New Policies/Procedures Effective Fall 2014

Exit Option Committee Approval
All graduate students matriculating Fall 2014 are required to submit an exit option committee approval form prior to registering for exit option hours. The Exit Option Committee Approval Form can be found at wiu.edu/grad/current under “forms.”

Non-graduate faculty on exit option committees
Non-graduate faculty members may now apply to serve as a reader on an exit option committee on an as needed basis. Applicants must be a WIU employee, hold an appropriate terminal degree and training in their discipline. Complete applications should be submitted to the School of Graduate Studies. Applications can be obtained at wiu.edu/grad/resources.

New Grading Options
FN and FW are new grading options to be used at the graduate level effective Fall 2014.

FN = Failure: Never attended/accessed/participated
FW = Failure: Unofficial Withdrawal/stopped attending or completing coursework
(note: “F” will continue to be the grade given for failure to meet the academic requirements of the course)

These grades are available for both early warning and final grade reporting. The new FW grade would require the faculty member to enter the last date of attendance/access or known submission of coursework on the Grade Reporting screen. Neither “I”/incomplete grades nor “U”/unsatisfactory grades will be considered in this grading.

Grade Replacement Policy
If a graduate course not designated in the catalog as repeatable for credit is retaken, the following policy regarding repeating a course for grade replacement will apply:

1. A student must petition the School of Graduate Studies for permission to repeat a course before the beginning date of the course in which a grade was earned previously in order for this policy to apply to that course.
2. The repeated course must be taken from Western Illinois University.
3. A course may not be repeated more than one time (taking it a maximum of two times). In addition, no more than 6 total credit hours of graduate-level work may be repeated under this policy in a program requiring 30 to 46 semester hours. No more than 9 total credit hours of graduate-level work may be repeated under this policy in a program requiring 47 or more hours, with the exception of the Counseling program, which allows no more than 6 semester hours of grades to be replaced. Subsequent attempts to repeat a course will not result in credit or honor point replacement.
4. Credit and applicable honor points will be awarded only once, the final time, for a repeated course. Only the grade for the most recent class will be used for the grade point average calculation.
5. All prior enrollments and grades earned will remain on the permanent academic record and will carry an indicator that the course has been repeated.
6. The semester hours from all graduate work in which grades C, D, F, FN, FW, or U were earned, including those that are subsequently replaced under this grade replacement policy, count toward the maximum number of allowable hours of C, D, F, FN, FW, or U that may be earned in graduate level work, as described in the “Academic Requirements and Satisfactory Progress” section of this catalog.

7. This policy does not supersede the policies on Incompletes or Withdrawals.

8. Once the degree is conferred and a student has graduated, no coursework toward that degree may be subsequently repeated under the provisions of this policy.

9. The student may not replace a grade of “F” under this policy if the student was assigned the grade as a result of an Academic Integrity violation. If the course is retaken, both the failing grade and the grade earned by repeating the course will appear on the transcript and will be used to calculate the student’s grade point average.

10. This policy may not be used to replace a grade on a comprehensive exam, or an exit option course such as a dissertation, thesis, or project.

Tuition and applicable fees must be paid for all courses retaken. Students should be aware that many graduate and professional schools recalculate grade point averages taking into account every grade that appears on the transcript. Students who are receiving financial aid must consider the impact of repeating classes on their eligibility for financial aid for future semesters.

Courses taken prior to Fall 1978 are not eligible to be repeated for grade replacement.