

ACADEMIC INFORMATION

Program of Study and Degree

A student's undergraduate program of study includes the graduation requirements for a bachelor's degree, which are comprised of general education requirements, one or more majors (which may have concentrations or emphases) and any minors, certificates, fellowship programs, or endorsements declared by the student. The graduation requirements for a bachelor's degree may include general electives. A minimum of 124 successfully completed semester hours are required for a bachelor's degree. The credit requirements for some undergraduate programs of study exceed 124 hours.

Academic Majors

Students are required to declare their major by spring of their sophomore year. Students may choose more than one major, although they are not required to do so. Majors are available in a wide variety of disciplines.

- Anthropology (B.A.)
- Anthropology Integrated with Christian Formation and Ministry (B.A.)
- Art History (B.A.)
- Biblical Archaeology (B.A.)
- Biblical and Theological Studies (B.A.)
- Biochemistry and Molecular Biology (B.S.)
- Biology (B.A. or B.S.)
- Business (B.A.)
- Business Analytics (B.A.)
- Chemistry (4 different options) (B.A. or B.S.)
- Chinese Language and Culture (B.A.)
- Christian Formation and Ministry (B.A.)
- Classical Languages (B.A.)
- Classical Languages Integrated with (9 different options) (B.A.)
- Communication (B.A.)
- Computer Science (B.A. or B.S.)
- Conservation and Ecological Health (B.S.)
- Economics (B.A.)
- Elementary Education (B.A.)
- Engineering (4 different concentrations) (B.S.)
- Liberal Arts Engineering (B.A. or B.S.)
- English (3 different concentrations) (B.A.)
- Environmental Science (B.A. or B.S.)
- French (B.A.)
- Geology (B.A. or B.S.)
- Greek Integrated with Biblical and Theological Studies (B.A.)
- Health Science (B.A. or B.S.)
- Hebrew Integrated with Biblical and Theological Studies (B.A.)
- History (B.A.)
- History/Social Science (B.A.)
- Interdisciplinary Studies (B.A. or B.S.; see Overview (<https://catalog.wheaton.edu/undergraduate/arts-sciences/interdisciplinary-studies/#Overview>))
- International Relations (B.A.)
- Latin American and Latina/o Studies (B.A.)
- Liberal Arts Nursing (B.A. or B.S.)

- Mathematics (B.A. or B.S.)
- Music (seven majors) (B.A., B.M., B.M.E.)
- Neuroscience (B.A. or B.S.)
- Philosophy (B.A.)
- Philosophy and Africana Studies (B.A.)
- Philosophy and Art History Double Major (B.A.)
- Philosophy Integrated with (18 different options) (B.A.)
- Physics (B.A. or B.S.)
- Physics: Applied Physics (B.S.)
- Political Science (B.A.)
- Psychology (B.A.)
- Secondary Education (second major only) (B.A. or B.S.)
- Sociology (B.A.)
- Spanish (B.A.)
- Studio Art (B.A.)
- Urban Studies (B.A.)

Students who complete the IDS major are granted a Bachelor of Arts degree unless they request a Bachelor of Science degree and meet additional requirements. All other majors with the option of either degree are granted a Bachelor of Science unless they request a Bachelor of Arts degree.

Refer to the Conservatory of Music section of this catalog for the Music majors. Refer to the Education section for information related to obtaining licensure. Students pursuing secondary education will have secondary education as a double major.

Within several of these majors, various concentrations and emphases are available.

Some majors require students to choose a concentration of at least 16 hours. Concentrations requiring more than 19 hours require additional rationale. The concentrations are largely comprised of courses within the department. The concentrations that are noted in the catalog will be noted on the student's transcript. Some majors offer optional emphases of at least 8 hours of designated courses beyond the core courses for all majors. Emphases requiring more than 15 hours require additional rationale. The emphases are largely comprised of courses within the department.

With the exception of majors in the Conservatory of Music and the engineering major, a major ranges between 32 and 56 hours, including supporting courses, concentrations, and/or emphases. At a minimum, each major's requirements need to differ from any other major's requirements by 12 hours. In certain circumstances, such as for specialized accreditation or industry standards, additional rationale can be provided for approval to exceed 56 hours. To honor the liberal arts nature of Wheaton College undergraduate degree, the petition for permission to exceed 56 hours may not exceed 64 hours, including supporting courses. The engineering major may not exceed 75 hours.

An integrated major ranges between 40 and 56 hours and has a primary major with a companion discipline that supplements the primary major. The primary major is at least 24 credits, and the companion discipline is at least 16 credits, for a combined total of at least 40 credits. The goal of the integrated major is for students to pursue two interests simultaneously without declaring a double major. It is recommended that the primary major includes a course(s) that integrate or bridge content with the companion discipline.

Students must complete a minimum of 15 semester hours plus the capstone course in their major from Wheaton College, except in the case of Modern and Classical Language majors who complete their study-abroad requirement in an accepted non-Wheaton College program; these students must complete a minimum of 12 semester hours plus the capstone course in their major from Wheaton College.

See the Curriculum Overlap policy for more information on the number of hours of common coursework that students can count between majors, minors, certificates, fellowship programs, and general education requirements.

The requirement for credit hours completed at Wheaton College must be met for each major. With department approval, students are not required to take additional hours toward the major if and when major requirements are substituted with fewer hours.

The major GPA must be 2.00 or higher for graduation.

Academic Minors

While not required for graduation, many departments offer academic minors which give students an opportunity to receive a concentration of course work in an area outside their major.

A minor ranges between 18 and 22 hours. Minors requiring fewer than 18 or more than 22 hours require additional rationale. Minors are not awarded in an academic area that is part of an interdisciplinary or integrative major.

See the Curriculum Overlap policy for more information on the number of hours of common coursework that students can count between majors, minors, certificates, fellowship programs, and general education requirements.

Students must complete a minimum of eight semester hours in the minor while enrolled at Wheaton College. The minor GPA must be at least 2.00. Refer to the Arts and Sciences and Conservatory of Music sections of this catalog for specific course requirements for minors.

A student interested in pursuing a minor must file a declaration form with the Registrar's Office.

Certificates

Wheaton allows undergraduate students to pursue professional or multidisciplinary certificates which will be granted only upon the completion of a Wheaton College baccalaureate degree.

A professional certificate prepares students for graduate school or work in specific professions. Many students who pursue professional certificates may already be majors in the department. The professional certificates are designed to augment and not duplicate majors or minors in a department.

A multidisciplinary certificate is a combination of courses from multiple departments and disciplines. The certificate supplements a student's major with interdisciplinary study, research, creative projects, and/or co-curricular activities. The multidisciplinary certificates are designed to augment and not duplicate majors or minors.

A certificate ranges between 20 and 34 hours. Certificates requiring fewer than 20 or more than 34 hours require additional rationale.

See the Curriculum Overlap policy for more information on the number of hours of common coursework that students can count between majors, minors, certificates, fellowship programs, and general education requirements.

Students must complete at least one half of the required hours for the certificate while enrolled at Wheaton College. The certificate GPA must be at least 2.00. Refer to the Arts and Sciences and Conservatory of Music sections of this catalog for specific course requirements for certificates.

A student interested in pursuing a certificate must file a certificate declaration form with the Registrar's Office before their final semester. Every certificate program has a faculty or staff coordinator or director who provides guidance for students along with their major advisor.

Fellowship Programs

A fellowship program is a multidisciplinary, experiential, cohort program with set curricular and co-curricular requirements in a specialized topic area. The cohort consists of a group of students from across the student body who are accepted into the program upon admission to Wheaton College and pursue the program together. Students who are not accepted into the cohort are ineligible for the fellowship program. Fellowship programs are designed to incorporate curricular requirements from multiple departments and not duplicate majors or minors.

A fellowship program ranges between 20 and 30 hours. Fellowship programs requiring fewer than 20 or more than 30 hours require additional rationale.

See the Curriculum Overlap policy for more information on the number of hours of common coursework that students can count between majors, minors, certificates, fellowship programs, and general education requirements.

The fellowship program GPA must be at least 2.00 for graduation. Refer to the Arts and Sciences section of this catalog for specific course requirements for fellowship programs.

A student must apply for the fellowship program when applying for admission to Wheaton College. Each fellowship program has a faculty theme coordinator who provides guidance for students along with their major advisor.

Endorsements

Wheaton College provides the opportunity for students to declare a focus in a specific area of study and gain a Wheaton College endorsement in that area. An endorsement ranges between 4 and 20 hours. The endorsement GPA must be at least 2.00 for graduation. All credits needed for any Departmental Honors endorsement, Extended Studies endorsement, or General Studies endorsement must be taken in residence at Wheaton College or, if approved by the student's academic department, courses taken with an *approved* study abroad or domestic off-campus program may apply to the endorsement. Some endorsements appear on the transcript as concentrations and others appear as transcript comments.

Curriculum Overlap Multiple Credentials

1. **Degrees.** A student may earn two bachelor's degrees provided that they are of different types (i.e., BA, BS, BM or BME) and all

requirements for each degree are satisfied. A student may not earn two bachelor's degrees in the same major.

2. **Majors.** A student may declare more than one major, with the exception of the following combinations, which are not allowed:
 - a. Two different concentrations within the same major.
 - b. Biblical & Theological Studies and Biblical Archaeology;
 - c. Political Science and International Relations;
 - d. History and History/Social Science;
 - e. Physics and Applied Physics;
 - f. Music with Elective Studies and the discipline represented in the Music with Elective Studies major.
 - g. The following combinations of integrated majors:
 - i. Two integrated majors with the same primary field (for example, Philosophy Integrated with Mathematics and Philosophy Integrated with Physics);
 - ii. Two integrated majors with the same companion field (for example, Philosophy Integrated with History and Greek Integrated with History);
 - iii. Two integrated majors with opposite primary/companion fields (for example, Philosophy Integrated with Greek and Greek Integrated with Philosophy).
3. **Minors.** A student may declare any number of minors, with the exception of the following combinations, which are not allowed:
 - a. A major and minor in the same discipline;
 - b. A Music with Elective Studies in an Outside Field major and a minor in the outside field;
 - c. An integrated major and a minor in one of the disciplines of the same integrated major.
 - d. The Art Minor with Community Art Concentration and the Certificate in Art and Community Engagement.
4. **Certificates and Fellowship programs.** The following combinations of certificates and fellowship programs are not allowed:
 - a. Politics, Philosophy, and Economics certificate and Politics, Philosophy, and Economics Aequitas fellowship program;
 - b. Environmental Sustainability certificate and Sustainability Aequitas fellowship program;
 - c. Multidisciplinary Public Health certificate and Public Health Aequitas fellowship program.

Double-Counting

Students may take up to 16 credits of graduate-level coursework from the Wheaton College Graduate School (but no more than 8 credits may be taken per semester). These graduate-level credits may be applied to both graduate and undergraduate degree requirements, with the exception of Christ at the Core requirements.

The number of hours a student may apply towards any pair of credentials is limited per the following table:

	Major	Minor	Certificate	Fellowship Program
Major	16	12	20	16
Minor	12	8	20	16
Certificate	20	20	20	16
Fellowship Program	16	16	16	16
Endorsement*	0	0	0	0

* With the exception of Education endorsements, Departmental Honors endorsements, and the Intercultural Engagement endorsement, the hours counting towards an endorsement may not also be counted towards a major, minor, certificate, or fellowship program.

Christ at the Core

First Year Seminar (FYS) courses cannot be counted toward a major, minor, certificate, or fellowship program.

Advanced Integrative Seminar (AIS) courses can meet up to two themes of the Thematic Core within the general education requirements. AIS courses may count toward a major, minor, certificate, or fellowship program.

A maximum of three themes of the Thematic Core within the general education requirements can apply to both Thematic Core and the requirements for any one major.

Capstone Substitution for Double Majors

A student pursuing more than one major is required to satisfy all the requirements for each major, including all Capstone courses required by those majors.

However, because Christ at the Core requirements only require one Capstone course, some departments may permit a student pursuing more than one major to petition to substitute the Capstone requirement in one of their majors by another General Elective* 300 or 400 level course with any prefix in the major, with departmental approval, by submitting a request to the concerned academic department. If approved, the department will submit a departmental recommendation form to the Registrar's Office.

* Note: A General Elective course is a course that is not used to satisfy another major requirement.

The Learning and Teaching Collaborative

The Learning and Teaching Collaborative advances the mission of the College through innovative partnerships that emphasize student success and faculty development. The LTC facilitates Christ-centered, whole-person education in an inviting, centralized space on campus by providing tools and resources for students from diverse backgrounds or with varied learning needs, while supporting faculty in research-based, theologically informed, innovative teaching and mentoring. Offices in the LTC are the Academic Advising Office, Academic Records and Services (Registrar's Office), and the Learning and Accessibility Services Office.

Academic Advising

<https://wheaton.edu/academicadvising> (<https://wheaton.edu/academicadvising/>)

Wheaton has a hybrid advising model utilizing both staff academic advisors and faculty advisors. Incoming students first work with the staff advisors to answer questions about transfer credit, general education requirements, and getting registered for classes. Staff advisors are an additional support for students throughout their undergraduate experience. Upon arrival at orientation, each first-year student is assigned to a faculty advisor who helps in orientation to campus life and in personal or academic concerns, including the choice of a major field. After deciding on a major field of study, which can be as early as the first semester of the freshman year, but no later than the end of the first semester of the sophomore year, the student is assigned to a departmental faculty advisor.

Registrar's Office

<https://wheaton.edu/registrar> (<https://wheaton.edu/registrar/>)

The Office of the Registrar serves as a dedicated steward of official student academic records, catering to the scholastic needs of current and former students, faculty, and staff. Upholding the accuracy, integrity, confidentiality, and secure storage of all academic records is at the core of the Registrar's Office responsibilities. Their mission is to support students at every stage of their educational journey, from registration to graduation, by providing timely, accurate, and personalized service that fosters growth and success. In support of this mission, the Registrar's Office develops the annual college catalog and course schedules and oversees registration, degree awarding, transcripts, and diplomas.

Learning and Accessibility Services

<https://www.wheaton.edu/las> (<https://www.wheaton.edu/las/>)

Learning & Accessibility Services (LAS) is a hub for academic support and coaching as well as to ensure equal access for students with disabilities through the provision of ADA accommodations inside and outside the classroom. The goal of LAS is to partner with students throughout their college journey so that they can persist through academic challenges and flourish during their time here. Any information shared with LAS will be held confidentially. Note that if a student requires ADA accommodations for any reason (mental health conditions, injuries, ADHD, etc.), it is their responsibility to reach out and request those in a timely manner.

Orientation

An orientation program is arranged at the beginning of each semester to acquaint new students with campus and with college life. It is imperative that incoming first year students and transfer students be present for orientation which includes sessions with faculty advisors and student leaders, testing, and informative programs.

First Year Student Registration

During the summer, each incoming first year student receives instructions from the Academic Advising Office for making an appropriate selection of fall semester courses. Schedules are prepared in advance of the student's arrival on campus. Faculty advisors are available during the time of orientation to assist students in making any needed revisions to their schedules.

Advance Registration

Students who expect to enroll in the following semester must complete advance registration during the scheduled time. Financial accounts must be paid and all holds remedied before students may register. Information regarding registration is sent two weeks prior to Advance Registration. Before going online to register via Banner Self Service, students may need to obtain an additional "semester PIN" from their advisor. Any student who, in the judgment of the administration of the College, does not recognize his/her responsibilities in the academic community will not be allowed to enroll in the following semester. If a student is academically dismissed at the end of a semester, the Registrar will cancel advance registrations.

Students must be officially registered for all courses they attend.

Student Course Load

All degree-seeking students are required to register for the fall and spring semesters with a minimum of 12 credit hours. A student must be registered for at least 12 hours to be considered a full-time student.

No more than five quad courses (3 in one half of the semester, 2 in the other half) may be taken without permission from their advisor and Registrar. Linear quad courses do not count towards this limit.

A student may enroll in up to 18 hours in a semester without special permission. Students with a minimum of 3.0 cumulative GPA and term GPA of 3.0 during the last semester of full-time enrollment may request to take over 18 hours with permission from their advisor and the Registrar. There is a per-credit overload tuition charge (see Financial Information).

A student may be allowed to enroll in fewer than 12 hours (part-time status) when he/she:

- is experiencing financial hardship that would be lessened by enrolling in fewer than 12 hours, as determined and documented by Student Financial Services. Students should contact the Registrar's Office to initiate an exception.
- has a documented disability, health condition, or injury that prevents the student from enrolling in 12 hours, as determined and confirmed by the Learning and Accessibility Services office. Students should contact the Learning and Accessibility Services office to request an accommodation.
- has already completed 90 hours towards their degree. No additional action is required by the student in this case.

While requests for an exception to the stated criteria may be submitted by a student, such exceptions are rarely approved and only for unusual and extenuating circumstances.

Final Semester Student-Athletes and Part-time Enrollment

NCAA rules allow for student-athletes to be part-time in their **final** semester only if the institution can certify that they are taking all courses they need to graduate in that term. Student-athletes are strongly encouraged to take these courses at Wheaton to ensure certification for graduation.

See the Student Handbook (<https://www.wheaton.edu/media/student-development-related/student-handbook.pdf>) for information on the intercollegiate athletics appeal process, summary of NCAA regulations (Division III) and other policies.

Adding and Dropping Courses

All schedule changes must be made through the Registrar's Office or using Banner Self Service (through the first two weeks of the course). No schedule change is complete until it has been submitted to the Registrar's Office (or confirmed on Banner Self Service) by the prescribed deadline date. (See Registrar's Calendar (<https://catalog.wheaton.edu/college-calendar/registrar-calendar/>)).

Full semester courses may be added only during the first two weeks of the semester; quad courses may be added only during the first week of that quad. Courses may be dropped during the first two weeks of the semester or quad with no transcript notation. **After the second week, all courses dropped will be recorded as W (withdrawal).**

Full semester courses may not be dropped after the thirteenth week. Quad courses may not be dropped after the fifth week of the course.

A full refund is allowed for any difference in tuition charges due to reduced load when such a drop takes place during the first week or second week of the term. No refund is allowed thereafter.

An advisor's signature is required for all undergraduate students on drop forms after the second week of the semester for full semester or A quad courses and after the second week of B quad for B quad courses.

Some Global Programs and Studies (GPS) programs and summer term courses may be subject to different add/drop policies, as determined by those programs.

Pass/Fail Privilege

Juniors and seniors may enroll in elective courses on a pass/fail grading basis. Such work may not include courses in one's major, minor, general education, certificate, fellowship program, endorsement, or teacher certification requirements. Only 4 hours in any one term may be taken pass/fail (excluding those courses taught on a pass/fail basis only) and the total number of elective pass/fail courses may not exceed 16 hours. In order to receive a pass "P" grade, a student must receive a regular grade of C- or better. Therefore, the possible grades for a pass/fail course are P, D, or F. P grades do not affect the GPA; D and F grades negatively affect the GPA.

A pass/fail request form may be filed at the Registrar's Office prior to the end of the 13th week for a semester course or the 5th week of a quad course. (See Registrar's Calendar (<https://catalog.wheaton.edu/college-calendar/registrar-calendar/>) for specific dates.) After the respective deadline, the pass/fail option cannot be changed back to a regular letter grade option.

Independent Study/Independent Research

Wheaton College provides the opportunity for students to do independent study or research when the student has demonstrated their competence in the academic discipline involved and shown the ability to study on their own initiative. An independent study or research course must be approved by the supervising instructor, the instructor's department chair and the Registrar's Office. Independent studies may carry credit of between 1-8 hours, based on the catalog option for that department. Each credit hour registered carries the minimum expectation of 3-4 hours of engagement with the material per week (reading, research, writing, consultation), totaling 48-60 hours overall investment per credit hour registered. The student and instructor jointly complete the Independent Study/Independent Research Form, and the student turns in

the completed form, with all required signatures, to the Registrar's Office. The deadline to register an independent study is not later than the end of the 2nd week of the term. All independent studies are registered for the full term and letter graded. In some cases, the research/writing will carry over into the next term, in which case the grade will be listed as IP (in progress) until a final letter grade is assigned. Independent Studies to be carried out in a term the student is overseas requires the student to complete the GoGlobal process with the GPS Office in order to register.

Tutorial

Tutorials involve independent completion of a course in the regular curriculum of the college, using the same syllabus as the regularly offered course, with slight adjustment for assignments such as group projects. Regular meetings with the instructor are expected over the course of the term. Tutorials can be requested when a needed course is not being taught again prior to the student's anticipated graduation date, or a needed course is offered at a time that conflicts with another required course. Tutorial registration requires the instructor's permission, and the consent of the department chair on the *Application for Tutorial* form. Tutorials require additional work for instructors, so requests may be approved or denied by an instructor. Lab Science tutorials are only allowed in a term when the course is being offered due to lab material and set-up logistics.

Repeating Courses

Most courses in the Wheaton College catalog can only be taken once for credit. These are defined as non-repeatable courses. Some courses in the Wheaton College catalog can be taken more than once for credit, often within limits; examples of repeatable courses are music lessons and ensembles, independent studies, and some internships.

When a student repeats a repeatable course within the course's repeat limits, all grade(s) and credit(s) will remain on the student's academic record. Once the course's repeat limits have been met, the policy and process that applies to non-repeatable courses will apply if the student subsequently repeats the course.

When a student repeats a non-repeatable course, the original grade(s) and course(s) will remain on the student's academic record but will not count toward the degree or grade point average. If the course is repeated at Wheaton College, only the repeated course's credits and grade will count toward the degree and in the grade point average. If the course is repeated at another institution and transferred to Wheaton College, the transferred credits will count toward the degree but not the grade point average. Students are advised to consult with Student Financial Services regarding financial aid eligibility for repeated courses. The chart below applies to non-repeatable courses.

	On Academic Record (Transcript)	Toward Degree	Toward GPA
Course Repeated at Wheaton College	Original and Repeated	Repeated Only	Repeated Only
Course Repeated at Another Institution	Original and Repeated	Repeated Only	None

Audit

With permission of the course instructor, any Wheaton student may audit up to two courses a semester by filing an approved audit application

at the Registrar's Office by the second week of the course. A \$50 audit fee is charged per course, plus any course fees. An audit does not meet any Wheaton degree requirement. No credit is given for courses audited. To have the audit recorded as completed on a student's transcript, the student is required to complete certain course requirements. Private lessons, tutorials, internships, practicums, independent studies, and courses taken during study abroad programs cannot be audited. Students may not audit any class for the purpose of preparing for a competency exam.

Academic Petition and Appeals

Any student desiring an exception to academic requirements, published deadlines, or procedural policies may submit an academic petition to the Registrar. Academic Petition forms are available on the Registrar's Office website (<https://www.wheaton.edu/registrar/>). A petition should contain corroborating evidence of the extenuating circumstances that would warrant an exception to policy being granted. Petitions may be granted or denied.

A student who disagrees with the decision on an academic petition has the right to appeal the decision. The appeal, together with the reasons for the appeal, must be submitted to the Registrar's Office via email within 10 business days of receiving the petition decision. An appeal must be based on one or more of the following reasons:

- A procedural [or substantive] error occurred that significantly impacted the initial decision (e.g., substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unavailable during the original decision-making process, that could substantially impact the original decision. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed are substantially outside the parameters or guidelines set by the college for this type of offense or the cumulative conduct record of the responding student.

The appeal will be reviewed by the Academic Appeals Subcommittee of the Academic Policy Committee. The decision of the subcommittee is final.

If the appeal is for reinstatement after academic dismissal, see the related policy and process in the "Academic Probation/Dismissal" policy under "Appealing Academic Dismissal."

Withdrawal or Cancellation of Enrollment

Official Withdrawal

Any student finding it necessary to withdraw from the College while currently enrolled in class must complete and submit the Withdraw or Cancel Enrollment Form and meet with the Dean of Student Wellness. For more information on the Form and process, see here (<https://www.wheaton.edu/life-at-wheaton/student-development-offices/student-wellness/how-to-withdraw-or-cancel-enrollment/>).

Students withdrawing from all full-semester courses between the third and thirteenth week of classes, or from all A-Quad or B-Quad courses between the third and fifth week of the respective Quad, will have "W" (withdrawal) recorded on their transcript for those courses. After the respective withdrawal deadlines, students are not able to withdraw from the College and will receive the grade(s) earned at the end of the term.

Withdrawal Exemptions

There are three exemptions for when a student has met the respective withdrawal deadlines, will receive "W" (withdrawal) recorded on their transcript for those courses, but is not considered to have withdrawn from the College and is reported as enrolled for the entire semester:

- A student who completes all the requirements for graduation from their program before completing the semester (e.g., a student completes degree requirements during A-Quad).
- A student who successfully completes coursework equal to or greater than what is considered to be half-time enrollment during a module (e.g., a student successfully completes 6 or more hours during A-Quad).
- A student who successfully completes an A-Quad course, if A-Quad is at least 49% of the period of enrollment (semester) as determined by the number of countable days.

The tuition refund policy does not apply for students qualifying for a withdrawal exemption. Financial aid may be retained, except for Federal Pell Grants which must be recalculated based on the adjusted enrollment status.

Administrative Withdrawal

The guidelines above apply to students who are administratively withdrawn or dismissed for disciplinary reasons. Refunds on tuition (<https://catalog.wheaton.edu/financial-information/#text>) can also be found in the Financial Information section of the catalog.

Unofficial Withdrawal

If a student stops attending or academically participating in all courses before the withdrawal deadline for the term and subsequently fails all courses, the student may be unofficially withdrawn from Wheaton College as of the last date of attendance or academic activity. If the withdrawal deadline has passed, the student will receive the grades earned at the end of the term (likely failing grades).

In either case, the student may forfeit all fees or deposits paid to the College, and tuition refunds will not be granted.

Official Cancellation

Any student not returning to the College after completing a term should cancel their enrollment by submitting the Withdraw or Cancel Enrollment Form. For more information on the Form and process, see here (<https://www.wheaton.edu/life-at-wheaton/student-development-offices/student-wellness/how-to-withdraw-or-cancel-enrollment/>).

Administrative Cancellation

Any student with no reported attendance or documented academic activity in all courses in a term by the drop date will have their courses dropped and enrollment administratively canceled.

Further Information

See the Refund Schedule (<https://catalog.wheaton.edu/college-calendar/registrar-calendar/>) in the Registrar's Calendar (<https://catalog.wheaton.edu/college-calendar/registrar-calendar/>) for withdrawal deadline details. The full withdrawal and cancellation policy and procedures can be found in the Student Handbook. Please email student.wellness@wheaton.edu with any questions.

Leave of Absence (LOA)

The purpose of a Leave of Absence (LOA) is to provide students time away from Wheaton College for treatment of a medical or mental health condition that impairs a student's ability to function successfully or safely as a member of the Wheaton College community. Wheaton College has designed this policy to ensure that students are given the individualized consideration and support necessary to address their particular circumstances. Please see the Student Wellness Office (SSB 218, student.wellness@wheaton.edu) for the details of this policy.

Involuntary Leave of Absence

It is the policy of Wheaton College to foster a campus environment that is conducive to learning, promote the College's educational purposes, maintain reasonable order, and protect the rights and physical safety of all members of the College community. In extraordinary circumstances, the College may place a student on an involuntary leave of absence or take other appropriate action for reasons of personal or community safety. Such circumstances may include but are not limited to, engaging in physical or sexual violence, activity involving illegal drug or other controlled substances, disruptive conduct, conduct that threatens the physical safety of oneself or others, or conduct that demonstrates an inability to care of oneself.

The procedure will be initiated only (1) after reasonable attempts to secure a student's voluntary cooperation for a medical or psychological evaluation or leave of absence have been pursued; or (2) if a student refuses to or does not adhere to reasonable conditions established for their continued presence in a course, on campus, in College housing, or in another College program or activity. In addition to utilizing this policy, the College also reserves the right to take action under the College's Student Conduct Policy. This policy does not preclude the removal or dismissal of students from the College, its courses, programs or activities, or College-owned facilities in the College's discretion or as a result of the violation of other college policies, procedures, rules, or regulations.

The Involuntary Leave Policy applies to all students of the College and to all College locations, programs, and activities. A full description of the policy is available from the Student Wellness Office (SSB 218, student.wellness@wheaton.edu).

Approved Off-Campus Enrollment

Students who would like to participate in a Wheaton-sponsored off-campus program or experience may apply and must receive College approval in advance and by individual program deadlines.

Wheaton-sponsored **fall or spring semester** off-campus experiences which must be registered with the College include Human Needs and Global Resources (<https://www.wheaton.edu/academics/academic-centers/human-needs-and-global-resources-hngr/>), an approved study abroad (<https://www.wheaton.edu/academics/global-programs-and-studies/study-abroad/semester-programs/>) program, an academic internship, or Christian College Consortium (<https://www.wheaton.edu/academics/global-programs-and-studies/study-abroad/semester-programs/consortium-visitor-program/>) enrollment. When such approval is granted for a spring or fall semester, the student's enrollment status is maintained for that term, and the student may return after completing their off-campus program or experience without reapplying to the Admissions Office. If a student does not apply for and/or is not granted off-campus approval, a student must complete the "Withdraw or Cancel Enrollment" form and file a returning student application for readmission

through the Admissions Office. Students are allowed **one** semester of off-campus study on an approved partner program.

Wheaton-sponsored **summer** off-campus program or experiences which must be registered with the College include an internship where a student is seeking academic credit directly from Wheaton College or receiving scholarship or financial aid funding from the College, or an approved study abroad program where Wheaton College is the credit-granting institution (all Wheaton-in summer programs (<https://www.wheaton.edu/academics/global-programs-and-studies/study-abroad/summer-programs/>), AuSable Institute (<https://www.ausable.org/college/>), and CCCU GlobalEd: Oxford Summer Programme (<https://cccuglobaled.org/scio-summer/>)).

Students seeking approval for a Wheaton-sponsored off-campus program or experience should work with the Global Programs and Studies Office (gps@wheaton.edu) and apply for this status via the GoGlobal (<https://goglobal.wheaton.edu/?FuseAction=Abroad.Home>) website. If a student does not apply for and/or is not granted off-campus approval in advance of participation, Wheaton College may not grant academic credit received from the experience.

Class Attendance

Regular in-person class attendance is expected of all students. A professor may excuse legitimate absences. It is the student's responsibility to report such excuses to the professor in writing. Verification of legitimate excuses may be sought by a professor from appropriate sources. Excused absences may count toward the total number of absences allowed.

Classroom Demeanor

Appropriate classroom demeanor is expected of all students. A faculty member may remove any student from a class if the student exhibits uncivil conduct, which includes behavior that is disinterested, disengaged, disrespectful, disruptive, defiant, or disturbing.

Final Examinations

Final examinations must be taken as scheduled. No student is required, however, to take more than two examinations a day unless carrying five courses. Arrangements for any change of examination in such cases must be made in writing to the appropriate department chair with a copy to the instructor of the course no later than the Friday before examinations begin. Evening and late afternoon classes have examinations at their last regular class session unless otherwise announced. The specific final exam schedule is printed in the course schedule and is available on the Web at <https://www.wheaton.edu/about-wheaton/offices-and-services/office-of-the-registrar/schedules/>.

Classification of Students

Classification	Credits Required
Freshman	1-29 credits earned
Sophomore	30-59 credits earned
Junior	60-89 credits earned
Senior	90 plus credits earned
Special/Non-Degree-Seeking	Students who have not been accepted for a regular degree program.

Grading System

Ten grades are given for passing work, with significance as follows: A, distinctive; A-, B+, B, superior; B-, C+, C acceptable; C- and D, inadequate; P, satisfactory, no grade assigned.

Grade points are granted on the following basis:

Letter Grade	Grade Points
A	4 grade points per hour
A-	3.7 grade points per hour
B+	3.3 grade points per hour
B	3 grade points per hour
B-	2.7 grade points per hour
C+	2.3 grade points per hour
C	2 grade points per hour
C-	1.7 grade points per hour
D	1 grade point per hour
F	0 grade points per hour
P	Pass, (C- or better); not computed in grade point average

The grade of F is given for unacceptable work. No credit is earned except by repeating the course. The failure remains on the permanent record of the student.

Courses officially dropped during the first two weeks of the term are not recorded. After that time, the student will receive a W (withdrawal) grade for all courses which are dropped by the drop deadline. The W grade does not affect the student's grade point average.

A student should resolve any questions about grades as soon as possible after grades have been received. A student has four months from the day grades are issued to question the grade earned. After that date grades will be considered final. Within the four-month period, a grievance by the student should be resolved with the instructor of the course. See the Student Handbook for the grievance procedure. Under no circumstances may a student's grade be raised by doing additional work or correcting work already done after a grade has been reported.

Incomplete Grades

An **Incomplete (INC) grade** may be assigned only for deficiencies as the result of illness, disability, or situations beyond the control of the student and not because of neglect on the part of the student. An Incomplete is not available for students who have unresolved Incompletes from prior terms.

For students who pursue a Leave of Absence (LOA), incompletes may not be granted by faculty unless also approved by the Dean of Student Wellness.

The Incomplete Grade Request Form is available in the Registrar's Office and requires instructor's approval. The filing deadline for the form is the last day of finals (or last day of the quad for A quad courses, or last day of the part of term for summer courses). An Incomplete grade can be assigned by the instructor for any length of time up to the end of the sixth week from the end of the course. **After the assigned length of time (no more than 6 weeks), the instructor will either assign a final grade via the Grade Change form, or a default grade of F will be assigned.**

Once the drop deadline has passed, a class cannot be dropped after an Incomplete has been entered; some exceptions may be made on a case-by-case basis when an LOA has been approved.

In rare circumstances, students may petition to extend the Incomplete; the six-week time limit may be extended only by special permission of the Registrar and approval of the instructor. In no case may an Incomplete be extended beyond six months from the end of the course.

An Incomplete (INC) grade will not affect the student's grade point average. However, when the course is completed and a grade assigned, that grade will be included in the student's grade point average. An INC grade makes an undergraduate student ineligible for the Dean's List. If an Incomplete grade is granted during the student's final term, the student's graduation date will be advanced accordingly.

An **In-Progress (IP) grade** will be given when work cannot be completed by the end of a term for non-classroom independent course work such as an Independent Study, Internship or Practicum.

For students who pursue a Leave of Absence (LOA), in-progress grades may not be granted by faculty unless also approved by the Dean of Student Wellness.

The completion deadline for finishing the work can be assigned by the instructor for any length of time up to one year from the end of the course, and annually, the instructor will be given the opportunity to extend the deadline for up to another year. However, the IP completion deadline will be ended if one of the following events occurs, at which time, the IP grade will be converted to an F (or a W, as noted below):

- The student withdraws from the institution
- The student has applied to graduate and the student's program of study does not require the completion of the course
- The student's time limit to degree completion (10 years) has been met
- The instructor is no longer employed by Wheaton College, and a replacement instructor is not identified; in this case, the IP grade will be converted to a W

The IP grade will not affect the student's grade point average. However, when the course is completed and a grade assigned, that grade, if it carries grade points, will be included in the student's grade point average.

Integrity of Scholarship

By affirmation of the Wheaton College Community Covenant, all students, faculty, and staff are expected to understand and subscribe to the ideal of academic integrity and to take personal responsibility and accountability for their work. Academic dishonesty is a serious offense against an academic community and against the standards of excellence, integrity, and behavior expected of its members. Academic dishonesty degrades the educational and research mission of the College. Truth and honesty are to be followed in all academic endeavors, including the taking of examinations and in the preparation of class reports and papers. Areas of concern related to academic integrity include plagiarism, cheating, fabrication of information or data, unauthorized collaboration, lying, defrauding, misrepresentation, or deception related to assigned or voluntary academic work. The definition of academic dishonesty, the method for reporting violations, and the procedures of the disciplinary

process are stated in the “Policy on Academic Honesty” in the Student Handbook, available in the Student Development Office.

Gender Inclusive Language

For academic discourse, spoken and written, the faculty expects students to use gender inclusive language for human beings.

The policy is both theological and missional.

Evangelical Christians continue to have differences about how to interpret scripture in reference to many questions about what it means to be male and female, but we are united in the affirmation that both men and women are fully human, created in the image of God (Genesis 1:27).

The college seeks to equip students for service in the world for Christ. Students need to be ready to communicate in that world. We want our students to succeed in graduate school, in the corporate world, and in public communication, all settings in which gender inclusive language for human beings is expected and where the inability to use such language may well be harmful to the Christian witness.

Evangelical Christians are not separatists. Missionally, we have long been committed to being in the world and in the broader culture, following the example of Christ our Lord who does not “belong to the world” but who was sent into the world by the Father and so sends us (John 17:14, 18). We are commanded to be in the world for the sake of the gospel. Paul counsels Christians in Corinth to attend to the consciences of others giving “no offense to Jews or Greeks” (1 Cor 10:32). Paul also draws on the doctrine of the goodness of creation (1 Cor 10:26), reminding the church in Corinth that it will not be polluted by engagement in the world because the world is God’s.

Language remains fluid, and professors should discuss specific guidelines for practice with students.

Helpful resources for practice include:

- MLA Handbook for Writers of Research Papers (7th Edition) 49-50; 259-260.
- The Chicago Manual of Style (16th Edition) 301-304.

The policy does not apply to language used for God nor does it require any rephrasing of quotations. The policy does not imply answers to contested questions about the best standards for biblical translation.

Scholastic Honors

To encourage scholarship and culture, the following scholastic honors are recognized at Wheaton College:

DEAN'S LIST HONORS. Awarded each semester to students carrying 12 or more hours and making a semester grade point average of 3.5 or higher. This excludes courses for which students receive a W (withdrawal), INC (incomplete), or IP (in progress).

GRADUATION HONORS. Academically outstanding seniors receive graduation honors. To graduate cum laude, a student must have earned at least a 3.5 cumulative grade point average at Wheaton; magna cum laude, at least a 3.7 average; and summa cum laude, a grade point average of 3.85 or higher.

Departmental Honors Programs

Some departments offer departmental honors recognition for high-achieving students within their major(s). Students wishing to pursue departmental honors must achieve the following minimum criteria:

- A minimum cumulative GPA of 3.50
- A minimum major GPA of 3.70
- Complete an application in the department for the honors program during the student’s junior year
- Complete 4-8 hours of courses designated as honors courses including an honors research/thesis project (course number 499). Most departments will also require an oral defense.

The pursuit of departmental honors is at the discretion of the department and additional requirements may be imposed at the discretion of the department. Students interested in pursuing departmental honors should speak with the chair of their major department.

Students who begin an honors thesis but do not qualify for departmental honors upon its completion may appeal via Academic Petition to have the thesis converted to an independent study.

Students successfully completing all requirements for departmental honors will have the award noted on their transcript. In order for department honors to be included in the Honors Convocation program, the oral defense/thesis must be completed by April 10, and verification received by the Provost’s Office from the department by April 15.

Honor Societies

WHEATON COLLEGE SCHOLASTIC HONOR SOCIETY. The faculty each year selects a limited number of students for membership in the Scholastic Honor Society. Selection is made on the basis of high scholarship, Christian maturity, and general promise.

ALPHA KAPPA DELTA, the national sociology honor society is open to students of sociology (majors and minors) in recognition of high achievement. The name of the honorary denotes its purpose: social research for the purpose of service. Alpha Kappa Delta sponsors meetings and activities for interested students.

ETA BETA RHO is a national honor society for the recognition of outstanding ability and attainment in the Hebrew language and literature.

LAMBDA ALPHA, Illinois Beta Chapter, is a national honor society for the recognition and promotion of excellence in the study of anthropology. It is open to sociology/anthropology majors and minors.

LAMBDA PI ETA, established by the National Communication Association, is an honor society in communication. Junior and senior students with at least 12 credit hours in communication courses and high academic standing are eligible.

OMICRON DELTA EPSILON is a national honor society for the recognition and promotion of excellence in the study of economics.

PHI ALPHA THETA is the international honor society in history. Students of high academic standing and with honor grades in 12 or more hours of history are eligible.

PHI SIGMA TAU, Illinois Beta Chapter, is open to students who have a live interest in philosophy and who have done superior work in at least two philosophy courses. Its varied program includes off-campus speakers, as well as the discussion of papers prepared by members.

PI GAMMA MU, the Illinois Eta Chapter, is open to students having high standings in subjects in the social science field.

PI KAPPA DELTA is a national honor society in forensics to provide recognition for individual achievement in oral communication. Individuals with experience in intercollegiate competition in debate, public speaking, and the performance of literature are eligible for membership.

PI SIGMA ALPHA, the national political science honor society, is affiliated with the American Political Science Association. High academic achievement and the completion of ten or more hours of political science are required for membership consideration. The Wheaton chapter promotes dialogue on issues related to the study and practice of politics.

PSI CHI is the national honor society in psychology. An affiliate of the American Psychological Association, its purpose is to encourage, stimulate, and maintain scholarship in the science of psychology.

SIGMA PI SIGMA is a national honorary physics society. The standards for membership in the local chapter are high scholarship, a life consistent with the ideals of Wheaton College, and a genuine interest in physics. Any student taking a second upper-division physics course may be considered for membership.

THETA ALPHA KAPPA is a national honor society that recognizes academic excellence in baccalaureate and post-baccalaureate students and in scholars in the fields of Religious Studies & Theology. Students who have completed three semesters and who have earned a 3.5 GPA in Biblical Studies and/or Theology and a 3.0 GPA overall are welcome to join.

Academic Probation/Dismissal

To remain in good standing, students are required to maintain a grade point average sufficient to be considered as making satisfactory academic progress. A student's academic status will be checked at the end of each semester and at the end of the summer term. The following policy will be used to determine academic status.

Incomplete and In-Progress Grades. Incomplete and In-Progress grades are not factored in the GPA for the determination of academic standing.

Good Standing. A student must fulfill the following two conditions to remain in good academic standing, as evaluated at the end of every term:

- Term GPA must equal or exceed 2.00,
- Cumulative GPA must equal or exceed the Academic Status Scale minimum:

Academic Status Scale

Hours Attempted (incl. transfer credits)	GPA Minimum
0.5-19.9	1.70
20.0-39.9	1.80
40.0-59.9	1.90
60.0-above	2.00

Academic Warning. A student whose term GPA is below 2.00 but whose cumulative GPA equals or exceeds the Academic Status Scale minimum will be placed on academic warning for the following semester.

Academic Probation. A student whose term GPA is below 1.25 or whose cumulative GPA does not satisfy the Academic Status Scale minimum will be placed on academic probation for the following semester. Students on academic probation cannot participate in activities and programs including but not limited to:

- intercollegiate athletics
- international or off-campus programming
- leadership positions

In accordance with the academic petition policy, students may submit an academic petition to participate in Wheaton College sponsored activities and programs while on academic probation. An academic petition of this nature will be reviewed by a committee convened by the registrar, and consisting of representatives from the registrar, student development, and relevant faculty and staff.

Continuation of Academic Probation, and Academic Dismissal. At the end of the probationary semester:

- A student whose cumulative GPA equals or exceeds the Academic Status Scale minimum and whose term GPA is at or above 2.0 will be reinstated in good standing.
- A student whose cumulative GPA equals or exceeds the Academic Status Scale minimum and whose term GPA is at or above 1.25 and below 2.0 will be placed on academic warning.
- A student whose cumulative GPA equals or exceeds the Academic Status Scale minimum and whose term GPA is below 1.25 will remain on probation for another semester.
- A student whose cumulative GPA does not satisfy the Academic Status Scale minimum, but whose probationary term GPA equals or exceeds it will remain on probation for another semester.
- A student whose cumulative GPA does not satisfy the Academic Status Scale minimum, and whose probationary term GPA does not satisfy it either will be dismissed. Academic dismissal is recorded on the student's transcript.

Appealing Academic Dismissal. A student who wishes to request an exception to dismissal status must do so by the deadline indicated by the dismissal notification (written or verbal). The student must file a written petition with the Registrar's Office stating the reasons for the appeal. The appeal will be acted on by the Academic Appeals Subcommittee of the Academic Policies Committee of the College. The decision of the Academic Appeals Subcommittee is final. If approved, academic reinstatement is recorded on the student's transcript. Students who also wish to appeal their financial aid status should do so with the instructions provided below.

Reassessment of Academic Standing. Students who receive a change in a final grade or who have repeated a course may petition the Registrar's Office to have their current academic standing reassessed.

Withdrawal from the College. Students who withdraw from the College during a semester will be assessed for academic standing based on courses that were graded, if any. The financial policies related to refunds

for students dropping courses during the term are not impacted by this policy.

Readmission. Students who were academically dismissed may apply for readmission after one year has elapsed. Students applying for readmission will be asked to present evidence of potential academic success. This action is recorded on the student's academic record.

Students who withdraw from the College during or after a semester may seek readmission through the Admissions Office.

Financial Aid Status

Students must maintain satisfactory academic progress in order to receive financial aid. Satisfactory academic progress is reviewed at the end of each semester, including summer. When a student is placed on academic probation status, financial aid will still be awarded for one additional semester, and the student will be placed on financial aid warning. When a student qualifies for academic dismissal, financial aid will not be awarded. If, therefore, a student appeals a dismissal status and the appeal is granted, the student will also be allowed to petition to be placed on financial aid probation for one semester. Such a petition may be granted or denied, and the student must demonstrate extenuating circumstances and propose actions to remediate the probation status. Such extenuating circumstances that will be considered include events such as death of a relative, injury or illness of the student, or other extraordinary circumstances that have significantly affected the student's ability to achieve academic success.

If a student receiving financial aid has appealed an academic dismissal and is granted an exception to dismissal, they must submit an appeal for Financial Aid probation in order to be eligible to receive financial aid. See Student Financial Services for more information on this appeal process.

If a student who has been dismissed applies at a later date for readmission and the application is granted, the student will enroll on a probation status but will not be eligible for financial aid until the dismissal conditions have been remedied or unless a petition to be placed on financial aid probation is granted. Such a petition may be granted or denied, and the student must demonstrate extenuating circumstances (as cited above) and propose actions to remediate the probation status. The normal expectation is that the dismissal conditions would be remedied at another acceptable college by repeating courses in which low grades were received at Wheaton.

In addition to meeting the College's satisfactory academic progress scale for GPA and hours passed in a semester, full-time enrolled students must meet the following credit hour progress scale to continue to receive financial aid:

Credit Hour Completion Scale

Semesters Completed	Hours Earned
2	24
4	48
6	72
8	96
10	124

Academic Transcripts

Academic transcripts may be ordered online from the Office of the Registrar ([https://www.wheaton.edu/about-wheaton/offices-and-](https://www.wheaton.edu/about-wheaton/offices-and-services/office-of-the-registrar/transcript-replacement-diploma-requests/)

[services/office-of-the-registrar/transcript-replacement-diploma-requests/](https://www.wheaton.edu/about-wheaton/offices-and-services/office-of-the-registrar/transcript-replacement-diploma-requests/)) for a fee.

Official Communication

Wheaton College uses Banner Self Service, a component of the College's administration database system, and College-administered student email accounts for official communication between students and administrative offices.

Banner Self Service

Banner Self Service provides online registration for classes, and communication of class schedules, grades, student account balances, and financial aid information. Students access Banner Self Service through the Wheaton Gateway at gateway.wheaton.edu (<https://gateway.wheaton.edu>). Data encryption and user authentication protect students' personal information.

Electronic Mail

Students are given College email accounts upon acceptance. Official notifications will be sent to these accounts. ***Students are responsible for reading their College email and must use their College email accounts in official correspondence to ensure proper identification.***