

# Graduate Programs

Whitworth offers the following master's degrees:

## Graduate Studies in Business (GSB)

**School of Business:** Sinead Voorhees, Director, [gsb@whitworth.edu](mailto:gsb@whitworth.edu)

- Master of Business Administration (MBA)

## Graduate Studies in Education (GSE)

**School of Education:** Roberta Wilburn, Associate Dean for Graduate Studies in Education, [gse@whitworth.edu](mailto:gse@whitworth.edu)

- Master of Arts in Teaching, Gifted and Talented
- Master of Arts in Teaching, Special Education
- Master of Arts in Applied Behavior Analysis
- Master of Arts in Marriage and Family Therapy
- Master of Arts in Administrative Leadership
- Master of Arts or Master of Education in Social and Behavioral Health
- Master of Education in Teaching and Learning
- Master of Education, Emphasis in Montessori
- Master of Education in School Counseling
- Master of Education in Educational Administration

## Master in Teaching Program (MIT)

**School of Education:** David Cherry, Director, [mit@whitworth.edu](mailto:mit@whitworth.edu)

## Graduate Studies in Theology

**Department of Theology:** Jeremy Wynne, Director, [theologyma@whitworth.edu](mailto:theologyma@whitworth.edu)

- Master of Arts in Theology
- Master of Arts in Christian Ministry
- Master of Arts in Mission and Culture

## Master of Science in Athletic Training

Cynthia Wright, Director

## Academic Policies for Graduate Programs

The following policies are in effect for all graduate programs. Please note that each program may have additional policies listed under the specific program descriptions located in other sections of this catalog.

## Academic Standards

1. Completion of all semester credits in approved courses, following a degree plan, is required for all master's degrees. This is in addition to any required prerequisites.
2. For degree purposes in some master's programs, nine semester credits (or 13 quarter credits) of approved graduate credit may be transferred from other colleges or universities. An acceptable graduate course can be transferred only if the candidate has earned a grade of "C" or higher. Confirm which graduate courses will transfer with the program advisor.
3. Master's degree and certification candidates must achieve a cumulative grade-point average of at least 3.0 on a 4.0 scale for all courses taken as part of an approved graduate degree.
4. No credit toward a master's degree or certification program will be allowed for a course in which the student receives a grade of "C-" or lower. Note: Programs may require higher than a "C-"; please see specific program descriptions. Courses in which a grade of "C-" or lower is earned, if required for the degree or certification program, must be repeated. Following any term/module in which a student's cumulative grade-point average is below 3.0, the student may be placed on academic probation. The student may be dismissed from the graduate program if three grades of "C" or lower are accumulated, or if it is necessary for the student to be placed on academic probation more than twice.

5. Grades of P/NC are not allowed in any graduate-level course.
6. A grade of incomplete ("I") is approved for regular courses in emergency situations only. The incomplete must be made up by six weeks into the following long semester. If satisfactory progress is not made on completing the required work, an appropriate final grade will be awarded.
7. Incomplete ("I") grades are given for practicums, internships, research projects and thesis projects that extend beyond the term in which they are scheduled. Incomplete grades for practicums, internships and research projects must be completed within six months of issuance. If not, the student must re-enroll and pay tuition.
8. Credits toward a graduate degree must have been completed within six years of matriculation.
9. A six-semester-credit courseload qualifies a student as full time during each term (fall semester, spring semester, summer terms). A four-semester-credit courseload qualifies a student as being enrolled at three-quarter-time status. A three-semester-credit courseload qualifies a student for half-time status.

## **Class Attendance**

Class attendance is expected and may be included in the calculation of the grade for the class. Students who register for courses that 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. Students should contact the professor or teaching department if they plan to be absent any day/night during the first week of the semester/term. No person, other than a faculty member attending informally with the approval of the professor, may attend a Whitworth course in which that person has not been officially registered. Professors may allow students to attend their classes only if the students' names appear on the official class rosters. Students are prohibited from bringing children, other family members or guests to their classes except in an emergency and with the permission of the instructor.

## **Active Status and Suspension**

1. Students who take no courses leading to the completion of their master's degree within a one-year period will be placed on inactive status. Should their status change from inactive to active, they are responsible for any new university or program requirements.
2. Students may be suspended, expelled or placed on academic probation for failure to meet academic standards and for plagiarism, cheating, misrepresentation of background information, or violation of respective program requirements and university behavior expectations. Subsequent readmission follows the procedures for new admission under the catalog requirements in effect at the time of reapplication.

## **Appeals**

1. The right of appeal, through instructors/professors/deans in the following order, is available for students who feel they have received an unfair grade:
  - a. the instructor of the course
  - b. the program director
  - c. the dean or dean's designee of the school
2. Appeals in cases of suspension or expulsion:
 

Discuss the issue first with the program director; the right of appeal is available to all students if the appeal is presented in writing within three weeks of the incident, to the following people in the following order:

  - a. the program director
  - b. a committee composed of the dean of the school, the director/chair of the program, and representatives of the program
  - c. the Educational Review Board

## **Graduation Procedures**

Formal graduation takes place in mid-May. In order to ensure that his or her name will appear in the graduation program, a student must file an application for graduation in the program graduate office by Nov. 1 of the academic year during which s/he will complete the degree. All coursework and program requirements must be completed by the end of the term prior to the degree-posting date. Program evaluations are available through WhitNet or Self-Service. In some programs, students may petition to participate in the May graduation ceremony though

all requirements will not be completed by the end of spring semester. Check with program directors for program-specific requirements. Detailed graduation information is available on the commencement website, [www.whitworth.edu/administration/RegistrarsOffice/Commencement/Index.htm](http://www.whitworth.edu/administration/RegistrarsOffice/Commencement/Index.htm). Whitworth University reserves the right to withhold transcripts and diplomas until all campus debts are cleared and all holds on student records are removed.

# 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.