

Whitworth Online Reference Guide

Graduation Requirements

- 90 semester credit hours
- 36 upper division credits
- Minimum 2.0 cumulative GPA*
- Minimum 2.0 major GPA*
- All shared curriculum requirements
- All major/concentration requirements
- Earn a minimum of 32 credits in residence
- Maximum of 5 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	64 credits
Combination of two-year & four-year institution maximum	94 credits
Alternative credit (AP, CLEP, CPL, etc)	22 credits

Credit awarded only if exam results are received by University Registrar before student earns 84 credits.

Overall maximum 94 credits

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

Grading

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 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.

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.

Prior to the first day of the term, Whitworth Online advisors will work with students to register for courses and make changes to schedules. Beginning on the first day of the term, class changes are made through the Office of the University Registrar.

Whitworth Online students *may not* take courses in the undergraduate day program. Undergraduate day students *may not* take courses offered through Whitworth Online.

Spring & Summer Terms

Schedule opens in October
Registration starts in November

Fall Term

Schedule opens in March
Registration starts in April

Class Standing

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

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.

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
Registration questions? registrar@whitworth.edu
Technical questions? helpdesk@whitworth.edu

Transition to Bachelor of Professional Studies

Change of Program

Current Whitworth Online students moving from a 120+ credit degree (B.A.) to a 90-credit BPS degree must complete the major and Shared Curriculum requirements within the BPS degrees as written.

Current students are ineligible for any individual substitutions or waivers in the BPS degree. The only permitted substitutions or waivers are pre-approved blanket substitutions and waivers within the major.

Courses taken as part of the old General Education or Shared Curriculum requirements may not be substituted for new Shared Curriculum requirements, unless they also share the new Shared Curriculum designations.

Returning Students

Former Whitworth students returning to Whitworth to pursue a 90-credit BPS degree after previously pursuing a 120+ credit degree (BLS, B.A., BBA or B.S.) must complete the major and Shared Curriculum requirements within the BPS degrees as written, including the BPS Praxis requirement, and are ineligible for any individual substitutions or waivers in the BPS degree.

The only permitted substitutions or waivers are pre-approved blanket substitutions and waivers within the major. Courses taken as part of the old General Education or Shared Curriculum requirements may not be substituted for new Shared Curriculum requirements, unless they also share the new shared curriculum designations.

Traditional Undergrads

Students currently enrolled in a **traditional day program degree** wishing to move to Whitworth Online to pursue the 90-credit BPS degrees must wait one full term between leaving the day program and enrolling in WOL.

Students moving from the day program to the 90-credit BPS degree must complete the major and Shared Curriculum requirements within the BPS degrees as written, including the BPS Praxis requirement, and are ineligible for any individual substitutions or waivers in the BPS degree.

The only permitted substitutions or waivers are pre-approved blanket substitutions and waivers within the major. Courses taken as part of the old General Education or Shared Curriculum requirements may not be substituted in for new Shared Curriculum requirements, unless they also share the new Shared Curriculum designations.

Credit Completion

Any Whitworth student, current or former, moving from a 120+ credit bachelor's degree to the 90-credit BPS degree must complete at least three additional credits at Whitworth after moving to the 90-credit BPS degree. There are no exceptions or petitions.

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**.