



## SECTION 5

# ACADEMIC INFORMATION

---

- |                                    |   |
|------------------------------------|---|
| 1. Academic Advising (PAC)         | 13. Grades & Grading                            |
| 2. Center for Student Services     | 14. Grade-Point Average                         |
| 3. Academic Appeals                | 15. Graduation Requirements                     |
| 4. Academic Honors                 | 16. International Education & Travel            |
| 5. Academic Standing               | 17. Mid-Term Grades                             |
| 6. Advanced Placement              | 18. Repeating Classes (D/F Repeat Rule)         |
| 7. Auditing a Course               | 19. Riverhawk Resource and Tutoring Center      |
| 8. Catalog Selection               | 20. Withdrawal from Courses                     |
| 9. Class Attendance                | 21. Transfer of credit from another institution |
| 10. Cooperative Education          | 22. Transfer to WVU Morgantown                  |
| 11. Course Load                    |   |
| 12. Credit by Examination and CLEP |   |

### 1. ACADEMIC ADVISING (PAC)

Quality academic advising is an important component of achieving educational success in college. Advisors can help students along their entire academic journey. Services provided by advisors include:

- Individual advising conferences
- Clarification of career and life goals
- Development of suitable educational plans
- Appropriate course scheduling
- Interpretation of institutional requirements
- Increase student awareness of institutional support systems
- Evaluation of student progress toward goals
- Reinforcement of student self-direction
- Referral, when appropriate, to institutional and community support services

At West Virginia University at Parkersburg, all students are required to see an advisor. The College has a two-step advising process:

#### A) Students with 30 or less college credits:

All students admitted to West Virginia University at Parkersburg who have 30 or less earned college credits are initially assigned to an advisor housed in the Professional Advising Center (PAC). The PAC is staffed by five full-time professional advisors who assist students in scheduling and registering for classes. PAC advisors also serve as a source of reference for general questions and can refer students to specific campus services when necessitated. PAC advisors are available each weekday by walk-in or appointment. Students remain with their PAC advisor until they successfully complete 30 or more credits.

#### B) Students with more than 30 college credits:

After a student attains 30 college credits, it is beneficial for them to be seen by an advisor who actually resides in the academic division of their major. These advisors are knowledgeable about their career fields, special requirements of the career, and other information that a generalist advisor might not have available. Students will be transferred to an academic division advisor at the 30 credit mark.

### 2. CENTER FOR STUDENT SERVICES

The Center for Student Services houses the Records Office, the Financial Aid Office, and the Admissions Office.

### 3. ACADEMIC APPEALS

Academic Appeals may be instituted by any regularly enrolled student for any of the following:

- Academic suspension
- Denial of admission to program
- Charges of academic dishonesty, such as plagiarism, cheating, or falsifying records
- Failure to complete program or graduation requirements
- Dismissal from program
- Final course grades

Students have the responsibility for reviewing and following the Appeal Procedures outlined in the Student Handbook. Appeals are initiated by first notifying the office of the Vice President for Academic Affairs.

#### **Timing of Appeals.**

- Grade appeals must be instituted by the student within 30 days following the date of posting grade reports.
- Appeals of academic suspension must be instituted prior to the start of the semester during which the student is to be suspended from enrollment.
- All other appeals listed above must be initiated within ten working days following the rendering of the decision that is to be appealed.
- Exceptions to the above deadlines may be made by the Vice President for Academic Affairs in situations of special concern or unusual circumstances.
- At each step in the appeal process, the next level of appeal must be initiated by student action within five working days following completion of the prior step.

#### **4. ACADEMIC HONORS**

Students who maintain high grade-point averages during any semester are identified for academic honors, as follows:

- **President's Scholars.** Full-time students (earning 12 or more credit hours in a semester) who maintain a 4.0 grade-point average.
- **Dean's List.** All students who are registered for at least six credit hours in a semester and who maintain a grade-point average of 3.5 or higher.
- **Honor Graduates.** All persons who complete graduation requirements and who maintain high cumulative grade-point averages are identified with the following designations:

<b>Cumulative GPA</b>	<b>Honor Designation</b>
3.50-3.74	Cum Laude
3.75-3.99	Magna Cum Laude
4.00	Summa Cum Laude

#### **5. ACADEMIC STANDING**

- **Good Academic Standing.** To be in good academic standing, a student must maintain a minimum 2.0 cumulative grade-point average for all work undertaken. Transfer students must meet the same academic requirements.
- **Academic Warning.** Any student who at the end of a grading period has not maintained a 2.0 cumulative grade-point average shall be placed on Academic Warning. This serves as a written notice to students that timely completion of their intended degree path may be in jeopardy and continued lack of improvement may lead to Academic Probation.
- **Academic Probation.** Any Student who, at the end of a second consecutive semester that has not maintained 2.0 cumulative grade-point average shall be placed on Academic Probation.
- **Removal from Academic Probation.** A student on academic probation shall be returned to Good Academic Standing at any time that the cumulative grade-point average reaches 2.0 or higher.
- **Academic Suspension.** Any probationary student who, upon completing one additional semester after being placed on Academic Probation, fails to maintain a minimum 2.0 grade-point average during that semester shall be placed on Academic Suspension.
- **First Suspension.** A student's first Academic Suspension shall be in effect for one full semester (not including Summer Sessions). At the end of one semester's suspension, the student may be reinstated on Academic Probation. All circumstances and conditions relating to Academic Probation shall apply.
- **Second Suspensions.** After return to Academic Probation, a student who completes an additional semester and fails to achieve a minimum grade-point average of 2.0 during that semester shall be placed on Second Academic Suspension. Students returning from suspension must maintain a grade point average of 2.0 or better to be continued on academic probation.

### **Appeal of Academic Suspension**

- Any student who is placed on Academic Suspension may request to appeal this decision to the Academic Appeals Panel or the Vice-President for Academic Affairs in their absence. Requests for appeals must be made to the Vice-President for Academic Affairs for re-instatement. The course schedule will be deleted for any suspended student who has not filed an appeal.
- The Academic Appeals Panel, or the Vice-President for Academic Affairs in their absence, may (a) uphold the Suspension, (b) reinstate the student on Academic Probation, or (c) reinstate the student on Academic Probation with specific stipulations such as (but not limited to) establishing maximum course load, mandating that specific courses be repeated, requiring specified counseling and/or career counseling or requiring specified testing or other academic procedures deemed necessary.
- The Academic Appeals Panel, or the Vice-President for Academic Affairs in their absence, shall make a decision within two weeks of receiving the appeal. Students will be notified of the final decision.
- The final decision to reinstate students on second academic suspension rests solely with the Vice-President for Academic Affairs and may not be appealed.
- Students returning from Second Suspension must make an appointment to meet with the Vice-President for Academic Affairs to discuss academic expectations for successful re-entry into the College and meet with Career Services to review their career options.

### **6. ADVANCED PLACEMENT EXAMINATION**

West Virginia University at Parkersburg recognizes the examinations of the College Board Advanced Placement Program. WVU at Parkersburg's code is 5932 for scores to be forwarded to. Please contact the Records Office, located in the Center for Students Services for more information.

### **7. AUDITING A COURSE**

Persons wishing to audit a course must complete registration procedures at the Records Office and designate "audit" on their registration forms. Persons auditing courses must complete the same work as regular students but no grades or credit are awarded for an audited course.

### **8. CATALOG SELECTION**

Students are assigned to a catalog based on their year of admission and are required to complete their degree under those program requirements.

- If a student is not enrolled for longer than one academic year and then re-enrolls, the student will be assigned to the new catalog for that year.
- Students continually enrolled in an academic program whose curriculum has changes may choose to pursue their degree under the new program requirements by notifying the Records Office of their intent by completing a Change of Major/Advisor/Catalog Form.
- Students who choose to follow a newer curriculum may not retroactively select to return to a program's previous course requirements after requesting a change.

### **9. CLASS ATTENDANCE**

- WVU at Parkersburg expects students to regularly attend all classes.
- Faculty are expected to publish expectations relating to class attendance in their course syllabi.
- Final course grades can be adversely affected by a record of excessive absences. Such a record of absence from class may result in receiving a course grade of F or FIW (Failure, Irregular Withdraw).
- "Excessive absences" is defined as any number of absences that exceeds the number of class meetings that are scheduled in one week.
- "Excessive absences" is defined for a hybrid course as being absent from more than one scheduled class meeting.
- Financial Aid and Veterans students' awards may be affected or adjusted based on non-attendance.

### **10. COOPERATIVE EDUCATION**

Cooperative Education is based upon the idea that on-the-job training is an integral part of a student's academic background. Co-op students can earn college credit, work experience, and wages, although some internships may be unpaid experience.

- Co-op courses can be used as elective credits in most programs. Co-op credit shall not be awarded for prior work experiences.
- To register for a Cooperative Education course, a student must be currently enrolled and actively pursuing a Bachelor's, an Associate, or a Certificate Degree.

- Students must have completed at least 12 semester hours of 100-level college credit with a cumulative grade-point average of 2.0.
- Students must have completed 60 semester hours and be admitted to their programs to earn upper-division co-op credit for use in selected Bachelor's degree programs.
- Credit for co-op courses is based upon the ratio of five hours' work experience per week for one 15-week semester to one semester hour of credit.
- In select Baccalaureate Degrees, students may apply a maximum of 12 credit hours in co-op courses toward their degrees. Associate Degree and Certificate students may apply a maximum of 8 credit hours in co-op courses.
- Instructors will grade co-op courses on a traditional ABCDF scale. Unethical behavior on the part of the student, leading to termination of employment, can result in a grade of F in the co-op course.

## 11. COURSE LOAD

- **Normal Load for Full-Time Students.** In order to complete an associate degree in two academic years, or a baccalaureate degree in four years, a student should plan to register for an average of 15 to 17 credit hours each semester.
- **Maximum Course Load.** Maximum course load for a full-time student is 18 credit hours during the fall and spring semester, or 12 credit hours for summer.
- **Overload.**
  - Students must have completed a minimum of 12 semester hours of college credit.
  - A student must have a cumulative grade-point average of 3.25 or higher.
  - No requests for an overload in excess of 21 credit hours per semester will be approved.

## 12. CREDIT-BY-EXAMINATION AND CLEP

Regularly enrolled students may apply to receive credit-by-examination in certain courses offered by the College. Credit-by-examination is available by either of two processes: taking the College-Level Examination Program (CLEP) exams, which are prepared by the College Board, or taking in-house tests prepared by faculty of the College. Contact your division to determine if they conduct credit-by-exam for your desired course.

### Several rules must be observed:

- a) Application forms for credit-by-examination must be completed and fees paid before the examinations may be given.
- b) A student may attempt to take credit-by-examination in any individual course only once.\*
- c) Students may not attempt credit-by-examination in courses for which they are already registered. Additionally, students may not attempt credit-by-examination in courses which they have already completed and for which they have grades on their transcripts.
- d) In-house examinations are to be prepared by the department faculty responsible for teaching the course that is to be tested. The Division Chair shall attest that the examination to be used is appropriate to the course and is not one that has been used previously for in-class examination sessions.
- e) CLEP exams are prepared by the College Board. The CLEP tests listed in this catalog have been approved for credit by College Division Chairs.
- f) Persons meeting specified score requirements on either CLEP or In-house exams will then have credit applied to their transcripts.

\*CLEP examinations may be retaken if unsuccessful on the first try; however, a three-month period must pass before attempting to retake the test.

### Transferability of Credit-by-Exam:

Students intending to transfer to another institution should contact the transfer school to determine whether or not the particular examination credit will be accepted.

### Procedures for taking an In-House Examination:

- Discuss the matter with the appropriate Division Chair
- Complete an In-house Credit-by-Examination form at the Records Office located in the Center for Student Services.
- Pay the \$25 testing fee at the Business Office.
- Take the appropriate examination.

\*\*In-house examinations open on a requested basis. Students who challenge any BTEC software package class not listed should discuss with Division Chair and arrange with a BTEC instructor to obtain credit-by-exam through BTEC 299.

Note: Word Processing courses periodically offered in the Business Technology studies area are open to in-house examinations on a selected basis.

**Procedures for taking a CLEP Test:**

1. Contact the Tutoring Center to determine CLEP tests availability.
2. Complete the registration process on-line, prior to making an appointment with the Tutoring Center.
3. Pay the appropriate fees\*:
  - CLEP fee to the College Board at the time of registration for an exam.\*
  - There will be a testing fee payable to WVU at Parkersburg Business Office before testing.
  - Sit for the examination during the appointed time and date.

\*Fees are set for CLEP yearly by The College Board and are subject to change.

**13. GRADES AND GRADING**

The following letter grades are used at WVU at Parkersburg. Numbers in parentheses indicate quality points accompanying grades.

A	(4.0)	Student has met maximum obtainable course objectives
B	(3.0)	Student has exceeded normal course objectives
C	(2.0)	Student has met normal course objectives
D	(1.0)	Student has met minimum course objectives
F	(0.0)	Student has not met minimum course objectives
FIW	(0.0)	Failure because of irregular withdrawal from class
I*		Incomplete. Must be changed to letter grade within six weeks after end of semester
IF		Grade given for any incomplete grade not removed after one semester unless a semester extension is given by the faculty member
W		Withdrawal before the designated withdrawal date each semester
CR		Credit for the class (does not affect grade-point average)
NC		No credit for the class (does not affect grade-point average)
X		Student has taken course for audit

- \* Incomplete is a temporary grade, given only when students have completed most of the course but are unable to conclude it because of illness or some other circumstance beyond normal control.
- Incompletes are not granted routinely but are based on significant work having been completed, valid reasons, and the discretion of the instructor. "I" grades will turn to F grades if not made up within the first six weeks after the grade is assigned.
  - Incomplete grades are not assigned quality points, and the semester hours for incomplete courses are not counted as hours attempted.
  - Students receiving a grade of "I" will not be eligible for the Dean's or President's List that semester.

**14. GRADE-POINT AVERAGE**

Quality points are earned with each final course grade. Using the following formula, these are then averaged against the total number of credit hours that the student has completed. This is done on the following formula:

Final Course Grade	Quality Points
A	4
B	3
C	2
D	1
F, FIW	0
W	N/A

To compute a grade-point average, the number of quality points for a single grade is multiplied by the number of credit hours given for completion of the course. The total number of quality points is then divided by the total number of credit hours on record.

**Example of Calculating GPA:**

Courses Completed	Final Grade	Grade Points	Semester Hours	Grade Points
ENGL 101	A	4	3	12
BIOL 101	D	1	3	3
BIOL 103	D	1	1	1
HIST 101	B	3	3	9
SOC 101	C	2	3	6
MATH 101	W	0	0	0
			<b>13</b>	<b>31</b>

**31 Grade Points divided by 13 Credit Hours = 2.38 GPA**

### **Cumulative Grade-point average**

Students' records will show, in addition to the GPA earned in any one semester, the Cumulative GPA.

This includes all semesters or quarters of college work completed, both at WVU at Parkersburg and at any other colleges that the student has attended.

## **15. GRADUATION REQUIREMENTS**

Students may be awarded diplomas or certificates at the end of any instructional term in May, August, or December. Students must apply for Certificates or Degrees in the OLSIS system early in the final term before they expect to graduate. Deadline dates and applications are published on the college's website.

Students may have certificates or degrees posted on their transcript for no fee. Students should contact their advisors or check their MyDegree website to determine when they have met completion requirements.

Students who wish to participate in graduation or receive a diploma will be required to pay a fee for those services.

In order to graduate from WVU at Parkersburg, students must fulfill the following requirements:

- Complete the minimum number of credit hours as outlined for the degree or certificate program.
- Maintain an overall grade-point average of C (2.00) or higher in associate and certificate programs. Students in the baccalaureate degree programs should refer to specific requirements for the respective program.
- Complete all general education requirements for the degree.
- Complete a minimum of 15 credit hours with a minimum 2.00 grade-point average at West Virginia University at Parkersburg for associate degrees or 30 credit hours at WVU at Parkersburg for baccalaureate degrees.
- Submit an electronic application for diploma or certificate in OLSIS by or before the stated deadline. If students want a printed diploma, there will be a charge.

Students are encouraged to check their My Degree academic maps, accessed through OLSIS, to ascertain when they have or are about to complete the requirements for their academic programs. Students in bachelor's degree programs should not wait until the end of their BA degree to apply for associate's degrees which they already have earned.

NOTE: Graduation requirements applicable to a specific certificate or degree and degree catalog are found in the corresponding section of this catalog.

**Waiver or Substitution of Graduation Requirements.** Students who wish to request a waiver of graduation requirements must make such request in writing to the Vice President for Academic Affairs well in advance of the term in which they desire to graduate. Requests for course substitutions should be made early in a student's educational career and not wait until the semester of graduation to request them.

## **16. INTERNATIONAL EDUCATION AND TRAVEL**

West Virginia University at Parkersburg provides opportunities for students to expand their global knowledge.

- Classroom-based opportunities range from foreign language study to global business to international films. Students also have the option of a variety of study abroad programs.
- WVU at Parkersburg students can select from programs led by our faculty, programs sponsored by other colleges and universities, and programs offered through ISEP, the International Student Exchange Program.
- WVU at Parkersburg offers a dedicated scholarship for short-term study abroad programs, the Lawrence-Berrey Scholarship. Applicants must have a minimum GPA of 3.2 at the time of application and 26 hours of completed course work by the date of travel. The scholarship is administered by the WVU at Parkersburg Foundation.

## **17. MID-TERM GRADES**

All students will be assigned a grade at mid-term (even if it is a passing grade). Students may view their mid-term grades in their OLSIS accounts. Mid-term grades are not part of a student's transcript and are not computed in grade-point averages. Students with less than C grades should contact their instructors to determine viable methods to improve those grades.

## **18. REPEATING CLASSES (D/F REPEAT RULE)**

Refer to Answer Book...VI-5B.

## 19. RIVERHAWK RESOURCE AND TUTORING CENTER

The Riverhawk Resource and Tutoring Center provides:

- Free tutoring in a variety of subjects
- Access to assistive device and programs
- Collaboration tables
- Test Proctoring Center

For services at JCC (Jackson County Center) contact Jackson County Center at <http://www.wvup.edu/about/jackson-county-center> or by phone at (304) 372-6992.

The website has many other resources available to students as well: [tutoring.wvup.edu](http://tutoring.wvup.edu)

## 20. WITHDRAWAL FROM COURSES

- Students wishing to withdraw from a course may do so via their OLSIS account.
- It is recommended that students consult with their advisor and/or the Financial Aid Office/Veterans office before withdrawing from a course.
- Withdrawal from courses may affect program progress and/or financial aid. Failure to properly withdraw from a course can lead to a grade of F or FIW in classes for which the student was registered but did not complete.
- Students who improperly withdraw may owe funds to financial aid and/or be placed on hold which would prohibit future registration.

## 21. TRANSFER OF CREDIT TO OTHER INSTITUTIONS

Transfer of credit to other state colleges and universities in West Virginia is established by state-wide policy. Up to 72 hours of credit and grades completed at two-year colleges will be transferable to any bachelor's degree granting institution in the state system.

Students who have completed a two-year degree at WVU at Parkersburg may expect to transfer to baccalaureate institutions in the state at junior-level status and should be able to graduate from the latter institution with the same number of total credit hours as will be required of that college's general students.

Students transferring to institutions outside West Virginia should encounter no problems in transfer because of the college's accreditation by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. However, students should always consult with an intended transfer school to make sure that their credits will transfer and that they will not lose a substantial amount of credits.

**Core Coursework Transfer Agreement.** The West Virginia Community & Technical College System and WV Higher Education Policy Commission annually publish a "Core Coursework Transfer Agreement" that is designed to assure that students who transfer from one West Virginia college or university to another will receive credit for specified general studies courses at the receiving institutions.

Under that agreement, a student may transfer up to 32 credit hours of undergraduate coursework in the areas of English composition, communications and literature, mathematics, natural science, and social science as general studies credits. The agreement establishes hours of coursework acceptable for transfer that will count toward fulfillment of general studies requirements.

Since coursework is generally transferable among state institutions in WV, a student could conceivably transfer more than 32 hours of general studies credit from one institution to another that are provided for in this agreement. The agreement is not designed to limit the number of credits that are transferred. Its purpose is to assure that students will be able to transfer credits in accordance with the terms of the agreement.

## **22. TRANSFER AGREEMENTS WITH WVU MORGANTOWN**

- Agribusiness Managements and Rural Development (B.S.)
- Applied and Environmental Microbiology (B.A.)
- Agricultural and Extension Education (B.S.A.)
- Animal and Nutritional Sciences (B.S.)
- Environmental and Natural Resource Economics (B.S.)
- Environmental Protection (B.S.A.)
- Environmental and Energy Resources Management (B.S.)
- Human Nutrition and Foods (B.S.)
- Horticulture (B.S.A.)
- Aerospace Engineering (B.S.)
- Civil Engineering (B.S.)
- Chemical Engineering (B.S.)
- Computer Engineering (B.S.)
- Electrical Engineering (B.S.)
- Industrial Engineering(B.S.)
- Mechanical Engineering(B.S.)
- Mining Engineering (B.S.)

*For more information, please contact the Science, Technology, Engineering, and Mathematics division chair at (304) 424-8226.*