#### Conduct

Students enrolling in a graduate program at Webster University assume the obligation of conducting themselves in a manner compatible with the University's function as an educational institution. Misconduct in the University setting can take many forms. Misconduct is defined as being any unacceptable or improper action, such as, but not limited to, hazing, sexual misconduct, harassment and alcohol abuse. All forms of misconduct for which students are subject to discipline is outlined in the Student Code of Conduct (https://www.webster.edu/student-handbook/). Students who engage in any misconduct may be subject to disciplinary action or dismissal from the University, as prescribed in the Student Code of Conduct. Academic Deans,

withdraws from enrollment) during which he or she must achieve a cumulative 3.0 grade point average. Failure to achieve a cumulative 3.0 minimum grade point average by the end of the probationary period will result in dismissal. Students on academic probation who achieve a minimum cumulative 3.0 grade point average during the probationary period are returned to satisfactory graduate standing.

- Academic Probation Students are deemed to be on academic probation at the end of any term in which a grade resulting in a cumulative grade point average below 3.0 is submitted. Formal notice of probation will be provided to each student.
- Academic Dismissal Students on academic probation who
  fail to achieve a cumulative grade point average of at least
  3.0 by the end of the probationary period will be dismissed
  from the University at the end of the term in which the grade
  resulting in dismissal is submitted. Formal notice of dismissal
  will be provided to each student. Students who are dismissed
  cannot enroll or attend classes unless and until they are
  reinstated or readmitted pursuant to relevant policies.
  Academic dismissal from a graduate program pursuant to this
  policy is dismissal from Webster University.

Once a student graduates, no further grade changes are allowed on the enrollment record.

# Academic Probation and Dismissal for Master of Science in Nursing (MSN)

- Academic Probation Students who receive a C grade are on probation.
- Academic Dismissal Students who receive two C grades, an F, a ZF, a WF or an NC are dismissed. Conditional basis students who receives one grade of C or below are dismissed, without further right to appeal for reinstatement, but may apply for readmission after one calendar year from the date of dismissal. Students can also be dismissed from the program for violations of United States criminal codes. Any conduct that is detrimental to the school and/or other students will result in the termination of educational benefits from the Veterans' Administration.

Once a student graduates, no further grade changes are allowed on the enrollment record.

# Academic Probation and Dismissal for Master of Arts in Counseling

- Academic Probation Students who receive a C grade are on probation.
- Academic Dismissal Students who receive two C grades, an F, a ZF, or a WF are dismissed. Conditional basis students who receive one grade of C or below are dismissed, without further right to appeal for reinstatement, but may apply for readmission after one calendar year from the date of dismissal. Students can also be dismissed from the program for violations of United States criminal codes. Any conduct that is detrimental to the school and/or other students will result in the termination of educational benefits from the Veterans' Administration.

Once a student graduates, no further grade changes are allowed on the enrollment record.

#### Reinstatement

Students may send a written appeal for reinstatement to the Graduate Council, in care of the Office of Academic Affairs. Students are responsible for providing a complete and accurate written statement describing the circumstances that contributed to their poor academic performance. Campus or program directors and faculty are contacted to provide recommendations to the Graduate Council. If the Graduate Council approves the request, the student will return under probationary status with the requirement to achieve a cumulative 3.0 GPA within two academic terms. If the Graduate Council denies the reinstatement appeal, the student may apply for readmission after one calendar year.

#### Readmission

- Students may send a written appeal stating the basis for their request for readmission to the Graduate Council in care of the Office of Academic Affairs. This applies to students who have been dismissed for over an academic year, or after a reinstatement appeal was denied by the Graduate Council. The student is responsible for providing a complete and accurate statement describing the circumstances that contributed to their poor academic performance.
- Two types of dismissal situations that might create grounds for readmission are: 1) the student has a generally good graduate record at Webster University but experiences a work or personal problem that leads to poor performance; or 2) the student's background is weak in a specific area, e.g., accounting, that leads to poor performance in courses in that area or a related area, e.g., finance.
- In the case of a past work or personal problem, students should submit information or documentation that indicates the nature of the original problem and how it has been resolved. In the case of a weak background in a specific area, students should demonstrate the attainment of the necessary knowledge and/or skills to do graduate work at Webster University, such as successful completion of remedial work in the problem area. In either instance, the student might demonstrate the ability to do graduate work by voluntarily taking a standardized test such as the GMAT.
- If the Graduate Council approves the request for readmission, the student will return under probationary status with the requirement to achieve a cumulative 3.0 GPA within two academic terms. If the Graduate Council denies the readmission appeal, the student remains dismissed from the University without further right of appeal.

#### **Dual Majors**

A dual major is two different majors within the same master's degree pursued and earned simultaneously. The two majors cannot be awarded separately or sequentially.

Students may select dual majors from related majors. Dual majors require completion of the requirements in both majors. If the requisite course is waived in either or both majors, a course substitution for the requisite course is not required. The student may receive the degree in the dual majors on completion of the course requirements for the remaining courses.

The following policies apply to dual majors:

- Dual majors may require more than 36 credit hours for completion of the degree if requisite courses are not waived.\*
- The dual major should be declared before students have completed six (6) credit hours of coursework to avoid

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- classes. Students must meet with their academic advisor to declare the dual major and complete a new program plan.
- Students who have declared dual majors may transfer into the degree program only courses that are equivalent to required courses.
- The counseling MA degree, the MS degree areas, the MBA, the MHA and MPA degree areas are not eligible for the dual major option. Please see the Dual Degrees section for specifically designed options for the MBA, the MHA, the MPA, and select MS and MA degree areas.
- A dual major will receive a single diploma reflecting both areas of concentration.

\*The U.S. Department of Veterans Affairs may require the submission of a degree plan. Please see your academic advisor for information.

#### Dual Major Option: National Security Studies/ International Relations (NTSC/INTL)

The national security studies (NTSC) and international relations (INTL) dual major option requires the completion of 51 credit hours, consisting of the following courses: 1 required course (3 credits) from the international relations program; 2 required courses (6 credits) from the national security studies program; a research methods course (3 credits) and capstone/thesis course (3-6 credits) required by both programs; 4 elective courses (12 credits) from the international and regional security track in NTSC; 4 elective courses (12 credits) from the other tracks in NTSC; 2 elective courses (6 credits) from the comparative politics cluster in the INTL program; and 2 elective courses (6 credits) from the INTL program. For the specific courses required, please see the catalog page for either program.

Upon completion of the 51 credits, a single degree is issued with two major concentrations. The two majors cannot be awarded as separate or sequential degrees under this arrangement.

#### **Dual Degrees**

A dual degree is two different graduate degrees pursued and earned simultaneously. Under this arrangement, the two degrees cannot be awarded separately or sequentially. Only the following approved programs can be completed as dual degrees. Upon completion of the required credits, two separate diplomas are issued at the same time.

Dual Degree Options with the Master of Business Administedits, Tfssued at the same time.

Upon completion of the 54 credits, two separate diplomas are issued at the same time. The two degrees cannot be awarded separately or sequentially under this arrangement.

#### **Emphasis or Track**

#### **Emphasis**

An additional specific subject area within a major, allowing

- Courses fulfilling the requirements of a certificate program may also be used to satisfy the requirements of a degree program, but may not be used to complete another certificate.
- Transfer credits are not applicable to certificate programs.

#### **Admission and Financial Aid**

Admission policies for graduate certificate-seeking students are the same as for degree-seeking students. Stand-alone certificates are rarely eligible for financial aid. Please check with your financial aid representative for eligibility requirements prior to application to a certificate program.

#### **Directed Studies**

Students may request, on a limited basis, a directed study to complete a required graduate core course in their degree of study as outlined in this catalog. The following conditions apply if a course is to be completed as a directed study:

- An online section is not available.
- The request demonstrates a clear academic rationale for a directed study.
- The course is in the curriculum at the campus where the

 Core course transfer is only permitted, based upon syllabus review and approval, if the course is determined to be relevant and comparable to a Webster University course.

Transfer credit is restricted to the following:

- It may not be applied toward certificate programs.
- It may not be applied toward sequential graduate degrees.
- Approved hours are not used in evaluating advancement to candidacy criteria.
- Credits which are transcripted as quarter-hours will be transferred using a 2/3 conversion factor.
- A grade of "CR" will be assigned to all passing grades from recognized non-U.S. or non-American style educational institution.
- Transfer credit must comply with any existing articulation agreements for graduate credit.
- Several defined government and/or military cooperative degree programs provide transfer credit. Military students should submit information on any military training rece /F3d,.00c7.00600052 16.44400024 Tm [(r2n951 8 Tf 1 0 0 -1e.g. Joi4 TSlita0Tf 1 0 0 -.4466irtification