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 in the University setting can take many forms. Misconduct is defined as being any unacceptable or improper action, such as, but not limited to, hazing, sexual misconduct, harassment and alcohol abuse. All forms of misconduct for which students are subject to discipline is outlined in the Student Code of Conduct (https://www.webster.edu/student-handbook/). Students who engage in any misconduct may be subject to disciplinary action or dismissal from the University, as prescribed in the Student Code of Conduct. Academic Deans, Academic Affairs, Public Safety, Student Affairs and other University personnel may be involved in the review of misconduct cases. 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.

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 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 warning 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

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

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

Webster University offers courses in a variety of modalities and formats to meet the needs of its diverse student populations. The proportion of instructional time and student outside work may be adjusted for different modalities, program levels, or lengths of academic sessions (i.e., terms) to accommodate instructional needs.

Adjustments may include web-enhanced instruction through Canvas-powered WorldClassRoom (a tool available in all courses) and other enhanced learning activities. In all cases, the adjustments must reflect the student learning outcomes of the course and reasonably approximate the above standards.

Continuing Enrollment/Break in Enrollment (Leave of Absence)

Students who have 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. In consultation with their academic advisor, students may request to continue in their previous catalog requirements, if documented evidence is provided to support an unavoidable break in enrollment.

Students enrolled continuously may opt to move to the current catalog if degree requirements change and complete the revised curriculum.

MA, MAT, EdD and EdS students in the School of Education must complete their degree within 7 years of entry into the graduate program. Students requesting to extend these timeframes should consult with a School of Education Academic Advisor.

Webster University appreciates the service of our military students and understands that continuous enrollment may not be possible due to mission demands. Military students who are given orders while attending courses must first notify their instructor(s) to discuss whether they can still meet course learning outcomes. In addition, students must contact their academic advisor to discuss options regarding their program of study.

If a drop or withdrawal of a course(s) is in the best interest of the student, the academic advisor will assist with necessary paperwork and revise the program plan of study. If the student returns after the sixth term of no enrollment, per the Break in

Academic Policies

Enrollment (Leave of Absence) policies, 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.

Grading System

A student's performance in each of his or her courses is determined by a combination of results of assignments, attendance, examinations, and/or other assigned work as described in the course syllabus. Instructors grade students' performance on the letter grade system, which includes Credit/No Credit. Until the final grade is entered by the instructor, students will see IP (in progress) on their student record. Graduate students are expected to maintain a GPA of 3.0 or higher.

Letter Grade Systems

Webster University is on a 4-point letter grade system.

Grade	Quality Points	Description
A	4.0	Superior work
A-	3.67	Superior work
B+	3.33	Satisfactory work
B	3.0	Satisfactory work
B-	2.67	Barely satisfactory work
C+	2.33	Barely adequate work
C	2.0	Barely adequate work
F	0.0	Unsatisfactory work
CR	*	Credit awarded; CR is reserved for courses designated by a department, involving internships, a thesis, practicums or specified courses
NC	0.0	No credit; unsatisfactory work (used primarily by the School of Education and for the WSBT 5000 course)
I	*	Incomplete
ZF	0.0	An incomplete which is not completed within two terms of the end of the course; unsatisfactory work
W	*	Withdrew from the course
WV	*	Waived; no credit granted
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.

Grade Points and Grade Point Average (GPA)

A grade point average (GPA) is calculated and is recorded on the student record. This GPA is based on all graded work, including transfer credit, applied toward all graduate degrees. Graduate students are expected to maintain a GPA of 3.0 or higher.

CR (Credit awarded), 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.

School of Education students only 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 through Connections to all students at the end of each scheduled term. Please see the Academic Calendar for the date the term grades are final.

Grade Appeals

The Grade Appeal process provides recourse for students who believe that a grade they received is inappropriate. The following conditions must be met:

- The grade is a final course grade.
- The grade received is C, F or NC.
- The student believes the grade is arbitrary or was assigned for nonacademic reasons.

The steps of a Grade Appeal are:

1. The student should discuss the matter with the instructor. It is expected that most grade disputes can be resolved at this point.
2. If the matter is not resolved through discussion between instructor and student, the student may appeal in writing to:
   a. The department chair directly, for students on the main campus and online.
   b. The campus director, for students at extended international and U.S. campuses. In these cases, the campus director will confer with the department chair.

Academic Policies

3. If the matter is not resolved through appeal to the department chair or director, or any case that is not resolved within three months, the student may appeal in writing to the appropriate academic dean. The dean's decision is final.

Grade appeals should be filed as soon as possible after the grade is assigned. No grade appeal may be filed after one academic year from the term in which the grade was assigned. Once a student graduates, no grade changes will be made as the academic record is final.

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 an Incomplete, establishes the remaining requirements and determines a deadline for course completion, not to exceed two terms. These requirements for resolution of an Incomplete are documented with a "course incomplete" form submitted by the instructor to the Registrar's Office.

Students may not audit or attend future course sections of a course to resolve an Incomplete. Students with two or more Incompletes should not enroll in additional coursework until the Incompletes are resolved.

An Incomplete 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 Incompletes have been changed prior to graduation. Once a student graduates, no further grade changes are allowed on the student record.

After two terms have passed after the conclusion of the original course end date, the Incomplete will become a ZF if course requirements were not successfully completed. The time frame to resolve an Incomplete may be extended at the discretion and recommendation of the instructor. This exception 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.

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

The ZF grade is a failing grade worth zero points for all cases involving GPA, academic warning, probation and dismissal. For information on repeating courses in which a ZF is earned, see the Repeated Courses section below.

Repeated Courses

Students are not permitted to repeat a course in which a grade of "B" or better is earned; however, a course in which a student earns a grade below "B" may be repeated. Any course within the major in which a student earns a grade below "C"
must

be repeated. Students receiving financial aid should contact the financial aid office for clarification regarding the impact of repeated coursework on financial aid eligibility. A student's enrollment history will document both enrollments and grades, but only the most recent grade will be used for GPA calculation and academic standing. Some courses (e.g. topics courses) are repeatable for credit. These courses will not have the grade replaced as each course grade is earned separately. Exceptions to the policy must be approved by the Dean.

Records of progress are kept by the institution on both veteran and non-veteran students.

Graduate Academic Honors

Students who complete a graduate degree or educational specialist degree (including all required, elective, prerequisite and transfer courses) while maintaining a cumulative GPA of 3.950 will receive Graduate Academic Honors.

Doctoral programs, sequential degrees and certificates are excluded from this designation.

Academic Probation and Dismissal

All graduate programs, except MSN, MA in Counseling and MS in Biomedical Sciences

Graduate students are expected to maintain a minimum 3.0 cumulative grade point average in order to achieve satisfactory graduate standing. Satisfactory graduate standing is required to graduate. While students are not permitted to repeat a course in which a grade of "B" or better is earned, a course in which a student earns a grade below "B" may be repeated. Any course within the major in which a student earns a grade below "C" must be repeated. Students receiving financial aid should contact the financial aid office for clarification regarding the impact of repeated coursework on financial aid eligibility.

All graduate level grades are included when calculating a student’s cumulative grade point average with the exception of grades from a repeated course. When a student has repeated a course within the same degree program, only the most recent grade for the course is included in the cumulative grade point average calculation.

A student who fails to maintain a cumulative 3.0 grade point average will be placed on academic probation for the next two terms of enrollment (excluding terms in which the student withdraws from enrollment) during which he or she must achieve a cumulative 3.0 grade point average. Failure to achieve a cumulative 3.0 minimum grade point average by the end of the probationary period will result in dismissal. Students on academic probation who achieve a minimum cumulative 3.0 grade point average during the probationary period are returned to satisfactory graduate standing.

- Academic Probation - Students are deemed to be on academic probation at the end of any term in which a grade resulting in a cumulative grade point average below 3.0 is submitted. Formal notice of probation will be provided to each student.
- Academic Dismissal - Students on academic probation who fail to achieve a cumulative grade point average of at least 3.0 by the end of the probationary period will be dismissed from the University at the end of the term in which the grade resulting in dismissal is submitted. Formal notice of dismissal will be provided to each student. Students who are dismissed cannot enroll or attend classes unless and until they are reinstated or readmitted pursuant to relevant policies.

Academic Policies

Academic dismissal from a graduate program pursuant to this policy is dismissal from Webster University.

Once a student graduates, no further grade changes are allowed on the enrollment record.

Academic Probation and Dismissal for Master of Science in Nursing (MSN)

- Academic Probation - Students who receive a C grade are on probation.
- Academic Dismissal - Students who receive two C grades, an F, a ZF, a WF or an NC are dismissed. Conditional basis students who receives one grade of C or below are dismissed, without further right to appeal for reinstatement, but may apply for readmission after one calendar year from the date of dismissal. 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.

Once a student graduates, no further grade changes are allowed on the enrollment record.

Academic Probation and Dismissal for Master of Arts in Counseling

- Academic Probation - Students who receive a C grade are on probation.
- Academic Dismissal - Students who receive two C grades, an F, a ZF, or a WF are dismissed. Conditional basis students who receive one grade of C or below are dismissed, without further right to appeal for reinstatement, but may apply for readmission after one calendar year from the date of dismissal. 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.

Once a student graduates, no further grade changes are allowed on the enrollment record.

Academic Probation and Dismissal for Master of Science in Biomedical Sciences

- Academic Probation – Students who receive one C grade are on probation. Students must earn a minimum cumulative GPA of 3.0 during the course of study and are permitted only one course grade of C
- Academic Dismissal – Students who receive two C grades, an F, a ZF, a WF or an NC are dismissed. 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. There is a zero-tolerance policy on breeches of academic integrity, such as cheating, plagiarism, etc.

Once a student graduates, no further grade changes are allowed on the enrollment record.

Reinstatement

Students may send a written appeal for reinstatement to the Graduate Council, in care of the Office of Academic Affairs. Students are responsible for providing a complete and accurate written statement describing the circumstances that contributed to their poor academic performance. Campus or program directors and faculty are contacted to provide recommendations to the Graduate Council. If the Graduate Council approves the request, the student will return under probationary status with the requirement to achieve a cumulative 3.0 GPA within two academic terms. If the Graduate Council denies the reinstatement appeal, the student may apply for readmission after one calendar year.

Readmission

- Students may send a written appeal stating the basis for their request for readmission to the Graduate Council in care of the Office of Academic Affairs. This applies to students who have been dismissed for over an academic year, 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 their poor academic performance.
- Two types of dismissal situations that might create grounds for readmission are: 1) the student has a generally good graduate record at Webster University but experiences a work or personal problem that leads to poor performance; or 2) the 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.
- In the case of a past work or personal problem, students 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, students 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.
- If the Graduate Council approves the request for readmission, the student will return under probationary status with the requirement to achieve a cumulative 3.0 GPA within two academic terms. If the Graduate Council denies the readmission appeal, the student remains dismissed from the University without further right of appeal.

Dual Majors

A dual major is two different majors within the same master's degree pursued and earned simultaneously. The two majors cannot be awarded separately or sequentially.

Students 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 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 major should be declared before students have completed six (6) credit hours of coursework to avoid

Academic Policies

duplication of coursework or the need to take additional classes. Students must meet with their academic advisor to declare the dual major and complete a new program plan.
- Students who have declared dual majors may transfer into the degree program only courses that are equivalent to required 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. Please see the Dual Degrees section for specifically designed options for the MBA, the MHA, the MPA, and select MS and MA degree areas.
- A dual major will receive a single diploma reflecting both areas of concentration.

*The U.S. Department of Veterans Affairs may require the submission of a degree plan. Please see your academic advisor for information.

Dual Major Option: National Security Studies/ International Relations (NTSC/INTL)

The national security studies (NTSC) and international relations (INTL) dual major option requires the completion of 51 credit hours, consisting of the following courses: 1 required course (3 credits) from the international relations program; 2 required courses (6 credits) from the national security studies program; a research methods course (3 credits) and capstone/thesis course (3-6 credits) required by both programs; 4 elective courses (12 credits) from the international and regional security track in NTSC; 4 elective courses (12 credits) from the other tracks in NTSC; 2 elective courses (6 credits) from the comparative politics cluster in the INTL program; and 2 elective courses (6 credits) from the INTL program. For the specific courses required, please see the catalog page for either program.

Upon completion of the 51 credits, a single degree is issued with two major concentrations. The two majors cannot be awarded as separate or sequential degrees under this arrangement.

Dual Degrees

A dual degree is two different graduate degrees pursued and earned simultaneously. Under this arrangement, the two degrees cannot be awarded separately or sequentially. Only the following approved programs can be completed as dual degrees. Upon completion of the required credits, two separate diplomas are issued at the same time.

Dual Degree Options with the Master of Business Administration (MBA)

Requirements for a dual degree with the MBA program generally include the required MBA courses (33 hours) and the required coursework in the additional degree program, except where noted on the degree program pages. If BUSN 5000 has been waived, the required hours are reduced by 3 credits and the BUSN 5000 course does not require a substitution.

Upon completion of all required credit hours, two separate diplomas are issued at the same time. The two degrees cannot be awarded separately or sequentially under this arrangement.

Dual Degree Options with the MBA are:

- MBA/MHA (63 to 66 credit hours)
- MBA/MA in Business and Organizational Security Management (54 to 57 credit hours)
- MBA/MS in Environmental Management (54 to 57 credit hours)
- MBA/MS in Finance (54 to 57 credit hours)
- MBA/MA in Human Resources Development (51 to 54 credit hours)
- MBA/MA in Human Resources Management (51 to 54 credit hours)
- MBA/MA in Information Technology Management (51 to 54 credit hours)
- MBA/MA in International Relations (57 to 60 credit hours)
- MBA/MA in Management and Leadership (48 to 51 credit hours)
- MBA/MS in Marketing (54 to 57 credit hours)
- MBA/MA in Procurement and Acquisitions Management (51 to 54 credit hours)

Dual Degree Option: MA in National Security Studies/ MS in Criminal Justice

The MA in national security studies/MS in criminal justice dual degree option requires the completion of 48 credit hours, consisting of the following courses: 3 required courses (9 credits) in the criminal justice program; 3 required courses (9 credits) in the national security studies program; a capstone or thesis in either program (3-6 credits); 4 elective courses (12 credits) from the criminal justice track and 4 elective courses (12 credits) from the international and regional security track in the national security studies program; and 1 additional elective course from either program. For the specific courses required, please see the catalog page for either program.

Upon completion of the 48 credits, two separate diplomas are issued at the same time. The two degrees cannot be awarded separately or sequentially under this arrangement.

Dual Degree Option: MA in National Security Studies/ MS in Cybersecurity Operations

The MA in national security studies/MS in cybersecurity operations dual degree option requires the completion of 54 credit hours, consisting of the following courses: 7 required courses (21 credits) in the cybersecurity operations program; 3 required courses (9 credits) in the national security studies program; 3 elective courses (9 credits) from the cybersecurity operations program and 4 elective courses (12 credits) from the international and regional security track in the national security studies program. Finally, students will complete a capstone or thesis (3-6 credits) in national security studies. For the specific courses required, please see the catalog page for either program.

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.

Emphasis or Track

Emphasis

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

Track

An informal focus that may be a required or optional component of a major. A track does not appear on the diploma or transcript.

Academic Policies

Sequential Master's Degree

Students who have earned a master's degree from Webster University or another regionally accredited college or university (or its international equivalent) may earn a sequential master's degree in another major, as outlined below. The sequential degree is not available at the Vienna Campus. Art, counseling and other specialized master's degrees are excluded as sequential master's degree options.

Students who have completed any required courses, with a grade of B- or higher, as part of a previous Webster University master's degree must seek approval for substitute coursework prior to enrollment in consultation with their academic advisor. A required course completed in a previous degree and used toward the first degree, must be repeated if the grade is below a B-.

The sequential master's degree requires both of the following:

- Completion of the required core courses of the degree program
- Completion of the equivalent core course hours. If courses were completed in prior degree, hours requirement must still be met to meet sequential degree requirements. Approval for substitute coursework must be requested and approved prior to enrollment in consultation with an academic advisor.

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

- Prerequisite courses or other prerequisite requirements may not be used to reduce sequential degree requirements.
- No transfer of credit may be applied toward this minimum residency.
- Sequential degrees are not eligible for graduate academic honors.

Minimum 21 credit hours required for:

- Human Services (MA)
- Procurement and Acquisitions Management (MA)
- Reading (MA)

Minimum 24 credit hours required for:

- Business and Organizational Security Management (MA)
- Education and Innovation (MA)
- Health Care Management (MA)
- Human Resources Development (MA)
- Management and Leadership (MA)
- Master of Business Administration (MBA)
- Special Education (MA)
- Teaching English to Speakers of Other Languages (MA)

Minimum 27 credit hours required for:

- Criminal Justice (MS)
- Cybersecurity Operations (MS)
- Environmental Management (MS)
- Human Resources Management (MA)
- Information Technology Management (MA)
- International Relations (MA)
- Master of Public Administration (MPA)
- National Security Studies (MA)
- Supply Chain Management (MS)

Minimum 30 credit hours required for:

- Finance (MS)
- Marketing (MS)
- Migration, Climate Change and the Environment (MA)

Minimum 36 credit hours required for:

- Legal Studies (MA)
- Marketing (MS) with an Emphasis in Analytics
- Marketing (MS) with an Emphasis in Digital Marketing Management
- Master of Health Administration (MHA)

School of Education sequential master's degree students are required to complete the Advancement to Candidacy process for their degree. Students with degrees outside the field of education must have the approval of the department chair prior to enrolling in any sequential master's degree.

For students pursuing a sequential MBA, if the student completed any of the MBA core courses in a previous master's degree program with a B or better, up to 6 credit hours may be reduced from the required 30 credit hours of MBA core courses, reducing the MBA core requirements to 24-27 credit hours. Only 3 credit hours of the total 6 credit hours of substitutions or reductions may be applied to the following courses: MBA 5100, MBA 5200, MBA 5300, MBA 5400 or MBA 5500.

For students pursuing a sequential MPA, if the student completed any of the MPA core courses in a previous master's degree program with a B or better, up to 6 credit hours may be reduced from the required 30 credit hours of MPA core courses, reducing the MPA core requirements to 24-27 credit hours.

Certificate

A cohesive set of courses reflecting knowledge and/or skills in a narrowly defined discipline that may be awarded as a stand-alone credential and/or part of a major. The University's graduate certificates can be viewed at https://www.webster.edu/catalog/current/graduate-catalog/certificates/.

Requirements for Certificates

- Graduate certificates will be a minimum of 12 credit hours.
- All courses to be applied to a certificate program must be completed according to 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.

Admission and Financial Aid

Admission policies for graduate certificate-seeking students are the same as for degree-seeking students. Stand-alone certificates are rarely eligible for financial aid. Please check with your financial aid representative for eligibility requirements prior to application to a certificate program.

Directed Studies

Students may request, on a limited basis, a directed study to complete a required graduate core course in their degree of study as outlined in this catalog. The following conditions apply if a course is to be completed as a directed study:

Academic Policies

- An online section is not available.
- The request demonstrates a clear academic rationale for a directed study.
- The course is in the curriculum at the campus where the student will be enrolled and is a core requirement in the program of the student. Elective courses will not be approved for this option.
- Students pursuing the MA, MAT, MBA, MHA or MS are permitted a maximum of two directed studies unless further restricted by that program.

Students who wish to pursue this option will need to work in consultation with their academic advisor who will assist with the approval process.

Internship

Students may arrange an internship in a business or agency setting as allowed in select majors. It should be noted, internships may only be pursued if the student has completed all of core courses for their area of study.

Students should discuss this option with their academic advisor as part of their discussion regarding their degree progression.

Thesis or Project

Completing a master's thesis or doctoral dissertation 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. Instructors and administrators will review at several stages all applications for this academic choice in order to ensure that the students allowed to pursue this option have proven their ability to succeed in an academically challenging situation of this scope.

Students should review the general guidelines at https://libanswers.webster.edu/faq/65085. For specific program information beyond this initial document, please review your program requirements.

Credit by Examination/Prior Learning

Credit by Examination and Prior Learning Assessments are currently offered at the undergraduate degree level. The College of Humanities and Social Sciences and the School of Education has limited credit by examination opportunities at the graduate level.

Transfer of Credit

Transfer credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credit will be accepted by another institution of the student's choice. Webster University, as an accepting institution, allows limited transfer credit toward graduate programs.

Credit will be transferred, pending evaluation and approval, in accordance with the guidelines established by the American Council on Education (ACE) and the Council for Higher Education Accreditation (CHEA). Only those schools or courses recommended for graduate credit by ACE will be considered in the evaluation of transfer credit. Prior experiential learning is not awarded credit.

Students may request transfer credit for courses previously taken at another regionally accredited institution or professional military education to fulfill degree requirements. All potential transfer credit, including military professional education, will be reviewed upon receipt of official documentation.

A maximum of 12 credit hours may be transferred into a student's graduate degree program, unless specified as follows:

- A maximum of 9 credit hours of transfer credit are allowed for students in the MBA and MSN programs and the School of Education MA programs. For detailed information regarding School of Education transfer credit, please see the School of Education section of this catalog. For the MSN program, the course must have been completed within five years before admission into the program.
- A maximum of 18 credit hours from a graduate counseling program at a university with acceptable accreditation may be accepted toward the MA in counseling. For detailed information regarding course transfer policies into the MA in counseling, please see the Transfer Policies section on the MA in counseling degree page in this catalog.

To request transfer credit, students must meet with their academic advisor at the time they matriculate with the university. The following criteria must be met:

- The course(s) originates from a regionally accredited institution.
- The course(s) is graduate level.
- The course(s) is relevant to the major.
- The course(s) was not used to fulfill requirements of another degree.
- The course(s) content and level are relevant to the degree program.
- The course(s) must carry a grade of B- or higher, or Credit.

The following considerations are also a factor:

- If the course is taken while the student is enrolled at Webster University, the student must seek prior approval in consultation with their academic advisor.
- Core course transfer is only permitted, based upon syllabus review and approval, if the course is determined to be relevant and comparable to a Webster University course.

Transfer credit is restricted to the following:

- It may not be applied toward certificate programs.
- It may not be applied toward sequential graduate degrees.
- Approved hours are not used in evaluating advancement to candidacy criteria.
- Credits which are transcripted as quarter-hours will be transferred using a 2/3 conversion factor.
- A grade of "CR" will be assigned to all passing grades from recognized non-U.S. or non-American style educational institution.
- Transfer credit must comply with any existing articulation agreements for graduate credit.
- Several defined government and/or military cooperative degree programs provide transfer credit. Military students should submit information on any military training received, e.g. Joint Services Transcripts or Academic Evaluation Record (AER)/1059 from Captain's Career Course (CCC) or the Sergeants Major Academy (SGM). The formal articulation agreements for these limited programs can be found on the Office of Military Affairs website.

Academic Policies

Core Course Substitution

Students may request substitution of a required core course if they have relevant prior academic graduate work. Requests with documentation are made to an academic advisor.

For School of Education majors, the course(s) many not be older than five years. Students who plan to substitute education in-service courses into their program should refer to School of Education policies.

Petition/Graduation Requirements

Students are responsible for ensuring the completion of their degree requirements. Students should work in consultation with their academic advisor to monitor their degree audits to assure the completion of outstanding issues. Once a student graduates, no further grade changes are allowed on the enrollment record.

Prior to their degree completion, students are charged a non-refundable graduation candidacy fee. Students should complete a petition to graduate at the time of registration for their final term.

Transcripts

A transcript is the university record of the student's academic history of coursework completed at Webster University or transferred from another institution. The transcript includes grades awarded for courses at Webster, the cumulative grade 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 official transcript online, by mail, or in person. Full directions and fee structure for requesting transcripts can be found on the Registrar's website (www.webster.edu/academics/transcripts.html). The university will issue the official transcript only if the student's account is paid in full.

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. 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.