

# Graduate Reference Guide

## Graduation Requirements

- Minimum of 24 credits (Master's) or 60 credits (Doctorate)
- Complete all required semester credits per program requirements.
- Maintain 3.0+ cumulative GPA\*
- No credit towards degree for grades of C- or lower. Required courses with C- or lower must be repeated.
- Grades of P/NC not allowed for graduate courses
- Credits toward a graduate degree must have been completed within six years of matriculation
- Graduation application

*\*GPA may need to be higher depending on degree.*

## Transfer & Alternative Credit

Official transcripts or score reports for transfer or alternative credit earned prior to matriculation at Whitworth must be received by the Office of the University Registrar before the end of the student's **first term** at Whitworth.

Whitworth graduate programs may allow students to request a transfer of credits or a substitution of courses that matches their program of study for **up to 25 percent** of the required total credits. These credits will be in the form of graduate courses or prior learning experiences.

## Quick Contacts

- |                                      |      |
|--------------------------------------|------|
| ➤ Student Financial Services         | 3209 |
| ➤ Educational Support Services       | 4534 |
| ➤ Office of the University Registrar | 3205 |
| ➤ Help Desk                          | 3911 |

Student program questions? [acadprogress@whitworth.edu](mailto:acadprogress@whitworth.edu)  
Registration questions? [registrar@whitworth.edu](mailto:registrar@whitworth.edu)  
Technical questions? [helpdesk@whitworth.edu](mailto:helpdesk@whitworth.edu)

## Registration

Students must be registered for **at least one credit** by the first day of the term or session. Students who are not registered by the first day of the term or session will not be permitted to register for that term or session.

Students may make changes to their registration through the add/drop period. Following this period, students may request course changes by using the online **Add & Drop Form**. See the **Academic Calendar** for dates.

### Spring & Summer Terms

Schedule opens in October

Registration starts in November

### Fall Term

Schedule opens in March

Registration starts in April

## Grading

Grades of P/NC are not allowed in any graduate-level course. No credit toward a master's degree or certification program will be allowed for a course in which the student receives a grade of "C-" or lower.

Final grades must be submitted & verified on Self-Service by published deadlines. Students are responsible to check their final grades in a timely manner.

Grade change requests must be submitted by the instructor & approved by associate dean or program director within 30 days of the end of term using the online **Grade Change Form**. The completion or revision of additional work after the end of a term is not an acceptable basis for a grade change.

A grade of incomplete ("I") is approved for regular courses in emergency situations only. The incomplete must be made up by six weeks into the following long semester.

## Anticipated Completion Date

This date should be as **accurate** as possible. The ACD is:

- Reported to the federal government for enrollment data
- Used for financial aid & loan repayment
- Used in tracking student progress & planning course offerings

Advisors should submit an online **Anticipated Completion Date Update Form** for any changes in ACD.

## Attendance, Walkaways, Hiatus & Withdrawals

### Walkaway Withdrawal Policy

Students who are confirmed to have never attended or stopped attending all of their courses and do not officially withdraw from Whitworth will be dropped from all current and future courses. They will be administratively withdrawn as a walkaway student and will receive “WW” grades for all in-progress courses.

### First Week of Interaction

If a student does not meet the first required interaction in the first week of classes, faculty/program administrators will follow-up to see if the student plans to attend. If there is no response from the student within a few days of follow-up, the program will be responsible for contacting the Office of the University Registrar and Student Financial Services *to request the student be withdrawn*. It is this action that will prevent the disbursement of aid to a student not attending.

### During Semester/Session Interactions

If a student meets the first interaction requirement but then does not meet assignment deadlines as outlined in the syllabus, the faculty member should follow-up with the student to determine if the student is still working on the course. If the faculty cannot connect with the student, the program will be responsible for contacting the Office of the University Registrar and Student Financial Services *to request the student be withdrawn*. It is this action that allows the financial aid office to do a R2T4 Federal Refund calculation as required by Title IV to determine aid not earned for time with no interactions/participation.

### Hiatus & Withdrawal

Students who wish to terminate their enrollment during fall or spring terms must take an *academic hiatus*. Students wishing to take a hiatus or terminate their enrollment at Whitworth must submit the online **Withdrawal/Hiatus Request Form**.

## Substitutions & Waivers

All course substitution and waiver requests must be submitted through the online form. Always upload a copy of the student’s program evaluation along with any other relevant supporting documentation.

All requests are reviewed by GECCo. Questions regarding course substitutions or waivers should be **directed to GECCo**.

## Graduation Application

The graduation application will be open early-September to the end of December. Anyone intending to complete their degree during the current academic year must apply. It is required to post a completed degree.

Before a student applies:

- Verify ACD is accurate
- Verify academic program (concentrations, etc) is accurate

**Late applications** require a Petition to Apply for Graduation and may incur additional fees. Participation in commencement is not guaranteed for late applicants.

*The graduation application is used as an RSVP for commencement.*