

Undergraduate Reference Guide

Graduation Requirements

- 126 semester credit hours
- 36 upper division credits
- Minimum 2.0 cumulative GPA*
- Minimum 2.0 major GPA*
- All shared curriculum requirements
- All major, minor, G.W. Honors requirements
- Earn a minimum of 32 credits in residence
- Max of 8 activity credits (PE, ATH, FW)
- 32 of the last 40 credits required for graduation must be taken at Whitworth
- 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.

Two-year institution maximum (lower-division)	64 credits
Combination of two-year & four-year institution maximum	94 credits
Alternative credit (AP, CLEP, IB, etc)	32 credits
<i>Credit awarded only if exam results are received by University Registrar before student earns 120 credits.</i>	

Overall maximum 94 credits

Current Whitworth students wishing to apply credits from other institutions towards their degree must complete the **Transfer Credit Application** found on Forms & Resources.

New & Noteworthy

Whitworth no longer assigns punitive withdrawal grades (WF). The **withdrawal deadline** and **Pass/No Credit** request deadline are now three weeks before the end of the long term. See the academic calendar for dates.

Faculty should use Self-Service to grant instructor consent and waive course requisites. **Add/drop forms** *will not be accepted* when permission can be granted online.

These forms have moved to **online only**:

- Major/Minor Declaration
- Transfer Credit Application
- Transfer Credit Reevaluation Request
- Catalog Update
- Application to take CLEP/DANTES Test

Credit Load

Fall & Spring Semesters

Part-time	<12 credits
Full-time	12–16 credits
Academic Overload*	17–20 credits

Jan Term

0–5 credits

No overload in Jan Term

Students registering for overload credits must do so through the Office of the University Registrar. Students are not permitted to take more than 20 credits in a semester.

Overload fees are managed by student financial services.

Registration

Jan, Spring & Summer Terms

Schedule opens, advising begins	October 26
Registration begins	November 9

Fall Term

Schedule opens, advising begins	April 5
Registration begins	April 19

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.

Class Standing

Freshman	0–29 credits
Sophomore	30–59 credits
Junior	60–89 credits
Senior	90+ credits

Quick Contacts

➤ Student Financial Services	3209
➤ Educational Support Services	4534
➤ Office of the University Registrar	3205
➤ Student Life	3271
➤ Help Desk	3911

Advising questions? advising@whitworth.edu

Student program questions? acadprogress@whitworth.edu

Registration questions? registrar@whitworth.edu

Technical questions? helpdesk@whitworth.edu

Undergraduate *Reference Guide*

Graduation Application

Open early-September to the end of December.
Required to post a completed degree
Before a student applies, help them make sure
➤ their Anticipated Completion Date (ACD) is accurate
➤ their academic program is on-track to be complete (all majors, minors, concentrations, G.W. Honors, etc)
Late applications require a Petition to Apply for Graduation and may incur additional fees. Participation in commencement is not guaranteed for late applicants.

Subs & Waivers

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

All course substitution and waiver requests must be submitted through the online form and accompanied by a current program evaluation and any relevant supporting documentation.

No substitutions may be made in Shared Curriculum.

Directed Studies

Directed Study	Terms Available	Grading	Credit Limits
Guided Studies	Fall & Spring	A-F	1 course per term
Independent Studies	Fall & Spring	A-F	1 course per term
Internships & Field Studies	Fall, Spring, Jan & Summer Terms	A-F or S/NS	12 credits during university career
Teaching Assistantship	Fall & Spring	S/NS	3 credits per term
Research Assistantship	Fall & Spring	A-F or S/NS	3 credits per term

Grading

Midterm grades should be reported for all students earning a C- or lower. Midterm grades must be submitted by the first half-term final grade due date.

Final grades must be *submitted & verified* on Self-Service by published deadlines. Grades in Canvas are not official & final. Students are responsible to check their final grades in a timely manner.

Grade change requests must be submitted by the instructor & approved by the department chair 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.

Courses within a major, G.W. Honors & Education **may not** be taken Pass/No Credit. The deadline to request Pass/No Credit has been extended to match the course withdrawal deadline.

See the **academic calendar** for key dates:
www.whitworth.edu/cms/administration/university-registrar/academic-calendars-and-schedules/

Hiatus & Withdrawal

Students who have completed at least one semester at Whitworth are eligible to take a leave of absence for up to one academic year and to return without reapplying for admission.

Students wishing to take a hiatus or terminate their enrollment at Whitworth should schedule a meeting by emailing exitinterview@whitworth.edu.

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
Submit an online **Anticipated Completion Date Update** form for any changes in ACD.

