





# Academic Policies and Information | Undergrad

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Academic Advising Connections site under Forms and 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.

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## The Gleich Honors College

### Mission

To bring together a diverse group of remarkable students and enhance their regular coursework with integrative, high-impact honors experiences that take full advantage of the university's global network. Gleich Scholars will engage in a carefully designed program of co-curricular activities that provide them additional opportunities for creative exploration and civic engagement while reinforcing their sense of community.

### Learning Objectives

1. Critically apply different research methodologies to both local and global contexts.
2. Design, present and assess projects and their budgets for meaningful community collaboration.
3. Advocate for students' own academic goals through leveraging available resources and effective communication.
4. Collaborate across intercultural lines with openness, empathy and curiosity.

### Application Process

All motivated students seeking additional educational opportunities are invited to apply. In several short essays, applicants will demonstrate their approach to problem-solving and their writing style and be asked to describe what they will contribute to the Gleich Honors community. An interview may also be required before the final decision is made. For incoming students, there is an early spring deadline for submitting the application form. Students may also apply after their first year and/or as transfer students. For details on this admission process, please contact the Gleich Honors College director. See the Gleich Honors College webpage for updated details.

### Requirements

Students in the Gleich Honors College must complete a certain number of requirements (some curricular, some project-based, others related to service learning) before graduation. The requirements ensure that the learning objectives for the College are met while allowing for flexibility so that students can successfully integrate the honors experience with their other areas of study and co-curricular commitments.

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## Major

A major is a cohesive combination of courses through which a student gains a grounding in a particular discipline. The major designates a student's primary area of study.

### Requirements for Majors

- Students must complete a major, whether in a department or an approved self-designed interdisciplinary major (SIM).
- Departments set the requirements for their majors including specific course work, residency in the department, minimum grades, or international language credit.

- Majors may also require or optionally offer an additional formal focus (emphasis) or an informal focus (area of specialization, area of study, concentration, or track).

### Emphasis

An emphasis is an additional specific subject area within a major, allowing students to further focus their study in a formal way that appears on their transcript.

Several Webster majors require students to select an area of emphasis, while other majors offer optional emphases.

### Informal Focus

An area of specialization, area of study, concentration, or track is an informal focus that may be required or optional component of a major. The terminology is interchangeable and is used at the discretion of the department. An informal focus does not appear on the diploma or transcript.

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## Dual Majors and Dual Degrees

Students may complete the requirements of two majors or two degrees simultaneously. A dual major is two different majors within the same bachelor's degree pursued and earned simultaneously. A dual degree is two different bachelor's degrees pursued and earned simultaneously. The two majors or two degrees cannot be awarded separately or sequentially.

### Requirements for Dual Majors and Dual Degrees

- Students must complete the requirements of both majors or both degrees.
- The same course may not satisfy the requirements for two different majors or degrees, except for waivers made for specific dual majors and dual degrees in the Business

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## Sequential Degree

A sequential degree is a second bachelor's degree in a different area of study, pursued after conferral of the student's first degree.

### Requirements for Sequential Degrees

- To earn a sequential degree, students must complete:
  - All remaining core requirements in the major
  - The University's residency requirement of at least 30 credit hours
    - 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
  - Departmental residency requirements
- Students who have completed a baccalaureate degree from a regionally accredited institution will have satisfied all requirements of the GCP.
- Students are advised by the department or program in which the sequential degree is sought.

## Admission

Webster graduates must apply for a sequential degree through the Academic Advising Center; graduates of other accredited institutions must 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.

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## Certificate

A certificate is a cohesive set of courses reflecting knowledge and/or skills in a narrowly defined discipline that can be awarded as a stand-alone credential. Certificate programs are designed for both first-time degree seeking students and individuals who already possess a baccalaureate degree. The University's certificates can be viewed at <https://www.webster.edu/catalog/current/undergraduate-catalog/certificates/>.

### Requirements for Certificates

- Students must complete all specified coursework in residence at Webster University.
- Transfer credits may not be applied to a certificate.
- Students must earn at least a grade of C or better in courses applied to the certificate. Some departments may establish a higher cumulative grade requirement for specific certificate programs.
- Courses fulfilling the requirements of a certificate may also be used to satisfy the requirements of a degree program but may not be applied to another certificate.

Certificates are awarded in May, August and December.

## Admission and Financial Aid

Admissions policies for certificate seeking students are the same as for baccalaureate degree seeking undergraduates. The general academic and financial policies of the University apply to students seeking certificates. However, scholarship awards are available only to baccalaureate degree seeking students.

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## Minor

A minor is an optional secondary area of study that complements the student's major or explores another area of intellectual

interest. A minor must be in an area of study different from the student's major and may be from an interdisciplinary area of study. The University's minors can be viewed at <https://www.webster.edu/catalog/current/undergraduate-catalog/minors/>.

### Requirements for Minors

- Students must complete a minimum of 18 credit hours in specified coursework in residence at Webster University.
- Transfer credits may not be applied to a minor.
- Students must earn a grade of C- or better in courses applied to the minor. Some departments may establish a higher cumulative grade requirement for specific minors.
- Students may earn a maximum of two minors.
- Courses fulfilling the requirements for a minor may not be applied to the requirements for the student's major or another minor.

A minor cannot be earned as a stand-alone credential but is earned simultaneously with a bachelor's degree. A minor appears on the student's transcript.

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## Directed Study

A directed study is a one-on-one tutorial to complete an existing undergraduate course that is unavailable due to scheduling problems. To qualify as a directed study, the course must be in the curriculum at the campus where the student is enrolled and must not be a reading course, practica or independent study.

To request a directed study, students must submit a written request to the chair or director, along with supporting documentation. If approved by the chair or director, the course will be identified on the student's transcript with the catalog course prefix, number and title with a directed study notation.

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## Independent Study

An independent study is a specifically numbered course, either general (INDZ) or specifically designed by a department, that involves research work on a specialized subject or project, artistic work, or study of an interdisciplinary nature. In contrast to a practicum, the emphasis in an independent study is usually on individual pursuit of a specific content area.

To request an independent study, students must speak to their academic advisors and seek approval from the department chair.

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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.

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in the Undergraduate Grading Policy section below. Students must also meet with their academic advisors to best understand options within their program of study. Students are encouraged to complete their courses, but dropping a course or seeking a withdrawal may be in the best interest of the student. For information on the tuition refund policies following drops and/or withdrawals, please see the Financial Information and Tuition, Fees and Refunds sections of this catalog.

## 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.

## 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 unauthorized sources, such as crib sheets, electronic sources, stolen exams, study aids in an academic assignment or assessment, 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 source as one's own words without proper citation in any academic assignment. Plagiarism includes submission (in whole or in part) of any work acquired from a third-party such as (but not limited to) a website or an internet paper clearinghouse. Self-plagiarism -- duplication or resubmitting one's own work (in whole or largely unchanged) without acknowledgment or instruction permission in multiple assignments or courses -- 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) a written warning; b) a reduced grade, partial credit, or zero on the assignment; c) requiring the student to repeat the assignment; d) issuing a failing grade to the student for the course; and/or e) enrollment in the Academic Integrity Education Program (AIEP). To learn more about the AIEP, visit <https://www.webster.edu/academics/academic-integrity.php>.

Students may be placed on academic probation or dismissal as a result of receiving an unsatisfactory grade (F) due to academic dishonesty. For more information, see the Academic Progress (Good Academic Standing, Academic Probation, Dismissal, Reinstatement, Readmission) section below.

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 under Academic Honesty Policies and Procedures.

## Transfer Credit

Webster University evaluates post-secondary educational credits for transfer from:

- Regionally accredited colleges and universities.
- Nationally accredited institutions that are accredited by an official body recognized by the U.S. Department of Education; credits may be accepted on a limited basis.
- Some previous learning experiences such as corporate or military training.

### Requirements for Transfer Credit

- Official transcripts or other documentation of all previous study must be submitted to the Office of Admission at the time of application.
- The University accepts a maximum of 90 credit hours of transfer work toward a bachelor's degree unless that work includes significant lower-division work.

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- If the transfer work includes significant lower-division work, the University accepts a maximum of 64 credit hours from any combination of the following:
  - Credit hours from community colleges, unless the credit hours are part of a successfully completed associate 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 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. The 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 credit evaluation. Transfer credit includes:

- College-level work completed at an accredited institution. Transfer without a degree is evaluated on a course-by-course basis subject to the University's policies regarding lower-division programs. The University's articulation agreements assist students with transferring coursework on a program-by-program basis. The University accepts college-level work satisfactorily completed with a grade of C- or better. Courses completed with a grade less than C- are not applicable toward Global Citizenship Program requirements, generally are not applicable toward major requirements, and have severe transfer restrictions toward electives. For more information, see the Transfer Credit Grading Policy section below.
- 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 (for more information, see the Advanced Placement Credit section and International Baccalaureate section below). Because this credit is normally designated as lower-division, no more than 64 credit hours are transferable. Academic departments approve discipline-specific exams, establish possible course equivalencies, determine acceptable test scores, and determine the amount and level of credit. Because these exams are used to assess prior college-level learning and should be completed in the early stages of enrollment at the University, they 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 the Extra-Institutional Credit section below.
- Associate degrees. The University always attempts to provide full transfer credit for all coursework successfully completed as part of an associate degree awarded by a regionally accredited institution. For more information, see the Transfer of Associate Degrees section below.

## 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.

If a student has more than the maximum transferable credit hours, 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 grade of D be considered for transfer. No grade

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completed associate degree. Transfer for additional lower-division credit beyond the associate degree is restricted.

For students with multiple associate degrees, the University will use the first degree received from a regionally accredited institution as the basis for transfer credit evaluation.

## **Associate of Arts (AA)**

The associate of arts (AA) degree is designed as a transfer degree into a four-year baccalaureate program.

Students with an AA from a regionally accredited institution will have satisfied all lower-level requirements of the Global Citizenship Program, including the initial, integrative, lower-level seminar and the skills and knowledge areas. They will be required to complete the 3-credit-hour upper-level Global Keystone Seminar at Webster University.

## **Associate of Arts in Teaching (AAT)**

The associate of arts in teaching (AAT) degree is designed to prepare students who seek to be school teachers to transfer into a four-year baccalaureate program in teacher education.

Students with an AAT from a community college in the State of Missouri, or from another regionally accredited institution, will receive full transfer credit of their AAT toward the completion of a bachelor of arts in education. Students will have also satisfied all lower-level requirements of the Global Citizenship Program, including the initial, integrative, lower-level seminar and the skills and knowledge areas. They will be required to complete the 3-credit-hour upper-level Global Keystone Seminar at Webster University.

Students with an AAT who choose to pursue a program other than a bachelor of arts in education will have their coursework evaluated and applied to their chosen baccalaureate degree on a course-by-course basis.

## **Associate of Fine Arts (AFA)**

The associate of fine arts (AFA) degree is designed to prepare students to complete a four-year bachelor of fine arts (BFA) or bachelor of music (BM) degree.

Students with an AFA from a regionally accredited community college will receive full transfer credit of their AFA toward the completion of a BFA or BM. Students will have also satisfied all lower-level requirements of the Global Citizenship Program, including the initial, integrative, lower-level seminar and the skills

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offered by Webster University and cannot duplicate credit hours previously earned.

## **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. To have their coursework considered for first year (freshman) lower-division transfer credit, students should submit official



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A grade point average (GPA) is calculated and is recorded on the student record. The GPA is based only on work taken at Webster University. However, for determining University Academic Honors, GPA includes any transfer credits a student used to reach 120 hours. (See University Academic Honors, below.)

CR (Credit awarded), Pass (P), Incomplete (I), Withdrawn (W) or Waived (WV) are not used in calculating the GPA. If a student repeats a course, the most recent grade is used to calculate the GPA.

## Pass/Fail System

In some courses and programs, the pass/fail system is the official grading system. In other courses, an instructor may choose to use the pass/fail system, which will be stated on the course syllabus.

In courses using the letter grade system, a student may choose, with the instructor's agreement, to take the course Pass/Fail. The student must choose this option by the end of the second week of class. This option may not be available in courses taken at international campuses.

In courses using the pass/fail system, a student may petition the instructor for a letter grade to be recorded on the student record.

Grade	Quality Points	Description
P	*	Satisfactory work; credit is awarded
F	0.0	Unsatisfactory work; no credit is awarded
I	*	Incomplete
ZF	0.0	An incomplete which is not completed within two terms of the end of the course; unsatisfactory work
W	*	Withdrawn from the course
WF	0.0	Unofficial withdrawal. Student enrolled in the course, did not withdraw and failed to complete course requirements; insufficient completed work to evaluate academic performance

\*Not awarded quality points.

## Incompletes

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.

may have other deadlines. Incompletes are

Program contingencies. On that may not be so ext EMC /

The instructor determines the appropriateness of assigning Incomplete, establishes the remaining requirements, and determines a deadline for course completion, not to exceed two terms.

- Requirements for resolution of the Incomplete are documented with a Course Incomplete form submitted by the instructor to the Registrar's Office.
- When the student completes the requirements for the course, the instructor will award the appropriate grade.
- After two terms have passed, an unresolved Incomplete will become a ZF. The timeframe to resolve an Incomplete may be extended at the discretion of the Registrar. An exception to this requirement will be based on documented evidence that the student has been in contact with his/her instructor and has made progress toward completing his/her outstanding coursework as outlined on the Course Incomplete form.

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

## Incompletes and Military or Corporate Sponsored Tuition Programs

Military students and in some corporate sponsored tuition plans, may have other deadlines or Incomplete stipulations that impact their enrollment and/or tuition reimbursement. Students are responsible for compliance with these third-party requirements.

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basis of the appeal. It is recommended that the instructor and student meet or discuss the matter by phone. The instructor will provide the response in writing to the student.

- If the student is not satisfied with the instructor's response, he/she may appeal the grade in writing to the appropriate department chair or head of department (St. Louis and international campuses) or to the campus director (extended metropolitan and military campuses) The chair, head or campus director will review the appeal and provide a written response.
- If the grade dispute is not resolved within three months, or if the student is not satisfied with the response of the chair, head, or campus director, he/she may appeal the grade to the appropriate academic dean. The dean will review the procedures the instructor used in determining the grade to determine if the grade was arbitrary or assigned for non-academic reasons. The dean will provide a written response. The dean's decision is final.
- Grade appeals should be addressed in a timely manner. Grade appeals are not allowed after one academic year has passed since the award of the grade.

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## Dean's List

In recognition of academic excellence, a Dean's List is compiled each academic semester.

### Requirements for the Dean's List

- 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 Incompletes 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.

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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

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point average (GPA) of courses taken at Webster, the student's declared area(s) of study, academic credential(s) awarded for students who have completed their degree requirements and have had their degree conferred, and academic honors awarded upon conferral.

Transcripts that are sent to or handed to the student are considered unofficial and are labeled "Issued to Student." Faxed transcripts are also unofficial. Official transcripts are those that are mailed directly to the receiving institution or agency.

Students may request an unofficial or an official transcript online, by mail, or in person. Full directions and fee structure for requesting transcripts can be found on the Registrar's website (<https://www.webster.edu/academics/transcripts.html>). The University will issue transcripts only if the student's account is paid in full.

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## Diploma

Diplomas are issued by the Office of the Registrar to students who have completed all degree requirements. Diplomas and unofficial transcripts are sent approximately 10-12 weeks after the degree conferral appears on the student's record, provided that the student's account is paid in full.

The diploma will reflect the school or college sponsoring the student's primary major, as designated on the approved Petition to Graduate. The diploma will also reflect University Academic Honors and International Distinction, if awarded. Students earning dual majors will receive one diploma with both majors listed on the diploma. Students earning dual degrees will receive a diploma for each degree. Students earning a certificate will receive a separate diploma documenting completion of the credential.