

# Academic Policies and Information

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## Undergraduate Degree Options

Webster University's BA and BS degrees are firmly grounded in the liberal arts. They represent differing but equal curricula. The University awards the BA to those who concentrate in language, literature, history, and other humanities and liberal arts areas. The University may grant the BS in social and natural sciences or in highly applied or technical fields. General education requirements are generally the same for both degrees; however, the BS may require more courses in the major, thus allowing fewer elective courses.

- Bachelor of Arts (BA)
- Bachelor of Science (BS)

Webster University also offers focused and specialized baccalaureate programs that have highly structured and prescriptive curricula. These professional degrees are the BFA, BM, BMEd and the BSN.

- Bachelor of Fine Arts (BFA)
- Bachelor of Music (BM)
- Bachelor of Music Education (BMEd)
- Bachelor of Science in Nursing (BSN)

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## Baccalaureate Degree Requirements

To earn a bachelor's degree, students must:

- Complete at least 120 total credit hours
  - At least 30 of the last 36 credit hours must be earned in residence at Webster University.
  - Credit for assessment of prior learning or departmental credit by exam is considered in residence.
- Earn a cumulative Webster University grade point average of 2.0 or better.
- Satisfy the requirements of a major. Options include:
  - A major in a department.
  - An approved self-designed interdisciplinary major (SIM).
- Meet the requirements of the Global Citizenship Program (GCP).

Bachelor's degrees are awarded in May, August and December.

Students must meet the requirements in effect at the time of their matriculation as degree seeking students. Students leaving the University for more than one calendar year must be readmitted and will follow the requirements in effect at the time of their readmission.

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## 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 population. 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.

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## Global Citizenship Program

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

## Global Citizenship Program Learning Outcomes

Students who successfully complete the program will be able to:

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

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- Demonstrate the ability to work constructively as part of a team by contributing directly, facilitating others' contributions, fostering a constructive climate and responding well to conflict.

## Global Citizenship Program Requirements

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

Students satisfy the GCP requirements by completing at least 3 credit hours of relevant coursework from each category identified in the course requirements section below with a grade of C- or better. Two categories within the GCP require 6 credit hours each.

No courses used to fulfill the course requirements of a student's first major may be used to satisfy GCP course requirements, unless the degree receives accommodations. The professional degrees (BFA, BM, BMEd and BSN) and a limited number of specialized BA and BS degrees receive accommodations for their high number of required credits and specialized natures. The specific GCP requirements for degree programs with accommodations are listed alongside the requirements for the individual majors in this catalog.

Courses in a second major or in a minor or certificate program may be used to satisfy GCP requirements.

## General Education Requirements

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

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

## Skills Requirements

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

## Undergraduate Degree Requirements

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

- The initial, integrative, lower-level seminar may be met by:
  - GLBC 1200 Global Cornerstone Seminar
  - GLBC 1210 Gateway Seminar to the Global Citizenship Program in Online Environments
  - An approved substitute course (see degree audit or ask your academic advisor for a current list)
  - Prior Learning Assessment
  - Having earned an associate degree from a regionally accredited college or university
- The upper-level seminar may be met by:
  - KEYS 4XXX Global Keystone Seminar course

**Total Required GCP Credit Hours: 30**

## Definitions

### Knowledge Areas:

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

### Skills Areas:

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

An approved list of courses addressing each of the categories is available through academic advisors and can be reviewed

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online under GCP Advising and Assessment Resources. The course descriptions found in this catalog are also coded for GCP, if applicable. Students have the responsibility to select their general education coursework, with the guidance of their academic advisor, within these guidelines.

## Major

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.

## 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 department of the George Herbert Walker School of Business and Technology.
- All students pursuing a dual major or dual degree will complete the Global Citizenship Program requirements of one of the programs.

Students earning dual majors will receive a diploma that reflects both majors and the school or college sponsoring the student's primary major, as designated on the approved Petition to Graduate. Students earning dual degrees will receive a diploma for each degree.

## Combined Degrees

The combined degrees program is an accelerated program allowing students to complete a bachelor's degree and a master's degree with a reduced number of total credit hours for both programs. Upper-level undergraduate courses are integrated with initial graduate courses in the curriculum, which decreases the total requirements for both degrees by a maximum of 12 credit hours. For additional information on eligible programs and admission requirements, see the Combined Degrees section of this catalog.

## 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.

## 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.

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## 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.

Students are expected to participate actively in all of their scheduled class sessions and complete all coursework according to the course syllabus. Students who must be absent or miss coursework for any reason, such as medical issues, personal/professional circumstance, or military students who receive temporary, short-term, long-term or remote assignments, must consult with their instructor to ensure they can meet course learning requirements.

In extraordinary circumstances, students may be eligible for an Incomplete grade. For more information, please see Incompletes 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.

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## Student Conduct

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

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

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

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

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## Academic Honesty Policy

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

### Definitions of Academic Dishonesty

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

- Cheating—Using or attempting to use crib sheets, electronic sources, stolen exams, unauthorized study aids in an academic assignment or 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 person as one's own words without proper citation in any academic assignment. Plagiarism includes submission (in whole or in part) of any work purchased or downloaded from a website or an Internet paper clearinghouse. Self plagiarism -- submitting work to a course that was previously submitted to the same or a different course -- is also considered a form of plagiarism.
- Facilitating Academic Dishonesty—Assisting or attempting to assist any person to commit any act of academic misconduct, such as allowing someone to copy a paper or test answers.

### Disciplinary Actions

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

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.
- 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.

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- 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 of D will transfer if the student has the maximum allowable credits, or more, available with grades of C or above. Courses completed with a grade of 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.

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

## Global Citizenship Program Transfer

Webster University requires all baccalaureate students to complete the Global Citizenship Program (GCP), the University's distinctive general education program. The University accepts coursework applicable to the GCP that is verified or documented on the sending institution's official transcript.

- Students who have completed an approved associate degree from a regionally accredited institution will have satisfied all lower-level requirements of the GCP, 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 who have completed an approved general education program in Missouri (the 'CORE 42 general education program'), or the equivalent in other states where Webster University holds articulation agreements (IGETC in California), will have satisfied all lower-level requirements of the GCP, including the initial, 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 who have not completed an approved associate degree will have their previous college-level coursework evaluated on a course-by-course basis for equivalency with the GCP.
- Students seeking a sequential degree who have completed a baccalaureate degree from a regionally accredited institution will have satisfied all requirements of the GCP.

## Transfer of 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. When part of a completed associate degree, transfer credit may include pass/fail courses, advanced placement, credit by examination, dual credit, and experiential learning credits. The integrity of the associate degree will not be invalidated by these components, and transfer credit will be provided according to existing academic policies.

Transfer students must meet the University's minimum residency and graduation requirements. While students with associate degrees typically transfer 64 credit hours -- approximately the first two years of the baccalaureate educational experience -- students may transfer in up to 90 credit hours as part of the completed associate of arts 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 as knowledge areas as accommodated for the BFA or BM. They will be required to complete the 3-credit-hour Global Keystone Seminar at Webster University.

Students with an AFA who choose to pursue a program other than a BFA or BM will have their coursework evaluated and applied to their chosen baccalaureate degree and the full Global Citizenship Program on a course-by-course basis. Students will have satisfied the initial, integrative, lower-level seminar. They will be required to complete the 3-credit-hour upper-level Global Keystone Seminar at Webster University.

## Associate of Applied Science (AAS)

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The associate of applied science (AAS) degree is designed as a terminal technical or vocational degree for students.

An AAS does not have a comprehensive general education component. Students with an AAS from a regionally accredited institution will have their coursework evaluated on a course-by-course basis for equivalence with the Global Citizenship Program. Students will have satisfied the initial, integrative, lower-level seminar. They will be required to complete the 3-credit-hour upper-level Global Keystone Seminar at Webster University.

## Associate Degree Registered Nurses

A registered nurse (RN) may hold an associate of science in nursing (ASN), an associate degree in nursing (ADN), an associate of applied science (AAS), or may have completed a nursing diploma program that has prepared them to sit for the NCLEX.

Webster University may accept up to 90 lower-division credit hours, including lower-division credit hours earned beyond the first associate degree and for credit by examination, for RN students seeking a bachelor of science in nursing (BSN). This may include credit hours advanced by the community college for licensed practical nurse (LPN) advanced placement. Refer to the Nursing department for more information.

RNs who choose to pursue a program other than the BSN, and who have completed an accredited nursing program, may receive up to 30 transfer credit hours for each year of their diploma program. These students must apply for acceptance to a major other than nursing, including the self-design interdisciplinary major (SIM).

## Transfer of Other Associate Degrees

The University provides full transfer credit for other specialized associate degrees (associate of science, associate of general studies, etc.) successfully completed at a regionally accredited institution. If completion of a required general education program is documented on the official transcript, the student will have satisfied all lower-level requirements of the Global Citizenship Program, including the initial, integrative, lower-level seminar requirement and skills and knowledge areas. They will be required to complete the 3-credit-hour upper-level Global Keystone Seminar at Webster University.

## Extra-Institutional Credit

Webster University maintains articulation agreements and policies for awarding undergraduate credit hours for selected categories of extra-institutional learning, including:

- U.S. military training or credits based on the recommendations of the American Council on Education (ACE). Students are encouraged to use the Joint Services Transcript (JST), Sailor-Marine ACE Registry Transcript, or Army/ACE Registry Transcript System (AARTS) for documentation. Official documentation of training is required.
- In-service training programs as recommended by the American Council on Education (ACE). Official documentation of successful completion must be submitted when requesting credit hours. Credit hours for in-service programs can be applied only once in the pursuit of degrees offered by Webster University and cannot duplicate credit hours previously earned.

## 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 documentation for evaluation, including test scores and/or college transcripts.

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

Webster University grants credit in the appropriate academic department for the advanced placement tests (AP exams) from the College Board. Required minimum scores vary by academic department and exam\*; most require a minimum score of 3 or 4. Contact the Office of Admission for a full listing.

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

## International Baccalaureate

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

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

- Higher-level subjects: 8 credit hours for each subject completed with a grade of 4 or higher.
- Standard-level subjects: 4 credit hours for each subject completed with a grade of 4 or higher.

## Undergraduate Grading Policy

### Grading Systems

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 one of two grading systems: letter grades or pass/fail.

Until the final grade is entered by the instructor, students will see IP (in progress) on their student record.

### Letter Grade System

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	Good work
B	3.0	Good work
B-	2.67	Good work
C+	2.33	Satisfactory work

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C	2.0	Satisfactory work
C-	1.67	Satisfactory work
D+	1.33	Passing, but less than satisfactory work
D	1.0	Passing, but less than satisfactory 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
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
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. 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.

## Requirements for Incompletes

- The instructor determines the appropriateness of assigning Incomplete, establishes the remaining requirements, and



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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 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.

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

Students participating in military education programs, 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.

## Incompletes and Graduation

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 in which 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 enrollment record.

## Repeat of Courses

Students must repeat a required course in which an F, WF, or ZF is earned. Students may repeat any course, including Global Citizenship Program and elective courses. The permanent student record will document both enrollments and grades, but only the most recent grade (repeated course) will be used for GPA calculation.

## Grade Change and Grade Appeals

### Grade Change

A student may discuss any grade with the instructor and may request a course grade change from the instructor. The instructor will review the request and provide his/her response to the student.

### Grade Appeal

A student who believes he/she has received a grade of C- or below that is arbitrary or assigned for non-academic reasons may appeal the grade. The appeal process is as follows:

- The student must first request the grade change from the instructor. The request must be in writing, explaining the 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.

## 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.

The Dean's List is published on the Current Students page of the University's website and is noted on the permanent student record and on the student's transcript.

## Honors at Graduation

Webster University has three types of graduation honors: University Academic Honors, Departmental Honors, and International Distinction. These honors are awarded at graduation to recipients of baccalaureate degrees.

### University Academic Honors

University Academic Honors (*summa cum laude*, *magna cum laude*, *cum laude*) are awarded, based on recommendations of the faculty Honors Board, to students who have achieved a high grade point average (GPA) across the curriculum. In determining University Academic Honors, the GPA includes any transfer courses used by the student to reach 120 credit hours. Because the Webster University permanent student record shows GPA based on Webster University courses only, students should consult a grade point calculator to determine their college career GPA for purposes of University Academic Honors.

Students whose transcript include the following three criteria will be awarded honors:

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

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

(Note: graded credit hours excludes grades of P and CR; cumulative grade point average includes all Webster University

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*courses plus any transfer courses being used by the student to attain his/her 120 credit hours.)*

Department chairs, academic directors and/or campus directors (as appropriate) may nominate exceptional students whose transcripts do not include 45 graded hours at Webster University or 90 graded hours accumulated across their college career. The third criterion above, a minimum cumulative GPA of 3.7, must be met. The Honors Board will consider these nominations for Honors based on a demonstration of excellent academic work in the ungraded credit hours, both in the field of study and in other disciplines. The chair/director nominating the student must provide a narrative presenting the student's exceptional academic work in the ungraded credit hours.

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

GPA	Honor
3.70-3.79	<i>cum laude</i>
3.80-3.89	<i>magna cum laude</i>
3.90-4.0	<i>summa cum laude</i>

University Academic Honors are awarded upon completion of **all** degree requirements. Webster University notifies students that they have been awarded Honors (if they have completed their degree requirements) or that they have tentative Honors (if they have not yet completed their degree requirements). Upon completion of all courses and degree requirements, students who received notice of tentative Honors are notified of their final Honors status.

University Academic Honors are recorded on the permanent student record and on the diploma.

## Department Honors

Individual departments and colleges/schools award departmental honors for excellence in the study in depth. Criteria for selection are determined by the individual department. Departmental honors are recorded on the student's official transcript.

## International Distinction

Students who successfully complete all requirements for a baccalaureate degree and satisfy three core components of international education (second language proficiency, study abroad and an international field work/internship) will have their bachelor's degree awarded with 'International Distinction.' The 'International Distinction' designation is annotated on both the student's official transcript and on the diploma.

Additional information about the required core components and the application process can be reviewed at [www.webster.edu/ida/](http://www.webster.edu/ida/).

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

### Good Academic Standing

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

### Academic Probation

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

### Academic Dismissal

Students will be dismissed from Webster University if they are:

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

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

Students will be notified in writing of their academic dismissal.

### Dismissal Appeal Process and Reinstatement

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

- St. Louis area and online students should send their appeal to the Academic Progress Committee of the St. Louis Area, care of the Academic Advising Center.
- Extended campus and international campus students should send their appeal to their campus' Academic Progress Committee.

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

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

Students will be notified in writing of the appeal decision made by the Academic Progress Committee in a timely manner.

- Reinstated students are on probation and may have other conditions placed on their continued enrollment. These conditions may include limited hours and recommended courses.
- Reinstated students are expected to maintain a semester GPA of 2.0 until their Webster University cumulative GPA is at or above a 2.0, or they will face subsequent dismissal.
- Students whose appeals are unsuccessful will be informed of the steps necessary for readmission. For more information, see the Readmission section below.

### Readmission

Dismissed degree seeking students who either were denied reinstatement or who did not appeal for reinstatement are eligible to apply for readmission to Webster University after one year if they can demonstrate readiness to do college-level work. Students demonstrate college-level work by transferring in 12

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credit hours of coursework successfully completed at another post-secondary institution.

- St. Louis area and online students must apply for readmission through the Academic Advising Center.
- Extended campus and international campus students must apply for readmission through their campus.

Students should present copies of their transcripts showing the 12 credit hours of coursework successfully completed at another post-secondary institution.

If readmitted, students returned to Webster University on probation.

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## Withdrawal from the University

A student who terminates study at the University before the end of a term may forfeit credit for work done in that term. Students who wish to fully withdraw from Webster for any reason must complete an exit interview.

- St. Louis students must initiate official withdrawal procedures through the Academic Advising Center.
- Extended campus (including St. Louis area) and international campus students must initiate official withdrawal procedures through their home campus.
- Online students initiate official withdrawal procedures with their academic advisors.

For information on refunds and tuition waivers, see the Financial Information and Tuition, Fees and Refunds sections of this catalog.

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## Graduation Requirements

Students are responsible for ensuring the completion of their degree requirements. Students should work with their academic advisors to monitor their degree audits to assure the completion of outstanding issues. Once a student graduates, no changes of the permanent student record are allowed.

- **Petition to Graduate:** In order to start the process of review for degree conferral, a student must file a Petition to Graduate by the deadline noted in the Academic Calendar. The Petition to Graduate is submitted online. The forms, process and guidelines for the Petition to Graduate can be found at <https://www.webster.edu/advising/student-resources/undergrad-petition-graduate.html>.
- **Graduation Fee:** Prior to degree completion, students are charged a non-refundable graduation candidacy fee.

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## 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 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.

*This page was modified on 14 August 2020.  
Please see the Undergraduate Catalog Addendum to view changes that were made.*