

Tennessee Addendum to the Institutional Catalog
2011-2012

July 14, 2011

Webster University

For Additional Information

Academic Advising

1-800-982-3847

Academic Affairs

1-800-413-1961

Alumni

1-800-305-2586

Business Office

1-800-981-9803

Career Services

1-800-981-9805

Financial Aid

1-800-983-4623

Follett Bookstore

1-888-467-5657

314-968-5936

(St. Louis only)

Library

1-800-985-4279

M.B.S. Direct

1-800-325-3252

Registrar

1-800-987-3447

Student Affairs

1-800-981-9804

General Switchboard

1-800-981-9801

Webster University
470 East Lockwood Avenue
St. Louis, Missouri 63119-3141
U.S.A.

For general information or application materials, please contact:

U.S. Citizens to the St. Louis Campus

Phone: 314-968-7100

Fax: 314-968-7116

email: gadmit@webster.edu

U.S. Citizens to Extended U.S. Campuses

Phone or fax the campus of your choice (for phone and fax information, see the Campus Locations and Offerings section of this catalog).

International Students to U.S. Campuses

Phone: international access code +314-968-7433

Fax: international access code +314-968-7119

email: intlstudy@webster.edu

U.S. Residents to International Campuses

Phone: 314-968-6988 or 1-800-984-6857

Fax: 314-968-7119

email: worldview@webster.edu

Non-U.S. Residents to International Campuses

Phone or fax the campus of your choice (for phone and fax information, see the Campus Locations and Offerings section of this catalog).

Webster University is a private, non-profit, independent, multicampus, international institution offering a wide variety of undergraduate and graduate degree programs. Founded in 1915, Webster University's home campus is in Webster Groves, Missouri, USA, a major suburban center of the St. Louis metropolitan area. Webster University also offers programs at extended campus locations throughout the United States, including military education installations and metropolitan centers, international programs in Europe, Asia and South America, and online distance learning programs in a large number of academic disciplines.

Webster University is academically organized into five schools and colleges:

- College of Arts & Sciences
- Leigh Gerding College of Fine Arts
- George Herbert Walker School of Business & Technology
- School of Communications
- School of Education

The policies and courses listed in this catalog represent the curriculum for the following degrees:

- Master of Arts
- Master of Arts in Teaching
- Master of Business Administration
- Master of Educational Technology
- Master of Fine Arts
- Master of Health Administration
- Master of Music
- Master of Public Administration
- Master of Science
- Master of Science in Nursing
- Educational Specialist
- Doctor of Management

Not all degrees and majors are offered at every Webster University location. A schedule of courses for the academic year is available at all Webster University locations that offer degree programs.

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and Webster University. The provisions of this catalog will ordinarily be applied as stated. However, Webster University reserves the right to change any statement made in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. The student is responsible for knowing graduation requirements for his or her degree program.

Enrollment in Webster University or completion of a degree program does not guarantee employment. Career services are available to students at most U.S. campuses. Webster University makes no claim or guarantee that credit earned will transfer to another institution.

It is the policy of Webster University not to discriminate in its educational programs, activities, or employment policies on the basis of race, sex, sexual orientation, color, creed, age, ethnic or national origin, or nondisqualifying handicap, as required by federal laws and regulations, including Title IX of the 1972 Educational Amendments.

Webster University complies with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380 as Amended.

Section 504 and Title IX Coordinator: Betsy Schmutz, Associate Vice President and Chief Human Resources Officer, Webster University, 470 East Lockwood Avenue, St. Louis, Missouri 63119-3141, U.S.A., Phone: 314-968-6960.

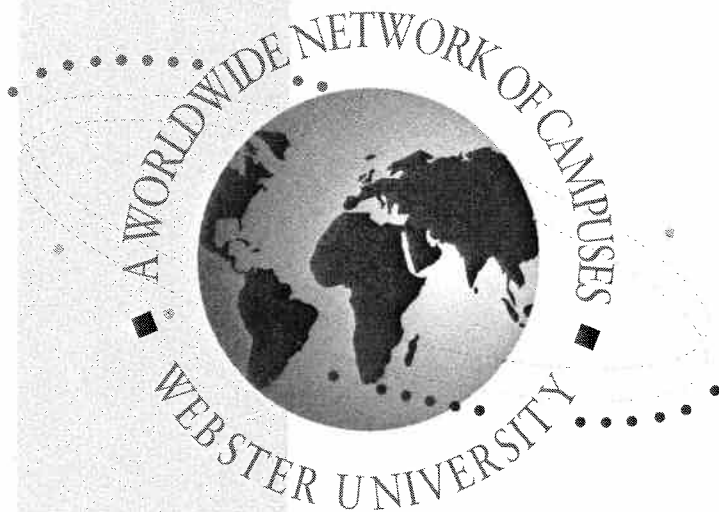


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Academic Services

Academic Advising

The Academic Advising Center coordinates the undergraduate and graduate advising system. This office provides students with information about academic programs as well as special study opportunities; it also administers registration for graduate degree programs.

Contact Information:

Web: www.webster.edu/advising
Toll Free: (800) 982-3847
Phone: (314) 968-6972
Email: onlineadvising@webster.edu

Academic Resource Center

The Academic Resources Center provides a range of services to help students succeed. The center offers peer tutoring, test preparation help, study and organizational skills improvement and services for students with special needs or disabilities. The ARC is also home to the Writing Center, where students can get expert assistance from qualified writing coaches.

Contact Information:

Web: www.webster.edu/arc
Phone: 314-246-7620

Admissions

The Office of Admission coordinates the recruitment and processing of applications for undergraduate, graduate and international students.

Contact Information:

Web: www.admissions.webster.edu/admissions/graduate
Toll Free: 1 (800) 753-6765
Phone: (314) 246-7800
Email: admin@webster.edu

Bursar's Office

The Bursar/Business Office is responsible for providing student account information, receiving payments for tuition and fees, collection of delinquent accounts, 1098 tax reporting, and delivering refunds and financial aid proceeds.

Contact Information:

Web: www.webster.edu/bursar
Toll Free: 1 (800) 981-9803
Phone: (314) 968-7410
Fax: (314) 963-6105
Email: bursar@webster.edu

Career Services

Career Services empowers students to become independent job seekers and career managers by focusing on comprehensive career education. Career Services assists students in all stages of career development.

Contact Information:

Web: www.webster.edu/careers
careercn@webster.edu
Toll Free: 800-981-9805
Phone: 314-968-6982

Disability Accommodations

Webster University is committed to serving all students, including students with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, the Academic Resources Director coordinates and provides services for students with disabilities. Please contact Barbara Stewart if you have a disability and need academic accommodations or have an accessibility need.

Contact Information:

Barbara Stewart (stewart@webster.edu)
Phone: 314-997-2603

Financial Aid

The Financial Aid Office processes all federal, state, and institutional student financial aid for all applicants throughout the Webster network.

Contact Information:

Web: admissions.webster.edu/admissions/finaid
Toll Free: (800) 983-4623
Phone: (314) 968-6992
Fax: (314) 968-7125
Email: Fincaid@webster.edu

Help Desk

The Help Desk is your centralized resource for technology issues/questions, including those pertaining to Connections account setups, accessing the Connections portal (to reach services like email and Student Academic Services), and WorldClassRoom (online courses).

Contact Information:

Web: www.webster.edu/helpdesk
Toll Free: (866)-435-7270
Phone: 314-968-5995
Email: support@webster.edu

Library

Webster University's Emerson Library offers the latest in collections, online resources and information technology. The library houses a collection of more than 300,000 volumes of books, periodicals, scripts, music scores, CDs, DVDs, Blu-Ray, and other media. Library resources are not limited to materials found in the building. At <http://library.webster.edu> students, faculty, and staff will discover a wealth of electronic resources. Accessible 24/7 from campus, home, or office, these valuable resources include the library's online catalog; over 150 online and full-text databases; video tutorials; Internet resources; and online services, including reference and electronic reserves.

Of course, the Library is more than just its physical and virtual presence - it is also a group of helpful, enthusiastic staff. Professional librarians offer general reference assistance in person, over the phone, or via email, and appointments can be made for in-depth help (either in person or online) from a subject specialist. Whether online or in person, come experience the library yourself!

Contact Information:

Web: library.webster.edu
Toll Free: 1-800-985-4279
Phone: 314-968-7152
Email: askref@webster.edu

Office of the Registrar

The Office of the Registrar submits loan deferments to lenders, certifies degree audits, sends letters of good standing, does enrollment verifications, degree verifications, transfer credit evaluations, processes transcript requests, works with GoArmyEd, registers students, processes adds, drops, and withdrawals.

Contact Information:

Toll Free: (800) 987-3447
Phone: 314-968-7450
Fax: 314-968-7112
Email: registraroffice@webster.edu

International Opportunities

Preparing students to be global citizens and leaders is a core part of Webster University's mission. With total immersion academic programs, including the Global MBA and the Global MA in International Relations, an acclaimed study abroad program, campuses on three continents, and students from nearly every country in the world, Webster provides students with ample opportunity for a truly international education. To learn how Webster can broaden your horizons, explore the programs and offices below:

The **Center for International Education (CIE)** is a crossroads of international opportunities and activities for the University and surrounding communities. It arranges housing for the international studies major and certificate programs and serves as an information resource for faculty, staff, and students seeking international fellowships, grants, internships and other programs.

Web: www.webster.edu/intl/cie

The **International Business Internship Exchange (IBIE)** places American students from Webster University in overseas "total immersion" internships that entail extensive foreign language and intercultural experience. Likewise, students from universities in Germany, Ghana, Japan, Mexico and the U.K. complete internships with corporations in Missouri. IBIE is a unique partnership among Webster University, the State of Missouri and several Missouri corporate sponsors.

Web: www.webster.edu/intl/ibie

As a leader in study abroad education, Webster understands the varying regulations governing travel and study within our network of international campuses. The friendly staff in **International Recruitment and International Services** assist Webster students from all over the world with these issues, providing help with visas, work, health services, lodging and much more.

Web: www.webster.edu/iris

The **Multicultural Center** provides programs and services to students and faculty to help foster a community environment that recognizes social differences, respects cultural uniqueness, and facilitates cross-cultural interaction, learning and appreciation.

Web: www.webster.edu/studlife/oma

International Study Opportunities for Webster Students

The Office of Study Abroad is the place to start for U.S. based students looking to study at any of Webster's international campuses and beyond. The office prepares students for their travel and connects them with the campus directors and program coordinators who will help them succeed. It's also where faculty start when they're ready to teach at another Webster international campus. A wealth of information and links to resources can be found on the Study Abroad website.

Web: www.webster.edu/studyabroad
Phone: 800-984-6857 or 314-968-6988
Fax: 314-963-6019
Email: worldview@webster.edu

International Academic Programs

In addition to our offices and centers that facilitate international education, Webster also offers several academic programs designed specifically with an international perspective in mind:

- Global MA in International Relations
- Global MBA Program (MBA degree)
- International Business, MA
- International Languages and Cultures, study emphasis
- International Nongovernment Organizations, MA
- International Relations, MA

Information for Military Students

Serving the military on installations since 1974, Webster University currently offers programs at 40 military installations, provides service/advising centers at 24 other military installations and offers Cooperative Masters Degrees with 36 DoD professional schools. This extensive educational network makes Webster University one of the largest providers of graduate military education in the United States.

Military students at Webster University have access to administrators, support staff, academic advisors and faculty. Webster's military students have access to student services equal to those available to main campus students. They can register for classes, order textbooks, get their grades, and access their academic and business office records— in person or online. Also available in person and online are financial aid forms, information about scholarships, and financial aid entrance counseling.

Military students at Webster University have a streamlined application process, recognition of their previously earned academic credit, tuition waivers and significant tuition discounts, tuition refunds when military duty affects course completion.

Webster is a Servicemember Opportunity College member and is recognized for providing quality, affordable, targeted and military friendly professional programs.

For more information on admissions for military students, see page 9. For tuition, see page 9.

Web: www.webster.edu/military

Webster University

Academic Calendar

Note: The actual class attendance dates and the holiday schedule listed may vary as required by academic program and campus location. Some classes do meet on University holidays. Students should check with their local campus for specific calendar information. The calendar is subject to change should circumstances warrant.

MA, MS, MHA, MPA, MBA, DMgt

Summer 2011 May 31-August 6

Fall 2011

August 15 First day of Term 1 and semester classes
October 14 Last day of Term 1 classes
October 17 First day of Term 2 classes
December 16 Last day of Term 2 and semester classes

Spring 2012

January 9 First day of Term 1 and semester classes
March 9 Last day of Term 1 classes
March 12-16 Spring Break – no classes
March 19 First day of Term 2 classes
May 18 Last day of Term 2 and semester classes

If you are enrolled in weekend classes or specialized graduate programs (e.g., nurse anesthesia), please check with your local campus director for starting dates.

MSN, MFA, MM, School of Ed (MA, MAT, MET, EdS)

Summer 2011 June 6 – July 29

Fall 2011

August 22 First day of Term 1 and semester classes
October 14 Last day of Term 1 classes
October 17-21 Fall Break – no classes
October 24 First day of Term 2 classes
December 16 Last day of Term 2 and semester classes

Spring 2012

January 16 First day of Term 1 and semester classes
March 9 Last day of Term 1 classes
March 12-16 Spring Break – no classes
March 19 First day of Term 2 classes
May 11 Last day of Term 2 and semester classes

Holiday Schedule

May 30, 2011 Memorial Day
July 4, 2011 Independence Day observance
September 5, 2011 Labor Day
November 11, 2011 Veterans Day*
November 24, 2011 Thanksgiving Day
November 25, 2011 Thanksgiving Friday
January 16, 2012 Martin Luther King, Jr. Day

*At U.S. extended campuses only; not in St. Louis area or international campuses.

For more detailed information, including drop and withdrawal deadlines, as well as calendars for international campuses, please visit www.webster.edu/academics/calendar.shtml.

Mission and Values

Mission

Webster University, a worldwide institution, ensures high quality learning experiences that transform students for global citizenship and individual excellence.

Vision

Our vision is to be a premier U.S.-based international university setting a distinct standard for global education.

This vision is built on a foundation of excellence in teaching and enhanced by an international perspective that fosters dialogue, respect and understanding across boundaries and between peoples. The educational endeavors in support of this vision are meeting the needs and enriching a global mix of learners within an ever increasing network of students desiring a U.S. education in multiple parts of the world. The institution is committed to offering these students a distinct personal experience and building the resources required to achieve this vision. The actions of the institution are shaped by our core values.

Core Values

Students

By sustaining a personalized approach to education through small classes, close relationships with faculty and staff, and attention to student life.

Learning

By developing educational programs that join theory and practice, provide an international perspective, encourage creativity and scholarship, and foster a lifelong desire to learn and actively serve communities and the world.

Diversity

By creating an environment accessible to individuals of diverse cultures, ages, and socioeconomic backgrounds and instilling in students a respect for diversity and an understanding of their own and others values.

Global Citizenship

By educating a diverse population locally, nationally, and internationally, acting responsibly toward the environment to foster a sustainable future, and strengthening the communities we serve.

Statement of Ethics

Webster University strives to be a center of academic excellence. The University makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely
- The protection of intellectual freedom and the rights of professors to teach
- The advancement of knowledge through scholarly pursuits and relevant dialogue

The University community is by nature pluralistic and diverse. Those who elect to participate in the Webster University community—students, faculty, staff, administrators, alumni, and directors—accept the responsibility of sharing in the effort to achieve the University's mission as an institution of higher learning. Each member is expected to respect the objectives of the University and the views of its members.

Participants in this shared enterprise strive to be governed by what ought to be rather than by what is. To accomplish its goals, members of the University community aspire to a higher standard than mere compliance with formalized University requirements and local, state, and federal laws.

Webster University endeavors to fulfill the following expectations:

- Preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty
- Treat others with respect and dignity
- Respect the rights and property of others
- Act with concern for the safety and well-being of its associates

Inquiry, discourse, and dissent, within the framework of an ordered academic environment, are seminal elements of a university community and of a free democratic society. Members of the Webster University community recognize this and are consequently supportive of democratic and lawful procedure and dedicated to rational approaches to solving problems. This assumes openness to change as well as commitment to historical values.

Accreditation and Memberships

Webster University is accredited by The Higher Learning Commission and is a member of the North Central Association, 312-263-0456, www.ncahlc.org.

The accreditation, which was awarded in 1925, includes undergraduate and graduate levels at all locations where the University offers programs.

Licensures/Approvals and Specialized Accreditations

State Licensures

• **Arizona:** Master's degree programs at Luke AFB are licensed by the Arizona State Board for Private Postsecondary Education. If you have any complaint or grievance which you cannot resolve with the school, write or call:

Arizona State Board for Private Postsecondary Education
1400 West Washington, Room 260
Phoenix, AZ 85007
Telephone: 602-542-5709

• **Arkansas:** The campuses at Little Rock, Little Rock Air Force Base, Fort Smith, and Fayetteville are certified by the Arkansas Department of Higher Education. Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301. The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

• **California:** "Notice of Student Rights" in California—You may cancel your contract for school, without any penalty or obligations, by the fifth business day following your first class as described in the Notice of Cancellation form that will be given to you. Read the Notice of Cancellation form for any explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy. If the school closes before you graduate, you may be entitled to a refund.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

Bureau for Private Postsecondary and Vocational Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Telephone: 916-445-3427

• **Colorado:** The metropolitan campuses at Colorado Springs and Denver are authorized to offer master's degrees by the Colorado Commission on Higher Education.

• **District of Columbia:** Master's degree programs at Bolling AFB in Washington, D.C., are licensed by the District of Columbia Educational Institution Licensure Commission.

• **Florida:** Master's degree programs at the metropolitan campuses in Orlando, Jacksonville, Lakeland, Merritt Island, Ocala, Melbourne, Sarasota, Tampa Bay, Manatee, and at NAS Jacksonville and Patrick AFB are licensed by the Florida Commission for Independent Education. Credits and degrees earned from colleges licensed by this board do not automatically qualify the holder to participate in professional licensing examinations in the State of Florida. Any person interested in practicing a regulated profession in Florida should contact the appropriate state regulatory agency.

For further information about the status of Webster University's programs in Florida, contact:

Florida Department of Education
Commission for Independent Education
325 West Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
Telephone: 888-224-6684 (Toll free) or 850-245-3200

• **Illinois:** The metropolitan campus in Elgin and master's degree programs at Great Lakes Naval Base and Scott Air Force Base are approved by the Illinois Board of Higher Education.

• **Kentucky:** The metropolitan campus at Louisville is licensed by the Kentucky Council on Post-Secondary Education.

• **South Carolina:** The metropolitan campuses in Charleston, Columbia, Greenville, and Myrtle Beach are licensed by the:

Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201
Telephone: 803-737-2288

If students at the Charleston, Columbia, Greenville, and Myrtle Beach Metropolitan Campuses have complaints about a classroom situation, they should first attempt to resolve the situation with the instructor. If resolution cannot be made with the instructor, or if the complaint is about a general school policy over which the instructor has no jurisdiction, then they may contact the school director for mediation. If the complaint cannot be resolved at the school level, students may contact Nonpublic Institution Licensing of the Commission on Higher Education. The complaint must be in writing. The school director will provide students with the necessary form.

• **Tennessee:** Webster University is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

• **Virginia:** Webster University is certified to operate by the State Council of Higher Education for Virginia (SCHEV). If a student has any complaints, questions or problems which were not resolved by the school to your satisfaction, you may contact

State Council of Higher Education for Virginia (SCHEV)
101 N. 14th Street
Richmond, VA 23219
(804) 225-2600

• **Washington:** Webster University is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Webster Uni-

Webster University

versity to offer the following degree programs: Master of Arts in Business and Organizational Security Management; Master of Arts in Counseling-Community Counseling; Master of Arts in Human Resources Development; Master of Arts in Information Technology Management; Master of Arts in Management and Leadership; and Master of Business Administration. Authorization by the HECB does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the HECB at P.O. Box 43430, Olympia, WA 98504-3430.

Specialized Accreditations

- Business related programs are accredited by the Association of Collegiate Business Schools and Programs (ACBSP).
- Music programs and degrees are fully accredited and approved by the National Association of Schools of Music (NASM).
- Nursing programs and degrees are accredited by the National League for Nursing (NLN).
- Webster University is registered for state teachers' certificates by the Department of Education of the State of Missouri.
- Webster University is approved by the National Board for Certified Counselors, Inc. as a continuing education provider to licensed mental health practitioners.
- Only the St. Louis Campus' legal studies B.A., M.A. and Paralegal Certificates are approved by the American Bar Association.
- The nurse anesthesia program is accredited by the Council on Accreditation (COA) of nurse anesthesia educational programs.
- Education programs are accredited by the National Council for Accreditation of Teacher Education (NCATE).

International Recognitions

- **China:** The Webster University MBA program, offered in partnership with the Shanghai University of Finance and Economics, is officially approved by and recognized by the Ministry of Education in China.
- **Thailand:** Webster University in Thailand is an accredited, private university by the Thailand Ministry of Education under Thai law.
- **Austria:** Webster University in Vienna is accredited by the Austrian Ministry for Education and Culture as a private university under Austrian law.
- **The Netherlands:** Webster University in the Netherlands is accredited by the Netherlands-Flemish Accreditation Agency (NVAO) and is an approved institute of higher education under Dutch law.

Memberships

Webster University holds membership in the following organizations or associations:

- American Association for Paralegal Education
- American Association of Colleges of Nursing (AACN)
- American Association of Colleges of Teacher Education (AACTE)
- American Council on Education
- Association of American Colleges and Universities (AAC&U)
- Association of Theatre in Higher Education
- College Art Consortium
- College Consortium for International Studies
- College Entrance Examination Board
- Council for Adult and Experiential Learning (CAEL)
- Council of Independent Colleges (CIC)
- Council on International Educational Exchange
- Educational Theatre Association
- Higher Education Council of Metropolitan St. Louis
- Independent Colleges and Universities of Missouri
- Institute of International Education
- International Council of Fine Arts Deans
- Missouri Music Educators Association
- National Education Association
- National League for Nursing

Webster University has been designated as an institutional member of Servicemembers Opportunity Colleges, a group of more than 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a member of SOC, Webster University recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense, and a consortium of 13 leading national higher education associations; it is sponsored by the American Association of State Colleges and Universities, and the American Association of Community and Junior Colleges.

Graduates of Webster University are eligible for membership in the American Association of University Women and the American College of Hospital Administrators.

The University also holds appropriate licensure, accreditations, or approvals within the recognized state approval agencies for all locations where Webster University offers programs.

Graduate Studies Mission Statement

The graduate mission of Webster University embraces the general mission statement of the University and defines the day-to-day implementation of the emphasis on excellence in teaching.

Program development aims to extend and enhance teaching in order to educate students to be lifelong, independent learners in an international community increasingly characterized by interdependence, uncertainty, and changing values.

Graduate studies at Webster University:

- Foster in students a lifelong desire to learn, a commitment to contribute actively to their communities and the world, an appreciation of the cultural legacies of the past, a pragmatic concern for meeting the challenges of the present and the future, a critical perspective, a respect for diversity, and an understanding of their own and others' values.
- Create a student-centered environment accessible to individuals of diverse ages, cultures, and socioeconomic backgrounds and sustain a personalized approach to education.
There is a strong commitment to provide graduate programs that allow students to achieve the best education for each individual's particular talents, interests, and goals in an environment that emphasizes service to students.
- Develop educational programs that join theory and practice and instill in students the spirit of systematic inquiry.
A curriculum taught by professional practitioners and professional educators ensures that a student's education is a successful blend of theoretical and practical knowledge.
- Stimulate creativity, scholarship, and individual enterprise in its students and faculty.
The primary impact of this creativity and scholarship is found in the classroom as faculty and students integrate new ideas and alternative approaches into their teaching and learning activities.
- Embody international experience in curricula.
The graduate programs include the international dimension most directly in the international business and international relations curricula.
- Educate diverse populations locally, regionally, nationally, and internationally.
Courses and curricula are designed to meet the educational needs of specific target groups across geographic boundaries.
- Enrich students and their communities through service to social, civic, cultural, corporate, and educational organizations.
The graduate programs identify and develop opportunities for creating community linkages to enhance education.

Clarify Student Attendance - Rule 1540-01-02-.11(1)(g).

The catalog pages that reference and clarifies whether a student's attendance can be interrupted for unsatisfactory attendance and under what circumstances the student can be readmitted is located on pages 26 and 30-31.

Academic Policies

Conduct

Students enrolling in a graduate 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 Online Student Handbook (www.webster.edu/studlife/StuA/handbook/studentlife.htm).

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 Web site or an Internet paper clearinghouse.

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.

Credit Hours

Credit hours are based on semester hours. Most Webster University graduate courses are 3-credit-hour courses. Credits which are transcripted by other institutions as quarter-hours will be transferred using a 2/3 conversion factor.

Continuing Enrollment

MA, MS, MSN, MBA, MHA, MFA, MM, MPA

A student who has not enrolled in Webster University graduate degree coursework for five consecutive terms must enroll for the sixth term, or the student will be required to meet the program degree requirements stated in the catalog that is current when the student resumes classes with Webster University. This regulation may not apply to students whose work assignments are remote from a Webster University extended-campus location or who have permission to complete studies at another institution.

If a student is enrolled continuously and core-course requirements change, the student may opt to complete the revised core curriculum.

School of Education (MA, MAT and MET)

Students must complete their degree within seven years of entry into a graduate program. Students who are unable to finish their program within seven years must apply to the Dean, School of Education for an extension.

School of Education (EdS)

Students who enter the program must complete all degree requirements within five years after completion of their initial EdS course. Students who apply but do not enroll within one year must submit a new application to both the university and the program.

A student may apply to the Dean, School of Education for a leave of absence for one year. If the absence is approved, the five-year program limit will be suspended for that year and will resume at the end of the leave of absence, whether or not the student enrolls in EdS courses.

Students who have been absent from program for longer than one year, and who wish to sit for a licensure exam, are responsible for updating their knowledge before they take the test during the current exam year.

Academic Policies

Grades

MA, MS, MSN, MBA, MHA, MFA, MM, MPA, DMgt, MAT, MA, MET, and EdS

Grades reflect the following standards:

A/A-	Superior graduate work <i>Instructors may choose not to use the pluses and minuses.</i>
B+/B/B-	Satisfactory graduate work <i>Instructors may choose not to use the pluses and minuses.</i>
C	Work that is barely adequate as graduate-level performance
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 graduate work (School of Education only)
F*	Work that is unsatisfactory <i>*The School of Education (MAT, MA and EdS) does not utilize the "F" Grade.</i>
I	Incomplete work
ZF	An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving GPA, academic warning, probation, and dismissal.
IP	In progress
W	Withdrawn from the course

A student in the School of Education may choose to receive Credit/No Credit, rather than a letter grade, by completing a grade choice form by the second week of classes. Education students must complete 33 credit hours with a B average or the equivalent.

Grades are available on the Internet to all students at the end of each scheduled term. (A hard copy is available upon request and may be requested online via the Academic Services Channel within Connections.)

Grade Point Average

MAT, MA, MET, MS, MSN, MBA, MHA, MFA, MM, MPA, DMgt, EdS

A grade point average (GPA) is calculated on all graded work, including transfer credit, applied toward all graduate degrees. Graduate students are expected to maintain a GPA of B or higher.

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 = 2.0 pts.
F* = 0 pts.	ZF = 0 pts.
NC = 0 pts.	

* The School of Education (MAT, MA, MET and EdS) does not utilize the "F" grade.

Grades of Incomplete, Withdrawn, or Credit for Webster University graduate courses, or Credit or Pass for transfer courses, are not used in calculating the GPA. When courses are repeated, the latter course is used for GPA calculation.

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 NC, C or F that is arbitrary or assigned for nonacademic reasons may discuss the grade with the appropriate chair in St. Louis, or the site director at extended campuses. If the grade dispute is not resolved within three months, the student may appeal the grade to the appropriate 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.

Grades leading to academic warning, probation, or dismissal apply to one 3-credit-hour course or three 1-credit-hour professional seminars. A grade of C, F, or ZF in a 6-credit-hour internship, project, or thesis is equal to two grades of C or F for academic warning, probation, and dismissal purposes. Once a student graduates, no further grade changes are allowed on the enrollment record.

Incomplete Process

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 documented with a "course incomplete" form.

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. Students with two or more grades of I will generally not be allowed to enroll in additional coursework until the grades of I are resolved. After one calendar year has passed, the grade of I (Incomplete) will become a ZF. 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. Once a student graduates, no further grade changes are allowed on the enrollment record.

ZF Grades

Students must repeat a core course in which an F or ZF is earned. The student's enrollment history will document both enrollments and grades, but only the later grade (repeated course) will be used for GPA calculation. Students may repeat the course in which an F or ZF is earned. If a grade of B- or better is awarded for the repeated course, probation status may be lifted, and the F or ZF will not be a qualifier for future probation or dismissal. Records of progress are kept by the institution on both veteran and nonveteran students.

Graduate Academic Honors

MA, MET, MS, MSN, MBA, MHA, MFA, MM, MPA, MAT, EdS

The student who completes a graduate degree (including all required, elective, prerequisite, and transfer courses) while maintaining a minimum GPA of 3.950 receives Graduate Academic Honors. Accelerated sequential degrees are excluded from this designation.

Academic Warning, Probation and Dismissal

MA, MS, MBA, MHA, MFA, MM, MPA, DMgt

Graduate students are expected to maintain a minimum B grade average. The graduate student has a responsibility to demonstrate the ability to complete graduate-level coursework, including the ability to write clearly and succinctly. If the student receives grades of C, F, ZF, or NC the following conditions prevail:

Before Advancement to Candidacy

(within first 12 credit hours of the program)

Probation Before Advancement—A student who receives a C grade is on probation.

Dismissal Before Advancement—A student who receives two C grades, an F, a ZF, or an NC is dismissed. A conditional basis student who receives one grade of C or below is dismissed, without further right to appeal for reinstatement.

Academic Policies

After Advancement to Candidacy

(after successfully completing first 12 credit hours of the program)

Academic Warning—A student who has been advanced to candidacy and receives one grade of C is sent a notice of academic warning.

Probation After Advancement—A student who receives one grade of F or ZF or two grades of C is placed on probation. The student is deemed to be on probation as soon as the grade which results in probation is submitted.

Dismissal After Advancement—A student who receives a grade of C and a grade of F, ZF, or NC or two grades of F, ZF, or NC or three grades of C is automatically dismissed from the University. The student is deemed to be dismissed as soon as the grade which results in dismissal is submitted. Students will receive formal written notice from the Office of Academic Affairs in St. Louis. Students who are dismissed cannot enroll or attend classes unless and until they are reinstated or readmitted pursuant to relevant policies. Dismissal from a graduate program is dismissal from Webster University. The University also reserves the right to dismiss students who continuously withdraw from coursework and do not make satisfactory academic progress.

Students can also be dismissed from the program for violations of United States criminal codes.

Any conduct that is detrimental to the school and/or other students will result in the termination of educational benefits from the Veterans' Administration.

Students should consult the Sequential Master of Arts and the Sequential Master of Business Administration sections under Master of Arts and Master of Business Administration for probation and dismissal policies for those degree programs.

Students will receive formal written notice of probation and dismissal by the Office of Academic Affairs in St. Louis. Students on probation are expected to limit their enrollment to one course (3 credit hours) per term. Failure to do so will result in dismissal.

Sequential Degrees

- A student who receives one grade of C is placed on probation.
- A student who receives one grade of F or two grades of C is dismissed from the program.

Webster University employs academic advisors to assist in dealing with academic problems and student concerns. The student should make every effort to determine the circumstances that have led to inadequate performance. Students on academic probation should normally enroll in only one course per term. The academic advisor should be consulted when the academic performance of the student is inadequate.

School of Education MAT, MA, MET, and EdS

Graduate students are expected to maintain a minimum B grade average to remain in good academic standing. The graduate student has a responsibility to demonstrate the ability to complete graduate-level coursework, including the ability to write clearly and succinctly. If the student receives grades of C, ZF, or NC (excluding courses numbered 5210) the following conditions prevail:

Academic Warning—A student who receives one grade of C is sent a notice of academic warning.

Probation—A student who receives one grade of ZF or NC, or two grades of C is placed on probation. The student is deemed to be on probation as soon as the grade which results in probation is submitted.

Students will receive formal written notice of probation by the Office of Academic Affairs in St. Louis. Students on probation are expected to limit their enrollment to 3 credit hours per term or 6 credit hours per semester. Students on probation should consult with their advisors to address any academic problems or concerns.

A student is removed from probationary status if he/she subsequently completes 6 credit hours of graduate coursework with a grade of B or

better. A student in the School Systems, Superintendency and Leadership program (EdS), or the Educational Leadership program (EdS) is removed from probation if he/she successfully completes the current semester courses with a grade of B or better. A grade of C, NC, or ZF previously acquired remains a part of the student's total academic record and may contribute to the student's dismissal.

Dismissal—A student who receives a grade of C and a grade of ZF or NC; or two grades of ZF or NC; or three grades of C is automatically dismissed from the University. The student is deemed to be dismissed as soon as the grade which results in dismissal is submitted. Students will receive formal written notice from the Office of Academic Affairs in St. Louis.

Students who are dismissed cannot enroll or attend classes unless and until they are reinstated or readmitted pursuant to relevant policies. Dismissal from a graduate program is dismissal from Webster University.

The University also reserves the right to dismiss students who repeatedly withdraw from coursework and do not make satisfactory academic progress.

Students can also be dismissed from the program for violations of United States criminal codes or University policy.

Any conduct that is detrimental to the school and/or other students will result in the termination of educational benefits from the Veterans' Administration.

Master of Science Nursing (MSN)

Students pursuing the Master of Science in Nursing (MSN) degree are required to maintain satisfactory academic progress. If a MSN student receives a grade of C, F, or ZF, the following conditions apply:

Probation: A student who receives a C is on probation.

Dismissal: A student who receives two Cs, an F, or a ZF is dismissed from the University. Students who are dismissed cannot enroll or attend classes unless and until they are reinstated pursuant to relevant University reinstatement policies.

Reinstatement

The student may send a written appeal for reinstatement to the Graduate Council in care of the Office of the Provost. The student must send the appeal stating the basis for his or her request for reinstatement no sooner than one term following the dismissal but within one year following the issuance of the last grade that resulted in the dismissal. The student is responsible for providing a complete and accurate statement describing the circumstances that contributed to his or her poor academic performance. Campus or program directors and faculty may provide recommendation to the Graduate Council as to whether or not a student should be reinstated. If the Graduate Council rejects the reinstatement appeal, the former student may apply for readmission after one calendar year.

Readmission

A student may send a written appeal stating the basis for his or her request for readmission to the Graduate Council in care of the Office of the Provost. A student must send the appeal no sooner than one year following the issuance of the last grade that qualified the student for dismissal, or after a reinstatement appeal was denied by the Graduate Council. The student is responsible for providing a complete and accurate statement describing the circumstances that contributed to his or her poor academic performance.

Two types of dismissal situations that might create grounds for readmission are: 1) a student has a generally good graduate record at Webster University but experiences a work or personal problem that leads to poor performance; or 2) a student's background is weak in a specific area, e.g., accounting, that leads to poor performance in courses in that area or a related area, e.g., finance.

Academic Policies

In the case of a past work or personal problem, the student should submit information or documentation that indicates the nature of the original problem and how it has been resolved. In the case of a weak background in a specific area, the student should demonstrate the attainment of the necessary knowledge and/or skills to do graduate work at Webster University, such as successful completion of remedial work in the problem area. In either instance, the student might demonstrate the ability to do graduate work by voluntarily taking a standardized test such as the GMAT.

Dual Majors

A student may select dual majors from related majors. Dual majors require completion of the requirements in both majors. If the requisite course is waived in either or both majors, a course substitution for the requisite course is not required. The student may receive the degree in the dual majors on completion of the course requirements for the remaining courses. The Counseling MA degree, the MS degree areas, the MBA, the MHA and MPA degree areas are not eligible for the dual major option. MBA students should consider the MBA with an emphasis instead.

The following policies apply to dual majors:

- Dual majors may require more than 36 credit hours for completion of the degree if requisite courses are not waived.*
- The dual majors must be declared before the student has completed 6 credit hours of coursework.
- A student who has declared dual majors may transfer into the degree program only courses that are equivalent to required courses.
- A student who earns two grades of C in a major will not meet dual major requirements in that major, unless one of the C grades is repeated with a grade of B- or better.

*The U.S. Department of Veterans Affairs requires special approval for students utilizing veterans' educational benefits to enroll in more than 36 credit hours. Students should request approval on the Program Option Request form.

Dual Degree Option: MBA/MHA

The MBA/MHA dual degree option requires the completion of 54 credit hours consisting of the 9 required core courses (27 credit hours) in the Master of Health Administration (MHA) and the 9 required core courses (27 credit hours) in the Master of Business Administration (MBA), as listed in the respective sections of this catalog.

Upon completion of the 54 credits, two separate diplomas are issued at the same time. The two degrees cannot be awarded separately or sequentially under this arrangement. Dual degree students must take BUSN 5760 Applied Business Statistics, but they may substitute another relevant graduate course for the HLTH 5100 Statistics for Health Administration requirement. (They may also complete both statistics courses as an option.)

Sequential Master's Degree

MA, MBA, MS, MHA, MPA

A student who has earned an MA, MBA, MS, MHA, or MPA from Webster University or another regionally accredited college or university (or its international equivalent) may earn a sequential MA, MBA, MS, MHA, or MPA in another major. The sequential master's degree requires completion of all the core courses in the declared major. The student must complete an elective to meet the core-course requirement if the 5000 course is waived.

If a student has completed any required courses as part of a previous Webster University master's degree, approval for substitute coursework must be requested and approved prior to enrollment. Please note that courses required as program pre-requisites such as MBA pre-requisites will not count toward the minimum number of hours required for the degree.

Minimum number of required hours	Approved Degrees
21 Credit Hours	MA in International Business MA in Media Communications MA in Procurement and Acquisitions Management Master of Business Administration
24 Credit Hours	MA in Business and Organizational Security Management MA in Gerontology MA in Health Care Management MA in Human Resources Development MA in International Nongovernmental Organizations MA in Management and Leadership MA in Marketing
27 Credit Hours	MS in Environmental Management MS in Finance Master of Health Administration MA in Human Resources Management MA in International Relations MA in Information Technology Management Master of Public Administration
36 Credit Hours	MA in Legal Studies

Students may only earn one graduate degree within the School of Communications. If a student holds a graduate degree outside of the School of Communications and wishes to pursue the MA in Communications Management, MA in Public Relations, MA in Advertising and Marketing or MA in Media Literacy they should meet with an advisor regarding possible course reductions.

Art, counseling, and other specialized master's degrees are excluded as sequential master's degree options.

The following conditions apply to the sequential master's degree:

1. A Webster University graduate with an MA, MBA, MS, MHA, or an MPA may earn the sequential master's by completing the required core courses (minimum 21 credit hours) detailed in the declared major curriculum.
2. The student who holds a master's or doctoral degree from another regionally accredited college or university may earn the sequential MA by completing the required core courses (minimum 21 credit hours) detailed in the declared major curriculum.
3. MBA prerequisite courses, or other prerequisite requirements, may not be used to reduce sequential degree requirements.
4. No transfer of credit may be applied toward this minimum residency.

Sequential Master's Degree in the School of Education

1. A student who holds an MAT, MA or MET from Webster's School of Education may earn a sequential MA or MET by completing the required courses (ranging from 21 to 24 credit hours depending on the sequential program) detailed in the declared major curriculum.
2. A student who holds a master's or doctoral degree in an education related field from another regionally accredited college or university may earn a sequential MA or MET by completing the required core courses (ranging from 21 to 24 credit hours depending on the sequential degree program) detailed in the declared major curriculum.

Academic Policies

3. No transfer of credit may be applied toward the minimum required courses.
4. Students working on a sequential MA/MAT are required to complete the School of Education ATC (Advancement to Candidacy) process for their sequential degree.
5. If a student has completed any required courses as part of a previous Webster University master's degree, approval for substitute coursework must be requested and approved prior to enrollment.

Directed Studies

On a limited basis, and in documented cases of unavoidable absence, a student may request a directed study to complete a required core graduate course outlined in this catalog, except for non-MAT courses numbered 5500. Generally, a request for a directed study will be denied when the student has the option to enroll in an online section of the course. The following conditions prevail if a course is to be completed as a directed study:

A basis for the directed study must be documented. The documentation should demonstrate a clear academic rationale for a directed study. Requests for directed studies are to be written and submitted to the local director on extended campuses and in St. Louis to the appropriate dean or designee by the student on a Program Option Request form along with the supporting documentation.

Initial approval must be given by the local director. Final approval must be granted on extended sites by the associate vice president for academic affairs and on the St. Louis campus by the appropriate dean.

The course must be in the curriculum at the campus where the student is enrolled and be a core requirement in the student's program (directed studies are not approved for electives).

Students pursuing the MA, MAT, MBA, MHA, or MS are permitted a maximum of two directed studies unless further restricted by that program. Students are encouraged to utilize a directed study only as a last resort. Elective courses are excluded from this option.

Directed studies are identified by the catalog course prefix, number, and title and include a directed study notation. Example: MNGT 5650 Management and Strategy: Directed Study.

Directed studies in media communications may be options at the St. Louis campus and carry the designation MEDC 5200.

Individually designed courses may be an option in an individualized degree program at the St. Louis campus and carry the designation INDZ 5200.

Internship

In some majors, students may arrange an internship in a business or agency setting. Internships carry a 6500 course number plus the major prefix, with the exception of COUN 6000 Counseling Learning Practicum.

The internship option requires that the student has completed all the required courses (except 6000) in the declared major/emphasis. Internships (6500) do not substitute for overview (6000) or capstone course requirements.

An internship is permitted only in a student's declared major or MBA area of emphasis. Three to 6 credit hours may be earned in internship. Counseling students are exempt from this policy and may complete up to 12 credit hours of practicum if it is required by state licensure law. Students pursuing the MA or the MBA with an emphasis may complete a maximum of 6 credit hours of internship.

Internships are not available to School of Education MAT, MA or EdS students or MBA students without an area of emphasis.

Thesis or Project

Completing a thesis or thesis project (the 6250 course number) is a major undertaking for students and instructors alike. Graduate students electing this option will invest significant time and energy in preparing primary and secondary research that will add to the body of knowledge of their fields of study, or they will produce a project of significant original material. Due to the faculty supervision requirement online students may not pursue the thesis or project option.

Several levels of instructor and administrator approvals are necessary before a candidate can proceed with the 6250 option. Students should see their campus director or department chair (if studying at the St. Louis campus) for the copies of the thesis guidelines and the necessary forms for pursuing this course. Students are advised to apply for this option before completing 21 credit hours in order to complete the authorization process in a timely manner. The thesis option is not available in an online format.

Before taking the 6250 course the student will have completed all the required courses (except the 6000 integrated studies course) in the declared major/emphasis. A thesis may not be substituted for a core course with the exception of the 6000 integrated studies course. Students pursuing a dual major may substitute a thesis option for only one 6000 capstone course. Students who have received a grade of "C" in any core course(s), or who are on academic warning or probation, may not pursue the thesis option. The thesis option is not available in some degree programs and majors.

The 6250 student initially registers for a minimum of 3 credit hours and subsequently maintains a minimum enrollment of 2–3 credit hours until the thesis is completed. A maximum of 6 credit hours may be applied toward the graduate degree, with appropriate approvals. Credit for the thesis is awarded in non-letter grade format (Credit/No Credit.)

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 degree-seeking students and individuals who already possess a baccalaureate degree. Admission policies for certificate-seeking students are the same as for degree-seeking students.

Requirements for Certificate Programs

- All courses to be applied to a certificate program must be completed per graduate level academic expectations. Some departments may establish a higher overall cumulative grade requirement for specific certificate programs.
- 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.
- Transfer credits are not applicable to certificate programs.

The general academic and financial policies of the University apply to certificate-seeking students. On completion of the approved program, certificates are awarded at Commencement. See listing of all Webster University certificates.

Credit by Examination/Experiential Learning

Credit by Examination and experiential learning programs are offered at the undergraduate degree level. Only the School of Education has limited credit by examination opportunities at the graduate level.

Academic Policies

Transfer of Credit

MA, MS, MSN, MBA, MHA, MM, MPA

Transfer credit may not be applied toward certificate programs.

Webster University allows limited transfer credit to apply toward graduate programs, when the transfer course is directly applicable (relevant) to the specific master's degree and the following factors are satisfied. The University's transfer policies are based, in part, on the Council for Higher Education Accreditation (CHEA) recommended guidelines and framework. While transfer decisions are not made solely on the source of the accreditation of the sending program or institution, Webster University generally expects transfer coursework to originate from a regionally accredited institution. Other essential academic factors involved in the transfer decision include: existing articulation agreements, comparability, course level, content, grades, course equivalency, course or program prerequisites, and applicability of the transfer request towards the specific degree and major (relevancy to the program).

A maximum of 12 credit hours of relevant graduate credit from other regionally accredited graduate institutions or professional military education depending on the requirements of the specific degree program may be transferred into a student's graduate degree program, subject to evaluation and approval. Only 9 credit hours of transfer credit are allowed for students in the MBA program. Transfer credit in which the student has earned a grade of B- or above, which is relevant to the student's degree program and which has not been applied toward the completion of a degree, will be considered for review.

Several defined government and/or military cooperative degree programs (e.g., Captains' Career Courses) provide transfer credit. Formal articulation agreements define transfer credit for these limited programs. See <http://www.webster.edu/military/cooperative.shtml>. Requests for transfer of credit must be submitted in writing by the student on the Request for Transfer of Credit form. Transfer of credit should be arranged at the time the student matriculates.

With prior approval, students pursuing the MA may complete a maximum of 6 credit hours of relevant Webster University MAT courses as a part of the elective credits. Course relevancy is determined by the appropriate dean. Generally, courses in education pedagogy, methods, and practicum will not be approved. No transfer of credit is necessary. The MAT credit hours do not apply to the 12 credit hours allowed for transfer.

Credit will be transferred in strict accordance with the guidelines established by the American Council on Education. Only those schools or courses recommended for graduate credit by that Council will be considered in the evaluation of transfer credit. Credits which are transcripted as quarter-hours will be transferred using a 2/3 conversion factor.

As part of the overall Webster University student transfer of credit policy, Webster University will assign a grade of "CR" to all passing grades from recognized non-U.S. or non-American style educational institutions. Approved transfers of credit will be recorded officially after the student is fully accepted into the degree program. If the approved courses to be transferred have not been completed at the time of full acceptance, the student may request the transfer of credit at a later time. This transfer of credit should be requested before the student has completed 18 credit hours with Webster University.

School of Education MAT, MA and MET

Students may transfer, with approval, either:

- 6 credit hours from another graduate institution and 3 credit hours of approved Graduate Education In-Service credit or
- 3 credit hours from another graduate institution and 6 credit hours of approved Graduate Education In-Service credit (MA/Reading students may not transfer in 6 hours of Graduate Education In-Service).

A maximum of 6 credit hours from other colleges or universities may be transferred into the degree program. The course(s) being transferred must meet the following criteria:

- The course is required to achieve the program goals and is relevant to the student's major.
- The course carries graduate credit toward an accredited master's degree program at the sponsoring institution.
- The course was not used to fulfill requirements for another degree.
- The course must carry a grade of A, B, or Credit.
- The course must have been completed within five years before admission into the program.

Courses taken at other colleges or universities after admission to the program and Graduate Education In-Service courses ordinarily may not be transferred for credit. Waivers would require the following:

- Prior approval by an advisor and relevant area coordinator must be granted on "prior permission form" before the course is taken.
- The course does not duplicate one offered at Webster University. (Note: This does not refer only to courses offered in the current semester, but to any similar course Webster University offers.)
- The student fills out a Request for Transfer of Credit form (available in the School of Education Office) and submits it, along with an official transcript of the course(s) being requested, to the School of Education Office. When the transfer hours have been approved and processed, the student will be notified. Students may request approval of the transfer courses at any time after admission to the program. Approved transfer hours are not used in evaluating advancement-to-candidacy or probation and dismissal actions.

EdS Transfer of Credit

A maximum of 6 credit hours of relevant graduate credit from other regionally accredited graduate institutions or professional military education may be transferred into the student's graduate degree program (EdS), subject to evaluation and approval. Transfer of credit in which the student has earned a grade of B- or above, which is relevant to the student's degree program and which has not been applied toward the completion of a degree, will be considered for review. Requests for transfer of credit must be submitted in writing by the student on the "Request for Transfer of Credit" form with an accompanying official transcript.

When the transfer hours have been approved and processed, the student will be notified. Students may request approval of the transfer of credit at any time after admission to the program.

Core Course Substitution

The student must submit a request for substitution of a course for a required core course to the local director/advisor on a Program Option Request form and must include documentation to support the substitution request. The decision to approve or deny a core course substitution request rests with the associate vice president for academic affairs or designee and is based on an evaluation of the student's exposure to equivalent subject matter.

Petition/Graduation Requirements

The student is responsible for completing degree requirements including, but not limited to, changes of grade, core course substitutions, program evaluation, and the petition to graduate, in accordance with the dates listed in the Academic Calendar. A student should complete a petition to graduate at the time of registration for his or her final term.

Prior to their degree completion, students are assigned a non-refundable graduation candidacy fee, which covers degree audit functions, diploma production, and future transcript requests.

Academic Policies

Transcripts

A student request for an official transcript must be in writing and directed to the Office of the Registrar. The University will issue the official transcript only if the student's account is paid in full.

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

Diploma

The University will issue the diploma to students who have completed all degree requirements if the student's account is paid in full. Diplomas are sent from the Office of the Registrar approximately 8-10 weeks after the degree conferral appears on the students record.

Placement Assistance – Rule 1540-01-02-.11(1)(k)

Webster University offers information on job placement via Career Services at the home campus in St. Louis, Missouri. The student can contact the home office at 1-800-981-9801 for more information or via the internet at <http://www.webster.edu/careers/eligibility.shtml> .

Facilities and Equipment – Rule 1540-01-02-.11(1)(I).

Webster University operates out of building spaces provided by the United States Navy at Naval Support Activity Mid-South. Each classroom at Navy College, that Webster University occupies, provides the student(s) the use and accessibility to the following:

- Audio visual cart with television and VCR
- Projection Machine with a laptop and speakers
- Laptop computers in the wireless lab with T-1 internet connection.
- Desktop computers in the hard lab with T-1 internet connection.
- Some of the classrooms have a DVD player and one can be provided as needed.
- Computer Lab available for student usage the following hours:
 - Monday – Thursday 9:00 a.m. – 4:30 p.m.
 - Friday 9:00 a.m. – 2:00 p.m.

Note: All equipment, supplies and internet services are provided to the student at no additional fee.

Transferability of Credit - Rule 1540-01-02-.11(1)(q)

The Disclosure on Transferability of Credits per Tennessee Higher Education Commission, Section 1. Tennessee Code Annotated, Title 49, Chapter 7, Part 1, is amended by adding the following language as new, appropriately designated sections: § 49-7-1_.

Disclosure on Transferability of Credits
per Tennessee Higher Education Commission

Section 1. Tennessee Code Annotated, Title 49, Chapter 7, Part 1, is amended by adding the following language as new, appropriately designated sections: § 49-7-1_.

Credits earned at Webster University may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Webster University. You should obtain confirmation that Webster University will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Webster University to determine if such institutions will accept credits earned at Webster University prior to executing an enrollment contract or agreement. The ability to transfer credits from Webster University to another educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Webster University if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Webster University and of any other educational institutions you may in the future want to transfer the credits earned at Webster University before you execute an enrollment contract or agreement.

Student Grievance Procedure - Rule 1540-01-02-.19

1540-01-02-.19 FAIR CONSUMER PRACTICES AND STUDENT COMPLAINTS

1540-01-02-.19 FAIR CONSUMER PRACTICES AND STUDENT COMPLAINTS

(1) All institutions authorized by the Commission and their representatives shall be required to operate in accordance with fair consumer practices to ensure current and prospective students that nothing is hidden and verbal and written representations by the school are accurate, such that students can make appropriate decisions concerning their investment of time and money.

(2) Fair consumer practices means honesty, fairness and disclosure to students in the areas of: recruitment, admissions, contractual agreements, student financial assistance, obligations to repay student loans, placement assistance and job placement rates, advertising, refund policies, the meaning and recognition of different types of accreditation, the transferability of the institution's credits to other postsecondary schools and also includes misrepresentation concerning competitor schools.

(a) Information regarding fair consumer practices shall be included in the institution's usual publications such as the catalog and school brochures and must always be provided by institutional recruiters and agents.

(b) Accredited institutions may apply accreditation standards of fair consumer practices.

(3) Findings by Commission staff and/or ongoing complaints by current or prospective students that show a pattern of misinformation, misrepresentation, lack of disclosure or discrepancies between verbal and written information, intimidation or coercion may require corrective public announcements or in the opinion of the Commission significant deviation from fair consumer practices may result in penal fines and/or conditional authorization or revocation of agent or institutional authorization.

(4) Institutions authorized under these rules must report to the Commission in writing within 30 working days any unresolved written complaints about their operation of which they are knowledgeable (including media accounts of complaints). Such complaints shall be resolved or determined to be irresolvable by the institution within 30 working days of the receipt of the written complaint at the Commission offices.

Complaints shall be considered as a factor in the decision when authorization to operate or continue in operation is sought.

Authority: T.C.A. §49-7-2006, 49-7-2007, 49-7-2008, 49-7-2013. **Administrative History:** Original rule filed June 24, 1998; effective October 28, 1998. Amendment filed June 6, 2008; effective August 20, 2008.

1540-01-02-.19 FAIR CONSUMER PRACTICES AND STUDENT COMPLAINTS

Students attending Webster University have the right to file a complaint with the Tennessee Higher Education Commission. Webster University must make this information available to all students according to the policies and procedures set forth in the compliance criteria mandated by the Tennessee Higher Education Commission. In accordance with number **1540-01-02-.19 FAIR CONSUMER PRACTICES AND STUDENT COMPLAINTS**.

the official form can be found at

[Http://www.tennessee.gov/thec/Dividions/LRA/PostsecondaryAuth/psa.html](http://www.tennessee.gov/thec/Dividions/LRA/PostsecondaryAuth/psa.html) under the link titled Proprietary Schools Complaint Form.

The criteria to submit must be strictly adhered to as mandated by the Tennessee Higher Education Commission.

This complaint form should only be used to file a complaint against institutions authorized by the Tennessee Higher Education Commission and regulated by the Division of Postsecondary School Authorization.

A statement describing the nature of the complaint must be attached to the form. The statement should include a description of the events or circumstances upon which the complaint is based and all supporting documentation for your complaint must be attached. All complaints will be retained by the Division of Postsecondary School Authorization for two years from the date they are submitted.

Mail or Fax all complaints to the following:

The Tennessee Higher Education Commission
Division of Postsecondary School Authorization
Parkway Towers, Suite 1900
404 James Robertson Parkway
Nashville, Tennessee 37243
Attention: Complaints

Telephone: (615) 741-5293
Fax: (615) 532-8845

Webster University's policy for grievance resolution can be found at
<http://www.webster.edu/about/policy/grievance.shtml>.