

Academic Policies and Information

Undergraduate Degree Options

Webster University's BA and BS degrees are firmly grounded in the liberal arts. They represent differing but equal curricula. The University awards the BA to those who concentrate in language, literature, history, and other humanities and liberal arts areas. The University may grant the BS in social and natural sciences or in highly applied or technical fields. General education requirements are generally the same for both degrees; however, the BS may require more courses in the major, thus allowing fewer elective courses.

- Bachelor of Arts (BA)
- Bachelor of Science (BS)

Webster University also offers focused and specialized baccalaureate programs that have highly structured and prescriptive curricula. These professional degrees are the BEd, BFA, BM, BMEd and the BSN.

- Bachelor of Education Studies (BEd)
- Bachelor of Fine Arts (BFA)
- Bachelor of Music (BM)
- Bachelor of Music Education (BMEd)
- Bachelor of Science in Nursing (BSN)

Baccalaureate Degree Requirements

To earn a bachelor's degree, students must:

- Complete at least 120 total credit hours
 - At least 30 of the last 36 credit hours must be earned in residence at Webster University.
 - Credit for assessment of prior learning or departmental credit by exam is considered in residence.
- Earn a cumulative Webster University grade point average of 2.0 or better.
- Satisfy the requirements of a major. Options include:
 - A major in a department.
 - An approved self-designed interdisciplinary major (SIM).
- Meet the requirements of the Global Citizenship Program (GCP).

Bachelor's degrees are awarded in May, August and December.

Students must meet the requirements in effect at the time of their matriculation as degree seeking students. Students leaving the University for more than one calendar year must be readmitted and will follow the requirements in effect at the time of their readmission.

Credit Hours

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) for other activities, including laboratory work, internships, practica, studio work, online discussions, projects and other academic work.

Webster University offers courses in a variety of modalities and formats to meet the needs of its diverse student population. The proportion of instructional time and student outside work may be adjusted for different modalities, program levels, or lengths of academic sessions (i.e., terms) to accommodate instructional needs. Adjustments may include web-enhanced instruction through Canvas-powf7375.34399414 TmtTJ ET EMC /P <</dCTJ ERtruc(aonaol a

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- Apply knowledge, skills and responsibilities to new settings and complex problems.
- Demonstrate the ability to work constructively as part of a team by contributing directly, facilitating others' contributions, fostering a constructive climate and responding well to conflict.

Global Citizenship Program Requirements

The Global Citizenship Program (GCP) applies to all new students, both those seeking BA or BS degrees, as well as students seeking professional degrees such as BEd, BFA, BM, BMed and BSN.

Students satisfy the GCP requirements by completing at least 3 credit hours of relevant coursework from each category identified in the course requirements section below with a grade of C- or better. Two categories within the GCP require 6 credit hours each.

No courses used to fulfill the course requirements of a student's first major may be used to satisfy GCP course requirements, unless the degree receives accommodations. The professional degrees (BEd, BFA, BM, BMed and BSN) and a limited number

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Sequential Degree

A sequential degree is a second bachelor's degree in a different area of study, pursued after conferral of the student's first degree.

Requirements for Sequential Degrees

- To earn a sequential degree, students must complete:
 - All remaining core requirements in the major
 - The University's residency requirement of at least 30 credit hours
 - Webster graduates seeking a sequential degree are required to complete a minimum of 30 additional credit hours in residence as part of the sequential degree
 - Departmental residency requirements
- Students who have completed a baccalaureate degree from a regionally accredited institution will have satisfied all requirements of the GCP.
- Students are advised by the department or program in which the sequential degree is sought.

Admission

Webster graduates must apply for a sequential degree through the Academic Advising Center; graduates of other accredited institutions must apply through the Office of Admission. On admission, credits awarded toward the previous degree will be evaluated by the Office of the Registrar for acceptance toward the sequential degree and the new major.

Certificate

A certificate is a cohesive set of courses reflecting knowledge and/or skills in a narrowly defined discipline that can be awarded as a stand-alone credential. Certificate programs are designed for both first-time degree seeking students and individuals who already possess a baccalaureate degree. The University's certificates can be viewed at <https://www.webster.edu/catalog/current/undergraduate-catalog/certificates/>.

Requirements for Certificates

- Students must complete all specified coursework in residence at Webster University.
- Transfer credits may not be applied to a certificate.
- Students must earn at least a grade of C or better in courses applied to the certificate. Some departments may establish a higher cumulative grade requirement for specific certificate programs.
- Courses fulfilling the requirements of a certificate may also be used to satisfy the requirements of a degree program but may not be applied to another certificate.

Certificates are awarded in May, August and December.

Admission and Financial Aid

Admissions policies for certificate seeking students are the same as for baccalaureate degree seeking undergraduates. The general academic and financial policies of the University apply to students seeking certificates. However, scholarship awards are available only to baccalaureate degree seeking students.

Minor

A minor is an optional secondary area of study that complements the student's major or explores another area of intellectual

interest. A minor must be in an area of study different from the student's major and may be from an interdisciplinary area of study. The University's minors can be viewed at <https://www.webster.edu/catalog/current/undergraduate-catalog/minors/>.

Requirements for Minors

- Students must complete a minimum of 18 credit hours in specified coursework in residence at Webster University.
- Transfer credits may not be applied to a minor.
- Students must earn a grade of C- or better in courses applied to the minor. Some departments may establish a higher cumulative grade requirement for specific minors.
- Students may earn a maximum of two minors.
- Courses fulfilling the requirements for a minor may not be applied to the requirements for the student's major or another minor.

A minor cannot be earned as a stand-alone credential but is earned simultaneously with a bachelor's degree. A minor appears on the student's transcript.

Directed Study

A directed study is a one-on-one tutorial to complete an existing undergraduate course that is unavailable due to scheduling problems. To qualify as a directed study, the course must be in the curriculum at the campus where the student is enrolled and must not be a reading course, practica or independent study.

To request a directed study, students must submit a written request to the chair or director, along with supporting documentation. If approved by the chair or director, the course will be identified on the student's transcript with the catalog course prefix, number and title with a directed study notation.

Independent Study

An independent study is a specifically numbered course, either general (INDZ) or specifically designed by a department, that involves research work on a specialized subject or project, artistic work, or study of an interdisciplinary nature. In contrast to a practicum, the emphasis in an independent study is usually on individual pursuit of a specific content area.

To request an independent study, students must speak to their academic advisors and seek approval from the department chair.

Class Attendance

The University reserves the right to drop students who do not attend class the first week of the term/semester. However, students are responsible for the accuracy of their schedule and should not rely on this potential action. Students should verify their schedule by logging in to their Connections account.

Students are expected to participate actively in all of their scheduled class sessions and complete all coursework according to the course syllabus. Students who must be absent or miss coursework for any reason, such as medical issues, personal/professional circumstance, or military students who receive temporary, short-term, long-term or remote assignments, must consult with their instructor to ensure they can meet course learning requirements.

In extraordinary circumstances, students may be eligible for an Incomplete grade. For more information, please see Incompletes

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in the Undergraduate Grading Policy section below. Students must also meet with their academic advisors to best understand options within their program of study. Students are encouraged to complete their courses, but dropping a course or seeking a withdrawal may be in the best interest of the student. For information on the tuition refund policies following drops and/or withdrawals, please see the Financial Information and Tuition,

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- If the transfer work includes significant lower-division work, the University accepts a maximum of 64 credit hours from any combination of the following:
 - Credit hours from community colleges, unless the credit hours are part of a successfully completed associate degree program from a regionally accredited institution.
 - Credit hours completed in programs designated by Webster University as lower-division.
 - Credit hours included in the 32-credit-hour maximum awarded for first year (freshman) work earned through any combination of International Baccalaureate, Advanced Placement and other designated 13th year programs normally completed prior to enrollment at the University.
 - Standardized tests designated as lower-division.
- Duplicate coursework does not transfer.
- Transfer credit hours do not count toward the University's residency requirement. The residency requirement is the completion of 30 credit hours of the last 36 credit hours prior to graduation.

Evaluation of Transfer Credit

The Office of the Registrar conducts the transfer credit evaluation. Transfer credit includes:

- College-level work completed at an accredited institution. Transfer without a degree is evaluated on a course-by-course basis subject to the University's policies regarding lower-division programs. The University's articulation agreements assist students with transferring coursework on a program-by-program basis. The University accepts college-level work satisfactorily completed with a grade of C- or better. Courses completed with a grade less than C- are not applicable toward Global Citizenship Program requirements, generally are not applicable toward major requirements, and have severe transfer restrictions toward electives. For more information, see the Transfer Credit Grading Policy section below.
- Standardized tests conducted external to Webster. These include ACT-PEP; Excelsior College Examinations; CLEP; DANTEs; GED College Level; and USAFI, as well as Advanced Placement and International Baccalaureates (for more information, see the Advanced Placement Credit section and International Baccalaureate section below). Because this credit is normally designated as lower-division, no more than 64 credit hours are transferable. Academic departments approve discipline-specific exams, establish possible course equivalencies, determine acceptable test scores, and determine the amount and level of credit. Because these exams are used to assess prior college-level learning and should be completed in the early stages of enrollment at the University, they are not approved for upper-class students.
- Extra-institutional credit. The University awards transfer credit for selected military and corporate training programs that have been reviewed by the American Council on Education (ACE). For information, see the Extra-Institutional Credit section below.
- Associate degrees. The University always attempts to provide full transfer credit for all coursework successfully completed as part of an associate degree awarded by a regionally accredited institution. For more information, see the Transfer of Associate Degrees section below.

Transfer Credit Grading Policy

The University accepts as transfer credit college-level work completed with a grade of C- or better, subject to the maximum transferable credit hours.

If a student has more than the maximum transferable credit hours, the first courses accepted toward the Webster degree will be those with grades of A, B, C, or P. Only then will courses completed with a grade of D be considered for transfer. No grade of D will transfer if the student has the maximum allowable credits, or more, available with grades of C or above. Courses completed with a grade of less than C- are not applicable toward Global Citizenship Program requirements, generally are not applicable toward major requirements, and have severe transfer restrictions toward electives.

Individual departments reserve the right to limit the number of electives.

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completed associate degree. Transfer for additional lower-division credit beyond the associate degree is restricted.

For students with multiple associate degrees, the University will use the first degree received from a regionally accredited institution as the basis for transfer credit evaluation.

Associate of Arts (AA)

The associate of arts (AA) degree is designed as a transfer degree into a four-year baccalaureate program.

Students with an AA from a regionally accredited institution will have satisfied all lower-level requirements of the Global Citizenship Program, including the initial, integrative, lower-level seminar and the skills and knowledge areas. They will be required to complete the 3-credit-hour upper-level Global Keystone Seminar at Webster University.

Associate of Arts in Teaching (AAT)

The associate of arts in teaching (AAT) degree is designed to prepare students who seek to be school teachers to transfer into a four-year baccalaureate program in teacher education.

Students with an AAT from a community college in the State of Missouri, or from another regionally accredited institution, will receive full transfer credit of their AAT toward the completion of a bachelor of arts in education. Students will have also satisfied all lower-level requirements of the Global Citizenship Program, including the initial, integrative, lower-level seminar and the skills and knowledge areas. They will be required to complete the 3-credit-hour upper-level Global Keystone Seminar at Webster University.

Students with an AAT who choose to pursue a program other than a bachelor of arts in education will have their coursework evaluated and applied to their chosen baccalaureate degree on a course-by-course basis.

Associate of Fine Arts (AFA)

The associate of fine arts (AFA) degree is designed to prepare students to complete a four-year bachelor of fine arts (BFA) or bachelor of music (BM) degree.

Students with an AFA from a regionally accredited community college will receive full transfer credit of their AFA toward the completion of a BFA or BM. Students will have also satisfied all lower-level requirements of the Global Citizenship Program, including the initial, integrative, lower-level seminar and the skills

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A grade point average (GPA) is calculated and is recorded on the student record. The GPA is based only on work taken at Webster University. However, for determining University Academic Honors, GPA includes any transfer credits a student used to reach 120 hours. (See University Academic Honors, below.)

CR (Credit awarded), Pass (P), Incomplete (I), Withdrawn (W) or Waived (WV) are not used in calculating the GPA. If a student repeats a course, the most recent grade is used to calculate the GPA.

Pass/Fail System

In some courses and programs, the pass/fail system is the official grading system. In other courses, an instructor may choose to use the pass/fail system, which will be stated on the course syllabus.

In courses using the letter grade system, a student may choose, with the instructor's agreement, to take the course Pass/Fail. The student must choose this option by the end of the second week of class. This option may not be available in courses taken at international campuses.

In courses using the pass/fail system, a student may petition the instructor for a letter grade to be recorded on the student record.

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Academic Progress (Good Academic Standing,

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point average (GPA) of courses taken at Webster, the student's