

# **ACADEMIC REGULATIONS**

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\*Please note that policies with asterisks apply to both undergraduate and graduate students.

## **I. REGISTRATION**

### **\*RESPONSIBILITIES OF STUDENTS**

1. All course work and final examinations shall be conducted in accordance with the Honor Principle of the Wilson College Government Association.
2. Each student is responsible for attending class and assuming responsibility in all required meetings of courses and for making whatever arrangements are necessary for work missed. Each instructor may establish special attendance policies that are essential because of the nature of the course. In the case of medical absence or for similarly unavoidable reasons, an instructor is expected to provide assistance in making up the work if a student requests it.
3. Cases of conflict between the instructor's conduct of a course and the College policy concerning class attendance shall be resolved by the Dean of the College.
4. A member of the faculty may designate in advance certain important class meetings at which attendance is required. Announcement of such a requirement shall be made at least one week in advance. Students should not expect to receive permission for exceptions to this regulation.
5. The grade of Incomplete can be given to a student who is doing passing work in a course but who, for reasons beyond the student's control, is not able to complete a small portion of the work for the course by the deadline for submitting grades. An Incomplete is not given in the case of negligence or procrastination on the part of the student. An incomplete must be requested by the student and approved by both the instructor and the student's academic advisor. "Request for Incomplete" forms are available in the Registrar's Office. The deadline for requesting an incomplete grade is the last day of classes. In cases involving unusual circumstances, such as illness or injury, the Dean of Students may request an Incomplete on the student's behalf. Unless the Committee on Academic Procedure extends the time limit, an incomplete automatically becomes an F if the work is not completed within six weeks from the last day of class in the term in which it was incurred.

### **RESPONSIBILITIES OF MAJOR ADVISORS**

Major advisors shall guide the student in planning her program;

1. make decisions on proposals by advisees to complete the degree requirements in fewer than the normal eight semesters.
2. make decisions on requests for changing a Major Area after the student has elected a Major Area, with the concurrent approval of the Director of the new Major Area.

### **CLASSIFICATION (Class Standing)**

For classification as a sophomore, a student shall have completed satisfactorily at least eight courses; as a junior, at least 16 courses; as a senior, at least 26 courses.

### **\*CATALOG POLICY FOR MATRICULATED STUDENTS**

Degree-seeking students must complete requirements as outlined in the college catalog for the year in which they matriculate into a degree program. If there are curricular changes (general education, major, or minor), a student may choose to meet the requirements as outlined in the new catalog. The student must provide a statement in writing to the Office of the Registrar that s/he intends to complete the new curriculum.

Should a student decide to change her/his degree, major, or minor, s/he may be required to follow the most current requirements as determined in consultation with the Registrar.

## **MATRICULATION OF COLLEGE FOR CONTINUING EDUCATION STUDENTS**

### **Associate Degree Students**

1. Women or men who are 24 years of age or older interested in pursuing an associate degree at Wilson College may be fully accepted to the College upon the completion of necessary admissions paper work, including, but not limited to, an application, essay, high school and college transcripts, and letters of recommendations and positive review of these materials.
2. When the student is fully accepted as an associate degree candidate, she/he is automatically matriculated at the College, regardless of full or part-time status. All academic policies and procedures apply, including, but not limited to, transfer work, off-campus study, registration priority.
3. Students who are provisionally accepted into the associate degree program will be officially accepted and automatically matriculated upon completion of four course credits with a cumulative grade point average of 2.0 or better. All academic policies and procedures apply, including, but not limited to, transfer work, off-campus study, registration priority.

### **Baccalaureate Degree Students**

1. Women or men who are 24 years of age or older interested in pursuing an baccalaureate degree at Wilson College may be fully accepted to the College upon the completion of necessary admissions paper work, including, but not limited to, an application, essay, high school and college transcripts, and letters of recommendations and positive review of these materials.
2. When the student is fully accepted as a baccalaureate degree candidate, she/he is automatically matriculated at the College, regardless of full or part-time status. All academic policies and procedures apply, including, but not limited to, transfer work, off-campus study, registration priority.
3. Students who are provisionally accepted into the baccalaureate degree program will be officially accepted and automatically matriculated upon completion of four course credits with a cumulative grade point average of 2.0 or better. All academic policies and procedures apply, including, but not limited to, transfer work, off-campus study, registration priority.

### **Teacher Intern Program Students**

1. Women or men who are interested in pursuing the Teacher Intern Program at Wilson College must complete the application materials, which include the following: formal application form, essay, resume, official college transcripts, and letters of recommendation. An application fee must accompany the application. Following an interview with the TIP Coordinator, a program of study is planned and provisional acceptance is issued to the candidate. A student is officially accepted into the Teacher Intern Program as described in the Wilson College catalog.
2. When the student is provisionally accepted as a certification candidate, she/he is automatically matriculated at the College, regardless of full or part-time status.
3. When admitted and matriculated to the College, all academic policies and procedures related to the particular certificate program apply, including, but not limited to, transfer work, off-campus study, minimum academic standards, etc.
4. Students matriculated into the Teacher Intern Program may register during the sophomore priority period.

### **Certificate Program Students**

1. Women or men who are interested in pursuing a certificate program at Wilson College must complete the application materials, which include the following: formal application form, essay, resume, official college transcripts, and letters of recommendation. An application fee must accompany the application.
2. When the student is officially accepted as a certification candidate, she/he is automatically matriculated at the College, regardless of full or part-time status.

3. When admitted and matriculated to the College, all academic policies and procedures related to the particular certificate program apply, including, but not limited to, transfer work, off-campus study, minimum academic standards, etc.
4. Students matriculated into a certificate program may register during the sophomore priority period.

#### **\*SCHEDULING OF COURSES**

1. The roster of classes shall be prepared in the Office of the Registrar.
2. Classes may be scheduled from 8:00 a.m. to 5:00 p.m. Monday through Friday. Evening classes may be scheduled by the Registrar in consultation with the faculty member concerned.
3. Classes are to be held as scheduled at the first and last scheduled session of each course and in the periods immediately preceding and following designated vacation periods. Except with the approval of the Dean of the College, no member of the Faculty shall omit or change from the scheduled hour, or dismiss early the last session in any course before or the first session in any course after the stated vacations.
4. No requirement of any extra-curricular activity except intercollegiate athletics, that conflicts with a student's individual course schedule is permitted except by permission of the Committee on Academic Procedure.

#### **\*AUDITING COURSES**

1. An auditor shall be defined as a student who attends a course regularly without being required to take part in recitation, written work, or final examination, and without receiving credit for the course.
2. Students requesting permission to audit a course must receive prior approval from the appropriate faculty.
3. The request to audit a course must be submitted to the Office of the Registrar no later than the last day of the add/drop period.
4. Students who audit courses will be required to pay all additional or established fees associated with the class. A student receiving financial aid should contact the Financial Aid Office to determine what impact, if any, enrolling in a course for an audit will have on the student's aid.
5. Courses taught as "one-on-one", by virtue of their participatory nature, do not qualify as classes that may be audited. These courses include, but are not limited to: independent studies, guided studies and applied music.
6. A student who has audited a course may not request permission to receive "Credit by Examination" on the basis of the audit alone.

The fact of the student's attendance in a course as an auditor shall be noted on the student's permanent academic record if, in the opinion of the instructor concerned, the student's regularity of attendance merits such a notation. The instructor shall indicate this fact by the letters P.R. (Permanent Record).

#### **STUDENT PROGRAMS AND SCHEDULES**

##### **Approval of Student Schedules**

Each student shall be responsible for consulting with and obtaining approval of the academic advisor for planning a program.

## **Student Advisors**

Program advisors are responsible for students:

- a. who have not declared a major: Advising staff: designated by the Dean of the College;
- b. who have declared a major: designated by the appropriate advising staff for the Major Area;
- c. enrolled in Special Major programs: approved by the Committee on Academic Procedure;
- d. who are Associate Degree candidates: designated by the Dean of the College.

## **Course Load**

A student shall normally take nine courses per academic year. A student shall carry a minimum of four courses in each semester to be considered full time and a minimum of two courses in each semester to be considered half time.

## **Course Overload**

A student may enroll in over 5.5 credits, up to 7.0 credits, in any semester provided that she: (a) has a 3.5 grade point average in the preceding semester; (b) was enrolled as a full-time student in the preceding semester; and, (c) has the approval of her advisor.

### **\*Waitlist Policy during Preregistration/Open Registration Period**

During the preregistration period, students who are interested in taking a closed class should place themselves on the course waitlist. The computer automatically ranks waitlisted students in the order that they are added to the waitlist. When preregistration closes, the Registrar and the Vice President of Academic Affairs will review all closed courses with waitlists. When appropriate, and with faculty consultation, students may be accommodated into existing courses or additional sections may be added to accommodate waitlisted students. If it is not possible or reasonable to make accommodations for the waitlisted students, the students will remain on the waitlist until the first day of class. If there are drops in a waitlisted course, students will be accommodated in order of their standing on the waitlist. In cases of extreme circumstances (those circumstances completely beyond a student's control, e.g. severe illness, hospitalization, death in immediate family, etc.), the Registrar or the Vice President of Academic Affairs may accommodate a Junior or Senior student regardless of her/his priority on the waitlist. Please note that failure to preregister during the appropriate priority period or procrastination does not constitute extreme circumstances.

### **\*Waitlist Policy during Add/Drop Period**

During the add/drop period, each individual faculty member will determine who will be added to her/his courses. Priority ranking on the waitlist does not apply during the add/drop period. Students who had been waitlisted for a course should contact the instructor directly to inquire about adding the course.

### **\*Adding or Dropping Courses**

Any change in a student's planned program must be approved by the advisor. Each change shall be submitted to the Registrar's Office on a form provided by that office, and approved by the Committee on Academic Procedure.

### **\*Administrative Drop**

If a student registers but does not attend the first class of the semester, the Office of the Registrar will administratively drop the student from her/his course(s). For billing and financial aid purposes, an administrative drop will be recorded as a dropped course effective the first day of the semester and the student will not be responsible for charges for this course(s). However, it is still the student's responsibility to complete the process by submitting a drop/add form to the Registrar's Office. Failure to do so may result in a grade of F for the course(s).

### **\*Dismissal from a Course**

An instructor may, based on a disregard for the stated policy for a course, request the Committee on Academic Procedure to dismiss a student from a course with the designation of "W" entered on the records. Conditions for readmission to the course will be granted only by the Committee on Academic Procedure.

### **\*Withdrawal from a Course**

Withdrawal from a course requires approval by the advisor and the instructor. Students may withdraw from a course through the **TENTH WEEK** of the semester with the designation W (Withdrawn). It is the student's responsibility to officially withdraw from any course scheduled whether or not they have ever attended. If the student does not attend and does not withdraw, the name will remain on the class list and a grade of "F" will be recorded for the course. A student who wishes to receive the designation W for medical reasons must submit such evidence to the Dean of the College.

### **Declaration of Major**

Baccalaureate degree candidates shall declare an intended major during the semester in which 16 credits will be completed. Associate degree candidates shall declare an intended program during the semester in which 9 credits will be completed. The student shall obtain written approval from the Director of the major area or program and her/his current advisor, and submit the form to the Registrar when preregistering for the following semester.

### **\*Exceptions to Major Requirements**

Any exception to a requirement in a Major Area must have the approval of the Director of the Major Area, who shall submit the approval in writing to the Registrar.

### **SUMMER COURSE WORK**

1. Courses taken over the summer must be approved by the student's academic advisor.
2. Not more than four (4) courses may be taken over the summer months (end of Spring semester to beginning of Fall semester).

### **GUEST SEMESTER AT ANOTHER INSTITUTION**

With prior approval of the Committee on Academic Procedure, students may study for one or two semesters at another institution in this country or abroad, preferably during the junior year, and transfer the credit toward their Wilson degree. It is expected that the student will be in good academic standing and will plan her entire program in such a manner that all stated requirements for graduation will be met.

### **\*SHORT TERM STUDENT ABSENCES**

Policies relating to short term student absences (i.e. funerals, illnesses, medical treatments, pregnancies, etc.) will be determined by each individual faculty member.



## **Leaves of Absence**

A leave of absence (LOA) is a period of time approved by the college during which the student is not in attendance, but considered a student of record.

A Leave of Absence may be granted to a matriculated Wilson College student upon completion of the Leave of Absence form available in the Registrar's Office. A Leave of Absence for an undergraduate student may not exceed two years. A Leave of Absence for a graduate student may not exceed one year. When a student returns from Leave of Absence, s/he returns under the catalog s/he followed before leaving.

A Leave of Absence is terminated in one of the following ways:

1. Return to the College: The student shall notify the Registrar's Office to register for courses.
2. Withdrawal from the College: The student shall notify the college of the intent to withdraw. After two years, the student is automatically withdrawn from the college and will need to reapply in order to return.

A Leave of Absence is not granted for the purpose of taking a course for transfer credit from another institution. A student, working with an academic advisor, must get prior approval from the Academic Dean for any course from another institution if it is to apply towards Wilson College graduation requirements. The student must complete the off-campus study form available in the Registrar's Office.

Students may take a leave of absence, provided they complete a Leave of Absence Form, which must include all the appropriate signatures, and return it to the Registrar's Office by the last day of class in the semester. Students who complete this process will receive a W for each course that semester. After this date, students may take a leave of absence without academic penalty only for reasons of illness, family crises, or other problems outside of the student's control, and only with prior approval of the Committee on Academic Policy and Procedures.

The official date of the leave of absence will be the date the completed form is returned to the college, not the date the student stopped attending classes. Students who stop attending classes and fail to officially take a leave of absence or withdraw from their course(s) will be assigned the grade of "F" – failure for all courses in which they were registered.

It is important to note that regulations for Financial Aid may differ from academic regulations. A student should meet with a Financial Aid counselor to determine the impact of a Leave of Absence.

## **Medical Leave of Absence**

A medical leave may be granted or required for mental and/or physical conditions that interfere with a student's ability to participate in campus life including her/his ability to complete or make satisfactory progress towards academic goals or live in a residential setting. Medical leave is granted or required with the assistance of the Director of Counseling and/or Director of the Health Center and requires appropriate medical documentation. The Dean of Students makes the final decision in supporting or denying the request or requirement for a medical leave in consultation with the appropriate staff member and medical documentation. Medical leave is not intended to shield a student from unsatisfactory progress or any other academic irregularity. Nor does medical leave release a student from accountability to the Honor Principle or the regulations of the college.

### **Student Initiated Medical Leave of Absence**

A student experiencing mental or physical conditions that interfere with her/his ability to function and to meet academic requirements may apply for a medical leave of absence in order to obtain the medical or psychological treatment that will allow her/him to return to full time study at Wilson.

- 1) A student may apply for a Medical Leave of Absence at any point in the semester through the last day of classes. Before applying for a Medical Leave, the student must meet with either the Director of Counseling or the Director of the Health Center to secure her recommendation for a Medical Leave. The College reserves the right to ask for further documentation (including but not limited to diagnoses, treatment plans and program notes) from non-college providers.

- 2) Following recommendation and creation of a medical leave agreement from the Director of Counseling or the Director of the Health Center, the Dean of Students will make the final decision for approval of the Medical Leave of Absence. In some instances, the Dean of Students may meet with the student to review the terms and requirements set forth in the Medical Leave Agreement.
- 3) When a Medical Leave is taken at Wilson, the grade of “Withdrawal” (W) for each course will be recorded by the Registrar. In certain circumstances students may be eligible for an “Incomplete” and will be subject to the policy outlined in the current academic regulations for the college.
- 4) Normal policies for refunds and deposits apply as stated. It is the responsibility of the student and/or her/his parents to check with the Financial Aid Office regarding the terms of the financial aid policy in relationship to the Medical Leave.
- 5) A student who is on Medical Leave of Absence may not be in residence and must request permission from the Dean of Students to visit on campus.
- 6) A student preparing to return to Wilson from Medical Leave of Absence must notify in writing the Dean of Students and the Director of the Counseling Center or the Director of the Health Center (whichever office recommended the Medical Leave). Notice of intent to return should be made to both offices as soon as reasonable with proper documentation and no later than 30 days prior to the start of the new semester.
- 7) To return to the college, a student must meet the requirements set forth in the Medical Leave Agreement which was written at the time leave was taken. Requirements may include but are not limited to evaluation of treatment protocol, medication, diagnosis, follow-up treatment and a readiness to return to college assessment provided by the treating professional/s that worked with the student during the medical leave. Confidential medical information will be provided to either the Director of Counseling or the Director of the Health Center, whichever office recommended the Leave. In addition, students may be required to meet with the Director of Counseling or the Director of the Health Center prior to readmission.
- 8) The Director of Counseling or the Director of the Health Center will submit in writing to the Dean of Students a final recommendation regarding the student’s readmission. The Dean of Students will notify the student in writing of her/his readmission to Wilson.
- 9) A student who extends her/his medical leave beyond two academic years must reapply to the college through the Office of Admissions.

### **College Initiated Medical Leave of Absence**

Wilson College reserves the right to place students on a college initiated medical leave of absence when it becomes evident through observed behavior or by report(s) from faculty, staff or students, that a leave from the college may be in the best interest of a student and the college. The Dean of Students will engage in a determination on a case-by-case basis and will apply the direct threat analysis, taking into consideration the nature, duration and severity of the risk and likelihood, imminence and nature of the future harmful conduct, either to the student or to others in the college community. A full description of the direct threat analysis process is found below at the asterisk ( \*) and includes the provision for interim removal from campus pending case review and final appeal.

These procedures will be followed when the college initiates a Medical Leave of Absence.

- 1) The Dean of Students and/or her designee will notify the student that a college initiated Medical Leave is under consideration and will arrange to meet with the student. The Dean may require the student to undergo an evaluation by a licensed health care professional. The results of the evaluation, along with recommendations, will be forwarded to the Director of Counseling or the Director of the Health Center. Any such recommendations are not binding on the college.
- 2) A review committee convened by the Asst. Dean of Students and consisting of the Director of Counseling or her designee, the Director of the Health Center or her designee, and the Dean of the Faculty or her designee will meet to review all information related to the case, including any evaluations or treatment plans for the

student, and will make a decision regarding the student's status. Information provided to the review committee will be reviewed "blind" to insure the privacy and confidentiality of the student is maintained. The student will be notified in writing of the review committee's decision regarding medical leave.

- 3) Within five days of receiving the notice of college-initiated Medical leave, the student may appeal the decision by sending a written request to the Dean of Students stating why the student believes the medical leave is unwarranted. At the discretion of the Dean of Students, the leave may remain in effect during the period of the appeal. The Dean of Students will review the request, may consult with the student, the Assistant Dean and/or the review committee, and may review the information considered by the review committee. The Dean of Students will make a decision within five days of receiving the appeal and will notify the student of the decision. The decision is final.
- 4) When a Medical Leave is taken at Wilson, the grade of "Withdrawal" (W) for each course will be recorded by the Registrar. In certain circumstances students may be eligible for an "Incomplete" and will be subject to the policy outlined in the current academic regulations for the college.
- 5) Normal policies for refunds and deposits apply as stated. It is the responsibility of the student and/or her/his parents to check with the Financial Aid Office regarding the terms of the financial aid policy in relationship to the Medical Leave.
- 6) A student who is on college initiated Medical Leave of Absence may not be in residence and must request permission from the Dean of Students to visit on campus.
- 7) A student preparing to return to Wilson from college-initiated Medical Leave of Absence must notify in writing the Dean of Students and the Director of the Counseling Center or the Director of the Health Center. Notice of intent to return should be made to both offices as soon as reasonable with proper documentation and no later than 30 days prior to the start of the new semester.
- 8) To return to full-time status, a student must meet the requirements set forth in the Medical Leave Agreement which was written at the time leave was taken. Requirements may include but are not limited to evaluation of treatment protocol, medication, diagnosis, follow-up treatment and a readiness to return to college assessment provided by the treating professional/s that worked with the student during the medical leave. Confidential medical information will be provided to either the Director of Counseling or the Director of the Health Center, whichever office recommended the Leave. In addition, students may be required to meet with the Director of Counseling or the Director of the Health Center prior to readmission.
- 9) The Director of Counseling or the Director of the Health Center will submit in writing to the Dean of Students a final recommendation regarding the student's readmission. The Dean of Students will notify the student in writing of her/his readmission to Wilson.
- 10) A student who extends her/his medical leave beyond two academic years must reapply to the college through the Office of Admissions.

\* According to the U.S. Department of Education's Office of Civil Rights the following steps should be taken in a "direct threat" situation:

- 1) The college needs to make an individualized and objective assessment of the student's ability to safely participate in the college's program, based on a reasonable medical judgment relying on the most current medical knowledge or best available objective evidence;
- 2) There must be a high probability of substantial harm and not just a slightly increased, speculative or remote risk;
- 3) The assessment must determine the nature, duration, and severity of the risk, the probability that the potentially threatening injury will actually occur, and whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk;
- 4) A student's observed conduct, actions and statement should be considered not mere knowledge or belief that the student is an individual with a disability; and
- 5) Procedures should be followed to ensure that a student with a disability is not subjected to an adverse action based on unfounded fears, prejudice and stereotypes.

Where safety is of immediate concern, a college may remove a student from the campus pending a final decision against the student as long as the student has had said notice of the removal and an initial opportunity to be heard, and a full opportunity to be heard and appeal rights are offered later.

**\*\* This process does not supercede or release a student from accountability to the Honor Principle or the regulations of the college.**

### **\*WITHDRAWAL FROM THE COLLEGE**

A student who withdraws from the College plans to leave the College and does not intend to return. If a student is contemplating withdrawing from the College, an appointment should be made with the Registrar for advice concerning procedures to be followed. Because such a decision has numerous and broad implications for the student, she/he is advised to discuss the matter with her/his academic advisor, her/his family, and the appropriate faculty and staff members.

Students may officially withdraw from the College, provided they complete a Withdrawal from the College Form, which must include all the appropriate signatures, and return it to the Registrar's Office by the last day of class in the semester. Students who complete this process will receive a W for each course that semester. After this date, students may withdraw from the College without academic penalty only for reasons of illness, family crises, or other problems outside of the student's control, and only with prior approval of the Committee on Academic Procedures.

The official date of the withdrawal will be the date the completed form is returned to the College, not the date the student stopped attending classes. Students who stop attending classes and fail to officially withdraw from the College will be assigned the grade of "F" – failure for all courses in which they were registered.

In order to re-enroll at the College, a student must reapply and follow all the appropriate admissions procedures. When a student is readmitted to the College, she/he must follow the current catalog.

It is important to note that regulations for Financial Aid may differ from academic regulations. A student should meet with a Financial Aid counselor to determine the impact of Withdrawing from the College.

## **II. COURSE WORK**

### **\*COURSE LEVELS**

1. Courses are offered at five levels:
  - a. 100-level: Introductory courses with no prerequisites, designed primarily for students with freshman and sophomore standing but open to all students.
  - b. 200-level: Intermediate courses, with or without specific prerequisites; or introductory courses designed for students who have had at least a semester of college-level academic experience. Intended primarily for students with sophomore or junior standing, but also open to second-semester freshmen and to seniors.
  - c. 300-level/400-level: Advanced courses which either have specific prerequisites or are designed for students who have had more than a year of college-level experience. Intended primarily for students with junior or senior standing but open to sophomores with permission.
  - d. 500-level: Advanced courses with graduate credit.
2. A course may be offered to students at more than one level if special requirements for students taking it at higher level introduce the greater complexity and depth in exploring the subject and the greater independence of the student that are appropriate to the higher level. It is expected that such advanced characteristics will be pervasive in the course work, not represented solely by an extra assignment.
3. A student who has taken a course at one level may not take the same course at another level.

## **\*RESPONSIBILITIES OF INSTRUCTORS**

1. The instructor is responsible for planning and organizing the work of each course within the guidelines of the curriculum of the College. The work of the course should include sufficient bases for providing to the student before the middle of the course a measure of achievement, and at the end of the course an evaluation of her total performance. An instructor may require "no final examination" when an alternative method of evaluation seems appropriate. Papers or projects required in lieu of a final examination shall be submitted during the week of final examinations.
2. The instructor shall be guided by the suggestion that an "average student" will spend approximately 9 hours per week per course, including all preparation, class, laboratory or studio time. The distribution shall depend upon the nature of the course.
3. The instructor shall distribute to students early in the semester the general work requirements and grading policies of the course. These shall include statements, as appropriate, concerning attendance, participation in class, or quizzes, papers, and an examination.
4. Admission of a student into a class without the prerequisite, or after the first week of classes, shall be at the discretion of the instructor.
5. Instructors shall plan that all work of the course be completed in time to report the grade for the course on the date specified by the Registrar.
6. An instructor may, on the basis of a disregard for the stated policy for a course, request the Committee on Academic Procedure to dismiss a student from a course with the designation "W" entered on the records. Conditions for readmission to the course will be granted only by the Committee on Academic Procedure.
7. In those courses in which a final examination is given it shall count no more than one-half of the final grade for the course.

## **FOUNDATIONS REQUIREMENTS**

### **Computer Skills Requirement**

Full-time students must complete the computer skills requirement no later than the fourth semester of enrollment. Part-time students must complete the computer science requirement prior to earning ten course credits. Transfer students who have not met the computer science requirement must enroll in the appropriate course in the first semester that the course is available. If an Education major is choosing to take EDU240: Technology For Teachers to fulfill the foundations and the major requirements, this timeline does not apply.

If a student completes CS 150 to fulfill the computer science requirement, she/he may not subsequently enroll in CS 110 and then use CS 150 to fulfill the Formal Thought TDS category.

Students who enroll but do not complete this computer course must enroll in the appropriate course in the first semester it is subsequently offered and continue to enroll in the appropriate course until the requirement is completed.

### **Quantitative Skills Requirement**

Full-time students must complete the quantitative skills requirement by the end of their first two semesters. Part-time students must complete the quantitative skills requirement prior to earning eight course credits. Transfer students who have not met the quantitative skills requirement must enroll in the appropriate course in the first semester at Wilson (or the first semester that the appropriate course is available).

Students who enroll but do not complete the requirement must enroll in the appropriate course in the first semester it is subsequently offered and continue to enroll in the appropriate course until the requirement is completed.

## **Writing Skills Requirement**

Based upon placement, full-time students enroll in one of the following courses during their first semester: English 101 Written Communication, English 104 ESL Writing at the College Level I, English 108 College Writing, or English 180 Writing and Literature. Full-time students who enroll but do not complete English 101, 104, 108, or 180 must enroll in the appropriate course in the first semester it is subsequently offered and continue to enroll in the appropriate course until the requirement is completed. Part-time students must enroll in the appropriate course prior to earning four course credits. Transfer students who do not have writing skills credit must enroll in the appropriate course until the requirement is completed.

## **SECOND ASSOCIATE DEGREE**

Students who hold a bachelor's degree from another regionally accredited institution may earn an associate degree through the College For Continuing Education.

Students must complete at least five additional course credits at Wilson College and meet all the degree requirements for the major. The Foundations and Transdisciplinary course requirements will be waived. The Registrar will determine how many course credits must be earned for the second degree, based on the evaluation of the transcripts from all previous institutions attended.

Course requirements cannot be met by non-traditional means, such as Credit by Examination, CLEP, or Non-Collegiate Learning.

## **SECOND BACCALAUREATE DEGREE**

Students who hold a bachelor's degree from another regionally accredited institution may earn a second bachelor's degree through the Adult Learning Program

Students must complete at least nine course credits as a degree candidate at Wilson and meet the degree requirements of the major. The Foundations and Transdisciplinary course requirements will be waived. The Registrar will determine how many course credits must be earned for the second degree, based on the evaluation of the transcripts from previous institutions attended.

Course requirements cannot be met by non-traditional means, such as Credit by Examination, CLEP, or Non-Collegiate Learning.

## **SPECIAL MAJORS**

### **I. Process**

A. In order to pursue a special major, a student should petition the Committee on Academic Procedure no later than the spring semester of her sophomore year, thereby providing her adequate time to pursue advanced work in her selected area(s).

B. An interested student must consult with her academic advisor and with faculty members appropriate to the discipline involved in the proposed special major program. A full-time faculty member must agree to serve as the faculty director of the special major. The faculty director will counsel the student throughout the completion of the special major and supervise the student's capstone experience.

C. A letter from the faculty director must accompany the petition and should offer some evaluation of the student's ability and motivation to complete the program and should speak to the soundness of the proposed program.

D. Once the special major requirements have been approved by the Committee on Academic Procedure, no changes can be made without the Committee's approval.

E. Exceptions to any standard outlined in the special majors policy must be justified in writing to the Committee on Academic Procedure and approved by the Committee.

## II. Requirements

### A. Requests to pursue a special major must include

1. A statement regarding the specific educational goals to be achieved in which the special major better satisfies these objectives than existing majors do.
2. An outline of the program in terms of courses of instruction. These courses must reflect four components:
  - a. An interdisciplinary focus. The courses selected must ensure that the program of study include courses from fields related to the subject of the special major.
  - b. Sequencing. A two-year tentative schedule prepared in consultation with the appropriate major area director(s) must be outlined which demonstrates how the courses will be completed.
  - c. Rigor. At least 13 course credits must be listed. However, in many cases, the number of course credits required will be higher. At least six course credits must be at the 200-level and at least three at the 300-level for a minimum of nine course credits. At least four course credits must be in the same discipline. No more than fifty percent of the course credits selected for the special major may be taken outside the institution.
  - d. Capstone experience. The special major must include a culminating senior experience, chosen in consultation with the faculty director of the special major. Examples can include but are not limited to a thesis, internship, creative project or portfolio.

### **COMPLETION OF ADDITIONAL MAJORS FOR STUDENTS WITH WILSON COLLEGE BACCALAUREATE DEGREES**

Students who hold a baccalaureate degree from Wilson College may complete additional majors through the College for Continuing Education.

Students must complete all the degree requirements of the major under the current curriculum. The Foundations and Transdisciplinary course requirements will be waived. A determination of how many course credits must be earned for the additional major is made by the Registrar, based on the evaluation of their Wilson College transcripts.

Course requirements cannot be met by transfer credit or non-traditional means, such as Credit by Examination, CLEP, or Non-Collegiate Learning.

Only one diploma will be granted at the completion of the first baccalaureate degree. Additional majors will be reflected on the transcript and noted with the completion date. Students completing additional majors are not candidates for participation in Commencement.

### **COMPLETION OF ADDITIONAL MAJORS FOR STUDENTS WITH WILSON COLLEGE ASSOCIATE DEGREES**

Students who hold an associate degree from Wilson College may complete additional majors through the College for Continuing Education.

Students must complete all the degree requirements of the major under the current curriculum. The Foundations and Transdisciplinary course requirements will be waived. A determination of how many course credits must be earned for the additional major is made by the Registrar, based on the evaluation of their Wilson College transcripts.

Course requirements cannot be met by transfer credit or non-traditional means, such as Credit by Examination, CLEP, or Non-Collegiate Learning.

Only one diploma will be granted at the completion of the first associate degree. Additional majors will be reflected on the transcript and noted with the completion date. Students completing additional majors are not candidates for participation in Commencement.

## **\*INDEPENDENT STUDY**

Courses completed as Independent Study are courses that are not part of the regular curriculum and are not courses of record in the catalog.

Three types of independent study may be offered by any discipline as indicated below.

- 250 - Independent investigation at an intermediate level of a topic chosen by the student in consultation with a faculty member.
- 350 - Independent investigation at an advanced level of a topic chosen by the student in consultation with a faculty member.
- 550 - Independent investigation at the graduate level of a topic chosen by the student in consultation with a faculty member

### Requirements

1. The student must have completed at least 4 course credits at Wilson College and have sophomore standing (at least 8 course credits earned).
2. The student must have a cumulative grade point average of at least a 3.0.
3. The student must be in good academic standing (not on academic probation for semester average).
4. The student must have demonstrated the ability to work independently.

### Limitations

No more than three Independent Study courses may be counted towards the minimum degree requirements, no more than two of them at the 200-level.

### Procedure

1. Typically, the student shall arrange for an Independent Study course. The student shall prepare a proposal in consultation with a faculty member from the appropriate discipline. The proposal and the appropriate form, approved by the student's advisor, must be filed by the first day of the semester.
2. The faculty member is responsible for ensuring that the proposal is submitted to the Registrar in compliance with the academic regulations and is further responsible for the academic integrity of the independent study.
3. The proposal should include a statement of agreement on each of the following:
  - a. the topic
  - b. the tentative schedule
  - c. the basis for evaluation
4. The proposal must be approved by the Academic Dean.

## **\*GUIDED STUDY**

Courses which are part of the regular curriculum may be offered through a Guided Study. Occasionally, it may be necessary for a Guided Study to be arranged by the Registrar's Office, in consultation with the Department and/or faculty member teaching the course, to meet a course scheduling need. In this event, the procedure below is waived. A Guided Study may not be offered in the same semester that the course is scheduled.

### Requirements

1. The student must have completed at least 4 course credits at Wilson College and have sophomore standing (at least 8 course credits earned).
2. The student must have cumulative grade point average of at least a 2.0.
3. The student must be in good academic standing (not on academic probation for semester average).
4. The student must have demonstrated the ability to work independently.



### Procedure

1. Typically, the student shall arrange for a Guided Study course. The student shall prepare a proposal in consultation with a faculty member from the appropriate discipline. The proposal and appropriate form, approved by the student's advisor, must be filed with the Registrar by the first day of the semester.
2. The faculty member is responsible for ensuring that the proposal is submitted to the Registrar in compliance with the academic regulations and is further responsible for the academic integrity of the guided study.
3. The proposal should include a statement of agreement on each of the following:
  - a. the topic
  - b. the tentative schedule
  - c. the basis for evaluation
4. The proposal must be approved by the Academic Dean.

### **INTERNSHIP**

An internship for academic credit applicable towards a Wilson degree involves an off campus work experience with significant academic content which has an appropriate, complementary role within the student's academic program.

Internships are offered at two levels:

#### 255

Open to students who have completed their freshman year (or 8 course credits) through their first semester junior year (or 20 course credits). Students must be in good academic standing (not on academic probation) to take this course.

Students taking the course for half credit would be expected to complete at least 60 hours at the internship site; students taking the course for one credit would complete at least 120 hours.

The goal of this course would be to provide students with the opportunity to explore how a student's area of interest operates in the workplace. Observation and interview techniques would be employed as well as other kinds of assignments that would give the student a deeper awareness of the knowledge, experience, standards and practices required to pursue this line of work.

#### 355

Open to students who have completed their sophomore year (or 16 course credits). Students must be in good academic standing (not on academic probation) to take this course.

Students would take the course for one credit and complete at least 120 hours at the internship site.

The goal of this course is for students to apply the knowledge they have learned in their area of study by demonstrating their ability to practice it in the workplace. Rigorous documentation, analysis and assessment of this experience would be employed to show evidence of successful application of academic knowledge.

Specialized Internships:

#### EDU555

M.Ed. Internships follow the course requirements as outlined in the M.Ed. Internship Application. Students enrolled in EDU555 shall earn a letter grade for the internship.

#### VMT225

Veterinary Medical Technology majors complete a practical full-time work experience in a veterinary practice or facility approved by the program director. Students must complete a minimum of 240 hours for one course credit. This internship should be taken near the completion of all other VMT courses.

## Washington Semester

The Center provides students from any major an opportunity to live and study/complete an internship in the nation's capital. Students should be at least second semester students with a minimum of 2.75 GPA. Students receive 3 course credits for this internship. The program is available in the summer as well as the fall and spring terms.

### Limitations

1. Students may take up to two internship courses in any combination for credit towards graduation.
2. All credit-bearing internships shall be evaluated on a Credit/No Credit basis and shall be subject to the existing limitations for Credit/No Credit courses.

### Procedure

1. The student shall apply in advance for an internship for academic credit. The student shall prepare a proposal in consultation with a faculty member from the appropriate discipline, who agrees to act as director of the Internship and who will be responsible for the final evaluation. It must be approved by the student's academic advisor. The proposal is then reviewed by the Director of Career Services. The student shall then file the proposal with the Registrar by the date published by the Registrar. Final approval of the proposal shall be made by the Dean of the College.
2. The faculty member is responsible for ensuring that the proposal is forwarded to the Registrar in compliance with the Academic Regulations. The Director of the Internship is further responsible that the student carries out the work specified in the proposal and for the academic integrity of the internship.
3. The internship proposal shall take the form of a contract between the student and Faculty Director, including a clear statement of agreement on each of the following:
  - a. the purpose - showing that this internship does relate meaningfully to the student's academic goals and is integral to their total program;
  - b. the time schedule to be followed - showing how the internship provides the equivalent of the work now accepted for one course credit;
  - c. the means for competent supervision of the internship while in progress;
  - d. the basis on which credit will be awarded - stipulating what the student contracts to do including any research, reports, public performances or the like that are to be done in addition to the intern's practical work experience;
  - e. the means for evaluation of the work done.

## **ACADEMIC RESPONSIBILITIES OF STUDENT ATHLETES**

The college has a strong commitment to our NCAA-affiliated athletic program. While academics must take precedence over athletics, we recognize the importance of athletics in the education of Wilson Students. Generally, an absence for scheduled athletic events shall be considered an excused absence, permitting the student to make up the work. However, for appropriate academic reasons, a faculty member may refuse to grant an excused absence. As mandated by the NCAA, the college must have a Faculty Athletics Representative whose duties are listed in this section under number 4.

1. Responsibilities of the Athletic Director and/or the Assistant Athletic Director/Academic Support Staff in Athletics:
  - o Inform the faculty, the student-athlete and the Associate Dean of Academic Advising of the athletic schedules as soon as they are available so that scheduling conflicts may be addressed as soon as possible.
  - o Provide the faculty with team rosters as soon as they are available.
  - o Provide the Registrar, Faculty Athletics Representative, and the Associate Dean of Academic Advising with team rosters to confirm the academic standing of student-athletes.
  - o Monitor attendance of student-athletes during their season.
  - o Monitor study hours of freshman athletes and athletes on academic probation.
  - o Weekly meetings with athletes on academic probation and with any athlete appearing to have academic difficulties until no longer deemed necessary by the Athletic Director or Assistant Athletic Director.

2. Responsibilities of the Faculty.

- Grant excused absences to student-athletes for dates of competition whenever possible.
- Inform the student of any dates where attendance is mandatory before the final withdrawal date for the course. Ideally these dates should appear on the course synopsis form or on the course syllabus.
- Attempt to resolve any conflict without imposing an academic penalty on the student.
- Communicate student-athlete attendance concerns with the Athletic Director or the Assistant Athletic Director/Academic Support Staff in athletics.

3. Responsibilities of the Student-Athlete.

- Attend all classes regularly and complete all assignments in a timely manner.
- Provide faculty with the Academic Conflict Form to inform them of absences necessitated by scheduled athletic events as soon as possible to avert any conflicts.
- If conflicts exist, the student must resolve the differences with the faculty member.
- Make-up all work due to athletics-related absences.
- Recognize that academics take priority over athletics.

4. Description of the Faculty-Athletics Representative.

The Faculty Athletics Representative position is a requirement for membership in the NCAA. As stated by the NCAA, the primary duties of the Faculty Athletics Representative are:

- Maintain the academic integrity of the athletic program.
- Monitor performance of student-athletes in conjunction with the Registrar.
- Monitor and facilitate the delivery of academic services to student-athletes.
- Serve as an ombudsman in the resolution of conflicts relevant to the academic affairs of the student-athlete.

## **UNDERGRADUATE ENROLLMENT IN GRADUATE COURSES**

**To be eligible to take a graduate course and receive graduate credit, Wilson College undergraduate students must:**

- 1) have earned at least 21 or more course credits
- 2) have a cumulative 3.0 Grade Point Average
- 3) complete a petition, verified by the Registrar and approved by the Graduate Program Director and the academic adviser

Wilson College undergraduate students' enrollment in graduate courses is limited to all four Entry Level Courses: EDU 530: Educational Tests and Measurements, EDU 531: Contemporary Issues in Education; EDU 532: Educational Perspectives in a Diverse Society; and EDU 533: Differentiated Instruction

*Credit will not apply toward the 36 course credits required for the undergraduate degree.*

No additional fees will be charged to a full-time undergraduate student taking a mix of graduate and undergraduate courses within the full-time load of 6 course credits. Students will not be allowed to enroll in more than a total of 6 undergraduate and graduate course credits

Part-time undergraduate students taking a mix of undergraduate and graduate courses pay at the undergraduate rate and the graduate rate respectively for any combination of courses short of a total of 4 course credits.

Undergraduate students taking graduate courses should consult with the Financial Aid Office about policies affecting financial aid for this situation. Undergraduate students who are permitted to register for any graduate course in any of the January Terms or Summer Sessions pay at the graduate rate.

### **III. CREDIT**

#### **CREDIT/NO CREDIT**

1. A student who has completed the sophomore year may take one course on a Credit/No Credit basis each semester or January Term. No more than four such courses, in addition to required physical education activity courses taken Credit/No Credit, may be included in the number of courses required for graduation. Courses taken Credit/No Credit must be outside the Major Area and general education requirements except for Internships, and physical education activity courses. Independent Study courses shall not be taken on a Credit/No Credit basis.
2. A change from a Credit/No Credit to a graded basis or from a graded to a Credit/No Credit basis will be allowed up to the published date for withdrawal from classes. The change must be approved by the student's advisor and submitted to the Office of the Registrar.
3. Except for Internships, an instructor shall report a letter grade for a student taking a course on a Credit/No Credit basis. The Registrar shall record NC (No Credit) on the student's permanent record if the letter grade is an F; otherwise, CR (Credit) shall be recorded. These course credits shall not be included in the calculation of the grade point average.

#### **INTERNATIONAL BACCALAUREATE**

Wilson College recognizes the quality of the International Baccalaureate (IB) in the admission process. In addition, the College awards one course credit in each subject area for standard level examination scores of 5 or better, except for lab courses, which must be evaluated on an individual basis. The College awards two course credits in each subject area for higher level examination scores of 5 or better. Credit for a higher level score of 4 will be at the discretion of the department. Credit is awarded only upon receipt of the official IB transcript. Students may be awarded up to 9 course credits toward an undergraduate degree at Wilson College.

#### **PHYSICAL EDUCATION ACTIVITY COURSES**

1. Credit is granted for physical education activity courses at the rate of one-half course credit per semester with a maximum of two course credits to be counted in the total number of courses required for graduation.
2. All students may take physical education activity courses on a Credit/No Credit basis or on a letter grade basis.

#### **APPLIED MUSIC COURSES (PRIVATE MUSIC LESSONS)**

Cumberland Valley School of Music, located in Thomson Hall on the Wilson campus, offers the opportunity for Wilson College students to take individual, private music lessons for credit. These credits can be used to partially satisfy fine arts graduation requirements as well as credit toward the music minor. Students can choose a band or orchestral instrument, voice, piano, organ, guitar, or drum set lessons. One half-credit requires 14 hours of instruction. Students are expected to practice five times per week for the same length as their lessons and are encouraged to participate in a recital, subject to the recommendation of the instructor. Students should have or rent the instrument (with the exception of piano). Practice studios are available in Thomson Hall through arrangements with the CVSM office.

## **\*NON-COLLEGIATE LEARNING (Credit for Life Work Experience)**

### **GENERAL CRITERIA FOR NON-COLLEGIATE LEARNING**

1. Matriculated students who can demonstrate prior learning may apply for exemptions from college requirements and earn academic credit. Their learning may be job-related, due to personal enrichment, or derived from study in other educational programs (e.g. those of private industry, non-profit organizations, the U.S. Armed Services, government or non-regionally accredited institutions).
2. Decided on a case-by-case basis, applications for non-collegiate learning may earn students:
  - a. Exemptions from prerequisites
  - b. Exemptions from course requirements for the major or the degree
  - c. Academic credit
3. Credit Awarded:
  - a. No more than 5 course credits may be earned through Credit by Portfolio.
  - b. No more than 9 course credits may be earned through the College Level Examination Program (CLEP)
  - c. No more than 9 course credits may be earned through the Defense Activity for Non-Traditional Education Support (DANTES).
  - d. A maximum of 9 course credits may be earned through a combination of Credit by Portfolio, the College Level Examination Program (CLEP), the Defense Activity for Non-Traditional Education Support (DANTES).
  - d. No more than 4 course credits may be earned by Credit by Examination, with no more than two of these credits earned in any one discipline.

### **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

CLEP scores of acceptable level for the five general exams may be counted as equivalent to nine course credits. CLEP scores of an acceptable level for the subject matter examinations may be offered towards the minimum degree requirements by degree candidates.

### **DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)**

DANTES Subject Standardized test scores of an acceptable level as recommended by the American Council on Education may be counted as equivalent to course credits and minimum degree requirements by degree candidates.

### **\*CREDIT BY PORTFOLIO**

1. A student seeking credit by portfolio will be referred to a faculty member.
2. The student will meet with the faculty member to discuss her/his prior learning. At the meeting, the faculty member will determine if a student is eligible to apply for Credit by Portfolio.
3. The student and the faculty member will complete a Credit by Portfolio Application, which will list specific criteria that the student may meet to earn course credit.
4. The application, including the non-refundable fee, will be forwarded to the Registrar's Office. If approved by the Dean of the College, the student may begin compiling a portfolio that addresses the application criteria.
5. The portfolio will document the type of learning done by the student, including evidence of theoretical knowledge; when and where the learning occurred; and under whose supervision. Such documentation may include samples of work, annotative bibliographies, certificates earned, and the results of interviews with a student's supervisors. The portfolio will also include a comparison of the prior learning and the course(s) for which credit is to be earned. Course descriptions may be found in the Wilson College Catalog and in the college catalogs of other regionally accredited institutions.
6. The student will submit the completed portfolio to the faculty member for a narrative evaluation. The faculty member will report the evaluation results to the Registrar no later than two weeks from the due date of the portfolio.

7. Credit shall be granted for a grade of C or better. (No Credit will be given for a C-.) A grade of either Credit or No Credit (CR or NC) will appear on the student's transcript.
8. The portfolio and its narrative evaluation will be placed in the student's permanent file in the Registrar's Office.

#### **\*CREDIT BY EXAMINATION**

1. A student seeking Credit by Examination must consult with the appropriate faculty member to discuss her/his prior learning. At the meeting, the faculty member will determine if a student is eligible to apply for Credit by Examination.
2. The student and the faculty member will complete an Application for Credit by Examination.
3. The application, with the non-refundable fee, must be submitted to the Registrar at least two weeks prior to the date of the examination. Following the review by the Dean, the Registrar's Office will notify the faculty member and the student.
4. The faculty member is responsible for assessing the work and assigning the grade, not for providing either instruction or instructional materials.
5. The faculty member must report the grade to the Registrar's Office no later than two weeks from the date of the examination.
6. Credit shall be granted for a grade of C or better. (No Credit is given for a C-.) A grade of either Credit or No Credit (CR or NC) will appear on the student's transcripts.
7. A student may not apply to earn Credit by Examination for any courses in which she/he has been enrolled at Wilson College.

#### **TRANSFER AND OFF-CAMPUS STUDY CREDIT**

1. General Provisions
  - a. Transfer credit
    - i. Definition: college courses taken at other accredited institutions prior to matriculating at Wilson.
  - b. Off-Campus Study
    - i. Definition: college courses taken at other accredited institutions after matriculating at Wilson.
    - ii. Credit for off-campus study may be granted for courses taken under the following formats:
      - i. formal programs under the sponsorship of other institutions such as
        - i. Junior Year Abroad programs
        - ii. Semester Abroad programs
        - iii. Special semester programs on other campuses
      - ii. guest student for a semester or a year at another institution
      - iii. summer school courses
      - iv. courses taken at other institutions during the Fall, January, Spring semesters.
  - c. Evaluation of transfer credit will be completed by the Office of the Registrar in consultation with the appropriate departmental faculty and the Associate Dean of Academic Advising.
  - d. Transfer and/or off campus study credit for a course taken at a regionally accredited institution with appropriate credit granted will be determined based on course content rather than on mode of delivery.
  - e. Transfer credit for a course taken at a non-regionally accredited institution with appropriate credit granted will be determined based on course content, including an evaluation of the syllabus, course work, and text books, as well as an evaluation of the instructor's credentials.

2. Transfer Credit Completed Prior to Enrollment at Wilson College
  - a. Transfer credit may be accepted for academic work completed with a grade equivalent of a C (2.0 on a 4 point scale) or higher at an accredited institution before the student's matriculation at Wilson College. (Note: C- is not transferable.) All transfer documents must be submitted upon application for admission. It is the student's responsibility to ensure that she/he has adequate prerequisite knowledge to be successful in her/his program of study. It is in this spirit that limits to the age of credit do not apply. Consultation with the appropriate major area advisor is therefore strongly recommended. Technical, vocational and career development courses will not transfer.
  - b. Transfer credit for students seeking admission with advanced standing is determined by the Office of the Registrar in consultation with the appropriate departmental faculty and the Associate Dean of Academic Advising.
    - i. For a baccalaureate degree candidate, a maximum of 22 combined transfer and off-campus study course equivalents that count toward the degree requirements may be transferred. Eight of the final ten credits must be completed at Wilson College.
    - ii. For an associate degree candidate, a maximum of 9 combined transfer and off-campus study course equivalents that count toward the degree requirements may be transferred. Four of the final six credits must be completed at Wilson College.
3. Off-Campus Study Credit
  - a. Credit must be authorized prior to enrollment in any courses taken at other institutions. Approval must be granted by the appropriate departmental faculty, the student's academic advisor, the Registrar, and the Dean of the College. The student is responsible to provide any background information required to evaluate the course to be transferred.
  - b. Transfer credit (TR) will be recorded for academic work completed with a grade equivalent of a C (2.0 on a 4 point scale) or higher at a regionally accredited institution. (Note: C- is not transferable.) No letter grade will be recorded on the Wilson transcript or calculated into the Wilson grade point average.
  - c. Please refer to the General Honors Policy in the Honors and Graduation Section of the Academic Regulations to determine how Off-campus Study work will affect graduation honors.
  - d. If a student fails a course at Wilson and is permitted to repeat the course through off-campus study, the F will remain on her/his record and in the grade point average calculation. Transfer credit (TR) will be recorded for academic work completed with a grade equivalent of a C or higher.

#### **LIMITATION OF THE NUMBER OF COURSES THAT TRANSFER TOWARD A MAJOR**

In order to complete any major or combination of majors (i.e. double major), a student must complete a minimum of 4 course credits at Wilson College in each primary field of study. These courses will be determined in consultation with the major area director.

#### **LIMITATION OF THE NUMBER OF COURSES ALLOWED TO TRANSFER TOWARD A MINOR**

No more than one-half of the course credits that apply to a minor may be transfer credits. These courses will be determined in consultation with the minor area director.

## IV. EVALUATION OF ACADEMIC WORK

### \*GRADES

Grades used in reporting achievement in courses shall have the following significance:

A	A-	Excellent	CR	Credit
B+	B	B-	NCR	No Credit
C+	C	C-	W	Withdrawn
D+	D	D-	IN	Incomplete
F		Failing		

In computing academic averages the assigned values shall be: A = 4, A- = 3.7, B+ = 3.3, B = 3, B- = 2.7, C+ = 2.3, C = 2, C- = 1.7, D+ = 1.3, D = 1, D- = 0.7, F = 0.

### \*REPEAT COURSE POLICY

1. Students are permitted to retake ANY course, except FYS100: First Year Seminar. Credits and grade points for the first grade will be deleted from the cumulative record, while the grade itself will remain on the transcript. The course information will be listed in the usual manner the second time it appears on the transcript.
2. The most recent grade counts in determining the student's cumulative grade point average, regardless of which grade was higher.
3. It is recommended that the course be repeated in the first semester that it is subsequently offered. However, any course may be repeated any time prior to graduation.
4. Students may repeat a course for credit a maximum of two times (i.e., a course may be taken for credit a maximum of three times).
5. Students may not repeat using the Credit/No Credit option (CR/NC) to replace a grade. However, a student who has failed a course using the CR/NC option may elect to retake the course for either a grade or a CR/NC option.
6. Repetition of coursework for which credit has been granted may jeopardize financial aid eligibility. It is the STUDENT'S RESPONSIBILITY to understand the consequences of repeating courses. Students with questions regarding the impact of course repeats on student financial aid should consult with the Financial Aid Office.
7. This policy will go into effect January 1, 2004. Any course taken subsequent to January 1, 2004 will replace the previous grade earned in any previous semester.

### \*REPORTING GRADES

1. Semester grades shall be reported to the Office of the Registrar at the time designated by the Registrar. Submission of grades after the specified date shall be approved by the Dean of the College.
2. All students having a grade of D or F at mid-semester, shall be reported to the Office of the Registrar.
3. All reported grades of D or lower shall be accompanied by comments from the instructor which will assist the advisor in guiding the student. Such reports shall be made on a form provided by the Registrar.
4. The Office of the Registrar shall report to the students their semester and mid-semester grades, if applicable, Individual instructors may, at their discretion, report grades to students; however, the grades reported by the Registrar's Office shall constitute the official college record.
5. An instructor who, having reported a final grade to the Registrar, finds it necessary to make a change in the grade shall submit a grade which form to the Registrar. A grade change requires the approval of the Major Area Director and the Dean of the Faculty.



## **\*FINAL EXAMINATIONS**

### 1. Types of Exams

- a. Final Examinations are end-of-semester examinations of student work, typically summative or comprehensive in coverage and representative of a significant part of a student's grade for a course. The college recognizes three Final Examination types: Scheduled, Self-Scheduled, and Take-Home.
- b. Scheduled final exams are taken during the published final exam period at the Registrar's scheduled exam time for a course.
- c. Self-Scheduled final exams are taken during the published exam period, but scheduled individually or in small groups with the instructor during one of the Registrar's scheduled exam times.
- d. Take-Home final exams are exams or projects assigned by an instructor in advance of the published final exam period, but which have instructor-scheduled deadlines during the published final exam period.

### 2. Scheduling of Final Exams

- a. The Final Examination schedule will be published in the week following the Add/Drop deadline of each regular semester. The Final Exam period will begin at 6:15pm on Reading Day of each regular semester. Reading Day is designated for study and preparation of and for final exams. Final Examinations of any sort shall not occur, or be due, on Reading Day. Similarly, the last week of the academic semester is a time for final classroom work of all kinds. However, faculty should be conscious of student workload and preparations in this last week, as well as the need to preserve the integrity of the fifteen week academic semester. Final Examinations of any sort shall not occur, or be due, in the last week of the regular semester.
- b. Scheduled final exams for day courses will be arranged (date and time) by the Registrar during the published exam period. Scheduled final exams for night courses will be arranged on the regular night of the course during the published exam period. Scheduled final exams for weekend courses will be arranged on the regular weekend day of the course, as appropriate, by the Registrar's office. Scheduled final exam times may not be altered without the Registrar's approval.
- c. Self-Scheduled exams should be arranged by the student and instructor during the published final exam period. Faculty must make available every regularly scheduled daytime final exam slot (7:30am, 11 am, and 2:30pm) to students for self-scheduling. It is not recommended that students schedule more than two exams on a given day in the final exam period. Students self-scheduling exams on a given day do not qualify for the academic hardship exceptions below.
- d. Take-Home final exams or projects should have deadlines no earlier than the published final exam time for a course and no later than the last day of the published exam period. Take-Home final exams may be distributed at the instructor's discretion, though with sensitivity to the time required for the work to be done well and the protections on Reading Day and the last week of the academic semester mentioned above.

### 3. Academic Hardships

- a. Students are not expected to take more than two final exams in a given day. If a student has more than two finals scheduled on the same day, the student should contact the Office of the Registrar and the appropriate faculty members to request an adjustment to the exam schedule.
- b. Students are not expected to take two final exams for upper-level or intensive major courses back to back on the same day. If a student has two upper-level or intensive major course exams back to back on the same day, the student should petition the Registrar and the appropriate faculty members to adjust the exam schedule.
- c. Any student with a documented learning disability, whose exam schedule creates an academic hardship, must make appropriate arrangements through her/his instructors and the Section 504 Coordinator.
- d. Travel away from campus prior to the end of the scheduled exam period shall not count as a hardship and will not qualify the student for adjustment of the exam schedule.
- e. All petitions to adjust a student's exam schedule are due to the Registrar by the last class day of the regular semester.

### 4. Performance of Final Examinations

- a. Faculty and student work in the performance of exams of any sort shall first of all be guided by the Wilson College Honor Principle.
- b. For "Scheduled" final exams, faculty shall report to the classroom designated in the published final examination schedule at the arranged day/time and provide students with the full three hour period to complete the examination. Students shall report for self-scheduled exams at the arranged day/time and remain in the examination room until they complete their exams, except to go to the rest room.

- c. For Self-Scheduled final exams, faculty shall report for the self-scheduled exam at the arranged day/time and provide students with the full three hour period to complete the examination. Students shall report for self-scheduled exams at the arranged day/time and remain in the examination room until they complete their exams, except to go to the rest room.
- d. For Take-Home final exams, faculty shall provide students with sufficient time to complete the examination. Students shall meet arranged deadlines for take-home final exams or projects.

### **\*POLICY FOR REPORTING ACADEMIC DISHONESTY**

Faculty and students are expected to work together to resolve matters of academic dishonesty. The faculty member or the student may request that the matter be sent to Joint Honor Council at any time during this process.

Instructors suspecting an incident of student academic dishonesty must confront the student(s) regarding the allegation. If, after the confrontation, the instructor determines that academic dishonesty has not occurred, no further action needs to be taken. If the instructor believes that academic dishonesty has occurred, he/she can resolve the matter with the student provided the student agrees to the findings and with the fairness of the sanction(s). The instructor then must fill out an Academic Dishonesty Report within one week of discovering the incident and submit it to the VP of Academic Affairs/Dean of the Faculty and send a copy to the student. On this report, the faculty member will indicate the name of the student, course number and title, a description of the events that led to the charge of Academic Dishonesty, and indicate the action taken after discussing the matter with the student. A good faith effort should be made to obtain the student's signature before the report is forwarded to the Dean. In cases when the student is unavailable, the Dean will inform the student of the allegation. If the instructor believes that academic dishonesty has occurred, but is unable to reach an agreement with the student regarding the merits of the charges, the student can either accept the sanctions or request that the matter be brought before the Joint Honor Council. If the matter is brought before the Joint Honor Council, the Academic Dishonesty Report would not be filed unless the student is found guilty of academic dishonesty. If a student is issued a failing grade for the work or the course or if the case is sent to Joint Honor Council, the student may not withdraw from the course until the issue is resolved. In addition, the instructor's permission is required to withdraw, if permitted, after the matter is resolved.

The VP of Academic Affairs/Dean of the Faculty will review these reports and keep them on file until a student graduates or five years after the last course has been taken. Repeated incidents will result in further action, which may include submitting the student to Joint Honor Council.

### **\*ACADEMIC APPEAL PROCESS**

Any student who has a conflict with an instructor should attempt to resolve the situation directly with the faculty. However, in cases of alleged harassment, see Blue Book, Faculty By-laws, Human Resources Manual.

If after discussing the situation with the instructor, the student feels that the situation is still unresolved, she/he should discuss the situation with the appropriate department chair. If after this meeting, the student feels that the situation is still unresolved, she/he should discuss the situation with the appropriate Division Head. If after exhausting these channels the student still feels that the situation is unresolved, she/he should meet with the Vice President of Academic Affairs and the Dean of the Faculty. At any level of the appeal process, the instructor will be informed of and may be invited to participate in the meetings.

## **\*GRADE APPEAL POLICY**

### **Informal Process**

Any student who would like to appeal a grade should attempt to resolve the situation directly with the instructor. The student should first informally discuss the grade appeal with the instructor. Most appeals will be resolved through this informal process.

### **Formal Process**

#### **Level 1: Written Appeal to Instructor**

If the student is not satisfied with the response and would like to formally appeal the grade, she/he must submit a formal appeal in writing to the instructor. This written appeal should be completed as soon as possible, but no later than the last day of the add/drop period of the next semester of the regular academic year (Fall or Spring) or two weeks after grades are sent to the student, whichever date is later. The instructor must respond to this appeal in writing.

#### **Level 2: Written Appeal to Department**

If, after formally appealing to the instructor, the student feels that the situation is still unresolved, she/he should appeal the grade to the appropriate department chair. If the instructor serves as the Department Chair, the appeal should go to the Division Head. A copy of the initial appeal letter and response should be forwarded to the department chair. The student may choose to write an additional letter directly to the department chair. The department chair should attempt mediation between the student and the instructor. The department chair must respond to this appeal in writing.

#### **Level 3: Written Appeal to the Committee on Academic Procedures**

Should the appeal not be resolved after reaching the departmental level, then the student may petition the Committee on Academic Procedures. The student must petition the Committee on Academic Procedures in writing no later than the withdrawal date for the semester, in which the appeal process began. The Committee should receive copies of the original appeal letter and all related correspondence. At any level of the appeal process, the instructor will be informed of and will be invited to participate in the meetings.

If the student believes that any step of the appeal is not proceeding in a timely manner, the student should contact the Office of the Dean of the Faculty for assistance in expediting the process.

## V. ACADEMIC STANDARDS

### ACADEMIC STANDING

#### I. Academic Probation

A. Definition: A student who has failed to meet academic standards for semester and/or cumulative grade point averages will be placed on academic probation. The student is not permitted to participate in extracurricular activities.

B. Review Process and Timeline: The student whose academic performance results in placement on academic probation will be notified of the probationary status in writing. The notification may contain additional decisions relating to the student's performance.

C. Standards:

<b>ACADEMIC PROBATION</b>	<b>COURSE CREDITS ATTEMPTED</b>	<b>MINIMUM GPA</b>
Cumulative GPA For Baccalaureate Degree Candidates	4.00 to 7.99	1.70
	8.00 to 15.99	1.80
	16.00 to 25.99	1.90
	26.00 and above	2.00
Cumulative GPA For Associate Degree Candidates	4.00 to 8.99	1.70
	9.00 to 13.99	1.85
	14.00 and above	2.00
Required Semester GPA For Any Student	0.5 and above	1.60

Note: The financial aid standards for Satisfactory Academic Progress are different from this policy on Academic Standing. See the Financial Aid section of the catalog.

D. Appeals: The student may not appeal probationary status but may appeal to the Committee on Academic Procedures to participate in extracurricular activities. The appeal must be in writing. The appeal should state the reasons for not meeting academic standards, propose a plan for future academic improvement and / or include a copy of the learning contract (see Section E) if one was required, and include other supporting documentation, where relevant. The appeal should be directed to the Committee on Academic Procedures and submitted through the Registrar's office.

E. Learning Contracts: A learning contract details the agreed upon expectations regarding the retention of a student placed on academic probation. All students who are retained on academic probation because of cumulative grade point average will enter into a learning contract. All full-time and some part-time students who are retained on academic probation because of semester grade point average will enter into a learning contract. The student will contact the Office of the Academic Dean to set up a meeting at which a learning contract will be established. Students who do not abide by the terms of the learning contract may be subject to academic dismissal.

## II. Academic Dismissal

A. Definition: Academic dismissal can occur when the student has failed to make satisfactory academic progress and / or has ceased to function as a student, for example, by not attending classes or completing academic work. Students on academic probation who fail to improve their records over successive terms may also be subject to academic dismissal. A student can be dismissed from the College at any time during the semester based on academic performance.

B. Review Process and Timeline: The Committee on Academic Procedures reviews the performance of students on academic probation and those with low grades at midterm and the end of the semester. However, the Committee can review student performance any time during the semester. Should academic dismissal be warranted, the student will be notified of the Committee's decision in writing.

C. Standards: The Committee on Academic Procedures may consider the following factors in making the decision whether or not to academically dismiss a student: consecutive or repeated semesters on academic probation; cumulative and semester grade point averages; demonstrated history of academic achievement; academic potential; fulfillment of academic responsibilities; compliance with the learning contract, where applicable; feasibility of graduating; overall pattern of academic progression and improvement.

In conjunction with the aforementioned criteria, the Committee will use the following chart as a guideline in determining whether a student may be academically dismissed. The cumulative GPAs indicated in the chart below designate the points at which, based on credits remaining until graduation, a student will not likely be able to meet the grade point average required to graduate.

<b>Course Credits Attempted</b>	<b>Cumulative Grade Point Average</b>
36	Less than 1.90
31	Less than 1.90
26	Less than 1.80
21	Less than 1.70
16	Less than 1.60
Less than 16	Committee's Discretion – See Standards noted above.

D. Financial Aid: Students with financial aid who are academically dismissed from all courses before the end of 60% of the term or semester are subject to a different refund policy. Financial aid may be reduced and students may owe a balance to the College. See the Financial Aid section of the catalog for more information.

E. Readmission: A student who has been academically dismissed can only be readmitted to the College by petitioning the Committee on Academic Procedures.

F. Appeal: A student who has been academically dismissed has a right to appeal that dismissal, but such appeals should be initiated with an awareness that a review has already occurred and the record did not appear to warrant retention. The appeal must be in writing. The appeal should state the reasons for not meeting academic standards and propose a plan for future academic improvement. The appeal should include relevant supporting documentation, such as statements or recommendations from advisors, instructors, academic support staff, athletic directors, counselors, and medical professionals. The documentation should specify the dates during which student performance may have been affected. The appeal should be directed to the Committee on Academic Procedures and submitted through the Registrar's office at least two weeks prior to the beginning of the semester in which the student plans to re-enroll.

### III. Administrative Withdrawal

A. Definition—A full-time, degree-seeking student who does not register for courses or who registers but does not attend any classes before the end of the add / drop period will be administratively withdrawn from the College. This does not apply to students who have notified the College of a leave of absence, and those students should consult the corresponding section of the Academic Regulations.

B. Financial Aid: Depending upon individual circumstances, a student may owe a financial obligation to the College.

C. Readmission: A student can be readmitted to the College by reapplying through Admissions. If a student is administratively withdrawn while on academic probation, the student will retain probationary status if readmitted.

### \*ACADEMIC EXPECTATIONS AND DISHONEST WORK

1. Membership in a community of scholars requires that students take responsibility for meeting the obligations involved in completing their academic work. Living under the Honor Principle also requires that students be honest with the Wilson community about how this work was accomplished. The most frequent tests of this requirement come in the form of academic dishonesty and plagiarism (defined below), ranging from cheating on an exam to improper documentation of material taken from other sources and used in a student's research.

It is the responsibility of the academic community to make newcomers aware of their obligations as scholars and to assist in educating them as to what these obligations entail. Proper conduct for the taking and completing of exams should be explained by instructors. It is the responsibility of instructors to make clear to students what their expectations are regarding proper methods of documentation in their course work and for students to inquire about and familiarize themselves with these methods. A student may not present substantially the same paper for credit in two or more courses unless she/he has written permission from each instructor.

2. Academic dishonesty is defined as those actions by which a student fulfills her obligation to an assignment by unethical or prohibited means such as, but not limited to, cheating on a test or consulting with others about how to answer questions on a take-home exam. Plagiarism is a form of academic dishonesty which involves the presentation, willful or unwitting, of someone else's work as one's own. This includes the use of direct quotations and paraphrases, as well as excessive borrowing of the organizational pattern of a given source. Such sources include, but are not limited to, visual and printed materials, manuscripts, other students' work, and classroom lectures.
3. Avoiding academic dishonesty and plagiarism is a learning process for all scholars and this should be taken into consideration when dealing with violations. In the case of minor or first offenses, an informal resolution may be warranted. In which, the faculty member would resolve the matter directly with the student. In the case of serious or repeated offenses, or if an informal resolution was unacceptable to either of the parties involved, then the procedures for reporting academic violations will be followed. These are laid out in section B of the Judicial system (green) pages of the Blue Book.

### \*EXCEPTIONS TO REGULATIONS

A student or faculty member may petition the Committee on Academic Procedure for an exception to any Academic Regulation. The petition must give the rationale for an exception. The Committee shall consult with appropriate faculty and the student before ruling on the petition, and exceptions shall be granted only for extraordinary circumstances.

## **VI. HONORS AND GRADUATION**

### **DEAN'S LIST**

#### **DEAN'S LIST POLICY FOR FULL-TIME STUDENTS**

The Dean's List shall contain the names of those students whose average for the work of the semester has been 3.5 or higher and who have completed at least four course credits for the semester, at least three of which were graded. Developmental or remedial courses cannot be factored into the GPA for Dean's List.

#### **DEAN'S LIST POLICY FOR PART-TIME STUDENTS**

Part-Time students may be placed on Dean's List provided they meet the following criteria:

1. they are matriculated for a degree (Associate or Baccalaureate)
2. they take a minimum of four (4) courses per year (Fall Semester through Summer II)
3. three of the courses they take are for letter grade and none of the courses are remedial or developmental
4. they achieve a 3.5 GPA or higher

### **GENERAL HONORS**

1. General Honors shall be granted to a student in the baccalaureate degree program on the basis of cumulative average. For "cum laude", the student shall have attained a cumulative average of 3.5; for "magna cum laude" 3.7; for "summa cum laude" 3.9. The degree "summa cum laude" shall be conferred only by special vote of the faculty. A transfer student in the baccalaureate degree program may be considered for general honors if he/she has satisfied the requirements in a Wilson College Program with a minimum of eighteen Wilson College course credits and approval of the Committee on Academic Procedure. Transfer students must meet the grade point average requirement for courses completed at Wilson and for the overall academic record (Wilson courses and transfer courses).
2. Distinction shall be granted to a student in the associate degree program who has attained a cumulative average of at least 3.5. A transfer student in the associate degree program may be considered for "distinction" if he/she has satisfied the requirement in a Wilson College program with a minimum of nine Wilson College course credits and approval of the Committee on Academic Procedure. Transfer students must meet the grade point average requirement for courses completed at Wilson and for the overall academic record (Wilson courses and transfer courses).
3. Students in the baccalaureate degree program who have completed fewer than 18 course credits at Wilson will be awarded the honor of "Distinction" if their cumulative GPA is 3.5 or higher. Transfer students must meet the grade point average requirement for courses completed at Wilson and for the overall academic record (Wilson courses and transfer courses).

### **HONORS IN THE MAJOR: COURSES 459, 460 SENIOR ADVANCED STUDY AND RESEARCH**

Honors in the Major is the highest achievement Wilson students can attain in their Major area of work. Honors in the Major is awarded by faculty members to students who, at the invitation of faculty, have successfully proposed and completed an Honors Thesis or Honors Capstone Project. Honors in the Major is different from College Honors (e.g., Summa Cum Laude, Magna Cum Laude, etc.) and the Honors Program (i.e., the Wilson Scholars Program). While invitation to Honors in the Major is a condition of participation in the Disert Scholarship competition, students may earn Honors in the Major without competing for the Disert Scholarship.

#### **Eligibility**

Students who, in their Junior Year, have completed at least fourteen Wilson college course credits and have shown a high degree of scholarly interest and/or creative achievement in their academic work may be invited by a faculty member in their major area to propose an Honors Project. Individual major areas may develop more specific criteria for eligibility as well (e.g., GPA, aptitude for independent work, a faculty interview, etc.) A student from any

discipline may be invited to seek Honors in the Major. It is not restricted to major areas that require a Senior Thesis or Capstone Project.

### **Proposal and Project Completion Process**

The proposal and completion of the Honors Project shall follow the schedule below:

- A. Invitation, Honors Project Committee Formation, and Statement of Intent: A faculty member shall invite a student to propose an Honors Project by late Fall or early Spring of the student's Junior Year. If the invitation is accepted, the student and the Faculty Director shall form an Honors Project Committee, composed of the Faculty Director and two Faculty Readers (at least one of whom must be outside of the student's major area). A Statement of Intent to Propose an Honors Project, including a list of the Honors Project Committee members, shall be submitted to the Registrar's Office by the end of the Add/Drop period in the Spring semester of the student's Junior Year.
- B. Creating the Proposal: In coordination with the Faculty Director, the student should spend the early part of the Spring semester developing a proposal for an Honors Project. Though precise expectations for the Honors Proposal may vary across major areas, Honors Proposals typically possess: 1) a clear and informed explanation of the thesis or capstone work, 2) an outline of the parts of the project and/or a discussion of the means of analysis or the creative process, and 3) a bibliography appropriate to the project, including resources the student will use in completing the project and a tentative plan for conducting relevant research or creative preparations (e.g., practicing a technique in dance or photography). Samples of successful Honors Project proposals are on file in the College Library.
- C. Approving the Proposal: A complete proposal shall be submitted to the student's Honors Project Committee in time for committee members to evaluate it, request revisions, and approve changes (if necessary). Approved proposals shall be submitted to the Registrar's Office with committee members' signatures by the deadline for Withdrawal from Courses in the Spring semester of the student's Junior Year. Students whose proposals are not approved by the Honors Project Committee are not eligible for Honors in the Major. [The Withdrawal date is also the deadline for Disert Scholarship consideration; students who hope to have their Honors Project proposals compete for the Disert Scholarship must submit their signed proposals with an accompanying faculty letter of recommendation.]
- D. The Senior Year: Students whose proposals are approved shall complete 50 to 60 hours of reading, study, and/or preparation for Honors 459 (Fall) and 460 (Spring) in the Senior Year. Students enrolled in Honors 459 shall, under guidance of the Faculty Director, complete research and/or creative work appropriate to their Honors Projects. Early drafts or presentations of work may be expected in this semester as well. Students who do not make adequate progress in Honors 459 shall not be allowed to enroll in Honors 460: a grade of B or higher is required to continue. (Note that students who fail to meet this requirement may still be required to complete a Senior Thesis or Capstone Project in order to fulfill their major requirements.) Students advancing to Honors 460 shall continue the research, writing, and/or creative processes necessary to the production of a quality Honors Project. Students shall present their work to the Honors Project Committee in time for committee members to evaluate it, request revisions, and approve changes (if necessary). Students may be asked to present their Honors Projects to the larger college community as well.
- E. Earning Honors in the Major: Being enrolled in (or earning a passing grade for) Honors 459 and 460 does not guarantee Honors in the Major. In order to earn Honors in the Major, student work must be judged Honors-worthy by members of the Honors Project Committee. Worthy projects must display thorough research and/or preparation and thoughtful analysis and/or creativity at a level approaching that of graduate or early professional work in the student's major area. Student work meriting Honors in the Major shall be signed (or otherwise indicated) by the Honors Project Committee Members and submitted to the Registrar's Office by the Last Class Day of the student's Senior Year. Honors in the Major shall then be indicated on the student's final transcript. If student work merits Honors in the Major, a copy of the initial proposal and final project shall also be filed in the Library.



## GRADUATION REQUIREMENTS

To graduate from Wilson College, a student shall satisfy the following requirements:

### Baccalaureate Degree

- A. Foundations
1. First Year Seminar (one course credit). Required for all first-time, first-year students in the first semester of enrollment.– Waived for transfer and continuing education students
  2. Writing Skills. Students must complete ENG101 or ENG104 or ENG108 or ENG180. Students who complete English 101 or 104 or 108 will take at least three additional writing intensive courses. Students who complete English 180 will take a minimum of two additional writing intensive courses. Students are encouraged to complete writing intensive requirements by the end of the junior year. (3 - 4 course credits)
  3. Foreign Language Skills. Two courses in one foreign language, or placement above the intermediate level. (2 course credits)
  4. Computer Skills. Any CS course or EDU310 for Education Majors (one course credit)
  5. Quantitative Skills. Placement above Math 100 or one quantitative skills course (MAT100, MAT103, PSY115). (one course credit)
  6. Physical Activity and Wellness. Exercise and Sport Science 224 (0.50 course credit) – Waived for Exercise and Sport Science Majors -- and 0.5 course credit of physical education activity, which includes all PE and EQT, ENV120, and all DNC except DNC145, 234/334, 235/335, ORC. – Physical Activity and Wellness requirements are waived for continuing education students
- B. Transdisciplinary Studies (TDS) \*
1. Western Cultures and Societies. Three course credits, one in each of the following areas:  
Foundations of Western Cultures (FWC)  
History of Western Cultures and Institutions (HWC)  
Contemporary U.S. Culture and Institutions (CC)
  2. Studies in Cultural Diversity. Three course credits, one in each of the following areas:  
Women's Studies (WS)  
Cultural Diversity within the U.S. (CD)  
Non-Western Cultures and Institutions (NWC)
  3. The Natural World. Three course credits, with at least one laboratory component, and at least one in each of the following areas:  
Natural Sciences (NS or NSL)  
Environmental Studies (ES or ESL)
  4. Modes of Thought, Inquiry, and Expression. Three course credits, one each in three of the four following areas:  
The Arts (ART)  
Literature (LIT)  
Frontiers of Knowledge and Human Beliefs (ETH)  
Formal Thought (FT)
- \* General requirements for 1 - 4.
- a. Courses must be taken in at least 6 different disciplines.
  - b. At least 4 of the courses must be at the 200 or 300 level.
  - c. Each requirement must be satisfied by a different course.
  - d. Courses in the major discipline may not be used to satisfy TDS requirements. Courses required by the major which are outside of the major discipline may be used to satisfy these requirements.
  - e. Writing-intensive courses may be used to satisfy these requirements.
- C. Major
- D. Minor (optional)
- E. A minimum cumulative grade point average of 2.0. (There may be major specific requirements – see catalog).

- F. A minimum grade point average of 2.0 in all the courses that comprise the major. (The Education major requires a higher grade point average).
- G. At least 36 course credits, of which 18 must be outside any single discipline.
- H. Of the 36 course credits required for graduation, at least 14 must be taken at Wilson College.

#### Associate Degree

- A. Completion of requirements for the program as stated in the College Catalog.
- B. A 100-level English course, unless the student is exempted by the Major Area Director in English.
- C. A minimum cumulative grade point average of 2.0 and completion of at least 18 course credits.
- D. A minimum grade point average of 2.0 in all the courses that comprise the major.
- E. Of the 18 course credits required for graduate, at least 9 must be taken at Wilson College.

#### **POLICIES FOR ALL GRADUATES**

- A. A baccalaureate degree candidate must complete and submit a Transdisciplinary Studies (TDS) Audit by Registration Check-in Day three semesters before the anticipated graduation date. Failure to submit the TDS Audit by the required deadline will result in a registration hold being placed on the student's record.
- B. A student must complete and submit a graduation application to the Registrar by Registration Check-in Day two semesters before the anticipated graduation date. A fee will be assessed for late applications. If a student fails to officially submit a graduation application, s/he will not be eligible for graduation.
- C. A student must officially declare all minors by the last day of classes in the semester in which s/he intends to graduate. If a student fails to officially declare a minor, it will not be reflected on her/his official record and transcript.

#### **SPECIAL SITUATIONS**

##### **December graduates:**

- A. A student who completes her/his degree requirements at the end of the fall semester will have her/his degree conferred on the first day of the January Term. This date will be noted on the official transcript.
- B. December graduates will participate in and receive their diplomas at the following May's Commencement and be considered part of May's graduating class.

##### **Summer graduates:**

- A. A student who completed her/his degree requirements during the summer will have her/his degree conferred on the first day of the fall semester.
- B. Summer graduates will participate in and receive their diploma covers at the preceding May's Commencement and be considered part of May's graduating class.
- C. Diplomas will be released to the students in late September.
- D. A student who has not completed all requirements for graduation must petition the Committee on Academic Procedures by the last day to withdraw from classes to participate in Spring Commencement if more than two course requirements remain to be met.
- E. Regardless of the number of courses remaining to be completed, the student must submit a written plan to the Registrar outlining how the requirements will be met before the end of the Summer following Spring Commencement. This plan must be signed and approved by the student's academic advisor. The written plan must be submitted by the last day of classes for the Spring semester.
- F. In the event that a student fails a degree requirement(s) during Spring semester of his/her graduation year, he or she must submit a written plan to the Registrar outlining how the requirement(s) will be met before the end of the Summer following Spring Commencement. This plan must be signed and approved by the student's advisor and must be submitted to the Registrar by June 1<sup>st</sup>.

## **VII. POLICIES SPECIFIC TO GRADUATE STUDENTS**

### **ACADEMIC LOAD**

The typical full time load is three classes per semester. It is recommended that students employed full time take no more than two classes per semester. A maximum of three classes may be taken during any fall, spring, or summer term. Students wishing to attempt more than the maximum load should seek permission from the program director.

### **ENROLLMENT OF NON DEGREE STUDENTS IN M.Ed. COURSES**

Non-degree students may enroll in any M.Ed. course for which they have the necessary prerequisites with the approval of the Director of the M.Ed. Program. A student must be formally admitted to the M.Ed. Program prior to enrolling in the fourth M.Ed. course in order for the prior coursework to count towards the degree.

### **TIME LIMIT TO COMPLETE DEGREES**

All course work and degree requirements must be completed within six years of taking the first class at Wilson College. Appeals for extension of the six year limit must be submitted in writing to the Director of the Graduate Education Program.

### **GRADUATION REQUIREMENTS**

The successful degree candidate will complete 10 course credits, including a Master's Project, while maintaining a cumulative grade point average of 3.0 or higher. Graduate course credit will be awarded only for earned grades of C or better.

### **TRANSFER COURSE LIMIT FOR THE M.A.T. DEGREE PROGRAM**

At the discretion of the Director of the Master of Education (M.Ed.), no more than two courses may be transferred into the M.Ed. Degree Program. For a course to transfer into the M.Ed. Degree Program, the grade in the course must be 3.0 or higher on a 4.0 scale and the goals, outcomes, and assessment results must be similar to that of the M.Ed. course being fulfilled through transfer credit.

### **ACADEMIC PROBATION**

Graduate students must maintain a 3.00 grade point average. If the GPA falls below 3.00 or a grade of 'C' is received in any course, the student will be placed on academic probation. A student may be dismissed from the program if an academic probation extends beyond the completion of three additional course credits, or the student receives two course grades of 'C' or lower or one course grade of 'F' at any time during their graduate studies at Wilson.

All students in the graduate Education program are subject to the Wilson College Honor Principle, the academic and administrative regulations, and the Wilson College Judicial Process.

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