Nuts and Bolts:
Resources and Strategies
for Academic Success

Transfer, Exchange, and Visiting Students
Fall 2018
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Important General Information

**Auditing Courses.** You may attend a class as an auditor with the instructor's permission. You will be added to the instructor's grade sheet and the course will be listed on your transcript as audited without credit (AU).

**Course Credit Load.** The typical Wesleyan course carries 1.00 credit and the normal course load is 4.00 credits per semester. Students must register for a minimum of 3.00 credits each semester. Students who earn 2.00 or fewer credits in a semester will be placed on Strict Probation as will students who are below the cumulative credit minimum. Incompletes with provisional failing grades and the first half of sequence courses are not considered earned credit for purposes of promotion to the next semester or semester credit. For more information on Academic Standing and Academic Review and Promotion see: https://catalog.wesleyan.edu/academic-regulations/academic-standings/ and https://catalog.wesleyan.edu/academic-regulations/review-promotion/.

**Drop/Add Period.** The Drop/Add period takes place during the first two weeks of the semester, from **September 3 - September 14 (5:00 p.m.).** To drop or add a course during the Drop/Add period, click on the “Drop/Add” link under the “Course Registration” section in your WesPortal. A course dropped during this period will be deleted from your transcript. After the Drop/Add period, you may withdraw from a course with signatures from the instructor, your
faculty advisor, and your class dean. A “W” (withdrawal) will be recorded on your transcript.

**Grades.** At Wesleyan, the grades of “E,” “F” and “U” are failing grades. A student who earns failing grades in two courses (.75-1.50 credit courses) in a single semester will be Required to Resign from the University. Two “D’s” are considered the equivalent of an “F” for purposes of academic review.

**Grading Mode.** Many courses offer a grading mode option where students can choose to be evaluated by a letter grade (A-F) or Credit/Unsatisfactory (CR/U). When that option is available, students enter their choice through the Drop/Add system in the e-portfolio. Changes in grading mode can be made within 14 days after the Drop/Add period ends.

**Incompletes.** All course work must be completed and submitted to the instructor by the last day of classes, except for exams scheduled during exam week, take-home final exams, or final papers, which may not be scheduled or be due prior to the first day of exam week. Students who cannot meet this deadline may request an Incomplete from the instructor. Incompletes will be due thirty days after the last day of exams.

**Sequence (Two-semester) Courses.** Sequence courses require the successful completion of both semesters to receive credit for either course. Sequence courses are identified in their WesMaps listing with the text “Required Sequence” beneath the course title. If you fail the first semester of a sequence course, you may not continue in the second semester without the instructor’s permission. An “F” will be recorded on your transcript regardless of whether you continue the course. If you fail the second semester of a sequence
course, you lose course credit for both semesters. Students on Twelve College Exchange for one semester should avoid enrolling in sequence courses they cannot complete and for which they will not receive credit.

**Tutorials.** Upper-level students are eligible for individual tutorials. All tutorial forms must be submitted and approved via the electronic Drop/Add system by the end of the Drop/Add period.

**Withdrawing from a Course.** You may withdraw from a full-credit course in the fall through **November 30** A “W” will be recorded on your transcript.
The Honor Code

Wesleyan University is an academic community in which all members are expected to abide by ethical standards in their conduct and in their exercise of responsibilities toward other members of the community. Wesleyan expects students to understand and adhere to the standards of honesty and academic integrity, which are articulated in the Honor Code.

Wesleyan’s Honor System was initiated in 1893 through the efforts of a group of students who had worked to gain acceptance for their idea among the faculty, students and administration. The following behaviors constitute violations of the Honor Code

- The attempt to give or obtain assistance in a formal academic exercise without due acknowledgement. This includes, but is not limited to: cheating during an exam; helping another student to cheat or to plagiarize; completing a project for someone and/or asking someone to complete a project for you.

- Plagiarism - the presentation of another person’s words, ideas, images, data or research as one's own. Plagiarism is more than lifting a text word-for-word, even from sources in the public domain. Paraphrasing or using any content or terms coined by others without proper acknowledgement also constitutes plagiarism.

- The submission of the same work for academic credit more than once without permission.

- Willful falsification of data, information, or citations in any formal exercise.

- Deception concerning adherence to the conditions set by the instructor for a formal academic exercise.
The Pledge

The pledge is an affirmation of each student’s agreement to adhere to the standards of academic integrity set by Wesleyan's Honor Code. In order to promote constant awareness of the Honor Code, students are routinely required to sign the pledge when submitting an academic exercise for evaluation. The pledges read as follows:

For papers and similar written work:
In accordance with the Honor Code, I affirm that this work is my own and all content taken from other sources has been properly acknowledged.

For tests and other academic exercises:
In accordance with the Honor Code, I affirm that this work has been completed without improper assistance.

The Honor Board
The Honor System is directed and guided by the Honor Board comprised of students, and advised by the Dean for Academic Advancement (or designee), serving ex officio.

Penalties
Violations of the Honor Code are among the most serious offenses an individual may commit at Wesleyan. The Honor Board invokes penalties at its discretion up to and including dismissal from the University.

Where to find the Honor Code
http://www.wesleyan.edu/studentaffairs/studenthandbook/
TRANSFER INFORMATION
Highlights from Wesleyan’s Academic Regulations

Wesleyan Academic Regulations can be found in the University Catalog 2017-2018 and online at: https://catalog.wesleyan.edu/academic-regulations/

Graduation Requirements for Transfer Students

1. satisfactory completion of a major
2. completion of 32 course credits (with no oversubscription), 16 of which must come from Wesleyan or Wesleyan-sponsored programs
3. cumulative GPA of 74.00 or higher
4. minimum of 5 semesters of residency for entering first-semester sophomores; 4 semesters for entering second-semester sophomores and juniors

Credit Requirements

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Major Declaration

- Students entering as second-semester sophomores will declare in the fall semester after the Drop/Add period ends.

- Students entering as first-semester sophomores will declare in the spring semester after Drop/Add.

- Juniors should have their major upon arrival to campus or be connected to their department of intent, declaring no later than the end of the fall semester.
Important Transfer Information

Advanced Placement.
Up to 2.00 AP credits may be counted toward your Wesleyan degree, depending on the score received on the AP exam and on individual Wesleyan departmental regulations, such as the completion of a specific Wesleyan course with a minimum grade. See your class dean for particular requirements. AP credit does not act as an automatic prerequisite in the course registration process.

Faculty Advisor.
Transfer students entering with sophomore standing are assigned a faculty advisor who will meet with them during orientation and for pre-registration for the spring semester, and until they declare a major. Junior transfer students, who need to declare a major, will be assigned a faculty advisor by the major department. Dean David Phillips serves as faculty advisor for Twelve College Exchange students and community scholars.

General Education Expectations.
The faculty has divided the curriculum into three areas: natural sciences and mathematics (NSM), the social and behavioral sciences (SBS), and the humanities and arts (HA). To experience the full dimension of intellectual breadth vital to a liberal education, Wesleyan students are encouraged to complete three GenEd designated courses in each of the three curricular areas.

- **Stage 1** completion requires two courses in each division from six different departments—6 different courses total
- **Stage 2** completion requires one additional course in each division from any department—3 additional courses total

Some departments require fulfillment of GenEd Expectations for admission to the major, completion of the major, or for eligibility for departmental honors. In addition, students who do not satisfy the GenEd Expectations are not eligible for University Honors, Phi Beta Kappa, or honors in general scholarship and may not declare more than a combined total of two majors, certificates, and minors. See General Education Expectations
Graduation Credits and Residency Requirements.  
To graduate, you must earn at least 16.00 Wesleyan credits and 32.00 credits in total (with no oversubscription, see below). Students entering as first-semester sophomores transfers must complete at least five semesters in residence at Wesleyan; students entering as mid-year sophomores or junior transfers must complete at least four semesters in residence.

Major Declaration.  
Students at Wesleyan may not declare their major until the second semester of their sophomore year. Junior transfers need to declare a major upon arrival to campus because declared majors get priority admission into certain courses during pre-registration. Junior transfers who are not accepted into a major during the orientation period must declare a major by the end of the fall semester.

Oversubscription.  
Students may count no more than 16.00 credits from any one subject towards the degree. Credits beyond this limit will still be included on your transcript and in your credit total and grade point average.

It is important to keep tabs on useable graduation credits. Your Credit Analysis in WesPortal is the tool with which to do this. To learn more about the areas that are subject to credit limitations, such as PHED, tutorials, pre-matriculant credits, etc., go to: http://www.wesleyan.edu/studentaffairs/facguide/oversub.html and http://www.wesleyan.edu/studentaffairs/facguide/Credit%20Analysis.html

Transfer Credits and Majors. Acceptance of a transfer course for credit toward the Wesleyan degree does not necessarily mean it will count towards fulfilling your major requirements. You must get permission from your major department to count your transfer courses toward the major.

(https://catalog.wesleyan.edu/academic-regulations/general-education-expectations/) for more information.
Major Declaration Information for Junior Transfers

If you are beginning your junior year, you will need to declare a major upon arrival, if you have not already done so. You can declare a major by using the Major/Minor/Certificate Declaration link in the Student Toolbox bucket of your WesPortal. Please be aware that you may be required to meet with the department/program chair or advisor or provide further information. Listed below are some FAQs and answers that may be helpful for you. See the Major Declaration website at: http://www.wesleyan.edu/studentaffairs/resources/majordeclaration/index.html and http://www.wesleyan.edu/academics/ for more information, including a list of Wesleyan majors and descriptions.

Can I have more than one major?
Yes, although you should consider carefully the impact this will have on the breadth of your academic program and graduation requirements. Your opportunity to take elective courses obviously decreases with an additional major. Students must be Gen Ed compliant to be eligible to complete three majors or a combination of three majors, minors or certificates.

What interdepartmental majors are possible?
Three types: standing interdepartmental majors, departmentally-sponsored interdepartmental majors, and University majors. For the last, a student may arrange a major program involving two or more departments with the approval of the University Major Committee. University Major information is available at: (http://www.wesleyan.edu/studentaffairs/resources/majordeclaration/umajor.html)

What are my major requirements?
Major requirements are usually explained in terms of necessary credits and necessary courses or distribution of courses. Each department and program has its own set of requirements for completion of the major. An explanation of those requirements can be found on WesMaps and the department/program homepages at: http://www.wesleyan.edu/acaf/dept.html. This information is updated annually in order to convey information that is as accurate as possible, so check it again before you declare your major.

**In addition to fulfilling the requirements of the major, are there other graduation requirements?**

Of the 32.00 credits required for graduation, 16.00 must be earned at Wesleyan with a minimum cumulative grade point average of 74.00. Four semesters of residence as a full-time student at Wesleyan are required for junior transfer students.

**How many transfer credits (credits earned outside of Wesleyan) can I count toward my major requirements?**

Each department and program has a different policy in this regard. While 2.00 credits is typical, consult with the chair or the designated advising expert in the department(s) or program(s) in which you are interested.

**Can I take as many credits as I want in one department?**

Students may count no more than 16.00 credits from any one subject towards the degree. Credits beyond this limit will still be included on your transcript and in your credit total and grade point average.

If a given course appears in more than one departmental listing, i.e., is cross-listed, it must be counted in all the subjects in which it is listed. Advanced Placement credits or credits earned elsewhere count toward the maximum credits allowed in any one department that can be counted toward the degree, and any of these credits can oversubscribe you.
Please note that this map is also available here:
http://www.wesleyan.edu/about/images/maps/campus_map1.jpg