

Academic Information

Academic Majors and Programs

Undergraduate

Accounting (B.A.)
American Studies (B.A.)
Applied Physics (B.A.)
Areas of Concentration (B.A., B.S.)
Art (B.A.)
Arts Administration (B.A.)
Bachelor of Liberal Studies (B.L.S.)
Biology (B.A., B.S.)
Business Management (B.A.)
Chemistry (B.A., B.S.)
Communication (B.A.)
Computer Science (B.A., B.S.)
Cross-Cultural Studies (B.A.)
Economics (B.A.)
Education (Elementary, Secondary)
Engineering (3-2)
English (B.A.)
Environmental Studies
French (B.A.)
History (B.A.)
International Business (B.A.)
International Studies (B.A.)
Journalism and Mass Communication (B.A.)
Kinesiology and Athletics (B.A.)
Leadership Studies
Mathematics (B.A., B.S.)
Music (B.A.)
Music Education (B.A.)
Nursing (B.S.)
Organizational Management (B.A.)
Peace Studies (B.A.)
Philosophy (B.A.)
Physics (B.A., B.S.)
Political Studies (B.A.)
Pre-Dental
Pre-Law
Pre-Medicine
Psychology (B.A.)
Quantitative Analysis (B.A.)
Religion (B.A.)
Sociology (B.A.)
Spanish (B.A.)
Speech Communication (B.A.)
Sports Medicine/Athletic Training (B.A.)
Theatre (B.A.)
Women's Studies

Graduate

Master in Teaching
Master of Arts in Teaching
Master of Education, Elementary or Secondary Education
Master of Education in Guidance and Counseling
Master of Education in School Administration
Master of International Management
Master of Nursing

Grades and Quality Points

The following symbols are used:

A	Superior — 4 points
A-	3.7 points
B+	3.3 points
B	Good — 3 points
B-	2.7 points
C+	2.3 points
C	Fair — 2 points
C-	1.7 points
D+	1.3 points
D	Poor — 1 point
D-	.7 points
F	Failure — 0 points
W	Official Withdrawal; does not affect GPA
WF	Unofficial Withdrawal, usually given when student stops attending class without an official withdrawal; computed as an "F" in the GPA
I	Incomplete, to be made up by six weeks into the next fall or spring semester
I/P	In-Progress, given only when the work, by design, extends beyond the end of the term
S	Satisfactory, given upon completion of a Satisfactory/Not Satisfactory course; does not affect GPA
NS	Not Satisfactory, given for unsatisfactory work in a Satisfactory/Not Satisfactory Course; does not affect GPA
P	Pass, for Pass/No Credit grading option class
NC	No Credit, for a C-, D, or F under the Pass/No Credit grading option
X	Grade not submitted by instructor
AUD	Audit; does not affect GPA

Calculation of the Grade Point Average

Current and cumulative grade point averages are calculated on the basis of grades earned at Whitworth College only. A student may transfer credits from another accredited institution that count toward the total required for graduation, but the student cannot transfer the grades received in those courses. The grade point average (GPA) is computed by dividing the quality points total by the total number of graded credits attempted during any given grading period. Quality points for a course are determined by multiplying the numerical equivalent of the letter grade by the credit attempted. Pass/No Credit and Satisfactory/Not Satisfactory grades are not used in computing the GPA.

Pass/No Credit Grading Option

Students may choose to take one P/NC course each academic year at Whitworth. Core courses, courses in the major or area of concentration, and education courses are excluded from this option. Students may elect to take PE activity courses Pass/No Credit. A grade of No Credit will be assigned in a P/NC course on the basis of a grade of C- or lower. The term "Satisfactory/Not Satisfactory" is commonly used for grading internships, study tours, and specific non-graded courses.

Academic Credit and Evaluation

Academic credit is awarded on the basis of semester credits. One semester credit is equivalent to 14 contact hours and two hours of work outside of class for each contact hour. Evaluation of coursework is made in a variety of ways, depending upon the nature of the course. Midterm grades are given to students receiving grades of "C-" or below so that there is opportunity to improve performance. Final letter grades (including plus/minus option) are given in most courses, and students are informed in advance of those few courses which are evaluated on a Pass/No Credit basis. Students may choose to take one course on a Pass/No Credit basis each academic year. Core courses, education courses and courses included in or required for majors cannot be taken on a Pass/No Credit basis.

Normal Full-Time Course Load

The normal load for full-time students is 12 to 17 semester credits in the fall and spring semesters, and three to five semester credits in the Jan Term. The maximum allowable load in the summer is three semester credits in a three-week session and six semester credits in a six-week session. A student must average 32.5 semester credits per year to graduate in four years. Permission to enroll in more than the normal load must be approved in writing by the registrar, associate dean, or dean.

Changes in Registration

Deadlines for dropping and adding classes are published in the schedule of classes each semester. Late fees will be charged for schedule changes after the first week of classes or for finalization of day school registration beginning the first day after classes begin.

Class Standing

Class standing is determined as follows:

Freshman	0-29 semester credits
Sophomore	30-59 semester credits
Junior	60-92 semester credits
Senior	93 and above semester credits
130 to graduate (126 for Evening/Continuing Studies students)	

Class Attendance

Class attendance is expected and may be included in the calculation of the grade for the class. To provide enrollment space for others, students who do not attend regularly scheduled class meetings during the first week of the semester/term are subject to being dropped at the discretion of the professor. However, students must not assume that instructors will automatically initiate a course drop for non-attendance. Students who register for courses they do not attend are themselves responsible for officially dropping the courses through the Registrar's Office. The consequence of not officially dropping a course is a WF (withdraw failing) grade. Students should contact the professor or teaching department if they plan to be absent any day during the first week of the semester/term. No person, other than a faculty member attending informally with the approval of the professor, may attend a Whitworth College course in which that person has not been officially registered through the Registrar's Office. A professor may allow a student to attend his or her class only if the student's name appears on the official class roster from the Registrar's Office.

Honors

Graduation honors are:

cum laude (with honors)	3.50	GPA
magna cum laude (with high honors)	3.75	GPA
summa cum laude (with highest honors)	3.90	GPA

Honors must be based on at least 32 semester credits taken at Whitworth. Transfer grades are not included in honors computation. Semester honors: At the end of each fall and spring semester, all students who have registered in at least 12 semester credits for which A-F grades are given and who earn at least a 3.75 grade point average are given Dean's Honor Roll recognition. This includes a congratulatory letter from the dean, along with membership in the Laureate Society and participation in its activities. These students are allowed to take two semester credits beyond the maximum of 17.0 per term free of charge. (Academic Affairs Office approval is required.)

Academic Honesty

Just as the faculty, staff and administration of Whitworth College strive to be forthright, direct, and honest, and to value integrity in all their dealings, they expect all students to function in like manner. Students are expected to adhere to the highest standards of academic honesty and to refrain from any dishonest or unethical action. In all academic exercises, examinations, papers and reports, students are expected to submit their own work. The use of the words or ideas of others is always to be indicated through an acceptable form of citation. At the beginning of each course, the faculty will reiterate this policy both verbally and in the printed course materials. *Definition of plagiarism:* Plagiarism occurs whenever anyone attempts to pass off as his or her own work, either verbally or in writing, the words and ideas of others. Plagiarism most often occurs in those projects that require independent preparation (outside of class); although it can occur in essay examinations, this is not generally the case. Plagiarism can be either inadvertent (a failure to understand the responsibility for acknowledgment or the means by which acknowledgment should be made) or willful (a conscious intent to deceive). *Definition of cheating and dry labbing:* Cheating is any academic activity in which the student submits for grade or credit work that is not his or her own and/or work that has not been done within the structure and context established by the assignment. It may occur in a variety of ways: copying another student's homework, copying answers from another student's test, bringing unauthorized notes or materials to an exam, copying another student's lab notes, or making up fictitious lab results (also known as "dry labbing"). All cheating is regarded as willful deception. Consequences of violations of the policy on academic honesty: The faculty member will confront the student(s) in cases of suspected violations of the policy on academic honesty and will keep a written record of the incident. The faculty member will assess the gravity of the violation and determine the consequences, which may range from a failing grade on the specific assignment to a failing grade in the course. The student has a right to appeal any faculty member's decision to the Academic Affairs Office. The faculty member will report violations of the policy, with the consequences, in writing to the affected student's academic advisor. If, after receiving one report of a violation, an academic advisor receives subsequent reports of further violations, the advisor will report these incidents to the Educational Review Board. After two reported violations of the policy on academic honesty, the Educational Review Board may suspend the student for the remainder of the current term.

Academic Probation and Suspension

A student is placed on academic probation at the end of any semester or term in which his or her cumulative grade point average falls below 2.0. Since probation removes a person from good academic standing, students on probation will be limited in their opportunities to participate in off-campus study programs and in extracurricular activities (varsity sports, student government, student publications and radio broadcasting, for example). Students remain on probation until their cumulative grade point average reaches the minimum 2.0 standard. Students receive an academic warning when, during any fall or spring semester, their semester grade point average falls below 2.0 while their cumulative grade point average is 2.0 or above. Any student who receives an academic warning for two or more consecutive semesters will be reviewed by the Educational Review Board and may be placed on probation. Extracurricular activities are not limited by an academic warning. Students may be suspended at the end of any semester or term in which their semester grade point average falls below 1.0 or if, after being placed on probation, they fail to earn at least a 2.0 grade point average for the succeeding semester or term.

If there are mitigating reasons for unsatisfactory progress that result in suspension, students may appeal in writing to the Educational Review Board through the Registrar's Office. Reinstatement after any semester or term on suspension is dependent upon written application to the Educational Review Board through the Registrar's Office. The Educational Review Board may establish more stringent standards of probation and suspension for first-year students on provisional admission.

Normal Progress and Financial Aid

The normal load for full-time students is 12 to 17 semester credits in the fall and spring semesters and three to five semester credits in the Jan Term. Registration for less than a full-time load will prevent a student from receiving some forms of financial aid. A student must average 32.5 credits per year in order to graduate in four years. The total number of semester credits required for graduation is 130. The maximum allowable time for a financial aid recipient to complete a degree and receive aid is five-and-a-half years. More information on satisfactory progress requirements for financial aid recipients is available in the Financial Aid Office.

Academic Grievances

It is assumed that most grievances will be resolved in conversation between a student and his/her professor or within the department involved. However, in cases where resolution is not so easily achieved, the procedures are as follows: a) The student must first seek resolution of the conflict in consultation with the professor. Before becoming involved in the matter, the associate dean for Academic Affairs will ensure that this initial exchange has taken place. b) If a satisfactory resolution is not possible in the first phase, the student may appeal in writing to the associate dean for Academic Affairs for adjudication in the matter. c) Grade discrepancies must be resolved by the end of the term following the receipt of the disputed grade.

Acceptance of Transfer Credits

A maximum of 64 semester credits may be transferred from a two-year college. Courses in which the student received a grade less than "C-", vocational-technical courses, non-college-level courses and incomplete courses are not transferable. Credit from Bible schools and non-accredited colleges are evaluated on a course-by-course basis. To meet the general education requirements, an approved associate degree must be earned prior to initial enrollment at Whitworth by the transfer student.

Transfer Policies for Washington Community Colleges and North Idaho College Transfers Holding the Associate of Arts Degree

A student transferring to Whitworth College with a North Idaho College associate of arts degree or with a Washington state community college associate of arts or associate of science degree approved by the Intercollege Relations Commission for the State of Washington (ICRC) will receive the following:

1. Junior standing (60 semester credits)
2. Transfer credit of a maximum of 90-95 quarter credits or 60-64 semester credits
3. Waiver of all general requirements, with the following exceptions:
 - a. a choice of one of the following: Core 150, Western Civilization I: The Judeo-Christian Tradition; Core 250, Western Civilization II: The Rationalist Tradition; or Core 350, Western Civilization III: The Scientific Tradition
 - b. Biblical Literature—three semester credits in the Old Testament, New Testament, or one or more books of the Bible (usually taken at Whitworth)
 - c. Foreign Language—eight semester credits, 15 quarter credits or a full year of college credit in modern foreign language will be required (accepted languages include American Sign Language)

Transfer students are encouraged to contact the Whitworth College Registrar's Office to determine applicability of their coursework to specific bachelors' degrees. General information can be given over the telephone (toll-free at 1-800-533-4668). A complete transcript evaluation is available by sending the request with an official copy of college transcripts to Registrar's Office, Whitworth College, Spokane, WA 99251.

Transcript Request via Credit Card

Transcripts may be ordered via the 24-hour, seven-days-per-week request service as long as the transcript fee is paid by VISA or Mastercard. You may visit our website for a transcript request form, mail it to the Registrar's Office, or fax it to (509) 777-3296. Or you can call (509) 777-3722 and report your name, student number or Social Security number, address, when you last attended Whitworth College, the number of transcripts you are ordering, the addresses where you want the transcripts to be forwarded, your credit card company, your credit card number, the name on the card, and the card expiration date. There is a fee of \$4 for each transcript.

Alternative Course Credit

A maximum of 32 alternative semester credits (48 quarter credits) may be counted toward graduation. Alternative credit includes Advanced Placement and CLEP (College Level Examination Program) credit, course challenge examinations, credit based on completion of advanced work, extension and correspondence credits, international baccalaureate (IB) courses and credit for military service and schools. Contact the Registrar's Office for further information.

Advanced Placement (AP)

Whitworth is an active participant in the CEEB Advanced Placement program. Any score of three or above on an AP test will give a student at least three semester credits at Whitworth, and in many cases will also satisfy a general graduation requirement and/or requirement for an academic major.

College Level Examination Program (CLEP)

Whitworth grants academic credit for sufficiently high scores on CLEP general and selected CLEP subject examinations. These cutoff scores are listed in the CEEB (College Entrance Examination Board) publication, "College Placement and Credit by Examination," which is available at most high schools and colleges, or may be obtained by contacting the Continuing Studies Office at (509) 777-3222.

International Baccalaureate (IB)

Whitworth grants credit for higher-level IB courses ranging from three to eight semester credits, depending on subject and score. Three credits will be granted for completion of standard-level courses with a score of five or higher. Three credits will be granted for successful completion of the Theory of Knowledge, if the student has received the diploma.

Veterans

Whitworth College is approved for veteran training as an institution of higher education by the Higher Education Coordinating Board. The college's academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code. Whitworth is committed to upholding and complying with the intent of Veterans Administration (VA) regulations. Benefit recipients must meet satisfactory progress standards in order to continue receiving benefits for study. Standards are basically the same for VA benefit recipients as for other students. Records which permit monitoring of progress are kept in the Registrar's Office. Termination of benefits will be initiated upon receipt of a withdrawal form or notification by an instructor that a student is not attending class. It is the responsibility of the benefit recipient to submit a withdrawal form to the registrar and notify the veteran's coordinator immediately upon ceasing to attend any course.

Confidentiality

Each academic year the college informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This act is designed to protect the privacy of education records, to establish the right of students to inspect and review their academic records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students have the right to file complaints with the FERPA Office concerning alleged failure by Whitworth College to comply with this act. The complete institutional policy statement related to the Family Educational Rights and Privacy Act of 1974 is available through the Registrar's Office.

Directory Information

At its discretion, the college may provide directory information in accordance with the provisions of the act to include student name, address, telephone number, date and place of birth, major field of study, dates of attendance, class standing, degrees and awards received, most recent previous educational agency or institution attended by the student, denominational affiliation, participation in officially recognized activities and sports, and weight and height of members of athletics teams. Students may withhold directory information by notifying the Registrar's Office in writing within two weeks after the first day of class for each semester. This request for non-disclosure will be honored for that semester and will cover all of the above information.

Changes to Directory Information

Name-change policy: A current or former student of Whitworth College may change any component of his or her name with proper documentation and a completed name-change request form. Types of changes may include first, middle, and last name replacements; converting an initial to the actual name; replacing a nickname; returning to a birth name, or any other name-change variation which may arise. Acceptable documentation will include a copy of a legal document such as a marriage certificate, birth certificate, divorce decree, or court order. In addition, one supporting piece of identification reflecting the change must be presented. Forms of identification may include a driver's license, Social Security card, or other identifying documentation deemed acceptable by the registrar. After proper identification and a completed request form are received by the Registrar's Office (MS 0105, 300 West Hawthorne Road, Spokane, WA 99251), the change will be reflected on the student's hard-copy academic record, transcript and computer record.

Address change: Please notify the Office of the Registrar of any address changes by supplying your name, Social Security number, old address, new address and phone number.

Equal Opportunity Policy

It is the policy of Whitworth College to provide equal educational opportunity without regard to age, race, color, religion, national origin, sex, marital status or disability as defined by law, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1972, Sections 799A and 845 of the Public Health Services Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1991. In addition, Whitworth provides equal employment opportunity without regard to age, race, color, national origin, sex, marital status or disability as defined by law, in accordance with Title 49.60 of the Washington Law Against Discrimination, Equal Pay Act of 1963, Title VI and VII (as amended by the Equal Employment Opportunity Act of 1972) of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, and the Americans with Disabilities Act of 1991.