



WEXFORD UNIVERSITY

Turning Your Passion Into Your Profession

University Catalog 2014 - 2015

30245 Tomas, STE A

Rancho Santa Margarita, CA 92688

www.wexford.edu | 1-844-939-3673 (1-844-WEX-FORD)

Dear Wexford University Student,

Welcome to Wexford University!

Our esteemed online degree programs prepare graduates for highly successful careers in the health, fitness, nutrition and sport psychology fields. Wexford University empowers students to achieve their professional goals, improve productivity in their organization, and provide leadership and service to their communities.

We pride ourselves on the practical, integrative and scholarly understanding of fitness, nutrition and sport psychology. We leverage our unique approach to distance learning with innovative curricula and leading edge delivery designed to meet the educational needs of the students. The student experience is of the utmost importance by enabling them to be the leaders of tomorrow's fitness, nutrition and sport psychology industries. In today's rapidly evolving and technologically advanced world; our highly regarded faculty combines disciplinary expertise and instructional online mastery in serving the committed student.

From the moment your registration begins, until the day on which you proudly earn your degree; your Wexford University colleagues will support, guide and foster your progress. When you enroll in any of our degree programs at Wexford University, you set yourself apart from all the others.

Wexford University – “Turning your passion into your profession”



Jack H. Bauerle, MS, ATC, CSCS
Chancellor





The information in this catalog is intended for informational purposes only and does not constitute a legal contract between Wexford University and any person or entity. Wexford University reserves the right to change any of the regulations, subjects or curricula, or portions thereof, contained in this catalog without prior notice. Effective January 1st, 2013 through December 31st, 2013 unless superseded by a revision.

Wexford University

University Catalog

Academic Year 2014-2015

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Wexford University....

Wexford University is located in Rancho Santa Margarita, California, USA. It has been established in California since 1999 (originally named Optimal Performance Institute).

In November of 2011, Dr. John Spencer Ellis acquired what would become Wexford University. As a leader in the online education field, it was Dr. John Spencer Ellis who envisioned setting a new standard for health and fitness education. Upon acquiring the University, Dr. Ellis set out to update the existing curriculum, enhance the student experience with new technology and secure faculty who would share his vision.

Wexford University is affiliated with NESTA (National Exercise & Sports Trainers Association), an accredited fitness, nutrition and sports performance association providing professional certifications and career development services, and the Spencer Institute which provides coaching and wellness credentials. Both were established in 1992.

All degree programs are delivered online through the university's LMS (learning management system) with supplemental textbooks for some courses. After accepted into your program, you start immediately with the next term.

Mission Statement

Wexford University provides students with leading edge practical knowledge and skills that set them apart from others. Our degree programs prepare graduates for highly successful careers in the health, fitness, nutrition and sport psychology fields. Wexford University empowers students to achieve their professional goals, improve productivity in their organization, and provide leadership and service to their communities.



Student's Rights & Responsibilities

Electronic Communication (LMS)

Wexford University uses a Learning Management Service called Moodle to communicate with its students. We encourage our students to develop their student profiles and become familiar with the peers.

Communication Policy

It is required that all Wexford University Students conduct themselves in a professional matter when engaging in any communication with a Wexford Official. This includes but is not limited to emails, voicemails, phone conversation and fax messages.

All students are required to format their emails in a professional matter, which includes professional salutations and valedictions. Unacceptable forms of salutations include “hey”, “hi”, and not including a salutation altogether.

Failure to follow the Wexford Communication Policy may lead to your message being denied, and continued disregard may lead to academic disciplinary actions.

Wexford University is founded on the principles of a professional fitness environment and all Wexford University Officials are subject to the same standards as it students.

Grievance Procedure

If a student feels that he or she has been treated unfairly or unjustly by an Employee, Instructor, Mentor or Tutor with regard to an academic process such as grading, testing, or assignments, the student must submit a written statement to the Chancellor. The Chancellor is the final authority on all academic matters. If a student has a grievance on the basis of race, color, gender, religion, age, marital status, national origin, physical disability, veteran's status, sexual orientation, or any other basis prohibited by applicable federal, state, or local laws or any other matter, the student should contact the Dean of Academics. If the complaint cannot be resolved after exhausting Wexford University's grievance procedure, the student may file a complaint with the Bureau for Private Postsecondary Education:

1625 North Market Blvd., Suite S202
Sacramento, CA 95834



Satisfactory Academic Progress

Wexford University encourages persistent efforts on the part of all students. To maintain an active standing, students must:

- (1) Maintain a GPA of 2.00 on a 4.00 scale for undergraduate work completed at Wexford University and a GPA of 3.00 on a 4.00 scale for graduate work completed.
- (2) Complete at least one course within a 20 week period. (minimum 5 weeks)

Student Records and Transcripts

Each student's record will be made available, upon written request of the student, to employers and other duly authorized persons. Only official transcripts bearing the school seal will be issued. A \$25 transcript fee must accompany each request.

A separate fee is required for each transcript recipient. Wexford University will not honor transcript requests of any student having a past financial obligation to the college. Transcripts from other institutions found in admission files cannot be reproduced for student use. These transcripts must be obtained directly from the other institutions.

Tuition

Financial Information for Earning Your Degree at Wexford University

Unit Pricing (USD)

The program costs reflect tuition only.

Additional costs including an application fee, textbooks, general fees, as needed, etc., are not included.

Degree	Total # of Quarter Units Needed	Maximum Applicable Transfer Credits	Cost Per Credit	Cost Per Course	Program Cost Without Transfer Credits*	Program Cost With Maximum Transfer Credits*
Undergraduate: AA Fitness Training	96	72	\$55	\$220	\$5,280	\$1,320
Undergraduate: BS Health & Fitness (with AA already completed)	96	72	\$75	\$300	\$7,200	\$1,800
Graduate: MS Nutrition & Exercise Physiology	58	10	\$99	\$396	\$5,742	\$4,752
Graduate: MA Applied Sport & Fitness Psychology	54	10	\$99	\$396	\$5,346	\$4,356
Graduate: EdD Applied Sport Psychology	90	45	\$99	\$396	\$8,910	\$4,455

Tuition Payment Options

Choose the tuition plan that fits your budget.

Pay in Full – Pay the entire tuition all at once. Pay online using a credit card or debit card and begin immediately. If you choose this plan and pay in full the entire tuition, you may also qualify for an additional 5% off the total tuition, if you meet any of the following:

- Active/non-active Military status
- NESTA or Spencer Institute student/graduate
- IDEA member

Validation is required and upon approval, discount will be applied in the student's account.

Pay Per Course – Pay as you go, one course at a time. Pay online using a credit card or debit card and begin immediately. Not eligible for discounts.

4-Month Automatic Deduction Payment Plan – This payment plan is a monthly plan open to all student's, who would like to make 4-monthly payments via automatic deduction from a credit card, debit card or PayPal. Credit card automatic deductions are required for this payment plan. There is no enrollment fee associated with this plan. Pay online using credit card or debit card and begin immediately. Not eligible for discounts.

Wexford Monthly Payment Plans – No credit check, or approval process. Requires contractual agreement and one-time fee of \$50. Interest free plan is open to all students, who would like to pay for their entire tuition in equal monthly payments, using automatic credit card or debit card monthly deductions. 12-month, 24-month and 36-month payment plans are available. Total tuition must be paid prior to graduation. Not eligible for discounts.

Employer Tuition Assistance

Many employers provide tuition support for employees, and sometimes their family members. Although these programs vary from employer to employer, most include partial or full reimbursement for tuition and/or fees. Most programs require the student to submit verification of enrollment or an official grade report to the employer before payment is made. Students are encouraged to check with their human resources department regarding tuition support programs which may available at their company.

Private Bank Loans or Credit Union Loans

Your personal bank may provide low interest financing for your degree program.

State Disability Re-education Programs

Check with your State Disability office.

Federal Financial Aid

Wexford University does not participate in federal student loan programs.

Accepted Payment Methods

VISA, MasterCard, American Express and PayPal.

If the student prefers to pay by check, money order or wire transfer, arrangements must be approved prior to enrollment. Payment plan options are not eligible using this form of payment; only payment in full will be accepted. Please contact Wexford's Student Billing Department for assistance on check, money order or wire transfer, arrangements.

Financial Probation and Suspension

It is Wexford University's policy that students' financial accounts must be current. If difficulties arise, appropriate arrangements must be made with the University Registrar. Students who fail to complete satisfactory arrangements or who default on their financial arrangement are subject to financial suspension. No transcripts or other documents, including study materials or grade reports, will be issued to students on financial suspension.

Note to all Students. The University reserves the right to take action against students who do not make payments on their student account according to the terms of the Payment Agreement; up to and including withdrawal from the University.

General Service Fees for any Degree Program at Wexford

Fees must be paid in USD currency, by check, money order, or credit card. All fees are non-refundable.

Extension of Time fee (three more months or 1 Term) - \$1,000

Reactivation fee (students who have not submitted work

in 4 months) - \$50
 Returned Check fee/late credit card payment (1 day past due is late) - \$25
 Transcript fee - \$25
 Graduation fee - \$200
 Replacement diplomas - \$75
 Application fee - \$50
 Drop/Add Course fee - \$10
 Withdrawal fee - \$10

Textbooks

The average cost of textbooks per course is \$50. Not all courses require a textbook. Students may purchase textbooks from our recommended distributors or in some cases, directly from the college. For a complete list of textbooks contact Wexford University at 1-844-939-3672 (1-844-WEX-FORD) or 949-484-8454.

Refund Policy & Finance Information

General Cancellation/Refund Policy:

If You Withdraw	Amount You Own
Within 8 business days of the day you enroll/sign this Agreement	100% Refund
	After 8 business days:
1st week	80% of the paid tuition
2nd week	60% of the paid tuition
3rd week	40% of the paid tuition
4th week	20% of the paid tuition
5th week	0% of the paid tuition

Refunds are calculated from the date the cancellation is accepted/processed. Refer to the Student Handbook for details and forms. Any amount owed to Wexford University is payable within 30 days. After 6th week from date of enrollment, no refunds are owed.

Withdrawal

Withdrawal from a course or degree program needs to be completed on a Wexford Withdrawal Form. Payment of

refunds will be made within 30 days of the school's receipt of a student's request. Notices of withdrawal should be sent by regular or registered mail to the school's mailing address: 30245 Tomas, Suite A, Rancho Santa Margarita, CA 92688. Students may fax or email forms to registrar@wexford.edu.

Materials purchased are not refundable by the college.

NOTE: Wexford University's Registrars Office is open 9am – 5pm PST, USA, Monday through Friday. All completed forms time-stamped within this schedule will fall in line with the Refund Policy listed above. If time-stamped after normal Wexford office hours, the form submitted will count and be dated on the next day.



Monthly Payment Plans

Requires contractual agreement and one-time fee of \$75. No credit check, or approval process. Interest free plan is open to all students, who would like to pay for their entire tuition in equal monthly payments, using automatic credit card or debit card monthly deductions. 12-month, 24-month and 36-month payment plans are available. The first payment must be received prior to enrolling. Total tuition must be paid prior to graduation. Not eligible for discounts.

To calculate the monthly obligation, divide the total tuition amount by the number of months the student has to pay and the result is a total monthly payment. For example (monthly payments are rounded up):

Tuition Balance	12 Month Term of 0% Interest (Monthly Payment)	24 Month Term of 0% Interest (Monthly Payment)	36 Month Term of 0% Interest (Monthly Payment)
\$5,280	\$440	\$220	*N/A
\$5,400	\$450	\$225	*N/A
\$5,742	\$479	\$240	*N/A
\$5,346	\$456	\$223	*N/A
\$8,910	\$743	\$373	\$248

*Not Applicable (N/A) – degrees are not eligible for the 36-Month payment plan option.

Please contact Wexford’s Student Billing Department for assistance on any of the above tuition payment options.



5% Tuition Discount for U.S. Military Personnel

Wexford University offers our armed forces a significant tuition discount. Our associate, bachelor's, master's and doctoral courses are all 100% online, with highly flexible scheduling. This gives you the ability to manage your academic progress. This is a must if you are, or become deployed. We make it easy to transfer in credits from other approved or accredited schools, and will help you earn the maximum number of credits for previous military training and experience. You won't have to take any entrance exams.

Service Members and Veterans – submit copy of DD-214 (must include Character of Service), Discharge Certificate, Military Orders, Retirement Certificate, or Military LES. (Only one document is required)

Please note: Due to government regulations we are unable to accept military ID cards for verification of military service. You may black-out any sensitive information on orders, LES, or other military documents submitted. Wexford University is not yet approved to accept military assistance. This is why we are currently offering a 5% tuition discount to all eligible active-duty service members, reservists and veterans of the Air Force, Army, Coast Guard, Marines, Navy. Your admissions adviser will have details on needed verification of service.

When you combine your 5% military discount, Wexford's low tuition rates, and possible further tuition reduction for your previously earned education units, your total tuition can be as much as 70% less when compared to other institutions of higher learning.

If you are using your U.S. military discount of 5%; you cannot combine it with any other discounts offered by Wexford University.

Note: You can use your G.I. Bill with NESTA (National Exercise & Sports Trainers Association), which is affiliated with Wexford University.

The NESTA Personal Fitness Trainer Exam certification is recognized by the Department of Veterans Affairs as an approved education program.

All military personnel are eligible to receive tuition reimbursement under Section 3676 Title 38 of the US code through the G.I. Montgomery Bill for the NESTA Personal Fitness Trainer Certification.

The National Exercise and Sports Trainers Association (NESTA) salutes the brave men and women who serve in the United States Armed Forces. We thank you for your services and would like to offer you the ability to earn your Personal Fitness Trainer certification through our tuition reimbursement program.



University Rules & Regulations

Admissions Requirements

For Undergraduate Programs:

- Application for admission
- Official transcripts of all prior academic work from high school(s), community college(s) and/or Universities.
- Must be at least 16 years of age
- Interview with Wexford University Admissions Officer to determine subjective fit with University expectations

For Graduate Programs:

- Application for admission
- Official transcripts verifying Bachelor's degree from recognized institution.
- Must be at least 16 years of age
- Interview with Wexford University Admissions Officer to determine subjective fit with University expectations.

Admissions Procedure

Applicant must complete and submit online application form and pay the application fee of \$50 (USD) using a VISA, MASTERCARD, DISCOVER, or AMERICAN EXPRESS credit card.

Applicant will receive receipt and e-mail with applicant's unique application ID to be used for further correspondence with the office of admissions.

Admissions Will Require The Following, Prior to The Starting Review Process if...

If the applicant is under the age of 18, admissions will require Parent/Guardian information. Request will be emailed to applicant.

If the applicant is a service member or veteran, admissions will require a copy of DD-214 (must include Character of Service), Discharge Certificate, Military Orders, Retirement Certificate, or Military LES. (Only one document is required)

If applicant is an international student, admissions will

require evidence of English proficiency. Refer to international student information on this page for requirements.

All applicants must submit official transcripts of all prior academic work from high school(s), community college(s), and universities.

Official Transcripts Must be Mailed to:

Wexford University
Attn: Office of Admissions & Recruitment
30245 Tomas, Suite A
Rancho Santa Margarita, CA 92688

Admissions will not accept faxed, scanned or emailed transcripts.

You will have a phone interview with Wexford University counselor to determine subjective fit with University expectations. Admissions will setup appointment with applicant.

Once all of the above documentation requirements are met and interview has been completed, application will be reviewed and applicant will receive a letter in the mail with a decision. The entire review process may take up to 20 business days or less.

All applicants must complete the following before being formally enrolled in the degree program of choice:

(1) A completed online admissions form (see below under Enrollment)

(2) Application Fee: \$50 USD which is non-refundable

(3) Official transcript from each state-licensed or accredited college or university attended regardless of whether a diploma was issued, or a high school diploma or equivalent if there is no prior completion of college university courses. (contact Wexford University for acceptable colleges)

To be considered official, transcripts must come directly from the registrar's office of the institution the applicant attends, or has attended, or from other appropriate official agencies. Transcript copies will be accepted for enrollment purposes; however, all credentials must be verified by official transcript to the college within 30 days of acceptance into a degree program.

An undergraduate applicant who is beyond the age of compulsory education and who has not previously attended an institution of higher learning may be conditionally admitted until proof of high school diploma or General Equivalency Diploma is received. In recognition of the importance of ethical practices in the admissions process, Wexford University subscribes to the Statement of Principles of Good Practice in College Admission and Recruitment which has been approved by the American Council on Education (ACE) and the American Association of College Registrars and Admissions Counselors (AACRAO).

Tax Deduction for Educational Expenses

U.S. Treasury Regulation 1.162.5 permits an income tax deduction for educational expenses (registration fees, costs of travel, meals and lodging) undertaken to:

Maintain or improve skills required in one's employment or trade or business, or

Meet specific requirements of an employer or law imposed as a condition to retention of employment, job status or rate of compensation.

Please check with your tax preparer/advisor/CPA and/or the Internal Revenue Service.

Enrollment

Wexford University offers continuous open enrollment. This means you can apply and begin your degree, continuing education courses or the personal trainer certification program immediately.

Here are your simple steps to begin your degree program:

1. Complete online application and pay \$50 application fee
2. Admissions office will assign your STUDENT ID #
3. Your transcripts are evaluated and your DEGREE ROAD MAP is sent to you
4. You will receive your OFFICIAL ACCEPTANCE LETTER – both hard copy and email
5. You are sent OFFICIAL REGISTRATION DOCUMENTS and ENROLLMENT AGREEMENT
6. Log-in and BEGIN YOUR DEGREE

Your benefits of the new open enrollment format for degree programs:

- Lower tuition – You save as much as 25%. As low as \$55 per credit
- Complete your degree program up to 25% faster
- Take as long as 20 weeks to complete any course (minimum 5 weeks)
- Manage costs by completing your degree at a pace that fits your budget and lifestyle

Denial of Admission

An applicant may be denied admission if Wexford University determines that the college is unable to meet the educational needs and objectives of the applicant. If an applicant is denied admission any tuition fee paid will be refunded. The registration fee will not be refunded.

Shipping and Handling Fees

Shipping costs are the responsibility of the student and will vary according to the course materials being sent (by 2nd party provider), and the student's geographical location.

Undergraduate Tuition Schedule

Tuition payment is due upon submission of the enrollment agreement for entrance into an individual course or a degree program. A specific tuition plan must be defined prior to access to the learning management system (LMS).

Financial Probation and Suspension

It is Wexford University's policy that students' financial accounts must be current. If difficulties arise, appropriate arrangements must be made with the Registrar. Students who fail to complete satisfactory arrangements or who default on their financial arrangement are subject to financial suspension. No transcripts or other documents, including study materials or grade reports, will be issued to students on financial suspension.

Academic Regulations

Academic Honesty and Integrity

Students are expected to conduct themselves in a mature, professional, and ethical manner.

Students may be terminated or disqualified from their program of study for any of the following reasons:

- Failure to maintain the tuition payment agreement.
- Plagiarism of others work.
- Failure to submit work according to the standards specified by the University.
- Falsification of records, transcripts, or coursework documents submitted for review or credit.
- Deceit, fraudulence, cheating, unethical or disruptive behavior, forgery or vandalism.
- Failure to demonstrate reasonable and successful academic progress.
- Students completing coursework must complete a minimum of one course every six months for a minimum of two courses per year.



Notice Concerning Transferability of Credits & Credentials Earned at Our Institution

The transferability of credits you earn at Wexford University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in Wexford University is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Wexford University to determine if your credits or degree, diploma or certificate will transfer.

Transferability of Credits and Degrees Earned

Undergraduates pursuing a degree may receive up to 45 credit hours for Associate's (or 90 for Bachelor's) of transfer credit for courses which satisfy the subject matter and curriculum requirements of students' degree programs at Wexford University. Graduate students pursuing a Master's Degree may receive up to 6 credit hours of transfer credit for courses which satisfy the subject matter and curriculum requirements for students' degree programs at Wexford University.

Limits on Awarding Transfer and Extra Institutional Credit

Wexford University reserves the right to accept or reject any or all academic credits offered for transfer.

Credit for Experiential Learning

Students can be awarded credit towards their degree program from experiential learning (certifications/life experience/military training) if:

- The prior learning is equivalent to a college or university level of learning;
- The learning experience demonstrates a balance between theory and practice and;
- The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.

For Undergraduate Students

Of the first 90 quarter credits awarded a student in an undergraduate program, no more than 22.5 quarter credits may be awarded for prior experiential learning.

For Graduate Students

Of the first 45 quarter credits awarded a student in a graduate program, no more than 9 quarter credits may be awarded for prior experiential learning.

NOTE: No credit for experiential learning may be awarded after a student has obtained 90 quarter credits in a graduate program.

No Entrance Exams Required for Enrollment

There are no LSAT, SAT and/or GMAT exams required as a basis for admission.

Degree Program Specific Requirements

Associates of Arts in Fitness Training (AA):

High School diploma or GED

Bachelor Degree in Health and Fitness (BS) AA or AS to include:

- Exercise Science (Health and Performance Assessments, Exercise Physiology)

** If you have not completed this prior to enrollment you have the opportunity to take the prerequisites at Wexford

For Graduate Programs

Master of Science in Nutrition and Exercise Physiology (MS) BA or BS to include:

- Kinesiology

** If you have not completed this prior to enrollment you will have the opportunity to take the prerequisites at Wexford

Master of Arts in Applied Sports and Fitness Psychology (MA)

BA or BS to include at least one class in each of the following:

Intro to Psychology

** If you have not completed this prior to enrollment you have the opportunity to take the prerequisites at Wexford

Doctor of Applied Sports Psychology (EdD)

MA or MS to include at least one class in

each of the following:

- Theories in Psychology or equivalent

** If you have not completed this prior to enrollment you have the opportunity to take the prerequisites at Wexford



Academic Probation and Suspension

When a student's cumulative grade point average falls below 2.00 at the undergraduate level, probation occurs. A student on academic probation has a maximum of 40 weeks to raise the cumulative average above the minimum standard, either by completing additional courses or repeating courses bearing inadequate grades. When an undergraduate course is repeated, the original grade is replaced by the subsequent course grade. The cost for repeating a course may vary; contact the college for a determination. Academic suspension will follow only if a student is unable to return to active status within six months. Suspended students may apply for readmission to the college after a period of one year.

Repeating Courses

In most cases a student may not take or receive unit credit for a course for which the student has already received a grade of C or better. This principle applied whether the course was initially taken at Wexford University, at a high school, or at another college or university. The only exceptions to this rule are: (1) when a course has been specifically designated as repeatable for credit up to a specific maximum number of units; (2) upper-division courses in an undergraduate student's major completed more than ten years prior to the student's graduation; and (3) courses on a graduate student's program of study taken more than seven years prior to graduation.

Repetition of Courses for Satisfactory Grade (Repeat and Delete)

Undergraduate students and post baccalaureate students who are pursuing a second (or subsequent) baccalaureate degree may repeat, for the purpose of excluding the grade from grade-point determination, an undergraduate course taken at Wexford University in which a grade of “D”, “F”, “I” or “W” was received.

Post baccalaureate students pursuing credential programs, certificate programs, or master’s degrees are not eligible for the Repeat and Delete policy.

Eligible students may repeat a course once for the purpose of deleting a grade, without prior departmental approval, if the course was taken both times at Wexford University. If the second attempt of the course is successful (“C” or better), the deletion of the first attempt is automatically calculated at the end of the term in which the course was repeated. Although the first grade will remain on the permanent record, the grade and grade points of the repeated course on the second attempt will be those used in determining the grade-point average and units earned, providing the second grade was C or better.

If students wish to exclude from grade-point determination a grade of “D”, “F”, “I” or “W” in a course taken at another institution, they may do so by enrolling in an equivalent course approved by Wexford University. A “Notice of Intent to Repeat a Transfer Course” form must be filed with the University Registrars Office.

Academic Disqualification

Students who have been placed on academic probation may be disqualified from further attendance if:

1. The conditions for removal of academic probation are not met within the period specified;
2. The students become subject to academic probation while on academic probation;
3. The students become subject to academic probation for the same or similar reason for which they have been placed on academic probation previously, although not currently in such status.

For students who subsequently become eligible for Reinstatement, disqualification under the provisions of the preceding paragraphs constitutes a break in “continuous enrollment” within a degree program; therefore, student disqualification may not elect regulations in effect prior to disqualification.

Attendance Policy

Wexford University is 100% online. No travel is needed. You can fit your coursework into your schedule by completing course requirements within the term. You will work closely with your Faculty Mentor to assure that all work is completed, but you never have to attend a classroom on campus.

Grade Point Average

The academic standing of a student is expressed in terms of a grade point average (GPA). A grade point average is computed by dividing the total number of grade points earned at Wexford University by the total number of units attempted at Wexford University.

Grading System & Grading Policy

Wexford University records grades for completed courses only. Incomplete coursework will not be recorded. The following system of grading is used.

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

Grading Scale

Total Points	Letter Grade	Percentage	Grade Point
930-1000	A	93-100%	4.0
900-929	A-	90-92%	3.7
870-899	B+	87-89%	3.3
830-869	B	83-86%	3.0
800-829	B-	80-82%	2.7
770-799	C+	77-79%	2.3
730-769	C	73-76%	2.0
700-729	C-	70-72%	1.7
670-699	D+	67-69%	1.3
600-669	D	60-66%	1.0
000-599	F	0-59%	0.0

Plagiarism

If it is determined by a student’s Instructor or other staff member, that plagiarism has occurred, the student will not receive credit for that course. If plagiarism occurs, the student will be put on probationary status up to and

possibly including academic probation and/or expulsion.

International Learners



Wexford University welcomes international students from around the world who are seeking an American education which is accelerated and online. You can earn an Associates, Bachelors, Masters, or Doctoral degree from the comfort of your own home country.

International students whose primary language is not English must have a sufficient command and comprehension of the English language to benefit from instruction at this university.

Coursework is delivered in English through English textbooks, English spoken video lectures, and through consultation and critique by English speaking Faculty. Therefore, learners must be able to communicate effectively in English to complete courses. Applicants whose native language is not English, and who have not earned a degree from an appropriately licensed/accredited institution where English is the primary language of instruction, must provide evidence of English proficiency in one of the following ways:

Associates Degree & Bachelors Degree

A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS) or 44 on the PTE Academic Score Report.

Masters Degree

A minimum score of 530 on the paper-based Test of En-

glish as a Foreign Language (TOEFL PBT) or 71 on the Internet Based Test (iBT), 6.5 on the International English Language Test (IELTS) or 50 on the PTE Academic Score Report

Doctoral Degree

A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 58 on the PTE Academic Score Report.

A minimum grade of Level 3 on the ACT COMPASS English as a Second Language Placement Test.

A minimum grade of Pre-1 on the Eiken English Proficiency Exam.

A transcript indicating completion of at least 30 semester hours of credit with an average grade of “C” or higher at an appropriately accredited*/recognized accredited college or university where the language of instruction was English; “B” or higher for Masters, or Doctoral Degree.

A transcript indicating a grade of “C” or higher in an English composition course from an appropriately accredited*/recognized/licensed college or university; “B” or higher for Masters, or Doctoral Degree; or Undergraduate only: A high school diploma completed at an appropriately accredited/recognized/licensed high school (where the medium of instruction is English).

*Accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or an accepted foreign equivalent that is listed in the International Handbook of Universities.

Graduation Requirements

In order to be considered for graduation all fees and tuition must be paid in full prior to graduation. A degree cannot be awarded nor transcripts released until all outstanding tuition and financial obligations have been paid in full.

The date of graduation is the date the University Registrar determines that all graduation requirements have been satisfied.

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