# Academic Policies

Students are required to satisfy all degree, major, and other program requirements as published in the Bulletin and on the University College website at the date of admission to a University College program of study, with a 10-year statute of limitations. If any changes are made to degree, major, and other program requirements prior to June 29, 2017, and noted on the University College website, students who have been admitted to a program of study prior to these changes being made may retain the requirements associated with the original program as printed in the Bulletin or, with University College authorization, may make appropriate changes to their original program of study in order to adapt to newer requirements. Students admitted to a program of study after program changes are made are required to meet the new requirements and not the original requirements as posted in the Bulletin.

If a student has been away from University College for 10 or more years and the original degree or major is no longer offered, the student must select a new, currently offered major and program of study. If a student has been away from University College for 10 or more years and the original degree or major is currently offered but has changed, University College will first review the requirements associated with the original program and, in consultation with the student and relevant academic departments, select degree and major requirements, including appropriate course substitutions from either the original or current program.

## Courses

The number of units assigned to each class is noted in the semester Course Schedule. Courses numbered 100(0)-399(9) carry credit toward an undergraduate degree. Courses numbered 400(0)-499(9) normally carry undergraduate or graduate credit. Graduate-level courses numbered 500(0) and above are open only to students admitted to a graduate program or by permission of the instructor and the program director.

## Grades

University College’s grading system is based on a rated 4.0 scale. The scale and grade points per unit of academic credit for each letter grade are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit awarded, but work was not subjected to more precise evaluation</td>
</tr>
<tr>
<td>NCR</td>
<td>No credit/student’s work was not satisfactory</td>
</tr>
<tr>
<td>N</td>
<td>No grade received by the Registrar’s Office by the grading deadline</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete/semester’s work not finished, including failure to complete final exam</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal/student withdrew from course prior to completion</td>
</tr>
<tr>
<td>R</td>
<td>Repeat/course has been retaken</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory, used almost exclusively for semester hours earned for research</td>
</tr>
<tr>
<td>L</td>
<td>Audit/student satisfactorily audited the course throughout the semester</td>
</tr>
<tr>
<td>Z</td>
<td>Audit/student did not satisfactorily audit the course</td>
</tr>
</tbody>
</table>

These grading policies apply to all University College courses. Only courses taken for a letter grade may be applied to a graduate program of study. Courses taken as Pass/Fail or Audit will not count toward a graduate program of study. Grades below C- will not count toward a graduate program of study. Students are responsible for knowing the specific grading criteria and course requirements set by individual instructors. Grades are posted online at the end of the semester. No grades are given by telephone or orally in the office.

Students may choose among four grading options at the time of registration: a letter grade, Credit/No Credit (also referred to as Pass/Fail), Audit, or Special Audit. Changes from one option to another must be made by the dates indicated in the calendar printed each semester in the University College Course Schedule and on our website [http://ucollege.wustl.edu/calendar/upcoming?field_event_tags_tid=6](http://ucollege.wustl.edu/calendar/upcoming?field_event_tags_tid=6). Students must select the grade option at the time of registration, and any changes must be made according to the dates published in the semester Course Schedule. Grade option changes are not permitted after a semester is over.

The Credit/No Credit option, available for certain courses, allows students to enroll in courses on a Pass/Fail basis. Under this option, students receive credit for courses satisfactorily completed, but a grade is not assigned or calculated in the student's cumulative grade point average. The standards for receiving Credit are at the discretion of each individual instructor. Undergraduate degree candidates may enroll in no more than 10 percent of their credits taken at Washington University under this option. Courses intended to satisfy the basic and advanced
writing requirements for the Associate in Arts and Bachelor of Science degrees, courses in the major and minor, and courses specific to a graduate degree or any certificate are excluded from the Credit/No Credit option. Graduate schools and current employers may require specific letter grades rather than Credit only. A specific grade may also be required as a prerequisite for more advanced course work in that subject area. A few courses particularly designated by departments may require enrollment on a Credit/No Credit basis, in which case the course would not be included in the 10 percent limit.

The Audit grade may be chosen if a student wishes to have the registration and grade for a course recorded on an official transcript, but does not seek academic credit for the course. Students must meet the requirements established by the instructor to successfully audit a course. As an auditor, normally students are required to attend and participate in a course, but are not required to complete all written assignments and examinations. The Special Audit is offered only for a selected number of University College courses in the fall and spring semesters. Courses taken as Special Audit will not appear on a Washington University transcript, and a grade report is not issued. Courses taken on a Special Audit basis do not carry academic credit and do not apply to degree requirements in a University College program of study. Special auditors attend lectures and discussions, but are not required to complete written work.

A grade of I (Incomplete) indicates that the instructor has agreed to withhold a final grade pending the completion of a small portion of required work normally due at the end of a semester. Students experiencing a medical or personal problem that makes timely completion of course work difficult or unlikely may request a grade of Incomplete from the instructor prior to the end of the semester. If the instructor consents, an Incomplete Agreement form must be completed. Sixty days after the end of a semester, a grade of Incomplete without an Incomplete Agreement form will be converted to F. For undergraduate students, if the work is not completed within a period of one calendar year the grade of I will be changed to F. For graduate students, if the work is not completed within a period of one calendar year the grade of I will be changed to F. The Audit grade may be chosen if a student wishes to have a grade of Incomplete without an Incomplete Agreement form. As an auditor, normally students are required to attend and participate in a course, but are not required to complete all written assignments and examinations. The Special Audit is offered only for a selected number of University College courses in the fall and spring semesters. Courses taken as Special Audit will not appear on a Washington University transcript, and a grade report is not issued. Courses taken on a Special Audit basis do not carry academic credit and do not apply to degree requirements in a University College program of study. Special auditors attend lectures and discussions, but are not required to complete written work.

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A grade of N indicates that no grade has been received by the Registrar's Office by the grading deadline. Sixty days after the end of a semester, a grade of N will be converted to F. Continuing Master's Research is the only exception to the above policy, in which case the permanent grade is N.

**Transfer Credit**

University College will accept undergraduate transfer credits from other accredited institutions for courses that are comparable to those offered at Washington University. Transfer credit may satisfy distribution requirements of University College and may fulfill a portion of the major requirements. A maximum of 84 units may be transferred for the Bachelor of Science degree; a maximum of 66 units will be accepted from a junior or community college. A maximum of 24 units may be transferred for the Associate in Arts degree. No more than 6 units may be transferred into a graduate degree program in University College. Transfer credit will not be given for internships and independent studies, nor will it be given for grades below C received at other institutions. A maximum of 30 units in transfer credit for online courses may be awarded for University College approved course work from other appropriately accredited institutions.

The combined total number of units accepted in transfer credit for online courses, College-Level Examination Program, Advanced Placement, and International Baccalaureate may not exceed 30. Transfer credit for study abroad must be preapproved by University College and the Office for International Students and Scholars. Students who receive a grade of C- or lower in EComp 101 Principles of Writing taken at University College must repeat the course. Students who receive a grade of C- or lower in EComp 203 Critical and Research Writing taken at University College must, in consultation with the Department of English and University College, choose between two options to satisfy the requirement: 1) repeat the course; or 2) complete a 3-unit composition tutorial with a grade of C or higher. Transfer credit for EComp 101 Principles of Writing may be granted for a grade of B or higher. EComp 203 Critical and Research Writing and the 300-level or higher advanced writing requirement are required of all undergraduate degree candidates, and these courses must be taken at Washington University with a grade of C or higher. Students may still receive transfer credit for a second-level basic writing course; however, that will count as elective credit and they still will be required to take EComp 203 Critical and Research Writing. A student who transfers English Composition courses from another college or university must consult an academic adviser at University College, who will provide options for completing requirements. To receive transfer credit, a student must be admitted to a University College degree or certificate program and submit official transcripts from all institutions previously attended. All records must be in English. International records must be evaluated for transfer credit by an accredited transcript evaluation agency. Advisers will evaluate transcripts to determine transfer credit and remaining course requirements toward a University College degree or certificate.

**Advanced Courses**

Students must complete a minimum of 30 units of advanced (300-400) courses at Washington University in order to receive the Bachelor of Science degree.
Overlap Policy

If a student has two majors, each major's upper-level units of credit must be independent of the other (i.e., no double counting of upper-level units required for the majors is permitted). Prerequisite courses at the 100- or 200-levels may count for both majors. Should the same upper-level course satisfy a requirement in more than one of a student's major programs, a departmentally sanctioned upper-level elective must be chosen to replace the course in one of the programs. If a student has a major and a minor, all course work applied to the minor must be independent of the major. No overlap is permitted. Major or minor course work may be applied to distribution requirements for general education. If a student is pursuing a bachelor's degree and a certificate, all courses applied toward the certificate must be independent of the major. No overlap is permitted. (The exception to this restriction on certificates applies to sequential programs of the same name, in which case all certificate courses may apply to the next-level program.) A single course can count toward any two of the following categories: 1) major requirements; 2) basic requirements for numerical applications or non-Western culture; 3) distribution requirements.

Residency Requirement

The final 36 units of course work toward the Associate in Arts degree or the Bachelor of Science degree must be completed at Washington University. At least half of the credits for the concentration (Associate in Arts) or major (Bachelor of Science) must be completed at Washington University. Students with a gap in their studies at University College for more than 10 years are required to meet the 36-unit residency requirement upon return. Fully online and blended online courses taught at Washington University will count toward the residency requirement in University College.

Repeating a Course

Students may repeat a course in which a grade of D or F was received (including 100- to 200-level courses with University College authorization), in which case only the most recent grade will be included in calculating the student's grade point average. Departmental permission is required. All enrollments will appear on the student's transcript, but the symbol "R" will replace the earlier grade for a repeated course if the grade in the second enrollment is equal to or higher than the grade in the first enrollment. A course may be repeated only once for credit.

Satisfactory Academic Progress, Academic Probation, and Suspension

To remain in good academic standing, an undergraduate student must maintain a 2.0 grade point average, a graduate student must maintain a 3.0 grade point average, and all certificate students must maintain a 3.0 grade point average. Additionally, in considering good academic standing, University College may take into account the extent to which a student's educational and professional goals are consistent with the aims of the program to which the student is admitted. A student whose previous semester's work is unsatisfactory, or whose cumulative record is unsatisfactory, or who has a history of failure to complete course work without adequate reason may be placed on academic probation. Students placed on academic probation are not in good academic standing. Probationary status serves to warn a student who is not making satisfactory progress. Unless the quality of work improves during the next semester, a student may be suspended or dismissed from the program and future enrollment may not be allowed. University College reserves the right to cancel the registration of students who have been placed on academic suspension or dismissed. Subsequent re-admission will be determined on an individual basis.

Intent to Graduate and Commencement

All degree and certificate candidates must complete the Intent to Graduate form before their last semester. Candidates may file online or on paper. Forms and instructions with deadline dates are available in the University College office. Students are responsible for meeting the deadline for filing the Intent to Graduate. All graduates are invited to Commencement and recognition ceremonies in May when degrees are conferred and certificates presented.

Independent Study, Directed Research, and Internships

Through independent study or directed research, students may pursue topics of special interest under the supervision of a member of the faculty. Internships offer opportunities to apply classroom theory and concepts to practical work situations and to explore possible career directions. Students must submit a completed Independent Study form or Internship Learning Agreement to the University College office before registering. A maximum of 6 units of credit in independent work, including internships and study abroad, may count toward the Associate in Arts and Bachelor of Science degrees for students who complete 60 units or less at Washington University; students who earn more than 60 units at Washington University may do up to 9 units of independent work. No more than 6 units of independent study, including internships and study abroad, may be applied toward the major, and no more than 6 units of independent study may be attempted in a single semester. No more than 6 units of independent study may be applied toward a Master of Arts, Master of Science, or Doctor of Liberal Arts. No more than 6 credits of independent study may be applied toward a certificate program which requires 19 units of credit or more. No more than 3 credits of independent study may be applied toward a certificate program which requires 18 units of credit or less.
ACTRAC Accelerated Option

ACTRAC, the accelerated study option in University College, is available in most undergraduate majors and selected other courses for qualified students. Students choosing ACTRAC may receive one additional credit in a designated 300- or 400-level course by arranging with the instructor to do additional reading, research, and writing. ACTRAC requirements include admission to a University College undergraduate degree program, successful completion of at least 12 credits, 3.0 minimum grade point average, and University College verification and authorization. Students are charged tuition for 4 credits for an ACTRAC course.

Minor

A minor in University College consists of a minimum of 15 units of authorized course work in selected academic disciplines or interdisciplinary programs in University College. The course requirements for a minor are determined by each department or program. At least 9 units must be advanced course work (300-level or above), and at least 6 of the 9 units in advanced course work must be completed at University College. A maximum of 3 units of transfer credit may be applied to the minor. A minor is available only to students admitted to a University College Bachelor of Science degree program. Course work taken as part of the minor may fulfill distribution requirements, but the same course may not apply to both a major and a minor. Only courses receiving a grade of C- or higher will be applied to the minor. In order to be awarded the minor, students must earn a cumulative grade point average of 3.0 or higher in all courses taken toward the minor. Students may not pursue a minor in an area for which a certificate is offered in University College. To declare a minor, students must submit a completed “Minor” form to an academic adviser in University College before beginning the final semester.

College-Level Examination Program (CLEP)

University College will grant credit to students for successful completion of selected College-Level Examination Program (CLEP) tests. University College does not award academic credit for experiential learning or community and business activities other than through CLEP examinations. For more detailed information about eligibility, selected exams, exam administration, minimum scores, and all other CLEP matters, contact University College at 314-935-6700 or visit the University College website (http://ucollege.wustl.edu).

Advanced Placement Credit

Students may receive a total of 15 units of advanced placement credit from standardized placement tests that were completed prior to being admitted to a University College undergraduate degree program. Units earned through advanced placement may apply toward University College distribution requirements. In order to receive advanced placement credit, submit official score reports from Advanced Placement Examinations, College Board Achievement and Aptitude Tests, the International Baccalaureate (higher levels), and British A-level examinations. The combined total number of units accepted in transfer credit for online courses, College-Level Examination Program, Advanced Placement, and International Baccalaureate may not exceed 30.

Student Academic Records

A permanent record of courses, grades, and credit for each student is maintained in the Office of Student Records, which will issue official transcripts upon written authorization by the student. Transcript requests must include student's name, student number, date of birth, and approximate dates of attendance. Student records may be reviewed online on WebSTAC (https://acadinfo.wustl.edu). The Family Educational Rights and Privacy Act of 1974 (FERPA) provides current and former students of the university with specific rights of access to and control over their student record information. A copy of the university policies and procedures regarding educational records and the release of student record information may be obtained from the Office of Student Records.

Academic Integrity

All University College students are governed by the University Student Judicial Code to ensure “the protection of the campus community and the maintenance of an environment conducive to learning and inquiry.” Among the forms of misconduct covered in the University Student Judicial Code is academic misconduct, “including, but not limited to, cheating, plagiarism, fabrication of data or records, unpermitted collaboration on assignments, misrepresentation of student status, résumé falsification, or otherwise violating the Academic Integrity Policy. Knowingly making false allegations of academic misconduct against any student will itself be considered a form of academic misconduct.”

All University College undergraduate students — part-time, full-time, degree-seeking, and non-degree — are governed by the Undergraduate Student Academic Integrity Policy and the University College Undergraduate Student Academic Integrity Policy. If a student subject to the Washington University Undergraduate Student Academic Integrity Policy is alleged to have committed a violation of academic integrity, the case will generally be reviewed by the school or college in which the class is listed and taught, not the school in which the student is enrolled, though all violations and sanctions will also be reported to the student’s college of enrollment. All allegations of violations of academic integrity concerning visiting students in University College, whether during the summer or academic year, should be referred to the Academic Integrity Officer in University College and are exceptions to the above rule. Violations of the Undergraduate Student Academic Integrity Policy include plagiarism, cheating on an examination, copying or collaborating on assignments without permission, fabrication
information on University College degree and certificate need academic counseling, guidance, and special services. Awareness that adults entering or returning to higher education may bring to the classroom and is rich array of backgrounds and experiences adult learners bring to the classroom. University College recognizes the support services.

Support Services
Academic Advising and Academic Policy. If a student enrolled in a graduate program administered through University College takes a course through University College and is accused of an academic integrity violation in that course, the student will be subject to the University College Graduate Student Academic and Professional Integrity Policy. Note that those students enrolled in another graduate or professional school at Washington University will be subject to the academic and professional integrity policies and procedures applicable to their respective school. For example, if a student enrolled in the Graduate School also takes a course through University College and is accused of an academic integrity violation in that course, the student will be subject to the Graduate School Academic and Professional Integrity Policy for Graduate Students. Violations of the Graduate Student Academic and Professional Integrity Policy include plagiarism and other misappropriation of the work of another, cheating, copying or collaborating on assignments without permission, fabrication or falsification of data or records, research misconduct, obstruction of the academic activities of another, abuse of confidentiality, and other forms of deceit, dishonesty, or inappropriate conduct. Professional integrity violations consist of behavior that is inconsistent with ethical standards in the professional roles for which the student is being trained that are not covered by policies governing academic integrity. Please refer to the detailed Graduate School Academic and Professional Integrity Policy for Graduate Students for definitions and examples of each of these categories.

All violations of academic integrity will be reported to and investigated by the academic integrity officer in University College. If it is determined that a student has acted dishonestly, or even if a student has admitted the charges prior to a formal investigation or hearing, an appropriate sanction will be imposed, including, but not limited to, automatic failure of the assignment or course, or, in the case of serious or repeat violations, suspension or expulsion from the university. Withdrawing from a course will not prevent the dean from imposing or recommending a sanction.

Academic Advising and Academic Support Services
University College recognizes the rich array of backgrounds and experiences adult learners bring to the classroom and is aware that adults entering or returning to higher education may need academic counseling, guidance, and special services. Information on University College degree and certificate programs and courses is available on our website (http://ucollege.wustl.edu). Students are encouraged to meet with an academic adviser to discuss academic goals and interests prior to submitting an application for admission. Advisers are available to provide guidance and information about admissions, transfer and registration procedures, academic and degree requirements, course selection, special programs, student services, and other facets of Washington University. After being admitted to a degree or certificate program, students should consult with the adviser on a regular basis to discuss course sequences, degree requirements, policies, and other important information related to the particular program of study. It is the responsibility of the student to arrange for these periodic conferences. For information about advising and all student services, call the University College Office of Admissions and Student Services, 314-935-6777, or visit our website (http://ucollege.wustl.edu).

Honors & Awards
Undergraduate Honors Program
The University College Honors program provides students with multiple opportunities to deepen and extend their knowledge, earn scholarships and academic awards, and join a community of intellectually and socially engaged adults. The most prestigious distinction is Latin Honors: Students do research in their field of study and graduate summa cum laude, magna cum laude, or cum laude. Students should speak with an academic adviser about tailoring an honors experience that meets their learning goals.

Alpha Sigma Lambda
Alpha Sigma Lambda, the national honorary society for part-time evening students, is available to qualified University College students. To be eligible for membership, a student must have earned a grade point average of at least 3.5 in a minimum of 24 units of course work in residence, toward a degree in University College with at least 12 units in liberal arts and sciences.

Phi Beta Kappa
For more than 200 years, election to Phi Beta Kappa has been a distinctive recognition of intellectual accomplishment in the liberal arts and sciences. Candidates for Phi Beta Kappa should have demonstrated superior scholarship as well as breadth and depth of interest in the liberal arts. Study of a foreign language and of mathematics, while not required, strongly enhances candidacy. Additionally, at least 112 credits must be completed by the end of the fall semester, at least 45 of which must be earned at Washington University.

Dean’s List
Recognition on the Dean's List is given to students who are undergraduate degree or certificate candidates in University College who have completed a minimum of 6 units of course
work at Washington University in the preceding fall or spring semester with at least a 3.6 grade point average.

**Final Honors**

Undergraduate degree recipients with superior records will be recognized with Final Honors at the time of graduation. Final Honors are calculated by a formula based on number of credits and grades earned in University College.

**Dean's Award for Academic Excellence**

The Dean's Award for Academic Excellence is given to one or more graduating undergraduate students with outstanding academic records, measured by, but not limited to, the grade point average.

**Dean's Award for University Service**

The Dean's Award for University Service is awarded to one or more graduating students who have made a significant contribution to University College and Washington University in areas beyond academic performance.

**Dean's Faculty Award**

The Dean's Faculty Award is normally given to a University College instructor with many years of service to recognize excellence in teaching and dedication to University College students.