

# Undergraduate, School of Continuing Studies - Adult Degree Programs

The Whitworth School of Continuing Studies provides higher-education opportunities for adult students in an environment that cultivates student success, critical reflection and professional development. We uphold Whitworth's mission of an education of mind and heart by treating all students with dignity; by providing avenues for spiritual, as well as intellectual, rigor; and by serving each individual with compassion and integrity.

## School of Continuing Studies Admissions

The Whitworth School of Continuing Studies is designed for adult learners who, because of work and family obligations, need to attend the university on a schedule that fits their busy lives. Applicants to the School of Continuing Studies will:

- submit an online application that includes an essay, references and a \$25 application fee;
- if applicable, ask that all official transcripts from previously attended colleges and/or universities be sent directly to the School of Continuing Studies Office (if no prior college/university credit has been earned, high school transcripts or GED may be required); and
- meet with an academic advisor.

Due to the expectation that students contribute knowledge gained in the work environment to the collaborative learning taking place in class, each applicant to the School of Continuing Studies under the age of 23 must also have:

1. family or work responsibilities that would prevent her/him from attending a traditional daytime university program;
2. a two-year transfer degree, or substantial previous college experience, preferably with a 2.75 or higher GPA; and
3. three years of full-time employment history, documented by submission of a résumé.

Program-specific admission requirements: Students planning to enter the organizational management, criminal justice administration, evening teacher certification program, or A.A.S. community college transfer must meet specific admissions requirements listed with program descriptions in this section of the catalog.

## Admission Evaluation and Acceptance

Each application is carefully reviewed before the admissions committee grants a prospective student admission to the university. The following criteria may be considered in the admission-decision process: transfer-credit grade-point average; academic advisor meeting; availability of appropriate academic program(s); prior coursework and pattern of coursework completion; professional and academic references; and demonstration of college-level writing competency. Applicants will receive notification of their admittance status in writing from the School of Continuing Studies.

Applicants not meeting the minimum GPA or other admission requirements may be offered restricted admission and may be required to complete successfully the classes specified by the academic advisor.

## Bachelor Degree Requirements

Completion of Whitworth general education requirements

Completion of 36 semester credits of upper-division courses (numbered 300 or above)

Completion of a writing-intensive "W" course in the major

Completion of an approved major (with a cumulative grade-point average of 2.0 or higher)

Completion of at least 32 semester credits in a degree program at Whitworth

Completion of 126 total semester credits, including those transferred from other institutions. Note: The management and accounting degree requires 150 credits for completion.

A cumulative grade-point average of 2.0 in all Whitworth courses

Completion of 32 of last 40 credits for the degree at Whitworth

Completion of all degree requirements within six years of matriculation

Students must declare their intent to graduate by completing an application for graduation by Nov. 1 of their senior year (or the year prior to their completion of all degree requirements). In order to participate in commencement, students who will not be completing all degree requirements by the end of the spring semester must submit a petition that outlines their course plan, showing that all requirements will be complete by Jan. 31 of the year following commencement.

## **Whitworth Policies**

For additional Whitworth policies, please see the section on Academic Information (<http://catalog.whitworth.edu/academicinformation>).

## **General Education Requirements**

Students enrolled in the School of Continuing Studies must complete the university's general education requirements as specified in the Undergraduate Programs section of the catalog, with the following exceptions:

- The first-year program entails successful completion of GE 335 Transitions to Adult Learning (3 credits).
- The student may fulfill the worldview studies requirement by completing either CO 300: Reason/Knowing: Nature and Human Nature; CO 250: Western Civilization II: The Rationalist Worldview; or CO 150 Western Civilization I: Christian Worldview Perspectives (4 credits).
- The world languages requirement may be met in the following ways: through a three-credit conversational-language course specifically designed for Whitworth's continuing studies programs, or through a full year (eight semester credits or 15 quarter-credits) of a world language at Whitworth or another university.

## **Course Enrollment Limits for Continuing Studies Degree Programs**

A student may choose to enroll in one three-credit, non-accelerated evening course (fall, spring and summer) in addition to his or her accelerated-format schedule. Tuition for each course will be charged at the current applicable tuition rate. Continuing studies students may not enroll in more than 17 credits during each continuing studies accelerated-format term, including regular-semester course registrations that overlap into a portion of any accelerated-format term. An exception to the 17-credit limit is allowed for those in the student teaching semester of the teacher certification program.

## **Continuing Studies Change in Program**

Students moving from a continuing studies program to a traditional day program must complete the day program's requirements for general education (including world languages) subject to the core transfer-credit policy. Continuing studies students who have completed 90 credits or more in their program may not transfer to a traditional day-program major unless this transfer is approved by the associate vice president, School of Continuing Studies, the academic department in which the major is housed, and the vice provost of academic affairs.

Students attending Whitworth as matriculated-day students who want to cease attending during the day, change their major and enroll in a continuing studies program must fulfill the following requirements:

1. must not have attended Whitworth for at least one full calendar year prior to applying to the School of Continuing Studies;
2. must apply and be accepted for admission to the School of Continuing Studies;
3. must major in a program offered by the School of Continuing Studies; and
4. must meet all continuing studies general education requirements.

## **Continuing Studies Academic Warning**

A student enrolled in Whitworth continuing studies courses may be placed on academic warning at the end of any 12-week period of an accelerated-format sequence during which s/he is registered for six or more credits (whether or not those credits are completed) and during which sequence the student had a term GPA below 2.0 and a cumulative GPA of 2.0 or above.

## **Continuing Studies Academic Probation**

If a student fails his or her first course at Whitworth University, s/he will be put on academic probation. A student is placed on academic probation at the end of any 12-week period of an accelerated-format sequence during which s/he earned a term GPA below 2.0 and 1) s/he was on academic warning within the previous 12 months, or 2) s/he has a cumulative GPA lower than 2.0. During this 12-week period, the student must have been registered for six or more credits (whether or not those credits were completed). A student who is on probation may not register for more than three courses, or nine semester credits, in the subsequent accelerated-format term. Students remain on probation until their cumulative GPA reaches the minimum 2.0 standard.

Exception: If a student previously attended Whitworth and has a cumulative GPA below 2.0 upon readmission through continuing studies, the academic advisor may make an exception to the academic probation policy.

## **Continuing Studies Academic Suspension**

If a student fails his or her first two courses at Whitworth University, s/he will be placed on academic suspension. At the end of an 18-week period (excluding breaks), if a student is registered for nine credits (whether or not nine credits are completed), and the term GPA during that 18-week period is below 1.0, or if the student has a term GPA of 2.0 or below and is on academic probation, s/he will be placed on academic suspension. A pattern of successive class withdrawals (over more than one term or sequence) may also be grounds for suspension. Academic suspension will be noted on the transcript.

## **Continuing Studies 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 Whitworth Academic Affairs Office. Reinstatement after any semester or sequence on suspension is dependent upon written application to the Educational Review Board through the academic affairs office. 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 appeals processes.

## **Transfer of Community College Associate of Applied Science (A.A.S.) Degrees**

This program allows a student to complete an A.A.S. degree at a Washington state or approved out-of-state community college in a specific field and subsequently to come to Whitworth for completion of the general education requirements, a major and upper-division credits required for a bachelor's degree.

### **A.A.S. Degree Credits Accepted by Whitworth**

Whitworth will accept credit from selected associate of applied science degrees from regionally accredited Washington state or approved out-of-state community colleges if a student chooses to apply that credit toward a bachelor's degree offered through the School of Continuing Studies. The student will transfer in with 60-64 semester credits (depending upon the total number of credits earned through the A.A.S. degree) and will be granted junior standing. A list of accepted A.A.S. degrees is available in the Whitworth School of Continuing Studies Office or on the continuing studies website.

### **Admission Requirements for Community College A.A.S. Degree Transfer**

In addition to fulfilling School of Continuing Studies admission requirements, applicants for the A.A.S. transfer degree program must meet the following criteria:

- Completion of an approved A.A.S. degree within the last 10 years from a community college in Washington or an approved out-of-state community college. If the A.A.S. degree is older than 10 years, the transcript will be evaluated on a course-by-course basis and/or the application will be assessed on the applicant's current use of the degree in her/his profession.

# 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.