

# Academic Procedures & Regulations

## Graduation Requirements

To be eligible for graduation, a student must:

1. complete the required core curriculum courses, (see pp. 14-15);
2. complete the requirements in a major area of concentration;
3. complete a minimum of 120 credit hours with an adjusted grade point average (GPA) of no less than 2.000;
4. complete at the University not less than 18 credit hours required for the major (to be determined by the Chair of the major department);
5. complete at the University the last 30 hours required for a degree;
6. complete 2 programs in each of the eight dimensions of the Wellness Program for a total of 16 programs (see p.122);
7. satisfy all financial obligations to the University;
8. complete assessment tests and interviews which may be required;
9. submit an application for graduation within the prescribed time frame as published by the Registrar's Office.

## Financial Requirements for Finals & Graduation

All balances are to be paid in full prior to exams or graduation activities. If the student's account has an outstanding balance, he/she may not be permitted to take final exams and/or participate in any or all graduation functions, including actual graduation ceremonies. Also, any student having a balance due on his/her account will be unable to receive his/her diploma or transcripts.

## Academic Integrity

A complete description on academic integrity can be found in the Student Handbook. Written or other work, including computer programs, which a student submits in a course must be the product of his/her own efforts. Students are expected to acquaint themselves with the norms for scholarly writing and research, in particular, to know the distinction between academic honesty and plagiarism. Plagiarism or cheating by a student will result in academic sanctions imposed by the instructor of the course; plagiarism or cheating makes a student liable for an "F" for the course, as well as for additional disciplinary action beyond the academic sanction. Students are cautioned against the possession of unauthorized material during any examination or quiz. Alleged incidents of cheating will be handled according to the published guidelines found in the Student Handbook.

## Grades

The number of grade points received in any one course is obtained by multiplying the course grade (in quality points) by the number of credits in the course; e.g., a grade "A-" in a three-credit course equals 11.1 quality points (3 x 3.7). The GPA (Grade Point Average) is computed by dividing the total of the quality points received in a specified number of courses by the total number of credits in those courses. The adjusted GPA is the grade point average as adjusted to account for grades from courses which are repeated or which substitute for courses in the individual's academic record.

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

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

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

At the end of a semester a teacher may assign a grade of "I" if, at the time the grade is submitted, the student is passing the course, but because of unusual or emergency circumstances (e.g., illness), has further work to submit. An incomplete grade may be assigned only if a student has completed all of the course work assigned and due before the last day for course withdrawal (WP-WF). Incompletes may not be given simply for the purpose of improving a grade by doing additional work. To receive a grade of "I" a **student must obtain from the Registrar's office** a "Petition to Receive an Incomplete" form to fill out and submit to the instructor for approval. The instructor will then turn in this form with his or her final grades at the end of the semester. In the absence of such a request, the instructor may give a final grade of "I" on the grade sheet. A grade of "I" not converted to a final grade by the end of the third week of the following semester will automatically be changed to a grade of "F".