

# 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 the 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.
- All violations of the academic honesty policy become part of a student's educational record. More than one violation may result in behavioral suspension for the remainder of the current term or for a longer period, depending on the nature of the violations.

### 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 the dean's 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 their 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.

## **Montessori Programs in Oregon**

Students should attempt to resolve any grievances they may have with their school first. Should attempts to resolve these problems with appropriate school officials fail, or should the student be dissatisfied with the final outcome of the college complaint process, then the Higher Education Coordinating Commission (HECC), can respond to a formal complaint. Students may contact the Higher Education Coordinating Commission, 3225 25th St. SE, Salem, OR 97302 or by sending an email to [complaints@hecc.oregon.gov](mailto:complaints@hecc.oregon.gov). Students may also access the HECC complaints web page at [oregon.gov/highered/about/Pages/complaints.aspx](http://oregon.gov/highered/about/Pages/complaints.aspx) (<https://www.oregon.gov/highered/about/Pages/complaints.aspx>). Students may also contact Whitworth's institutional accreditor, the Northwest Commission on Colleges and Universities, 8060 165th Ave. N.E., Redmond, WA 98052 or by calling 425.558.4224.

## **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. 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.

## **Accommodations for Religious Observances**

In accord with SSB 5166, Whitworth University accommodates student absences, for up to two days per academic year, for reasons of faith or conscience, or for an organized activity conducted under the auspices of a religious denomination, church or religious organization. Written notice and request for accommodation must be given within the first two weeks of the beginning of the course and provide specific dates the student requests accommodation. Faculty members will work with such students to reach mutual agreement about the terms of the accommodation. Grievances about a failure to accommodate should be directed to the associate provost.

## **Declaring or Changing Academic Program**

Declaration deadline policies apply as follows:

- Students with A.A./A.S. 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, individually designed major, 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.

## **Credit Hour Policy**

One semester credit is equivalent to 14 contact hours and at least two hours of work outside of class for each contact hour for a total of 42 hours per credit. Online courses may define contact hours with either synchronous or asynchronous instruction, but the total expected work still represents at least 42 hours per credit. Students are not allowed to register for courses with time conflicts due to federal requirements for contact hours. The only exceptions allowed for time conflicts are courses where the total contact hours far exceed the minimum 14 contact hours per credit. These include some music ensembles, field studies, and laboratories. Students in one of these conflicting courses may obtain permission to partially attend as long as the minimum contact time per credit is met and the total hours of contact time plus outside work still represents 42 hours per credit.

# **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 nondisclosure 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 granting those individuals proxy access; this authorization can be set up in Self Service under the User Options menu.

## **Changes to Directory Information**

Legal name-change policy: Current students of Whitworth University may change their legal name with proper documentation and the submission of a completed name-change request form. Acceptable proof of legal name change will include two forms of official documentation such as a birth certificate, divorce decree or court order, government issued identification card, social security card or passport.

After the proper documentation 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.

### **Chosen name-change policy**

A student may choose to be identified within the university community by a chosen name that differs from the individual's legal first or last name. Students who want to use a chosen name may initiate the process from the Chosen Name Change Request form. A person's chosen name will appear instead of, or in addition to, the person's legal name in university-related systems and documents where it is technically feasible and where the use of the legal first name is not required by university business or legal need. Whitworth University reserves the right to deny or remove a chosen name for any reason, including but not limited to misuse, misrepresentation, attempting to avoid legal obligation, or the use of offensive names, with or without notice. Under the university's Family Educational Rights and Privacy Act (FERPA) policy, a student's chosen and legal name are both identified, along with other items, as directory information.

### **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 Self-Service.

#### **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 course load 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.

## 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. Non-matriculated students must register for courses in person through the Registrars Office, and comply with all associated policies. Full courses and course waitlists are not available for non-matriculated registration.

## 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 the registrar's office at [registrar@whitworth.edu](mailto:registrar@whitworth.edu) or 509.777.3205 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/consumer-information](http://www.whitworth.edu/consumer-information) (<https://www.whitworth.edu/consumerinformation/>)

For more information please contact:

Assistant Vice President for Research and Innovation: Greg Orwig, [gorwig@whitworth.edu](mailto:gorwig@whitworth.edu)

Associate Vice President for Student Financial Services: Traci Stensland, [tstensland@whitworth.edu](mailto:tstensland@whitworth.edu)

Registrar: Stacy Hill, [shill@whitworth.edu](mailto:shill@whitworth.edu)

## 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 full-time, matriculating undergraduate students for whom 150 percent of the normal time to completion has elapsed.

### First- to Second-Year Retention Rates

|       | 2019 Cohort | 2020 Cohort | 2021 Cohort |
|-------|-------------|-------------|-------------|
| Total | 81%         | 79%         | 78%         |

### Six-Year Graduation Rates

|  | 2014 Cohort | 2015 Cohort | 2016 Cohort |
|--|-------------|-------------|-------------|
| Total  | 77%         | 75%         | 76%         |
| Gender   |             |             |             |
| Female   | 78%         | 77%         | 78%         |
| Male   | 75%         | 72%         | 72%         |
| Race/<br>Ethnicity   |             |             |             |
| American Indian/Alaskan Native*  | 60%         | 33%         | 100%        |
| Asian  | 74%         | 66%         | 76%         |
| Black/African American*  | 40%         | 81%         | 62%         |
| Hispanic/Latino  | 67%         | 67%         | 73%         |
| Hawaiian/Pacific Islander*   | 0%          | 100%        | na          |
| Two or More  | 82%         | 64%         | 72%         |
| White  | 80%         | 79%         | 76%         |
| Race/Ethnicity Unknown*  | 100%        | 80%         | 100%        |
| International Students*  | 77%         | 75%         | 88%         |
| Financial Aid<br>Type  |             |             |             |
| Pell Grant   | 63%         | 65%         | 72%         |
| Stafford Loan  | 77%         | 77%         | 68%         |
| All Others   | 87%         | 87%         | 83%         |
| *These populations are very small and so small fluctuations can create big changes in the percentages. |             |             |             |

### Four-Year Average Rate for Graduating Within Six Years

Four-Year Average Rate for Graduating within Six Years\* 76%

\*Based on first-year students who began at Whitworth in fall 2012, 2013, 2014 and 2015.

### Matriculated day, full-time, student body diversity for fall 2020

|                         |     |
|-------------------------|-----|
| Female                  | 58% |
| Male                    | 42% |
| American Indian/Alaskan | <1% |
| Asian                   | 4%  |
| Black                   | 3%  |
| Hawaiian                | 2%  |
| Hispanic                | 13% |
| Two or More             | 10% |

|                        |     |
|------------------------|-----|
| White                  | 62% |
| Unknown                | <1% |
| International Students | 6%  |
| Pell Grant Recipients  | 30% |

## Normal Full-Time Course Load

Fall and spring semesters: The normal load for full-time undergraduate students is 12 to 16 semester credits, including up to five semester credits in Jan Term. *Permission to enroll in more than 16 credits must be approved in writing by the advisor. Student who requests enrollment in more than 18 credits must have permission from their advisor, and be approved by petition to the Registrar.*

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 course load.

If students enroll in more than 16 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 tuition 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. A flat fee for Jan Term will be charged; please see Financial Information (<http://catalog.whitworth.edu/admissions/financialinformation/>) for more information.

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

## Normal Progress and Financial Aid

A student is eligible to receive aid while they are working toward his or her degree until they reach 150 percent of the number of credits required to earn the degree. Registration for less than a full-time load (12-16 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 matriculated day students register for classes through Self-Service. Matriculated day students register for their next classes during their assigned registration period each semester. Students enrolled in the School of Continuing Studies and in graduate and doctoral programs must work with their program staff/faculty to register for courses. The registrar's office will assist students who are away from campus on study abroad programs with registration for their next semester's or term's classes.

Students can adjust their class schedules via 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 Office of International Education.

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 conducting a formal peer teaching evaluation, may attend a Whitworth class for 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 and current 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 Courses**

Students may waitlist themselves via Self-Service for most closed courses. As space becomes available in such classes, waitlisted students will be sent an email notifying them that they have 24 hours to register for the course on Self-Service. If a waitlisted student does not register within 24 hours, they will be dropped from the waitlist.

## **Changes in Registration**

### **Distanced Learning**

In the event health/safety protocols require it, Whitworth reserves the right to deliver instruction through distanced modes.

### **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 they (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, including independent studies, field studies and internships.

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, they 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 they have assumed.

## **Hardship Hiatus or Hardship Withdrawal**

In rare circumstances, a student may be granted a hardship hiatus or withdrawal, given when a debilitating medical, psychological condition or family emergency makes it necessary for them to withdraw from all of their non-graded courses and get the off-campus support/help necessary to their return as a student.

Matriculated day students seeking a hardship hiatus or hardship withdrawal should apply to the dean of students or their designee within a week of the anticipated withdrawal, providing written documentation of the condition. Under a hardship 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 current Tuition and Fee Refund Policy (<http://catalog.whitworth.edu/admissions/financialinformation/#tuitionfeesrefundpolicy>). A hold will be placed on the withdrawing student's account until reinstatement criteria are met and reinstatement is approved by the dean of students or their designee. Hardships will not be granted after the Friday before finals week, and no hardships are granted during the January term.

School of Continuing Studies, graduate, and doctoral students seeking a hardship hiatus or hardship withdrawal should apply to the dean of their school/college or their designee within a week of the anticipated withdrawal, providing written documentation of the condition. Under a hardship 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 current Tuition and Fee Refund Policy (<http://catalog.whitworth.edu/admissions/financialinformation/#tuitionfeesrefundpolicy>). A hold will be placed on the withdrawing student's account until reinstatement criteria are met and reinstatement is approved by the dean of students or their designee.

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

Students should contact the appropriate dean or their 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 their dean's designee.

## **Official Withdrawal from Whitworth University**

To withdraw officially from Whitworth University, a student must complete the electronic withdrawal form and submit it for processing.

## **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 Self-Service and their Whitworth email accounts while they are away. To be placed on an official hiatus from Whitworth University, a student must complete the electronic hiatus form and submit it for processing.

## **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, 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 toward 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 they complete in Step-Up, up to six credits, within the chosen graduate program. The course requirements for the completed Step-Up classes will be waived, and a minimum of 30 additional graduate credits must be completed.

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 toward elective credits. Note: P/NC grading is not allowed for graduate-level courses even when they apply to an undergraduate program.

## 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 Office |
| Health Center Hold   | Health Center                  |

## General Course Numbers

### Lower-Division Courses

100-199: Primarily for first-year students. 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. For the full policy on transfer graduate credit, please visit [catalog.whitworth.edu/graduate](http://catalog.whitworth.edu/graduate) (<http://catalog.whitworth.edu/graduate/>).

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 lower level semester credits and 30 upper level semester credits may be transferred from a community 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.

### 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 shared curriculum requirements, with the following exceptions:
  - First-year seminar(s) or transfer seminar
  - World language: Eight semester credits, 15 quarter credits or a full year of college credit in foreign language (including American Sign Language)/or one semester of intensive WL.  
\*\*note: students must speak with the WL department if they wish to test out of this requirement\*\*
  - One course in Biblical Literature
  - One course from the following categories: Core courses (150, A Christian Worldview; 250, Worldview and the Role of Reason; or 350, Worldview in Policy); and/or Faith, Reasoning, and Contemporary Issues (FRCI) courses. Note: For continuing studies students, Core 300 is offered in place of Core 350.

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.

In order to be eligible for DTA shared curriculum waivers, transfer students must earn an approved associate degree prior to initial enrollment at Whitworth. Students who begin matriculation at Whitworth University, then leave and return at a later date with an AA or AS degree, or who complete an AA or AS degree while attending Whitworth University, will have credits evaluated on a course-by-course basis, and they will not receive DTA shared curriculum waivers.

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.

## **Shared Curriculum Waivers for Students with Transfer Credit**

Students with transfer credits\* that do not lead to a DTA and were completed prior to matriculation at Whitworth University may be eligible for the following Belief Inquiry waivers:

- 30-59.9 semester transfer credits:
  - One course waived from the following categories: Core courses (150, A Christian Worldview; 250, Worldview and the Role of Reason; or 350, Worldview in Policy); and/or Faith, Reasoning, and Contemporary Issues (FRCI) courses. Three courses are required.
- 60+ semester transfer credits:
  - Three courses waived from the following categories: Core courses (150, A Christian Worldview; 250, Worldview and the Role of Reason; or 350, Worldview in Policy); and/or Faith, Reasoning, and Contemporary Issues (FRCI) courses. One course is required.

All undergraduate students must fulfill the Biblical Literature requirement.

These waivers are not applicable to students enrolled in the School of Continuing Studies.

\*Transfer credits do not include alternative credits (p. 13).

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

When a student studies abroad on an approved, non-faculty-led program, the credit they receive 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.

## **Washington 45**

Students who transfer Washington 45 courses must still meet Whitworth's admission requirements and satisfy all shared curriculum and degree requirements. A student who completes courses from within the shared curriculum 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 shared curriculum requirement at Whitworth. Whitworth, like many institutions, has its own shared curriculum 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 Whitworth | Course Equivalency | Shared Curriculum Requirement |
|-------------------------------------|------------|----------------------------|--------------------|-------------------------------|
| Art - Studio or History             | 4-5        | 3                          | AR 196             | Fine Arts                     |
| Biology                             | 4          | 3                          | BI 196             | Natural Science               |
| Biology                             | 5          | 4                          | BI 140             | Natural Science               |
| Chemistry                           | 4          | 4                          | CH 161             | Natural Science               |
| Chemistry                           | 5          | 8                          | CH 161 & CH 181    | Natural Science               |
| Chinese Lang/Culture                | 4-5        | 4                          | CN 196             | World Language                |
| Computer Science A                  | 4          | 3                          | CS 171             | none                          |
| Computer Science A                  | 5          | 6                          | CS 171 & CS 172    | none                          |
| Computer Science Principles         | 4-5        | 3                          | CS 196             | 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                          | BI 120             | Natural Science               |
| French Lang                         | 4-5        | 4                          | FR 111             | World Language                |
| German Lang/Culture                 | 4-5        | 4                          | GR 196             | World Language                |
| Government & Politics               | 4          | 3                          | PO 196             | Social Science                |
| Government & Politics               | 5          | 3                          | PO 102             | Social Science                |
| Government & Politics Comp          | 4          | 3                          | PO 196             | Social Science                |
| Government & Politics Comp          | 5          | 3                          | PO 102             | Social Science                |
| History, American                   | 4-5        | 3                          | HI 131             | Historical Analysis, U Tag    |
| History, European                   | 4-5        | 3                          | HI 196             | none                          |
| History, World                      | 4-5        | 3                          | HI 102             | Culture & Diversity, G Tag    |
| Human Geography                     | 4-5        | 3                          | PO 196             | Social Science                |
| Italian, Lang/Culture               | 4-5        | 4                          | Elective credit    | World Language                |
| Japanese, Lang/Culture              | 4-5        | 4                          | JA 196             | World Language                |
| Math, Calculus AB                   | 4-5        | 4                          | MA 171             | Math & Statistics             |
| Math, Calculus BC                   | 4-5        | 8                          | MA 171 & MA 172    | Math & Statistics             |
| Music Theory                        | 4-5        | 3                          | MU 110             | Fine Arts                     |
| Physics 1                           | 4-5        | 3                          | PS 131             | none                          |
| Physics 2                           | 4-5        | 3                          | PS 133             | none                          |
| 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 BI 140. If the student needs to take BI 140 at Whitworth, they then earn BI 196.
4. In chemistry, documentation of lab experience is required for the fourth credit.
5. In music, ear training is required.
6. Both of the computer science A exams are in the Java language. The student must learn C++ for further classes.
7. A student must petition the physics department for PS 151; default course equivalency is PS 131.
8. Students can petition departments for lab credit.
9. If a student is a declared education major who earned a 5 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 5 or higher. Refer to the table below or to Whitworth's website for details.

| Test Name                                  | Test Score | Credits Given at Whitworth | Course Equivalency                    | Shared Curriculum Requirement |
|--|------------|----------------------------|---------------------------------------|-------------------------------|
| Biology                                    | 5          | 4                          | BI 196                                | Natural Science               |
| Business Management                        | 5          | 3                          | BU 196                                | none                          |
| Chemistry                                  | 5          | 3                          | CH 196                                | Natural Science               |
| Chemistry                                  | 6          | 4                          | CH 161 & CH 161L                      | Natural Science               |
| Chemistry                                  | 7          | 8                          | CH 161 & CH 161L and CH 181 & CH 181L | Natural Science               |
| Classical Languages: Greek                 | 5          | 0                          | N/A                                   | none                          |
| Classical Languages: Latin                 | 5          | 0                          | N/A                                   | 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                                | Math & Statistics             |
| Geography                                  | 5          | 3                          | SO 196                                | none                          |
| Global Politics                            | 5          | 3                          | PO 196                                | none                          |
| History: 20th Century World History        | 5          | 0                          | N/A                                   | none                          |
| History: Europe and the Islamic World      | 5          | 0                          | N/A                                   | none                          |
| Information Technology in a Global Society | 5          | 3                          | CS 274                                | none                          |
| Language A: Language and Literature        | 5          | 0                          | N/A                                   | none                          |
| Language A: Literature                     | 5          | 3                          | EL 196                                | none                          |
| Language B                                 | 5          | 4                          | SN 111 or FR 111                      | World Language                |
| Mathematics                                | 5          | 8                          | MA 171 & MA 172                       | Math & Statistics             |
| Music                                      | 5          | 6                          | MU 196                                | Fine Arts                     |
| Philosophy                                 | 5          | 0                          | N/A                                   | none                          |
| Physics                                    | 5          | 3                          | PS 121                                | none                          |

|                                  |                                   |   |                                       |                 |
|----------------------------------|-----------------------------------|---|---------------------------------------|-----------------|
| Physics                          | 6                                 | 8 | PS 151 & PS 151L and PS 153 & PS 153L | Natural Science |
| Physics                          | 7                                 | 8 | PS 151 & PS 151L and PS 153 & PS 153L | Natural Science |
| Psychology                       | 5                                 | 3 | PY 101                                | Social Science  |
| Psychology                       | 6                                 | 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 determined by the College Entrance Examination Board. 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 CLEP general and subject exams will be awarded only if the exam is taken before a student has earned 120 credits. 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.

| Test Name                 | Test Score | Credits Given at Whitworth | Course Equivalency | Shared Curriculum Requirement          |
|---------------------------|------------|----------------------------|--------------------|--|
| College Composition       | 50         | 3                          | EL 196             | none                                   |
| Humanities                | 50         | 6                          | Elective           | Literature & Storytelling or Fine Arts |
| College Mathematics       | 50         | 3                          | MA 107             | Math & Statistics                      |
| Natural Sciences          | 50         | 6                          | Elective           | Natural Science                        |
| Social Sciences & History | 50         | 6                          | Elective           | Social Science                         |

## Subject Exams

| Test Name                        | Test Score | Credits Given at Whitworth | Course Equivalency     | Shared Curriculum Requirement |
|----------------------------------|------------|----------------------------|------------------------|-------------------------------|
| American Literature              | 50         | 3                          | EL 196                 | none                          |
| Analysis & Interpretation of Lit | 50         | 3                          | EL 196                 | none                          |
| English Literature               | 50         | 3                          | EL 196                 | none                          |
| College Algebra                  | 50         | 3                          | MA 130                 | Math & Statistics             |
| College French (Level 1)         | 50         | 6                          | FR 111                 | World Language                |
| College French (Level 2)         | 59         | 12                         | FR 111, FR 201, FR 202 | World Language                |
| College German (Level 1)         | 50         | 6                          | GR 102                 | World Language                |
| College German (Level 2)         | 60         | 12                         | GR 102, GR 201, GR 202 | World Language                |
| College Spanish (Level 1)        | 50         | 6                          | SN 111                 | World Language                |
| College Spanish (Level 2)        | 63         | 12                         | SN 111, SN 201, 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 | HI 196 | Historical Analysis |
| Western Civilization II       | 50 | 3 | HI 196 | Historical Analysis |
| Biology                       | 50 | 6 | BI 102 | Natural Science     |
| Calculus                      | 50 | 4 | MA 171 | Math & Statistics   |
| Chemistry                     | 50 | 6 | CH 101 | none                |
| Pre-Calculus                  | 50 | 4 | MA 150 | Math & Statistics   |
| 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 DANTES exams. Students must complete an application to take a DANTES exam and have it approved by the registrar's office prior to taking the exam. The exam must be completed before a student has earned 120 credits. In order for any credit to be awarded, the minimum score must be obtained. Contact the registrar's office for questions regarding DANTES exams.

| Test Name   | Test Score | Credits Given at Whitworth | Course Equivalency | Shared Curriculum Requirement |
|---|------------|----------------------------|--------------------|-------------------------------|
| A History of the Vietnam War                          | 44/400     | 3                          | HI 196             | none                          |
| An Introduction to the Modern Middle East             | 47         | 3                          | SO 296             | none                          |
| Art of the Western World                              | 48/400     | 3                          | AR 196             | none                          |
| Astronomy   | 48/400     | 3                          | PS 196             | none                          |
| Business Ethics and Society                           | 400        | 3                          | BU 196             | none                          |
| Business Law II                                       | 44         | 3                          | BU 196             | none                          |
| Business Mathematics                                  | 400        | 3                          | MA 196             | none                          |
| Criminal Justice                                      | 49/400     | 3                          | SO 296             | none                          |
| Environment and Humanity: The Race to Save the Planet | 46         | 3                          | BI 196             | none                          |
| Ethics in America                                     | 46/400     | 3                          | PH 196             | none                          |
| Ethics in Technology                                  | 400        | 3                          | CS 196             | none                          |
| Foundations of Education                              | 46/400     | 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                                  | 47/400     | 3                          | SO 296             | none                          |
| Health and Human Development                          | 48/400     | 3                          | HS 196             | none                          |
| History of the Soviet Union                           | 47/400     | 3                          | HI 196             | none                          |
| Human Resource Management                             | 46/400     | 3                          | BU 196             | none                          |
| Introduction to Geography                             | 48/400     | 3                          | SO 196             | none                          |
| Introduction to Business                              | 46/400     | 3                          | BU 196             | none                          |
| Introduction to Computing                             | 400        | 3                          | CS 196             | none                          |
| Introduction to Law Enforcement                       | 400        | 3                          | SO 196             | none                          |
| Introduction to World Religions                       | 48/400     | 3                          | TH 296             | none                          |

|                                    |        |   |         |      |
|------------------------------------|--------|---|---------|------|
| Lifespan Developmental Psychology  | 46/400 | 3 | PY 296  | none |
| Management Information Systems     | 46/400 | 3 | CS 196  | none |
| Money and Banking                  | 48/400 | 3 | EC 296  | none |
| Organizational Behavior            | 48/400 | 3 | BU 196  | none |
| Personal Finance                   | 46/400 | 3 | BU 196  | none |
| Physical Geology                   | 46     | 3 | GL 196  | none |
| Principles of Finance              | 46/400 | 3 | BU 296  | none |
| Principles of Financial Accounting | 47     | 3 | BU 296  | none |
| Principles of Physical Science I   | 47     | 3 | PS 196  | none |
| Principles of Public Speaking      | 400    | 3 | COM 196 | none |
| Principles of Statistics           | 400    | 3 | MA 296  | none |
| Principles of Supervision          | 46/400 | 3 | BU-196  | none |
| Substance Abuse                    | 49/400 | 3 | HS 196  | none |
| Technical Writing                  | 46/400 | 3 | EL 196  | none |
| The Civil War and Reconstruction   | 47/400 | 3 | HI 196  | none |
| Western Europe Since 1945          | 45     | 3 | HI 196  | none |

## Cambridge International

Whitworth recognizes Cambridge subject exams; the university awards credit on a course-by-course basis for only Advanced Level (A-Level) courses passed with a grade of "B" or higher. Refer to the table below for equivalencies.

| Test Name          | Test Score | Credits Given at Whitworth | Course Equivalency | Shared Curriculum Requirement |
|--------------------|------------|----------------------------|--------------------|-------------------------------|
| Biology            | A          | 8                          | BI 140 & BI 143    | Natural Science               |
| Biology            | B          | 4                          | BI 140             | Natural Science               |
| Business           | A, B       | 3                          | BU 274             | none                          |
| Chemistry          | A, B       | 3                          | CH 161 (no lab)    | Natural Science               |
| Computer Science   | A, B       | 3                          | CS 196             | none                          |
| Economics          | A, B       | 3                          | EC 210             | Social Science                |
| English Literature | A, B       | 3                          | EL 196             | none                          |
| English Language   | A, B       | 3                          | EL 196             | none                          |
| Geography          | A, B       | 3                          | Elective Credit    | none                          |
| History            | A, B       | 3                          | HI 196             | none                          |
| Mathematics        | A, B       | 4                          | MA 171             | Math & Statistics             |
| Physics            | A, B       | 3                          | PS 121             | Natural Science               |
| Psychology         | A, B       | 3                          | PY 101             | Social Science                |
| Sociology          | A, B       | 3                          | SO 120             | Social Science                |

## Transcripts and Diplomas

### Transcript Requests

Transcript requests may be made using the Parchment online ordering system. Please visit [www.whitworth.edu/transcript](http://www.whitworth.edu/transcript) (<http://www.whitworth.edu/transcript/>) for more information about how to request a transcript.

#### Online Transcript Request

- Official: \$10\*

#### Unofficial Transcript Request

- Free
  - Unofficial transcripts may only be obtained in Self Service or in person with photo I.D. 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).

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

\*Whitworth contracts with a third party which may charge an additional processing fee for each transcript order.

## **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.