

# Academic Policies

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## Conduct

Students enrolling in a graduate program at Webster University assume the obligation of conducting themselves in a manner compatible with the University's function as an educational institution. Misconduct in the University setting can take many forms. Misconduct is defined as being any unacceptable or improper action, such as, but not limited to, hazing, sexual misconduct, harassment and alcohol abuse. All forms of misconduct for which students are subject to discipline is outlined in the Student Code of Conduct (<https://www.webster.edu/student-handbook/>). Students who engage in any misconduct may be subject to disciplinary action or dismissal from the University, as prescribed in the Student Code of Conduct. Academic Deans, Academic Affairs, Public Safety, Student Affairs and other University personnel may be involved in the review of misconduct cases. To the extent that penalties for any of these misconducts (e.g., theft or destruction of property) are prescribed by law, the University will consider appropriate action under such laws.

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## Academic Honesty Policy

The University is committed to high standards of academic conduct and integrity. Students will be held responsible for violations of academic honesty.

## Definitions of Academic Dishonesty

Academic dishonesty includes the following and any other forms of academic dishonesty:

- Cheating—Using or attempting to use unauthorized sources, such as crib sheets, electronic sources, stolen exams, study aids in an academic assignment or assessment, or copying or colluding with a fellow student in an effort to improve one's grade.
- Fabrication—Falsifying, inventing, or misstating any data, information, or citation in an academic assignment, field experience, academic credentials, job application or placement file.
- Plagiarism—Using the works (i.e., words, images, other materials) of another source as one's own words without proper citation in any academic assignment. Plagiarism includes submission (in whole or in part) of any work acquired from a third-party such as (but not limited to) a website or an internet paper clearinghouse. Self-plagiarism -- duplication or resubmitting one's own work (in whole or largely unchanged) without acknowledgment or instruction

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Enrollment (Leave of Absence) policies, the student will be required to meet the program degree requirements stated in the catalog that is current when the student resumes classes with Webster University.

## Grading System

A student's performance in each of his or her courses is determined by a combination of results of assignments, attendance, examinations, and/or other assigned work as described in the course syllabus. Instructors grade students' performance on the letter grade system, which includes Credit/No Credit. Until the final grade is entered by the instructor, students will see IP (in progress) on their student record. Graduate students are expected to maintain a GPA of 3.0 or higher.

## Letter Grade Systems

Webster University is on a 4-point letter grade system.

Grade	Quality Points	Description
A	4.0	Superior work
A-	3.67	Superior work
B+	3.33	Satisfactory work
B	3.0	Satisfactory work
B-	2.67	Barely satisfactory work
C+	2.33	Barely adequate work
C	2.0	Barely adequate work
F	0.0	Unsatisfactory work
CR	*	Credit awarded; CR is reserved for courses designated by a department, involving internships, a thesis, practicums or specified courses
NC	0.0	No credit; unsatisfactory work (used primarily by the School of Education and for the WSBT 5000 course)
I	*	Incomplete
ZF	0.0	An incomplete which is not completed within two terms of the end of the course;



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Academic dismissal from a graduate program pursuant to this policy is dismissal from Webster University.

Once a student graduates, no further grade changes are allowed on the enrollment record.

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## Academic Probation and Dismissal for Master of Science in Nursing (MSN)

- Academic Probation - Students who receive a C grade are on probation.
- Academic Dismissal - Students who receive two C grades, an F, a ZF, a WF or an NC are dismissed. Conditional basis students who receives one grade of C or below are dismissed, without further right to appeal for reinstatement, but may apply for readmission after one calendar year from the date of dismissal. Students can also be dismissed from the program for violations of United States criminal codes. Any conduct that is detrimental to the school and/or other students will result in the termination of educational benefits from the Veterans' Administration.

Once a student graduates, no further grade changes are allowed on the enrollment record.

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## Academic Probation and Dismissal for Master of Arts in Counseling

- Academic Probation - Students who receive a C grade are on probation.
- Academic Dismissal - Students who receive two C grades, an F, a ZF, or a WF are dismissed. Conditional basis students who receive one grade of C or below are dismissed, without further right to appeal for reinstatement, but may apply for readmission after one calendar year from the date of dismissal. Students can also be dismissed from the program for violations of United States criminal codes. Any conduct

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DUPLICATE OF COURSE WORK - 03/15/2020 - 10:51:53 AM - EWC b <<WCID 38>> BDC:11 J 0 0 -J 0 508'04+0003V5UJ <<WCID 35>> BDC B.L

duplicate of course work. Students must meet with their academic advisor to declare the dual major and complete a new program plan.

- Students who have declared dual majors may transfer into the degree program only courses that are equivalent to required courses.
- The counseling MA degree, the MS degree areas, the MBA, the MHA and MPA degree areas are not eligible for the dual major option. Please see the Dual Degrees section for specifically designed options for the MBA, the MHA, the MPA, and select MS and MA degree areas.
- A dual major will receive a single diploma reflecting both areas of concentration.

\*The U.S. Department of Veterans Affairs may require the submission of a degree plan. Please see your academic advisor for information.

## Dual Major Option: National Security Studies/ International Relations (NTSC/INTL)

The national security studies (NTSC) and international relations (INTL) dual major option requires the completion of 51 credit hours, consisting of the following courses: 1 required course (3 credits) from the international relations program; 2 required courses (6 credits) from the national security studies program; a research methods course (3 credits) and capstone/thesis course (3-6 credits) required by both programs; 4 elective courses (12 credits) from the international and regional security track in NTSC; 4 elective courses (12 credits) from the other tracks in NTSC; 2 elective courses (6 credits) from the comparative politics cluster in the INTL program; and 2 elective courses (6 credits) from the INTL program. For the specific courses required, please see the catalog page for either program.

Upon completion of the 51 credits, a single degree is issued with two major concentrations. The two majors cannot be awarded as separate or sequential degrees under this arrangement.

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## Dual Degrees

A dual degree is two different graduate degrees pursued and earned simultaneously. Under this arrangement, the two degrees cannot be awarded separately or sequentially. Only the following approved programs can be completed as dual degrees. Upon completion of the required credits, two separate diplomas are issued at the same time.

### Dual Degree Options with the Master of Business



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- Courses fulfilling the requirements of a certificate program may also be used to satisfy the requirements of a degree program, but may not be used to complete another certificate.
- Transfer credits are not applicable to certificate programs.

## Admission and Financial Aid

Admission policies for graduate certificate-seeking students are the same as for degree-seeking students. Stand-alone certificates are rarely eligible for financial aid. Please check with your financial aid representative for eligibility requirements prior to application to a certificate program.

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## Directed Studies

Students may request, on a limited basis, a directed study to complete a required graduate core course in their degree of study as outlined in this catalog. The following conditions apply if a course is to be completed as a directed study:

- An online section is not available.
- The request demonstrates a clear academic rationale for a directed study.
- The course is in the curriculum at the campus where the

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- Core course transfer is only permitted, based upon syllabus review and approval, if the course is determined to be relevant and comparable to a Webster University course.

Transfer credit is restricted to the following:

- It may not be applied toward certificate programs.
- It may not be applied toward sequential graduate degrees.
- Approved hours are not used in evaluating advancement to candidacy criteria.
- Credits which are transcribed as quarter-hours will be transferred using a 2/3 conversion factor.
- A grade of "CR" will be assigned to all passing grades from recognized non-U.S. or non-American style educational institution.
- Transfer credit must comply with any existing articulation agreements for graduate credit.
- Several defined government and/or military cooperative degree programs provide transfer credit. Military students should submit information on any military training received, e.g. Joint Services Transcripts or Academic Evaluation Record (AER)/1059 from Captain's Career Course (CCC) or the Sergeants Major Academy (SGM). The formal articulation agreements for these limited programs can be found on the Office of Military Affairs website.