

# Academic Policies & Procedures

---

85

## Academic Catalog

Statements in the catalog are informational and should not be considered as the basis of a contract between students and University of the West. Policies included in the catalog are subject to change at any time. Students must adhere to all policies published in the current catalog with the exception of degree requirements.

Students must meet the degree requirements of the catalog in effect when they started their studies. However, academic programs are constantly evolving. While the university endeavors to avoid substantive changes for students who study with no break in enrollment, students should expect curriculum changes to occur throughout their studies.

If the university introduces substantive changes to graduation requirements in a given program, enrolled students have the option to remain under their original catalog or to adopt the degree requirements in the later catalog. Changing to a later catalog must be requested in writing through the Registrar's Office, and once made the change is irreversible. Information regarding any changes in degree programs, graduation requirements, or academic policies is made available by the Registrar's Office and the appropriate academic departments.



# Academic Integrity Policy

University of the West informs its education through its values. Putting these values into action requires students, staff, and faculty to practice honesty, responsibility, and integrity. UWest believes that students should have the opportunity to actively pursue knowledge and learning in a positive and fulfilling environment. Such an environment has no room for academic dishonesty, which violates the most fundamental values of the intellectual community and undermines its achievements. Therefore, all members of UWest's academic community are expected to demonstrate a commitment to the principles of academic integrity.

Faculty and students share the responsibility of safeguarding the integrity of the classroom. Students have the responsibility to be aware of what constitutes academic dishonesty and to uphold the standards of honest academic endeavor, while faculty have the responsibility to communicate classroom standards clearly. The administration is responsible for applying sanctions that go beyond the classroom.

Academic dishonesty includes, but is not limited to, plagiarism, cheating, falsifying records, lying, obtaining or distributing examination materials prior to exams without the consent of the instructor, submitting another's work as one's own, submitting work completed for another course without the agreement of both instructors, and helping any other student in any act of dishonesty.

Faculty must provide a written report of any lapse of integrity to the Chief Academic Officer (CAO). The CAO, in consultation with faculty and department chair, will investigate the allegation. If a student is found to have committed an act of academic dishonesty, sanctions will be imposed and a record of the infraction will be entered into the student's permanent record. At a minimum the student will receive zero credit on the assignment or examination in question. Further sanctions may be imposed depending on the severity of the action and the student's past record. This may include a failing grade for the course, dismissal for one term, or expulsion from the university.

# Satisfactory Academic Progress

Students must maintain satisfactory academic progress (SAP) to remain enrolled at UWest. Financial Aid recipients must also comply with the Financial Aid Satisfactory Academic Progress Policy to remain eligible for federal, state, and institutional financial assistance (see Financial Aid Satisfactory Academic Progress Policy).

## Undergraduate & Graduate Degree & Certificate Programs

At a minimum, students must maintain a cumulative GPA as follows:

2.0 GPA	Undergraduate degree & certificate programs
3.0 GPA	Graduate degree & certificate programs

Progress is reviewed at the end of each term (fall, spring, and summer). Students who meet the minimum required cumulative GPA but whose term GPA falls below the minimum standard will be placed on Academic Warning for a period of one term. Students placed on warning must meet with their academic or program advisor to develop a plan of action to improve their grades so that they may continue to maintain the cumulative GPA required for their level of study.

Students whose cumulative GPA falls below the minimum standard will be placed on academic probation for a specified period, usually one term. Students placed on probation must meet with their academic advisor to develop an academic plan designed to help them regain good standing. This meeting must occur no later than the first Friday of the term in which the student has been placed on probation. Graduate students on probation may enroll in no more than 9 units per semester and probationary undergraduates in 14 units until returned to good standing. All students on warning or probation are expected to make use of the services of the Student Success Center.

At the close of the academic probation period, a student whose cumulative GPA remains below the minimum requirements may be dismissed from the university. However, if at the end of the period of probation a student's cumulative GPA remains below the minimum but the term GPA exceeds the minimum, upon recommendation of the dean the student may be granted one additional term to return to good standing.

# Reinstatement

A student who has been academically dismissed may appeal for reinstatement. Forms are available in the Registrar's Office. There are two routes to reinstatement.

## At UWest

### (Undergraduates & Graduates)

A student who has been dismissed may petition for reinstatement to UWest directly after dismissal by submitting a petition for reinstatement to the Dean of Student Affairs. This is the only option open to graduate students.

This petition must indicate what led to the dismissal as well as what has changed in the student's situation that will allow the student to succeed if reinstated. Such petitions should be based on verifiable substantive circumstances such as a major life change, significant work issue, death in the family, etc. Documentation may be required.

Students should note that if they are reinstated and subsequently dismissed, they will not be reinstated a second time. Undergraduates may want to follow the "off campus" route, explained next.

## Off Campus

### (Undergraduates only)

Alternatively, an undergraduate student may petition for reinstatement and readmission after successful completion of at least 24 units of substantive academic coursework in a single term with a GPA of at least 2.4 at an accredited college or university. At no time will a grade below C be considered acceptable by UWest.

The student must submit a petition for reinstatement and request for reentry along with an official transcript showing completion of the required coursework to the Dean of Student Affairs. The petition must indicate what led to the dismissal as well as what has changed in the student's situation that will allow the student to succeed if reinstated.

It should be noted that, while the units earned elsewhere may be considered as justification for reinstatement, the courses completed may not be applicable as transfer credit. This determination is subject to the transfer credit policy in this catalog and is contingent upon applicability to the student's program of enrollment at UWest.

## Reinstatement on Probation

If the reinstatement petition is approved, the student will be reinstated on probation with a formal academic plan for a specified period, usually one term.

At the close of the period indicated on the academic plan, a student who has not raised his or her cumulative GPA to the minimum required may be dismissed from the university. This dismissal is final except when the student can document significant and compelling cause.

F-1 students may not extend the length of their program as indicated on their form I-20 due solely to a lack of satisfactory academic progress. Therefore it is critical that F-1 students pay particular heed to their status and seek academic support before their GPA is in jeopardy.

Students should carefully read the Financial Aid section of this catalog to understand the impact of academic warning, probation, and dismissal upon eligibility for federal, state, and institutional financial aid.

## English as a Second Language (ESL) Certificate Program

Students enrolled in the ESL Program and those who are enrolled in a degree program but who are taking only ESL courses must earn a term GPA of 2.7 to advance in the ESL and Bridge sequence of classes. Students who do not achieve this GPA may be required to repeat a level until the minimum GPA has been achieved and the student has demonstrated that he or she is prepared to advance.



## Attendance

Class attendance is a critical factor in student success. Successful attendance begins with an appropriate schedule; students should select a schedule that minimizes conflicts with work and other obligations. Once that schedule is selected, students have the responsibility to demonstrate commitment to their education and respect for their instructors by attending each class session in its entirety, arriving punctually, reporting to class fully prepared, and participating in class discussions.

Instructors determine policy for their classes, including the impact of excused absences, and will include this information on the course syllabus distributed at the beginning of each term. At a minimum, students are expected to attend at least 80% of scheduled class sessions. Students who fall below 80% attendance (equivalent to 4 absences in courses meeting weekly for 16 weeks) may receive a reduction in grade. Students who fall below 70% attendance may be dismissed from that class upon recommendation of the instructor.

If the class dismissal occurs prior to the term withdrawal deadline, a grade of W will be posted to the student's transcript; after this deadline, a grade of FW will be posted.

Students who attend no classes for two consecutive weeks without prior approval of the department chair may be considered to have voluntarily withdrawn from UWest. A university-initiated program withdrawal may be processed and grades assigned as above.

Students should be aware that course and program dismissals may negatively impact their ability to maintain satisfactory academic progress as well as their eligibility for financial aid and scholarships. International students on F-1 visas must be especially aware that if a course or program dismissal drops their status to less than full time, UWest is obligated to notify the Department of Homeland Security of the change in status, and the Form I-20 may be terminated.

A student who is dismissed from a class or the program retains the right to petition the department chair for reinstatement. Upon consultation with the instructor, the chair renders a decision. If the request is denied, the student may petition the Dean of Student Affairs. The decision of the dean is final. See the Registrar's Office for a Petition to Reinstate.

The ESL attendance policy is unique to the ESL Program and is explained in full under the ESL Program information in this catalog.

## Class Level

Classification of students as freshmen, sophomores, juniors, and seniors is determined by the number of for-credit units completed, including those transferred to UWest from other colleges or universities. The classification is as follows:

Class Level	Semester Units Earned
Freshman	1-29
Sophomore	30-59
Junior	60-89
Senior	90-graduation
Graduate Student	Enrolled in Master's or Doctoral-Level Program

## Course Numbering System

Course number indicates level of complexity.

Course Number	Course Type	Open To
001-099	Not degree applicable Non-credit courses	ESL, Academic English students, and undergraduate students
100-199	Lower Division Freshman level, 1st year	All undergraduate students
200-299	Lower Division Sophomore level, 2nd year	Sophomore or above undergraduate students; freshmen admitted with advisor approval
300-399	Upper Division Junior level, 3rd year	Junior or above undergraduate students; freshmen and sophomores admitted with advisor approval
400-499	Upper Division Senior level, 4th year	Junior or above undergraduate students; sophomores admitted with advisor approval; freshmen not admitted
500-599	Graduate courses, introductory	Graduate students; advanced undergraduates with approval*
600-715	Graduate courses, intermediate	Graduate students only
800-899	Continuing education courses	All students, including non-degree-seeking

\*Undergraduate students, in exceptional circumstances, may be eligible to request enrollment in graduate courses.

Eligibility: Junior status with minimum of 75 degree-applicable units earned

Minimum 3.0 cumulative GPA; 3.5 cumulative GPA in major courses

Students should be aware that this is a holistic decision and all aspects of their enrollment and citizenship are considered. In addition to academic ability, petitioners should have a history of modeling exemplary behavior and maturity in the classroom and UWest community.

To register for a graduate course, students submit an approved General Petition with the Registration/Add Drop form. No more than two courses (6 units) at the graduate level may be applied to undergraduate graduation.

# Grading Standards

University of the West uses a 4-point grade scale. Letter grades are assigned by the instructor of record to indicate the extent to which a student has achieved course objectives.

All grades, except incompletes (I and IC), are final when posted by the instructor. No grade will be revised by reexamination or completion of extra work with the exception of official incompletes. A student who feels that there is an error in the recorded grade should meet with the instructor to determine if the grade was correctly recorded. If an error was made in grade entry, the instructor may request a correction by submitting a Grade Change form to the Registrar's Office. The registrar is authorized to change a final grade only if a clerical or procedural error must be corrected.

Any grade correction requested more than one year after the original filing must be validated by the department chair. Any grade change made by an instructor who has left UWest must be approved by the department chair.

A student who wishes to challenge a grade issued by a professor must do so no later than the term immediately following that in which the course was completed. Refer to the Grade Grievance policy in this catalog.

The following grades are included in the calculation of the grade point average (GPA):

Meaning	Grade	Quality-Points
Superior	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
Satisfactory*	C+	2.3
	C	2.0
	C-	1.7
Unsatisfactory	D+	1.3
	D	1.0
	D-	0.7
Failing	F	0.0
Failing to Withdraw	FW	0.0

\* Some courses and programs may require grades above the C-level for passing. Such requirements are noted in this catalog under the program and course description.

FW (Failing to Withdraw): Indicates the student ceased attending at some point during the semester but did not officially withdraw. FW is computed in the GPA as an F.

The following grades are not included in the calculation of the grade point average.

Audit	AU
In Progress	IP
incomplete	I (graded)
	IC (pass/no pass)
Not Reported	NR
Pass/No Pass	P/NP
Reported Delayed	RD
Thesis in Progress	TIP
Withdraw	W



**Audit (AU):** Course is not being taken for credit. Many classes at UWest can be audited with advisor approval. Course prerequisites are enforced in determination of registration eligibility for the course, and fees are assessed as listed in the Tuition and Fees section of this catalog. Units are not applicable to financial aid eligibility. Those auditing courses take no examinations, write no papers, and receive no grade or credit.

**In Progress (IP):** Courses in progress during current term.

**Incomplete (I or IC):** Student has requested and been granted a specified extension beyond the last day of the term for submission of work. An instructor has the discretion to approve an incomplete grade to a student when issues beyond the control of the student prevent the completion of course requirements within the term. Legitimate cause may include, but is not limited to, such things as illness, unavoidable absence, or significant life change.

Incomplete grades may be issued only when all of the following circumstances apply:

- | The student is currently passing the course;
- | The student has attended at least 60% of the term (fall & spring semesters: through week 10; summer session: through week 6);
- | Legitimate cause prevents completion of required work by the due date;
- | Required work may reasonably be completed in an agreed-upon time frame;
- | The student initiates the request for an incomplete grade before the end of the academic term.

Students who are unable to complete a course but do not meet the above circumstances should consider dropping the course. Students may drop with a W through Friday of week 10 during the fall and spring semesters, and Friday of week 6 during the summer session. Students may drop with an FW after this date.

An incomplete grade is not an appropriate solution if based solely on a student's failure to submit work satisfactorily during the term or as a means of raising a grade through the submission of additional work after the term ends. An incomplete grade is not considered passing for purposes of determining academic standing or federal financial aid and scholarship eligibility.



The deadline for final submission is set by the instructor, and may not extend beyond one year following the first day of the term in which the incomplete is graded. However, it is recommended that the time allowed for completion not exceed one month.

**Not Reported (NR):** The instructor has not yet assigned a grade to the student.

**Pass/No Pass (P/NP):** Students may select Pass/No Pass as a grading option at the time they initially register for courses or may change grading options up until the deadline posted on the Academic Calendar. Some courses are graded only on a P/NP basis; this is indicated in the catalog course description. Undergraduates may take up to 12 units per year on a P/NP basis with advisor or chair's approval. Courses offered only on a P/NP basis are not included in the 12-unit limit. With the exception of courses graded only on P/NP basis, graduate students should consult with the department chair or advisor as elective P/NP courses are generally not applicable toward graduation. Students who take a course for P/NP, cease attending in the course of the semester, and fail to withdraw will receive an "FW" grade.

**Pass (P):** Course was taken for Pass/No Pass and was passed. P is equivalent to at least a 2.0 and may be applied toward satisfaction of degree requirements as allowed under program requirements, but is disregarded in determining overall grade point average.

**No Pass (NP):** Course was taken for Pass/No Pass and was not passed. NP is equivalent to less than 2.0, is not applied toward satisfaction of degree requirements, and is disregarded in determining overall grade point average.

**Report Delayed (RD):** The grade has not yet been received.

**Thesis in Progress (TIP):** Thesis continued into following term. Credits to be awarded during the term in which the thesis is accepted as complete. No impact upon grade point average.

**Withdraw (W):** Indicates withdrawal from a class after the close of the add/drop period but before the posted withdrawal deadline. Failure to attend does not constitute withdrawal from a class without the filing of an approved withdrawal form. A student who stops attending without submitting a withdrawal form may receive the earned grade for the class, usually an F or an FW. Students should refer to the Academic Calendar for course add/drop deadlines and deadlines for receiving a W grade in a course. Instructions for withdrawing from a class or the university are provided under Registration and Records.



## Change of Grading Option

When registering, students may elect to take a course for a letter grade, as Pass/No Pass, or as an audit as allowed within their major. After initial registration in a course, students retain the right to change the grading option upon approval. To do so, students submit an approved Change of Grading System form to the Registrar's Office. This form must be submitted by the deadline listed on the Academic Calendar. Once a course is graded, students cannot request a change in grading option.

## Repeated Courses

**Undergraduate Policy:** Undergraduate students are allowed one repeat of any course in which they received a grade of C- or below to improve their grade point average (GPA). Each attempt will remain on the student's permanent transcript, but only the highest grade earned will be used in the calculation of cumulative GPA and credits earned toward graduation. Students seeking to repeat a course more than once will need the approval of their department chair. Transfer credit for a course not passed at University of the West will not improve GPA. Multiple repeats may affect financial aid eligibility.

**Graduate Policy:** All courses in which a letter grade is given, including repeated courses, are used in computing cumulative GPA. However, except as allowed for certain topical or research courses, repeated courses will be credited only once towards graduation.

## Grade Grievance

Grades are assigned by the instructor and, except in the case of negligent or capricious grading, the grade issued by the instructor is final. No grade will be revised by re-examination or completion of extra work with the exception of official incompletes. A student who feels that there is an error in the recorded grade should meet with the instructor to determine if the grade was correctly recorded. If an error was made in grade entry, the instructor will submit a Grade Change form to the Registrar's Office. The registrar is authorized to change a final grade only in the case of clerical or procedural errors.

If, after this discussion, students wish to challenge a final grade, they must follow the grade grievance process specified on the Grade Grievance form available from the Registrar's Office.

## General Petition

Students have the right to petition to be exempted from a rule or regulation of the university (e.g. changes in academic requirements). They may also appeal for credit by examination and for review of matters related to the transfer of units from other institutions. An approved petition represents an agreement between the student and the university. More information regarding the General Petition is available from the Registrar's Office.



## Multiple Degrees/Concentrations

Students often are interested in fulfilling their educational dreams by pursuing multiple degrees while at UWest. If a student wishes to advance through a standard progression of degrees, an application for admission may be submitted during the final term of the lower level enrollment. The application fee is due for each application submitted to the university. If admitted, acceptance will be contingent upon graduation from the lower level degree.

Students should be aware that enrolling in multiple programs or repeating degree levels may have financial aid or F-1 visa implications. Therefore, all students interested in pursuing multiple degrees or concentrations or in repeating a degree level in a different program must meet with Financial Aid prior to entering into the multiple enrollment, whether concurrent or consecutive. Students on F-1 visas must also have approval from the International Student Services Office. If enrolled on an F-1 visa, students should be aware that an updated I-20 showing enrollment in the advanced degree cannot be issued prior to graduation from the original program.

### Concentrations

#### Two Concentrations in the Same Program

**Concurrent Enrollment:** A student who seeks to concurrently complete two concentrations in the same program must complete all requirements for both concentrations. Concentration units may not be applied to more than one concentration, i.e. all concentration units must be unique.

One diploma showing both concentrations will be awarded at the time of graduation. Enrollment in a second concentration must be approved in advance by the department chair. Students should explore minor options to determine if earning a minor would better meet their needs.

**Subsequent Enrollment:** A graduate who wishes to re-enroll to complete the requirements of a second concentration after the award of a bachelor's degree in the same program must apply for readmission. A minimum of 18 additional units specific to the second concentration must be completed. In addition, the student must complete all program requirements in effect at the time of readmission.

Upon completion of the requirements, UWest will not issue a second diploma; rather, the additional concentration will be noted on the official academic transcript. The student may be better served by enrolling in a graduate degree or graduate certificate program.

## Undergraduate Degrees

### Second Bachelor's Degree After Graduation

A UWest graduate who wishes to earn a second UWest undergraduate degree in a different program of study must apply for admission to the program. The student must complete a minimum of 30 units in residence beyond the minimum requirements for the first bachelor's degree for a minimum total of 60 semester credits in residence and a minimum total of 150 semester credits. A diploma will be issued for the second degree. The student should request a degree evaluation before beginning the program to determine which courses will be required.

The university does not encourage such enrollment as most students will be better served pursuing a graduate degree. Students must explain their rationale in applying for a second bachelor's degree in the personal essay submitted with the application for admission. This will be considered during the review for admission to the second degree program.

## Master's Degrees

### Master's Program Subsequent to UWest Bachelor's Degree

Interested students may apply to a UWest master's degree during their final term in the bachelor's degree program. Admission is contingent upon successful completion of the bachelor's degree and fulfillment of all admissions requirements. Students are not eligible to begin the master's program until the term following the award of the bachelor's degree. No credits earned during the bachelor's enrollment may be applied to a UWest graduate degree and no coursework may be repeated.

### Multiple Master's Degrees

Students interested in completing multiple master's degrees at UWest are required to apply to and be admitted to each program. This applies to completing a second degree, as well as transferring to a program offered by a department other than that in which the student is attending.

Credits applied to a previous UWest master's degree cannot be applied toward the requirements of a second master's degree except as specified. Students are required to meet all course, exam, research, practicum, internship, candidacy, and other graduation requirements for each program. No work submitted for the first degree, such as a thesis or portfolio project, may be submitted for the second degree.

A diploma will be issued for each master's degree awarded unless dual enrollment is required. Students must submit a petition to graduate when registering for their final term in each program and a diploma will be issued for each degree awarded. If dual enrollment is required, students petition to graduate when registering for their final term in attendance and one diploma will be issued showing both degrees and majors.

### **Concurrent Enrollment**

Students must meet all degree requirements for both degrees. No more than 6 units may be shared by both degrees and must be approved in advance by the appropriate department chairs. Students are required to meet all course, exam, research, practicum, internship, candidacy, and other graduation requirements for each program. No work submitted for the first degree, such as a thesis or portfolio project, may be submitted for the second degree unless explicitly approved by both department chairs at the time of admission.

### **Subsequent Enrollment**

Students who have earned a master's degree at UWest or elsewhere may complete a second master's degree at UWest if offered by a different department. No more than 6 units earned towards the first master's degree may be applied to the second master's degree. No work submitted for the first degree, such as a thesis or portfolio project, may be submitted for the second degree.

### **Changing Programs**

If a student chooses to change programs while enrolled in a master's program at UWest, all applicable units earned while enrolled in the original program may be applied to the new program with the new program chair's approval. This policy applies only to courses completed at UWest. After graduation these courses cannot later be reapplied to the original degree program except for six units as defined above.

### **UWest Master's Degree After Completion of UWest Doctoral Degree**

Students awarded a Doctor of Philosophy or Doctor of Buddhist Ministry may not subsequently enroll in a master's degree program offered by the same department. However, they do have the option to apply to a master's degree offered by a different department. No more than 6 units applied to previous graduate degrees may be applied to the master's degree with one exception. Students accepted to the Master of Divinity in Buddhist Chaplaincy program after the award of a UWest Doctor of Philosophy in Religious Studies may be allowed to apply up to 24 units earned while enrolled in the PhD program with the approval of the Chaplaincy department chair.

## Doctoral Degrees

Students interested in enrolling in a doctoral degree program after completing a UWest master's degree must apply to that program by the applicable deadline for the intended start date. In some situations a student may be granted concurrent enrollment in both programs for a period not to exceed one term. Concurrent enrollment is allowed if:

- | the master's degree earned is not an admissions requirement for the doctoral degree program,
- | it is the student's final term in the master's degree program, and
- | no more than 6 units are required to graduate in the initial enrollment.

Students who have completed a UWest master's degree and then enter a UWest doctoral degree program in the same department may have up to 36 units applied from the master's degree. Students entering from a different field of study may have up to 30 units of applicable coursework accepted upon approval.



## Graduation

Degrees are awarded at the close of each semester and are dated the last day of the term in which degree requirements are met. All degree requirements, including but not limited to incompletes, internships, and missing grades, must be completed by the last day of the month in which the degree is to be awarded. Work completed at other institutions must be received on or before the degree award date to be applied toward degree requirements. The candidate's department chair must verify that the date of graduation indicated on the Petition to Graduate form is accurate.

Students are required to complete their final semester of coursework with a minimum of 6 units in residence and cannot transfer courses to meet final degree requirements if such work is completed after the last date of attendance at UWest.

Although a student may have completed all degree program requirements, graduation is not automatic. Students who believe they are ready to graduate must meet with their chair to have a Petition to Graduate form approved. The Petition to Graduate form and graduation fee are due when students register for their final term.

If a student should fail to complete requirements by the intended graduation date, a new Petition to Graduate form must be filed and the associated fee paid.

## Undergraduate Residence Requirement

UWest has a 25% undergraduate residence requirement, meaning that at least 25% (30 units) of coursework awarded toward an undergraduate degree must be completed at UWest. Of these 30 units, at least 24 units must be upper division. Transfer credit, advanced placement credit, and units earned through credit by examination are not applicable to the residency requirement.



## Commencement

UWest's formal commencement ceremony is held each year in May. Students interested in participating in the annual ceremony must indicate this on the Petition to Graduate form submitted and pay the commencement fee. Students must be on course to satisfactorily complete all degree requirements (including comprehensive examination, thesis and/or project, and dissertation defense) by the commencement date. Students receiving degrees at the end of the fall or summer term are invited to participate in the commencement ceremony held the following May.

To participate in May commencement ceremonies, students must meet one of the following academic conditions:

- | earned degree in summer or fall semester immediately preceding the spring semester in which commencement is held.
- | filed a Petition to Graduate form with the Registrar's Office for the current spring term in which commencement is to be held and have completed or will complete all degree requirements by the end of the current spring semester.
  - | Master's students must pass any required comprehensive examination, thesis, or capstone on or before the deadline established for the spring semester.
  - | PhD candidates must successfully defend their dissertation on or before the deadline established for the spring semester.



Students may request approval to participate prior to graduating only if they meet the following criteria:

- | file a Petition to Graduate form with the Registrar's Office by the posted deadline.
- | at the time of the ceremony will have no more than the following requirements remaining:
  - | Bachelor's degree students: 9 units.
  - | Master's degree students: 6 units.  
No graduate student is permitted to participate unless he or she has completed and passed any required defense, comprehensive examination, thesis, or capstone on or before the deadline established for the spring semester.
- | have scheduled all remaining courses in the summer or fall term immediately following the ceremony.



## Academic Honors

Responsibility and excellence are two values central to UWest’s vision and governance. Superior academic performance is a demonstration of these two values. The university recognizes undergraduate degree students who achieve a final cumulative grade point average (GPA) of 3.7 or higher. The appropriate honor is printed on the final transcript and diploma. To be eligible, a student must earn a minimum of 54 units in graded classes completed at UWest.

### Cumulative GPA

3.7 – 3.79	cum laude	with praise
3.8 – 3.89	magna cum laude	with great praise
3.9 – 4.0	summa cum laude	with highest praise

In addition to graduation honors, UWest recognizes undergraduate success each fall and spring semester. Full-time undergraduate degree students may earn a place on the Dean’s or President’s List. To be eligible, a student must successfully complete at least 12 units of graded degree-applicable coursework in the fall or spring semester with a term GPA as specified below. Courses taken in the summer session are not included in the review for this honor.

### Term GPA

3.5 – 3.99	Dean’s List
4.0	President’s List