

# Academic Policies

Students are required to satisfy all degree, field of study, and other program requirements as published in the *Bulletin* and on the School of Continuing & Professional Studies (CAPS) website at the date of admission to a CAPS program of study, with a 10-year statute of limitations. If any changes are made to degree, field of study, or other program requirements prior to July 1, 2024, and noted on the CAPS 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*; alternatively, with CAPS authorization, they 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 the School of Continuing & Professional Studies for 10 or more years and the original degree or major is no longer offered, the student must select a new, currently offered program of study. If a student has been away from CAPS for 10 or more years and the original degree or major is currently offered but has changed, CAPS 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 and Credits

The number of units assigned to each course 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

The School of Continuing & Professional Studies' 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:

Grade	Points per Unit
A+	4.0
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
CR	Credit awarded, but work was not subjected to more precise evaluation
NCR	No credit/student's work was not satisfactory
N	No grade received by the Registrar's Office by the grading deadline
I	Incomplete/semester's work not finished, including failure to complete final exam
W	Withdrawal/student withdrew from course prior to completion
R	Repeat/course has been retaken
S	Satisfactory, used almost exclusively for semester hours earned for research
L	Audit/student satisfactorily audited the course throughout the semester
Z	Audit/student did not satisfactorily audit the course

These grading policies apply to all School of Continuing & Professional Studies courses. Only courses taken for a letter grade may be applied toward 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 CAPS offices.

Students usually 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 on our online academic calendar. Grade option changes are not permitted after a semester is over.

When undergraduate courses are taken for a letter grade, all grades of D and above are considered passing grades and satisfy the course requirements. However, grades of D are not counted toward/do not fulfill basic/general education and distribution requirements, certificate requirements, or field of study requirements. Grades of F may be given for failing work or for cases in which a student has failed to attend a single class or submit work. Courses graded with an F do not count toward a degree. Any required, non-elective courses that are failed must be retaken. The grade for the original course is replaced by the grade for the retaken course.

The Credit/No Credit option, which is 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 take no more than 6 units for an associate's degree and no more than 12 units for a bachelor's degree using 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 field

of study, 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 grades of Credit/No Credit. 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 limit.

The regular 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 the student is required to attend and participate in the course but not required to complete all written assignments and examinations.

The *Special Audit* is offered only for a select number of School of Continuing & Professional Studies courses. Courses taken as Special Audit will not appear on a Washington University transcript, and a grade report is not issued. Courses taken as Special Audit do not carry academic credit and do not apply to degree requirements in a CAPS program of study. Special auditors attend lectures and discussions but are not required to complete written work.

Students experiencing a medical or personal issue that makes the timely completion of course work difficult or unlikely may request a grade of Incomplete from the instructor prior to the end of the semester. A grade of "I" (Incomplete) indicates that the instructor has agreed to withhold a final grade pending the completion of a small portion (e.g., exam, final paper, presentation) of required work normally due at the end of a semester. In these circumstances, the following process should be followed.

1. With consent of the instructor, the student completes an Incomplete Agreement form within 60 days of the end of the semester. A grade of Incomplete without an Incomplete Agreement form will be converted to an F.
2. Undergraduate students who do not complete the agreed-upon work within a period of one calendar year will have their grade of "I" changed to the grade earned at the end of the semester, as reported by the instructor on the incomplete form. Graduate students who do not complete the agreed-upon work within a period of one calendar year will retain the "I" grade permanently. Future enrollment may be withheld from School of Continuing & Professional Studies students who have accumulated more than 9 units of incomplete work within the previous two years. Students should contact their student success navigator to review all options prior to submitting the form.

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 an F. Continuing master's research is the only exception to the above policy, in which case the permanent grade is N.

## Retaking a Course

Students may retake a course, in which case only the highest grade will be included when calculating the student's GPA. All enrollments will appear on the student's transcript, but the symbol "R" will replace the grade for the enrollment with the lower grade. If the attempts result in the same grade, the grade for the original attempt will be replaced with an "R." Unless a course is designated as repeatable, credit may only be earned once for a course.

## Transfer Credit

The School of Continuing & Professional Studies has a generous transfer credit policy for course work completed at other accredited institutions. Transfer credit is awarded toward all categories of course work in CAPS: General Education, Field of Study, Advanced, and Elective. In deciding whether to accept credit from another institution, CAPS considers such factors as:

- The institution's status as a fully accredited institution of higher education, either according to U.S. Department of Education standards or by the National Ministry of Education (for non-U.S. institutions);
- That accreditation's type and nature; and
- The information that can be found in institutional bulletins and guides.

A maximum of 84 units overall may be transferred for the Bachelor of Science degree; a maximum of 66 units will be accepted from a 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 the School of Continuing & Professional Studies. Transfer credit is not typically awarded for internships, independent study, courses associated with vocational and technical training, or study for trade certification. In some cases, credit for prior learning may be applied on a case-by-case basis. Other courses may not be eligible for transfer. Courses with grades of C or higher are eligible for transfer credit for undergraduate degrees.

To receive transfer credit, a student must be admitted to a School of Continuing & Professional Studies 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. Student Success Navigators (advisors) will evaluate transcripts to determine transfer credit and remaining course requirements toward a CAPS degree or certificate.

The School of Continuing & Professional Studies accepts units from the following for transfer credit: College Level Examination Program (CLEP), Advanced Placement courses, DANTES Subject Standardization Tests (DSST), and International Baccalaureate courses. The combined total number of units accepted in transfer credit from these sources, combined, may not exceed 30 units.

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 School of Continuing & Professional Studies undergraduate degree program. Units earned through advanced placement may apply toward CAPS distribution requirements. In order to receive advanced placement credit, students should submit official score reports from Advanced Placement Examinations, College Board Achievement and Aptitude Tests, the International Baccalaureate (higher levels), and British A-level examinations.

CAPS also accepts credit for prior learning evaluated by the American Council on Education (ACE) via the National Guide or the Military Guide and recommended at the baccalaureate level.

Students who have completed English composition courses at another college or university should be well prepared for the required writing courses at the School of Continuing & Professional Studies, and transfer credit will be awarded for this work according to our regular transfer credit policies. However, students new to college must begin with EComp 111 in CAPS. Students who feel they have a strong writing background may petition to take a placement test to demonstrate the skills needed to begin with EComp 203 instead. All students must complete EComp 203 and a 300-level writing course at CAPS. If a student has any questions about the writing evaluation process or requirements, they should contact their Student Success Navigator.

## Advanced Courses

In order to receive the Bachelor of Science degree, students must complete a minimum of 30 units of advanced courses (equivalent to 300(0)- and 400(0)-level course numbers at Washington University); at least 18 units of advanced courses must be taken in the field of study. Transfer credit may be awarded for additional advanced courses.

## Overlap Policy

If a student is pursuing a bachelor's degree and a certificate, overlap is allowed between the field of study and the certificate. If the certificate consists of 15 units or fewer, there should be at least 6 units unique to the certificate. For certificates of 16 units or more, there should be at least 9 units unique to the certificate. (An exception to the restriction applies to sequential programs of the same name, such as Clinical Research Management, in which case all certificate courses may apply to the next-level program.)

## Residency Requirement

The final 36 units of course work toward the Bachelor of Science degree must be completed at Washington University. At least half of the units for the field of study must be completed at Washington University. Students with a gap in their studies at the School of Continuing & Professional Studies of more than 10 years are required to meet the 36-unit residency requirement upon their return.

## Satisfactory Academic Progress, Academic Probation and Suspension

The minimum GPA requirements needed to maintain eligibility are dictated by the student's specific program of study. In each case, per the requirements of 34 C.F.R. 668.34(a)(4)(ii), the program requires a minimum of a C average, but any specific program may have a higher minimum GPA. A student whose previous semester's work is unsatisfactory (below a 2.0 for undergraduate students or below a 3.0 for graduate students), whose cumulative record is unsatisfactory (below 2.0 for undergraduate students or below 3.0 for graduate students), or who has a history of failure to complete course work without adequate reason may be deemed an Academic Concern. Assigning a status of Academic Concern 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 placed on Academic Notice, suspended, or dismissed from their program, and future enrollment may not be allowed. The School of Continuing & Professional Studies reserves the right to cancel the registration of students who have been placed on academic suspension or who have been dismissed. Subsequent readmission will be determined on an individual basis.

## Grade Appeal Policy

Course instructors are responsible for establishing grading criteria and for fairly evaluating students' academic performance. Students are responsible for meeting academic standards established by course instructors. The occasion may arise in which a School of Continuing & Professional Studies student has a grievance with a faculty member over what the student considers an unfair grade for an assignment, an exam, or a final course grade.

Unfair grading is defined as work graded by a different standard than was applied to equivalent students in the course.\* A grade is also considered unfair if it can be proven that an instructor assigned a grade using criteria that were substantially different from those previously announced or stated in the course syllabus.

When this happens, a student may request that their grade be reevaluated by the instructor who assigned said grade (see below for instructions). This process is not intended as a general review of the instructor's evaluation of the student's academic performance. Dissatisfaction with the grade earned is not a basis for a grade appeal. Students should have an evidence-based grievance/concern about the final grade submitted to initiate this process.

\* Different grading criteria are applied to the work of graduate students who might be enrolled in courses in which undergraduate students are also enrolled. Those differing grading standards should be announced or stated in the course syllabus.

The following steps should be taken when a student wishes to report an unfair grade:

**1. Address the Instructor**

The student should make an earnest attempt to resolve the situation with the instructor. It may be best to set up an appointment to meet with the instructor outside of class time. The student should prepare an evidence-based justification as to why their work should be reevaluated.

**2. Contact the Program or Department Coordinator**

If the instructor is unwilling to discuss the situation with the student or refuses to consider the student's arguments after a meeting and if the student believes their situation merits consideration from a higher authority, the next step is for the student to meet with the relevant program or department coordinator. Serious complaints alleging breaches of a faculty member's responsibilities should be brought directly to the program or department coordinator. For cases in which there is no designated coordinator, complaints should be directed to the appropriate academic director.

**3. Meet with a University or School of Continuing & Professional Studies Facilitator**

If the student has met with both the instructor and the program or department coordinator/academic director and feels that their situation still needs attention, the next step is for the student to make an appointment to meet with a facilitator. Graduate students should contact the graduate student ombuds. Undergraduate students should contact the facilitator for CAPS (the Associate Dean for Academics). The facilitator's role is to consider student grievances from a neutral perspective; they are accountable to both the faculty and to the student body. The facilitator will attempt to help resolve the issue. If the student's grievance involves a faculty member from another school, the CAPS facilitator will contact the facilitator for that school regarding the complaint. As part of the grievance process, the facilitator will make a brief written record of the grievance, including the names of the parties, the nature of the accusation, the responsive explanation of the faculty member, and the resolution of the case. In processing any type of grievance, the facilitator will strive to protect, to the greatest extent possible, the confidentiality of the complainant, but complete confidentiality cannot be guaranteed in every instance. The facilitator may be contacted at any time during the grievance resolution process for advice, direction, referrals to other sources of information or help, and mediation.

**4. Escalate to the Grievance Committee**

Depending on the situation, the facilitator may recommend moving the complaint to the Grievance Committee. The Grievance Committee consists of representatives from the student success navigation team, faculty, and the registrar's office. The Grievance Committee will advise the Dean of the School of Continuing & Professional Studies, who will make a final determination.

**Note:** Depending on the specific nature of the allegations, the complaint may also be referred to another university office for resolution.

## Intent to Graduate and Commencement

All degree and certificate candidates must complete the Intent to Graduate form online, either via WebSTAC (preferred) or via the CAPS website (if they miss the WebSTAC filing deadline), prior to their last semester. Students are responsible for meeting the filing deadline. 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 School of Continuing & Professional Studies 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 field of study, 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 or Master of Science. No more than 6 credits of independent study may be applied toward a certificate program that requires 19 units of credit or more. No more than 3 credits of independent study may be applied toward a certificate program that requires 18 units of credit or fewer.

## ACTRAC Accelerated Option

ACTRAC, the accelerated study option in the School of Continuing & Professional Studies, is available in most CAPS undergraduate fields of study as well as for some other, preselected courses.

Eligible School of Continuing & Professional Studies (CAPS) students may enroll in courses that carry the ACTRAC option. Students choosing ACTRAC may earn 1 additional credit unit in a designated 300- or 400-level course by arranging with the instructor to do additional reading, research, and writing. To be eligible for ACTRAC, the following requirements must be met:

- Admission to a School of Continuing & Professional Studies undergraduate degree program;
- Successful completion of at least 12 units of credit in the School of Continuing & Professional Studies;

- Completion of a School of Continuing & Professional Studies English composition course with a grade of B or better;
- A 3.0 minimum GPA; and
- Written approval from a CAPS Student Success Navigator.

Once approved, students register and pay for the appropriate number of credits for each ACTRAC course. The ACTRAC option must be chosen at the beginning of the semester, and it is limited to students admitted to CAPS undergraduate degree programs.

## Student Academic Records

A permanent record of courses, grades and credit for each student is maintained in the Office of the University Registrar, which will issue official transcripts upon written authorization by the student. Transcript requests must include the student's name, student number, date of birth and approximate dates of attendance. Student records may be reviewed online on WebSTAC. 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 the University Registrar.

## Academic Integrity

All School of Continuing & Professional Studies students are governed by the University Student Conduct Code to “foster an environment conducive to working, learning and inquiry.” Among the forms of misconduct covered in the University Student Conduct Code is academic misconduct that “...includes, but is not limited to, cheating, plagiarism, fabrication of data or records, impermissible collaboration, résumé or credential falsification, unauthorized use of resources, violation of test-taking conditions or otherwise engaging in activity prohibited by the University or applicable School’s Academic Integrity and Professional Integrity policies.”

Knowingly making false allegations of academic misconduct against another Student will itself be considered a form of academic misconduct. In addition to the University Student Conduct Code, all CAPS students are expected to follow principles and practices of academic integrity as defined by the applicable Academic and Professional Integrity Policy, which is based upon student status and further described below.

All School of Continuing & Professional Studies undergraduate students — part-time, full-time, degree-seeking, and non-degree — are governed by the Washington University 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 be heard by school-specific committees according to the school in which the class is **listed**, not the school in which the student is enrolled. All violations and sanctions will be reported to the student’s college of enrollment.

If a student enrolled in a graduate program administered through CAPS takes a course through CAPS and is accused of an academic integrity violation in that course, the student will be subject to the School of Continuing & Professional Studies 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 the respective school. For example, if a student enrolled in a graduate program in Arts & Sciences also takes a course through CAPS and is accused of an academic integrity violation in that course, the student will be subject to the Office of Graduate Studies, Arts & Sciences, 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, and 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 Academic and Professional Integrity Policy for Graduate Students of the Office of Graduate Studies 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 the School of Continuing & Professional Studies. If it is determined that a student has acted dishonestly or if a student has admitted to the charges prior to a formal investigation or hearing, an appropriate sanction will be imposed; this may include but is 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 sanctions.

## Student Success Navigators (Advising) and Academic Support Services

The School of Continuing & Professional Studies recognizes the rich array of backgrounds and experiences adult learners bring to the classroom, and it is aware that adults entering or returning to higher education may need academic counseling, guidance and special services. Information about CAPS degree and certificate programs and courses is available on the School of Continuing & Professional Studies website. Students are encouraged to meet with a student success navigator to discuss academic goals and interests prior to submitting an application for admission. Navigators 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 navigator 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 these periodic conferences. For information about navigators and all student services, call the CAPS Office of Admissions and Student Services at 314-935-6777 or visit the School of Continuing & Professional Studies website.

## Honors & Awards

### Latin Honors

The School of Continuing & Professional Studies 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, which allows students to do research in their field of study and graduate summa cum laude, magna cum laude or cum laude. Students should speak with a student success navigator 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 School of Continuing & Professional Studies students. To be eligible for membership, a student must have earned a GPA of at least 3.5 in a minimum of 24 units of course work in residence toward a degree in CAPS, 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 enhance candidacy. In addition, 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 the School of Continuing & Professional Studies who have completed a minimum of 6 units of course work at Washington University during the preceding semester with a GPA of at least 3.6.

### Final Honors (Dean's 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 the number of credits and grades earned in the School of Continuing & Professional Studies.

### Dean's Award for Academic Excellence

The Dean's Award for Academic Excellence is given to one or more graduating undergraduate student(s) with outstanding academic records as measured by (but not limited to) the GPA.

### 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 the School of Continuing & Professional Studies and Washington University in areas beyond academic performance.

### Dean's Faculty Award

The Dean's Faculty Award is given to a School of Continuing & Professional Studies instructor with many years of service in order to recognize excellence in teaching and dedication to students.

### In St. Louis for St. Louis Award

The In St. Louis for St. Louis Award is given to a leader whose contributions to the School of Continuing & Professional Studies have had an impact on the St. Louis community. Recipients are known for their consistent dedication to meeting the needs of the community and for ensuring that the students, staff, and faculty with whom they work are contributing to upward social and economic mobility.

### Dean's Award for Excellence

The Dean's Award for Excellence is bestowed upon a staff member who has contributed to improvements in one or more of the following: morale, efficiency, student experience, faculty rapport, and student success. As a collaborative colleague, this individual embodies the values of the School of Continuing & Professional Studies while having an innovative impact to drive the school's mission forward.