

# ACADEMICS

## 2024–2025 ACADEMIC CALENDAR

### Fall Semester (FA) 2024

Important Academic Deadlines and Holidays	Date
Faculty Retreat	Friday, August 16
Residence halls open for first-year students	Saturday, August 17
First-year student orientation begins	Sunday, August 18
Convocation (all university)	Monday, August 19
Residence halls open for continuing students	Tuesday, August 20
<b>Classes begin</b>	<b>Wednesday, August 21</b>
Last day to add, drop, change to an audit	Friday, August 30
<b>Labor Day Holiday (university closed)</b>	<b>Monday, September 2</b>
Fall and Annual Census	Tuesday, September 3
<b>Fall break (university closed on Friday)</b>	<b>Monday–Friday, October 14–18</b>
Last day to elect CR/NC option (undergraduates only)	Friday, November 8
Last day to withdraw from classes without grade of WF	Friday, November 8
<b>Thanksgiving holiday (university closed)</b>	<b>Wednesday–Friday, November 27–29</b>
Last day of classes	Friday, December 13
Residence halls close at noon	Saturday, December 14
Final grades are due from faculty at noon	Wednesday, December 18
<b>Winter break (university closed)</b>	<b>December 24–January 1</b>

### Spring Semester (SP) 2025

Important Academic Deadlines and Holidays	Date
University reopens	Thursday, January 2
Residence halls open	Monday, January 20
<b>MLK holiday (university closed)</b>	<b>Monday, January 20</b>
<b>Classes begin</b>	<b>Tuesday, January 21</b>
Last day to add/drop/change to audit	Wednesday, January 29
Spring Census	Monday, February 3
<b>Spring break (university closed on Friday)</b>	<b>Monday–Friday, March 17–21</b>

Important Academic Deadlines and Holidays	Date
Last day to elect CR/NC option (undergraduate)	Friday, April 11
Last day to withdraw from classes without grade of WF	Friday, April 11
Westminster Student Showcase (No UG Classes or faculty/staff meetings)	Friday, May 2
Last day of classes	Friday, May 9
Residence halls close at noon	Saturday, May 10
Final grades are due from faculty at noon	Wednesday, May 14
Commencement - Graduate Students	Friday, May 16
Commencement - Undergraduate Students	Saturday, May 17

### Summer Term (SU) 2025 - First 4 Weeks, aka May-Term

Important Academic Deadlines and Holidays	Date
<b>Classes begin</b>	<b>Monday, May 19</b>
<b>Memorial Day (university closed)</b>	<b>Monday, May 26</b>
Last day to add, drop, or change to an audit	Tuesday, May 27
Last day to elect CR/NC option (undergraduate)	Friday, May 30
Last day to withdraw from classes without grade of WF	Friday, June 6
Last day of classes	Saturday, June 14
Final grades are due from faculty at noon	Wednesday, June 18

### Summer Term (SU) 2025 - First 8 Weeks

Important Academic Deadlines and Holidays	Date
<b>Classes begin</b>	<b>Monday, May 19</b>
<b>Memorial Day (university closed)</b>	<b>Monday, May 26</b>
Last day to add, drop, change to an audit	Tuesday, May 27
<b>Juneteenth Holiday* (university is closed)</b>	<b>Monday, June 16</b>
Last day to elect CR/NC option (undergraduates only)	Friday, June 20
Last day to withdraw from classes without grade of WF	Friday, June 27
Last day of classes	Saturday, July 12

Important Academic Deadlines and Holidays	Date
Final grades are due from faculty at noon	Wednesday, July 16

### Summer Term (SU) 2025 - Full 12 Weeks

Important Academic Deadlines and Holidays	Date
<b>Classes begin</b>	<b>Monday, May 19</b>
<b>Memorial Day (university closed)</b>	<b>Monday, May 26</b>
Last day to add, drop, change to an audit	Tuesday, May 27
<b>Juneteenth Holiday* (university is closed)</b>	<b>Monday, June 16</b>
<b>Independence Day holiday (university closed)</b>	<b>Friday, July 4</b>
Last day to elect CR/NC option (undergraduates only)	Friday, July 11
<b>Pioneer Day holiday (university closed)</b>	<b>Thursday, July 24</b>
Last day to withdraw from classes without grade of WF	Friday, July 25
Last day of classes	Monday, August 11
Final grades are due from faculty at noon	Thursday, August 14

### Summer Term (SU) 2025 - Second 4 Weeks

Important Academic Deadlines and Holidays	Date
<b>Juneteenth Holiday* (university is closed)</b>	<b>Monday, June 16</b>
<b>Classes begin</b>	<b>Tuesday, June 17</b>
Last day to add, drop, change to an audit	Monday, June 23
Last day to elect CR/NC option (undergraduates only)	Friday, June 27
Last day to withdraw from classes without grade of WF	Monday, July 7
Last day of classes	Saturday, July 12
Final grades are due from faculty at noon	Wednesday, July 16

### Summer Term (SU) 2025 - Final 4 Weeks

Important Academic Deadlines and Holidays	Date
<b>Independence Day holiday (university closed)</b>	<b>Friday, July 4</b>
<b>Classes begin</b>	<b>Monday, July 14</b>
Last day to add, drop, or change to an audit	Monday, July 21

Important Academic Deadlines and Holidays	Date
<b>Pioneer Day holiday (university closed)</b>	<b>Thursday, July 24</b>
Last day to elect CR/NC option (undergraduates only)	Friday, July 25
Last day to withdraw from classes without grade of WF	Friday, August 1
Last day of classes	Monday, August 11
Final grades are due from faculty at noon	Thursday, August 14

### Summer Term (SU) 2025 - Final 8 Weeks

Important Academic Deadlines and Holidays	Date
<b>Juneteenth Holiday* (university is closed)</b>	<b>Monday, June 16</b>
<b>Classes begin</b>	<b>Tuesday, June 17</b>
Last day to add, drop, change to an audit	Monday, June 23
<b>Independence Day holiday (university closed)</b>	<b>Thursday, July 4</b>
Last day to elect CR/NC option (undergraduates only)	Friday, July 18
<b>Pioneer Day holiday (university closed)</b>	<b>Thursday, July 24</b>
Last day to withdraw from classes without grade of WF	Friday, July 25
Last day of classes	Monday, August 11
Final grades are due from faculty at noon	Thursday, August 14

## ACADEMICS

Westminster's instructional programs are characterized by an experienced and available faculty and staff; liberal arts, interdisciplinary and professional programs emphasizing both theoretical and practical learning; an administration committed to academic excellence; a genuine concern for each student's plans and aspirations; small classes that encourage involvement and active learning; and a diverse and friendly student body.

The university welcomes students from all backgrounds and ages, and believes that the knowledge and discipline acquired through the rigors of higher education will lead to new and expanded opportunities. The university's graduate programs are organized and administered through three units: the Westminster College of Arts and Sciences which includes the School of Education; the Bill and Vieve Gore School of Business; and the School of Nursing and Health Sciences. Students choose programs in units that will best assist them in achieving their academic goals and career interests, and they may take courses through the other units to ensure a balance in their academic endeavors. Close working relationships among the faculty in all three units are of utmost importance to the university in assisting its students.

Each unit is directed by a dean and has its own faculty. Instructional programs and procedures are recommended by the faculty members of each unit and approved by the entire university faculty. The academic deans and the provost/vice president for academic affairs constitute a Council of Deans who are responsible for the day-to-day administration of the instructional programs.

Westminster's academic calendar is divided into Fall and Spring semesters, followed by the annual commencement exercise and a 12-week summer term.

Please refer to the Graduate Academic Catalog for detailed information on requirements and course descriptions of Westminster's academic programs. Courses listed are subject to change following normal academic procedures that call for action by each school and by the entire university faculty. Additions, deletions, or changes effected since the publication of this academic catalog are on file in the Office of the Registrar.

## Westminster College of Arts & Sciences, School of Education

### Graduate Programs

#### Master of Arts in Community and Organizational Leadership

This program prepares graduates for leadership positions in a variety of community organizations and settings. It prepares them to develop deeper relationships with community members, organize grassroots efforts and dialogue, lead and manage non-profit organizations, business human resources programs, social service and community outreach programs, advocate in public policy arenas, and communicate with and teach relevant audiences.

#### Master of Arts in Teaching

The Master of Arts in Teaching (MAT) program is designed for students who have a bachelor's degree and wish to earn a teaching license in elementary education or secondary education. The MAT program is accredited by the Association for Advancing Quality in Educator Preparation (AAQEP). This program is specifically designed to prepare teacher candidates to serve the diverse populations of students in culturally rich schools. Individuals must be interested in pursuing an advanced degree that is demanding in its focus upon teacher preparation; in exploring issues of cultural diversity; in learning applications of technology for teaching; and in research into their own professional practices. Commitment to professional growth is a prerequisite.

#### Master of Education

The Master of Education (M.Ed.) is a flexible degree enabling educators and future educators to develop their expertise in an area of interest. Students develop skills in the methods of teaching and deepen their understanding of crucial "why" questions in educational practice. Students research an area of interest through action research or a qualitative research project in order to improve their own practice as educators and contribute to the wider field of education.

### Faculty

**Margaret (Peggy) Cain**, Professor and Director of MED, MACOL, and Educational Studies programs

**Marilee Coles-Ritchie**, Professor

**Shawn Coon**, Assistant Professor

**Lowell Oswald**, Associate Professor and Director of MAT program

**Rebecca Penerosa**, Associate Professor

## Bill and Vieve Gore School of Business

### Dax Jacobson, Dean

The Bill and Vieve Gore School of Business is dedicated to providing distinctive academic programs based on the integration of business and liberal arts education. This integration in both curriculum and delivery systems is requisite to prepare our students for life-long learning and to aid their adaptation to changing social, technological and economic conditions. This integration enhances the capabilities of our graduates in written and oral communication, computing and technology, international dimensions, critical thinking, ethics, social responsibility, and team effectiveness. Accredited by the Association of Collegiate Business Schools and Programs (ACBSP), the programs of the Gore School of Business reflect Westminster University's continuing commitment to provide a student-oriented learning environment and innovative education of exceptional quality. The integration of business and liberal arts education contributes to students' effectiveness as citizens and agents of change. Whether students are preparing for entry-level or mid-career qualifications, the programs of the Gore School of Business offer a

solid foundation of business knowledge and understanding of the complexity of organizations as they function in a global environment. Programs are offered at the undergraduate and graduate levels. The school also develops and presents non-credit classes, seminars, institutes, and workshops to meet the training and professional development needs of local businesses, government and non-profit agencies, and community groups through the Division of Competency-based Programs.

### Graduate Programs

#### Master of Accountancy (MACC)

The Master of Accountancy is designed to meet the needs of students interested in a professional career in accounting. This is a one-year degree program designed to follow up on an undergraduate accounting degree and meets the requirements of all state licensure agencies. Students completing this program will be well-prepared to sit for the CPA exam and positioned to accept high-level leadership roles in either public accounting or corporate environments.

#### Master of Business Administration (MBA)

The MBA program prepares students to be executive-level leaders in organizations. The program is designed so that students have flexibility in completing their core and elective coursework, and can pursue their career aspirations without interrupting their professional careers. The core requirements MBA program are not directed at specialization in one area of business. Instead, MBA coursework provides students with a well-integrated understanding of areas of business so that graduates are prepared to be leaders at the senior level of an organization. Once students complete their core courses, they can choose to focus on a particular topic area more intensively by completing a concentration.

#### Master of Business Administration in Technology Commercialization (MBATC)

The Master of Business Administration in Technology Commercialization (MBATC) is a professional program that prepares students for executive leadership roles in technology-driven business environments. Specifically designed to meet the needs of professionals with technical backgrounds, the MBATC will teach students how to achieve their career goals by building their professional and personal skill sets. Students can customize the program to strengthen career-specific abilities. The program emphasizes the practical and applied aspects of commercializing innovative products and managing the businesses that develop them.

### Graduate Certificates

A Graduate Certificate allows students to update their graduate degree or pursue a specific field of study with a focused curriculum. Graduate Certificates are offered in Professional Accounting, Business Strategy, Leadership, Marketing, Management, and Technology Commercialization.

### Faculty

**Susan Arsh**t, Assistant Professor (Management)

**Michael Blackburn**, Visiting Professor (Accounting)

**Matt Crouse**, Visiting Professor (Finance)

**Chelsea Dye**, Associate Professor (Accounting)

**Charlotta Farr**, Visiting Assistant Professor (Accounting)

**Michael Glissmeyer**, Assistant Professor (Management)

**Vicki Graham**, Professor (Management)

**Jennifer Harrison**, Associate Professor (Accounting)

**Richard Haskell**, Associate Professor (Finance)

**Dara Hoffa**, Associate Professor (Accounting)

**Dax Jacobson**, Interim Dean, Assistant Professor (Management)

**Brian Jorgensen**, Associate Professor (Marketing)

**Michael Keene**, Assistant Professor (Technology Commercialization)

**Lauren Lo Re**, Associate Professor (Finance)

**Michael Mamo**, Associate Professor (Economics)

**Alyse Morton**, Professor (Management)

**Nancy Panos Schmitt**, Associate Professor (Marketing)

## School of Nursing and Health Sciences

### Sheryl Steadman, Dean

The Westminster School of Nursing and Health Sciences offers programs leading to the Baccalaureate and Master's degrees in nursing, public health,

and nurse anesthesia. The undergraduate program prepares students to begin practice as professional nurse generalists. The program is designed for all qualified applicants including high school graduates, transfer students, and those with degrees in other fields.

## Graduate Programs

### Master of Public Health & Certificate in Public Health

The Public Health Program lays a solid foundation for public health practice in the twenty-first century. The program focuses on developing knowledge and skills needed to be an effective member of the public health workforce. The program offers a Master of Public Health (MPH) degree and a Certificate in Public Health (Cert.PH) that are taught in an executive format, meaning core courses will be offered every two weeks on a Friday and Saturday during the semester. Additional courses may be offered in the evening. The MPH degree is recognized internationally for the public health professional. The Master of Public Health program is accredited by the Council on Education for Public Health (CEPH).

### Master of Science in Clinical Mental Health Counseling

The Master of Science in Clinical Mental Health Counseling is a graduate program that prepares students for clinical practice and potential licensure as a Licensed Mental Health Counselor (L.C.M.H.C). This 3 year program requires 60 hours of graduate work, following guidelines established by the Council for Accreditation of Counseling and Related Educational Programs and the Utah Division of Occupational and Professional Licensing. Broad in scope, its focus and course work support a range of theoretical perspectives and potential practice with diverse treatment populations.

### Master of Science in Nursing, Family Nurse Practitioner

The Family Nurse Practitioner Program offers working professional nurses the opportunity to become licensed and certified as Advanced Practice Registered Nurses with prescriptive privileges. To accommodate working nurses, classes are scheduled one to two days per week. Graduates of the program are eligible to take the American Nurse Credential Center (ANCC) or the American Academy of Nurse Practitioners (AANP) certification exam and apply for Utah licensure as Advanced Practice Registered Nurses (APRN). In addition, our program is fully accredited by the Commission of Collegiate Nursing Education.

### Doctor of Nursing Practice

The post-graduate Doctor of Nursing Practice (DNP) program is designed to prepare graduates with advanced skills, and abilities that are important to clinical practice; including an increased knowledge in leadership, clinical experience, and the business of health. Graduates are prepared for a variety of nursing practice roles and equipped with the abilities to assume leadership roles within complex healthcare organizations.

### Doctor of Nursing Practice - Nurse Anesthesia

The Nurse Anesthesia Program provides an academic environment which offers the highest level of didactic, lab simulation and clinical site experiences. The MSNA program allows nurse anesthesia students to master the intellectual and technical skills required to become competent in the safe administration of anesthesia. Graduates are prepared to sit for the NBCRNA examination. The Master of Science in Nurse Anesthesia (MSNA) program is accredited by the Council on Accreditation for Nurse Anesthesia Programs.

## Faculty

**Ellen Behrens**, Associate Professor (MS Mental Health Counseling)

**Daniel Bunker**, Assistant Professor (Nurse Anesthesia)

**John Contreras**, Associate Professor (Public Health)

**Han Kim**, Professor (Public Health)

**Ronda Lucey**, Professor (Nursing)

**Colette McAfee**, Assistant Professor (Public Health)

**Manardie "Art" Shimata**, Associate Professor (Nurse Anesthesia)

**Sheryl Steadman**, Dean and Associate Professor (Nursing)

**Janine Wanlass**, Professor (Counseling and Counselor Education)

## DEGREE REQUIREMENTS

### Governing Academic Catalog

Students may meet degree requirements as specified in the Academic Catalog in effect at the time of their entrance into the university, or they may elect to meet requirements given in a later academic catalog. All requirements must be contained within a single issue and may not be selected from several issues.

Students who leave the university for no more than two regular semesters retain the right to be considered under their previous catalog and retain the right for six years following the date of entrance to graduate under requirements current at the time of entrance.

### Graduation Requirements

To be eligible for a master's degree or graduate certificate, students must satisfy the conditions outlined in each program. The final responsibility for being informed about, and adhering to, graduation requirements rests with the individual student.

### Residency Requirement

All graduate students at Westminster are expected to complete their programs in residence at Westminster University. Students who have extenuating circumstances arise during their programs should consult individually with their program director.

## GRADING AND ACADEMIC STANDARDS

### Grading Information

#### Grading System

Westminster uses the following grades for the mid-semester and semester grade reports:

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
AU	Audit
I	Incomplete
T	Temporary
EX	Exceeds Project Standards
M	Meets Project Standards
DN	Does Not Meet Project Standards

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, flight training courses, 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 except in the case of flight training courses. "T" grades are not intended to take the place of an incomplete grade when the student meets the criteria for an incomplete 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.

## 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

### 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.

## 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 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 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 Standing, Probation, and Suspension

### Academic Probation and Suspension Policy

Students in all graduate programs are expected to maintain a cumulative grade point average of at least 3.0. Students whose cumulative grade point average falls below 3.0 will be placed on academic probation. Students placed on academic probation must earn a semester grade point average of at least 3.0 the next semester in which they enroll. Students who are on academic probation may take no more than 4 credit hours each semester. Probationary students who fail to earn a semester grade point average of at least 3.0 that semester will be suspended from their graduate program.

Probationary students whose semester grade point average is 3.0 or higher but whose cumulative grade point average still remains below 3.0 will continue on academic probation. Probationary students whose cumulative grade point average reaches 3.0 or higher will be returned to good academic standing.

Probationary students are required to meet with the program director prior to enrolling for the upcoming semester. Please see the Academic Handbook of each graduate program for what constitutes a passing grade for individual classes.

### Appeals for Readmission

Suspended students may petition their individual Program Review Committee for readmission at any time prior to the beginning of the semester in which they wish to enroll; however, unless extenuating circumstances exist, suspended students are required to remain out of the university for at

## Academics

least one semester before appealing for readmission. Students who feel extenuating circumstances contributed to their failure to meet minimum grade point requirements may choose to appeal for readmission immediately following the suspension.

Students who have been out of the university for more than two semesters must also submit an application for readmission to the Admissions Office. Students readmitted after more than two semesters will be required to meet program requirements for the catalog in effect at the time of readmission.

To appeal for readmission, students must submit a letter to the program director giving evidence that supports the request for readmission. Petitioning students will be notified of the review committee meeting and will be given the opportunity to present their cases in person. Decisions of the review committee are final. Students readmitted through the appeals procedure are placed on continued probation and must meet the minimum 3.0 grade point average requirement that semester.

## Academic Grievance

Students have the right to appeal or petition an academic decision. For the appeals procedure to be followed after suspension, see Appeals for Readmission. For other appeals or petitions, the student must make the appeal or petition, in writing. The student must file the grievance with the Dean of the school. 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 business days, of the date of the hearing, while school is in session.

If the decision of the faculty committee is not acceptable to the student, the student may file a written appeal with the Graduate Programs Grievance Committee within five business days, while school is in session, of notification of the faculty decision. The Graduate Programs Grievance Committee is made up of three Graduate Directors outside of the program, the Dean of Students, and three Academic Deans, except the one whose school is involved in the appeal. The student and faculty representatives may call members of the university, off-campus supervisors or mentors as supporting witnesses. 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 the Graduate Programs Grievance Committee and become part of the proceedings. The hearing before the Graduate Programs Grievance Committee will be held within fifteen business days, while school is in session, of receiving the written appeal. The student may be present at the appeal hearing. The decision of the Graduate Programs Grievance Committee is reported to the student within five business days, while school is in session, of the date of the hearing.

**Decisions of the Academic Grievance Committee are final. The final decision will be a majority decision from the committee.** 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 University 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 university.

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 of the school that the student is put on probation, suspended, or expelled from the university. The dean's recommendation will then be sent to the Dean of Students.

Students may appeal such decisions to the Graduate Programs 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.

## POLICIES AND PROCEDURES

### Registration

#### Credit Hours

One credit hour is given for one 50-minute class per week for 14 weeks or the equivalent. Some graduate programs, such as the MBA program, have developed 7-week modular programs, but these programs still adhere to the hour requirements.

#### Registration Sessions

Registrations are accepted via the university's web system, Self-Service, or in person. Students are notified of their dates to register in advance by email. Registration dates are also published on the [Register for Classes](#) webpage.

#### Academic Load

Status	Hours
Full-time	7* or more
Part-time	4-6
Less than part-time	3 or fewer

\*Full-time status in the MSCMHC program is 12 credit hours per semester during the first and second years and 6 credit hours per semester during the third year.

#### Prerequisite Requirements

Certain graduate courses at the university have course and skill prerequisites. The prerequisites for a course are listed in the academic catalog and class schedule. Students are permitted to pre-register for a course that has prerequisites provided the prerequisite coursework is in progress at the time of the registration session. Students are responsible for making sure they have met prerequisites and grade standards prior to the beginning of each semester. The university reserves the right to withdraw a student from any course for which prerequisites and grade standards have not been met.

#### Adding Classes/Late Registration

Students may register through the last day to add/drop classes published in the [academic calendar](#). Classes that are not held for the full semester may have alternative registration and withdrawal dates. Please reference Self-Service for alternative registration dates and the chart below for withdrawal information.

Session Type	Deadline	Withdrawal Grade
2 Meeting Sessions	After 1st Session	WF
3 Meeting Sessions	After 1st Session	W

Session Type	Deadline	Withdrawal Grade
	After 2nd Session	WF
4-5 Meeting Sessions	After 1st Session	W
	After 2nd Session	W
	After 3rd Session	WF
6 Meeting Sessions	After 1st Session	No W
	After 2nd Session	W
	After 3rd Session	W
	After 4th Session	WF
	After 5th Session	WF
7 Meeting Sessions	After 1st Session	No W
	After 2nd Session	W
	After 3rd Session	W
	After 4th Session	WF
	After 5th Session	WF
	After 6th Session	WF

## Class Schedules

Students can check their schedule and print a confirmation at any time using Self-Service. Students are expected to check these confirmations carefully and report discrepancies to the Registrar's Office.

## Waitlists

Once a class reaches capacity, a student has the option of being put on a waitlist for that class. As space becomes available, students are added in the class automatically by the Registrar's Office if they otherwise meet qualifications and have space in their existing schedule. Student athletes seeking to add a class through the waitlist should communicate with the Eligibility Coordinator in the Registrar's Office to have their hold removed. Although many students get into their classes from the waitlist, students are encouraged to choose alternate courses whenever possible.

## Cross-listed and Meets-with Courses

Courses may be cross-listed with multiple department prefixes. When a course is cross-listed in two or more ways, it remains a single course. Students work from the same syllabus toward the same learning outcomes, and there is no differentiation of instruction. Course numbers, titles, descriptions, and prerequisites should normally match. Regardless of which course prefix a student registers under, the course counts toward the same requirement in their degree audit. Lower-division courses may not be cross-listed with upper-division courses, and upper-division courses may not be cross-listed with graduate courses. Two different courses, including courses at different levels, may meet with each other. They should normally have different syllabuses and learning outcomes with clearly differentiated instruction, particularly when lower-division, upper-division, or graduate courses meet together. There should be clear pedagogical and/or operational reasons for the courses to meet at the same time in the same place. A course that meets with another counts in a student's degree audit only under its own prefix and course number.

## Holds

The university may place administrative holds for students with outstanding financial obligations, overdue library books, library fines, bad checks, or other obligations to the university. Once a hold has been placed, students may be prevented from registering or obtaining diplomas or official transcripts until the obligation is met. Unofficial informational transcripts are available on Self-Service.

## Class Attendance

Students are expected to attend all sessions of each class. Specific attendance requirements are established by each instructor, and such requirements are enforced by the university. Students are responsible for making sure they have dropped courses that they do not plan to attend.

## Directed Studies/Independent Learning

A completed [Application for Independent or Directed Studies](#) course, signed by the instructor and School Dean, must be submitted to the Registrar's Office.

## Auditing Courses

Students may elect to audit courses at Westminster according to the guidelines listed below. Courses that are entered on students' permanent records as audited (AU) earn no credit and fulfill no requirements.

### Regular Audit

Students may [register for a regular audit](#) (one-half of credit tuition) according to the following guidelines:

- Subject to space availability, students may sign up to audit a class on the first day of class.
- Only students accepted to Masters degree programs may audit graduate classes.

### Alumni Audit

Students who graduated from Westminster and who are not currently pursuing a degree may [register for an Alumni Audit](#) (\$100 per class, plus a \$50 technology fee and any related course fees for Fall or Spring semesters) according to the following guidelines:

1. Alumni must register through the Alumni Relations Office. Registrations accepted by the Alumni Office will be verified two business days prior to the first day of class and are subject to space availability.
2. Alumni will not be added to waitlists when a course is considered full.
3. Alumni Audit applications must be received at least two business days before the first day of the semester.
4. Students wishing to participate in the Alumni Audit program are required to adhere to all university deadlines for withdrawal and payment of tuition and fees. Students who fail to withdraw will be charged accordingly. Alumni Audits will receive a bill from accounting.
5. Students currently pursuing a graduate degree may not participate in the Alumni Audit program for an undergraduate course while taking classes at the graduate level.
6. Not all classes are eligible for Alumni Audits. For example, it is not possible to take music lessons or independent art courses at the Alumni Audit rate due to the costs of hiring instructors. Please contact the Alumni Office for eligible courses.
7. Only students with graduate-level degrees from Westminster University may choose to audit a graduate-level course. The following programs will allow alumni to audit courses in their programs:
  - Master of Education (MED)
  - Master of Community and Organizational Leadership (MACOL)
  - Master of Public Health (MPH)
  - Master of Business Administration (MBA)
  - Master of Business Administration in Technology Commercialization (MBATC)
  - Master of Accountancy (MACC)
8. Ceramics classes include a \$250 materials fee.

## Academic Advising

Academic advising and mentoring are crucial to Westminster University's student-centered mission. It is a developmental process during which advisors (faculty, staff, and peer) work with individual students to create curricular choices designed to match the student's life and career goals. In partnership with students, advisors will:

- Share knowledge about the institution and the curriculum
- Link students to university and community resources
- Provide accessible advising
- Demonstrate sensitivity to differences among diverse student communities.

Faculty advisors work with students to map out degree requirements and plan course sequencing to graduation. These advising sessions generally:

- Review the requirements for the degree, any special options, and possible electives
- Identify any deficiencies in the student's record and ways to correct them
- Discuss career options

### Compliance with F-1 or J-1 Student Regulations

Students attending Westminster in F-1 or J-1 nonimmigrant student status must abide by regulations established by the U.S. Department of Homeland Security. Students are responsible for being informed of the regulations specific to their nonimmigrant student status. The Office for Global Engagement provides orientation and regular updates about F-1 and J-1 regulations. Students can also find information about regulations at <https://studyinthestates.dhs.gov> and <https://j1visa.state.gov>.

A student who fails to comply with regulations will lose student status, their I-20 or DS-2019 will be terminated, and may be subject to deportation. A student whose I-20 or DS-2019 has been terminated due to loss of student status is not eligible to enroll in classes at Westminster unless the student has taken action to apply for reinstatement or travel and reenter with approval from the Office for Global Engagement.

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## Transfer Credit

### Criteria for the Acceptance of Transfer Credit\*

Transfer evaluations are processed in the Registrar's Office within 48 hours of the receipt of most transcripts. Westminster University awards transfer credit for coursework that meets the following criteria:

- The transfer institution must be regionally accredited; some programs require professional accreditation in addition to regional accreditation.
- Only graduate-level coursework can be applied to a graduate program.
- Courses transferred must meet the minimum grade requirements as stipulated by each graduate program.
- A maximum of 9 hours of graduate-level transfer credit may be applied to any graduate program subject to the approval of the graduate program director. A memo approving the transfer of individual courses towards graduate program requirements must be sent to the Registrar's Office for processing.
- Credit for life experience cannot be granted at the graduate level per our accrediting body.

**\*Note: It may not be possible to transfer credit into some graduate programs or transfer credits into a different Westminster graduate program. Consult with your individual graduate program director for questions related to previously completed course work and equivalencies. Any student wishing to transfer between graduate programs must apply to and meet all criteria for admission into that program.**

All international transcripts are evaluated by external services such as Academic Credentials Evaluation Institute (ACEI) or World Education Services (WES), which determines the level of coursework taken and the semester hour and grade equivalents. Only coursework that is determined to be equivalent to graduate-level academic work that meets the criteria noted above will be considered for transfer. Equivalencies to Westminster courses will be determined by graduate program directors.

### Converting Quarter Credit Hours to Semester Credit Hours

A quarter hour is equal to two-thirds of a semester hour, so one quarter hour transfers as .67 credit hours. Students transferring from institutions using the quarter system do not lose credit, because semesters are longer than quarters.

### Quarter Hours and Westminster Hour Requirements

To be accepted as meeting Westminster University requirements, courses must not only have equivalent academic content, they must also equal at least two-thirds of the Westminster required hours, e.g., a language class must be 2.68 credit hours or more.

## Withdrawal and Leave of Absence

### Withdrawing from Courses

Students may withdraw from one or more classes while remaining enrolled in other classes by adjusting their schedules through Self-Service. To withdraw from all classes and inactivate your student status with the university, submit a [Withdrawal Request](#) to the Registrar's Office. For full-semester courses, students may withdraw from classes without penalty before the second full week of classes. For classes that meet in 7-week blocks, students may withdraw without penalty before the second class session. Please refer to the [Student Accounts Services](#) web page for the tuition refund schedule.

For full-semester courses, students may still withdraw from class through the eleventh week of class and receive a W. For classes that meet in 7-week blocks, students may withdraw from class before the sixth session and receive a W, which does not affect a student's GPA. Students who withdraw after these dates receive a grade of WF, which is calculated as an F in the GPA.

Specific withdrawal deadlines are listed in the Academic Calendar. In the case of illness or injury, family members may complete the student withdrawal from the university. In case of duress or special need, an administrative withdrawal may be initiated by the Dean of Students.

Students who fail to withdraw from courses are liable for all tuition and interest charged to their accounts. Students may be administratively withdrawn on the census date receiving a final grade of AW if they do not attend any classes during the first two weeks of the semester. Grades of F are assigned at the end of the semester for any classes when students remain enrolled.

### Late Withdrawal for Unusual or Extenuating Circumstances

Students sometimes face unusual or extenuating circumstances that prevent them from finishing a course or semester or otherwise complying with institutional deadlines. A Review Committee meets monthly to examine petitions made by students regarding retroactive record changes (e.g. medical withdrawal) and/or full or partial charges of tuition and fees. A [student's petition](#), which includes a detailed letter and appropriate documentation of the unusual or extenuating circumstances, can be submitted to the Registrar's Office (Bamberger Hall, Upper Floor or [registrar@westminsteru.edu](mailto:registrar@westminsteru.edu)). A form and specific instructions are available on the Registrar's Office website.

All petitions must be submitted within six weeks after the end of the semester in question. Absent serious extenuating circumstances, requests submitted beyond six weeks after the end of the semester will not be considered. Because tuition insurance is recommended, petitions for removal of tuition charges are rarely approved even if the committee decides to approve a change to the academic record. If a petition for refund is granted, changes will be made retroactive only to the last date of attendance, and tuition charges will be adjusted according to Westminster University's posted refund schedule found on the Student Account Services webpage. Reevaluation by the student's physician or counselor may be required prior to re-enrollment.

Following these guidelines, the Review Committee will either approve or deny all petitions. A student who thinks there has been unfair bias or encountered a procedural error made by this committee may appeal it in writing within ten calendar days to an Appeals Committee chaired by the Vice President for Finance and Administration. The decision reached by this committee is final.

NOTE: The Review Committee cannot change rules regarding the amount of federal financial aid that must be returned when a student does not fulfill program requirements. Students are encouraged to read "Withdrawing and Its Effect on Financial Aid" section in the academic catalog and call or visit the Financial Aid Office to determine specific implications for anticipated registration changes. In many cases, if a student withdraws from classes both the federal and institutional financial aid award may be adjusted and all unpaid tuition resulting from the cancellation will become due immediately.

### Voluntary Leave of Absence

Westminster University recognizes that students occasionally find themselves in circumstances that require a voluntary leave for military or religious service, medical issues, employment, or financial reasons. A voluntary leave of absence at Westminster University is defined as an interruption of continuous enrollment usually less than three regular semesters (does not include May term or summer term). An approved voluntary leave of absence does not defer student loans and students should consult with the Financial Aid Office regarding their eligibility to maintain their current financial aid award.

To be eligible for a leave of absence, students must be a currently registered, degree-seeking student. Some academic programs may impose restrictions upon a leave of absence, so students are encouraged to consult with their academic program or department prior to submitting a request for voluntary leave. A leave of absence is not required for summer term. Students under voluntary leave are not required to readmit upon return and may stay enrolled in their declared governing catalog provided they return within the three semesters. Access to Westminster email and technology accounts remain active during a short-term leave of absence. Students who fail to return to school after an approved leave of absence will be considered withdrawn by the institution and will be expected to reapply.

### National or Religious Service

Students may engage in national (i.e., military) or religious service for an extended period of time (longer than three regular semesters) and will not be required to re-apply to the university upon their planned return date. Westminster will hold institutional scholarships, provided you do not attend another school before returning to Westminster and submit appropriate documentation of national or religious service as part of your leave request. In most cases, students will be placed under current, existing catalog requirements in effect at the time of return.

### Applying for a Leave of Absence

1. Discuss your desire to apply for a leave of absence with your academic or program advisor.
2. Complete the [Leave of Absence Form](#) available on-line.
3. Submit documentation of national or religious service if leave will extend beyond three regular semesters.
4. Meet with representatives in the Financial Aid Office, Student Account Services, and Residence Life/Housing (if applicable). Students with outstanding financial balances will be required to sign promissory notes and make adequate financial arrangements prior to taking leave.
5. Completed forms must be turned in to the Registrar's Office to complete the leave process.

**Note:** Students who are unable to apply for voluntary leave in person may designate an individual to apply for them, provided there is a Release of Information Form (FERPA) on file for that designated individual.

## Graduation

### Applying for Graduation

Students should submit a completed [graduation application](#) to the Registrar's Office to indicate plans to finish the coursework for their degree.

- **Due October 1** for students planning to graduate after spring, May Term, or summer.
- **Due April 1** for students planning to graduate after fall semester.

Steps:

1. Review your plan to graduate in Self-Service and ensure courses are planned to fulfill every requirement.
2. Schedule a meeting to discuss your plans with your academic advisors.
3. Update your plans in Self-Service based on your consultation with advisors.
4. Submit the completed graduation application to the Registrar's Office.

### Graduation Requirements

To be eligible for a master's degree or graduate certificate, students must satisfy the conditions outlined in each program. The final responsibility for being informed about, and adhering to, graduation requirements rests with the individual student.

### Graduating with Honors

Honors are not awarded to graduate students.

### Academic Rank

Westminster University does not rank its students.

## Commencement

Commencement is typically held in May. All students who complete or will complete their degree requirements within the academic year are eligible to participate in the commencement exercises.

## General Information

### Conduct

Students are expected to abide by the Code of Student Conduct of Westminster University and any additional behavioral expectations published in Program Handbooks by their respective graduate programs. Conduct violations will be addressed as prescribed in the Code of Student Conduct or Program Handbook, whichever is determined appropriate by the Dean of Students and/or Program Director.

Non-academic conduct review processes facilitated at the program level that may result in sanctions to the student must include the following provisions:

- The Dean of Students or representative must be included in the body that reviews allegations and evidence of misconduct.
- Any sanctions applied must be clearly communicated to the student and a copy shared with the Registrar's Office.
- Provisions for readmission and/or return to good standing, if any, must be indicated as part of the sanction letter.

### Web Services

Students can use Self-Service to search and register for classes, view and print class schedules, print unofficial transcripts, print degree audits, change their address, and pay tuition. At the end of the semester, all final grades are posted in Self-Service. Self-Service requires a login name and password, which can be obtained through the Information Services department.

Canvas is Westminster's online learning management system. It includes online tools such as syllabi, discussion boards, electronic reserves and more. Students and faculty are automatically loaded into their Canvas courses at the start of a semester; however, as students add and drop, this may not be reflected in Canvas.

The Canvas database is **not connected** to the official main university database directly. Students dropped from Canvas are not considered dropped from courses officially and are still responsible for all tuition charges.

### E-mail Accounts

Each student is provided with a Microsoft Outlook e-mail account when they are accepted as a student. This campus e-mail system provides the e-mail address of all the students, staff, and faculty at Westminster. Students are required to check their campus e-mail frequently because important information is sent to students via e-mail, such as registration deadlines, campus events, and activities, or general school announcements. Instructors also use Microsoft Outlook to contact students with specific class information. For instructions on how to check student e-mail or, linking university email to an off-campus email address, please contact the Help Desk on the garden level of the Giovale Library, submit a [Help Desk Request](#), or call the IS Support Phone at [801.832.2023](tel:801.832.2023).

### ID Cards

Student ID cards are available in the [Health, Wellness, and Athletics Center \(HWAC\)](#). The card gives access to the fitness center and acts as a library card (giving access to all academic libraries in Utah), a meal card, an activity card, a UTA pass, and official university identification. A semester sticker on the back of the card indicates that the card has been validated through the term indicated. Identification cards must be validated each semester. Replacement cost is \$10.

### Parking and UTA Bus Passes

Please visit the campus patrol web page for information on parking passes. Westminster offers annual bus passes, good for all UTA buses except ski and paratransit buses, for free. Visit the Health and Wellness Center (HWAC) for more details about this year's current costs as well as how to obtain a new

“swipe card” to serve as a pass. In some cases, you may be asked to show your university I.D. card to use the pass.