

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
Classes begin	Wednesday, August 21
Last day to add, drop, change to an audit	Friday, August 30
Labor Day Holiday (university closed)	Monday, September 2
Fall and Annual Census	Tuesday, September 3
Fall break (university closed on Friday)	Monday–Friday, October 14–18
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
Thanksgiving holiday (university closed)	Wednesday–Friday, November 27–29
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
Winter break (university closed)	December 24–January 1

Spring Semester (SP) 2025

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

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 - First 4 Weeks, aka May-Term 2025

Important Academic Deadlines and Holidays	Date
Classes begin	Monday, May 19
Memorial Day (university closed)	Monday, May 26
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 - First 8 Weeks 2025

Important Academic Deadlines and Holidays	Date
Classes begin	Monday, May 19
Memorial Day (university closed)	Monday, May 26
Last day to add, drop, change to an audit	Tuesday, May 27
Juneteenth Holiday* (university is closed)	Monday, June 16
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 - Full 12 Weeks 2025

Important Academic Deadlines and Holidays	Date
Classes begin	Monday, May 19
Memorial Day (university closed)	Monday, May 26
Last day to add, drop, change to an audit	Tuesday, May 27
Juneteenth Holiday* (university is closed)	Monday, June 16
Independence Day holiday (university closed)	Friday, July 4
Last day to elect CR/NC option (undergraduates only)	Friday, July 11
Pioneer Day holiday (university closed)	Thursday, July 24
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 - Second 4 Weeks 2025

Important Academic Deadlines and Holidays	Date
Juneteenth Holiday* (university is closed)	Monday, June 16
Classes begin	Tuesday, June 17
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 - Third 4 Weeks 2025

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

Important Academic Deadlines and Holidays	Date
Pioneer Day holiday (university closed)	Thursday, July 24
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 - Final 8 Weeks 2025

Important Academic Deadlines and Holidays	Date
Juneteenth Holiday* (university is closed)	Monday, June 16
Classes begin	Tuesday, June 17
Last day to add, drop, change to an audit	Monday, June 23
Independence Day holiday (university closed)	Thursday, July 4
Last day to elect CR/NC option (undergraduates only)	Friday, July 18
Pioneer Day holiday (university closed)	Thursday, July 24
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

ACADEMIC POLICIES AND PROCEDURES

Registration

Credit Hours

One credit hour is given for one 50-minute class per week for 14 weeks or the equivalent.

Registration Sessions

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

Academic Load

Fall/Spring/Summer	Hours
Full-time	12–16
Part-time	6–11
Less than part-time	5 or fewer

Fall/Spring/Summer	Hours
Maximum for students on probation	13
Full time for students with financial assistance	12
Full time for students with veterans' benefits	12
Minimum for international students	12

Overload Hours

Students who wish to register for more than the maximum number of hours must have at least a 3.0 GPA. Students who wish to take more than 20 credit hours in a regular semester (Fall or Spring) must also have the permission of their academic advisor and the dean of the appropriate school.

Prerequisite Requirements

Certain 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.

Writing Emphasis Requirement

Undergraduate students must take a Writing Emphasis course (or equivalent course in the Honors College curriculum: HON 201, HON 202 or HON 203) within their first three terms of full-time enrollment at Westminster. A full-time semester is 12-16 credits hours during fall and spring semesters.

In the event that a student fails the Writing Emphasis in their third semester, the student must continue enrolling in a WE course every term until pass.

In the event that a student fails WRIT 109, and therefore, they cannot be placed into a Writing Emphasis by their third semester, the student may complete the Writing Emphasis requirement by their fifth semester.

May Term

May Term is offered for undergraduate students during the first four weeks of Summer semester. May Term is designed to help students fulfill upper division elective requirements, as well as to offer unique courses where students can gain in-depth knowledge of interesting topics in classes which are not offered during the Fall and Spring semesters. May Term also gives instructors the opportunity to teach courses that devote focused attention to a subject that emphasizes their areas of expertise. May Term classes are typically two credits, and meet for six hours in class each week.

In addition to regular course offerings, we also offer several international and domestic study tours each May term under the direction of Westminster faculty. May Term study experiences have taken Westminster students to places such as southern Utah, California, New York, Africa, Australia, New Zealand, China, and many countries in Europe. The cost of a study experience is not included in May Term tuition.

Please note that if a student wishes to use a May Term Study Experience to receive world language credit towards fulfilling their world language requirement, then that language must be the native or predominant language of the country of destination, and a world language faculty member must co-teach the course, and a student must have already passed at least one semester of world language instruction in the same language at the university level.

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.

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
	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.

Wait Lists

Once a class reaches capacity, a student has the option of being put on a wait list 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 wait list, 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.

Class Attendance

Students are expected to attend all sessions of each class. Student attendance is tracked through the end of the first two weeks, also referred to as the census date. Students who have not attended any of their courses through this limited attendance taking period and have not made arrangements with their faculty members and/or made tuition payment arrangements may be administratively withdrawn and a grade of AW will appear for applicable courses on the student's transcript. After the census date, 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.

Census Date

Census date is the point at which a student's enrollment is locked for reporting and financial aid purposes. Census coincides with the end of the first two weeks of each semester. At this point in the semester, credit hours for financial aid are locked for the semester and aid is adjusted to reflect these official enrolled credits. For example, a student received aid at the beginning of the term based on full-time enrollment and then dropped credits. Aid is revised on the census date to match eligibility based on the number of credits enrolled. Students withdrawing from all courses after the census date may have further adjustments to federal aid eligibility based on the Return of Title IV calculation. The institution uses this census date for fall enrollment reporting.

Excused Absence Policy

Westminster University recognizes that students may occasionally have to miss classes for legitimate reasons. The university further recognizes that not every learning experience a student has in university takes place in a classroom or by a predetermined schedule. Further, we are dedicated to giving students the space and time they need to fulfill spiritual and cultural obligations, to care for their own wellbeing, and to foster their own intellectual and professional growth. The university therefore encourages faculty members to excuse absences that are necessitated for reasons that spring from their priorities. At the same time, class attendance is especially important in a student-centered learning environment at Westminster. The excused absence policy is designed to help instructors balance these possibly competing values, and to inform them of certain legal obligations pertaining to class attendance.

If instructors choose to establish them, course-specific attendance policies must appear on the course syllabus and must be available to students within the first week of classes. Course-specific policies can supersede this policy when it comes to university-sponsored activities (item 1 below), but not when recognized religious holidays, authorized ADA accommodations, or military service require absences. Westminster University expects students to attend all class meetings with the following excused exceptions:

- Absences necessitated by university-sponsored activities, including athletics, academic-conference attendance, or mock trial contests. Students must provide documentation from the office sponsoring the events necessitating absences before the end of the add/drop period each semester. The documentation should provide a comprehensive list of all possible absences, including those that may not be necessary (for example, post-season competition). In some rare cases, the sponsoring office may not have complete information about events so early in this semester. Instructors should be informed in writing of these uncertainties before the end of the add/drop period.
- Absences required by religious or cultural observances of substantial import. Before the end of the add/drop period, the student must provide the instructor a comprehensive written list of absences necessitated by religious or cultural observances.
- Absences required under a university-administered ADA accommodation. The office of Disability Services will communicate the nature of the accommodation to the faculty member.
- Absences required by a student's military service. Before the end of the add/drop period, the student must provide the instructor a comprehensive written list of absences necessitated by military service.

Student responsibilities in case of excused absence: An excused absence does not excuse the student from work done in class on that day. The student should discuss the consequences of missing class with the instructor,

and is responsible for obtaining notes or other documents associated with the missed meeting and making up any work produced in that meeting (including exams) on a timetable provided by the instructor. The student should understand that some work carried out in class, for example class discussions and associated pieces of writing, cannot be made up in any reasonable way. Instructors should nonetheless make reasonable efforts to help students complete any learning activities they miss because of excused absences (e.g., providing any materials distributed or presented in class and providing opportunities for make-up exams and activities). It is important for students to recognize that no absence is without consequence, and that even excused absences may have some impact on their grades.

In the event that an instructor believes a student cannot complete the course objectives due to excused absences, the student may be advised to drop the class. In the event that a student misses so many class meetings that they cannot achieve the course-learning outcomes, the instructor may work with the Office of the Dean of Students to facilitate the student's withdrawal from the class.

Please note that this policy only applies if student-athletes have met with their instructors and provided them with the team travel schedule letters before the add/drop date each semester. See "Class Attendance" for more information.

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](#) according to the following guidelines:

- 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.
- Alumni will not be added to waitlists when a course is considered full.
- Alumni Audit applications must be received at least two business days before the first day of the semester.
- 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.
- 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.
- 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.
- 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 Program (MED)
 - Master of Community Leadership (MACL)
 - Master of Public Health (MPH)
 - Master of Business Administration (MBA)
 - Master of Business Administration in Technology Commercialization (MBATC)
 - Master of Accountancy (MACC)

- \$100 Fee per class and any applicable course fees + \$50 technology fee per semester
- Ceramics classes include a \$250 materials fee.

Advising Services

Every student gets an advising team composed of Griffins from around campus who are there to support their entire academic journey. Academic advisors guide you through self-discovery, community involvement, and all the decisions you get to make at Westminster, assisting you in your intentional exploration and planning of educational opportunities. From the summer before you begin your Westminster journey through graduation, academic advisors are there to support you.

Academic advisors can help you with all of the following, and more:

- Exploring majors, minors, and advising paths
- Planning for course registration
- Selecting courses
- Developing study strategies
- Campus connection
- Community involvement
- Removing account holds
- Strengthening decision-making skills
- Declaring your major
- Website tutorials
- Determining if the credit/no credit option is right for you
- Exploring withdrawal 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.

Study Abroad

To be eligible to apply for a study abroad program, a student must be enrolled at Westminster at the time of application; completed one full-time semester; and be in good academic, disciplinary, and financial standing. Credits earned on a study abroad program are considered transfer credit and will be evaluated based on the Criteria for the Acceptance of Transfer Credit in the Academic Catalog. Students must complete the study abroad credit pre-approval process with their faculty advisor to determine how credits can fulfill degree requirements. Students who study abroad in the final semester prior to graduation will not be certified as graduated until the transcript from the program has been received and the credits have been posted to the degree audit. Study abroad credit is exempt from the Residency Requirement policy which requires the last 36 hours of coursework be taken in residence.

For students to be eligible to use federal financial for a study abroad program, students must enroll full-time (equivalent to 12 U.S. credits) on the program and complete the verification of enrollment with the Financial Aid Office. Institutional merit scholarships and need based grants can only be used on study abroad exchange programs which bill Westminster tuition through a student's tuition account. Tuition remission and tuition exchange benefits can only be used on a study abroad exchange program for a maximum of one semester.

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 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). 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 university 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

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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 or in the Registrar's Office.
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 for each major, minor, and Honors degree/certificate (if applicable).
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 an undergraduate degree, students must satisfy the conditions outlined in each program and satisfy the following conditions:

- **Quantity Standard**– Students must complete a minimum of 124 semester credit hours, 30 of which must be upper-division courses (numbered 300 or above) from a four-year institution. Although some lower division transfer coursework from two-year institutions may be accepted as meeting upper division major requirements, these hours will not be counted toward the 30 upper division hours required for graduation. Students with 123.51 or more hours have completed the quantity standard for graduation.
- **Grade Point Average**– Students must maintain a minimum cumulative grade point average of 2.0 in all work completed at the university. Students must present a minimum cumulative grade point average of 2.3 in their major unless otherwise specified in the major program.
- Fulfill all WCore/Honors College requirements.
- Meet all requirements specific to individual majors and minors.
- Fulfill the residency requirements currently in effect as described under [Degree Requirements](#).

Note: Grades of CR or C- or above satisfy WCore requirements for graduation. However, only letter grades of C- or better may be presented to satisfy major

or minor requirements including prerequisites (with the exception of Nursing, which requires a grade of C or better; and Education, which requires a grade of C+ or better in all education classes).

The final responsibility for being informed about, and adhering to, graduation requirements rests with the individual student.

Graduating with Honors

Academic Honors are only awarded at the undergraduate level.

Honors noted in the Commencement program for undergraduate students are based upon the grade point average at the end of the fall semester. Honors designations noted in the program are subject to change based on the calculation of final grade point averages for students attending May and Summer terms.

Grade point averages are not rounded in order to achieve honors. Honors are awarded to undergraduate students who complete 60 hours of coursework at Westminster with letter grades and who meet the following criteria:

- **Summa Cum Laude:** Top 10 percent of eligible students*
- **Magna Cum Laude:** Second 10 percent of eligible students*
- **Cum Laude:** Third 10 percent of eligible students*

* Eligible students are undergraduate students who complete 60 hours of coursework at Westminster with letter grades.

The grade point averages necessary to meet honors criteria are based on the previous year's graduating class GPA. The GPAs required to receive honors for graduation is determined after the entire class has been graduated in August and are published at the beginning of the Fall semester.

Academic Rank

Westminster University does not rank its students.

Dean's List

The Dean's List is an academic honor list computed after Fall and Spring semesters. To qualify for the list, students must complete at least 12 graded credit hours and achieve a 3.5 GPA or higher for the term. Courses graded credit/no credit are not counted toward the 12 hours.

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

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 main floor of the Giovale Library, submit a [Help Desk Request](#), or call the IS Support Phone at 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 a free UTA pass for students and employees good for all UTA buses (except ski and paratransit buses), Trax, and Front Runner. Visit the [Health and Wellness Center \(HWAC\)](#) to get a current year validation sticker for your ID card which serves as your UTA pass. To use your UTA pass remember to "Tap On and Tap Off".

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 undergraduate programs are organized and administered through four units: the Westminster College of Arts and Sciences which includes the School of Education, the Honors College; the Bill and Vieve Gore School of Business; and the School of Nursing and Health Sciences. Students choose majors in schools that will best assist them in achieving their academic goals and career interests, and they take courses through the other schools to ensure a balance in their academic endeavors. Close working relationships among the faculty in all the 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 four academic deans and the provost/vice president for academic affairs 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.

During the first four weeks of summer, May Term, undergraduate students concentrate on one or two offerings in a more time-intensive experience than would occur during the rest of the academic year. Some of the May Term courses are offered abroad, with past May Term study experiences including Mexico, Africa, Asia, Australia, France, England, China, Greece, and Italy.

Please refer to the Undergraduate 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.

Units

- [College of Arts and Sciences](#)
 - [School of Education](#)
- [Bill and Vieve Gore School of Business](#)
- [The Honors College](#)

- [School of Nursing and Health Sciences](#)

Programs

- [International Partnership for Service Learning \(IPSL\)](#)
- [McNair Scholars Program](#)
- [ROTC](#)

DEGREE REQUIREMENTS

Governing Academic Catalog

Westminster offers courses leading to the undergraduate degrees of Bachelor of Arts, Bachelor of Science, Bachelor of Fine Arts, and Bachelor of Business Administration. The faculties of the four schools determine which of these degrees is to be awarded under each instructional program. 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 major, minor, and WCore 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 and Residence

Graduation Requirements

To be eligible for an undergraduate degree, students must satisfy the conditions outlined in each program and must satisfy the following conditions:

- **Quantity Standard**– Students must complete a minimum of 124 semester credit hours, 30 of which must be upper-division courses (numbered 300/3000 or above) from a four-year institution. Although some lower division transfer coursework may be accepted as meeting upper division major requirements, these hours will not be counted toward the 30 upper division hours required for graduation. Students with 123.51 or more hours have completed the quantity standard for graduation.
- **Grade Point Average**– Students must maintain a minimum cumulative grade point average of 2.0 in all work completed at the university. Students must present a minimum cumulative grade point average of 2.3 in their major unless otherwise specified in the major program.
- Fulfill all WCore/Honors College requirements.
- Meet all requirements specific to individual majors and minors.
- Fulfill the residency requirements.

Note: Grades of CR or C- or above satisfy WCore requirements for graduation. However, only letter grades of C- or better may be presented to satisfy major or minor requirements including prerequisites (with the exception of Nursing, which requires a grade of C or better; and Education, which requires a grade of C+ or better in all education classes). **The final responsibility for being informed about, and adhering to, graduation requirements rests with the individual student.**

Residence Requirements

Undergraduate students earning baccalaureate degrees from Westminster must complete a minimum of 36 hours of coursework at the university. In addition, undergraduate students must complete in residence:

- their last 36 hours of course work
- at least 12 hours of upper-division course work in any major
- at least 8 hours of course work in any minor or certificate

A maximum of 88 credit hours of external credit is accepted toward a degree. External credit includes any transfer credit, credit by examination, and credit earned through Prior Learning Assessment.

Students may appeal for an exception to the residency policy to the Registrar in writing. Appeals should clearly explain extenuating circumstances and

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provide a graduation plan. Any courses approved for transfer within a student's last 36 hours must be preapproved as part of the appeals process.

Academic Major

The university offers the academic majors listed below:

- Accounting
- Art
- Arts Administration
- Biology
- Business Computer Information Systems
- Chemistry
- Communication
- Computer Science
- Dance
- Economics
- Educational Studies
- Elementary Education

- Environmental Studies
- Finance
- Geology
- History
- International Business
- Justice Studies
- Literature, Media and Writing (formerly English)
- Management
- Marketing
- Mathematics
- Music
- Neuroscience

- Nursing
- Outdoor Education & Leadership
- Philosophy
- Physics
- Political Science
- Psychology
- Public Health
- Sociology
- Sports Management
- Spanish - Latin American Studies
- Theatre

The requirements for each of these academic programs are listed according to the school to which they belong. Students are bound by the major requirements of their governing academic catalog. Changes made to program requirements for individual students by advisors are subject to the approval of program chairs, the school dean, and the Registrar.

Declaring a Major & Planning Required Courses

All students are required to formally declare their major area of study during their sophomore year and complete an advising appointment with a faculty advisor in each of their academic programs (majors, minors, and certificates). A purpose of this advising appointment is to discuss and begin planning remaining degree requirements, with special attention paid to limited offerings and course sequencing within academic programs. A clear plan to complete a degree should be in place early in a student's junior year.

The process for formally declaring programs is explained on the Registrar's Office webpage. Students who have completed this process and turned in the required form(s) are then considered formally declared in their program(s). Students reaching 45 or more credits who have not formally declared their major and/or met with an advisor will not be eligible to register for upcoming semesters.

Completing Two Majors

A major is an area of specialization within the degree. Students may complete more than one major at the same time but may not complete more than one degree at the same time. For a student completing two majors, or a major and minor, or any other combination of majors and minors, courses that are required for both majors/minors may be used to simultaneously fulfill requirements for both, but elective courses may be used in only one major or minor, unless a policy allowing double-counting of elective courses is stated in the catalog description of the major/minor. This is informally referred to as "double-dipping."

Specific information about combining two Gore School of Business majors may be obtained from the Gore School of Business or the Office of the Registrar to avoid "double-dipping" errors. Students may choose two majors, one that leads to a B.A., and one that leads to a B.S., but may receive only one degree. The first-listed major on the graduation application determines the degree awarded.

Customized Major

Educational Goals

- **Critical Thinking:** Students will comprehensively explore issues, ideas, artifacts, events, and other positions, before accepting or formulating an opinion or conclusion.
- **Creativity:** Students will combine or synthesize new ideas, practices, or expertise in original ways that are characterized by innovation, divergent thinking, and risk taking.
- **Collaboration:** Students will demonstrate self-awareness, understanding of effective group dynamics, and project management skills.
- **Communication:** Students will communicate ideas to audiences in oral, visual, and written forms to establish knowledge, to increase understanding, or to advocate for a particular position.
- **Global Responsibility:** Students will (i) employ practices informed by social responsibility across the spectrum of differences and (ii) demonstrate knowledge of and evaluate solutions for, challenges affecting local, regional, and global communities.

Overview

Highly motivated and creative students may propose individualized programs of study that combine work across multiple traditional disciplines. A Customized Major must consist of a coherent sequence of classes selected from the offerings of at least two academic departments or programs. This sequence must be unified by a consistent conceptual framework that reflects clear focus, along with both breadth and depth of inquiry. There must be a demonstrable relation to a specific set of career or educational objectives, and the program must culminate in an integrative project or thesis. Possible subjects for Customized Majors include historical periods, keystone ideas, enduring questions, and new problems. For instance, a student might study Modernism in history, literature, art, and music; or she might explore the ideas of freedom and responsibility in philosophy, sociology, and political science; or she might combine insights from environmental studies, communications, and education to investigate the challenge of teaching ecological literacy. With the Customized Major, the possibilities are limited only by the student's imagination and capacity for self-direction.

Program Requirements

The Customized Major is not designed for students who are unable or unwilling to satisfy the requirements of existing academic programs. Applicants must have completed the equivalent of one full-time semester of academic work at Westminster University and must have earned a grade-point average of 3.0 or higher in all classes completed here. Only classes passed with a C or higher may be counted toward the major.

The Customized Major must consist of a minimum of fifty (50) semester credit hours, 80% of which must be taken at Westminster University. The curriculum should reflect a reasonable balance and sequence of introductory, intermediate, and advanced courses, and should include at least one course in research methods from one of the primary disciplines.

It is strongly recommended that each student complete a minimum of eight (8) hours of world language classes, though introductory language classes should not be counted toward the major. As many as eight (8) semester credit hours may be satisfied in field-based coursework such as independent study, internships, community work, and supervised work experience.

Each student must complete a capstone project that integrates insights, information, and methods from the relevant disciplines into a focused inquiry or experience. This project must be proposed to the Advisory Committee (see below) at the beginning of the senior year. The results of the project should be presented in a public forum at Westminster or elsewhere. The completed capstone project must be submitted to the Director by the last day of classes in the student's final semester.

Applying to the Program

Since the application process can take several months, students interested in pursuing the Customized Major should contact the Director as early as

possible in their academic career. The Director will conduct an extensive intake interview with each prospective major, assess the applicant's academic history and interests, provide advice on the process of designing a Customized Major, and refer the student to faculty members who can provide field-specific advice regarding the selection and sequencing of courses into a rigorous interdisciplinary curriculum.

The applicant will design an individualized plan of study in consultation with an Advisory Committee consisting of two or more faculty members from across the College. The application to the program should include:

- the title of the proposed major as it will appear on the transcript,
- a list of courses providing both breadth and depth in the major,
- a statement of the specific learning goals of the proposed major,
- a description of the career or educational objectives the major will support,
- a statement of how the proposed major compares to existing programs in the same field at other institutions.

The application should be submitted to the Customized Major Director for approval at least three semesters before the applicant's planned graduation date.

Contact: Julie Stewart, Program Director

Office: Foster 314

Phone: 801.832.2418

Email: jstewart@westminsteru.edu

Completing Additional Major or Minor After Graduation

Westminster graduates may choose to complete an additional major or minor after their graduation date and are allowed to use their same governing catalog as long as they stay continuously enrolled. Requirements must be completed within one year of their graduation date and students must meet all requirements in residence at Westminster. The student must notify the Registrar's Office of his or her intention to complete an additional major or minor.

Academic Minor

The university offers an academic minor in most areas of instruction. Each instructional program lists specific minor requirements. Several majors require an accompanying minor. In lieu of a minor, students may support their majors with a broad variety of courses selected in consultation with their academic advisors. A minimum 2.0 GPA is required for coursework used to fulfill requirements for an academic minor. Minimum GPA requirements are listed for each academic minor. Only grades of C- or better may be presented to satisfy minor requirements.

Courses that are required for both a major and a minor may be used to fulfill requirements for both the major and the minor, but elective courses may be used in either the major or the minor. The hours may be used only once. In addition to the above-listed majors, the university offers minors in many of these areas plus minors only in Business, Data Science, Entrepreneurship, French, and Gender Studies. Information about combining Gore School of Business majors and minors may be obtained from the Gore School of Business or the Office of the Registrar.

Undergraduate Certificates

Undergraduate Certificates give students a grounding in a particular skill set, allowing them to supplement their major with learning in other disciplines. Each certificate aligns with National Association of Colleges and Employers (NACE) career readiness competencies, which include Communication, Equity and Inclusion, Leadership, and Technology. Each certificate culminates in an Applied Experience, an internship or service-learning course that involves students in applying their learning outside the classroom.

Some certificates include WCore and Honors courses, which can meet requirements both in the certificate and in WCore or Honors. Note that certificates are designed for undergraduates enrolled in a degree program, and only students completing certificates as part of a degree are eligible for financial aid. See individual certificate requirements for details about double dipping courses with requirements from other majors or minors.

Second Bachelor's Degree

Students who have earned a bachelor's degree and are working toward a second bachelor's degree must complete a minimum of 36 credit hours at Westminster University beyond the first degree and must meet all degree requirements. Students may not complete two degrees concurrently. Students who already have earned a bachelor's degree are considered to have met WCore and upper division hour requirements. Transfer students who have earned a bachelor's degree are automatically awarded 88 credit hours of transfer credit. Nursing prerequisite courses need to be fulfilled by students with prior degrees. Individual evaluations of comparable coursework will be made by the nursing program.

WCore Requirements

WCore at Westminster University is designed to foster the intellectual skills and values that are necessary as a foundation for learning and to encourage the thoughtful integration of different disciplines. The WCore offers a wide range of challenging courses that expands the knowledge of our students and allows them to investigate and express their interests. It is our belief that the WCore will revitalize our liberal education program and will create a climate in which more critical questions are asked and answered by our students. A priority of the reform is to have more full time faculty and instructional staff teaching in the WCore. This goal recognizes the importance of students interacting with faculty specifically in the first two years and throughout their tenure at Westminster. The following university-wide goals form the core of liberal education courses and are reinforced across the curriculum in major areas of study:

- Critical thinking
- Creativity
- Communication
- Collaboration
- Global responsibility

Fulfilling World Language Requirements

World Language requirements are listed as part of the major requirements for each major (see individual academic program listings). Most majors require eight credit hours to be completed in one of the following two ways:

- Eight credit hours of a single world language, obtained at Westminster or by transfer through two regular semester language classes. Note that if transferred from a quarter-hour school, you must have had all three quarters to equate to two semesters of a world language at Westminster University.
- Four credit hours of a world language and either: four credit hours of a Westminster May/ Summer international study experience or four credits of an international study tour transferred from an accredited university or university. Note that students may only receive such world language credit for participating in a May Term Study Experience (or equivalent from another institution) when the language is the native or predominant language of the country of destination, when a world language faculty member co-teaches the course, and when the student has passed at least one semester of world language instruction in the same language at the university level.

Adequate AP or CLEP examination scores may be used to satisfy all or part of the world language requirement. See [World Language Testing Options](#).

Students may take a Westminster University challenge examination in French or Spanish with approval by a faculty member in the Language program.

Students who have acquired native proficiency in language other than English (including ASL) may be exempt from the world language requirement but must meet with a language faculty member to receive a waiver. (Native proficiency is defined by the US Department of State and the International Center for Language Studies as fluency equivalent to that of an educated native speaker.)

Learning Communities

Christie Fox, Director

All new first-year students are required to enroll in a Learning Community. These interdisciplinary learning experiences are part of Westminster's

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commitment to teaching and are a “best practice” in student engagement and learning. These interdisciplinary experiences are designed to help students:

1. Develop critical, analytical, writing and presentation skills, and
2. Establish strong relationships with other students and with faculty, and
3. Transition to Westminster.

Learning communities at Westminster link two classes together with a common theme. Typically, at least one of the classes also fulfills a WCore requirement. Sometimes, a course is paired with an INTR course which is a course designed for first-year students as a seminar class that focuses on issues of university life. Learning communities are taught primarily by full-time faculty members. One of the benefits of learning communities is that students get to interact with professors who have chosen to teach first-year students as part of their teaching responsibilities at Westminster. These faculty also join the student’s advising team.

Learning Communities have been a part of our liberal education program since 2006. These classes vary widely on theme and topic areas. Recently, learning community classes have focused on holistic wellness; business; creating a more just world; and fantasy fiction and music. Current learning community (LC) class offerings are listed in the class schedule and on the Westminster [Learning Communities webpage](#).

Notes:

- Honors students’ “Welcome to Thinking” class serves as their Learning Community.
- Students who do not pass one or both courses contained within a first-year learning community are not required to repeat the learning community experience but will be required to successfully pass any WCore category represented by courses within the learning community.

EXTERNAL CREDIT

Transfer Credit

Westminster University participates with the Utah Transfer Articulation Committee and has established well over 72,000 course equivalencies from Utah schools and schools around the country. Transfer evaluations are processed in the Registrar’s Office within 48 hours of the receipt of most university transcripts.

Criteria for the Acceptance of Transfer Credit

Westminster University awards transfer credit for coursework that meets the following criteria:

- The transfer institution is regionally accredited.*
- The credit awarded is for non-remedial coursework taken in general academic areas that are part of the Westminster curriculum. Transfer decisions can be appealed following the process outlined below.
- The credit awarded is for coursework with grades of C- or better. Marks of credit (CR) or pass (P) are not accepted unless verified as equivalent to a C- or above. (Except physical education classes which are offered only for grades of CR or P.) Some programs have a higher minimum grade requirement.

A maximum of 72 credit hours may be awarded from two-year institutions and it is not possible to earn upper division hours from a two-year institution. A maximum of 88 credit hours transferred from all collegiate institutions (two-year and four-year) and external credit (i.e., CLEP, AP, or other credit earned by external means) may be applied toward meeting the total number of hours required for graduation.

Courses transferred from other academic institutions count for credit hours and requirements only; grades from transfer course work are not calculated into the Westminster University GPA.*Note: Westminster University will accept transfer credit from a nationally accredited institution when:

- Westminster has put in place a formally approved articulation agreement targeted towards a specific Westminster academic program. *Students who are admitted to one of these programs and who later change to a different academic program are subject to a revision of transfer credit.*

- The nationally accredited institution holds additional accreditations in the relevant academic discipline. For the RN to BS program, the following guidelines apply:
 - The transferring nationally-accredited institution must be accredited by one or more of the following accrediting bodies recognized by the Department of Education:
 - Accrediting Bureau of Health Education Schools (ABHES)
 - Accrediting Commission of Career Schools and Colleges (ACCSC)
 - Accrediting Council for Independent Colleges and Schools (ACICS)
 - Council on Occupational Education (COE)
 - The transferring nationally-accredited institution must also be accredited by a national Nursing Accreditation body (ACEN, CCNE, or COA). The transferring institution’s board scores and pass rates will be taken into consideration at the time of Admissions and reviewed yearly.
 - The transferring nationally-accredited institution must be in good standing with all accrediting agencies at the time of Admissions for transfer credit to be approved.
 - All incoming applicants must have successfully passed the NCLEX examination.

Information about qualifying schools may be obtained from our Admissions Office.

Transfer Credit Appeal

Westminster makes every effort to award transfer credit that is relevant to a student’s anticipated major, fits within our general academic areas, and does not artificially inflate completed hours in a way that might jeopardize a student’s ability to be eligible for continued financial aid. However, it is not always possible to determine the nature of a class from just a course title on the transcript and often, more information is required to determine Westminster equivalencies. Any student that wishes to appeal a transfer decision may proceed as follows:

- Review your transfer evaluation thoroughly with your admissions counselor or academic advisor.
- Provide a syllabus for any course in question to the Academic Records in the Registrar’s Office for review.
- The Academic Records will coordinate review of the course with the appropriate faculty Department or Program Chair
- You will receive written confirmation regarding any transfer decision either with an adjusted Transfer Evaluation award or a letter outlining any decision to deny your appeal.

A change in intended major may necessitate a revision of transfer credit if particular courses were eliminated as part of our initial screening for course work applicable to your stated major. Transfer students are advised to meet with faculty advisors in their major as soon as possible to resolve any remaining transfer issues.

International Transfer Credit

All international transcripts are evaluated by external services such as Academic Credentials Evaluation Institution (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 university-level academic work that meets the criteria noted above will be considered for transfer. A thirteenth year of high school study from a non-U.S. institution may be considered for transfer credit. Consideration for awarding transfer credit for coursework taken during the thirteenth year of high school will be based on the country and institution of study, rigor of coursework, grades earned in coursework, and based on the results of the external evaluation. Equivalencies to Westminster courses will be determined as outlined below. Transfer acceptance of hours from international institutions does not guarantee fulfillment of like courses in majors and minors at Westminster unless approved by the faculty.

Determination of Course Equivalencies

Transfer courses fulfill course requirements on a course-by-course basis when the transfer courses are deemed equivalent to the corresponding Westminster courses. The Academic Records Coordinator makes this determination in accordance with guidelines established by faculty.

Major and Minor Requirements

An advisor in the major or minor program of study determines whether transfer credit fulfills specific requirements in the major or minor. A student who receives elective transfer credit for a course may not necessarily be able to apply that course to the major or minor. In addition, some programs have minimum grade requirements.

Transfer Credit and Prerequisite Knowledge

Although the university accepts transfer credit for courses with a C- grade or higher, individual programs may require verification of prerequisite knowledge, require a higher minimum grade, and/or may require students to repeat coursework.

Upper Division Transfer Credit

By definition, it is not possible to earn upper division credit from a two-year institution. In certain cases, lower division coursework will be accepted as meeting upper division program requirements; however, these hours will not count toward the 30 upper division hours required for graduation.

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 0.67 credit hours. Students transferring from institutions using the quarter system do not lose credit, because semesters are longer than quarters.

Quarter Hours and Westminster Hours 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 semester credit hours or more.

Waiver of WCore Requirements

Associate Degrees (Utah & Out-of-State Institutions) and Letters of Completion (Utah Schools Only)

Students who have Associate of Arts (A.A.) or Associate of Science (A.S.) degrees from regionally accredited institutions are considered to have completed WCore Explorations and Seminar requirements.

Students who have Associate of Applied Science (A.A.S.) degrees are not eligible for waivers.

Students should note that certain WCore courses also serve as prerequisites or are required courses in their academic programs and would not be waived, even if a previous A.A. or A.S. degree has been attained. All students are advised to check the catalog for individual program requirements.

Credit by Examination

Westminster University values university-preparatory work and awards university credit for appropriate scores. Students may earn a maximum of 40 credit hours under credit by examination programs: Advanced Placement (AP), College Level Examination Program (CLEP), Challenge Examinations, Nursing Examinations, and International Baccalaureate (IB). Credit by examination is not counted as in-residence credit and cannot be counted towards completing WCore requirements. See the following charts for minimum scores and Westminster equivalencies.

Advanced Placement

Advanced Placement (AP) examinations in most subjects cover a full-year university course equivalent to six credit hours. Some subject areas such as Computer Science A, Economics (Macro and Micro), Environmental Science, Comparative Government and Politics, U.S. Government and Politics, Physics C, Psychology, Statistics, and Human Geography, are equivalent to one semester of university-level coursework and are awarded credit based on the credit hours for the equivalent course at Westminster.

A score of 3 is the minimum score accepted by the university; however, individual departments may require a minimum score of 4 to award credit for the equivalent course. Individual departments determine how they will apply AP credits toward specific major or minor requirements. Students may

receive a maximum of 40 hours of Advanced Placement and International Baccalaureate (IB) credit. Listed below are the AP tests that fulfill Westminster courses or elective credits and the required scores.

Title	Minimum Score	Equivalency	Credit
African American Studies*	3	HIST 100T	4
Drawing*	3	ART 100T	3
3D Art and Design*	3	ART 100T	3
2D Art and Design*	3	ART 100T	3
Art History	3	ART 100T	6
Biology	4	BIOL 100T	6
Calculus AB*	4	MATH 201	4
Calculus BC	4	MATH 201 MATH 202	4 4
Chemistry	3	CHEM 100T	4
Chemistry	4	CHEM 100T	6
Chinese Language and Culture	3	CHIN 110 CHIN 111	4 4
Chinese Language and Culture	4	CHIN 110 CHIN 111 CHIN 220	4 4 4
Comparative Government and Politics*	3	PLSC 100T	4
Computer Science A*	3 or 4	CMPT 100T	3
Computer Science A*	5	CMPT 201	4
Computer Science Principles*	3	CMPT 100T	3
Economics: Macro*	4	ECON 253	3
Economics: Micro*	4	ECON 263	3
English Language and Composition*	4	LMW 100T	4
English Literature and Composition*	4	LMW 100T	4
European History	3	HIST 100T	4
Environmental Science*	3	BIOL 100T	3
French Language and Culture	3	FREN 110 FREN 111	4 4

Title	Minimum Score	Equivalency	Credit
French Language and Culture	4	FREN 110 FREN 111 FREN 220	4 4 4
German Language and Culture	3	LANG 110T LANG 111T	4 4
German Language and Culture	4	LANG 110T LANG 111T LANG 220T	4 4 4
Human Geography*	3	ELEC 100T	3
Italian Language and Culture	3	LANG 110T LANG 111T	4 4
Italian Language and Culture	4	LANG 110T LANG 111T LANG 220T	4 4 4
Japanese Language and Culture	3	LANG 110T LANG 111T	4 4
Japanese Language and Culture	4	LANG 110T LANG 111T LANG 220T	4 4 4
Latin	3	LATN 110 LATN 111	4 4
Latin	4	LATN 110 LATN 111 LATN 220	4 4 4
Music Theory	3	MUSC 171	3
Music Theory	4	MUSC 171 MUSC 271	3 3
Physics 1: Algebra-Based*	3	PHYS 100T	4
Physics 2: Algebra-Based*	3	PHYS 100T	4
Physics C: Electricity and Magnetism*	3	PHYS 100T	4
Physics C: Mechanics*	3 or 4	PHYS 100T	4
Physics C: Mechanics*	5	PHYS 211	4
Precalculus*	4	MATH 144	4
Psychology*	4	PSYC 100T	4
Research*	4	WRIT 100T	3
Seminar*	4	ELEC 100T	3
Spanish Language and Culture	3	SPAN 110 SPAN 111	4 4
Spanish Language and Culture	4	SPAN 110 SPAN 111 SPAN 220	4 4 4
Statistics*	4	DATA 100T	4

Title	Minimum Score	Equivalency	Credit
United States Government and Politics*	3	PLSC 100T	4
United States History	3	HIST 100T	6
World History: Modern*	3	HIST 100T	3

* Designates AP examinations equivalent to only one semester of university-level work.

Art exams: While we do not grant credit for specific art courses for AP test scores, students may petition to enroll in intermediate sections of ART courses through a portfolio submission sent to the Art Department chair. Portfolios should consist of 8 original artworks (preferable) or 8 high-quality images on CD (1024 x 768 pixels minimum), along with an image list that includes your current contact information, and the titles, dimensions, media, and dates of your work.

College Level Examination Program (CLEP)

CLEP is a national program of examination to evaluate, confirm, and assess the academic achievement of individuals who have reached a university level of education through either traditional or non-traditional means of study. Credit is not awarded if duplicated by previous coursework.

Important Note: The College Level Examination Program prohibits candidates from repeating a CLEP exam of the same title within three months. Scores of exams repeated earlier than three months will be cancelled and test fees forfeited.

CLEP Candidates are Awarded Credit as Follows

For CLEP exams taken since June 2001, a minimum score of 50 is required. Westminster does not administer CLEP exams on campus but students may choose to take the exam through At-Home Proctoring or external testing centers.

CLEP Subject Examination	Westminster Equivalent	Credits
American Government	ELEC 100T	4
American Literature	LMW 100T	4
Analyzing and Interpreting Literature	LMW 100T	4
Calculus	MATH 201 and 202	4
College Algebra	MATH 144	4
College Mathematics	ELEC 100T	4
Educational Psychology	ELECT 100T	3
English Literature	LMW 100T	4
Financial Accounting	ACCT 213	4
French	FREN 110 and 111 (score 59+ also FREN 220)	8
General Biology	ELEC 100T	4
General Chemistry	CHEM 111 and 112	8
German	LANG 100T (score 60+ total 12 credits)	8

CLEP Subject Examination	Westminster Equivalent	Credits
History of the United States I	ELEC 100T	3
History of the United States II	ELEC 100T	3
Human Growth and Development	ELECT 100T	3
Humanities	ELEC 100T	3
Information Systems	ELEC 100T	3
Introduction to Business Law	ELEC 100T	3
Introduction to Educational Psychology	ELEC 100T	3
Introductory Psychology	ELEC 100T	4
Introductory Sociology	ELEC 100T	4
Natural Sciences	ELEC 100T	3
Pre-Calculus	MATH 143	4
Principles of Macroeconomics	ECON 253	3
Principles of Management	MGMT 305	4
Principles of Marketing	MKTG 300	3
Principles of Microeconomics	ECON 263	3
Social Science and History	ELEC 100T	3
Spanish	SPAN 110 and 111 (score 63+ also SPAN 220)	8
Western Civilization I	ELEC 100T	3
Western Civilization II	ELEC 100T	3

World Language Testing Options at Westminster University

Westminster administers the FLATS by computer in the Testing Center located in the basement of Giovale Library. Exams must be scheduled at least 3 business days in advance by calling 801-832-2116.

	FLATS Exams
Fee	\$50 Test Fee (payable when registering for exam) \$60 Proctoring Fee (payable at the Cashier's Window, Bamberger Basement, prior to your test date)
URL for more info and to register	https://info.flats.byu.edu/
Length of Exam	2.5 hours
Test Results	Results mailed within 1-6 weeks to the student and the university.
Languages Tested	Albanian

	FLATS Exams
	Arabic Armenian Bulgarian Cambodian Cantonese Cebuano Croatian Czech Danish Dutch Estonian Fijian Finnish French German Greek Haitian Creole Hmong Icelandic Ilonggo/Hiligaynon Indonesian Italian Japanese Korean Latvian Lithuanian Malagasy Malay Mandarin Norwegian Polish Portuguese-Brazilian Portuguese-Continental Romanian Russian Samoan Serbian Spanish Swedish Tagalog Tahitian Thai Tongan Ukrainian Vietnamese Up to 12 credit hours of foreign language possible. FLATS scores are broken down in each language - 101, 102, and 201 - for 4 credit hours each, recorded as pass/fail.
Re-Testing Options	Students who fail the exam must wait at least six months in order to re-take another FLATS exam. May take CLEP exam immediately following a failed FLATS exam.
Transferability of Scores	Not all colleges and universities recognize and accept FLATS exam scores.

American Sign Language Proficiency Interview

Students may participate in the [American Sign Language Proficiency Interview \(ASLPI\)](#) administered by Gallaudet University to earn credit by exam in ASL. Qualifying scores are as follows: 1+ equals four (4) credits of LANG 100T; 2+ equals eight (8) credits of LANG 100T, and 3+ equals twelve (12) credits of LANG 100T.

Approval, Registration, Scheduling, Payment, and Testing Procedures

Approval

Students may earn a maximum of 40 credits through examinations and a maximum of 88 credits overall from external sources (i.e. transfer and examinations) and should normally be applied before a student reaches senior status. You may not receive additional credit through exams for credit already received through coursework. If you have any concerns about how the credits earned from the CLEP/FLATS will impact your degree at Westminster, we highly suggest meeting with your faculty advisor or the Graduation Coordinator in the Registrar's Office before registering for any exam(s). The Registrar's Office is located in the upper level of Bamberger Hall.

Registration

The student sends email request to testingcenter@westminsteru.edu in order to request registration information for their intended test (FLATS or CLEP). Student will receive email response that provides them with detailed registration instructions for how to pre-register for the exam online.

Scheduling

Once the student receives confirmation that they have successfully registered online they may then schedule a time to take the test. This may be done by calling the Testing Center at 801.832.2672 or by providing a list of three preferred dates and times via email to testingcenter@westminsteru.edu. The student will receive scheduling confirmation and additional reminders about how to pay the remaining test fee and what items to bring the day of the test.

Payments

During the online registration process, the student will be asked to submit an online payment. The remaining testing fees are paid at the Cashier's Window in the lower level of Bamberger Hall. The Cashier will issue a payment receipt to the student; the student will bring the receipt to the testing appointment to show that payment has been made. Note: the Cashier's Window accepts cash, personal checks, money orders, Master Card, Discover, and American Express.

Testing

Student arrives in the Testing Center at the scheduled exam time and brings:

- Signed permission form
- Registration confirmation
- Payment receipt
- Photo identification

Additional Information

- Students are not allowed to bring any written or electronic materials into the testing center (no notes, no cell phones, and no other personal items).
- Scratch paper, pencils, and headset will be provided by the Testing Center.
- Both types of exams include written and auditory portions of the test and are administered in a multiple choice format.
- FLATS exams consist of 150 questions and the score needed to pass varies, depending on the language being tested. CLEP exams consist of "approximately 120 questions" and require scores of 50-63, depending on the exam. (Scaled score, not percentage).
- Passing scores allow students to earn 8-12 language credits.

Challenge Examinations

- Students may earn credit for independent learning in certain academic areas by means of the Challenge Examination. This is a comprehensive examination covering a given course according to the following conditions:
- The course challenged must be offered by Westminster University, and the student requesting the examination must be currently enrolled as a degree-seeking student in the university.
- The student must pay a non-refundable fee of \$50 per credit hour prior to taking the examination.
- Permission to take the Challenge Examination must be secured from the dean of the school under which the course falls and the instructor who teaches the course. The instructor prepares, administers, and grades the examination. Permission to take the examination must be secured 30

days prior to examination, and reasonable assurance of the student's ability to pass the examination must be provided when the request is made.

- The course being challenged must not be a course for which the student has previously received credit, a course in which the student is enrolled, or a course in which the student was previously enrolled and dropped later than the first week of class.
- When students complete the Challenge Examination, they receive a letter grade of A, B, C, or D and the appropriate number of credit hours. Students not passing their examinations receive no grade or credit.
- A course may be challenged only once.
- Seminars, directed studies, laboratory portions of a course, or activity courses may not be challenged.
- No more than 30 credit hours by Challenge Examination may be offered toward graduation. Credit received through Challenge Examination is not counted as in-residence credit.

Westminster Policy for Accepting Selected Cambridge A-Level Examinations

Westminster University recognizes the A-Level curriculum from the United Kingdom as exceptional preparation of students and grants credit for superior performance on those A-Level examinations.

Westminster University grants up to 8 semester credits (equivalent of two courses) for A-Levels with passes of A, B, and C in most academic subjects. A grade of C or higher on an AS exam will earn the first course listed for that subject in the list below. The College does not recognize "O Levels" as advanced standing credit.

Cambridge Exam	Grade	Westminster University course/ equivalent	Credits
Accounting	A, B, C	ACCT 213	3
Art & Design	A, B, C	*note below	0
Biology	A, B	BIOL 100T	3
Chemistry	A, B, C	No AS level credit awarded, CHEM 111 for A level credit***	4
Classical Studies	A, B, C	ELEC 100T	3
Computer Science	A, B, C	CMPT 140	4
Economics	A, B, C	ECON 253 and ECON 263	6
English Literature	A, B, C	LMW 222 and ELEC 100T	8
Global Perspectives	A, B, C	ELEC 100T	4
History	A, B, C	*note below	See note below
Marine Science	A, B	ELEC 100T	4
Mathematics	A, B, C	MATH 144	4
Mathematics Further	A, B, C	MATH 201 and MATH 202	8
Media Studies	A, B, C	ELEC 100T	4
Music	A, B, C	MUSC 110, MUSC 161, and MUSC 171 (all 3 classes for both A and AS level exams)	7

Cambridge Exam	Grade	Westminster University course/ equivalent	Credits
Physical Science (AS level)	A, B, C	ELEC 100T	4
Physics	A, B, C	ELEC 100T	4
Psychology	A, B, C	ELEC 100T	4
Sociology	A, B, C	ELEC 100T	4
World Languages			
Chinese	A, B, C	CHIN 110 and CHIN 111	8
French	A, B, C	FREN 110 and FREN 111	8
Japanese	A, B, C	JAPN 110 and JAPN 111	8
Spanish	A, B, C	SPAN 110 and SPAN 111	8
For all other world languages, two courses of unassigned world language credit is given, or one course credit for an AS-level examination.	A, B, C	LANG 100T	8

Exam subjects listed in this table are only the most commonly seen subjects on the A-level and AS-level exams. Subjects not listed above will be reviewed individually.

*Art & Design examination: While we do not offer ART credit for Cambridge coursework, students may petition to enroll in intermediate sections of ART courses through a portfolio submission sent to the Art Department chair. Portfolios should consist of 8 original artworks (preferable) or 8 high quality images on CD (1024x768 pixels minimum), along with an image list that includes your current contact information, and the titles, dimensions, media, and dates of your work.

** History examination: Credit is determined by departmental review of scores and content of courses taken. Submit a detailed written description of topics studied to the chair of the history program.

*** Note: Must talk with program chair if you are a pre-health student.

International Baccalaureate

Credit may be given for selected higher level (HL) and standard level (SL) International Baccalaureate (IB) examinations. Students are required to submit official transcripts from the International Baccalaureate Organization upon admission to the university. Students may receive a maximum of 40 hours of combined IB and AP credit. International Baccalaureate examinations currently accepted at Westminster, along with the minimum required score and examination level, appear below.

IB Examination	Min. Score Required	Westminster Equivalency	Credits
Anthropology	5	ELEC 100T	3
Biology (HL)	5	BIOL 100T	4
Business and Management (SL)(HL)	5	BUSI 100T	4
Chemistry (HL)	5	CHEM 111	4

IB Examination	Min. Score Required	Westminster Equivalency	Credits
Computer Sciences (SL)	4	CMPT 100T	3
Computer Sciences (HL)	4 or 5	CMPT 100T	4
Computer Sciences (HL)	6 or 7	CMPT 201	4
Dance (SL)	4	DANCE 100T	3
Dance (HL)	4	DANCE 100T DANCE 180	3 2
Design Technology	5	BUSI 100T	4
Economics (HL)	5	ECON 253	3
English A: Language and Literature (HL)	5	LMW 100T	4
English A: Literature and Performance (HL)	5	LMW 100T	4
Environmental Systems (HL)	5	ENVI 100T	4
Film (SL)(HL)	5	FILM 100T	4
French (SL)*	4	FREN 110 FREN 111	4 4
French (HL)*	4	FREN 110 FREN 111 FREN 220	4 4 4
Geography (SL)	5	ELEC 100T	3
Geography (HL)	5	ELEC 100T	6
History (Africa and Middle East, Americas, Asia and Oceania, Europe) (HL)	4	HIST 100T	6
Japanese (SL)*	4	JAPN 110 JAPN 111	4 4
Japanese (HL)*	4	JAPN 110 JAPN 111 JAPN 220	4 4 4
Latin (SL)*	4	LATN 110 LATN 111	4 4
Latin (HL)*	4	LATN 110 LATN 111 LATN 220	4 4 4
Mandarin (SL)*	4	CHIN 110 CHIN 111	4 4
Mandarin (HL)*	4	CHIN 110 CHIN 111 CHIN 220	4 4 4
Mathematics: Applications and	4	MATH 144	4

IB Examination	Min. Score Required	Westminster Equivalency	Credits
Interpretation (SL)			
Mathematics: Applications and Interpretation (HL)	5	MATH 201 MATH 100T	4 2
Mathematics: Analysis and Approaches (SL)	4	MATH 144	4
Mathematics: Analysis and Approaches (HL)	5	MATH 201 MATH 100T	4 2
Music (SL) (HL)	5	MUSC 100T	3
Other Foreign Languages (besides French, Japanese, Latin, Mandarin, and Spanish) (SL)*	4	LANG 110T LANG 111T	4 4
Other Foreign Languages (besides French, Japanese, Latin, Mandarin, and Spanish) (HL)*	4	LANG 110T LANG 111T LANG 220T	4 4 4
Philosophy (SL)	5	PHIL 100T	3
Philosophy (HL)	5	PHIL 100T	4
Physics (SL) (HL)	5	PHYS 100T	4
Psychology (HL)	5	PSYC 100T	4
Spanish (SL)*	4	SPAN 110 SPAN 111	4 4
Spanish (HL)*	4	SPAN 110 SPAN 111 SPAN 220	4 4 4
Sports Exercise and Health Science (HL)	5	HPW 100T	3
Theatre Arts (HL)	6	THTR 100T	2
Visual Arts* (SL)	6	ART 100T	2
Visual Arts* (HL)	6	ART 100T	2

*Foreign language scores are accepted for both Language A and Language B tests.

Art exams: While we do not grant credit for specific ART courses for IB test scores, students may petition to enroll in intermediate sections of ART courses through a portfolio submission sent to the Art Department chair. Portfolios should consist of 8 original artworks (preferable) or 8 high-quality images on CD (1024 x 768 pixels minimum), along with an image list that includes your current contact information, and the titles, dimensions, media, and dates of your work.

Prior Learning Assessment

Military

Students who have served at least 6 consecutive months of active military services and were honorably discharged or who are currently on active duty may qualify to receive undergraduate credits at Westminster University for ACE (American Council on Education)-approved course work taken while in military service. Up to 30 general elective hours may be awarded from an official Joint Services transcript or Community College of the Air Force.

Credential or Specific Certifications

Individual programs may elect to award credit for certifications that align with the program learning goals and demonstrate in a measurable way that the student possesses the competencies associated with those goals. Credit for certificates or credentials may be awarded in one of two ways:

- Programs may designate that each certificate that is approved fulfills a specific program requirement (course).
- A student could be awarded a predetermined number of credit hours, which can be applied towards graduation requirements. Examples of certificate-based PLA include the Leadership Certificate Program, the NCLEX examination and the Finance Series E Examinations.

All certificate-based PLA is approved by the established university curriculum process.

Demonstration of Competencies

Students may demonstrate competencies via a portfolio, or other means, and are given credit towards specific courses. For a course to be eligible for PLA consideration, there must be clear learning goals and rubrics to measure the learning outcomes. In addition, each course must be approved for PLA through the university curriculum process. An example of PLA through demonstration of competencies includes the portfolio for the Bachelor of Business Administration program. Students pay a \$500 evaluation fee and then \$50 for each approved credit.

Academy College Consortium

Westminster belongs to the Academy College Consortium (academy.com), through which students can take online courses offered by other private institutions in the Council for Independent Colleges (CIC) or other approved institutions as if they were Westminster courses. That is, these courses appear on the Westminster transcript and impact GPAs just as if they were taken at Westminster. Tuition is billed at the regular rate and applicable financial aid can be applied. Students may take no more than one consortium course per semester (two allowed for summer) and no more than four courses overall towards an undergraduate or nine credits towards a graduate degree. These courses will fulfill elective credit, but if merited, students can seek consideration for a course to count towards WCore, major, or minor requirements by contacting the Registrar's Office, which will coordinate review with respective department chairs or committee representatives.

GRADING AND ACADEMIC STANDARDS

Class Standing

Students are classified by the Registrar's Office at the beginning of each semester. Class standing is determined as follows:

Class Standing	Hours
Freshman	fewer than 28
Sophomore	28 to 59
Junior	60 to 89
Senior	90 to 124
Fifth Year	More than 124

Class Standing	Hours
Graduate	1 to 65
Special (interest only)	1 or more

Letter Grade	Grade Points Per Credit Hour
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
WF	0.0

Grading Information and Transcripts

Grading System

Westminster uses the following grades:

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
AW	Administrative Withdrawal
AU	Audit
I	Incomplete
T	Temporary

Grading criteria is established by each faculty member and communicated through the corresponding course syllabus. 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, 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. "T" grades are not intended to take the place of an incomplete grade when the student meets the criteria for an incomplete (provided below) 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. WF grades count as F in GPA calculations.

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

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.

Credit/No Credit Option

Students may elect to take a maximum of two courses on a credit/no credit basis. However, students must earn passing letter grades in courses applied toward their majors or minors. Therefore, if a student chooses to elect credit/no credit on a course that is required in his or her major or minor, the student will need to repeat that course in a future semester. Courses offered only on a credit/no credit basis are excluded from these limitations. Students who declare a major or minor in a given subject after having taken a course in that subject on a credit/no credit basis may be required by their major or minor department to retake the course for a letter grade. Students who take courses credit/no credit must perform work at the level of C- or higher to receive credit. Grades of credit/no credit are not included in GPA calculations.

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, such as HPW courses and some music courses such as Westminster Chorale, 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 Renewal

After at least one semester's grades have been posted, a currently enrolled undergraduate student may petition the Registrar in writing for academic renewal. This is a procedure which allows students to request that their academic records be reviewed for the purpose of discounting for grade point average computation all courses bearing grades of D+ or lower and entered on the academic record ten or more calendar years prior to the request. Under this procedure, courses meeting the criteria do not count toward the total hours, upper division hours, or WCore hours needed for graduation. The renewal option can be used only once during a student's undergraduate career. ***This procedure does not apply to students pursuing a second undergraduate degree.***

Academic Standing, Probation, and Suspension

Good Standing

The academic standing of each undergraduate student is determined by examining records at the end of Fall and Spring semesters and when corresponding final grades are submitted for incomplete work. Students must earn the minimum semester grade point average shown below to be in good academic standing at the university. Students already on probation may be returned to good standing during summer semesters but cannot be placed on probation or suspended during summer semesters.

Total No. of Hours Attempted at Westminster*	Minimum Semester GPA Required
1-13	1.70
14-27	1.80
28 and above	2.00

* This policy is intended to aid first-time students and does not apply to students who have been awarded transfer hours from other institutions.

Probation

Students failing to achieve good academic standing are placed on academic probation. While on academic probation, students may register for no more than 13 credit hours, may not register for an internship, and may participate in only one curricular or extracurricular activity, unless an additional activity is required for the major and is approved by the program director. Curricular activities include choir, drama, and journalism. Extracurricular activities include student government and students on academic probation are not eligible to participate in university athletics.

Students who meet semester grade point average requirements, but not cumulative grade point average requirements, may be considered for continued probationary status rather than suspension if the term grade point average shows substantial progress toward meeting all grade point average requirements. To be returned to good standing, students must have a 2.0 semester and cumulative grade point average. This applies only to Fall, Spring, and Summer semesters.

Suspension

Students who fail to earn the minimum grade point average required for good standing during a probationary semester are suspended from the university. Students may not register for any classes while suspended and must remain out of the university for one or more regular semesters. To be readmitted, students must appeal for readmission.

Academic Appeals Procedure for Readmission

Students who have been suspended must reapply for Admission to the College and will submit additional academic appeals information as part of that process. Normally, suspended students remain out of the university for one or more regular semesters; however, if students feel extenuating circumstances contributed to their failure to meet minimum grade point averages, they may choose to appeal for readmission immediately following the suspension. Students will be notified of the Appeals Committee meeting and given an opportunity to present their case to the Committee. Decisions of the Appeals Committee are final.

Admission and Retention in Academic Programs

Supplemental applications for admission and standards for retention are established by the faculties of some programs, and students may be excluded from a program for cause, as outlined in the appropriate sections of this academic catalog.

Academic Grievance Procedures

Students have the right to appeal or petition an academic decision. For the appeals procedure to be followed after suspension, see Academic Appeals Procedure for Readmission. The other appeals reside within each school. The student must make the appeal or petition, in writing, in accordance with the applicable school or program procedure. Please see the appropriate dean or program director for a copy of the procedure. 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 school days of the date of the hearing.

If the decision of the faculty committee within the school is not acceptable to the student, the student may file a written appeal to the provost within five (5) school days following notification of the faculty committee. The provost will assemble a committee, consisting of the dean of students and deans of the schools not involved to consider the appeal. 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 this provost committee and become part of the proceedings. The hearing before the provost committee will be held within fifteen (15) school days of receipt of the written appeal. The student may be present at the provost committee hearing. The student and faculty representatives may call members of the university as supporting witnesses. The decision of the provost committee is reported to the student within five (5) school days of the date of the hearing.

Note: The individual school grievance process must happen before the grievance goes to the Provost's office.

Decisions of the Provost's Committee are final.

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 Integrity

Westminster University is a community of learners where students, faculty, and staff gather to create and share knowledge and ideas. In an academic community, integrity is the core principle that guides our individual and shared work. Members of such a community consistently and directly acknowledge how their thoughts and products build on and incorporate the work of others. Westminster is committed to engaging students through well-developed academic programs in a supportive atmosphere. A Westminster education invites students to become lifelong learners who lead lives of consequence and responsibility. All members of the Westminster community are expected to maintain the highest standard of academic integrity and to exemplify the values of honesty, trust, fairness, respect, responsibility, and courage. These values are further defined below.

When first learning how to conduct research and incorporate sources into their academic work, students often struggle with academic writing style and correct citations. These struggles are opportunities to learn new skills and to develop self-awareness. In order to maintain academic integrity, students have a responsibility to learn the accepted practices for acknowledging their use of others' ideas and language. Intentional and repeated breaches of academic integrity may result in serious academic consequences and even disciplinary sanctions.

Academic Misconduct Definitions

Intentional actions that violate the principle of academic integrity are referred to as academic misconduct. Academic misconduct includes, but is not limited to, cheating, plagiarism, helping another person cheat or plagiarize, and furnishing false or misleading information to any community member.

Cheating includes but is not limited to copying from another student's work, using unauthorized notes or technology, arranging for a substitute to take an exam or quiz, giving or receiving unauthorized information prior to an exam or quiz, unauthorized collaboration with others on an assignment, and submitting the same material for more than one class without the authorization of the instructors.

Dishonesty includes but is not limited to fabrication of data or furnishing false or misleading information to any faculty or staff member.

Plagiarism includes but is not limited to unauthorized use of language, information, or ideas generated by another person or by technology such as an AI language model, whether directly quoted or paraphrased, without acknowledging the source. Students must identify the sources they use in their work by using one of the generally accepted citation methods.

All members of the university community — students, faculty, and staff — have the responsibility to report academic misconduct.

Academic Misconduct Process

Faculty are encouraged to adopt instructional and assessment methods that teach students how to use and acknowledge sources responsibly and that limit opportunities for academic misconduct. Faculty are further encouraged to include academic integrity statements in their syllabuses, to include links to the Academic Integrity Policy, and to state the course-specific consequences for academic misconduct.

When a faculty suspects that a student has engaged in academic misconduct, they should begin by considering the seriousness of the incident.

Level 1 misconduct is usually characterized by unintentional error, although more serious misunderstanding of citation and its purposes may be involved. If the student has made a Level 1 error, they should meet with their professor for additional instruction and may be referred to the Writing Center, a research librarian, an individual tutor, or other supports as appropriate. There is no need to submit a report. Academic consequences and/or conduct sanctions are not recommended.

Level 2 misconduct is characterized by poor, perhaps spontaneous, decision-making. The student's actions may have been intentional, but they may

not have recognized the seriousness of their actions or how to complete their work in ways the academic community would regard as honest and appropriate.

Level 3 misconduct reflects pre-meditated dishonesty. The student's actions were intentional, they recognized the seriousness of their actions, and they understood how to complete their work in ways the academic community would regard as honest and appropriate.

If a Level 2 or Level 3 infraction is suspected, the faculty must meet with the student(s) involved, present relevant documentation, and assess their level of understanding and intent. If the faculty determines that a student is responsible for intentional academic misconduct, they should impose appropriate course-specific academic consequences in accordance with the academic integrity policy stated in their syllabus. Recommended academic consequences include 1) warning the student of the seriousness of academic misconduct and assigning an appropriate learning experience, 2) requiring the student to resubmit the assignment or exam, 3) giving a reduced or failing grade for the assignment or exam, or 4) giving a reduced or failing grade for the entire course.

Faculty must report all Level 2 and Level 3 violations of academic integrity to the appropriate academic dean and the Dean of Students. In the case of repeated infractions by a single student, a student conduct officer, in consultation with appropriate academic dean(s), may recommend that the student be required to engage in remediation, be placed on probation or suspension, or be expelled from the University. The Dean of Students will notify the student of the remediation plan or the change in their academic status. Students may appeal such decisions following the Academic Grievance Procedures discussed above.

Academic Integrity Values

The International Center for Academic Integrity (ICAI) states that "the fundamental values of academic integrity are honesty, trust, fairness, respect, responsibility, and courage." ICAI explains the meaning of these terms as follows:

Honesty: "Honesty begins with individuals and extends out into the larger community. As students and faculty seek knowledge, they must be honest with themselves and with each other. In study halls and laboratories, in libraries, playing fields, and classrooms, cultivating and practicing honesty lays a foundation for lifelong integrity."

Trust: "The ability to rely on the truth of someone or something is a fundamental pillar of academic pursuit and a necessary foundation of academic work. Members of the academic community must be able to trust that work, whether student work or research, is not falsified and that standards are applied equitably to all.... Trust is reciprocal: being worthy of others' trust and allowing oneself to trust others go hand-in-hand."

Fairness: "All members of the academic community have a right to expect fair treatment and a duty to treat others fairly. Faculty members are fair ... when they lead by example, communicating expectations clearly, responding to dishonesty consistently, and upholding academic integrity principles unflinchingly. Students engage in fairness by doing their own original work, acknowledging borrowed work appropriately, respecting and upholding academic integrity policies, and by maintaining the good reputation of the institution."

Respect: "Respect in academic communities is reciprocal and requires showing respect for oneself as well as others. Respect for self means tackling challenges without compromising your own values. Respect for others means valuing the diversity of opinions and appreciating the need to challenge, test, and refine ideas."

Responsibility: "Upholding the values of integrity is simultaneously an individual duty and a shared concern. Every member of an academic community—each student, staff, faculty member, and administrator—is accountable to themselves and each other for safeguarding the integrity of its scholarship, teaching, research, and service."

Courage: "Being courageous means acting in accordance with one's convictions. Like intellectual capacity, courage can only develop in environments where it is tested. Academic communities of integrity, therefore, necessarily include opportunities to make choices, learn from them, and grow.... Only by exercising courage is it possible to create communities that are responsible, respectful, trustworthy, fair, and honest and strong enough to endure regardless of the circumstances they face."

(International Center for Academic Integrity, "The Fundamental Values of Academic Integrity.")

Guidance for Applying the Academic Integrity Policy

Level/ Seriousness	Examples of Student Behavior	Considerations	Academic Consequences
Level 1: Usually characterized by unintentional error, although more serious misunderstanding of citation and its purposes may be involved.	Editorial errors, incomplete quotations, missing textual citations, failure to properly acknowledge individual contributions to group work.	Repeated incidents of these behaviors by a single student should be reported.	Consequences should be minimal (e.g., 10% reduction in grade of this assignment only). Warn student of consequences of repeated incidents. Provide additional instruction to student and urge them to meet with a writing consultant, librarian, or tutor to learn more about citation practices.
Level 2: Behaviors characterized by poor, perhaps spontaneous, decision-making. Student's actions may have been intentional but they may not have recognized the seriousness of their actions or how to complete their work in ways the academic community would regard as honest and appropriate.	Feigning illness to avoid an exam; giving aid in quizzes, exams, papers, or other homework without specific permission from the instructor; seeking and receiving such aid; submitting work completed in one course to satisfy an assignment in another course; minor plagiarism (one or two short excerpts of improperly cited material or limited use of an unsanctioned AI language model to complete an assignment).	Faculty must hold a meeting with the student before responding. This meeting should be a fact-finding effort and may include a third-party, such as a program chair, another faculty member, or dean. Level 2 incidents must be reported and consequences should be imposed. To determine appropriate consequences, faculty may consider whether the behavior was premeditated and its potential impact on the student's grade.	Student may be required to resubmit an assignment or exam, typically for a reduced grade. Student may be given a failing grade without the opportunity to resubmit. For the most serious Level 2 incidents, instructors may choose to assign a failing grade for the course.
Level 3: Behaviors reflect pre-meditated dishonesty. Student's actions were intentional, they recognized the seriousness of their actions, and they	Buying, selling, or providing a paper or a copy of an exam; having someone else take an exam or taking an exam for someone else; using hidden notes or other	Faculty must hold a meeting with the student before responding. This meeting should be a fact-finding effort and may include a third-party, such as a program chair,	Level 3 incidents deserve the most severe penalties. The student should earn a failing grade on the assignment with no opportunity to resubmit. Students

Level/ Seriousness	Examples of Student Behavior	Considerations	Academic Consequences
understood how to complete their work in ways the academic community would regard as honest and appropriate.	unauthorized materials during an exam; possessing and/or using a cell phone, calculator, or other device, or AI language model when they are not permitted; sabotaging someone else's work; altering or forging documents or identities; changing the letter or numerical grade on an exam or assignment after the instructor has assigned the final grade; multiple instances of plagiarism in one assignment or across several assignments.	another faculty member, or dean. All Level 3 incidents must be reported and consequences should be imposed. To determine appropriate consequences, faculty may consider whether the behavior was premeditated and its potential impact on the student's grade.	may earn a failing grade in the course. In the most serious cases, faculty may recommend to the dean that the student be placed on probation, suspended, or expelled.

MCNAIR SCHOLARS PROGRAM

Since 2003, the Westminster University McNair Scholars Program has served low-income, first-generation, and students underrepresented in graduate education on their path to graduate school under the guidance and funding of the U.S. Department of Education. The McNair Program contributes to the institution's purpose to prepare students to lead lives of learning, accomplishment, and service by offering a distinctive academic program in which students pursue excellence while promoting inclusiveness and respect for difference. To achieve this end, the McNair Program: encourages low-income and first-generation scholars to complete their programs of postsecondary education; celebrates and cultivates the strengths students bring as diverse scholars; supports the development of their academic talents and interests through faculty-mentored research that encourages students to critically examine alternatives and to accept responsibility for their learning; and provides access to graduate school financial and admissions assistance, as well as related support services. Regardless of learning style or background, participants are empowered to realize their goals of doctoral study in the field of their choice at the institution of their choice.

As the only McNair Program in Utah, we draw students from 3 campuses: Westminster University, Salt Lake Community College, and College of Southern Idaho. By encouraging and supporting qualified students through undergraduate school and the transition to graduate school, the ultimate goal is to increase faculty diversity in colleges and universities.

Of the 169 graduates who have gone through the Westminster University McNair Scholars Program, 72% (122) of students have an advanced degree or are currently in graduate school; 42% (71) have masters degrees; 5.9% (10) have professional degrees; and 12% (21) have PhDs.

Eligibility

All scholars must:

- Be a sophomore, junior, or senior who will graduate in Spring 2025 or later;

- Have a minimum 3.0 GPA OR significant academic progress in the last 30 credit hours or in your major;
- Be a U.S. Citizen or Permanent Resident; and
- Have a sincere desire to pursue graduate education.

They must also qualify as:

- Both first-generation (neither parent has a bachelor's degree) and [low-income](#)

AND/OR

- A member of a group underrepresented in graduate education (Native American, Hispanic/Latinx, African American or Pacific Islander).

Program Benefits

- Be eligible to receive a \$2,800 stipend for the summer research project.
- Establish a relationship with a faculty mentor for ongoing academic advising and assistance developing an academic plan.
- Establish a relationship with a research mentor for guidance through the research project and an introduction to your academic discipline.
- Receive support services including academic seminars, individual surveys and assessments, tutoring services as needed, GRE preparation.
- Opportunities to visit graduate school programs.**
- Opportunities to attend local, regional, and national conferences to present research.**
- Receive financial education and counseling including individual financial counseling services, a money management seminar, and a seminar on graduate and doctoral program funding alternatives.
- Receive personal support services including individualized technology/computer/library assistance, career counseling, academic career planning, and a peer support system.
- Receive assistance applying to graduate schools.
- Receive assistance applying for financial aid.
- Application fee waivers from participating graduate schools.
- Be eligible for GRE test fee waivers.
- Free summer tuition at Westminster University for required McNair courses.
- Eligible Westminster McNair Scholars may also receive financial aid packages totaling 100% of tuition.***

** Travel funds are contingent upon program participation and are granted at the discretion of the director.

*** Funds are distributed at the discretion of the Financial Aid office. The McNair Program has no control of these funds.

Visit [our website](#) to apply. Our applications are due on March 31 every year. Here's the [application checklist](#) to help you plan your application.

Courses

All McNair scholars enroll in the *McNair Scholars Seminar* (MCNR 200) course each semester. In the spring semester, juniors take *Writing for Professional Research* (MCNR 301) and *Introduction to Research Methods I* (MCNR 311); seniors take *Advanced Research I* (MCNR 411). In the summer, juniors take *Introduction to Research Methods II* (MCNR 312), while seniors take *Advanced Research Methods II* (MCNR 412) during the Summer Research Program.

RESERVE OFFICER TRAINING CORPS (ROTC)

ROTC (COOPERATIVE PROGRAM WITH THE UNIVERSITY OF UTAH)

Reserve Officers Training Corps (ROTC) Programs

Westminster offers students an opportunity to participate in the ROTC programs of the U.S. Air Force, the U.S. Army, and the U.S. Navy through cooperative programs at the University of Utah.

ROTC programs offered through Westminster University correspond to those listed in the University of Utah's General Catalog. Students are advised to contact Westminster's Director of Veteran and Military Services or personnel associated with the appropriate military program at the University of Utah for detailed information.

U.S. Air Force ROTC (AIRF)

Department Office: Naval Science Building, Room 205, 110 South 1452 East, Salt Lake City, Utah 84112
Department Chair: Lt.Col. Trek Potter

The Department of Aerospace Studies offers four-year and three-year programs through the Air Force Reserve Officer Training Corps (AFROTC). These provide matriculated men and women an opportunity to earn a commission as officers in the United States Air Force in conjunction with completing baccalaureate degree requirements in academic fields of the student's choice.

AFROTC is a military training program that offers academic preparation in interdisciplinary areas including communication skills, Air Force history, leadership and management principles and practices, decision-making theory and policy formulation, ethics and values, socialization process within the armed services, national and international relations, national defense structure, national security policy, and military law. In addition to their traditional college courses, AFROTC cadets are required to be enrolled in two Aerospace Study (AS) courses every semester.

Entry into the academic Aerospace Study (AS) courses during the first two years of AFROTC is open to all students and does not require a military obligation (unless on an AFROTC scholarship). Entry into the Leadership Laboratory AS courses during the final two years is selective and is normally initiated during the student's sophomore year. Students may qualify to be commissioned in any of more than 60 technical and nontechnical officer career areas or as flight officers (pilots or navigators). For complete information concerning the Air Force ROTC Program, prospective students should contact: Department of Aerospace Studies, University of Utah at 801.581.6236.

Courses			Credit Hours
AIRF	1010	Foundations of the USAF I	1
AIRF	1011	Foundations of the USAF II	1
AIRF	1110	General Military Leadership Laboratory I	1
AIRF	1111	General Military Leadership Laboratory II	1
AIRF	2006	Aerospace Studies Physical Fitness	1
AIRF	2010	Airpower History I	1
AIRF	2011	Airpower History II	1
AIRF	2110	General Military Leadership Laboratory III	1
AIRF	2111	General Military Leadership Laboratory IV	1
AIRF	2960	Special Topics	1-3
AIRF	3000	Air Force ROTC Field Training	4
AIRF	3010	Leadership Studies I	3
AIRF	3011	Leadership Studies II	3
AIRF	3110	Professional Officer Course Leadership Laboratory I	1
AIRF	3111	Professional Officer Course Leadership Laboratory II	1
AIRF	4010	National Security Affairs I	3
AIRF	4011	National Security Affairs II	3
AIRF	4110	Professional Officer Course Leadership Laboratory III	1
AIRF	4111	Professional Officer Course Leadership Laboratory IV	1
AIRF	4990	Directed Study	1-5

U.S. Army ROTC (ARMY)**Department Office: University of Utah, 255 Ft. Douglas Blvd #638, Salt Lake City, Utah 84113****Department Chair: LTC Andrew Brown www.milsci.utah.edu****Assistant Professor of Military Science, CPT Matthew Lehman; matthew.lehman@milsci.utah.edu**

The Military Science Department (Army ROTC) offers a leadership program for college men and women to earn commissions as second lieutenants in the United States Army (Active, Reserve, or National Guard). Two- and four-year programs are available. All courses receive academic credit toward graduation. Instructors, textbooks, uniforms, and equipment are provided by the Department of the Army without cost to the student.

The Basic Course provides instruction in basic leadership and hands-on military adventure training such as rappelling, survival instruction, skiing, land navigation, and rifle marksmanship. There is no military obligation for students taking the Basic Course. Students normally take this program during their freshman and sophomore years.

The Advanced Course provides extensive instruction in leadership development, military organization, management, tactics, and administration. Students may have the opportunity to attend specialty training such as Airborne or Air Assault School. This program is normally taken during the final two years of college.

Financial aid/scholarships are available from the Department of Military Science. For further information, contact the enrollment advisor at 801.581.1855.

Courses			Credit Hours
ARMY	1010	Introduction to the Army and Critical Thinking	2
ARMY	1020	Introduction to the Profession of Arms	2
ARMY	1060	Military Physical Readiness	1
ARMY	2010	Leadership and Decision Making	3
ARMY	2020	Army Doctrine and Team Development	3
ARMY	2090	Ranger Challenge	2
ARMY	2950	Independent Study	2-3
ARMY	3010	Training Management and Warfighting Functions	3
ARMY	3020	Applied Leadership in Small Unit Operations	3
ARMY	3950	Independent Study	1-3
ARMY	3960	Military History Leadership in Adversity	3
ARMY	4010	The Army Officer	4
ARMY	4020	Company Grade Leadership	4
ARMY	4950	Senior Seminar	1-4

U.S. Navy ROTC (NAVY)**Department Office: Naval Science Building, Room 100, 110 South 1452 East, Salt Lake City, Utah 84112****Department Chair: CAPT. Brent A. Trickel**

The major goals of the U.S. Navy and Marine Corps ROTC Program are:

1. To help educate midshipmen in a major field of interest to the Navy or Marine Corps leading to a baccalaureate degree.
2. To provide midshipmen with fundamental concepts and principles of naval science and with the professional naval knowledge necessary to establish a sound basis for future growth as a Naval or Marine Corps officer.
3. To prepare midshipmen for service with the highest sense of honor and integrity as commissioned officers; to cultivate the essential elements of military leadership; and to foster the growth of a strong sense of loyalty and dedication to the service and to the nation.
4. To prepare midshipmen to continue their education in a field of interest to the Navy or Marine Corps later in their careers.
5. To instill the values of civilian higher education into the naval service by utilizing the expertise of civilian faculty instruction.

For complete information concerning the Naval ROTC Program, prospective students should contact Lisa Huff-Rottman at 801.581.6723.

Courses			Credit Hours
NAVY	1010	Introduction to Naval Science	2
NAVY	1020	Seapower and Maritime Affairs	3
NAVY	2000	Leadership and Management	3
NAVY	2020	Naval Ships Systems II: Naval Engineering	3

Reserve Officer Training Corps (ROTC)

NAVY	2110	Evolution of Warfare	3
NAVY	3010	Navigation	3
NAVY	3020	Naval Operations and Navigation II Prerequisite: NAVY 3010	3
NAVY	3110	Fundamentals of Maneuver Warfare	3
NAVY	3210	Marine Corps Bulldog Preparation	2
NAVY	4000	Naval Ships Systems I: Weapons	3
NAVY	4020	Leadership and Ethics Prerequisite: NAVY 2000	3