

**ACADEMIC POLICIES
AT WHEELOCK COLLEGE 2008-2009**

*“Faith and love and hope endure
when all else fails. To preserve
these in human life is the great
task of those who see realities.”*

LUCY WHEELOCK



ACADEMIC POLICIES

This section of the College Catalog describes certain *general* academic policies of Wheelock College, but those policies ought not be considered all-inclusive. In addition to the policies described here, there are requirements for beginning professionals in various professional areas. Questions about academic policies, procedures, or requirements should be directed to an advisor, Academic Dean, and/or the Vice President for Academic Affairs. Finally, the academic policies described in this catalog may refer to other documents (*e.g.*, handbooks and pamphlets) that explain certain policies, procedures, or requirements more fully and may be obtained from the Office of Academic Records and Registration.

GENERAL ACADEMIC POLICIES

A. ACADEMIC HONESTY POLICY

Wheelock College is committed to promoting intellectual growth in an environment that honors academic integrity, ethical behavior and academic excellence. To that end, an Academic Honesty System has been established to ensure that proper behavior is recognized and that improper behavior is addressed in a fair, consistent, and timely manner. Students are required to meet the College's standards for academic honesty which include producing original work, crediting non-original work and outside sources, and behaving honestly in all academic endeavors.

1. ACADEMIC HONOR CODE

Central to the Academic Honesty System is the Academic Honor Code.

Undergraduate students must agree to be bound by the Code at the beginning of each academic year. Graduate students must agree to be bound by the Code when they enter their programs. All students must comply with the Academic Honor Code at all times while they are enrolled at the College.

The Academic Honor Code follows:

As a citizen of the Wheelock College community, I am committed to acting honestly and with integrity in all aspects of academic life. I pledge to conduct myself ethically in my academic endeavors. I accept responsibility for what I write and what I say. In the spirit of trust, I will not misrepresent my academic work. I will not cheat and I will work toward creating a fair academic environment for all.

2. ACADEMIC DISHONESTY

Academic dishonesty is broadly defined as any act that undermines or compromises academic integrity. It can take many forms. It is the responsibility of all Wheelock students to understand what constitutes academic dishonesty. It is the responsibility of each student to seek advice if he or she does not fully understand what constitutes academic dishonesty. Some of the most obvious forms of academic dishonesty are the following:

a. Plagiarism

Referring to sources is a necessary and expected part of any research project or paper. It is necessary to credit and cite any and all sources used in any project or paper that are not a student's original work.

Plagiarism is a form of academic dishonesty and is the deliberate use of the work, words or ideas of another person or other source without clearly acknowledging the source. Examples of plagiarism include but are not limited to:

- copying word for word from another source without acknowledgement (i.e., not putting quotation marks around words that come from another source or quoting the author directly, and writing the reference appropriately)
- paraphrasing from another source without acknowledgement
- using special terms or phrases from another source without acknowledgement
- using sentences, phrases or words that closely parallel another source without acknowledgement
- summarizing without acknowledgment

b. Cheating

Cheating is a form of academic dishonesty and includes but is not limited to:

- copying from another individual during a test or examination
- receiving help without acknowledging that help

c. Falsifying data

Falsifying data is a form of academic dishonesty and includes crediting or citing sources that have not been used or fabricating data. It may also include false reports of observations, such as child observations, that have not actually taken place.

d. Multiple submission of papers or projects

Submitting a project or paper that has been or will be submitted for another course without prior permission from the instructors of those courses is a form of academic dishonesty.

e. Submitting work prepared by another individual

Submitting work prepared by another individual is a form of academic dishonesty. Unauthorized submission of materials obtained from another person's files, commercial term paper sources, or Internet websites are some common examples of this form of academic dishonesty.

f. Unauthorized use of aids during examinations

Unauthorized use of books, calculators, notes or other aids during examinations is a form of academic dishonesty.

g. Unauthorized collaboration

Unauthorized collaboration with others during classroom examinations, take home exams, or projects is a form of academic dishonesty. While collaboration may be authorized and appropriate in some situations, the role of each collaborator must be clear and acknowledged.

h. Other forms of dishonesty

As stated above, academic dishonesty can take many forms, including the following:

- unauthorized computer use
- damage or theft of library materials
- forgeries
- misrepresenting work that is submitted

- misrepresenting personal circumstances to an instructor to obtain an extension of time or other relief from course requirements

3. WHERE TO GET HELP REGARDING ISSUES OF ACADEMIC HONESTY

The Wheelock College faculty and the staffs of the Writing Center, Office of Academic Advising, and Library are all ready, willing, and able to assist students with research and writing assignments and to offer guidance on proper reference and citation standards. These resources can also help with study skills, such as proper note taking and time management.

4. PROCEDURES TO REVIEW POSSIBLE ACADEMIC HONESTY VIOLATIONS

The Academic Honesty System is jointly administered by the Vice President for Academic Affairs and the Academic Appeals Board. The Academic Appeals Board is responsible for reviewing possible violations of the Academic Honesty Code. The following procedures will be followed:

1. All situations involving possible violations will initially be handled by the instructor who has reason to believe that a student has violated the Academic Honesty Code. The instructor must notify the student of the possible violation and present whatever information exists about the possible violation to the student and the student must be given an opportunity to respond. The instructor may consult the Dean of his or her School or his or her Department Chair for guidance or advice or refer the matter to the Academic Appeals Board.
2. If the instructor believes that a violation of the Academic Honesty Code has occurred, he or she may complete an Academic Dishonesty Report reporting the violation and indicating what penalty he or she has imposed. The completed Report must be filed in the Office of the Vice President for Academic Affairs.
3. If the instructor and student do not agree that a violation has occurred and/or on the penalty imposed, the student may request a hearing before the Academic Appeals Board. The instructor and the student must attend the hearing and both will be given an opportunity to present information to the Board.
4. After both the instructor and the student have been given an opportunity to present information to the Board, the Board will decide: (a) if a violation of the Academic Honesty Code has occurred and (b), if a violation has occurred, whether the penalty imposed by the instructor is appropriate or, if not, what an appropriate penalty is.
5. All decisions of the Academic Appeals Board may be appealed by either the instructor and/or the student to the Vice President for Academic Affairs, or his or her delegate. The decision of the Vice President for Academic Affairs, or his or her delegate, on any appeal is final.
6. A record of all violations of the Academic Honesty Code will be filed in the Office of the Vice President for Academic Affairs. These records are not part of a student's permanent academic record and will be destroyed when the student graduates or leaves the College. However, dismissal from the College or suspension from the College for academic dishonesty will be noted on the student's permanent record.

5. PENALTIES

An instructor has wide discretion to determine what penalty to impose if he or she believes that a student has violated the Academic Honesty Code. These penalties may include, but are not limited to, lowering a grade or assigning a failing grade for a specific assignment; lowering a grade for a course; failure of a course; or assigning additional work.

An instructor may choose to refer the matter to the Academic Appeals Board. The Board may recommend whatever penalties it deems appropriate under the circumstances, including suspension or expulsion from the College. Repeat violations of the Academic Honesty Code will typically result in harsher penalties. The Vice President for Academic Affairs will inform the Board of any prior violations of the Academic Honesty Code by a student. The Board may consider whether the penalty imposed by the instructor for a repeat violator/violation is adequate and may impose a more severe penalty. The Vice President for Academic Affairs will be the final arbiter and decision-maker on all issues involving possible violations of the Academic Honesty Code.

B. ACADEMIC COURSE POLICIES

1. ATTENDANCE AND ABSENCES

Regular class attendance is expected of all undergraduate and graduate students. Each instructor must clearly explain his or her attendance policy in the course syllabus. The course syllabus must clearly indicate:

- whether class attendance is a factor in the final grade
- what constitutes “excessive” absences

It is the student’s responsibility to communicate with his or her instructors regarding absences. The student is expected to complete whatever work is necessary to make up for absences.

2. ABSENCES FOR RELIGIOUS BELIEFS

The College complies with Massachusetts law (G.L. c. 151C, § 2B) which provides, in relevant part, that:

Any student in an educational ... institution, ... who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; however, that such a makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

3. DROPPING OR ADDING A COURSE

Each semester during the drop/add period, a student may drop and/or add a course or courses. A student will not receive a grade for any course in which he or she is not officially registered. If the student has not initially registered for the course, and has not filled out an “Add” in the Drop/Add form, he or she is not considered officially registered for that particular course. If a student registered for a course, and has not filled out a “drop” in the Drop/Add form, that student is considered officially registered. After the drop/add deadline has passed, a student wishing to withdraw from a class must fill out a withdraw form (see below). Any student registered in a course will be given a grade by the faculty according to the student’s performance in the course (including an F if the student did not complete the required assignments).

A student who wishes to add or drop a course must:

- obtain a “Drop/Add” form from the Office of Records and Registration;
- confer with his or her advisor;
- an undergraduate student must obtain the signature of his or her advisor indicating the advisor’s approval of the course selections on the “Drop/Add” form; and
- submit the completed form to the Office of the Registrar.

Note that changes to course registration, including dropping or adding courses, may change a student’s financial obligations to the College and financial aid eligibility.

Consult the academic calendar for drop/add periods.

4. WAIT LIST

Wait lists enable the College and students to monitor the demand for courses, make decisions about course enrollments, and provide students with opportunities to request places in closed courses.

A student may request to be placed on the wait list for any closed course. Students are placed on the wait list in order of request. Wait lists are reviewed by the Deans who, in consultation with the instructors of the courses, will make decisions about the wait lists. In most cases, the wait list will be used to allow a student on the wait list a place in a course if another student drops the course. However, a decision may be made to add an additional section of a course or to increase the number of students in a course to allow more students to enroll in the course.

Students on the wait list have priority for any new places. Students will be notified if a place opens in a class. After receiving notification that a place has opened in a class, a student has two business days to notify the Office of Records and Registration that he or she wishes to enroll in the course.

5. WITHDRAWING FROM A COURSE

Once the drop/add deadline has passed students must complete and submit to the Office of Academic Records and Registration a Course Withdrawal form to withdraw from a course. The student, and only the student, can withdraw from a course. Notice of withdrawal from all semester-long and seven-week courses, except practica, must be completed by the course withdrawal deadlines stated in the academic calendar. For all other courses, students must complete and submit a Course Withdrawal form before

the second class meeting. After these deadlines, any student who does not attend a course and otherwise fails to satisfy the minimum requirements of that course will receive a failing grade of "F." The only exception to this policy is given when a student must withdraw from a course after the deadline because of medical reasons.

To request withdrawal from a course for health considerations after a withdrawal deadline, an undergraduate student must petition the Scholastic Review Board and a graduate student must petition the Graduate Review Board. All students must submit documentation from a medical or mental health professional explaining the reason(s) for the student's inability to satisfy the requirements of the course.

6. REPEATING COURSES

A student may repeat a course one time only. Some courses require permission prior to being repeated. Refer to the Request for Continuance form for more information. Any exceptions to this policy must be approved by the Scholastic Review Board (for undergraduate students) or the Graduate Review Board (for graduate students).

7. EXEMPTIONS FROM REQUIRED COURSEWORK (UNDERGRADUATE STUDENTS)

Certain courses are required for all students. However, on rare occasions, students may apply for exemptions from some required courses. Information describing the procedures to obtain exemptions from required courses is available in the Office of Academic Records and Registration. Prior to applying for an exemption, a student must consult with his or her advisor and the instructors in his or her majors.

8. AUDITING COURSES

Most courses offered for credit may be taken for audit on a space available basis, and with prior permission from the instructor.

Credit or audit enrollment must be decided by the end of the drop/add period. The tuition charge for an audited course is two-thirds of the tuition charge for a course taken for credit. Students must make arrangements with instructors regarding assignments and responsibilities for all audited courses. Audited courses may not be changed to gain credits or a grade. Audited courses appear on a student's transcript with an "AU" and carry no credit value. Evaluations or letters attesting to the student's presence or performance in audited courses will not be provided by instructors.

C. ACADEMIC APPEALS

A Wheelock College student (and a student from a Colleges of the Fenway institution taking a course at Wheelock) has a right to appeal a final grade or academic dismissal. A student may appeal a final grade or academic dismissal to the Academic Appeals Board. Undertaking such an appeal is an extraordinary matter.

1. ACADEMIC APPEALS BOARD

The College has adopted procedures permitting students to appeal certain academic decisions. Among other things, the Academic Appeals Board hears appeals of a final grade or academic dismissal. Such appeals should be taken only in extraordinary situations and only after the student considering an appeal has attempted to resolve the matter with the instructor who assigned the final grade or with the Scholastic Review Board (for undergraduate students) or the Graduate Review Board (for

graduate students) in matters involving academic dismissal. The Academic Appeals Board also administers the Academic Honesty System jointly with the Vice President for Academic Affairs.

The Academic Appeals Board is composed of three full-time tenured faculty members appointed by Faculty Senate. The Chair of the Academic Appeals Board will be appointed at the beginning of each academic year by Faculty Senate. The Chair of the Academic Appeals Board will convene the Board whenever he or she deems it necessary or advisable.

The Vice President for Academic Affairs is solely authorized to interpret and apply the policies, guidelines and procedures governing academic appeals and, more generally, academic affairs.

2. FINAL GRADE APPEAL

Before deciding to appeal a final grade, a student must first meet and attempt to resolve the matter with the instructor who assigned the grade. To file an appeal the student must submit evidence to the Academic Appeals Board that the final grade was based on factors not related to his or her academic performance.

Students are responsible to know the steps and associated time limits that are involved in the appeal of a final grade that are described below. The failure of a student to file a written notice of intent to appeal a final grade within thirty (30) days from the date that the final grade was mailed or **posted for viewing on the web** will result in the termination of his or her appeal.

1. To appeal a final grade, a student must first meet and attempt to resolve the matter with the instructor who assigned the grade. It is the sole obligation of the student to make an appointment with the course instructor.
2. If a student inquires about a final grade to anyone other than the instructor who assigned the grade, that student should be informed that it is his or her sole obligation to meet and attempt to resolve the matter with the instructor who assigned the grade.
3. If the student and instructor who assigned the grade are unable to resolve the matter, the student may contact the Chair of the Academic Appeals Board. The Chair will explain to the student the steps and associated time limits that are involved in the appeal of a final grade.
4. If the student decides to appeal a final grade, he or she must file a written notice of intent to appeal a final grade with the Chair of the Academic Appeals Board within thirty days from the date that the grade was mailed to the student or **posted for viewing on the student portal on the web**.
5. The Chair of the Academic Appeals Board will promptly send a copy of the written notice of intent to appeal a final grade to the instructor who assigned the grade and to each member of the Academic Appeals Board.
6. The Chair of the Academic Appeals Board will convene the Board for a hearing of the appeal on the earliest date that the members of the Board, the student, and the instructor are available. The Chair of the Academic Appeals Board will provide written notice of the date and time of the hearing to each member of the Board, the student, and the instructor.

7. As soon as practicable, and in any event no less than forty-eight hours before the hearing, the student must obtain, complete and submit a written appeals form and may submit a written position statement, which may not exceed three typewritten pages to the Chair of the Academic Appeals Board clearly demonstrating why, in his or her opinion, the final grade was based on factors not related to his/her academic performance. The Chair will promptly deliver a copy of the completed appeals form and position statement to each member of the Board and to the instructor who assigned the grade.

8. The hearing on the appeal will not be open to the public. The only persons who may attend the hearing are: (a) the student appealing the final grade; (b) one member of the Wheelock community who may act as an advisor to the student; (c) the instructor who assigned the grade, or his/her designee; and (d) the members of the Academic Appeals Board.

9. The student who is appealing a final grade may make an oral presentation to the Academic Appeals Board, which shall not exceed ten minutes. The student may also respond to questions posed by the members of the Board.

The instructor who assigned the final grade, or his/her designee, may make an oral presentation to the Academic Appeals Board, which shall not exceed ten minutes. The instructor, or his/her designee, may also respond to questions posed by the members of the Board.

No other person shall be heard at the hearing. After the oral presentations, if any, and responses to the questions posed by members of the Academic Appeals Board, if any, are completed the hearing will be closed.

Except as expressly stated above, the Chair of the Academic Appeals Board will determine, in his or her sole discretion, how the hearing will be conducted.

10. Immediately after the close of the hearing, the members of the Academic Appeals Board will meet privately to deliberate the appeal. No one else may be present during these deliberations. If a majority of the members of the Board votes affirmatively to recommend to the instructor that he or she change the final grade, the recommendation of the Board will be to change the final grade. If less than a majority of the members of the Board votes affirmatively to recommend a change in the final grade, the appeal will be dismissed and the final grade will not be changed.

11. Within five days of the vote of the Academic Appeals Board, the Chair of the Board will deliver written notice of the vote of the Board to the instructor who assigned the final grade and to the student who appealed the final grade.

12. If the Academic Appeals Board recommends that a final grade be changed, the instructor who assigned the grade should consider the recommendation and decide within 10 days from his or her receipt of the recommendation whether to change the grade. On or before the date that the ten-day period has expired, the instructor must inform the Chair of the Academic Appeals Board whether he or she will accept or reject the recommendation to change the final grade. The Chair will give written notice of the instructor's decision to the members of the Academic Appeals Board and to the student who appealed the final grade. The decision of the instructor will be final and there will be no further appeal.

3. APPEAL OF ACADEMIC DISMISSAL

Students are responsible to know the steps and the associated time limits that are involved in the appeal of academic dismissal that are described below. The failure of a student to file a written notice of intent to appeal academic dismissal within thirty (30) days from the date the notice of academic dismissal was postmarked to the student will result in the dismissal of his or her appeal.

1. To appeal academic dismissal, an undergraduate student must first meet and attempt to resolve the matter with the Chair of the Scholastic Review Board or a graduate student must first meet and attempt to resolve the matter with the Chair of the Graduate Review Board. It is the sole obligation of the student to make an appointment with the Chair of the appropriate Review Board.

2. If a student inquires about academic dismissal to anyone other than the Chair of the appropriate Review Board, the student should be informed that it is his or her sole obligation to meet and attempt to resolve the matter with the Chair of the appropriate Review Board.

3. If the matter remains unresolved after the meeting between the student and the Chair of the appropriate Review Board, the student may contact the Chair of the Academic Appeals Board. The Chair will explain to the student the steps and associated time limits that are involved in the appeal of academic dismissal.

4. If the student decides to appeal academic dismissal, within thirty days of the date that the notice of academic dismissal was mailed to the student, he or she must file a written notice of intent to appeal academic dismissal with the Chair of the Academic Appeals Board.

5. The Chair of the Board will promptly send a copy of the written notice of intent to appeal academic dismissal to the Chair of the appropriate Review Board and to each member of the Academic Appeals Board.

6. The Chair of the Academic Appeals Board will convene the Board within ten days of receiving the written notice of intent to appeal academic dismissal from the student. The Chair will schedule the date and time for the hearing of the appeal and will give written notice of the date and time of the hearing to the Chair of the appropriate Review Board, the student and to each member of the Academic Appeals Board.

7. The student must obtain, complete and submit an appeals form and may submit a written position statement, which may not exceed three typewritten pages, to the Chair of the Academic Appeals Board as soon as practicable and, in any event no less than forty-eight hours before the hearing. The completed appeals form and/or the written position statement must demonstrate clearly why, in the opinion of the student, the academic dismissal does not reflect the student's academic performance but rather is based on factors not related to his or her academic performance.

8. The hearing on the appeal will not be open to the public. The only persons who may attend the hearing are: (a) the student appealing academic dismissal; (b) one member of the Wheelock community who may act as advisor to the student; (c) the Chair of the appropriate Review Board, or his or her designee, (d) one person who may act as advisor to the Chair of the appropriate Review Board; and (e) the members

of the Academic Appeals Board.

9. The student who is appealing academic dismissal may make an oral presentation to the Academic Appeals Board, which shall not exceed ten minutes. The student may also respond to questions posed by members of the Board.

The Chair of the appropriate Review Board, or his or her designee, may make an oral presentation to the Academic Appeals Board, which shall not exceed ten minutes. The Chair of the appropriate Review Board, or his or her designee, may also respond to questions posed by the members of the Academic Appeals Board.

10. Except as expressly stated above, the Chair of the Academic Appeals Board will determine, in his or her sole discretion, how the hearing will be conducted. No other person shall be heard at the hearing. After the oral presentations, if any, and responses to questions posed by members of the Academic Appeals Board, if any, are completed, the hearing will be closed.

11. Immediately after the close of the hearing, the members of the Academic Appeals Board will meet privately to deliberate the appeal. No one else may be present during these deliberations. If a majority of the members of the Academic Appeals Board votes affirmatively to recommend that the academic dismissal be changed, the academic dismissal will be changed. If less than a majority of the members of the Academic Appeals Board votes affirmatively to change the academic dismissal, the appeal will be dismissed and the academic dismissal will not be changed. The decision of the Academic Appeals Board will be final and there will be no further appeal.

12. Within five days of the vote of the Academic Appeals Board, the Chair of the Board will deliver written notice of the vote of the Board to the Chair of the appropriate Review Board and to the student. If the vote of the Academic Appeals Board is that the academic dismissal should be changed, the student will be reinstated at the College at the beginning of the semester following the vote.

UNDERGRADUATE ACADEMIC POLICIES

A. UNDERGRADUATE GRADING POLICY

1. GRADES AND COURSE STATUS

For undergraduate students, Wheelock College uses a system of letter grades that are equivalent to the following numerical quality points.

Letter Grade	Quality Point Equivalent
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67 Minimum passing
F	0.00 Failing
P	0.00 Passing

In addition, a transcript may show the following statuses in the grade column

I	0.00 Incomplete
WD	0.00 Withdrawal
AU	0.00 Auditing

An “Incomplete” (I) may be submitted by the instructor only when a student fails to complete the requirements of a course by the date grades are due, as a result of documented medical emergency or illness or other extraordinary circumstances, such as a death in the family. (See full description of the policy on Incompletes below.)

“Withdrawal” is the status recorded by the Registrar’s Office when a student officially leaves a course before the withdrawal deadline published in the academic calendar and fills out a withdrawal form that is submitted to the Registrar’s Office. Only a student can submit a request for withdrawal; a faculty member does not submit such a request.

2. PASS/FAIL OPTION

Each semester, an undergraduate student may elect a total of four credit hours to be taken under the Pass/Fail option. During a four-year course of study, no more than thirty-two credit hours may be taken under this option, though the restriction does not apply to courses offered only on a Pass/Fail basis, such as some practica and fieldwork.

A grade of “P” (Pass) does not affect a student’s cumulative grade-point average, but a failing grade of “F” (Fail), whether it is awarded under the letter grade system or the Pass/Fail option, is computed in the cumulative grade-point average.

The following restrictions apply to the election of the Pass/Fail option:

- Students must receive letter grades in courses that they select to fulfill General Education requirements or in their majors and professional concentrations, excluding practica.
- Only one course in a student's minor may be taken under the Pass/Fail option.
- Students on probation must take all courses (except courses offered only on a Pass/Fail basis) for letter grades.

For full-semester courses, students must declare their choices of the Pass/Fail option before the fourth class meeting. For seven-week courses, the Pass/Fail option must be declared before the second class meeting. After these deadlines, neither students nor instructors may change the grading election.

3. INCOMPLETE GRADES

It is the student's responsibility to request an incomplete or "I" by submitting to the instructor a completed Request for Incomplete form. If a student makes such a request for more than one course, he or she must complete and submit a separate form for each course (available in the Office of Records and Registration). The instructor, at his or her sole discretion, may grant the student's request. The instructor will submit the completed form to the office of Academic Records and Registration at the same time that he or she submits final grades.

All incomplete work must be submitted by the student to the instructor so that the instructor may submit a change of grade to the Office of Records and Registration before the deadline for submitting changes of grades. Students who plan to enter a practicum in the semester following the granting of an Incomplete must finish all work prior to beginning the practicum. *If a grade has not been submitted by the deadline for submitting changes of grades, the grade of "I" will be administratively changed to a failing grade of "F."*

4. DEAN' S LIST

The Dean's List is a recognition of academic achievement for undergraduate students during the academic term. A student is eligible when he or she meets the following academic standards at the time the Dean's List is compiled:

- Earns a minimum semester grade-point average of 3.8 (on a 4.0 scale); and
- Successfully completes a minimum of twelve credit hours during the semester which are graded on a 'letter grade' basis; and
- Does not carry any Incomplete grades ('I') or Failing grades ('F') for the semester at the time the Dean's List is determined.

Notes: A student enrolled in 20 credits where 19 credits earn grades of 'A' and 1 credit earns a grade of 'F' will have a term GPA of 3.8.

B. DECLARATION OF ACADEMIC PROGRAM (UNDERGRADUATE)

By the end of the fall semester of sophomore year, every undergraduate student must declare an academic program, by submitting a completed Declaration of Program form to the Office of Academic Advising and Assistance. Students wishing to enter the Child Life major must submit an application to the coordinator of the program and be admitted to the program.

DECLARE A MINOR

Students wishing to declare a minor should contact their academic advisor and then complete the Declaration of Minor form and submit the completed form to the Office of the Registrar for final approval. The deadline for declaring a minor is the end of junior year.

C. WHELOCK LITERACY AND COMMUNICATION POLICY (UNDERGRADUATE)

1. WHELOCK LITERACY AND COMMUNICATION EXAM (WLCE)

The Wheelock Literacy and Communication Exam (WLCE) is a part of a College-wide commitment to help every student write clearly, effectively, and correctly. Every undergraduate must take and pass the WLCE before entering practice courses specified by each professional program.

The WLCE consists of five sections: spelling, reading comprehension, essay, summary and mechanics. Students who pass the WLCE will not need to take the exam again. Once a student has passed a section of the WLCE, he or she does not have to take that section again. Successful passage of the MTEL Communication and Literacy Skills Test is an accepted equivalency for the WLCE for undergraduate education students in licensure based programs.

2. READING AND WRITING SEMINAR POLICY

The College has developed a system of writing courses and resources to support students as they prepare for and pass the WLCE. These courses include reading and writing seminars, grouped by professional interests that are taken in the sophomore year by students who must satisfy the WLCE requirement. A student who has not passed the WLCE by the beginning of his or her second year at Wheelock must take and pass at least one semester of a reading and writing seminar and pass all five sections of the WLCE before entering practice courses specified by each professional program. Students who complete the WLCE during their first year are not required to take these seminars.

D. ACADEMIC STATUS

1. UNDERGRADUATE FULL-TIME STATUS

To complete degree requirements in four years, full-time undergraduates normally carry a course load of between sixteen to eighteen credit hours per semester. For the purposes of financial aid, on-campus housing, and eligibility for the Dean's List, a course load of twelve credit hours per semester is considered full-time. During his or her first semester at Wheelock College, a student may enroll in courses totaling no more than eighteen credit hours. Thereafter, except during a semester when he or she is enrolled in a practicum, a student may enroll in courses totaling no more than twenty credit hours. During a semester in which a student is enrolled in a practicum, he or she may enroll in courses totaling no more than sixteen credit hours unless he or she has received prior approval from the Scholastic Review Board. To obtain such approval, a student must complete and submit to the Scholastic Review Board a Request to Overload form, which is available at the Office of Records and Registration.

E. ACADEMIC STANDARDS

1. UNDERGRADUATE STUDENTS

A 2.0 (C) cumulative grade-point average is the minimum acceptable standard for all undergraduate students. An undergraduate student must maintain this standard to graduate from the College and to enter a practicum. Also, all undergraduates must attain a grade of C or higher in the professional studies courses and the preprofessional courses required for the professional program in which they are enrolled. (This policy does not apply to foundation courses in Arts and Sciences.) In addition, a student must demonstrate during pre-practicum courses a strong likelihood that he or she will be able to complete successfully the requirements of an Arts and Science major and/or professional major. The Scholastic Review Board monitors an undergraduate student's academic progress.

2. UNDERGRADUATE STUDENT ENROLLMENT IN GRADUATE COURSES

Only undergraduate students who are seniors may enroll in graduate program courses. To avoid additional charges for taking graduate program courses, seniors must enroll in a minimum of twelve credit hours of undergraduate level courses in the semester in which they enroll in graduate program courses. Seniors may take a maximum of six credit hours of graduate program courses. If a senior enrolls in more than six credit hours of graduate program courses, or less than twelve credit hours of undergraduate level courses, the student's financial obligations to the College and his or her financial aid may be affected.

To enroll in a graduate program course, a senior must:

- Obtain and complete the 'Request to enroll in graduate course from' from the Office of the Associate Vice-president for Academic Services;
- The Associate Vice-president for Academic Services will certify eligibility for the student to register in the graduate course;
- Obtain written approval from the student's academic advisor and appropriate Academic Dean (who will consult with course instructor whenever possible);
- Submit to the Office of Academic Records and Registration.

The above policy regarding undergraduate enrollment in graduate program courses does not apply to BS/MS degree program candidates.

3. CREDIT FOR PRIOR LEARNING (UNDERGRADUATE STUDENTS)

An entering undergraduate student is eligible to receive credit for prior learning if he or she:

- is at least twenty-five years of age;
- has not attended an institution of higher education for at least three years; and
- applies for such credit after he or she has earned at least twelve credit hours at the College.

The Scholastic Review Board will review requests for credit for prior learning made by eligible undergraduate students.

The following standards apply to the assessment of prior learning:

- a maximum of thirty-two credit hours may be granted;
- a fee equal to the tuition charge for a two-credit course will be charged to the student;
- to support the request, the student must submit detailed information regarding the prior learning in the form of a portfolio to the Scholastic Review Board; and
- the student's portfolio must be submitted to the Scholastic Review Board before the middle of the second semester in which the student is enrolled at the College.

Additional guidelines and procedures regarding credit for prior learning are available from the Dean of Arts and Sciences.

Credit for prior field experiences is not usually given, due to accreditation standards. For more information about a specific program, the student must contact the Dean of the program's School.

4. TRANSFER CREDIT

Undergraduate students may transfer credit hours for courses successfully completed at other accredited institutions of higher education by:

- obtaining and completing the Transfer of Credit form available at the Office of the Registrar;
- obtaining the written approval of the student's advisor;
- submitting course description(s) of the courses successfully completed at the other institution for review by the appropriate Academic Dean or designee; and
- submitting to the Registrar an official transcript issued by the other institution.

Transfer credits will not be awarded for classes that are taken pass/fail. No credits will be transferred unless the undergraduate student received a grade of C or higher in the course. If an undergraduate student seeks to transfer credit to fulfill a requirement in the student's professional major, additional requirements may apply. Contact the Office of the Registrar to obtain additional information.

F. ACADEMIC WARNING, PROBATION AND DISMISSAL

1. UNDERGRADUATE STUDENTS

a. Academic Warning

- i. Academic Warning by Instructor: A student who is in jeopardy of failing a course at any time in the semester may receive an academic warning at the sole discretion of the Instructor. The warning may include a written evaluation of the student's academic performance, an outline of expectations for successful completion of the course, and the consequences of failing to meet those expectations. The fact that a student does not receive an academic warning does not mean that the student may not fail the course.

- ii. Academic Warning by Scholastic Review Board: The Scholastic Review Board will send a written warning at the end of each semester to each undergraduate student who:
- receives a failing grade of “F” in any course;
 - fails to achieve a semester grade-point average of 2.0 or higher;
 - fails to achieve a cumulative grade point average of 2.15 or higher.

b. Academic Probation

An undergraduate student will be placed on academic probation under any of the following circumstances:

- failing to achieve a cumulative grade-point average of 2.0 or higher;
- receiving two failing grades of “F” in courses in one semester; or
- receiving a failing grade of “F” in a practicum.

Academic probation is notice to the student that academic dismissal may occur unless the student’s performance significantly improves. If a student is placed on academic probation for two semesters, not necessarily consecutive, the student may be dismissed from the College for academic reasons. A student on academic probation must take all courses for letter grades except courses especially designated as pass/fail courses. A student on academic probation may only take a maximum of sixteen credit hours in any semester.

The Scholastic Review Board will attempt to notify each undergraduate student to confirm his or her probationary status. However, even if a student is not notified, he or she is on academic probation if any of the above circumstances apply.

c. Removal from Academic Probation

At the conclusion of each semester, the Scholastic Review Board will review the record of each undergraduate student who has been placed on academic probation for the previous semester. The Board may remove the student from academic probation if the student has:

- after receiving two failing grades of “F” in the previous semester, demonstrated sufficient academic progress as determined by the Scholastic Review Board;
- after failing to achieve a cumulative grade-point average of 2.0 or higher, achieved a minimum 2.0 cumulative grade-point average or higher; or
- after receiving a failing grade of “F” in a practicum, and waiting for a semester to request permission to take repeat the practicum, the student completed another practicum successfully

The Scholastic Review Board decides, in its sole discretion, whether to remove an undergraduate student from academic probation. The decision of the Scholastic Review Board regarding academic probation is final.

d. Academic Dismissal

The Scholastic Review Board may dismiss a student from the college if he/she:

- fails to achieve a 1.0 semester grade-point average or higher after the fall semester of his or her first year or, for a transfer student, after his or her first semester at Wheelock College;

- fails to maintain a 1.5 cumulative grade-point average or higher after the spring semester of his or her first year;
- has been placed on academic probation for two semesters (which need not be consecutive);
- fails to show promise in working with people in the human service professions and those served by those professions;
- violates the Academic Honesty policy.

The Scholastic Review Board will send a letter to a student notifying him or her of the academic dismissal from the College.

The Scholastic Review Board decides, in its sole discretion, whether to dismiss or not dismiss a student for academic reasons.

To appeal an academic dismissal, the student should consult the Academic Appeals Policy.

G. MINIMUM ACADEMIC REQUIREMENTS FOR STUDENTS RECEIVING FINANCIAL AID

1. UNDERGRADUATE STUDENTS

Federal and state regulations require that students receiving financial aid maintain satisfactory academic progress.

Financial aid may be withheld or withdrawn if a student fails to meet the minimum academic requirements outlined below. If financial aid is withheld or withdrawn, appeals may be made in writing to the Office of Financial Aid within thirty days of receipt of the aid decision. Appeals must be based on extenuating circumstances such as illness, accident or death of an immediate family member. Financial aid may be reinstated, as funds allow, when a student satisfies either the minimum academic requirements outlined below or satisfies the conditions set by the Office of Financial Aid.

Incompletes, failures, or withdrawals are not considered earned credit hours and repeated courses are not counted as either attempted or earned credit hours. Transfer credits and Colleges of the Fenway credits are counted as earned credit hours.

A student must successfully complete the number of credit hours and maintain the minimum cumulative grade-point average listed on the chart below by the end of each successive academic year. This chart differentiates among full-time, three-quarter-time and half-time students, and is based on the federal policy that a student may only receive federal aid for up to 150% of the standard length of time that it takes a student to complete the program of study.

Year	Full Time		Three-Quarter Time		Half-Time	
	Minimum Credit Hours	Minimum Cumulative Grade Point Average	Minimum Credit Hours	Minimum Cumulative Grade Point Average	Minimum Credit Hours	Minimum Cumulative Grade Point Average
1	22	1.50	18	1.50	12	1.50
2	45	2.00	36	1.75	24	1.50
3	68	2.00	54	2.00	36	1.75
4	90	2.00	72	2.00	48	1.75
5	112	2.00	90	2.00	60	2.00
6	134	2.00	108	2.00	72	2.00
7			126	2.00	84	2.00
8			134	2.00	96	2.00
9				108	2.00	
10				120	2.00	
11				132	2.00	
12				134	2.00	

Once a year, following the spring semester, the cumulative grade-point average and number of credit hours attempted and earned by each financial aid recipient will be reviewed. Undergraduate students who have not met the standards for satisfactory academic progress will be notified of their status.

A student may remain on financial aid probation for two semesters and still receive financial aid. At the end of the second semester of financial aid probation, a student who has not reestablished satisfactory academic progress will be denied financial aid for the next semester. The student may file a petition for reinstatement of financial aid once he or she is considered in good academic standing at Wheelock and satisfies the requirements listed above.

H. ACADEMIC APPEALS

A Wheelock College student has a right to appeal a final grade or academic dismissal. A student may appeal a final grade or academic dismissal to the Academic Appeals Board. Undertaking such an appeal is an extraordinary matter.

I. WITHDRAWAL FROM THE COLLEGE

1. VOLUNTARY WITHDRAWAL

If a student wants to withdraw from the College, he or she must complete an Official Withdrawal form (available at the Office of Student Services) and meet with the Associate Vice President for Student Services. A student will not be removed from the College billing list until the withdrawal procedure has been completed.

2. NON-VOLUNTARY WITHDRAWAL

When a student is required to withdraw from the College for academic reasons, a non-voluntary withdrawal occurs. See Section F.1.d (Academic Warning, Probation and Dismissal) discussing academic dismissal.

An undergraduate student who does not register for courses within the first two weeks of a semester, and who has not requested a leave of absence, will be deemed to have withdrawn from the College.

3. LEAVE OF ABSENCE

An undergraduate student who wishes to request a leave of absence for a semester or an academic year must complete a Leave of Absence form which is available in the Office of Academic Advising and Assistance. To maintain degree candidate status, the Leave of Absence form must be submitted to the Associate Vice President for Student Services. A \$200 deposit must remain in the student's account with the College for any student requesting a leave of absence. If the student does not return to the College at the end of the specified leave of absence period, the deposit will be forfeited. If, at the end of an approved leave of absence, a student does not submit a Request for Reinstatement form in order to resume his or her studies, the student will then automatically be considered withdrawn from the college. All withdrawn students are automatically placed on academic hold and are not permitted to register for additional courses without submitting to the Associate Vice President for Student Services a Request for Reinstatement form.

Undergraduate students may not retroactively request a leave of absence but must acquire permission before the beginning of the first semester of leave of absence.

J. READMISSION TO THE COLLEGE

An undergraduate student in good academic standing who has withdrawn and wishes to seek reinstatement should complete the Request for Readmission (form available at the Office of Student Services) and meet with the Associate Vice President for Student Services. The Request for Readmission is then forwarded to the Scholastic Review Board which will make the decision regarding reinstatement.

A student who has been required to withdraw by the Scholastic Review Board for academic reasons may request to be readmitted after a year's absence from the College. The student must complete the Request for Readmission form. The student will also be required to provide supporting documents such as college transcripts, letters of recommendation from employers, or letters of support for readmission. The Scholastic Review Board will review the supporting documents and make the final decision regarding reinstatement.

K. PRACTICA

1. STANDARDS FOR ENTERING A PRACTICUM

Wheelock College has set high standards for students entering the undergraduate professional preparation programs in teaching, child life, and social work. Before students may take a practicum, the total record of a student will be reviewed.

To enter a practicum, a student must:

- successfully complete pre-practicum fieldwork courses by earning a grade of "C" or higher or a grade of "P" in pass/fail fieldwork courses;

- successfully complete sixty-seven credit hours of course work;
- pass the Wheelock Literacy and Communication Exam (WLCE);
- successfully complete the Human Growth and Development I and Human Growth and Development II courses by earning a grade of “C” or higher;
- demonstrate the ability to interact positively with children and adults in general education fieldwork; and
- maintain a 2.0 cumulative grade-point average or higher (i.e., students on academic probation may not enter a practicum).

In addition, students in the Massachusetts Department of Education Licensure Programs must adhere to Wheelock’s MTEL policies, including passing the MTEL Literacy and Communication test prior to registering for a pre-practicum field course (for elementary education students) or a practicum (for early childhood education students selecting the inclusive classroom teacher option; and for Special Education students).

Transfer students may not enter a practicum until they have successfully completed one sixteen credit hour semester and have earned sixty-seven credit hours of course work. A student usually may not register for more than sixteen credit hours during a practicum semester. An undergraduate student must petition the Scholastic Review Board for permission to register for more than sixteen credit hours during a practicum semester.

Each practicum has specific entrance criteria. Students should refer to the Course Offerings Brochure for entrance criteria for specific practica. Unless approved in advance by the appropriate Academic Dean, there are no exceptions to these criteria. To apply to enter a pre-practicum or a practicum or internship in Education, Child Life, Juvenile Justice, or Community Based Human Services,, students must meet with the staff of the Office of Field Experiences before course selection (Deadlines are published in the academic calendar)

To enter a social work practicum, students must meet with the Social Work Field Coordinator and follow the procedures explained by the Social Work Field Coordinator.

2. CRITERIA FOR ENTERING FIELD PRACTICUM FOR UG SOCIAL WORK MAJORS

To enter the practicum, a student must have:

- Completed 66 credit hours of course work successfully
- Passed the WLCE (Wheelock Literacy and Communication Exam).
- Completed the courses Understanding Communities and Human Growth and Development, with a grade of “C” or better. Transfer students must have successfully completed these courses or equivalent courses as determined by the Registrar.
- Demonstrated the ability to interact positively with children and adults in Understanding Communities and Human Growth and Development in the fieldwork experience, or for transfers, the equivalent courses as determined by the Registrar.
- Attained a minimum of 2.0 cumulative grade point average (students on probation may not enter a practicum).

- Attained a minimum of a “C” grade in SWK 205, SWK 225, SWK 355, and SWK 440.
- Removed any “Incomplete” grades left from the semester preceding the practicum.

Before entrance into a practicum is permitted, the total record of a student is reviewed. Transfer students may not enter a practicum until they have successfully completed one 16-credit semester and have earned at least 66 academic credits. A student may not register for more than 16 credits during a student teaching/practicum semester. Any exceptions to this last standard must be approved by the Dean of Social Work.

3. INCOMPLETE GRADES BEFORE ENTERING A PRACTICUM

Students may not enter a practicum with an outstanding “I” (Incomplete).

Students must complete all work and receive a letter grade in all courses by the first day of classes in the next succeeding semester. Any exception to this policy must be approved by the Scholastic Review Board (for undergraduate students) or the Graduate Review Board (for graduate students). See section A. 3 (Incomplete Grades) for more information.

4. REINSTATEMENT IN A PRACTICUM

An undergraduate student who has failed a practicum must request permission to repeat a practicum by:

- completing a Request for Continuance form available in the Office of the Registrar; and
- submitting the completed form and all supporting documentation to the Scholastic Review Board by October 1, if the student wishes to enter a practicum in the spring semester, and by March 15, if the student wishes to enter a practicum in the succeeding fall semester.

The Scholastic Review Board will notify the student of its decision in writing.

An undergraduate student who voluntarily withdraws from a practicum for health considerations must complete the above steps and also submit documentation that the health considerations have been resolved or that the student may fulfill the requirements of the practicum with reasonable accommodations.

5. WITHDRAWING FROM A PRACTICUM OR INTERNSHIP

A student who withdraws from a practicum for any reason, other than health considerations, at any time during a semester will automatically receive a failing grade of “F.”

A student may withdraw from a practicum or internship for health considerations if, and only if, the student was performing satisfactorily at the time of the withdrawal and obtains the approval of the Scholastic Review Board (for undergraduate students) or of the Graduate Review Board (for graduate students).

To request withdrawal from a practicum or internship for health considerations, a student must submit

- a written petition describing the health considerations;

- a written statement from the student's College supervisor stating that the student was performing satisfactorily at the time of withdrawal; and
- written statement from a medical or mental health professional describing the student's health considerations and explaining the reason(s) for the student's inability to satisfy all the requirements of the practicum.

If a student is not able to satisfy the requirements of an internship, the following procedures must be followed:

- the student and the student's College supervisor must meet and discuss the student's performance;
- the student's College supervisor will prepare and deliver to the student a written evaluation of the student's performance and summarize all areas needing improvement and establish goals;
- if the student does not satisfy the established goals, the student's College supervisor will inform the Department Chair, Academic Dean and the Director of Field Experience or Social Work Field Coordinator;
- the Academic Dean will meet with the student's College supervisor and any other interested parties to discuss alternative courses of action; and
- the Academic Dean will inform the student of the prescribed course of action.

If the prescribed course of action is the student's withdrawal from the internship, the student will receive a failing grade of "F".

If the student is placed on academic probation or is dismissed from the College for academic reasons, the student must immediately withdraw from the internship.

6. GRIEVOUS BEHAVIOR AT PLACEMENT

Some behavior is so egregious that it will result in immediate termination from a placement. Such behavior includes, but is not limited to, inflicting or threatening to inflict injury to a client, agency staff member, or other person related to the performance of professional duties; abusing controlled substances or alcohol so that it affects performance; becoming sexually involved with clients or site personnel; or engaging in illegal activities that reflect upon the student's ability to perform professionally or that reflect negatively upon the profession.

7. UNDERGRADUATE LOCATION WAIVERS

All students are strongly encouraged to do practica in the settings established by Wheelock's Field Experience Office in collaboration with the Faculty. In order to request permission to do a practicum at a setting that has not been examined by the College and thus is not yet an approved site a student must get permission from their Academic Advisor, Chair of their department, the Dean of their program and the Director of Field Experience to approve the site for this purpose. Please note that approval of such requests is contingent upon a number of factors such as documented medical conditions, the academic appropriateness of the setting and staffing considerations. It is the responsibility of the requesting student to complete a Location Waiver Form by April 1st for the upcoming Fall semester and November 1st for the following spring semester. All appropriate signatures must be obtained before submitting this form to the appropriate Dean. These waiver forms are available in the Field Experience Office.

8. STUDENT EMPLOYMENT AT PLACEMENT SITE

Wheelock College believes that field training is an integral part of a student's professional preparation and development. To this end, the College conducts its practicum, internship, field placement, and other off-campus learning programs. The College endeavors to place students in educationally suitable positions at various public and private institutions and at other locations. On occasion, placement sites hire students to perform work outside of an academically-approved placement and beyond the College's oversight or control.

The College expresses no opinion and makes no representations that a placement site is a safe and adequately supervised work environment for employment or that a student is qualified to perform work at a placement site, outside of an academically-approved placement. The College assumes no responsibility for providing insurance for students against harm suffered or for liability incurred as a result of employment outside of an academically-approved placement. Such insurance and any liability resulting from such employment are the responsibility of the student and the employer. The College reserves the right to change a student's placement if, in the College's sole discretion, it determines that a student's outside employment at a placement site interferes with or compromises the educational goals of the academically-approved placement.

The College provides a copy of this policy and a Student Employer Acknowledgment and Release form to each placement site. Students seeking employment outside an academically-approved placement at a placement site are responsible for obtaining a signed Acknowledgment and Release from the placement site. In addition, students registering for academically-approved placements are required to sign an Acknowledgment and Release agreeing to this policy. Students under the age of eighteen must provide the College with an Acknowledgment and Release signed by their parents or legal guardians. These Acknowledgments and Releases will be maintained in students' permanent records in the Office of the Registrar.

9. CORI (CRIMINAL OFFENDER RECORD INQUIRY) AND OTHER BACKGROUND CHECKS

The CORI (Criminal Offender Record Inquiry) is a criminal background check conducted by a number of human service agencies throughout the state. Its purpose is to attempt to protect both the very young and the very old from exposure to abuse by those who have a history of abusing children and/or elderly persons. In December, 1996 a law was passed in Massachusetts to require certain agencies serving children and the elderly to conduct CORI checks on all volunteers and staff retained or hired after March, 1997. Students should be aware that they *may* be asked by community service placement sites and practicum sites to obtain CORI clearance prior to beginning the practicum experience. Students should also keep in mind that these same sites may now also require a SORI (Sexual Offender Record Inquiry) check and drug screening.

L. ACADEMIC BOARDS

The Academic Appeals Boards and academic appeals process are discussed in section C.

SCHOLASTIC REVIEW BOARD (UNDERGRADUATE)

The members of the Scholastic Review Board are:

- Dean of Arts and Sciences, or his or her designee;
- Dean of Education and Child Life, or his or her designee;
- Dean of Social Work and Family Studies, or his or her designee;
- A faculty member from each of the academic schools of the College appointed by Faculty Senate;
- Registrar;
- Vice President for Academic Affairs or his or her designee;
- Associate Vice President for Student Services;
- Coordinator of Disability and Student Support Services; and
- Dean of Student Life, ex officio.

Among the functions of the Scholastic Review Board are the following:

- to implement academic policy;
- to place students on and remove students from academic probation;
- to review applications for readmission to the College;
- to dismiss students from the College for academic reasons; and
- to consider students' special academic requests.

Any request by an undergraduate student for the Scholastic Review Board to consider a matter must be submitted in writing, together with all supporting materials, at least forty-eight hours before the next scheduled meeting of the Board.

M. ACADEMIC RECORDS

The Office of Academic Records and Registration maintains the academic transcript of each student. Academic transcripts are available to a student upon written request. An official transcript bears the seal of the College and the signature of the Registrar. A transcript issued directly to a student is designated "Issued to Student." To obtain a copy of his or her transcript, a student must complete the Transcript Request form available in the Office of Academic Records and Registration and pay a \$2.00 fee for each transcript requested. To obtain an official transcript, a student must also have satisfied his or her financial obligations to the College.

A file for every student is maintained in the Office of Academic Records and Registration and in the Office of Academic Advising and Academic Assistance. Students may inspect these files upon request.

N. DEGREES, DIPLOMAS AND GRADUATION CEREMONY PARTICIPATION

Wheelock College confers degrees three times per year in May, August, and December. Wheelock conducts graduation ceremonies on the Boston campus each May and August to celebrate as a community the achievements of its degree recipients and program completers.

Students who are not degree recipients or program completers are eligible to participate in the graduation ceremony if they are within four credits of the total required course credits and successfully demonstrate completion of all non-course degree requirements.

Complete information regarding diplomas, the process of degree completion, and academic eligibility to participate in the commencement ceremony is available from the Office of Academic Records and Registration.

GRADUATE ACADEMIC POLICIES

A. GRADUATE GRADING POLICY

1. GRADES AND COURSE STATUS

For Graduate students, Wheelock College uses a system of letter grades that are equivalent to the following numerical quality points.

Letter	Grade	Quality Point Equivalent
A	4.00	Superior
A-	3.67	Excellent
B+	3.33	Very good
B	3.00	Good
B-	2.67	Satisfactory
F	0.00	Failing
R	0.00	Satisfactory progress in a continuing course

In addition, the following status may appear in a transcript

AU	0.00	Audit
I	0.00	Incomplete
WD	0.00	Withdrawal
P (Pass)	Pass.	Not included in grade-point average.

Each semester at registration, a graduate student may elect to take courses under the Pass/Fail option. Students must declare in writing to the Office of the Registrar their choices of the Pass/Fail option before the second class meeting. After this deadline, neither students nor instructors may change the grading election. Students who are considering pursuing study beyond the Master's Degree level are encouraged to take at least one-half of their courses for letter grades. Practica and seminars taken in tandem with practica must be taken on a Pass/Fail basis. A grade of Pass (P) does not affect a student's cumulative grade-point average.

An Incomplete (I) may be given to a student only for health reasons or in extraordinary circumstances. It is the student's responsibility to contact the instructor to request an Incomplete. Unless the student has requested an incomplete, the faculty cannot assign an incomplete.

Satisfactory in a continuing course (R) is the grade submitted by an instructor to indicate satisfactory progress in a continuing independent study, field study, thesis, or course that has been approved by the instructor and the appropriate Academic Dean as a two semester study, thesis, or course. At the end of the second semester, a letter grade, Pass, or Incomplete will be given. If an R is changed to an Incomplete in an independent study, field study, or course, the student must comply with the Incomplete procedures described above. If an R grade is changed to Incomplete for a thesis, the student must complete the thesis within one calendar year. A continuation fee of \$100 will be charged for each semester that the student carries an Incomplete only in this circumstance. If the completed work is not submitted by the deadline, the Incomplete will automatically be converted to a failing grade of F.

Withdrawal (WD) is recorded by the Office of Academic Records and Registration when a student officially withdraws from a course before the course withdrawal deadline published in the academic calendar. A faculty member cannot submit a request for withdrawal. Only a student can submit that request.

A graduate student who wishes to audit (AU) a course may do so with the approval of the instructor and the appropriate Academic Dean. To audit a course, a student must register for the course at registration or within the Drop/Add period. The tuition fee for auditing a course is two-thirds of the normal course tuition.

2. INCOMPLETES

It is the student's responsibility to request an incomplete or "I" by submitting to the instructor a completed Request for Incomplete form. If a student makes such a request for more than one course, he or she must complete and submit a separate form for each course (available in the Office of Records and Registration). The instructor, at his or her sole discretion, may grant the student's request. The instructor will submit the completed form to the office of the Academic Dean at the same time that he or she submits final grades.

All incomplete work must be submitted by the student to the instructor so that the instructor may submit a change of grade to the Office of the Registrar before the deadline for submitting changes of grades. The deadline is published in the academic calendar. Students who plan to enter a practicum in the semester following the granting of an Incomplete must finish all work prior to beginning the practicum. *If a grade has not been submitted by the deadline for submitting changes of grades, the grade of "I" will be administratively changed to a failing grade of "F."*

B. ACADEMIC STATUS

GRADUATE FULL-TIME AND PART-TIME STATUS

Graduate students who are registered for nine or more credit hours in the fall or spring semester or six total credit hours during the summer session are considered full-time. Graduate students who enroll for fewer than these numbers of credit hours are considered part-time. A student's status may change from one semester to the next. Students may register for a maximum of fifteen credit hours per semester for the fall and spring semesters, and a maximum of nine for a summer session. Permission to register for additional credit hours must be obtained in advance from the student's advisor and the appropriate Academic Dean. To remain eligible for most types of financial aid, graduate students must enroll in a minimum of five credit hours each semester.

C. ACADEMIC STANDARDS

1. GOOD ACADEMIC STANDING

A 2.67 (B-) semester and cumulative grade-point average is the minimum acceptable standard for all graduate students. A graduate student must maintain this standard to graduate from the College. Graduate students whose grade-point averages are below 2.67 are automatically placed on academic probation. In addition, a student must demonstrate a strong likelihood that he or she will be able to complete successfully the requirements of a graduate program. The Graduate Review Board monitors a graduate student's academic progress.

2. TRANSFER CREDIT

Graduate students may transfer up to 6 graduate credit hours for courses successfully completed at other accredited institutions of higher education by:

- obtaining and completing the Transfer of Credit form available at the Office of Academic Records and Registration;
- obtaining the written approval of the student's advisor;
- submitting course description(s) of the courses successfully completed at the other institution for review by the appropriate Academic Dean or designee; and
- submitting to the Registrar an official transcript issued by the other institution.

Transfer credits will not be awarded for classes that are taken pass/fail. No credits will be transferred unless the graduate student received a grade of B or higher in the course. Usually courses transferred from other accredited institutions will be considered elective credit, only by petition to the Graduate Review Board, a course may be used to fulfill a required course. Credits completed more than 6 years prior to the date of admission will not be accepted.

3. WAIVER POLICY (GRADUATE STUDENTS)

Graduate students with excellent records of previous graduate coursework and/or extensive work experience may request a substitution from certain graduate program requirements.

Graduate students who wish to reduce the total number of credit hours required for their programs may request a reduction of program credit hour requirements not to exceed six credit hours to the Graduate Review Board (GRB). Regardless of the reduction granted, students must take at least twenty-seven credit hours at Wheelock to obtain a Master's Degree.

Graduate students who wish to request exemption from graduate program requirements should discuss the appropriateness of the request with their advisors. Course Exemption Request forms are available in the Office of Academic Records and Registration. Requests should be submitted to the student's advisor with a brief written statement and evidence of previous coursework or work experience in support of the request.

Requests for course substitutions are reviewed by the graduate student's advisor, and the appropriate Academic Dean. Requests for practicum exemptions, credit hour reductions, and exemption from graduate program requirements are reviewed by the graduate student's advisor, the appropriate Academic Dean and the Graduate Review Board. The Graduate Review Board reviews requests on a monthly basis during the fall and spring semesters. Requests to the Graduate Review Board must be submitted with supporting documentation at least ten days in advance of the next meeting of the Board. Students are notified in writing of decisions regarding approval or disapproval of requests for course substitutions, practicum exemptions and credit hour reductions.

4. INDEPENDENT OR FIELD STUDY (GRADUATE STUDENTS)

Matriculated graduate students who have demonstrated competence in conducting advanced research and study are encouraged to explore an Independent Study or Field Study in lieu of course electives. An Independent Study or Field Study may not usually replace non-elective courses in a student's program of study.

Independent Study (one to three credit hours) is based on in-depth research in a selected area. Graduate students choosing Field Study (one to three credit hours) may combine coursework with field-based research or may conduct a Field Study of issues within schools, hospitals, social work agencies or other professional sites. Students may not usually apply more than a total of six credit hours of Independent Study or Field Study toward a Master's Degree program.

Each student must discuss the proposed study; the format, content, and length of the final paper or project; and the appropriate number of credit hours with his or her advisor who will help the student identify an appropriate project advisor who must be a Wheelock faculty. The project advisor and the student must agree on a plan of implementation, supervision and evaluation. The student must prepare a detailed proposal according to the criteria and processes described in the Independent Study / Field Study Request form which is available in the Office of Academic Records and Registration. No student will be permitted to register for Independent Study or Field Study without prior approval of the appropriate Academic Dean.

D. ACADEMIC WARNING, PROBATION AND DISMISSAL

GRADUATE STUDENTS

1. Academic Probation

Students whose semester or cumulative grade point averages drop below the level of good standing (2.67) are automatically placed on academic probation. The Graduate Review Board may recommend a range of actions for such students including dismissal from the College.

Students who receive a grade of F will be placed on probation no matter what their grade point average. Student who receive a second grade of F will have their cases automatically reviewed the Graduate Review Board for consideration for dismissal from the College or other actions.

The Graduate Review Board will attempt to notify promptly any student who has been placed on academic probation. However, even if a student is not notified, he/she is on academic probation.

2. Removal from Academic Probation

At the conclusion of each semester, the Graduate Review Board will review the record of each graduate student who has been placed on academic probation for the previous semester. The Board may remove the student from academic probation if the student has:

- after receiving a failing grade of “F” in the previous semester, demonstrated sufficient academic progress as determined by the Graduate Review Board;
- after failing to achieve a cumulative grade-point average of 2.67 or higher, achieved a minimum 2.67 cumulative grade-point average or higher.

The Graduate Review Board decides, in its sole discretion, whether to remove a graduate student from academic probation. The decision of the Graduate Review Board regarding academic probation is final.

3. Academic Dismissal

A graduate student who receives two failing grades of “F” in one or more courses, or who violates the standards for academic honesty, or who fails to be removed from academic probation after a semester, may be dismissed from the College following a review by the Graduate Review Board. Such a student will not be allowed to register for additional graduate program courses. A graduate student who has been dismissed for academic reasons may apply to the Graduate Review Board for readmission after one semester.

The Graduate Review Board decides, in its sole discretion, whether to dismiss or not dismiss a student for academic reasons.

E. MINIMUM ACADEMIC REQUIREMENTS FOR STUDENTS RECEIVING FINANCIAL AID

GRADUATE STUDENTS

Graduate students must be in Good Academic Standing (see G. Academic Standards 2. Graduate Students) in order to continue to receive federally funded financial aid awards.

If a student withdraws from one or more courses, his/her bill and financial aid may be adjusted according to federal student aid guidelines. A copy of this policy is available in the Office of Financial Aid.

F. ACADEMIC APPEALS

A Wheelock College student has a right to appeal a final grade or academic dismissal. A student may appeal a final grade or academic dismissal to the Academic Appeals Board. Undertaking such an appeal is an extraordinary matter. (See Section C.)

G. NON-MATRICULATED STUDENT POLICY FOR GRADUATE STUDENTS

Wheelock welcomes students who have not yet been admitted into a graduate program or who are not interested in matriculating into a graduate program to register for courses as non-matriculated students.

All non-matriculated students who have attended six credit hours or more of graduate courses will be automatically placed on academic hold and will not be permitted to register for additional graduate program courses without obtaining prior approval from the Director of Graduate Admissions.

Non-matriculated students who are considering applying to a Wheelock graduate degree program are strongly encouraged to seek advice from the Director of Graduate Admissions and the Academic Dean prior to registering for any graduate program courses. The Academic Dean will provide information regarding the graduate admissions process and how credit hours from graduate program courses may be applied to Wheelock graduate degree programs. Students may also request permission to register for one additional three-credit graduate program course during the semester that their applications for admission are being reviewed. Such permission is granted or denied in the sole discretion of the appropriate Academic Dean after consultation with program faculty members.

Non-matriculated students who are not interested in enrolling in a Wheelock graduate degree program, but who are interested in pursuing course work at the graduate level for reasons of personal enrichment or professional development, may request Non-Degree Student status. Once a student is granted Non-Degree Student status, he or she may take an unlimited number of graduate program courses, excluding those courses restricted to matriculated students. Excluded courses include, but are not limited to, all practica and clinical experiences, independent and field studies, and other courses designated as restricted by the appropriate Academic Dean. (The course offerings catalog will indicate in parentheses next to the title of a restricted course that it is open only to students enrolled in a particular graduate degree program.)

H. LENGTH OF TIME IN A PROGRAM (GRADUATE STUDENTS)

Graduate students are required to complete their graduate degree programs of study within five years of the semester of matriculation. Part-time students who have not completed their programs of study within this time limit must, no later than one month before the end of their fifth year since matriculation, consult with their academic advisor and Academic Dean and submit a letter of petition to the Graduate Review Board requesting an extension. A rationale for delaying completion should be included. Students should be aware that delay in completing their degree requirements may result in their inability to complete their original program of study, as the requirements and availability of programs may change over time.

The Graduate Review Board may choose to accept or reject the student's petition. The decision of the Graduate Review Board is final, and there is no right of appeal this decision.

I. WITHDRAWAL FROM THE COLLEGE

1. VOLUNTARY WITHDRAWAL

If a student wants to withdraw from the College, he or she must complete an Official Withdrawal form (available at the Office of Student Services) and meet with the Associate Vice President for Student Services. A student will not be removed from the College billing list until the withdrawal procedure has been completed.

2. NON-VOLUNTARY WITHDRAWAL

When a student is required to withdraw from the College for academic reasons, a non-voluntary withdrawal occurs. See Section V.I (Academic Warning, Probation and Dismissal) discussing academic dismissal.

An undergraduate student who does not register for courses within the first two weeks of a semester, and who has not requested a leave of absence, will be deemed to have withdrawn from the College.

A graduate student who does not register after two consecutive semesters, and who has not requested a leave of absence, will be deemed to have withdrawn from the College.

3. LEAVE OF ABSENCE

All graduate students who plan to interrupt their studies for one semester or a period longer than one semester are required to submit a Leave of Absence form. Normally, students may request a leave of absence for no more than three consecutive semesters. At the end of an approved leave of absence, and prior to the beginning of the semester in which the student plans to resume her or his studies, the student must submit to the appropriate Academic Dean a Request for Reinstatement form in order to reactivate her or his status and to be able to register for courses. If, at the end of an approved leave of absence, a student does not submit a Request for Reinstatement form in order to resume his or her studies, the student will then automatically be considered withdrawn from Wheelock. All withdrawn students are automatically

placed on academic hold and are not permitted to register for additional graduate courses without submitting to the appropriate Academic Dean a Request for Reinstatement form. In ordinary circumstances, all graduate students must complete their degree programs within five years of the semester of matriculation. If a leave of absence for a student is approved, the amount of approved leave time does not count as part of the five years allowed for completion. Students may not retroactively request a leave of absence but must acquire permission before the beginning of the first semester of leave of absence.

Graduate students who interrupt their studies for a period longer than one semester without acquiring in advance of the first semester a formally approved leave of absence will be automatically considered withdrawn from the graduate program. All withdrawn students will be placed on academic hold and will not be permitted to register for additional graduate courses without first submitting to the appropriate Academic Dean a Request for Reinstatement form. In these cases, the semesters of unauthorized academic inactivity will count as part of the five years total allowed for completion of a degree program.

J. READMISSION TO THE COLLEGE

GRADUATE STUDENTS

A graduate student in good academic standing who has withdrawn and wishes to seek reinstatement within five years of the date of his/her matriculation should complete the Request for Readmission. This Request for Readmission is then forwarded to the Graduate Review Board.

Students seeking to return to the College more than five years after their initial matriculation should follow the admissions procedures in the catalog.

A student who has been required to withdraw by the Graduate Review Board for academic reasons may request to be readmitted after a year's absence from the College. The student must complete the Request for Readmission form. The student will also be required to provide supporting documents such as college transcripts, letters of recommendation from employers, or letters of support for readmission. The Graduate Review Board will review the supporting documents and make the final decision regarding reinstatement.

K. PRACTICA

1. STANDARDS FOR ENTERING A PRACTICUM

Normally, students must be admitted into a graduate program for at least one semester prior to the semester in which they wish to begin their first practicum. Full-time graduate students in Education and Child Life programs should consult with the Field Experience Office as soon as they are admitted to discuss placement options. Part-time graduate students should meet with the Field Experience staff early in the semester before they plan to begin a pre-practicum, practicum or internship. Deadlines for graduate students to register for practica can be obtained from the student's academic advisor. Social Work students should plan a practicum with the Social Work Field Coordinator.

Students should register for a practicum by submitting a course registration form to the Office of Academic Records and Registration during the registration period. Pre-practicum courses prepare students for working with children and adults in professional settings and help to assess students' abilities to work independently and their readiness to do the required practicum work. Some graduate programs require certain courses to be taken prior to or concurrently with practica. Graduate students should consult with their advisors to determine what courses and field based pre-practica are required to enter different practica. Only matriculated graduate students may take a practicum. A graduate student on academic probation may not enter a practicum.

2. INCOMPLETE GRADES BEFORE ENTERING A PRACTICUM

Students may not enter a practicum with an outstanding "I" (Incomplete).

Students must complete all work and receive a grade in all courses by the first day of classes in the semester when they are entering a practicum. Any exception to this policy must be approved by the Scholastic Review Board (for undergraduate students) or the Graduate Review Board (for graduate students). See section A. 2 (Incomplete Grades) for more information.

3. REINSTATEMENT IN A PRACTICUM

A graduate student who has failed a practicum may request reinstatement in a practicum by:

- completing a Request for Reinstatement in a Practicum form (available from the Office of Academic Advising);
- collecting documentation (e.g., written references) to support his or her reinstatement in a practicum; and
- submitting the completed form and all supporting documentation to the Graduate Review Board at least one semester prior to the requested semester for reinstatement.

A graduate student who voluntarily withdraws from a practicum for health considerations must complete the above steps and also submit documentation that the health considerations have been resolved or that the student may fulfill the requirements of the practicum with reasonable accommodations.

4. WITHDRAWING FROM A PRACTICUM OR INTERNSHIP

A student who withdraws from a practicum for any reason, other than health considerations, at any time during a semester will automatically receive a failing grade of “F.”

A student may withdraw from a practicum or internship for health considerations if, and only if, the student was performing satisfactorily at the time of the withdrawal and obtains the approval of the Scholastic Review Board (for undergraduate students) or of the Graduate Review Board (for graduate students).

To request withdrawal from a practicum or internship for health considerations, a student must submit

- a written petition describing the health considerations;
- a written statement from the student’s College supervisor stating that the student was performing satisfactorily at the time of withdrawal; and
- written statement from a medical or mental health professional describing the student’s health considerations and explaining the reason(s) for the student’s inability to satisfy all the requirements of the practicum.

If a student is not able to satisfy the requirements of an internship, the following procedures must be followed:

- the student and the student’s College supervisor must meet and discuss the student’s performance;
- the student’s College supervisor will prepare and deliver to the student a written evaluation of the student’s performance and summarize all areas needing improvement and establish goals;
- if the student does not satisfy the established goals, the student’s College supervisor will inform the Department Chair, Academic Dean and the Director of Field Experience or Social Work Field Coordinator;
- the Academic Dean will meet with the student’s College supervisor and any other interested parties to discuss alternative courses of action; and
- the Academic Dean will inform the student of the prescribed course of action.

If the prescribed course of action is the student’s withdrawal from the internship, the student will receive a failing grade of “F”.

If the student is placed on academic probation or is dismissed from the College for academic reasons, the student must immediately withdraw from the internship.

5. GRIEVOUS BEHAVIOR AT PLACEMENT

Some behavior is so egregious that it will result in immediate termination from a placement. Such behavior includes, but is not limited to, inflicting or threatening to inflict injury to a client, agency staff member, or other person related to the performance of professional duties; abusing controlled substances or alcohol so that it affects performance; becoming sexually involved with clients or site personnel; or engaging in illegal activities that reflect upon the student’s ability to perform professionally or that reflect negatively upon the profession.

6. STUDENT EMPLOYMENT AT PLACEMENT SITE

Wheelock College believes that field training is an integral part of a student's professional preparation and development. To this end, the College conducts its practicum, internship, field placement, and other off-campus learning programs. The College endeavors to place students in educationally suitable positions at various public and private institutions and at other locations. On occasion, placement sites hire students to perform work outside of an academically-approved placement and beyond the College's oversight or control.

The College expresses no opinion and makes no representations that a placement site is a safe and adequately supervised work environment for employment or that a student is qualified to perform work at a placement site, outside of an academically-approved placement. The College assumes no responsibility for providing insurance for students against harm suffered or for liability incurred as a result of employment outside of an academically-approved placement. Such insurance and any liability resulting from such employment are the responsibility of the student and the employer. The College reserves the right to change a student's placement if, in the College's sole discretion, it determines that a student's outside employment at a placement site interferes with or compromises the educational goals of the academically-approved placement.

The College provides a copy of this policy and a Student Employer Acknowledgment and Release form to each placement site. Students seeking employment outside an academically-approved placement at a placement site are responsible for obtaining a signed Acknowledgment and Release from the placement site. In addition, students registering for academically-approved placements are required to sign an Acknowledgment and Release agreeing to this policy. Students under the age of eighteen must provide the College with an Acknowledgment and Release signed by their parents or legal guardians. These Acknowledgments and Releases will be maintained in students' permanent records in the Office of Registrar.

7. CORI (CRIMINAL OFFENDER RECORD INQUIRY) AND OTHER BACKGROUND CHECKS

The CORI (Criminal Offender Record Inquiry) is a criminal background check conducted by a number of human service agencies throughout the state. Its purpose is to attempt to protect both the very young and the very old from exposure to abuse by those who have a history of abusing children and/or elderly persons. In December, 1996 a law was passed in Massachusetts to require certain agencies serving children and the elderly to conduct CORI checks on all volunteers and staff retained or hired after March, 1997. Students should be aware that they may be asked by community service placement sites and practicum sites to obtain CORI clearance prior to beginning the practicum experience. Students should also keep in mind that these same sites may now also require a SORI (Sexual Offender Record Inquiry) check and drug screening.

L. ACADEMIC BOARDS

The Academic Appeals Board is discussed in section C (Academic Appeals Board).

GRADUATE REVIEW BOARD

The members of the Graduate Review Board are:

- Dean of Arts and Sciences, or his or her designee;
- Dean of Education and Child Life, or his or her designee;
- Dean of Social Work and Family Studies, or his or her designee;
- A faculty member for each of the academic schools of the College appointed by Faculty Senate;
- Registrar;
- Vice President for Academic Affairs, or his or her designee; and
- Associate Vice President for Student Services.

The Graduate Review Board interprets and applies the academic policies, procedures and standards of the Graduate programs.

The primary roles of the Graduate Review Board are:

- to implement academic policy;
- to place students on and remove students from academic probation;
- to review applications for readmission to the College;
- to dismiss students from the College for academic reasons; and
- to consider students' special academic requests.

Any request by a graduate student for the Graduate Review Board to consider a matter must be submitted in writing, together with all supporting materials, at least forty-eight hours before the next scheduled meeting of the Board.

M. ACADEMIC RECORDS

The Office of Academic Records and Registration maintains the academic transcript of each student. A student's transcript is available to a student upon written request. An official transcript bears the seal of the College and the signature of the Registrar. A transcript issued directly to a student is designated "Issued to Student." To obtain a copy of his or her transcript, a student must complete the Transcript Request form available in the Office of Academic Records and Registration and pay a \$2.00 fee for each transcript requested. To obtain an official transcript, a student must also have satisfied his or her financial obligations to the College.

A file for every student is maintained in the Office of Academic Records and Registration and in the Office of Academic Advising and Academic Assistance. Students may inspect these files upon request. Refer to Section VI.F (Privacy and Records) for procedures to review files.

N. DEGREES, DIPLOMAS AND GRADUATION CEREMONY PARTICIPATION

Wheelock College confers degrees three times per year in May, August, and December. Wheelock conducts graduation ceremonies on the Boston campus each May and August to celebrate as a community the achievements of its degree recipients and program completers.

Students who are not degree recipients or program completers are eligible to participate in the graduation ceremony if they are within four credits of the total required course credits and successfully demonstrate completion of all non-course degree requirements.

Complete information regarding diplomas, the process of degree completion, and academic eligibility to participate in the commencement ceremony is available from the Office of Academic Records and Registration.