

ACADEMICS

GRADING AND ACADEMIC STANDARDS

Class Standing

Students are classified by the Registrar's Office at the beginning of each semester. Class standing is determined as follows:

Class Standing	Hours
Freshman	fewer than 28
Sophomore	28 to 59
Junior	60 to 89
Senior	90 to 124
Fifth Year	More than 124
Graduate	1 to 65
Special (interest only)	1 or more

Grading Information and Transcripts

Grading System

Westminster uses the following grades:

Letter Grade	Description
A, A-	Excellent
B+, B, B-	Above Average
C+, C, C-	Average
D+, D, D-	Poor
F	Failure
CR	Credit
NC	No Credit
W	Withdrawn
WF	Withdrawn Failing
AW	Administrative Withdrawal
AU	Audit
I	Incomplete
T	Temporary

Grading criteria is established by each faculty member and communicated through the corresponding course syllabus. Grades of NC, W, AU, T, and I yield no credit toward graduation and are not computed in the grade point average. Grades of NC or I may not be used to replace any previous grade for a course. "T" grades are intended to be a short-term, temporary grade to clear the registration for a given term and should only be used for senior projects, graduate or undergraduate thesis work, continuing registration coursework, and internships that require a very short extension only. "T" grades should be resolved and replaced with regular grades within one week of the end of the term. "T" grades are not intended to take the place of an incomplete grade when the student meets the criteria for an incomplete (provided below) and should not be used for regular coursework when the student has failed to take a final examination or turn in final coursework that would otherwise result in a lowered grade. WF grades count as F in GPA calculations.

Grade Points and Grade Point Average

A student's academic standing is expressed by a grade point average. Grade points are assigned as shown below:

Letter Grade	Grade Points Per Credit Hour
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
WF	0.0

Calculating the Grade Point Average

The grade point average (GPA) is determined by dividing the sum of grade points earned by the total number of hours attempted. All hours taken at Westminster are counted except those for which a mark of CR, NC, W, AU, T, or I is recorded. Hours transferred from other academic institutions count for credit only; they do not count in the grade point average.

Grade Changes

Changes to final grades submitted to the Registrar's Office are only made in the case of instructor error and require the signatures of the instructor, the dean of the appropriate school, and the Provost.

Grade Reports

Grade reports are available on Self-Service at the end of each semester or term. Individual course grade rosters are not posted. Students needing additional copies of grade reports for reimbursement programs or other verifications may obtain additional copies from the Registrar's Office.

Credit/No Credit Option

Students may elect to take a maximum of two courses on a credit/no credit basis. However, students must earn passing letter grades in courses applied toward their majors or minors. Therefore, if a student chooses to elect credit/no credit on a course that is required in his or her major or minor, the student will need to repeat that course in a future semester. Courses offered only on a credit/no credit basis are excluded from these limitations. Students who declare a major or minor in a given subject after having taken a course in that subject on a credit/no credit basis may be required by their major or minor department to retake the course for a letter grade. Students who take courses credit/no credit must perform work at the level of C- or higher to receive credit. Grades of credit/no credit are not included in GPA calculations.

Incompletes

When extenuating circumstances occur beyond a student's control, such as medical issues or family emergencies, students can request that faculty assign them an incomplete grade. At the time of request, students should have a passing grade and have completed at least two-thirds of the required course-work. Generally, incomplete grades are not given when the

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incomplete work includes team-based projects and assignments, although exceptions can be made.

If a faculty member determines an incomplete grade is warranted, all work must be completed by the date specified by the faculty member within 10 weeks after the course has ended. Adjunct faculty members must inform the department chair of the incomplete and devise a plan to assure follow through during the extended period. If the work is not completed by the end of the period specified, the temporary mark is changed to the grade indicated by the instructor, or if no grade has been indicated the mark is changed to an F. When coursework in which a student has received an Incomplete has been made up, the final grade is entered with I and the letter grade (for example, IA).

Alternatives to incomplete grades may include a) students repeating a course to improve the grade and their GPA, or b) filing a petition with the Review Committee for a late withdrawal when the extraordinary circumstances faced by the student are documented and resulted in failing all classes in a term.

Faculty members may adopt late assignment rules or more restrictive incomplete policies and are encouraged to articulate those policies on the syllabus.

Note for graduating students: A grade of "I" for any class in a student's last semester will automatically move them to the next graduating semester.

Ordering Official Transcripts

Specific information for ordering official transcripts may be found on the Registrar's Office webpage.

Unofficial transcripts for current students are available on the web using Self-Service regardless of outstanding obligations.

Course Audits and Repeats

Auditing Courses

Students may elect to audit courses at Westminster according to the guidelines listed in the Academic Policies and Procedures section of this catalog. Courses that are entered on students' permanent records as audited (AU) earn no credit and fulfill no requirements.

Repeated Courses

The grade and credit hours for a repeated course are entered into the computation of a student's grade point average and counted toward graduation only once. That is, the credit hours and grade points cannot be used or counted twice. In the case of repeated courses, the highest grade awarded is used in the calculation of the student's grade point average and completion of requirements. Repeated course grades on student transcripts are marked by an R in front of the final grade.

Note: Some courses, such as HPW courses and some music courses such as Westminster Chorale, are designated as repeatable courses and are so noted in the individual course descriptions. These courses will count in the hours and the GPA more than one time.

Academic Renewal

After at least one semester's grades have been posted, a currently enrolled undergraduate student may petition the Registrar in writing for academic renewal. This is a procedure which allows students to request that their academic records be reviewed for the purpose of discounting for grade point average computation all courses bearing grades of D+ or lower and entered on the academic record ten or more calendar years prior to the request. Under this procedure, courses meeting the criteria do not count toward the total hours, upper division hours, or WCore hours needed for graduation. The renewal option can be used only once during a student's undergraduate career. ***This procedure does not apply to students pursuing a second undergraduate degree.***

Academic Standing, Probation, and Suspension

Good Standing

The academic standing of each undergraduate student is determined by examining records at the end of Fall and Spring semesters and when

corresponding final grades are submitted for incomplete work. Students must earn the minimum semester grade point average shown below to be in good academic standing at the college. Students already on probation may be returned to good standing during summer semesters but cannot be placed on probation or suspended during summer semesters.

Total No. of Hours Attempted at Westminster*	Minimum Semester GPA Required
1-13	1.70
14-27	1.80
28 and above	2.00

* This policy is intended to aid first-time students and does not apply to students who have been awarded transfer hours from other institutions.

Probation

Students failing to achieve good academic standing are placed on academic probation. While on academic probation, students may register for no more than 13 credit hours, may not register for an internship, and may participate in only one curricular or extracurricular activity, unless an additional activity is required for the major and is approved by the program director. Curricular activities include choir, drama, and journalism. Extracurricular activities include student government and students on academic probation are not eligible to participate in college athletics.

Students who meet semester grade point average requirements, but not cumulative grade point average requirements, may be considered for continued probationary status rather than suspension if the term grade point average shows substantial progress toward meeting all grade point average requirements. To be returned to good standing, students must have a 2.0 semester and cumulative grade point average. This applies only to Fall, Spring, and Summer semesters.

Suspension

Students who fail to earn the minimum grade point average required for good standing during a probationary semester are suspended from the college. Students may not register for any classes while suspended and must remain out of the college for one or more regular semesters. To be readmitted, students must appeal for readmission.

Academic Appeals Procedure for Readmission

Students who have been suspended must reapply for Admission to the College and will submit additional academic appeals information as part of that process. Normally, suspended students remain out of the college for one or more regular semesters; however, if students feel extenuating circumstances contributed to their failure to meet minimum grade point averages, they may choose to appeal for readmission immediately following the suspension. Students will be notified of the Appeals Committee meeting and given an opportunity to present their case to the Committee. Decisions of the Appeals Committee are final.

Admission and Retention in Academic Programs

Supplemental applications for admission and standards for retention are established by the faculties of some programs, and students may be excluded from a program for cause, as outlined in the appropriate sections of this academic catalog.

Academic Grievance

Students have the right to appeal or petition an academic decision. For the appeals procedure to be followed after suspension, see Academic Appeals Procedure for Readmission. The other appeals reside within each school. The student must make the appeal or petition, in writing, in accordance with the applicable school or program procedure. Please see the appropriate dean or program director for a copy of the procedure. Written appeals must be submitted during the first four weeks into the next semester and must include documentary evidence that the student feels has a bearing upon the request.

A faculty committee from the school involved reviews the appeal. The student may be present at the hearing. The decision of the faculty appeals committee

will be reported to the student within five school days of the date of the hearing.

If the decision of the faculty committee within the school is not acceptable to the student, the student may file a written appeal to the provost within five (5) school days following notification of the faculty committee. The provost will assemble a committee, consisting of the dean of students and deans of the schools not involved to consider the appeal. All materials included in the faculty's deliberations, including the student's written appeal and the proceedings of the faculty hearing, are made available to this provost committee and become part of the proceedings. The hearing before the provost committee will be held within fifteen (15) school days of receipt of the written appeal. The student may be present at the provost committee hearing. The student and faculty representatives may call members of the college as supporting witnesses. The decision of the provost committee is reported to the student within five (5) school days of the date of the hearing.

Note: The individual school grievance process must happen before the grievance goes to the Provost's office.

Decisions of the Provost's Committee are final.

Students have the right to continue their enrollment and participation in academic programs until final decisions are reached. Failure of students to file appeals within specified time limits is considered acknowledgment of the action without intent to appeal.

Academic Honesty

Westminster College of Salt Lake City operates on the assumption that all academic work is the honest product of each student's own endeavors. The faculty and staff at Westminster expect such integrity from the students, and violations are cause for disciplinary action, including suspension, probation, loss of credit, or expulsion from the college.

Academic dishonesty includes, but is not limited to, cheating, plagiarism, and furnishing false or misleading information to any faculty or staff member.

Cheating on examinations includes, but is not restricted to, copying from another student's exam paper, using unauthorized notes during an exam, arranging for a substitute to take an examination, or giving or receiving unauthorized information prior to an exam.

Cheating on written assignments includes plagiarism, unauthorized collaboration with others or submitting the same material for more than one class without the authorization of the instructor.

Plagiarism includes borrowing information or ideas, whether directly quoted or paraphrased, from any source beyond one's first-hand experience and not acknowledging the source. The student must give credit to the material by identifying the source, using one of the generally accepted citation methods.

Initially, sanctions are the responsibility of the class instructor. The instructor may simply reprimand the student, or may demand the work be repeated, or may give a failing grade for the assignment or exam in question, or may give a failing grade for the entire course. In each case, a short report of the incident will be filed with the appropriate academic dean.

In the case of repeated or more serious violations, the faculty member may recommend to the dean that the student be put on probation, suspended, or expelled from the college. The dean's recommendation will then be sent to the Dean of Students.

Students may appeal such decisions to the Academic Grievance Committee. In the case of an appeal, the student has the right to be present at the hearing and refute the charges. A written copy of the decision will be distributed to all involved parties within 72 hours of the hearing.