
- **CR:** work that is performed as satisfactory graduate work (B- or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses.
- **NC:** unsatisfactory undergraduate work.
- **I:** incomplete work in the opinion of the instructor.
- **ZF:** an incomplete which was not completed within one year of the end of the course.
- **F:** unsatisfactory work in the opinion of the instructor; no credit is granted.
- **W:** withdrawn from the course.
- **WV:** course waived, no credit granted.
- **WF:** Unofficial Withdrawal. A student enrolled for the course, did not withdraw, and failed to complete course

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requirements. Used when, in the opinion of the instructor, there is insufficient completed work to evaluate academic performance. WF is treated the same as an F or NC for all cases involving GPA, academic warning, probation, and dismissal

NOTE: **IP** is **not** a letter grade assigned by an instructor, but it designates a course in progress for the current term.

## Pass/Fail System

- **P**: satisfactory work in the opinion of the instructor; credit is granted.
- **F**: unsatisfactory work in the opinion of the instructor; no credit is granted.
- **I**: incomplete work in the opinion of the instructor.
- **ZF**: an incomplete which was not completed within one year of the end of the course.
- **W**: withdrawn from the course.
- **IP**: course in progress.
- **WF**: Unofficial Withdrawal. A student enrolled for the course, did not withdraw, and failed to complete course requirements. Used when, in the opinion of the instructor, there is insufficient completed work to evaluate academic performance. WF is treated the same as an F or NC for all cases involving GPA, academic warning, probation, and dismissal.

## Incompletes and Grade Changes

A grade of Incomplete ('I') may be assigned by the instructor in situations where the student has satisfactorily completed major components of the course and has the ability to finish the remaining work without re-enrolling. The instructor determines the appropriateness of a grade of I, establishes the remaining requirements, and determines a deadline for course completion. These requirements for resolution of the I grade are generally documented with a 'course incomplete' form. All other grades are final and may not be changed.

Students may not audit or informally attend future course sections of a course in order to resolve the course incomplete.

A grade of I in a course needed for graduation must be officially changed to an appropriate grade prior to the due date for grades for the term the student has petitioned to graduate. Students are responsible for ensuring that all grades of I have been changed prior to graduation. After one calendar year has passed, an unresolved grade of I (Incomplete) will become a ZF. Once a student graduates, no further grade changes are allowed on the enrollment record.

Students participating in military education programs, and in some corporate sponsored tuition plans, may have other deadlines or 'I' grade stipulations that impact their enrollment and/or tuition reimbursement. These students are responsible for compliance with these third-party requirements.

Students must repeat a core course in which an F, WF, or ZF is earned. The student's enrollment history will document both enrollments and grades, but only the most recent grade (repeated course) will be used for GPA calculation. Students may repeat an elective course in which an F, WF, or ZF is earned.

## Grade Appeals

Normally, grade disputes should be resolved between the student and the instructor. Students may discuss any grade with the instructor. A student who believes he/she has received a grade of C- or below that is arbitrary or assigned for non-academic reasons may discuss the grade with the site director or regional academic director on extended campuses, or in St. Louis with

the appropriate department chair. If the grade dispute is not resolved within three months, the student may appeal the grade to the appropriate academic dean to review the procedures the instructor used in determining the grade. Grade appeals should be addressed in a timely manner, and are not considered after one academic year.

## Grade Point Average

A grade point average (GPA) is calculated on all work taken at Webster University and is recorded on the student record.

A 4-point system is used to calculate the GPA:

A	= 4.0 pts.
A-	= 3.67 pts.
B+	= 3.33 pts.
B	= 3.0 pts.
B-	= 2.67 pts.
C+	= 2.33 pts.
C	= 2.0 pts.
C-	= 1.67 pts.
D+	= 1.33 pts.
D	= 1.0 pt.
F	= 0.0 pts.
ZF	= 0.0 pts.
WF	= 0.0 pts.

Grades of Pass (P), Incomplete (I), Withdrawn (W) or Waived (WV) are not used in calculating the GPA. If a student wishes to repeat a course, the most recent grade will be used in calculating the GPA.

## Honors

The University has two types of graduation honors: University Honors and Departmental Honors. These honors are accorded at the time of graduation for recipients of baccalaureate degrees.

## University Academic Honors

University-wide academic honors (summa cum laude, magna cum laude, cum laude) are awarded to students who have achieved a high grade point average across the curriculum.

I. All students whose transcripts include the following will be awarded honors:

*(Note: In the following, 'graded hours' excludes grades of 'pass' or 'credit'; 'cumulative grade point average' includes all Webster University courses plus any transfer courses being used by the student to attain his/her 128 credit hours.)*

1. A minimum of 45 graded credit hours at Webster University
2. A minimum of 90 graded credit hours accumulated in the entire college career
3. A minimum cumulative grade point average of 3.7

The type of honor awarded will be determined on the basis of the following GPAs:

- Those with a minimum cumulative GPA between 3.70-3.79 will be awarded their bachelor's degrees with the distinction of cum laude.
- Those with a minimum cumulative GPA between 3.80-3.89 will be awarded their bachelor's degrees with the distinction of magna cum laude.
- Those with a minimum GPA between 3.90 and higher will be awarded their bachelor's degrees with the distinction of summa cum laude.

# Academic Policies and Information

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II. Department chairs, academic directors and/or site directors (as appropriate) may nominate exceptional students whose course of study puts them outside the parameters of the average student's curriculum vitae, in that theirs do not include a minimum of 45 graded credit hours at Webster University, or 90 graded credit hours accumulated in the entire college career. The Honors Board will consider these students for honors based on a demonstration of excellent academic work in the ungraded credit hours, both in the field of study and in other disciplines. Nominated students must have a cumulative GPA in alignment with the requirements detailed in Section I (above). The chair/director nominating the student should provide a narrative presenting the student's exceptional academic work in the ungraded credit hours. The Honors Board will communicate with chairs/directors concerning the process for these nominations.

III. Students who have been found guilty of academic dishonesty by the Academic Honesty Board are not eligible to receive honors.

## Department Honors

Individual departments and colleges/schools award departmental honors for excellence in the study in depth. Criteria for selection are determined by the individual department.

## International Distinction

Students who successfully complete all of their requirements for their bachelor's degree and satisfy three core components of international education (second language proficiency, study abroad and an international field work/internship) will have their bachelor's degree awarded with 'International Distinction.' Available in most of the Schools/Colleges, interested students should consult with their academic advisor or the director of the Office of Academic Affairs. The 'International Distinction' designation is annotated on both the student's diploma and official transcript.

## Dean's List

In recognition of academic excellence, a Dean's List is compiled each academic semester. To qualify, students must complete at least 12 credit hours at Webster University, of which no fewer than 6 credit hours must have regular letter grades. All enrolled coursework must be successfully completed, with no Incomplete or Withdrawn grades recorded. Qualified students who achieve a current semester GPA of 3.80 will be placed on the Dean's List for that semester. The Dean's List is published on the Current Students page of the University's website and is noted on the students' enrollment history.

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## Academic Progress (Good Academic Standing, Academic Probation, Dismissal, Reinstatement, Readmission)

### Good Academic Standing

Webster University students are in good academic standing when their Webster University cumulative grade point average (GPA) is at or above a 2.0.

### Academic Probation

Degree seeking students whose Webster University cumulative grade point average (GPA) falls below a 2.0 will be placed on academic probation. Students will be notified of their probationary status in writing. Students will be continued on probation when their semester GPA is above a 2.0, but cumulative GPA is below a 2.0. Students are removed from probationary status when their cumulative GPA is at or above a 2.0

## Academic Dismissal

Students will be dismissed from Webster University if they are:

- Degree seeking students on probation whose semester GPA falls below a 2.0.
- Conditionally admitted students whose first semester Webster University GPA falls below a 2.0.
- Non-degree seeking students whose semester GPA falls below a 2.0.

Degree seeking students are eligible to appeal for reinstatement or readmission. Non-degree seeking students are not eligible to appeal for reinstatement or readmission.

Students will be notified in writing of their academic dismissal.

## Dismissal Appeal Process and Reinstatement

Dismissed degree seeking students are notified in writing and may appeal their dismissal and request reinstatement.

St. Louis area and online students should send their appeal to the Academic Progress Committee care of the Academic Advising Center.

Extended and international campus students should send their appeal to their campus.

Appeals should be in writing, should address the specific circumstances that led to the poor grades, and should provide a clear plan to address those issues to be academically successful.

The Academic Progress Committee is made up of representatives of offices that can assess students' appeals in a holistic way, taking into account academic, personal and financial considerations.

Reinstated students are expected to maintain a semester GPA of 2.0 until their Webster University cumulative GPA is at or above a 2.0, or they will face a subsequent dismissal.

## Readmission

Dismissed degree seeking students who either were denied reinstatement or who did not appeal for reinstatement are eligible to apply for readmission to Webster University after one year if they can demonstrate readiness to do college-level work. Demonstration of college-level work involves transferring in 12 credit hours of coursework successfully completed at another post-secondary institution.

St. Louis area and online students should apply for readmission through the Academic Advising Center. Students should present copies of their transcripts showing the 12 credit hours of coursework successfully completed at another post-secondary institution.

Extended and international campus students should apply for readmission through their campus.

If readmitted, students returned to Webster University on probation.

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## Withdrawal from the University

A student who terminates study at the University before the end of a term may forfeit credit for work done in that term. Students who wish to withdraw from Webster for any reason must complete an exit interview with the Academic Advising Center and initiate official withdrawal procedures through the Academic Advising Center.



# Academic Policies and Information

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For information on refunds and tuition waivers, please see Financial Information.

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## Transcripts and Diplomas

Undergraduate diplomas are issued by the Office of the Registrar to students upon receipt of the approved Petition to Graduate and completion of all graduation requirements has been verified, provided that the student's account is paid in full. The diploma reflects the school or college sponsoring the student's primary major, as designated on the approved Petition to Graduate. The College of Arts & Sciences sponsors interdisciplinary majors and individualized areas of concentration. Double majors, certificates, minors and other academic program information are described on the academic transcript (not the diploma). Diplomas are sent approximately 10-12 weeks after the degree conferral appears on the student's record.

An unofficial copy of the transcript is sent to the student with his/her diploma after completion of degree requirements. The University issues the unofficial transcript only if the student's account is paid in full.

A student may request an official transcript online or by mail. Full directions for requesting transcripts can be found on the Registrar's website ([www.webster.edu/academics/transcripts.html](http://www.webster.edu/academics/transcripts.html)). There is a \$10 fee. The University will issue the official transcript only if the student's account is paid in full.