

# Academic Information

## Academic Policies

### Academic Honesty

Just as the faculty, staff and administration at Whitworth strive to be forthright, direct and honest and to value integrity in all their dealings, the university expects all students to function in like manner. Students are expected to adhere to the highest standards of academic honesty and to refrain from any dishonest or unethical action. In all academic exercises, examinations, papers and reports, students are expected to submit their own work. The use of the words or ideas of others is always to be indicated through an acceptable form of citation. This policy will be specified in the syllabus for each course.

**Definition of plagiarism:** Plagiarism occurs whenever students attempt to pass off as their own work, either verbally or in writing, the words and ideas of others. Plagiarism most often occurs in projects that require independent preparation (outside of class); although it can occur in essay examinations, this is not generally the case. Plagiarism can be either inadvertent (a failure to understand the responsibility for acknowledgment or the means by which acknowledgment should be made) or willful (with a conscious intent to deceive).

**Definition of cheating and dry-labbing:** Cheating is any academic activity in which students submit for grade or credit work that is not their own and/or work that has not been done within the structure and context established by the assignment. Students may plagiarize in a variety of ways: copying another student's homework, copying answers from another student's test, bringing unauthorized notes or materials to an exam, copying another student's lab notes, or making up fictitious lab results (also known as "dry-labbing"). All cheating is regarded as willful deception.

#### *Consequences of violations of the policy on academic honesty:*

- The faculty member will confront the student(s) in cases of suspected violations of the policy on academic honesty and will keep a written record of the incident.
- The faculty member will assess the gravity of the violation and determine the consequences, which may range from a failing grade on a specific assignment to a failing grade in the course.
- The faculty member will submit a written report of policy violations, with their consequences, to the associate provost in the academic affairs office.
- The student has a right to appeal any faculty member's decision by submitting a written appeal to the associate provost.
- The associate provost may then review the appeal in consultation with the Academic Policies & Appeals Committee, if such review is deemed necessary. All decisions of the associate provost and the Academic Policies & Appeals Committee will be final.
- The student will receive a warning after the first violation.
- If a student violates the academic honesty policy a second time, depending on the nature of the violations, s/he may be suspended for the remainder of the current term or for a longer period.

### Academic Grievances

#### Grade Challenges

Grade challenges must be initiated by the student in writing within 30 days after a grade is posted. Challenges on grades go to the professor first, but in cases where resolution is not easily achieved, the procedures are as follows:

- The student must first seek resolution of the conflict in consultation with the professor.
- If a satisfactory resolution is not possible in the first phase, the student may contact the department chair
- If a satisfactory resolution is not possible in the first and second phases, the student may appeal for further adjudication by submitting a written appeal to the appropriate area dean, or her/his designee, who will issue a final decision.

#### Academic Grievances

A student wishing to file a grievance regarding their experience in the classroom should begin with a conversation with his/her professor or within the department involved. In cases where resolution is not easily achieved, the procedures are as follows:

- The student must first seek resolution of the conflict in consultation with the professor.
- If a satisfactory resolution is not possible in the first phase, the student may appeal for further adjudication by submitting a written appeal to the associate provost for instruction. This appeal will be the final step in the grievance process. The associate provost's decision is final.

## **Academic Warning, Probation and Suspension**

### **Academic Warning**

A student receives an academic warning when, during any fall or spring semester, his or her semester GPA falls below 2.0 while the cumulative grade-point average is 2.0 or above. The academic record of a student who receives an academic warning for two or more consecutive semesters will be reviewed by the Whitworth Educational Review Board, and the student may be placed on probation. Extracurricular activities are not limited by an academic warning.

### **Academic Probation**

Students are placed on academic probation at the end of any semester or term in which their cumulative grade point average falls below 2.0 and/or they have received two consecutive warnings. Students remain on probation until their cumulative GPA reaches the minimum 2.0 standard. Since probation removes a person from good academic standing, students on probation will be limited in their opportunities to participate in off-campus study programs and extracurricular activities (varsity sports, student government, student publications, radio broadcasting, and cheer squad, for example).

### **Academic Suspension**

Students may face academic suspension at the end of any semester or term in which their semester GPA falls below 1.0, or if, after being placed on probation, they fail to earn at least a 2.0 GPA for the succeeding semester or term. Academic suspension will be noted on the transcript.

### **Appeal Process**

If there are mitigating reasons for unsatisfactory progress that results in suspension, students may appeal in writing to the Educational Review Board through the associate provost in the academic affairs office. Reinstatement after any semester or sequence on suspension is dependent upon the student's written application to the Educational Review Board through the associate provost. If the student is reinstated, a notation of reinstatement will be noted on the transcript. Students who are receiving financial aid should refer to satisfactory academic progress policies and appeal processes.

## **Academic Petitions**

The Whitworth registrar has the delegated authority to see that students adhere to the university's academic policies and requirements. The petition process provides students and faculty with the possibility of a response outside the normal bounds of policy when extenuating circumstances are judged to warrant such a response. Extenuating circumstances include, but are not limited to, illness, injury, death in the family, problems with immigration, and matters in which established policies are unclear or in conflict. Holds that are unresolved by the deadline do not constitute an extenuating circumstance and are not grounds for petition.

Petition Process:

1. Petitions should be generated by an individual current or potential student on the standard Petition for Exception form. They must be signed by the student's advisor and department/program chair. A petition must not only voice the request, but must also substantiate its validity.
2. Submit the petition to the registrar's office, which will rule on the petition; in the case of a denial, written reasons will be supplied to the petitioner.
3. If the petition is denied, and if extenuating circumstances exist, the student may ask the registrar to have the denial reviewed by the Appeals and Policy Committee.

All decisions of the Appeals and Policy Committee are final and binding.

## Declaring or Changing Academic Program

Declaration deadline policies apply as follows:

- Students with AA/AS degrees: by second semester
- Students with transfer credit: by second semester or by Spring Term of their sophomore year
- Freshmen: by Spring Term of their sophomore year

Note: Failure to declare a major by the appropriate deadline will result in a registration hold being placed on the student's record.

Students may elect to change their major, area of concentration, or second field, but they are advised to evaluate possible increases in the length of time required to graduate. Any changes of program or academic advisor must be requested in writing, signed by the advisor, and submitted to the registrar's office.

## FERPA

### Directory Information

At its discretion, the university may provide directory information in accordance with the provisions of FERPA to include a student's name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, class standing, full- or part-time status, degrees and awards received, photos, most recent previous educational agency or institution attended, denominational affiliation, participation in officially recognized activities and sports, and weight and height of members of varsity athletics teams. Students may withhold directory information by notifying the registrar's office in writing within two weeks after the first day of class for each semester. This request for non-disclosure will be honored until it is revoked. A request to withhold directory information will prevent the student's name and degree from being published on the Provost's Honor Roll. If non-directory information is required during an emergency, and if the university deems that information necessary to protect the health or safety of the student or of other individuals, Whitworth may release that information.

Students may allow the release of academic and/or financial information to designated individuals by completing the online Records Access Authorization form; this form is available on WhitNet in the Communication section.

### Changes to Directory Information

Name-change policy: Current or former students of Whitworth University may change any component of their name with proper documentation and the submission of a completed name-change request form. Types of changes may include first, middle, and last-name replacements; converting an initial to the actual name; replacing a nickname; returning to a birth name, or any other documented name-change variation. Acceptable documentation will include a copy of a legal document, such as a marriage certificate, birth certificate, divorce decree or court order. In addition, one supporting piece of identification reflecting the change must be presented. Forms of identification include a driver's license, Social Security card, or other identifying documentation deemed acceptable by the registrar. After the proper identification and a completed request form are received by the registrar's office (300 W. Hawthorne Road, Spokane, WA 99251), the change will be reflected on the student's university records.

Address change: Please notify the registrar's office of any address changes by supplying your name, your student I.D. number, your old address, your new address and your phone number to the registrar's office at the address above.

### Equal Opportunity Policy

It is the policy of Whitworth University to provide equal educational opportunity without regard to age, race, color, religion, national origin, sex, marital status or disability as defined by law, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1972, Sections 799A and 845 of the Public Health Services Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1991. In addition, Whitworth University is committed to the fair and equal treatment of all people regardless of race, color, national origin, sex, age or disability in its programs and activities. As a religious educational institution affiliated with the Presbyterian church, Whitworth University reserves the right to hire employees who share a commitment to the Christian faith.

## Confidentiality

Each academic year the university informs students of their rights under the Family Educational Rights and Privacy Act of 1974, as amended. This act is designed to protect the privacy of education records, to establish the right of students to inspect and review their academic records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students have the right to file complaints with the FERPA office concerning any alleged failure by Whitworth University to comply with this act. The complete institutional policy statement related to the Family Educational Rights and Privacy Act of 1974 is available through the registrar's office.

## Grading

### Grade Reports

#### Midterm Grades

On the date designated as midterm in the academic calendar, student grades of C- or lower are reported to the registrar's office. Students and their advisors are then notified of the grade so that there is opportunity for the students to improve their performance before the end of the semester.

#### Final Grades

Final grades are reported to the registrar's office on the designated date specified in the academic calendar. Final grades may be viewed on WhitNet or Self-Service. The date the grades can be viewed on WhitNet or Self-Service is dependent on the student's completion of course evaluations.

#### Incomplete Grades

Incomplete ("I") grades are granted to students who, because of special circumstances, merit an extension of time to complete a course. For cases in which an incomplete grade is appropriate, the work must be completed no later than six weeks into the next long semester. If, at the end of that time, no grade is submitted, a default grade of "F" will be recorded. To request an extension for an "I" grade, the faculty member is required to fill out a grade-change form noting the grade's change from "I" to "IE" (incomplete extended). All signatures are still required for requesting an extension. "I" grades may also be assigned in courses which, by design, extend beyond the end of the term.

After one year, an incomplete grade cannot be extended without permission from the associate provost.

Note to faculty: Accurate evaluation of students and maintenance of records are important professional duties of faculty members. Computational errors and failure to take into account a significant amount of student work may be reasons for a student's request for a change of grade.

**The completion or revision of additional work after the end of a term is *not* an acceptable basis for a grade change.**

### Grades and Quality Points

A	Superior: 4 points
A-	3.7 points
B+	3.3 points
B	Good: 3 points
B-	2.7 points
C+	2.3 points
C	Fair: 2 points
C-	1.7 points
D+	1.3 points
D	Poor: 1 point
D-	0.7 points
F	Failure: 0 points
W	Official Withdrawal; does not affect GPA
WA	Administrative Withdrawal; does not affect GPA
WF	Withdrawal While Failing (or past the acceptable time limit for a "W" grade), computed as an "F" in the GPA

WW	Withdrawal Without Permission (stopped attending or never attended the course), computed as an "F" in the GPA
AU	Audit; does not affect GPA
I	Incomplete; to be made up by six weeks into the next fall or spring semester; after the deadline, the grade computes as an "F"; see incomplete grades policy above for more information
IE	Incomplete; time to finish work is extended until six weeks into the next fall or spring semester; after the deadline, the grade computes as an "F"; see incomplete grades policy above for more information
S	Satisfactory; given upon completion of a Satisfactory/Not Satisfactory course; does not affect GPA; commonly used for grading internships, study abroad programs and specific non-graded courses
NS	Not Satisfactory; given for unsatisfactory work in a Satisfactory/Non Satisfactory course; does not affect GPA
P/NC	For class taken with P/NC option, Pass for a grade of "C" or higher; No Credit is given for grades of "C-," "D+," "D," "D-," or "F"; grade of P/NC does not affect GPA and is irreversible

## Calculation of the Grade Point Average

Current and cumulative grade point averages are calculated on the basis of grades earned at Whitworth only. Credits for courses accepted in transfer from other institutions count toward the total required for graduation, but the grades for those courses do not affect the Whitworth GPA. The grade point average is computed by dividing the quality points total by the total number of graded (A-F) credits attempted during any given grading period. Quality points for a course are determined by multiplying the numerical equivalent of the letter grade by the credit attempted. Pass/No Credit and Satisfactory/Not Satisfactory grades are not used in computing the GPA.

## Academic Forgiveness

A student who has been withdrawn from Whitworth for two years can, upon return, petition to have one semester of academic grades and credits forgiven. All grades remain on the transcript, but grade points and credits are removed so that they are no longer calculated in the GPA. A notation indicating academic forgiveness is then indicated on the student transcript.

# Honors

## Provost's Honor Roll

At the end of each fall and spring semester, full-time undergraduate students with a 3.75 GPA for the semester who carry a courseload of 12 semester credits for which A-F grades are given will be listed on the Provost's Honor Roll for that semester once grades have been processed.

## President's Cup Award

President's Cup awards are given at commencement to students who, at six weeks into the spring term prior to completing their degree, have earned a 4.0 GPA and completed 126 credits in residence at Whitworth. Residence credits for this award can include Whitworth courses, AP, IB, and FS-392 study-abroad courses.

## Latin Honors

cum laude (with honors)	3.50 GPA
magna cum laude (with high honors)	3.75 GPA
summa cum laude (with highest honors)	3.90 GPA

Note: Honors are calculated and awarded when degrees are posted.

## George Whitworth Honors

For George Whitworth Honors Program requirements, see the George Whitworth Honors Page (<http://catalog.whitworth.edu/undergraduate/honors>).

# Student Information

## Graduate Students

Graduate students are master's candidates. Admission to master's programs is by application only.

## Matriculated Students

Matriculated students are those who have met the requirements for admission and have registered for courses in their program of choice.

## Non-Matriculated Students

Students who do not wish to seek a degree, and who want to attend only specific courses, are classified as non-matriculated students. These students are not required to submit the credentials required for admission as a matriculated student.

## Veterans

Whitworth is approved for veteran training as an institution of higher education by the Washington Student Achievement Council. Selected programs of study at Whitworth University are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those who are eligible to receive benefits under Title 38 and Title 10, USC. Whitworth is committed to upholding and complying with the intent of Veterans Administration regulations. The university does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance. Benefit recipients must meet satisfactory-progress standards in order to continue receiving benefits for study. VA benefit recipients are held to the same academic standards as are other Whitworth students. Records that permit monitoring of progress are kept in the registrar's office. Termination of benefits will be initiated upon receipt of a withdrawal form. It is the responsibility of the benefit recipient to submit a withdrawal form to the registrar and to notify the veterans coordinator immediately upon ceasing to attend any course. Contact Anna McNulty, assistant registrar and Veterans Administration certifying official, at [amcnulty@whitworth.edu](mailto:amcnulty@whitworth.edu) or 509.777.3798 for additional information.

## Class Standing

Freshman	0-29 semester credits
Sophomore	30-59 semester credits
Junior	60-89 semester credits
Senior	90 and above semester credits
126	minimum credits to graduate

## Consumer Information

[www.whitworth.edu/consumerinformation](http://www.whitworth.edu/consumerinformation).

For more information please contact:

Institutional Research Director Wendy Olson, [wolson@whitworth.edu](mailto:wolson@whitworth.edu)  
Financial Aid Director Traci Stensland, [tstensland@whitworth.edu](mailto:tstensland@whitworth.edu)  
The Office of the Registrar

## Student Right-To-Know Information

In compliance with the Higher Education Act of 1965, as amended, Whitworth is pleased to provide the following information concerning its graduation rates. The rates reflect the graduation status of students for whom 150 percent of the normal time to completion has elapsed.

### First- to Second-Year Retention Rates

	2013 Cohort	2014 Cohort	2015 Cohort
Total	85%	86%	85%

### Six-Year Graduation Rates

	2008 Cohort	2009 Cohort	2010 Cohort
Total	75%	75%	73%

Gender	Female	77%	77%	75%
	Male	71%	72%	69%
Race/ Ethnicity	American Indian/Alaskan Native	100%	33%	25%
	Asian	92%	57%	75%
	Black/African American	64%	50%	63%
	Hispanic/Latino	59%	74%	68%
	Hawaiian/Pacific Islander	100%	n/a	40%
	Two or More	78%	67%	77%
	White	76%	78%	74%
	Race/Ethnicity Unknown	70%	75%	64%
Financial Aid Type	Non-Resident Alien	69%	33%	88%
	Pell Grant	68%	65%	64%
	Stafford Loan	73	72	74
	All Others	78	76	78

#### Four Year Average rate for graduating within six years

Average Rate for graduating within 6 years*	74%
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\*Based on freshmen who began at Whitworth in fall 2007, 2008, 2009, or 2010.

#### Matriculated day, full-time, student body diversity for fall 2016

Female	60
Male	40
American Indian/Alaskan	<1%
Asian	5%
Black	2%
Hawaiian	<1%
Hispanic	9%
Two or More	7
White	72
Unknown	1%
Non-Resident Alien	3
Pell Grant Recipients	24

### Normal Full-Time Courseload

Fall and spring semesters: The normal load for full-time undergraduate students is 12 to 17 semester credits, including up to five semester credits in Jan Term. *Permission to enroll in more than 17 credits must be approved in writing by the advisor for any student whose cumulative grade point average is lower than 3.0, and by the advisor and/or registrar for any student who requests enrollment in more than 19 credits.*

Summer Term: The maximum allowable load is three semester credits in a three-week session and six semester credits in a six-week session.

A student must average 31.5 semester credits per year to graduate in four years. In order to remain under the catalog requirements in effect at the time of their initial enrollment, students must complete a degree within six years from the time of matriculation. Because graduate programs vary in format, students should check with their respective graduate schools to determine the normal courseload.

If students enroll in more than 17 credits, they may incur additional tuition charges. Students should check with the student accounts office to see if overload tuition charges are waived for a particular course. Jan Term is considered part of the spring semester and is free to students who were enrolled full time as matriculated day students in the fall semester or who are enrolled full time as matriculated day students for the spring semester.

*Please note: Class fees are subject to change without notice.*

## Normal Progress and Financial Aid

A student is eligible to receive aid while s/he is working toward his or her degree until s/he reaches 150 percent of the number of credits required to earn the degree. Registration for less than a full-time load (12-17 semester credits) may prevent a student from receiving some forms of Whitworth financial aid. More information on satisfactory progress requirements for recipients of financial aid is available at the Whitworth Financial Aid website or office.

# Student Registration

## Registration

Whitworth University students register for classes through WhitNet or Self-Service. Students register for their next classes during their assigned registration period each semester. The registrar's office will assist students who are away from campus on study-abroad trips with registration for their next semester's or term's classes.

Students can adjust their class schedules via WhitNet or Self-Service through the first week of classes. Beginning with the second week of classes, students must complete an add/drop form, including the instructor and advisor's signature, and submit it to the registrar's office for processing. It is the university's policy to deny requests for registration in any course after the close of the term in which registration was required.

Registration for teaching assistantships, research assistantships, field studies, readings, independent studies, and internships are processed in the registrar's office. Continuing studies students and graduate students should check with their programs for registration dates. Registration for study abroad is coordinated by the Whitworth International Education Center.

Deadlines for adding or withdrawing from classes are published in the academic calendar each semester. It is the student's responsibility to check his or her registration information and to discuss any needed corrections with the registrar's office.

No person other than a faculty member attending informally with the approval of the professor may attend a Whitworth class in which that person has not been officially registered. A professor may allow students to attend his or her class only if the students' names appear on the official class roster.

In order for the university to provide the best classroom learning environment for all students, children may not attend any Whitworth class. No child may, under any circumstances, be left unattended in a university building while a parent is attending class. Safety is our main concern; we cannot ensure children's safety when they are left unattended.

## Waitlisting For Closed Classes

Students may waitlist themselves via WhitNet or Self-Service for most closed classes. As space becomes available in such classes, waitlisted students will be sent an email notifying them that they have 24 hours (48 hours during summer term) to register for the course on WhitNet or Self-Service. If a waitlisted student does not register within 24 hours (48 hours during summer term), s/he will be dropped from the waitlist.

## Changes in Registration

### Class Attendance

Class attendance is expected and may be included in the calculation of the grade for the class. Students who register for courses they do not attend are responsible for dropping the courses officially through the registrar's office. The consequence of not officially dropping a course is a "WW" (withdrew without permission) grade, which calculates as an "F" in the GPA. A student should contact the professor of a class if s/he (the student) plans to be absent any day during the first week of the semester/term.

### Add/Drop Policy

Students are required to be registered for all of their courses before the end of the add/drop period. While it is recommended that registration for independent studies, field studies and internships be completed before the end of the 10th day of the semester, it is understood that those registrations can occur later.

Students who must change their schedule after the fifth day of the semester must do so by completing an Add/Drop form and returning it to the registrar's office with signatures from the



course instructor and the students' advisor. After the 10th day of the semester, a grade of "W" will be given for any full-semester course that is dropped. A grade of "WF" will be given for full-semester courses dropped after the ninth week of the semester. See the academic calendar for applicable dates for half-semester courses. The last day to drop a course is the final day of regular instruction before final exams.

### **Repeat/Delete Policy**

A course taken at Whitworth may be repeated at Whitworth. Courses cannot be taken under the repeat/delete policy except at Whitworth. Check the section on financial aid to determine if/how your level of aid will be affected if you repeat courses in which you received a passing grade.

1. In order for a student to repeat a course, s/he must have received a grade no higher than a "C" in the class.
2. Grades for all courses taken at Whitworth will appear on the permanent record.
3. When computing the grade point average and total hours earned, the student repeating a course will be credited with the highest grade earned for all attempts and with course credits for only one attempt.
4. If the credit level for a course has changed (for instance, from 4 to 3 hours), the residual credit not covered by the repeat will be reflected on the transcript at the grade originally awarded; this grade will be computed as part of the grade point average unless extended credit is earned and awarded.
5. The GPA will reflect the credits and quality points in the term during which the student earns the best grade unless the credits have expired, which can happen in graduate programs.
6. There is no limit on the number of times a student can repeat a course.

### **Course Withdrawals**

Accelerated classes and graduate-level classes are sometimes offered in a nontraditional term. Check with your department to determine the withdrawal policy for your program.

#### **Traditional semester programs have the following course-withdrawal policy:**

- A withdrawal from a course during the first two weeks of the term will not appear on the transcript.
- A withdrawal after the first two weeks through the ninth week of the term will be noted with a "W" (withdrawal) grade on the transcript.
- A withdrawal after the ninth week and before final exams will be noted with a "WF" (withdraw failing) grade on the transcript.
- If a student stops attending a course or never attends but does not officially withdraw from the course by completing a drop form and submitting it to the registrar's office, a grade of "WW" (withdrew without permission) will be noted on the transcript. The student will still be bound by any financial obligations s/he has assumed.

### **Hardship Withdrawal**

In rare circumstances, a withdrawing student may be granted a hardship withdrawal, given when a debilitating medical or psychological condition makes it necessary for him or her to withdraw from all of his or her non-graded courses and get the off-campus support/help necessary to his or her return as a student. To be considered, the student should apply to the dean of students or her/his designee within a week of the anticipated withdrawal, providing written documentation of the condition. Under hardship-withdrawal status, the student will receive a "W" in all non-graded classes for the term, and financial officers will determine charges to be paid, based on the number of weeks that university services were utilized. A hold will be placed on the withdrawing students' account until reinstatement criteria are met and reinstatement is approved by the dean of students or her/his designee.

#### **Reinstatement Process following a Hardship Withdrawal**

Students should contact the dean of students or her/his designee when they are ready to request reinstatement. Students must provide documentation that demonstrates their readiness to return to academic work and, if applicable, a residential environment. The student will also create a reinstatement plan outlining strategies and/or support systems that will provide the best possible opportunity for success. The student will be restricted from enrolling in courses until these materials are provided and reinstatement is approved by the dean of students or her/his designee.

## Official Withdrawal from Whitworth University

To withdrawal officially from Whitworth University, a student must complete the withdrawal form, obtain all necessary signatures, and submit the withdrawal form to the registrar's office for processing. In the event that the student is no longer in the Spokane area, or if, due to extenuating circumstances, s/he is unable to complete the withdrawal form and get signatures, s/he must notify the registrar's office by phone, email or written correspondence to request withdrawal from the university.

## Hiatus Policy

Students who have completed at least one semester at Whitworth are eligible to take a leave of absence for up to one academic year and to return without reapplying for admission. This leave, known as a hiatus, allows students to maintain their access to WhitNet, Self-Service, and to their Whitworth email accounts while they are away.

## Pass/No Credit Option

This option is designed to encourage students to explore areas of study outside their majors. Students may choose to take one P/NC course each academic year at Whitworth. Core/Worldview Studies courses, courses in the student's major or area of concentration, and education courses are excluded from this option. Students may elect to take PE activity courses Pass/No Credit. A grade of Pass will be assigned in a P/NC course on the basis of a grade of "C" or higher. A grade of No Credit will be assigned in a P/NC course on the basis of a grade of "C-" or lower. Once a P/NC has been declared, it is irreversible. Check the academic calendar for the deadline to declare P/NC. NOTE: If students never attend or stop attending a class in which they have declared a P/NC, they will receive a "WW" grade and *not* the No Credit grade; the "WW" grade equates to unofficial withdrawal from the class.

## Step-Up Policy

An undergraduate senior may take up to six credit hours in graduate Business, Theology or Education (if they have met the prerequisites), which will later be waived if the student pursues one of Whitworth's graduate degrees. These six credits will count towards the student's undergraduate degree. They will not be counted again for graduate credit. However, the total credits required for a student's graduate degree will be reduced by the number of credits s/he completes in Step-Up, up to six credits, and the course requirement for the completed Step-Up classes will be waived.

Students interested in participating in the Step-Up program must obtain special permission from their academic advisor as well as the director of the graduate program in which they are interested. Step-Up is traditionally reserved only for seniors, but in special circumstances juniors might also be eligible to participate. Step-Up is included in a student's undergraduate financial aid package, thus no additional cost will be incurred for taking up to six graduate credits. Graduate classes eligible for Step-Up will be designated by the program director and based on availability. The primary function of Step-Up is to assist students in deciding on graduate programs and to prepare them for the academic rigor. Step-Up is not intended as a method of substituting graduate classes to fulfill undergraduate degree requirements. Therefore, Step-Up classes will only count towards elective credits. Note: P/NC grading is not allowed for graduate level courses even when they apply to an undergraduate program.

## Class Schedules -- Guest Access

Class schedules are available through Pirate Port, Whitworth's web portal. Guest visitors (parents, prospective students, etc.) can access Pirate Port by visiting this web address: [www.whitworth.edu/administration/informationssystemspirateport/guestaccess.htm](http://www.whitworth.edu/administration/informationssystemspirateport/guestaccess.htm).

## Student Holds

Circumstances may cause a hold to be placed on a student's account. Each hold prevents the student from participating in a university privilege such as registration, adding/dropping classes, receiving official transcripts, and participating in campus activities. The list below shows the types of holds and the offices to contact regarding these holds.

Type of Hold	Department
Academic Suspension	Registrar's Office
Business Office Hold	Student Accounts Office
Loan Office Hold	Student Accounts Office

Financial Aid Hold	Financial Aid Office
Registrar's Hold	Registrar's Office
Student Life Hold	Student Life Office
Compliance Hold	International Education Center
Health Center Hold	Health Center

## General Course Numbers

### Lower-Division Courses

100-199: Primarily for freshmen. May not be taken for graduate credit.

200-299: Primarily for sophomores. May not be taken for graduate credit.

### Upper-Division Courses

300-399: Primarily for juniors/seniors. Graduate students may count a limited number of credits.

400-499: Primarily for seniors. Graduate students may count a limited number of credits.

500-599: Graduate level. Undergraduates may enroll only with special permission.

### Special Course Numbers

At undergraduate and graduate levels, course numbers ending in 80, 86, 90, 91, 95 or 96 indicate special courses. Subject matter in these courses varies.

All departments may offer these types of courses, but because not all may be listed in this catalog, students are urged to ask individual department offices about the availability of courses of the type and level desired. Their designations are as follows:

80 Field Study

86 Readings

90 Internship

91 Independent Study

95 Teaching Assistantship/Research Assistantship

96 Special Topics (offered at the 100, 200, 300, and 400 levels)

## Transfer and Alternative Credit

### Academic Credit and Evaluation

Academic credit is awarded on the basis of semester credits. One semester credit is equivalent to 14 contact hours and two hours of work outside of class for each contact hour. Evaluation of coursework is accomplished in a variety of ways, depending upon the nature of the course.

### Acceptance of Transfer Credits

Whitworth will accept applicable undergraduate and graduate work transferred from regionally accredited institutions. In the case of graduate theological credit, this includes institutions accredited by the Association of Theological Schools (ATS) in the United States and Canada. For institutions without regional accreditation, the transfer of credit will be considered if the credibility of the institution can be supported by the "three-letter rule," which states that it is the responsibility of the student to provide letters from three regionally accredited institutions certifying that they will accept credit from the institution from which the student is seeking credit. A total of two-thirds credit will be awarded for coursework completed at non-regionally accredited Bible schools that hold an ABHE accreditation.

If transfer credit is taken from an institution using quarter credits, Whitworth University will use a two-thirds conversion calculation to convert the credits to semester credits.

### Conversion of Quarter Credits to Semester Credits

Quarter Credits	Conversion	Semester Credits
1	x 2/3	.67
2	x 2/3	1.33
3	x 2/3	2
4	x 2/3	2.67
5	x 2/3	3.33

A maximum of 64 semester credits may be transferred from a two-year college; a total of 94 semester credits may be transferred from a four-year college or combination of two and four-

year colleges. Credits earned more than 15 years prior to matriculation at Whitworth will require department approval if they are to fulfill a requirement in the major. Courses in which the student received a grade lower than “C,” vocational-technical courses, non-college-level courses, credit earned by exam at another institution, and incomplete courses are not transferable. Official transcripts must be received by the registrar’s office from the transferring institution in order to have credit evaluated for final acceptance.

Exception: A total of 118 credits may be accepted in transfer for students pursuing the management and accounting major in the Whitworth School of Continuing Studies. This exception to policy is made due to 150 credits being required for completion of the management and accounting degree program.

### **Transfer Policies for Students Holding Associate of Arts Degrees**

A student transferring to Whitworth with an associate of arts (A.A.) degree from a community college in Washington (approved by the Intercollege Relations Commission for the State of Washington), Colorado, Idaho, Oregon, Montana, or with an associate of science (A.S.) degree from a community college in Washington or North Idaho College (excludes AST-Track I & II), will receive the following:

- Junior standing (60 semester credits)
- Transfer credit of a maximum of 96 quarter credits or 64 semester credits
- Waiver of all general requirements, with the following exceptions:
  - A choice of one of the following: Core 150, Western Civilization I: Christian Worldview Perspectives; Core 250, Western Civilization II: The Rationalist Worldview; or Core 350: Applied Ethics, Public Policy and Worldviews. Note: Continuing Studies students take either Core 150, Core 250, or Core 300.
  - Biblical literature: Three semester credits in the Old Testament, New Testament, or one or more books of the Bible
  - World language: Eight semester credits, 15 quarter credits, or a full year of college credit in foreign language (including American Sign Language)

In order for transfer students to meet the general education requirements, they must earn an approved associate degree prior to initial enrollment at Whitworth. Students who transfer from other institutions or states not mentioned above and who hold A.A. or A.S. degrees will be evaluated on a course-by-course basis.

Transfer students are encouraged to contact the registrar’s office to determine the applicability of their coursework to specific bachelor’s degrees. General information can be given over the telephone (toll-free at 800.533.4668). To obtain a complete transcript evaluation, send the request with an official copy of college transcripts to the Whitworth University Registrar’s Office, 300 W. Hawthorne Road, Spokane, WA 99251.

### **Policy on Credit Transfer for Exchange Students**

When a student studies abroad on an approved, non-faculty-led program, the credit he/she receives will be based solely on the transcript issued by the host institution or program.\* When applying credit from exchange partner universities, Whitworth will use widely-accepted credit conversion rates for academic systems around the world.

\*Approved programs are listed in the Whitworth Catalog under Exchanges and Study-Abroad Opportunities. ([http://catalog.whitworth.edu/undergraduate/intleducation/#study\\_abroad\\_programs](http://catalog.whitworth.edu/undergraduate/intleducation/#study_abroad_programs))

### **Washington 45**

Students who transfer Washington 45 courses must still meet Whitworth’s admission requirements and satisfy all general education and degree requirements. A student who completes courses from within the general education categories in the Washington 45, and earns a C or better for each course, will be able to transfer up to 45 quarter credits to Whitworth. The ratio of quarter hours to semester hours is 2/3. So for every quarter-credit earned, Whitworth will award 0.67 semester credit in transfer. A total of 30 semester hours is awarded for 45 quarter-credit hours; this is equivalent to sophomore standing at Whitworth.

Although the courses in the Washington 45 are listed under various categories, the actual course may satisfy a different general education requirement at Whitworth. Whitworth, like many

institutions, has its own general education requirements, so students should check with the registrar's office regarding how these courses will transfer.

## Alternative Course Credit

A maximum of 32 alternative semester credits (48 quarter credits) may be counted toward graduation. Alternative credit includes Advanced Placement (AP), International Baccalaureate (IB) degree courses, College Level Examination Program (CLEP) credit, and DANTES credit, portfolios, and credit for military service and schools. Alternative course credit is calculated as part of the transfer-credit limit of 94. Contact the registrar's office for further information.

## Advanced Placement (AP)

Whitworth is an active participant in the College Entrance Examination Board Advanced Placement program. A score of four or above on an AP test is accepted for credit in some disciplines at Whitworth. In many cases, this score will also satisfy a general graduation requirement and/or a requirement for an academic major. Refer to Whitworth's website for details.

Test Name	Test Score	Credits Given at Whitwor	Course Equivalency	General Ed. Requirements
Art - Studio or History	4-5	3	Art Elec	Fine Art
Biology	4	3	Biol Elec	Natural Science
Biology	5	4	BI 140 or BI 141	Natural Science
Chemistry	4	4	CH 161	Natural Science
Chemistry	5	8	CH 161 & CH 181	Natural Science
Chinese Lang/Culture	4-5	4	Chinese Elec	World Language
Computer Science A	4	3	CS 171	none
Computer Science A	5	6	CS 171 & CS 172	none
Macroeconomics	4-5	3	EC 211	Social Science
Microeconomics	4-5	3	EC 210	Social Science
English Lang/Comp	4	3	EL 196	none
English Lang/Comp	5	6	EL 196	none
English Comp/Lit	4	3	EL-196	none
English Comp/Lit	5	6	EL-196	none
Environmental Science	4-5	3	Elec	Natural Science
French Lang	4-5	4	FR 111	World Language
German Lang or Cult	4-5	4	Ger Elec	World Language
Government and Politics	4-5	3	PO 196	Social Science
Government and Politics Comp	4-5	3	PO 196	Social Science
History, American	4	3	HI 196	Social Science
History, American	5	6	HI 196	Social Science
History, European	5	3	HI 101	Humanities
History, World	5	3	HI 101 or HI 102	Humanities. Global Perspective
Human Geography	4-5	3	PO 196	Social Science
Italian, Lang and Culture	4-5	4	Elec	World Language
Japanese, Lang and Culture	4-5	4	JA Elec	World Language
Math, Calculus AB	4-5	4	MA 171	Mathematics
Math, Calculus BC	4-5	8	MA 171 & MA 172	Mathematics
Music Theory	4-5	3	MU 110	Fine Art
Physics 1	4	3	PS-121	Natural Science
Physics 1	5	3	PS-151	Natural Science
Physics 2	4	3	PS-121	Natural Science
Physics 2	5	3	PS-153	Natural Science
Physics C (Mechanics)	4-5	3	PS 151	Natural Science

Physics C (Electricity & Magnetism)	4-5	3	PS 153	none
Psychology	4-5	3	PY 101	Social Science
Spanish Lang or Lit	4-5	4	SN 111	World Language
Statistics	4-5	3	MA 256	Mathematics

1. Maximum credit given is 32 semester credits.
2. If a department name is listed, general department credit is given. If not, general elective credit (non-departmental) is given. A course number indicates a specific course at Whitworth that has received credit.
3. If a score of 5 is earned in biology, a student would receive credit for either BI 140 or BI 141. If the student needs to take BI-140 or 141 at WU, s/he then earns BI-196.
4. In chemistry, documentation of lab experience is required for the fourth credit. In music, ear training is required.
5. Both of the computer science A exams are in the Java language. The student must learn C++ for further classes.
6. A student must petition the physics department for PS 151; default course equivalency is PS 121.
7. Students can petition departments for lab credit.
8. HI 101 will fulfill only HU; HI 102 will fulfill only GP.
9. If a student is a declared education major who earned a five on the Government & Politics exam, PO-102 will be awarded.

**Note: Students cannot receive AP credit if they're taking the equivalent course at Whitworth. Nursing students cannot count AP test toward any courses for a nursing major.**

## International Baccalaureate (IB)

Whitworth recognizes the international baccalaureate diploma and subject examinations; the university awards credit on a course-by-course basis for only high-level courses passed with a score of five or higher. Refer to the table below or to Whitworth's website for details.

Test Name	Test Score	Credits Given at Whitwor	Course Equivalency	General Ed. Requirements
Biology	5	4	BI-196	Natural Science
Business Management	5	3	BU-110	none
Chemistry	5, 6, or 7	3	5=CH-196, 6=CH-161 & L, 7=CH-161 & CH-181 & Labs	Natural Science
Classical Languages: Greek	5		Elective credit only	none
Classical Languages: Latin	5		Elective credit only	none
Computer Science	5	3	CS-171	none
Dance	5	3	TA-381	none
Design Technology	5	3	CS-196	none
Economics	5	6	EC-210, EC-211	Social Science
Film	5	2	FVNS-196	none
Further Mathematics	5	3	MA-196	Mathematics
Geography	5	3	SO-275	none
Global Politics	5	3	PO-196	none
History: 20th Century World History	5		HI-196	none
History: Europe and the Islamic World	5		HI-196	none

Information Technology in a Global Society	5	3	CS-274	none
Language A: Language and Literature	5	0	No Credit	none
Language A: Literature	5	3	EL-196	none
Language B	5	4	SN/FR-202	World Language
Mathematics	5	8	MA-171/172	Mathematics
Music	5	6	MU-196	Fine Arts
Philosophy	5		PH-110	none
Physics	5, 6, or 7	3	5=PS-121, 6 & 7=PS-151 & PS-153 & Labs	Natural Science
Psychology	5 or 6	3 or 6	PY-101	Social Science
Social and Cultural Anthropology	5	3	SO-200	none
Theater	5	3	TA-100	Fine Arts
Theory of Knowledge	5 (must have received IB diploma)	3	PH-196	none
Visual Arts	5		See Art Department	

## College Level Examination Program (CLEP)

Whitworth grants academic credit for sufficiently high scores on CLEP general exams and selected CLEP subject examinations. These cutoff scores are listed in the College Entrance Examination Board publication *College Placement and Credit by Examination*, which is available at most high schools and colleges. Information regarding taking CLEP exams may be obtained on our website or by contacting the Whitworth Continuing Studies Office at 509.777.3222. Credit for general CLEP exams will be awarded only if the exam is taken within one year of matriculation. Credit for CLEP subject exams will be awarded only if the exam is taken before higher-level coursework in the same discipline is completed. Students must complete an application to take a CLEP exam and have it approved by the registrar's office prior to taking the exam. The College Board allows an exam to be taken only once every three months.

### General Exams

Will be accepted for credit only during the first year of matriculation.

Test Name	Test Score	Credits Given at Whitwor	Course Equivalency	General Ed. Requirements
College Composition	50	3	EL 196	none
Humanities	50	6	Elective	Humanities
College Mathematics	50	3	MA 107	Mathematics
Natural Sciences	50	6	Elective	Natural Sciences
Social Sciences & History	50	6	Elective	Social Sciences

### Subject Exams

Test Name	Test Score	Credits Given at Whitwor	Course Equivalency	General Ed. Requirements
American Literature	50	3	EL 196	none
Analysis & Interpretation of Lit	50	3	EL 196	none
English Literature	50	3	EL 196	none
College French (Level 1)	50	6	FR 111	World Language
College French (Level 2)	59	12	FR 202	World Language
College German (Level 1)	50	6	GR 102	World Language
College German (Level 2)	60	12	GR 202	World Language

College Spanish (Level 1)	50	6	SN 111	World Language
College Spanish (Level 2)	63	12	SN 202	World Language
American Government	50	3	PO 196	Social Science
American History I	50	3	HI 196	Social Science
American History II	50	3	HI 196	Social Science
Intro to Educational Psychology	50	3	EDU Elective	none
Principles of Macroeconomics	50	3	EC 211	Social Science
Principles of Microeconomics	50	3	EC 210	Social Science
Introductory Psychology	50	3	PY 101	Social Science
Introductory Sociology	50	3	SO 120	Social Science
Western Civilization I	50	3	Elective	Humanities
Western Civilization II	50	3	Elective	Humanities
Biology	50	6	BI 102	Natural Science
Calculus	50	4	MA 171	Mathematics
Chemistry	50	6	CH 101	Natural Science
Pre-Calculus	50	3	MA 150	Mathematics
Financial Accounting	50	3	BU 230	none
Info Systems and Computer App	50	3	CS 196	none
Intro Business Law	50	3	BU 240	none
Principles of Management	50	3	BU 274	none
Principles of Marketing	50	3	BU 218	none

## DANTES Exam (DSST)

Whitworth awards academic credit for DANTE exams. Students must complete an application to take a DANTE exam and have it approved by the registrar's office prior to taking the exam. The exam must be completed before students complete higher-level coursework in the same discipline. In order for any credit to be awarded, the minimum score must be obtained. Contact the registrar's office for questions regarding DANTE exams.

Test Name	Test Score	Credits Given at Whitwor	Course Equivalency	General Ed. Requirements
A History of the Vietnam War	44	3	HI-196	none
An Introduction to the Modern Middle East	47	3	SO-238	none
Art of the Western World	48	3	AR-196	none
Astronomy	48	3	PS-141	none
Business Ethics and Society	400	3	BU-196	none
Business Law II	44	3	BU-196	none
Business Mathematics	400	3	MA-108	none
Criminal Justice	49/400	3	SO-283	none
Environment and Humanity: The Race to Save the Planet	46	3	BI-196	none
Ethics in America	46/400	3	PH-221	none
Foundations of Education	46	3	EDU-196	none
Fundamentals of College Algebra	400	3	MA-196	none
Fundamentals of Counseling	400	3	PY-296	none
Fundamentals of Cybersecurity	400	3	CS-196	none
General Anthropology	47	3	SO-200	none
Health and Human Development	48/400	3	HS-196	none
History of the Soviet Union	47	3	HI-196	none
Human Resource Management	46	3	BU-196	none
Human/Cultural Geography	48	3	SO-196	none



Introduction to Business	46/400	3	BU-196	none
Introduction to Computing	400	3	CS-110	none
Introduction to Law Enforcement			SO-196	none
Introduction to World Religions	48/400	3	TH-296	none
Lifespan Developmental Psychology	46	3	PY-210	none
Management Information Systems	46/400	3	CS-196	none
Money and Banking	48	3	EC-296	none
Organizational Behavior	48	3	BU-196	none
Personal Finance	46/400	3	BU-196	none
Physical Geology	46	3	GL-131	none
Principles of Finance	46/400	3	BU-296	none
Principles of Financial Accounting	47	3	BU-230	none
Principles of Physical Science I	47	3	PS-121	none
Principles of Public Speaking	400	3	SP-196	none
Principles of Statistics	400	3	MA-256	none
Principles of Supervision	46/400	3	BU-196	none
Substance Abuse	49/400	3	HS-196	none
Technical Writing	46	3	EL-196	none
The Civil War and Reconstruction	47	3	HI-196	none
Western Europe Since 1945	45	3	HI-196	none

## Transcripts and Diplomas

### Transcript Requests

Transcript requests may be made 1) in person, at the registrar's office, 2) by submitting (mail, email, or fax) a signed Whitworth Transcript Request Form (<http://www.whitworth.edu/Administration/RegistrarsOffice/Forms>) or 3) by using the online order system – Transcripts Plus. Please visit [www.whitworth.edu/transcript](http://www.whitworth.edu/transcript) for more information about how to request a transcript. Transcript requests cannot be handled by phone. Transcripts may be purchased with a VISA or MasterCard (include card number, expiration date and security code), a check made payable to Whitworth University, or cash.

### Transcript Request Form

- Official: \$5
  - \$5 rush fee if request is submitted before 11 a.m. for same-day processing

### Online Transcript Request

- Official: \$5
  - additional \$3 processing fee per recipient
  - \$5 rush fee per recipient if request is submitted before 11 a.m. for same-day processing

### Unofficial Transcript Request

- Free
  - Unofficial transcripts may only be obtained in person with photo ID in the Whitworth Registrar's Office.

Please allow at least one week of processing time during the term and two weeks at the beginning or end of a term (September, December, February and May). The fax number for the registrar's office is 509.777.3296. The mailing address is Registrar's Office, Whitworth University, 300 W. Hawthorne Road, Spokane, WA 99251.

Note: Transcripts and diplomas are released only when financial accounts are current and all holds on a student's record have been removed.

## **Diploma Reorder**

Replacement diplomas are available through the registrar's office for a \$20 fee. The replacement will be issued in the current format and with current signatures.

If the student's name has been legally changed, a new diploma may be issued upon written request with legal proof of the name change and payment of the fee.

## Font Notice

This document should contain certain fonts with restrictive licenses. For this draft, substitutions were made using less legally restrictive fonts. Specifically:

Times was used instead of Adobe Garamond Pro.

The editor may contact Leepfrog for a draft with the correct fonts in place.