



ACADEMIC REGULATIONS

Catalog Change and Student Responsibility

Students are responsible for knowing and complying with catalog regulations governing admission, registration, degree plans, graduation requirements, payment of tuition, withdrawal, academic probation, academic suspension, etc. Each student will complete the requirements for graduation in the catalog in effect on the date of University entrance. If a subsequent decision is made to follow a later catalog, through a *bona fide* change in major or for other causes, the requirements in effect at that time must be met. A student who withdraws and subsequently returns to Williams may be required to fulfill the requirements of the most recent catalog or catalog addendum. The Academic Dean will assist in such cases. The semester in which a course is offered, as listed in the catalog, is subject to change. Every effort is made to achieve fair and reasonable adjustments for students affected by curricular change. Courses with insufficient enrollment may be subject to cancellation prior to the first day of class.

The curriculum, policies, and procedures of the University are under continuing evaluation and review, and a given catalog does not constitute a contract with the student.

Academic Advisor

Students are personally responsible for completing all requirements established for their degree by the University and the department. It is the student's responsibility to know the requirements for the appropriate degree program. Faculty advisors will assist students in preparing schedules, completing degree plans, and generally will counsel students on academic matters, but advisors may not assume responsibility for the student's academic progress and ultimate success or failure in a given program of study.

Any substitution, waiver, or exemption for any established requirement or academic standard may be accomplished only with the approval of the department chairperson and the Academic Dean.

Academic Honesty Policy

Williams considers cheating to be the basis for disciplinary action. Students are to avoid giving or receiving information on tests or examinations, using any unauthorized aids on tests or examinations, or submitting someone else's work for their own. The unsanctioned use of artificial intelligence technology in writing assignments (e.g., a service like ChatGPT) will be treated as a violation of the academic honesty policy and subject to the same punishment as cheating or plagiarism.

Faculty members are encouraged to be alert to cheating. Faculty will initiate the disciplinary action appropriate for all acts of observed dishonesty, as well as file a report of the incident and intended disciplinary action with the Academic Dean. Any appeal by the student should be made in writing to the Academic Dean. If the Academic Dean stipulates, the student may appear before the Academic Dean and the instructor. A written report of this hearing and decision will become a part of the student's permanent academic and/or disciplinary file. An appeal of this action by either the student or the instructor will follow the appeals process as stipulated in the Student Handbook, *Disciplinary Procedures and Sanctions*.

Academic Probation and Suspension

Students who fall below certain GPA benchmarks will be placed on academic probation the following semester. During the semester they are on probation, students have an opportunity to raise their GPA to the required minimum.

Students who fail to raise their GPA to the required threshold will be academically suspended for one semester. The purpose of academic suspension is to provide students with time away from the University to examine and re-evaluate their academic problems and goals. Students who are suspended must submit an application for readmission.

A student placed on academic suspension may submit a letter of appeal to the Academic Affairs Committee. The student should clearly state the reasons for the unacceptable academic performance and outline a plan of action for improved performance. The student must submit the letter of appeal within 30 days of being placed on academic suspension. All decisions of the dismissal review are final.

Students who enroll under Tier 3 will be academically suspended after one semester if their current GPA on hours attempted at WBU falls below a 1.50.

	Academic Probation	Academic Suspension
Less than 60 hours attempted	Students attempting less than 60 hours of credit are placed on academic probation if their cumulative GPA is less than 1.5 on hours attempted at WBU.	Students on probation whose GPA on work attempted the following semester is less than 1.65 will be suspended for one semester.
60 to 75 hours attempted	Students attempting at least 60 semester hours of credit will be placed on academic probation any time the cumulative GPA falls below 2.00.	Students on probation will be academically suspended if their cumulative GPA falls at or below 1.65.
76 to 89 hours attempted	Students attempting at least 60 semester hours of credit will be placed on academic probation any time their cumulative GPA falls below 2.00.	Students on probation will be academically suspended if their cumulative GPA falls at or below 1.80.
90 or more hours attempted	Students attempting at least 60 semester hours of credit will be placed on academic probation any time the cumulative GPA falls below 2.00.	Students on probation will be academically suspended if their cumulative GPA falls at or below 1.90.

Articulation Agreements

Williams Baptist University has entered into articulation agreements with other institutions of higher education to enable an effortless transition to WBU. Following is a list of colleges and universities with whom articulation agreements exist:

Associate of Arts

Arkansas Northeastern College
Arkansas State University – Mid-South
Arkansas State University – Newport
Black River Technical College
Cossatot Community College – University of Arkansas
Ozarka College
Phillips Community College – University of Arkansas
Shorter College
Three Rivers College
University of Arkansas Community College at Batesville

Associate of Applied Science (Nutrition and Dietetics Focus)

Black River Technical College

Associate of Science in Criminal Justice

Arkansas State University – Newport
Black River Technical College

East Arkansas Community College
Ozarka College
University of Arkansas Community College at Batesville

Concurrent Credit
Piggott High School

Auditing Courses

Enrollment as an auditor is permitted in most courses, subject to approval of the Academic Dean and the course instructor. Courses in studio art and applied music may not be audited.

The fee for auditing a course is \$165.00 *per semester hour*. For students currently enrolled full time, an audit course will be included in the 12–17 hour general expense charge. Should an audit course place a student in “18 hours and above,” the student will be responsible to pay \$160 per hour for the number of hours above 17 hours. An audit does not qualify a student for regular full-time status if the student enrolls for less than 12 hours.

An auditing status may be changed to credit status if the change is requested by the fifth week of the semester, the student has submitted all official documents to meet the requirements for admission and all course work required by the instructor has been completed. The auditing fee will then apply to the regular course fee. However, a student enrolled for credit cannot change to audit status after the add/drop period has ended.

Though an audited course carries no academic credit, the auditing student's transcript will show that particular courses were audited, provided the student conforms to the audit requirement for the course as indicated by the instructor.

Change of Schedule

A student may add a course(s) up to the end of the first week of the semester or drop a course(s) up to the end of the twelfth week of the semester. Students who wish to drop a course **must** obtain a drop slip from the Office of Academic Affairs and have it properly executed by the deadline. A grade of "W" (Withdrawal) will be recorded if the course is officially dropped by or in the twelfth week; otherwise, a grade of "F" will be recorded. Refunds for dropped courses will be made according to the Refund of Fees Schedule. Anyone who is not properly enrolled in a course cannot receive credit, and anyone who is not officially dropped from a course cannot receive a refund. A course withdrawal fee is assessed by the business office in the amount of \$10 if paid in cash or \$15 if charged to a student's account.

Class Attendance

Students are expected to attend every class session. Each instructor will maintain current records and will, upon request, furnish an accurate report of any student's attendance pattern to the appropriate administrative offices. Attendance is checked beginning with the first time the class meets; therefore, late registrants will have some absences when they attend their first class. When students are absent, for any reason, they are still responsible for the content of the missed lecture and for any assignments. If the absence causes the student to miss a major examination,

that exam may be made up if the instructor is convinced that the absence was justified. A student's attendance record is a legitimate part of the criteria which the instructor may use in assigning a grade for the course. It is the responsibility of students to be aware of the attendance policies for their classes.

After a student has missed the equivalent of one week's work, the student may be required to justify any further absences to the Academic Dean or the Academic Affairs Committee. If the student is unable to do so, the student may be required to withdraw from school. If a student is negligent or dilatory in class attendance or assignments, the instructor may, after consultation with the Academic Dean, suspend the student from class without the privileges of attendance or credit. (An administrative withdrawal fee will be assessed by the business office in the amount of \$15.) The student may apply for reinstatement but may be reinstated only with the consent of the instructor and the Academic Dean. A letter grade of "W" will be entered for the course if suspension occurs prior to the 13th week; an "F" will be entered if suspension occurs after the 12th week.

Certain absences may be regarded as *excused*. These excused absences are those where the student is required by the institution, in accordance with institutional protocols and policies, to miss class (for medical, athletic, or academic reasons). In any case, students are expected to give their faculty members proper and timely notice of such absences and make up any and all work missed. All other absences are treated as unexcused.

Classification of Students

A student who is regularly enrolled and who has less than 30 semester hours of credit is classified as a freshman. One who has earned a minimum of 30 semester hours of credit but less than 60 is classified as a sophomore. A student who has earned at least 60 hours of credit but less than 90 hours of credit is classified as a junior. A student who has earned 90 hours or more is classified as a senior. A student is classified as a special student if registered for less than 8 semester hours, or if the student is not pursuing a degree program.

Courses

Williams Baptist University assigns credit hours on the basis of seat time in the course (or the equivalent amount of work in virtual courses or independent studies) and the number of out-of-class hours required to. Course numbers are assigned based on credit hours, class level, and degree program. The number of credit hours needed for a course is initially proposed by the department in which the course will be taught.

Semester Hour

The unit of credit is the semester hour, which is the credit given one lecture period (50 minutes) per week, or equivalent, for the duration of the semester.

Course Numbering

Each course offered by the University is designated by an academic discipline and a number composed of four digits. The first digit of the four-digit course number indicates the level of the course. A "1" indicates freshman level, a "2" indicates sophomore level, a "3" indicates junior level and a "4" indicates senior level. The last digit of the four-digit course number indicates the number

of semester credits.

Course Approval

The committee for academic affairs assesses course proposals, including course descriptions, student learning outcomes, and syllabi, to ensure that the course is appropriate for the curriculum and the number of proposed credit hours is proportionate to the assigned work in the course. After approval from the committee, the course proposal is submitted to the entire faculty. If approved by faculty, the course is given a course number by the Office of Academic Affairs. Approved courses do not need to be re-proposed for other modes of delivery unless the course description, content, and student learning outcomes are substantially changed.

Courses Offered on Demand

The course will be offered when interest is demonstrated by a sufficient number of students.

Full-Time Student Definition

Any student enrolled for at least 12 semester hours of credit is considered a full-time student. Williams recommends that full-time students take the normal load of 16 semester hours in order to meet graduation requirements within 4 academic years.

No student may schedule more than 18 semester hours without the permission of the Academic Dean. A student must have a cumulative average of no lower than a "B" to schedule a load of more than 18 hours. If a student is concurrently enrolled in another college or university, the above policy still applies.

Junior/Senior-Level Course Requirements

Typically, students should expect, as part of their degree programs, to complete *not less than 40 hours* of junior/senior-level course work. (The atypical instances where a degree program or major requires fewer upper-level hours will be off-set usually by very substantial requirements of applied or other rigorous specialized courses.) Students will often be required to complete more than 40 hours of upper-level course work depending upon their major and specific departmental or program requirements. To earn a bachelor's degree a student must complete all course/hour requirements of a major or program of studies as described in the Catalog, including all required upper-level hours of instruction. (Note: It is strongly recommended that a student complete at least 45 hours before taking 3000 or 4000 junior/senior-level courses.)

Course Credit

Credit by Independent Study

Students may apply to the Academic Dean requesting permission to take a course not currently offered but included in the curriculum. Such directed individual study courses are subject to the following provisions:

- *The student must prove that such an arrangement is a matter of academic necessity.*
- *The student has never been enrolled in the class previously.*
- *The student and instructor shall draw up a program of study which the student must complete satisfactorily, subject throughout to review and approval by the Academic Dean and/or an interdisciplinary committee appointed by the Dean.*

- *The tuition fee for directed individual study will be in addition to the regular per semester tuition charge.*
- *Duration of the course will be the normal semester time frame.*

Credit by Examination

WBU grants degree credit on the basis of a number of advanced-standing examinations. The total credit by examination which may be counted toward a degree may not exceed 30 hours, and not more than 9 of these may be counted in the major, nor 6 in the minor.

WBU Credit Examination

Credit by examination is available for a limited number of courses as determined by the respective departments and/or divisions. If, based on previous training and experience, a student believes he or she can pass an examination for credit on a course offered at Williams, the student may petition the chairperson of the department to take such an examination. A student may not receive credit by examination for any course which has been audited previously or after having taken a more advanced course.

Application forms for credit by examination may be obtained from the Academic Dean. The examinations are planned and supervised by the chairperson of the department in which the student desires to receive credit or by the instructor appointed by the chairperson. Application forms must be signed by the instructor who administers the test, the chairperson of the department, the Academic Dean, and the Registrar.

Half of the regular tuition fee per semester hour for each examination must be paid to the Business Office and the receipt presented to the instructor before the examination may be taken.

After the examination is completed, the instructor must submit the examination papers, the signed application, and the fee receipt or the fee receipt number to the Academic Dean who is responsible for having the credit recorded in the office of the Registrar. The examination must be completed with a grade of "C" or above. Tests will be offered on a departmental basis once each semester on a designated Saturday.

CLEP Credit

A student may earn up to 30 college credits through the College-Level Examination Program (CLEP). Credit may be earned through the General Examinations or the Subject Examinations by scoring at the 50th percentile or above. (Some departments require special/higher scores for CLEP exams. Some departments do not accept CLEP credits. Contact the Registrar for exclusions or stipulations.)

Advanced Placement

The University accepts credits established by a grade of three or higher in the Advanced Placement program of Educational Testing Service. Scores should be reported to the Office of the Registrar.

Transfer Credit

Transfer credit will be accepted on all regular college credit courses taken at a regionally accredited institution. Admission cannot be completed nor credits granted until all necessary transcripts and information have been forwarded and evaluated. It is the applicant's responsibility to submit necessary materials for the adequate evaluation of any transcripts. Official transcripts from all

previously attended colleges or universities must be on file in the Registrar's Office before a student may be granted any transfer credit or receive any grades from Williams.

No more than 66 semester hours will be accepted from an accredited two year institution. Up to 30 hours may be accepted from a regionally accredited theological seminary or from educational institutions not accredited by a regional accrediting agency only after the student has achieved a 2.00 GPA on at least 12 hours during the first semester at Williams. Highly specialized and technical courses such as vocational and paramedical courses will not be accepted.

Specific credits granted will depend upon the accreditation status of the institution(s) involved, upon course equivalencies and upon grades earned. Courses accepted must be consistent with the curriculum of Williams. All grades from acceptable college-level courses will be used in calculating the cumulative GPA. Students who wish to retake those compatible courses in which they have received a D or F must repeat those courses at Williams.

Students currently enrolled at Williams who wish to take courses (traditional, correspondence, computer-based, etc.) at another institution and who wish to transfer those credits back to Williams must obtain approval from the Registrar's Office before pursuing course work at another institution. Students needing transfer credits to graduate must make certain that those official transcripts are on file in the Registrar's Office by 12:00 noon on the official day for posting grades prior to their scheduled graduation date. Failure to comply with this rule will result in the denial of graduation and participation in commencement exercises.

Degree Plan

Every student pursuing a degree is expected to file a degree plan as soon as the degree objective is decided. This plan should be filed in the Office of the Academic Dean no later than December 1 of the student's junior year. Transfer students entering as sophomores, juniors, or seniors must file during the first semester of attendance. The degree plan form, which may be obtained on line, must be completed in consultation with the student's academic advisor and the department chairperson and must be approved by the Academic Dean. The student is responsible for the content and successful completion of the degree plan. If no satisfactory plan can be agreed upon, the student may not be allowed to continue in the program. This degree plan provides the program which, if completed successfully, becomes the basis for the conferring of the degree. Any change in the degree program must be approved by the academic advisor, departmental chairperson, and Academic Dean. A student may not graduate without an approved degree plan on file in the Academic Dean's office.

English Proficiency Exam

All students seeking a baccalaureate degree must demonstrate a proficiency in Basic English grammar and usage by taking the English Proficiency Examination (EPE). Students will take the English Proficiency Examination at the end of Composition II (EN 1123).

Students who do not complete EN 1123 Composition II at WBU must take the examination before graduation. The English Department will administer the EPE once each semester. The test will consist of a five-paragraph essay to be written on a topic chosen by the English faculty.

English as a Second Language (ESL)

Williams will accept ESL courses from colleges or universities that grant institutional credit for those courses. A maximum of 24 credit hours of ESL courses will transfer. A student may count up to nine hours of ESL credit toward graduation with approval from the respective department chair.

Intent to Graduate

Students must complete the online Intent to Graduate form before the last day of registration for their final fall semester at Williams. Normally, this means that second semester juniors will complete and submit the form before or during the spring registration of the *year* preceding their intended date of graduation. This form is a requirement for graduation.

Final Check

The Registrar will conduct a Final Check of all students planning to graduate. The Final Check process will involve a close scrutiny of a student's course work and all graduation requirements (English Proficiency Exam, GPA, etc.). Deficiencies in any area will result in the delay or denial of graduation.

Grading System

The letters A, B, C, D, F, and W are used in indication the following qualities:

- A – Excellent
- B – Above Average
- C – Average
- D – Below Average
- F – Failure to attain a minimum level of achievement, or unofficial withdrawal from a course
- W – Withdrawal from a class or complete withdrawal from the University
- P/S – Pass/Satisfactory (no grade points issued)
- AU – Audit
- I* - Incomplete
- R – an “R” in front of a grade indicates the course has been repeated

Any appeal for change of grade must be made to the Dean of Academic Affairs within six weeks of the end of the semester or term in question.

**A grade of incomplete is given only if circumstances beyond the student's control prevent the completion of the course during the semester. Students requesting a grade of incomplete must first consult their instructor, and the instructor must recommend the same to the Academic Dean by submitting the required form, which is also signed by the student. Students receiving an “I” have three months from the date the “I” is received to complete the coursework; otherwise the “I” is automatically changed to “F”.*

Examples of extenuating circumstances include but are not limited to:

- *Severe illness*
- *Death of a close relative*
- *Military Duty*
- *Pregnancy*

Grade Points

A student's grade point average (GPA) is computed by dividing the total number of grade points accumulated by the total number of semester hours attempted.

A – 4 points per semester hour

B – 3 points per semester hour

C – 2 points per semester hour

D – 1 point per semester hour

F – 0 points per semester hour

Progress Reports

Students may view their progress for mid-term and final grades by logging onto their WBU online student portals. Grades from each semester attended can be accessed via the online portal.

Academic Distinction

President's List

Students taking 12 semester hours or more of degree credit and earning a GPA of 4.0 will be recognized by placement on the President's List.

Dean's List

Students taking 12 semester hours or more of degree credit and earning a GPA of 3.5, but less than 4.0 at the end of a semester, will be distinguished by placement on the Dean's List.

Graduation with Honors

Bachelor's Degree

Students earning an average of 3.5 or above in all University courses graduate as honor students as follows: 3.5-3.69, cum laude; 3.70-3.84, magna cum laude; 3.85-4.00, summa cum laude. A student earning the distinction of summa cum laude, and also achieving a GPA uniquely higher than all other graduates, will be recognized as graduating with Highest Honors.

Associate's Degree

Students earning an average of 3.5 or above in all University courses graduate as honor students as follows: 3.50-3.89, with Distinction; 3.9-4.00, with Special Distinction.

Practicums and Internships

Practicums and Internships are designed to provide an opportunity for students to gain practical experience in professions related to their career goals or for those who are preparing for graduate school. Students interested in a Practicum or Internship must seek approval and make necessary arrangements with their respective faculty member and department chair before enrolling in the course. Enrollment must be completed during the registration period of any given term and the completion of the course should be within the regular term time frame.

Repetition of Courses

Students may request to repeat a course for a higher grade by completing the *Course Repetition Request Form*, which is available on the Registrar's page via the University website. The course grade in the first attempt will remain on the transcript and be marked with an "R". The grade earned on subsequent repetitions of a course will be averaged into the overall grade point average.

All “repeat” courses must be taken at WBU.

Courses in which a student has made a grade of “D” or “F” may be repeated to raise the grade provided the student has not in the meantime completed a more advanced course for which the repeated course is a prerequisite. Regardless of the number of times a course is taken to achieve a passing grade, only one “D” or “F” grade will be replaced. All other attempts (whether successful or not) will be included in the GPA computation.

Courses in which a student has made a “C” or higher can be repeated *only once*, and the lower grade of the two will be counted as the repeat and will not be calculated in the GPA. For instance, if a student initially makes a “B” in a class but repeats the course and makes a “C”, the original grade of “B” will remain in the GPA calculations, while the “C” will remain on the transcript but will not count toward the GPA. It is the student’s responsibility to complete the appropriate form and submit the same to the Office of the Registrar.

Students planning to attend graduate or professional schools should realize that those programs may have their own policies for including repeated courses in GPAs and should check with those programs for details.

Student Records

The provisions of the Federal Education Rights and Privacy Act of 1974 (FERPA) prohibit the University from issuing transcripts or other personally identifiable student records without that student's written consent, except as indicated below:

- Williams officials will have access to the records.
- Records may be released in connection with a student’s application for financial aid.
- Certain state and federal officials have legal access to the records.

Certain items are considered to be public information and may be released by the University without written consent unless the University is instructed to withhold such information from the public. Items of public information are: name, address, telephone listing, parent’s names, date of birth, religious denomination, field of study, enrollment status, and participation in officially recognized activities and sports, weight and height of varsity athletes, dates of attendance, degrees and awards received, and previous educational institutions attended.

Any student who does not want this information released by the University must communicate this in writing to the Registrar by the end of the first week of classes each semester. A copy of the WBU policy concerning the Federal Education Rights and Privacy Act of 1974 is available in the Registrar's Office.

Transcripts

Transcripts can be ordered online through *Parchment* by accessing the Registrar’s page on the University website. A *Transcript Request Form* is also available on this site for use in placing an order by mail. Requests by mail must include payment in the form of cash, check, and/or money order. Credit and debit card payments are not accepted by mail. A fee of \$10 will be charged for each official transcript. Processing transcript requests can take up to five business days, not

including delivery time. No transcript will be issued until the business office reports the student's account as financially settled. (*See Financial Information Payment of Accounts.*)

University Withdrawal

Students withdrawing from the University during a semester must obtain a *Withdrawal Form* from the Office of Academic Affairs and have it properly executed by the deadline. A student completing this process before the posted deadline in the Academic Calendar will have a "W" recorded on the permanent record. A student who withdraws without following this required procedure will be recorded as having withdrawn unofficially, while each grade will be recorded as an "F" and no fees will be refunded. Students cannot officially withdraw from school after the last day of classes prior to final examinations or while under disciplinary investigation. Refunds for withdrawals will be made according to the Refund of Fees Schedule (see Financial Information section).