

WEST VIRGINIA UNIVERSITY AT
PARKERSBURG



**ACADEMIC
ADVISING
HANDBOOK**

August 2020

Table of Contents

Overview.....	5
Academic Advising/Scheduling Worksheets.....	6
PAC Scheduling Worksheet.....	6
Scheduling Worksheet (blue form).....	6
Admission to West Virginia University at Parkersburg.....	7
General Admission.....	7
Secondary Home Schooled Students.....	7
Transfer Students.....	8
Transient Students.....	9
Early Admissions Students.....	9
Readmission Students.....	10
Non-degree Students.....	10
International Students.....	11
Provisional Admission.....	12
Ascend – Accelerating Student Completion, Encouraging New Dreams.....	13
The Professional Advising Center (PAC).....	14
Important Academic Advising Notes.....	15
Course Load.....	17
The Normal Load for Full-Time Students.....	17
Maximum Course Load.....	17
Overload.....	17
Course Types.....	18
MyDegree.....	19
FERPA.....	20
Guided Pathways to Success (GPS) Academic Maps.....	22
Certificate of Applied Science in Criminal Justice Academic Map.....	23
Associate of Applied Science in Criminal Justice Academic Map.....	24
Bachelors of Applied Science in Criminal Justice (Page 1 of Academic Map).....	25
Bachelors of Applied Science in Criminal Justice (Page 2 of Academic Map).....	26
Changes in Course Schedule.....	27
Withdrawal Procedures.....	27
Failure to Withdraw.....	27
Withdrawal Form (front page).....	28

West Virginia University at Parkersburg
ACADEMIC ADVISING HANDBOOK

Withdrawal Form (back page).....	29
Online Learning Pros and Cons	30
Center for Instructional Innovation.....	31
Distance Learning.....	31
Help Desk	31
Blackboard	31
Zoom	32
EDGE.....	32
Academic Standing	33
Good Academic Standing.....	33
Academic Watch	33
Academic Probation	33
Academic Suspension	34
Appeal of Academic Suspension.....	34
Mid-Term Grades/D/F Repeat Rule.....	35
Repeating classes (D/F Repeat Rule).....	35
Grade Forgiveness	37
Financial Aid.....	38
Satisfactory Academic Progress	39
Satisfactory Academic Progress.....	39
Student Financial Aid Checklist.....	40
Records Office/Center for Student Services	41
Grade Changes	41
Incompletes	41
Major/Advisor/Catalog Updates	41
Substitution/Waiver Form.....	41
Evaluation of Transfer Credit.....	42
OL SIS.....	42
Student Services.....	43
Career Services.....	43
Counseling Services	45
Disability/Accessibility Services.....	45
Tutoring Center	46
Testing Center.....	46

West Virginia University at Parkersburg
ACADEMIC ADVISING HANDBOOK

Veterans Resource Center	47
Mission Statement	47
Credit for Military Service	47
The Bookstore	48
Campus Safety and Threat Assessment	49
Emergency Alert System	50
Notification.....	50
2-Hour Delays	50
Emergency Alert System.....	50
Frequently Called Telephone Numbers	51
Academic Early Alert	52
Advising Best Practices: Some Tips for Effective Relationships with your Advisees.....	56
Advising Tips.....	59

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action institution and does not discriminate on the basis of race, sex, gender identity, marital status, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation of discrimination. Inquiries regarding non-discrimination policies may be directed to: Debbie Richards, Special Assistant to the President, 304-424-8201, WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104.

Overview

The purpose of the WVU Parkersburg's Academic Advising Handbook is to assist in communicating the College's programs, policies, and procedures to our students. This handbook is not intended to replace the College Catalog, but rather to supplement the information contained there. The quality of each student's educational and career decision is directly related to the relevant information available to the student from his or her advisor.

The role of the academic advisor is to help the student define and develop realistic goals, to perceive his/her needs accurately and to match these needs with appropriate institutional resources. The advising process includes the exploration of the student's immediate and long-range career goals, self-assessment of personal resources, and the educational steps to meet those goals.

The academic advising relationship is best carried out in an atmosphere of caring and trust. Through this process, the advisor will help our students meet many of their life-long goals and prepare them for a rewarding career. It is not sufficient to be merely a source of accurate information. To be effective, an advisor must exercise non-judgmental listening skills and clear, distinct communication techniques. Additionally, the advisor must strongly encourage the student to take responsibility for his/her own educational requirements and decisions.

The advisor needs to be familiar with the college curricula, conversant with the requirements of the major and programs he or she is advising, and the college policies and procedures that may directly or indirectly impact the student's successful progress. Review of the standards for promotion, progress, and graduation is essential to effectiveness as an advisor and for student success. Refer to those policies and procedures in the Answer Book, the College Catalog, and the program completion requirements.

Advising is a powerful tool in WVU Parkersburg's efforts to improve student retention. Students who receive adequate academic advising are thought to persist longer and are more likely to graduate than students who do not feel a strong tie with their advisor and, subsequently, the college.

All students at WVU Parkersburg are entitled to receive accurate academic advising on a regular basis throughout their enrollment at the College. Students shall be advised regarding their career or degree objectives without regard to their race, color, national origin, sex or disability. All new students and students who have completed 30 credit hours or less will be advised by a first year advisor from the Professional Academic Center (PAC). Once a student has completed more than 30 credit hours, they will be advised by a full-time faculty member from their respective program area. All full-time faculty are expected to participate in the advising system (The Answer Book, V04, Academic Advising Process).

Academic Advising/Scheduling Worksheets

PAC Scheduling Worksheet

PAC advisors use the PAC Scheduling Worksheet when advising current students who plan to take advantage of priority registration. This two-part form includes the advised schedule for the upcoming semester as well as specific directions for students on how to log in and register for classes in OLSIS on their own after they have been advised and their advising pin has been released. Once a course schedule is developed and noted on the worksheet, the advisor and student sign and date the form and the white (original) copy is given to the student. The yellow copy is retained by the PAC as part of the student's advising file.

Scheduling Worksheet (blue form)

The standard Scheduling Worksheet (1/2 page blue form) is used when advising current students for the upcoming semester. This form is also used when requesting an "override". Once a student's schedule has been advised and developed, with all course override requests noted at the bottom of the form, the advisor signs the worksheet and gives it to the student. If an override request is required, the student must obtain the approval signature of the appropriate individual for the course requested and then take the form to the Center for Student Services (CSS) in order for the request to be finalized. Once the override permission has been granted and finalized by CSS, the student can then register for the classes indicated on the Scheduling Worksheet.

Admission to West Virginia University at Parkersburg

Students may be admitted to WVU Parkersburg under any of the following categories: General Admission, Transfer Admission, Transient Admission, Early Admission of High School Students, Readmission, Non-degree Admission, International Admission, and Provisional Admission. Admission for each of these categories is included in the College Catalog under *Section 2 ADMISSIONS*.

General Admission

To be fully admitted under general admissions requirements, a student must:

- Complete an Application for Admission which can be found at each administrative center of the college or online at www.wvup.edu/apply.
- Per financial aid regulation and institutional obligations to such, submit official high school transcripts or a secondary credential, such as a diploma or completion scores from an accredited institution or source, such as a recognized school administrator, unless the applicant graduated from high school or received secondary credential completion scores from an accredited institution or source more than five years before enrollment or has completed active military service. High school transcripts or other qualifying documents may be delivered to the college by the school applicant if it is provided in an unopened, sealed envelope, directly from the issuing school.
- If seeking institution credit for prior work, applicant must submit official transcripts from each college or university previously attended (these transcripts must be sent directly from issuing institution to the WVU Parkersburg Center for Student Services. Transcript marked "issue to student," faxed or submitted directly by students cannot be accepted.)
- Placement test scores are not required for general admission or course placement. However, placement test scores are used as cut-off scores for specific classes such as English or math. Students without test scores or an inadequate cut-off score will be required to take co-requisite courses in math and English.

Secondary Home Schooled Students

Students seeking general admission to the college who have completed a secondary school credential through a home school process must adhere to the following steps for admission.

The home schooling of secondary students in West Virginia is governed by West Virginia Code 18-8-1 subsection (c) and admission to the college from a home school environment will be analogous to the necessary requirements of said code to complete a final year of secondary school. Therefore, in addition to all other admission requirements, home schooled students must provide only one of the following:

1. An official statement on letter head from the superintendent of the school district of residence confirming that the student has met the academic assessment requirements for the final year of secondary instruction with a recognized Home School Administrator as detailed in West Virginia Code 18-8-1 subsection (c), or
2. Submit official test scores from a secondary credential completion test from an accredited institution or source, or
3. Submit a transcript of class work from a secondary institution or organization recognized as accredited by an agency acceptable to the office of the Vice President for Student Services Provost or the United States or West Virginia Department of Education.

Transfer Students

A transfer student is defined as an applicant for admission to WVU Parkersburg who has attended another college or university and who wishes to enroll at WVU Parkersburg and declare a major field of study. To be fully admitted under transfer requirements, a student must:

- Complete an Application for Admission, which can be found at each administrative center of the college or online at www.wvup.edu/apply.
- Per financial aid regulations and institutional obligations to such, submit official high school transcripts or a high school equivalency exam, such as the General Education Development (GED) or Test Assessing Secondary Completion (TASC) scores from an accredited institution or source, unless the student has completed at least 24 college level credit hours applicant graduated more than five years prior to WVU Parkersburg enrollment.
- Pursuant to federal financial aid regulations and institutional obligations to such submit a request to the registrars of all institutions previously attended to forward official transcripts of credit to the Office of Enrollment of WVU Parkersburg Center for Student Services. Only credits earned at regionally accredited institutions or meeting 70% of the learning objectives of a similar WVU Parkersburg course as determined by college faculty will be accepted for transfer. (These transcripts must be sent directly from the issuing institution to the WVU Parkersburg Center for Student Services. Transcripts marked "issue to student," faxed or submitted directly by students cannot be accepted.).
- In order to transfer to WVU Parkersburg the student must have left his or her prior institution in good disciplinary standing and must not be barred from enrolling in the previous institution for disciplinary reasons. Transferring students who indicate that they have been separated from a prior institution for disciplinary reasons will be required to submit a written explanation of the issue, which may then be investigated by the college.
- Placement test scores are not required for general admission or course placement. However, students may be required to attend co-requisite class for certain courses for

which specific cut-off scores are required. Admission to the institution does not necessarily imply admission to a particular program of study. Individual programs or selective admissions programs may publish their own requirements for admission.

- Complete transfer clearance form found at https://www.wvup.edu/wp-content/uploads/bsk-pdf-manager/Transfer-Clearance-Form-November-2015_47.pdf. This form is produced from the previous college attended by the student indicating he or she was not dismissed for inappropriate behavior.

Transient Students

A transient student is defined as any student who is officially enrolled in another college (referred to as "home college") and wants to take a course(s) at WVU Parkersburg and have the courses transferred back to his/her home college. To be fully admitted under transient requirements, a student must:

- Complete an Application for Admission, which can be found at each administrative center of the college or online at www.wvup.edu/apply.
- **Submit a transient approval form or letter of good standing from the home institution. The transient form should be submitted well in advance of the desired term of entry.**

Early Admissions Students

An Early Admission student is defined as a high school sophomore, junior, or senior (or a high school student approved for Early Admission at the discretion of the Provost) who has maintained a minimum cumulative 2.5 grade point average. To be fully admitted under early admission requirements, a student must:

- Complete an Application for Early Admission, which is available from each administrative center or online at www.wvup.edu/apply.
- Submit a written approval from either the high school principal or equivalent to take college courses while a high school or secondary student.
- Submit a partial, official high school transcript.
- Only secondary students who meet these requirements are eligible to enroll in college course work while in high school. Early admission students are not eligible for financial aid. Exceptions to these standards for entry may be granted by the Provost/Executive Vice President for Academic and Student Affairs upon appeal.

Once the Early Admission application has been submitted, students will be permitted to meet with an advisor to assist in selecting classes. Some courses may be available as dual credit (allowing

the student to earn both high school as well as college credit for the class). Each participating high school will determine what courses will serve as dual credit.

Additional Information:

- Any 100-200 level course offered at WVU Parkersburg can be taken during this program if the student meets prerequisite requirements.
- Classes meet according to WVU Parkersburg's calendar, not county school calendars. This includes days on which local schools issue closings/delays for inclement weather, but WVU Parkersburg does not close.
- Students are responsible for providing their own transportation to the college.

Readmission Students

A readmission student is defined as any student who has previously enrolled at WVU Parkersburg as a student. This applies to any student who has not been enrolled for at least one academic year. To be fully admitted under readmission requirements, a student must:

- Complete an Application for Admission, which can be found at each administrative center of the college or online at www.wvup.edu/apply. Complete additional requirements for admission transfer if the student has attended any other college since last enrolled at WVU Parkersburg. While official transcripts must be submitted directly to WVU Parkersburg in order for the student to be fully admitted, unofficial transcripts may be used to assist in class registration.
- If the student has attended any other college since last enrolled with WVU Parkersburg, complete additional requirements for admission transfer.

Non-degree Students

A non-degree student is a person who has no plans to earn a degree or certificate at WVU Parkersburg and who does not intend to register for more than two courses in any semester. To be fully admitted under non-degree requirements, a student must:

- Complete an Application for Admission, which can be found at each administrative center of the college or online at www.wvup.edu/apply.
- The non-degree student is not eligible for financial aid.

International Students

An International student is defined as a citizen of a foreign country who seeks admission to WVU at Parkersburg. All documents must be on file by June 1 for admission to the subsequent fall semester and by October. 1 for admission to the subsequent spring semester.

In addition to meeting the routine admission requirements of the student type for which he/she has applied, in order to be admitted as an international student, an applicant must also:

- Complete an International Application for Admission, which can be found at each administrative center of the college, submitted online, or can be emailed to any requesting individual. Note: Submission of certified copies of secondary school transcripts is not necessary unless the student is seeking transfer credit from the institution.
- If transferring to West Virginia University at Parkersburg, submit a copy of all prior institution transcripts. If the prior institution's location is outside the United States they must be sent for evaluation to an accredited international transcript evaluation service as identified by the Registrar. Fees for such services are to be paid by the applicant.
- Submit regional examination scores, if applicable, that have been evaluated and verified by the testing agency; no failures are accepted, and test scores should represent competency levels equivalent to a grade of "C."
- Submit a score on the Test of English as a Foreign Language (TOEFL) of 173 for the computerized test, 60 or higher on the Internet based TOEFL and 500 for the paper test. A score of 7 or higher on the IELTS academic test will also be acceptable. If TOEFL is not available, WVU at Parkersburg also accepts the STEP EIKEN Proficiency 2A which is equivalent to the 500 score TOEFL. These scores must be sent by the STEP EIKEN institute. An alternate means of English proficiency may be used if the student is attending WVU Parkersburg as part of a Cooperative Education Project Agreement between a recognized higher education institution and West Virginia University at Parkersburg as defined by said agreement.
- Submit a notarized Affidavit of Financial Support showing financial commitment by the student and/or sponsor(s) equaling no less than the amount calculated by the Office of Financial Aid for an out-of-state student not living at home. Different levels and sources of necessary support may be defined by a Cooperative Education Project Agreement. Such agreements may supersede the requirement of an Affidavit of Financial Support if alternate forms of funding are defined in the Cooperative Education Project Agreement.
- All individuals and institutions providing funds listed in the Affidavit of Financial Support (if required) must provide certified bank statements (private individuals) or statements of sponsorship (institutions). Bank and / or sponsorship statements can be no older than 6 months at the time of submission. Make a deposit with the college to guarantee tuition payment in an amount set each year by the college's Business Office. This deposit must be received before the issuance of the I-20 or registration for classes.
- Submit a copy of a valid passport.

Upon receipt of all documentation, the Office of Enrollment Center for Student Services will complete an evaluation and notify the student of an admissions decision. All outstanding documents must be submitted to the Office of Enrollment Center for Student Services before admission to the college can be granted.

Provisional Admission

Applicants for Admission who do not meet all of the requirements stated above may be granted Provisional Admission for one semester. Requirements for General Admission must be met by the completion of the first semester enrolled to remain enrolled at WVU Parkersburg. Provisional Admission students are not eligible for financial aid.

Ascend – Accelerating Student Completion, Encouraging New Dreams

WVU Parkersburg’s Accelerating Student Completion: Encouraging New Dreams (Ascend) is a program created to help more students earn certificates and associate degrees within three years. Funded by a grant from Arnold Ventures, Ascend replicates the ASAP program at CUNY colleges whose students doubled their graduation rates by providing a range of financial, academic, and personal supports. These supports include comprehensive and personal advisement, career counseling, tutoring, waivers for tuition and mandatory fees, Kroger gift cards for groceries and/or gas, and additional financial assistance to defray the cost of textbooks.

Ascend also offers special class scheduling options to ensure that Ascend students get the classes they need, are in classes with other Ascend students, and attend classes in convenient blocks of time to accommodate their work schedules. As students approach graduation, they will receive additional assistance to help them transfer to a bachelor’s degree program, another 4-year college, or transition into the workforce, depending on their goals.

The Professional Advising Center (PAC)

The PAC is staffed by five professional academic advisors tasked with advising all new students who have completed less than 30 credit hours.

PAC advisors work with students to ensure they properly begin their academic journey by advising them of the courses required to fulfill their selected degree program. They also assist students with the initial registration process and answer questions regarding potential degree paths, course descriptions, and general academic information. PAC advisors offer assistance in career guidance by matching desired occupations with appropriate academic majors. Additionally, the advisors communicate with students reported through the Early Alert Warning System as well as all students earning midterm and/or final grades of a “D” or “F”.

Each advisor is assigned as a liaison to one of WVU Parkersburg’s academic divisions, including:

- Business, Accounting & Public Service
- Education
- Nursing & Health Sciences
- Humanities, Fine Arts & Social Sciences
- Science, Technology, Engineering & Math (STEM)

New students are assigned to the respective advisor serving as the liaison to the academic division of their degree. Once a student has successfully completed 30 credit hours, he or she is then reassigned to a faculty advisor from their particular degree program.

Advising specific to students pursuing a Regents Bachelor of Arts or Board of Governors A.A.S. degree is also conducted through the PAC.

The PAC maintains regular office hours Monday through Friday with extended hours during peak registration periods. PAC advisors also provide assistance during winter breaks and summer sessions when faculty members are not typically on campus.

Important Academic Advising Notes

- As the academic advisor, you are required to use the “Notes” section of MyDegree for each student to capture what was discussed during each advising session. A folder may also be maintained as well that includes pertinent information, including a copy of the student’s Guided Pathways to Success (GPS) Academic Map and other documentation relevant to the student’s academic progress.
- In general, a student may not sign up for a higher level sequenced course without successfully completing the lower level course in the sequence. The advisor should not approve a student’s registration form if he/she is attempting to take this kind of higher level course.
- Students should consult their academic advisor before registering for or withdrawing from classes. Students should also schedule meetings with their academic advisor several times each semester to monitor progress and plan for registration in succeeding semesters.
- Some program courses are sequential and may not be offered every semester. Use of Academic Maps can be invaluable in course planning across the program curriculum and in avoiding delays in course completion.
- To be considered in good academic standing, a student must maintain a minimum 2.0 cumulative grade point average for all work undertaken (or have a 67% completion rate of attempted hours to satisfy Financial Aid requirements).
- 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 Watch. 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.
- Students may change their class schedules within their OLSIS account up until midnight of the first day of classes. Registration closes prior to the first day of the semester or part of a term. Generally, students may not add a full-time class after the course has already begun. Rare exceptions are made by the Provost/Executive Vice President for Academic and Student Affairs. Full-term course additions may only be made prior to the class’s first session, and students must report to the Business Office to complete processing of a schedule change in the case of a tuition amount change. Students may register for late-start courses up until one day before the late-start schedule begins.
- As a part of one’s class and office schedule, faculty advisors should select five hours each week to meet with their advisees and students. During the initial contact with each advisee, advisors should establish their best available days and times to meet with each student.
- If a student decides to change majors, the student should go to the Center for Student Services and complete a “Major Advisor Change Form.” This form must be signed by the student, advisor or division chair before it is processed in the Center for Student Services.

- Advisors should be prepared to interpret and provide rationale for institutional policies, procedures and requirements.
- Don't hesitate to tell a student you don't know the answer to a question. Tell the student you will help them find the answer and do it together. If you do it yourself, you will miss an opportunity to foster the student's problem solving abilities.
- Advisors should encourage the student to participate in college sponsored activities. This will enhance a sense of community and belonging for the student in the college.

**"ONE OF THE MAIN RESPONSIBILITIES
OF ANY INSTITUTION OF HIGHER
EDUCATION INVOLVES ACADEMIC
ADVISEMENT OF STUDENTS"**

(Ward, 1979)

Course Load

The Normal Load for Full-Time Students

A person who registers for 15 credit hours in any one semester is classified as a full-time student.

In order to complete an associate degree program in two academic years or a baccalaureate degree program in four years, a student should plan to register for an average of 15 to 17 credit hours each semester. In many instances, registration during a summer session may be required.

Maximum Course Load

Maximum course load for a full-time student is 18 credit hours during the fall and spring semester. For Summer Session, maximum course load is 15 hours. A student may consult the Financial Aid Office concerning the number of credit hours required to receive financial aid during summer months.

Overload

Students wishing to register for more than the stated maximum course loads must submit an approved overload request form to the Center for Student Services at the time of registration. Forms must be approved by both the student's academic advisor and by the Provost/Executive Vice President for Academic and Student Affairs and then be returned to the Center for Student Services.

The following restrictions apply to requests for overload:

- No overloads will be approved unless a student has already completed a minimum of 12 semester hours of college credit.
- A student must have a cumulative grade-point average of 3.25 or higher to be approved for overload.
- No requests for an overload in excess of 21 credit hours per semester will be approved.

Note: Students placed on Academic Probation are held to a maximum course load of 13 credit hours in any full semester. Probationary students are held to a maximum of 7 total credit hours over the summer terms.

Course Types

WVU Parkersburg offers college credit courses through several instructional methods, including traditional classroom settings (face-to-face), hybrid, and online learning. Hybrid and online courses are equivalent to on-campus sections of the same course in terms of objectives, competencies, content, credit, and transferability.

Remember to consider a student's personal learning style when assisting them in selecting their courses.

COURSE TYPE	DESCRIPTION
Face-to-Face	Face-to-face instruction utilizes a traditional classroom model in which the instructor and the students are in a place devoted to instruction, and the teaching and learning take place at the same time.
Hybrid	Hybrid or blended classrooms use some version of a course management system application to connect with students online. Through platforms such as these, students can access videos of lectures, track assignments and progress, interact with professors and peers, and review other supporting materials, including PowerPoint presentations or scholarly articles. A face-to-face component is also utilized in this delivery method.
Online	Online courses use remote electronic delivery for 100% of the course content. No face-to-face class sessions are required during a semester.

MyDegree

“MyDegree” is a web-based tool to help students and advisors monitor students’ progress toward degree completion. MyDegree combines WVU Parkersburg’s degree requirements and the coursework completed in an easy-to-read worksheet that shows the student and advisor the course work that has been completed toward the degree and what courses are still needed.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students' rights with respect to their education records, including:

- The right to inspect and review their education records
- The right to request the amendment of the record to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. WVU Parkersburg has classified the following as Directory Information which may be released without prior consent: name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, enrollment status (full, part-time or not enrolled), degrees and awards received including Dean's List and President's Scholar list, the listing of previous educational institutions attended, and participation in officially recognized activities.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by WVU Parkersburg to comply with requirements of FERPA (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920).

Before a student's educational information can be shared, a FERPA Waiver form must be on file in the Center for Student Services for that student. The FERPA will list all individuals in which the student consents to sharing their educational information. The FERPA Waiver form used by WVU Parkersburg appears on the following page.

High school students taking college classes, regardless of age, fall under the protection of FERPA. A parent or high school official may not be given any information about a student other than directory information without the student's written permission.



**Office of the Registrar
FERPA Waiver Form**

Instructions: This form is to be used by the student to grant access to their education records to other entities besides themselves, such as a parent, spouse, etc. When completing this form, please print all items clearly to allow for correct processing.

The College maintains two types of student education records: directory information and other student records. Directory information is considered public information and may be released by the College upon request, in accordance with existing law. Any student who does not wish directory information released must submit the appropriate documentation indicating such with the Office of the Registrar.

In signing this waiver, I, _____, give access of all academic records at West Virginia University at Parkersburg to the individual(s) listed below. I hold the authority to revoke this waiver at any time.

- | | | |
|----|-------|--------------|
| 1. | _____ | _____ |
| | Name | Relationship |
| 2. | _____ | _____ |
| | Name | Relationship |
| 3. | _____ | _____ |
| | Name | Relationship |
| 4. | _____ | _____ |
| | Name | Relationship |

I understand that this request is **permanent** and will remain in effect until I request in writing that the name(s) be removed.

Student name _____

Student signature* _____

Student ID or SSN _____

Date _____

Witnessed by: _____ **WWUP Employee signature** Date: _____

**This form should be completed in person with the Registrar's Office. Students will need picture identification and should not sign the form until in the presence of a WWUP employee. If this form is not filed in person, the signature and stamp of a Notary Public is REQUIRED (see below).*

STATE of _____, COUNTY OF _____

Taken, Subscribed and Sworn before me this _____ day of _____, _____.

My commission expires _____

Signature of Notary Public

For the Registrar's Office Use Only	
Processed by: _____	Date: _____

Please return this form to the Registrar's Office.

Guided Pathways to Success (GPS) Academic Maps

Academic Maps have been developed for all degree programs. Each Academic Map is designed in such a way that provides a guided pathway beginning with the certification degree, leading to the corresponding associate's degree and, if available, Bachelor's degree.

Academic Maps for each program can be found in the College Catalog. It is the responsibility of the student to monitor their progress in MyDegree toward their program completion. Pages 23 through 26 of this handbook illustrate an example of the Academic Maps for the various program pathways for Criminal Justice.

Certificate of Applied Science in Criminal Justice Academic Map

ACADEMIC MAP		Parkersburg West Virginia University	
Criminal Justice, C.A.S.			
Semester 1			
COURSE	CR	COMMENTS	
COLL 101 ORIENTATION TO COLLEGE	1		 <p>The Certificate of Applied Science in Criminal Justice gives students an introduction to basic concepts in criminal justice, including the role of police, courts, and corrections, as well as the basic skills to pursue further education and work in criminal justice.</p>
ENGL 101 ~COMPOSITION 1	3		
MATH 120 QUANTITATIVE LITERACY	3		
CJ 111 INTRO TO CRIMINAL JUSTICE	3	 Core Course	
CJ 112 CRIMINAL LAW	3	Core Course	
SOCIETY, DIVERSITY & CONNECTIONS GENERAL EDUCATION ELECTIVE	3		
TOTAL:	16		
Semester 2			
COURSE	CR	COMMENTS	
ENGL 102 ~COMPOSITION 2	3		 <p>MILESTONE COURSE: These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.</p>
CJ 123 INTRO TO CORRECTIONS	3	 Core Course	
CJ 231 CRIMINAL INVESTIGATIONS	3	Core Course	
HPER 172 STANDARD FIRST AID	2		
HUMAN INQUIRY & THE PAST GENERAL EDUCATION ELECTIVE	3		
TOTAL:	14		
			TOTAL DEGREE CREDITS:
			30
			2020-2021

Associate of Applied Science in Criminal Justice Academic Map

ACADEMIC MAP		Parkersburg West Virginia University	
Criminal Justice, A.A.S.			
Semester 1			
COURSE	CR	COMMENTS	
COLL 101 ORIENTATION TO COLLEGE	1		 <p>The Associate of Applied Science in Criminal Justice covers various aspects of crime prevention, police and law enforcement functions, criminal law and the courts, the corrections system, and the root causes of crime. The program provides a basic understanding of the criminal justice system and the skills needed to pursue further education and work in policing, courts, corrections, and related fields.</p>
ENGL 101 --COMPOSITION 1	3		
MATH 120 QUANTITATIVE LITERACY	3		
CJ 111 INTRO TO CRIMINAL JUSTICE	3	 Core Course	
CJ 112 CRIMINAL LAW	3	Core Course	
SOCIETY, DIVERSITY & CONNECTIONS GENERAL EDUCATION ELECTIVE	3		
TOTAL:	16		
Semester 2			
COURSE	CR	COMMENTS	
ENGL 102 --COMPOSITION 2	3		 <p>MILESTONE COURSE: These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.</p>
CJ 123 INTRO TO CORRECTIONS	3	 Core Course	
CJ 231 CRIMINAL INVESTIGATIONS	3	Core Course	
HPER 172 STANDARD FIRST AID	2		
HUMAN INQUIRY & THE PAST GENERAL EDUCATION ELECTIVE	3		
TOTAL:	14		
Semester 3			
COURSE	CR	COMMENTS	
CJ 285 BASIC CJ RESEARCH METHODS	3	 Core Course	 <p>CAPSTONE COURSE: This semester-long project prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.</p>
SOC 232 CRIMINOLOGY	3	Core Course	
SCIENCE & TECHNOLOGY GENERAL EDUCATION ELECTIVE	4		
SOCIETY, DIVERSITY & CONNECTIONS GENERAL EDUCATION ELECTIVE	3		
CJ ELECTIVE	3		
TOTAL:	16		
Semester 4			
COURSE	CR	COMMENTS	
CJ 212 ETHICS IN CRIMINAL JUSTICE	3	Core Course	 <p>Students should average 15 credit hours per semester, or 30 per year, to graduate on time.</p>
CJ 291 Internship OR CJ 292 Seminar	3	 Core Course	
COMM 111 --FUNDAMENTALS OF SPEECH	3		
PSYCHOLOGY/SOCIOLOGY ELECTIVE	3		
FREE ELECTIVE	2		
TOTAL:	14		
			<p>TOTAL DEGREE CREDITS:</p> <p style="font-size: 2em; font-weight: bold;">60</p> <p>2020-2021</p>

Bachelors of Applied Science in Criminal Justice (Page 1 of Academic Map)

ACADEMIC MAP

Criminal Justice, B.A.S.

Parkersburg
West Virginia University

Semester 1		
COURSE	CR	COMMENTS
COLL 101 ORIENTATION TO COLLEGE	1	
ENGL 101 ~COMPOSITION 1	3	
MATH 120 QUANTITATIVE LITERACY	3	
CJ 111 INTRO TO CRIMINAL JUSTICE	3	Core Course
CJ 112 CRIMINAL LAW	3	Core Course
SOCIETY, DIVERSITY & CONNECTIONS GENERAL EDUCATION ELECTIVE	3	
TOTAL:	16	
Semester 2		
COURSE	CR	COMMENTS
ENGL 102 ~COMPOSITION 2	3	
CJ 123 INTRO TO CORRECTIONS	3	Core Course
CJ 231 CRIMINAL INVESTIGATIONS	3	Core Course
HPER 172 STANDARD FIRST AID	2	
HUMAN INQUIRY & THE PAST GENERAL EDUCATION ELECTIVE	3	
TOTAL:	14	
Semester 3		
COURSE	CR	COMMENTS
CJ 285 BASIC CJ RESEARCH METHODS	3	Core Course
SOC 232 CRIMINOLOGY	3	Core Course
SCIENCE & TECHNOLOGY GENERAL EDUCATION ELECTIVE	4	
SOCIETY, DIVERSITY & CONNECTIONS GENERAL EDUCATION ELECTIVE	3	
CJ ELECTIVE	3	
TOTAL:	16	
Semester 4		
COURSE	CR	COMMENTS
CJ 212 ETHICS IN CRIMINAL JUSTICE	3	Core Course
CJ 291 Internship OR CJ 292 Seminar	3	Core Course
COMM 111 ~FUNDAMENTALS OF SPEECH	3	
PSYCHOLOGY/SOCIOLOGY ELECTIVE	3	
FREE ELECTIVE	2	
TOTAL:	14	

TOTAL DEGREE CREDITS:

120

2020-2021

THE BACHELOR OF APPLIED SCIENCE IN CRIMINAL JUSTICE will prepare the student for a rewarding career in the criminal justice field in careers such as: police officer, investigator, crime scene technician, correctional officer, probation and parole officer, program specialist and evaluator, and other related fields, or for an advanced degree in criminal justice.

MILESTONE COURSE: These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER PLANNING: As you prepare for your last year before graduation, visit Career Services to write your resume, plan your job search, and learn how to have a successful interview. Students interested in furthering their education in a Master's degree program should meet with their advisor at the end of their third year, or 6th semester.

CAPSTONE COURSE: The capstone is a semester-long capstone project that prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.

Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

Bachelors of Applied Science in Criminal Justice (Page 2 of Academic Map)

ACADEMIC MAP		Parkersburg West Virginia University	
Criminal Justice, B.A.S.			
Semester 5			
COURSE	CR	COMMENTS	
CJ 311 CRIMINAL BEHAVIOR	3	 Core Course	 <p>The Bachelor of Applied Science in Criminal Justice will prepare the student for a rewarding career in the criminal justice field in careers such as: police officer, investigator, crime scene technician, correctional officer, probation and parole officer, program specialist and evaluator, and other related fields, or for an advanced degree in criminal justice.</p>
CJ UPPER DIVISION ELECTIVE	3		
CJ UPPER DIVISION ELECTIVE	3		
SCIENCE & TECHNOLOGY GENERAL EDUCATION ELECTIVE OR CJ 388 — BLOODSTAIN PATTERN ANALYSIS	4		
FREE ELECTIVE UPPER DIVISION	3		
TOTAL:	16		
Semester 6			
COURSE	CR	COMMENTS	
LS 313 CRIMINAL PROCEDURES	3	 Core Course	 <p>MILESTONE COURSE: These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.</p>
COMM 308 NONVERBAL COMMUNICATION	3		
MGMT 220 PRINCIPLES OF MANAGEMENT	3		
HUMAN INQUIRY & THE PAST ELECTIVE OR SOCIETY, DIVERSITY & CONNECTIONS GENERAL EDUCATION ELECTIVE	3		
CJ UPPER DIVISION ELECTIVE	3		
TOTAL:	15		
Semester 7			
COURSE	CR	COMMENTS	
ENGL 308 ADVANCED WRITING OR ENGL 334 SCIENTIFIC AND TECH WRITING	3		 <p>CAPSTONE COURSE: The capstone is a semester-long capstone project that prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.</p>
ARTS AND CREATIVITY ELECTIVE	3		
MATH 211 STATISTICS	3		
CJ UPPER DIVISION ELECTIVE	3		
CJ UPPER DIVISION ELECTIVE	3		
TOTAL:	15		
Semester 8			
COURSE	CR	COMMENTS	
FREE ELECTIVE UPPER DIVISION	2		 <p>Students should average 15 credit hours per semester, or 30 per year, to graduate on time.</p>
CJ 460 CAPSTONE COURSE	3	 Core Course	
CJ 440 ADVANCED CRIMINAL JUSTICE RESEARCH METHODS	3	Core Course	
CJ UPPER DIVISION ELECTIVE	3		
HUMAN INQUIRY & THE PAST ELECTIVE OR SOCIETY, DIVERSITY & CONNECTIONS GENERAL EDUCATION ELECTIVE	3		
TOTAL:	14		
			<p>TOTAL DEGREE CREDITS:</p> <p style="font-size: 2em; font-weight: bold; text-align: center;">120</p> <p style="text-align: right;">2020-2021</p>

Changes in Course Schedule

Students may change their class schedules by accessing their OLSIS account (On Line Student Information System). Registration closes prior to the first day of the semester or part of term. To add a course after the start of a semester, a student must have the instructional faculty's permission to enter a class and the permission of the Provost/Executive Vice President for Academic and Student Affairs (or at the Jackson County Center, the CEO). Course additions may only be made within the first week of class and students must report to the Business Office to complete processing of a schedule change in the case of a tuition amount change. The academic advisor should be notified of a student's intent to change his or her registration to discuss anticipated outcomes

Withdrawal Procedures

Although a student may withdraw from a class or the College, it is important the corresponding instructional faculty and the academic advisor be made aware to discuss the reason for withdrawal and possible options. It is important to remember that withdrawal from any course may have financial ramifications, so a student desiring to withdraw from either a class, multiple classes or the college is required to complete a formal "Withdrawal Form" (see page 28 and 29). A student should be mindful of the following when withdrawing from a class(es) or the college:

- The formal Withdrawal Form must include all signatures as indicated before it will be processed. This includes their assigned academic advisor, Financial Aid and the Business Office.
- A grade of "W" will be recorded on the student's transcript after the first week of class.
- There are no refunds for partial withdrawals (withdrawal from one or more but not all classes).
- Complete withdrawals (withdrawal from all classes) may be eligible for partial tuition reimbursement.
- Below full time (12 hours) may affect financial aid eligibility and dependent insurance coverage. This means a bill may be due immediately.
- The Withdrawal Form, when completed, must be returned before the deadline established in the academic calendar.
- The withdrawal will not be official until all signatures have been obtained and the form has been returned to the Center for Student Services or the Jackson County Center.

Failure to Withdraw

If a student is registered for classes and decides to withdraw, failure to follow the formal withdrawal policy (utilizing the Withdrawal Form and following all directions) it may lead to grades of "F or FIW (Failure to Withdraw)" for a final grade in all courses for which the student is registered but did not complete.

Withdrawal Form (front page)



DATE SUPPLIED TO STUDENT: _____ **DATE RECEIVED FROM STUDENT:** _____

ARE YOU WITHDRAWING FROM ALL CLASSES FOR A GIVEN SEMESTER?

- Yes, complete withdraw (no longer registered for any classes) No, partial withdraw (still registered for one or more classes)

1. Form must have all signatures as indicated before it will be processed.
2. A grade of W will be recorded on the student's transcript after the first week of class.
3. There are **no refunds for partial withdrawals** (withdrawal from one or more but not all classes).
4. Complete withdrawals (withdrawal from all classes) may be eligible for partial tuition reimbursement.
5. Below full time (12 hours) **may affect financial aid eligibility** and dependent insurance coverage. This means **a bill may be due immediately**.
6. This form, when completed, **must be returned before the deadline** established in the academic calendar.
7. The withdrawal **will not be official until all signatures have been obtained** and the form has been returned to the Center for Student Services or the Jackson County Center

300 Campus Drive
Parkersburg, WV 26104
304-424-8310
www.wvup.edu

FULL NAME: _____ **MAJOR:** _____

WVUPID: _____ **ORIGINAL SEMESTER HOURS:**

ARE YOU AN INTERNATIONAL STUDENT (F1)? Yes No **HOURS WITHDRAWING FROM:**

ARE YOU RECEIVING VETERAN BENEFITS? Yes No **NEW TOTAL SEMESTER HOURS:**

CRN	SUB	CRS NO	SEC	TITLE	CREDITS	DATE OF LAST ATTENDANCE

ADVISING

PLEASE SELECT THE REASON(S) FOR YOUR WITHDRAWAL BELOW. (MUST COMPLETE)

- Academic Difficulty Dissatisfied with Classes Employment Health Issues
 Financial Issues Family Responsibilities Relocating Military Duties
 Other Reason (Please explain): _____

PLEASE ANSWER THE QUESTIONS BELOW. (MUST BE ANSWERED IN THE PRESENCE OF YOUR ADVISOR)

1. Do you understand how this withdrawal will impact your future schedule and graduation date? Yes No
2. Have you discussed this withdrawal with your instructor? Yes No
3. Have you used the Tutoring center for the class(es) you are withdrawing from? Yes No
4. Are you on financial aid probation? Yes No
5. Do you understand that this withdrawal may affect your financial aid eligibility and your current tuition bill? Yes No

ADVISOR SIGNATURE: _____ **DATE:** _____

Signatures must be obtained in order listed. You may get faculty or staff's approval via email. Print the email and attach the approval to this form.

Standard academic progress made Student will owe a portion of financial aid
FINANCIAL AID SIGNATURE: _____ **DATE:** _____

Payment arrangements made Third party memo
BUSINESS OFFICE SIGNATURE: _____ **DATE:** _____

I understand that by signing this form I am withdrawing from the classes above. I have read the information on the back of this form regarding refunds, and I understand this policy. I have been made aware of any consequences of withdrawing and how it may affect my financial aid and registration status.

STUDENT SIGNATURE: _____ **DATE:** _____

Withdrawal Form (back page)



SUPPORT SERVICES

What college services did you utilize? Tutoring Computer Lab IT Help Desk
 Accommodations Advising Blackboard Help Desk

Which student services should WVUP consider adding? _____

What may have been done to prevent you from withdrawing? _____

Were you satisfied with your WVUP experience? _____

Would you like someone from WVUP to call and talk with you regarding your withdraw? Yes No

If yes, please provide the best phone number and time to call: _____

Future Educational Plans (Choose one):

I plan to return to WVUP I plan to transfer to another institution I no longer plan to attend college

IMPORTANT INFORMATION

PAYMENT

If dropping a class or classes results in the loss of financial aid, the student must pay the resulting bill OR he or she will be dropped for non-payment.

REFUND POLICY (Answer Book #VI-11B, Tuition and Fees)

Students who withdraw completely, in accordance with college procedures, may receive a refund of tuition of tuition and fees in accordance with the schedules outlined below.

The Fall, Spring and Summer refund schedules apply to tuition only and do not apply to special fees. Refunds are issued only on complete withdrawals from the college. No refund will be issued for dropping individual courses until registered credit hours are zero. Tuition refunds will be issued for complete withdrawals to students according to the following penalty schedule:

Fall or Spring Semester

- 0% penalty will be assessed for classes canceled by the college or dropped by the student before 4:00 p.m. Friday the first week of classes.
- 10% penalty will be assessed on complete withdrawals during the second week of classes.
- 30% penalty will be assessed on complete withdrawals during the third week of classes.
- 50% penalty will be assessed on complete withdrawals during the fourth week of classes.
- No tuition refunds will be provided beginning with the fifth week of classes.

Summer Sessions and Nontraditional Periods

- 0% penalty will be assessed for classes canceled or dropped during the first 6% of the term.
- 10% penalty will be assessed on complete withdrawals during the first 7 to 13% of the term.
- 30% penalty will be assessed on complete withdrawals within the period of 14% to 19% of the term.
- 50% penalty will be assessed on complete withdrawals within the period of 20% to 25% of the term.
- No refunds will be provided after 25% of the term is completed.

Notes:

- Refunded tuition must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.
- Reduced refunds are given for students making installment payments. Refunds are based on the total payments made on the payment agreement at the date of the complete withdrawal.

COMMENT SECTION:

Online Learning Pros and Cons

Pros	Cons
<p><u>Convenience</u> - A course is as close as a computer with an internet connection.</p>	<p><u>Little Support</u> - Students are expected to find their own resources for completing assignments and exams, which is empowering for some, but daunting for others. Access to faculty to answer questions is often limited.</p> <p><u>Scheduling time to study</u> - Distractions at home and work often interfere with goals students have set for themselves, such as having to get your kids off of the bus, cooking dinner, paying for childcare, etc.</p>
<p><u>Flexibility</u> - No set class</p>	<p><u>No Instructor Face Time</u> - If a student’s learning style requires personalized attention from his or her teachers, then online education will probably not work for them.</p> <p><u>No Social Interaction</u> - While students often interact with classmates via email, chat rooms, or discussion groups, there are no parties or offline get-togethers.</p>
<p><u>Self-Directed</u> – The student is responsible to set their own pace and schedule, so the student controls the learning environment.</p>	<p><u>Making Time</u> - If a student is a procrastinator or an individual who always needs an extra push to complete work, he or she may have a hard time making time for their online classes.</p> <p><u>Requires New Skills/Technologies</u> - If the student is not computer-savvy or is afraid of change or new technologies, then online education will probably not work for him or her.</p>

Adapted from http://www.quintcareers.com/distance_learning_pros-cons.html

Center for Instructional Innovation

Formerly known as the Online Learning Center, the Center for Instructional Innovation has been established to assist faculty members in enhancing and extending learning opportunities in an effort to better engage students. Its primary focus is on faculty and provides the following services:

- Teaching instructors about the use of common techniques and applications, such as Blackboard.
- Suggesting tools and approaches to enhance classroom and online learning through workshops, trainings, and consultations.
- Providing facilities for instructors to experiment with new technologies, such as green screen and web conferencing.
- Assisting instructors with course material conversion and multimedia production.

Students requiring assistance with Blackboard should be directed to the IT Help Desk as well as to the WVU Parkersburg Blackboard Support page (<http://it.wvup.edu/bb.aspx>).

Distance Learning

Help Desk

Visit the IT Front Desk online (<http://it.wvup.edu/>) for help with the major college systems during this period. Click “Submit a Ticket” to report a concern. More than one person sees your ticket which increases our efficiency and decreases your wait time.

Blackboard

WVU Parkersburg uses Blackboard Learn to provide an online component for all courses. It is a space instructors may use to provide handouts, collect assignments, post grades, post announcements, and other tasks. It is the instructor’s preference to decide how and when to use this online components, and students should check with their individual course instructors to determine the role it will play within their coursework. Additional information regarding Blackboard Learn and online learning can be found at <https://www.wvup.edu/current-students/distance-learning/>.

Inside Blackboard you will find a Blackboard Learn Orientation that will show you how to complete major course tasks (submitting exercises, participating in discussions, taking exams) and more.

Zoom

The Zoom web conferencing tool is available for students for free. Zoom allows for online collaboration through audio and video. Users can share their computer screen to make a presentation or connect with study partners or groups. A camera and microphone are required to fully participate, yet dial-in options for phones are available if home Internet is a concern.

Download and install the Zoom Client for Meetings App to get started. Zoom apps are available for PC, Mac, iOS, and Google mobile devices as well. Students can also use Zoom to host and record meetings up to 40 minutes in length.

For more information regarding Zoom basics, visit <https://www.wvup.edu/faculty-staff/office-of-academic-affairs/instructional-innovation/zoom-basics/>.

EDGE

EDGE stands for Earn a Degree – Graduate Early. The EDGE program makes it possible for high school students to earn free community and technical college credit in West Virginia while still in high school. EDGE courses generally consist of skilled and career technical classes offered in high schools and technical centers, such as welding or early childhood development.

The West Virginia EDGE initiative provides multiple opportunities for students entering the workforce in the 21st century. The initiative requires a collaborative partnership between business/labor, postsecondary, and secondary educational levels. Its main purpose is to provide viable career options for individuals through a rigorous, seamless curriculum, work-based learning experiences, and career development.

West Virginia EDGE initiative provides a forum for the secondary and postsecondary levels to re-define, align, and strengthen program offerings through seamless curricula. The West Virginia definition of a seamless curriculum is a continuum of competencies which provides transition from one education level to another without unnecessary duplication. Student progression is based on the mastery of competencies to established standards.

<https://wvde.us/governors-economic-initiatives/student-opportunities/>

Students who have obtained EDGE credits must complete the online EDGE transcript request form located at <https://www.wvup.edu/future-students/high-school-students/edge/transcript-request/>. EDGE credits only apply to career and technical high school courses. General education courses are not EDGE eligible.

Academic Standing

Clearly students don't enter college with an educational plan that includes being placed on academic probation, but, unfortunately, it happens frequently. However, students can repair their academic situation, become successful, and persist to graduation through advisement, encouragement and support.

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

- **Early College Students.** Early College students must maintain a grade point average greater than 2.0 to continue in the program.

Academic Watch

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 Watch. 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 has not maintained a 2.0 cumulative grade-point average after being placed on Academic Watch shall be placed on Academic Probation.

- Early College students who have a GPA below a 2.0 will not be allowed to continue, or return, to the program.
- Any student on Academic Probation may register for no more than 13 credit hours during a full Fall or Spring semester. Probationary students may register for no more than 7 credit hours during the summer session.
- Any student on Academic Probation may not participate in the activities and events of any WVU Parkersburg Club or Organization.
- 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.

Although students are responsible for their own behavior, we can assist those who struggle by guiding them to resources that will help them be successful in their courses. While it is impossible to identify the multi-faceted issues that interfere with student success, there are some universal

complications that have been identified as common to students, especially the academically underprepared. These include lack of a positive role model, minimal problem solving skills, and not having someone who cares about their ability to be an effective college student. If appropriate, consider referring struggling students to Counseling Services.

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 during that semester shall be placed on Academic Suspension. Student's registered courses for future terms will automatically be dropped upon 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 Suspension.** After returning 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 is placed on Second Academic Suspension. Second Academic Suspension shall be for a minimum of two consecutive semesters (not including Summer sessions). At the end of two semesters' suspension, the student may be reinstated on Academic Probation. All circumstances and conditions relating to Academic Probation shall apply.
- **Third Suspension.** 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 Third Academic Suspension. Third Academic Suspension shall be for a minimum of eight (8) consecutive full semesters (not including Summer sessions).

Appeal of Academic Suspension

Any student who is placed on First or Second Academic Suspension may request to appeal this decision. Requests for appeals must be made to the Provost/Executive Vice President for Academic and Student Affairs for reinstatement. The course schedule will be deleted for any suspended student .

The appeal may be denied or approved with multiple requirements: (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 a 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.

Mid-Term Grades/D/F Repeat Rule

All students will be assigned a grade at mid-term. Students may view their mid-term grades in their OLSIS accounts. The mid-term grade is issued for the purpose of communicating to the student his or her status in a course and to encourage steps to improve performance during the second half of the semester. Mid-term grades are not part of a student's transcript and are not computed in grade-point averages.

Below is a letter a student will receive when he or she receives a mid-term grade of "D" or "F" in one or more courses in the semester. These letters will be automatically generated and electronically sent.

Dear Student,

You are receiving this letter because you have earned a mid-term grade of "D" or "F" in one or more courses this semester. It is important for you to know that poor grades will interfere with you achieving your academic goals and could impact your financial aid eligibility.

The college offers a variety of services to support your effort, including tutoring, counseling, and advising. We are here to help you be successful as you pursue your education. Below are a variety of ways we wish to help you in, including the contact information for each:

- Course Instructors
 - Call the number on your course outline and make an appointment.
- Use references and resources that are included in your textbook
- Academic advisors
 - Go to your OLSIS account to find their name and telephone number and call to make an appointment to meet with them.
- Tutoring
 - Tutoring Center in Room 1123, call 304.424.8295;
 - For the Jackson County Center, call 304.372.6992 and they will help you make an appointment with a tutor.
- Center for Student Support Service in Room 1019, call 304.424.8378
 - Student Mental Health & Accessibility (Disability) Counseling
- The Veterans Resource Center
 - Room 1532, call 304.424.8337

If you need additional assistance, or just don't know where to start, contact one of the Professional Advisors located in the PAC (Room 1207) for information. We hope you will take advantage of the resources and help available at WVU Parkersburg.

Repeating classes (D/F Repeat Rule)

Students who receive a final grade of “D” or “F” in any course completed at WVU Parkersburg may repeat that course and have the original grade of “D” or “F” replaced by the later grade earned, under the following conditions and restrictions:

- Only courses with a final grade of “D” or “F” (or “FIW”) are covered under this policy.
- The course to be repeated must have originally been completed within the first 60 semester hours of college courses that the student attempted.
- Repetition of the course must occur before the student earns a bachelor’s degree.
- The original grade will not be removed from the student’s transcript. It will, however, not be counted in computing grade-point average or total hours of credit earned.
- If repeating the course does not yield a satisfactory grade, the course may be repeated a second time; however, all grades earned in the course, except the initial grade that has been slashed and disregarded, shall be counted in computing grade-point average.
- Any course that is repeated when the original grade was not a “D” or “F” or when the original grade was not earned during the student’s first 60 hours of college credit will be averaged with the initial grade for purposes of computing grade-point average.
- The student must indicate on the registration form in OLSIS that a course is being repeated under this policy.
- Specific programs may require that course credit completed at this college, or transferred from another college, with an original grade of “D” must be repeated.

When advising returning students to repeat former courses in which grades of D or F were earned, keep in mind course to be repeated will still be calculated in a student’s completion rate, potentially impacting their satisfactory academic progress (SAP). In these cases, it is wise to seek advice from a financial aid officer.

Grade Forgiveness

Students may request the forgiveness of “D” and “F” grades previously earned if they wish to do so. Forgiveness is not automatic but must be initiated by the student and their academic advisor. Once the *Grade Forgiveness Form* is completed, the request should be submitted to the Center for Student Services. Grades that are forgiven are not removed from the student’s transcript but are marked to indicate that they are not being counted in tabulating either the student’s total credit hours completed or grade-point average. Grade Forgiveness may be requested no more than two times.

The following conditions apply in all cases of grade forgiveness requests:

- Any grade to be forgiven must have been earned at least four years prior to the date of requesting forgiveness.
- The student requesting grade forgiveness must not have been enrolled in any college on a full-time basis during any semester or summer session for four years immediately prior to the request for grade forgiveness.
- The student’s request for grade forgiveness should be made his or her first semester after returning to college.
- Grade forgiveness should not be granted if the student can exercise the D/F Repeat Rule; that is, the student should demonstrate that a change in program or degree objective has rendered repeating a former grade impractical.
- In all instances of grade forgiveness, students are notified that other colleges or universities may have policies that do not allow the forgiveness of grades.
- Grades which were used in meeting graduation requirements for a degree or certificate that have already been awarded may not subsequently be forgiven.

Grade forgiveness requests will be reviewed after grades are reported for the semester of the request following the end of the withdrawal period for the current semester.

Financial Aid

Students interested in federal, state & local financial aid must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov or by downloading the [myStudentAid mobile phone app](#). Completion of the FAFSA is such an important part of paying for college that we ask any student who has not already done so to complete the FAFSA while they are here to register for classes. The FAFSA should be completed no later than March 1 of each year to ensure consideration for all available types of federal and state financial aid. The FAFSA is available October 1 each year, almost a full year before the fall semester begins, and early completion is encouraged. However, students may apply thereafter through the next academic year. Students who do not qualify for federal financial aid must have a plan to pay their tuition and fees. Payment plans are available. Students needing a payment plan are encouraged to visit the Business Office to ask about payment terms and payment plans.

Students must be fully admitted to West Virginia University at Parkersburg before they are eligible to receive any financial aid. This means that all transcripts from high school and other colleges attended must be provided. A student may take classes for one semester while trying to gain full admission status. However, the student must be fully admitted during the term in order to receive any financial aid distributions.

Students do not have to be registered full-time to receive financial aid. Each type of financial aid has different credit hour requirements. Most types do not require full-time status.

Most WVU at Parkersburg students are eligible for some type(s) of financial aid. These include, but are not limited to: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Direct loans, Federal College Work Study, Higher Education Assistance for part-time students (HEAPS), the West Virginia Higher Education Grant Program, and scholarships, including both institutional and third party. For more information on West Virginia's state financial aid programs, students can visit www.cfwv.com.

Priority Financial Aid Deadlines will be defined as a published date each year. If a student has completed all outstanding financial aid filing requirements and is deemed eligible by the WVU Parkersburg Financial Aid Office on or prior to the published date, the college will not deregister said student for non-payment for the semester in question. All deadlines are published online at www.wvup.edu/finaid.

Students who have not completed the financial aid process prior to the published payment deadline must pay their bill in full, enter into a payment plan agreement with the Business Office, or have a verified third-party payer to prevent deregistration for nonpayment.

A student's failure to attend college courses may result in being removed from class, resulting in less financial aid and potential future ineligibility for financial aid.

When a student withdraws from school before completing the period of enrollment, federal regulations require that WVU at Parkersburg determine whether any of the student's financial aid must be repaid to the various federal financial aid programs. It will be the student's responsibility

to repay unearned financial aid distributions. Attendance will be evaluated for students that earn a 0.00 GPA for a semester. If a student stops attending classes early that is considered an unofficial withdrawal, and the Financial Aid Office is required to determine if the student owes back any or all of the financial aid paid to them based on their attendance.

Students who are eligible to receive financial aid at WVU Parkersburg must remain in good academic standing and otherwise meet the required Standards of Satisfactory Progress. A copy of these standards is available online at www.wvup.edu/finaid, and in the *WVU Parkersburg Answer Book, VI-10A Standards of Satisfactory Academic Progress for Financial Aid Applicants*. A review of each student's academic progress will be made prior to each semester and/or upon the initial processing of the student's FAFSA.

Satisfactory Academic Progress

Satisfactory Academic Progress

In order to continue to qualify for financial aid, students receiving financial aid from WVU Parkersburg must remain in good academic standing and make satisfactory progress toward the completion of their academic degree. This policy applies to all students who receive assistance from any federal or state financial aid program, as well as any programs administered by the College that require determination of academic progress for eligibility. The federal government defines Satisfactory Academic Progress as maintaining a minimum quantitative (hours attempted and completion rate) and qualitative (grade point average) standards. WVU Parkersburg's specific standards are as follows:

- **Grade Point Average:** All students receiving financial aid must maintain a minimum of a 2.0 grade point average on a 4.0 scale
- **Completion Rate:** All students receiving financial aid must maintain a minimum 67% completion rate. This means a student must complete at least 67% of all attempted courses. Grades that will be counted towards attempted hours include F, W, FIW, I, and R. Any previous courses attempted at WVU Parkersburg or other institutions will be included when calculating this rate.
- **Maximum Time Frame for Completion:** Students are also limited to the total number of credit hours for which they can receive financial aid. In order to meet the requirements of Satisfactory Academic Progress, a student must complete their degree within 150% of the timeframe to get their degree. The following standards apply:

Eligible Certificates (CERT): Students are expected to complete their program within attempting 45 hours.

Two-year Degrees (AAS, AA, or AS): Students are expected to complete their program within attempting 90 credit hours.

Four-Year Degrees (Bachelor's level): Students are expected to complete their program within attempting 180 credit hours.

Note: When it becomes mathematically impossible for a student to meet any of the three requirements listed above, the student will be ineligible to receive any future federal or state financial aid.

Special Circumstances: If there is a change in a family's financial situation because of death, divorce, job loss, or other special circumstances, please contact the Financial Aid Office in the Center for Student Services.

If students have specific questions regarding their financial aid, please refer them to the Center for Student Services. They can also contact the office by calling (304) 424-8310 or emailing finaid@wvup.edu.

Student Financial Aid Checklist:

- ___ 1. Tuition due dates are firm. Tuition must be paid or a payment arrangement made on or before the published payment deadline, at least one week before the first day of class for any semester. Students who do not pay or set up a payment plan will be administratively withdrawn from their classes for that respective term.
- ___ 2. Financial aid will not pay for courses that are not part of the program curriculum.
- ___ 3. Payments can be made online through the web site or OLSIS.
- ___ 4. All refunds are processed through BankMobile.
- ___ 5. There is a secure drop box outside the Business Office for after-hours payments.
- ___ 6. If you receive any form of federal financial aid (Pell, SEOG, loans) and you withdraw during the semester for any reason, a portion of your aid can be recalled by the government. The amount recalled is dependent on how much of the semester has been completed.
- ___ 7. Any unpaid accounts will be turned over to a collection agency.
- ___ 8. Refunds for tuition are only granted on complete withdrawal from all courses, and/or courses that have not yet begun.
- ___ 9. You cannot register for any course if you have an unpaid balance of any kind (tuition, library fines, parking tickets, day care, etc.).
- ___ 10. An appeal process is available for circumstances beyond the student's control. This does not appeal to recalled federal financial aid.

Records Office/Center for Student Services

Grade Changes

Grade change forms are currently only available from a staff member of the Center for Student Services. The grade change form requires the instructor to include a rationale for the grade change. The instructor's signature and Division Chair's signature are required. The typical time frame for submitting grade change requests is 30 days from the issuance of the original grade (unless otherwise noted within the incomplete grade form contract). Grade Change requests past the 30-day window may also require approval from the Provost/Executive Vice President for Academic and Student Affairs .

Incompletes

Incomplete is a temporary grade, given only when students have completed most of a 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 at the discretion of the instructor. Incomplete grades ("I") are indicated on the final grade roster like all other grades. If all work is not completed within six weeks of the end of the semester, the "I" will become a grade of "F". 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.

Major/Advisor/Catalog Updates

A student's official major, advisor and Catalog year is available via OLSIS or MyDegree. When advising students, please verify with the student the information in OLSIS and/or MyDegree is accurate. If there has been a change, or the student wishes to add a secondary major, please assist the student in completing the major/advisor/Catalog update form. This form must be signed by the student, advisor or division chair before it is processed in the Center for Student Services.

Substitution/Waiver Form

Records office staff within the Center for Student Services will file copies of the substitution/waiver forms that have been initiated by an advisor and student and are approved by the course and program division chairs and Provost/Executive Vice President for Academic and Student Affairs. Advisors are encouraged to complete and submit the form at the time this possibility is discussed with the student. This ensures the paperwork is processed, is on file, and recorded in MyDegree prior to graduation.

Evaluation of Transfer Credit

If an advisor has questions about the number of hours or specific equivalencies that have been recorded for a student, please consult with Records Office staff member in the Center for Student Services. If an advisor has an upcoming advising appointment and is unable to view the transfer credits in OLSIS, contact a Records Office staff member as soon as possible. They will attempt to have the evaluation completed prior to the upcoming advising appointment.

OLSIS

The Online Student Information System (OLSIS) has a faculty component. Academic Divisions should be assisting new faculty in accessing this system. If additional assistance is required, contact the IT Help Desk or a Records Office staff member. The OLSIS system provides advising information for advisors and class information for instructors. The system houses class list(s) and is where instructors will enter mid-term and final grades as well as attendance verification information within OLSIS.

Student Services

There are numerous indicators supporting the concept that frequent interaction between students, College faculty and staff has a positive impact on student retention and progression to graduation. WVU Parkersburg provides a variety of such support services to our students. Academic advisors, instructional faculty, and support staff are encouraged to familiarize themselves with options that may best suit their students' educational needs.

- Instructional faculty are the front-line resource. They know the subject content and the student requirements necessary for success in their specific courses. Several examples of teaching-learning strategies include after class review, flash cards, practice exams, and study buddies.
- The academic advisor is the one individual who knows the student and their personal resources. Meeting with the student provides opportunity for student reflection and discussion on how to improve situations outside of the classroom.
- Peer study groups provide a venue for discussion in designated courses.
- Counseling services and accommodations can be made for students with special needs.

The faculty, staff, and administrators at WVU Parkersburg recognize the value of each of these educational support strategies. If you identify other significant resources, please share that information with the Office of the Provost/Executive Vice President for Academic and Student Affairs and/or the Tutoring Center.

Career Services

If it is determined that a student may be benefited from working with Career Services, please direct them to that office. The Executive Director of Alumni Relations and Career Services is Nancy Harris. Students may call 304-424-8395 or email nancyharris@wvup.edu. Appointments are encouraged.

WVU Parkersburg's Career Services is here to help students **explore, prepare** and **earn**. We are committed to student empowerment, workforce collaboration, and community involvement, and provide career-related counseling, resources, and programs to help students establish career goals, develop job seeking skills, and successfully obtain employment. We work with students at every academic level, from first-year freshmen to graduating seniors.

Career Exploration

Students may be undecided about their major and career choice. Career Services can help students identify their interests and explore careers while providing important occupational information. This can help students define and achieve career goals.

- **Career Coach**
Discover majors, in-demand careers, and education based on interests. <https://wvup.emsicc.com/>
- **US DOL One Stop**
Browse a video collection to learn about careers, industries, skills and abilities, or work options and education levels. www.careeronestop.org/Videos

Career Preparation

Career Services can help students develop the skills necessary to conduct a successful job search. Students may receive help in creating or updating a resume, references, cover letter and other correspondence. Students may obtain assistance in interviewing, networking and other job-seeking skills.

- **Career Coach**
Find an easy-to-use resume builder. <https://wvup.emsicc.com/>
- **College Central Network**
Access to over 70 career advice podcasts, over 25 career articles written by industry professionals, and over 10 career videos. www.collegecentral.com/wvup

Earning Opportunities

Career Services helps students navigate the early years of their career by providing the support to find opportunities and employment. Eligible students may participate in cooperative education, an internship or other related work experience.

- **College Central Network**
Search for a wide variety of opportunities posted exclusively to WVU Parkersburg through our online jobs board. www.collegecentral.com/wvup
- **Cooperative Education**
Working under the supervision of college faculty and employers, eligible students earn college credit while working at jobs that are related to their college majors and career goals. See more details below. www.wvup.edu/coop
- **LinkedIn**
The largest professional networking site available providing a way to connect with other professionals and stay in contact with millions of users. It has become a leading tool for helping individuals expand their networks as well as find jobs in their field. www.linkedin.com

For more information, go to www.wvup.edu/careerservices

Counseling Services

The Center for Student Support Services carries out its missions through the provisions of a wide range of direct and indirect services in the areas of crisis/emergency intervention brief/short-term counseling, problem solving sessions(s), consultations, education, and outreach.

The primary services provided by the Center for Student Support Services are:

- **Counseling Services.** The counselor provides crisis intervention, brief/short-term individual and couples counseling. Examples of issues included but not limited to: anxiety, depression, suicidal thoughts/ideation, stress management, substance abuse, self-confidence concerns, relationship issues, trauma, loss and psychopathology. Services include mental health referral support.
- **Problem Solving.** The Center provides students with an opportunity to engage in problem solving sessions with the counselor.
- **Psycho-educational and Outreach Programming.** Workshops and presentations are provided to student groups, individual classes, administrative units, and staff groups on a variety of topics. The Center is active in its outreach efforts to promote both awareness of counseling issues and openness to prevention and treatment of mental illness, substance abuse, diminished self-confidence and unhealthy lifestyles.

Disability/Accessibility Services

The Center for Student Support Services (Disability/Accessibility office) is committed to helping qualified students with disabilities achieve their academic goals by providing reasonable academic accommodations. Students with documented disabilities are entitled to receive accommodations based upon documented significant functional limitations. Accommodations are provided for students with a wide range of temporary or permanent disabilities in order to provide equal access to opportunities at WVU Parkersburg. Accommodations are tailored to the needs of the individual students rather than to a disability. Students requesting disability-related academic accommodations must register with the Center for Student Support Services (Disability/Accessibility office) prior to receiving accommodations.

For more information, contact the Center for Student Support Services located in Room 1019, or call 304-424-8378.

Tutoring Center

WVU Parkersburg's Tutoring Center offers a variety of academic services, including free tutorial assistance. Students who need assistance with a particularly challenging course, reading support, or study tips can benefit from a visit to the Tutoring Center. The center offers peer, faculty, and volunteer tutors. Whether it's tutoring, computer-assisted learning, multimedia resources, or online programs, the friendly staff will aid in finding the right support services for you. Tutoring services are available as "drop-in." Self-pacing independent study is facilitated by online study modules and programs that provide useful links in English/writing, mathematics, sciences, test-taking/test anxiety strategies and study tips. These links can be found at <https://www.wvup.edu/current-students/services/tutoring-center/subject-area-assistance-links/>.

Contact Information:

Janice McCue & Jennifer Conrad-Miller

Phone: 304-424-8295

Email: tutoring@wvup.edu

Testing Center

The WVU Parkersburg Testing Center is located in the main building of the WVU Parkersburg campus in Room 1123A (the back of the Tutoring Center). The center offers a secure and comfortable environment that houses 20 computer testing stations as well as a small area for paper tests. The testing center aims to meet the needs of all current and prospective students, alumni and the Mid-Ohio Valley area, by providing a wide variety of testing services such as: Accuplacer, CLEP, Distance Learning, PearsonVue, Praxis and many others in order to encourage excellence in higher education and create opportunities for success. For more information about the Testing Center or rules and regulations for tests, visit <https://www.wvup.edu/current-students/services/tutoring-center/testing-center/>.

Contact Information:

Kristina Roberts

Phone: 304-424-8254

Email: kristina.roberts@wvup.edu

Veterans Resource Center

Mission Statement

The mission of the Veterans Resource Center at WVU Parkersburg is to enhance the individual and academic success of veterans, service members, and their family members. The Veterans Resource Center is committed to supporting the veteran community in the areas of high education in outreach/admissions, GI Bill benefits, academic success, graduation, well-being, and career development. It offers a student lounge and semiprivate study area for service members, veterans, and their dependents in Room 1532 near the cafeteria.

Credit for Military Service

Students with military service may be granted credit for their military training. This credit may be used to satisfy General Studies, physical education, or elective requirements. The student veterans are required to submit their Joint Service Transcript or Community College of the Air Force Transcript to be evaluated for credit. The Veterans Resource Center provides detailed information and guidelines regarding student veteran military credits.

For more information regarding Veterans benefits, contact the Veterans Advocate [Darren F. Shearlock, M.Ed. MSG, USA (Ret.)] located in the Veterans Resource Center in Room 1532, or call 304-424-8337 (Extension 337) or email at darrenshearlock@wvup.edu.

The Bookstore

The Barnes & Noble Bookstore at WVU Parkersburg offers textbooks and printed materials such as required course outlines and learning modules, computer programs, and materials faculty use in the classroom and for homework assignments.

The Bookstore carries new books, used books, and rental books.

The Bookstore also carries school supplies and accessories, including lap top computers, printers, travel drives, and ink; graduation regalia; and, school spirit clothing and gifts.

Campus Safety and Threat Assessment

The function of the Campus Police is to enable a safe and secure environment for students, faculty, and staff by ensuring that the campus community and visitors exhibit appropriate behaviors and abide by campus policies, as well as local, state and federal laws. In addition, the campus police department is responsible for monitoring parking on campus and enforcing parking regulations through the use of warnings and tickets. The Campus Police office can be reached at 304-834-8235.

It is strongly recommended students program the campus security cell phone number (304-834-7383) into their personal mobile device so campus security can be contacted quickly in case of an emergency. In the event there is an active shooter on campus, please call 911 or notify campus police. React accordingly to the Run, Hide, Fight model.

To report a non-emergency concern to the campus Threat Assessment Team, use the on-line reporting form at <https://www.wvup.edu/current-students/safety-security/>. The Threat Assessment Team is focused on a practical, interdisciplinary and organized approach to the recognition, prevention, assessment, management and limitation of internal and external behavioral threats to the safety and welfare of the students, faculty, staff, and visitors of WVU Parkersburg.

Emergency Alert System

The Emergency Alert system provided to WVU Parkersburg's current faculty, staff, and students is designed to play a critical role in keeping people safe before, during, and after a campus emergency. The communication system is only used to inform the campus community of an emergency, the impact the emergency has on class schedules, and other key information in terms of recommendations to the message recipients. There is no charge to the WVU Parkersburg community for this service.

All faculty, staff and students will be notified via the Emergency Alert System when classes are canceled or delayed. When a morning announcement is made that all classes are canceled, the cancellation will apply to both day and evening schedules. The announcement will be made by 6 a.m. or as soon as possible thereafter. Should weather conditions occurring during the day necessitate cancellation of evening classes, the announcement should be made by 3 p.m. or as soon as possible thereafter.

Notification

Notices of campus emergencies are distributed and posted as follows:

- Mobile phone, including text messages and voice mail
- Campus email
- Home phone (if applicable)
- Campus PA system
- Campus information TVs
- WVU Parkersburg homepage (www.wvup.edu)
- WVU Parkersburg Facebook and Twitter pages

2-Hour Delays

When it is decided to delay the start of classes (or the opening of the building) due to weather conditions or other emergencies, classes will resume according to the regular schedule at the time the delay has ended or the building is opened. For example, if a two-hour delay is announced, a 9:30 a.m. class will resume at 10:00 a.m. and end at its regular time.

Emergency Alert System

If students wish to change their settings for receiving alerts via WVU Parkersburg's Emergency Alert System, they must log in at www.wvup.edu/alert. It is strongly recommended they do NOT opt out entirely from alert messages as this is our best way of contacting them during an emergency. Notification settings can be adjusted if they would like to receive text and email alerts only. However, students will need to readjust these settings each semester as the system is updated at the beginning of each semester.

For a complete listing of procedures and details, visit the Answer Book and review VIII-02: *Procedures for Canceling Classes or Closing the College*.

Frequently Called Telephone Numbers

OFFICE	NUMBER
Academic & Student Affairs (Provost/Executive Vice President)	(304) 424-8242
Associate Provost for Academic Affairs	(304) 424-8259
Book Store	(304) 424-8240
Business Office	(304) 424-8223
Campus Police & Security Office	(304) 424-8235 OR (304) 834-7383 (cell phone)
Center for Student Services (Front line staff)	(304) 424-8310
Financial Aid	(304) 424-8310
IT Help Desk	(304) 424-8215 OR Ext. 215
JCC Administration	(304) 372-6992
Library	(304) 424-8260
Lost & Found (in Campus Police/Security Office)	(304) 424-8235
Maintenance	(304) 424-8265
Records/Registrar Office	(304) 424-8310
Student Support Services (Counseling & Accessibility)	(304) 424-8378
Tutoring Center	(304) 424-8295
Veterans Resource Center	(304) 424-8337
Workforce and Economic Development	(304) 424-8383

Academic Divisions:

OFFICE	NUMBER
Business, Accounting & Public Service	(304) 424-8289
Education	(304) 424-8314
Nursing & Health Sciences	(304) 424-8300
Humanities, Fine Arts & Social Sciences	(304) 424-8253
Science, Technology, Engineering and Math (STEM)	(304) 424-8299

Academic Early Alert

The Academic Early Alert (AEA) process is critical for student retention efforts. Retention research consistently demonstrates the critical role of early intervention for identifying students who are not performing well academically, then connecting these students with the appropriate student support services. It is crucial that AEA's be reported appropriately and in a timely manner to insure the potential for effective student intervention. Please report appropriate academic, and/or behavioral problems in these AEA's. AEA's are most effective and non-threatening for students when the faculty has previously attempted to handle such issues with the student but without success.

Once you have submitted an AEA, reports of behavioral problems will be automatically generated and submitted to the Director of Student Support Services. Reports of an academic problem will be automatically generated and submitted to the PAC. An automated notification will be sent to the respective student indicating an AEA has been submitted on their behalf. The Director of Student Support Services or the PAC (dependent upon the specific problem) will then contact the student and follow-up with appropriate intervention services or referrals. Please note that some intervention services may be confidential or protected under the Family Educational Rights and Privacy Act, 1974, as amended, and as such, cannot be revealed to the faculty.

To utilize the AEA system, follow these instructions:

Go to WVU at Parkersburg's web page, then place your cursor over "Academics". The AEA form will be the sixth entry under "Office of Academic Affairs" (see below).

The screenshot shows the website's navigation menu with the following structure:

- Home
- About
- Academics (selected)
- Current Students
- Future Students
- High School Students
- Faculty & Staff
- Alumni & Giving
- Workforce Development
- Search

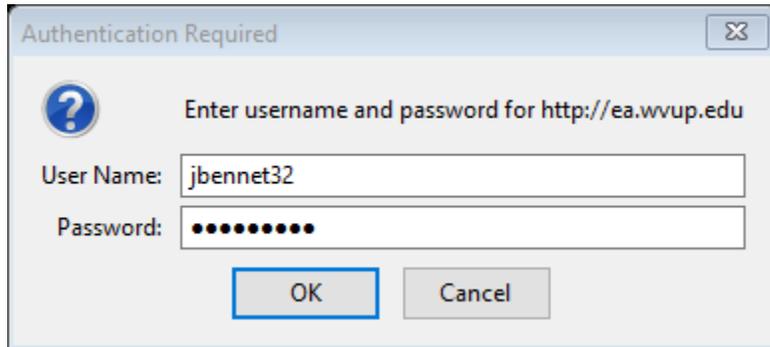
Under the 'Academics' tab, the 'Office of Academic Affairs' section contains the following items:

- > Academic Calendars
- > Additions to Syllabi
- > Advising Resources
- > Curriculum Process
- > Curriculum Tracking Sheets
- > **Academic Early Alert Form** (highlighted)
- > Faculty Directory
- > Faculty Development
- > Faculty Handbooks
- > Faculty Professional Development Form
- > Final Exam Schedule
- > Forms
- > General Education
- > Honors College
- > Institutional Research and Assessment
- > OLSIS – Faculty
- > Resources
- > Uniform Course Syllabi

Other sections visible in the menu include:

- Academic Divisions**
 - > Business, Accounting & Public Service
 - > Degree Completion & Extended Learning
 - > Education
 - > Nursing & Health Sciences
 - > Humanities, Fine Arts & Social Sciences
 - > Science, Technology, Engineering and Math (STEM)
- Advising**
 - > Advising Tips
 - > Mentoring – AIM Program
 - > Parents and Family
 - > Reorientation
 - > Transitional Advising
 - > Unsure of Your Major?
- Course Catalog**
 - > 2011-2012 Catalog
 - > 2012-2013 Catalog
 - > 2013-2014 Catalog
 - > 2014-2015 Catalog
 - > 2015-2016 Catalog
- Programs of Study**
 - > Majors – Complete Listing
 - > Degree Completion & Extended Learning
 - > Online Degree Programs
 - > Tech Programs
- Distance Learning**
 - > Getting Started
 - > Access Your Course
 - > Courses and Degrees
 - > Student Services
- Mid-Ohio Valley Community and Technical College Consortium**
 - > National Career Pathways Network Workshop
- Center for Teaching and Technology**
 - > Start a Project

1. Log into the system with your WVUP Network ID and password. If you do not know your WVUP Network ID, you can find it [here](#).



2. Select the term you want to submit a case for and click **Populate List**

To populate your course list, please select a term:

Summer 2016 (201603) ▼

Populate List

3. Click on the course you want to submit a case for.

Please Select a Course:

	Course CRN:	Subject Code:	Course Number:	Campus Code
Select	1629	BTEC	275	6
Select	1636	BTEC	275	6

West Virginia University at Parkersburg
ACADEMIC ADVISING HANDBOOK

4. From the list, select the student you want to submit a case for. NOTE: The list will only display the students who are currently enrolled in your course.

	ID:	First Name:	Last Name:
Select	999999999	Jane	Doe

5. On the next screen, check all the boxes which apply.



Academic Early Alert

Welcome to the Early Alert Program. Below is the confidential EA Recommendation Form which allows you, as an instructor, to recommend a student in your class to the EA Program. We encourage you to submit the Recommendation Form as soon as a student shows signs of difficulty with your class.

Once the form is submitted, the student is contacted and encouraged to meet with the EA Staff to develop an educational plan or to update a pre-existing plan.

Please fill in all of the required information. Once you have completed this form, please click on the SUBMIT button at the bottom to complete the electronic submission of your EA form to the Retention Specialist.

Student Data:

Student: Jane Doe
 ID: 999999999
 Course: BTEC 275 1629

Faculty Data:

Name: J. Bennett
 Email Address: jbennet32@wvup.edu
 Campus: 6

This student is not performing well academically in this class as evidenced by:
 [Check all that apply]

- not turning in class and/or homework assignments
- poor performance on class assignments (acquiring grades of D or F)
- not showing up to take tests/exams
- poor performance on exams (acquiring grades of D or F)
- inadequate writing skills
- inadequate math skills
- inadequate verbal/written communication using the English language.
- significant behavioral issues

West Virginia University at Parkersburg
ACADEMIC ADVISING HANDBOOK

6. If needed, add a brief comment at the bottom of the screen.

r Additional Comments:

250 characters left

7. Once all the desired information has been added, click Submit.
8. A confirmation message will be displayed on the screen. You will also receive a confirmation receipt to your email address.

Advising Best Practices: Some Tips for Effective Relationships with your Advisees



1. Schedule enough time for a meaningful discussion at the first advising meeting.

During your first meeting, take a less structured approach to allow ample time to get to know what matters to your advisee beyond academics: family obligations, activities, athletics, etc. Advisees need to understand their academic advisor is concerned not only with their academic performance and journey but also with their “whole person” and, first and foremost, with their well-being. When you meet, show interest in their endeavors, support their initiatives, and celebrate their achievements and accomplishments. Make room for them to tell you what isn’t going so well. Most importantly, make your advisees feel comfortable discussing themselves with you. Try to have a well-rounded understanding of your advisees.

2. Schedule a follow-up meeting into your calendar and initiate contact periodically.

Don’t wait for your advisees to contact you; sometimes, they won’t be comfortable taking that role, or they may be embarrassed to seem as if they need something. You might want to schedule several meetings early in the semester, so that there’s time to modify the level or kind of meetings early. Set up at least one group meeting beyond the initial one. This can be very brief, a short opportunity for students to stop by and talk. This can be a good occasion to prompt individual advisees to share how they accomplished something (“Wow, that’s a great campus job, how did you find it?”)

Send at least one (ideally more than one) personal email(s) per term. You can include things like reminders about upcoming deadlines, but it’s important that the notes are also somewhat personal. You should inquire about things like how a particular course is going, whether or not a student has accessed a tutor, etc. And when you hear/hear back from your advisees, make sure you write back to them!

If advisees are enrolled in your course(s), that affords you a good opportunity to casually ask them how things are going. This frequent and casual contact allows you to stay current on their activities and build the relationship more naturally.

3. Refer them to a specific person.

If you need to refer an advisee somewhere else (another instructor, an office, etc.), try to send them to a specific person. If you're not sure who would be the best referral or where to send the student, contact that office for correct referral information. Students often find the number of offices overwhelming and intimidating to navigate. Even giving the students a couple of names within the same office is better than sending them away with none. Familiarize yourself with the advising, academic support, and general support services on campus.

4. Work to counter (mis)perceptions such as “no one else has difficulty” or “seeking help signifies failure.” Discredit negative stereotypes. Display positive expectations for excellent performance.

- a. **Reassure them that almost everyone initially struggles** when adjusting to college and finding a sense of belonging in a new community; these feelings are common and short-lived.
- b. Remind them that when going from high school to college, they should **expect challenges while they transition to a new learning experience**. They shouldn't expect college to be as easy as high school. Even for subjects they know, college is an entirely different game from what they have been used to, and things often move at warp speed.
- c. **Impress on them all students should evaluate their work habits from high school**. Study habits and practices that work in high school may not work for college. For example, high-achieving high school students may have taken the initiative to read every single page assigned to them. College syllabi often include a huge amount of reading with the expectation that the student will digest the bulk of it but not read every word. Doing things last-minute will generally work against them; whereas, it may have worked reasonably well in high school. Emphasize that instructors expect students to meet course expectations in a timely fashion so that they can ask pertinent questions about readings, assignments, and exams.
- c. **Remind them they deserve to be at college**. They don't have to prove that they are smart because they already have. Stress that performance is about how efficiently and effectively they work, and how they can make the most out of the resources – people and services – available to them. The aim here is to remove any perceived stigma associated with getting help and using services. Tell them they are here to take full advantage of all services the college has to offer to help students academically such as tutoring, instructor office hours, etc. And, far from being shameful, it is an act of strength to ask for help as needed.

Help and support-seeking are integral to being an excellent student. Students make use of these resources even when they are doing well in their work.

- d. Students often think they should not “bother” an advisor or instructor with a personal issue that has been taking a toll on academic performance. We cannot stress enough to our advisees they need to communicate (though they need not share the details) if there is a problem.

5. Remove ambiguity from your role as an advisor and your interest in helping them achieve the goals they set for themselves. Define your role clearly so that your advisees think of contacting you.

An advisor is their first point of reference and the person who can lead them to the right resources. You are not expected to know everything but rather to demonstrate a willingness to help students find their way to what they need within the college community. Make your office a “judgment – free zone.”

6. Consult with colleagues.

If a student is having difficulties and you are not sure how to help, consult with more experienced advisors or colleagues. Connect advisees with other students, especially upperclassmen.

7. Keep antennae out for students’ background characteristics that might affect their transition to college: particularly neighborhood, culture, immigration history, socioeconomic status, illness/health history.

8. Evaluate the quality of interaction(s) that you are having with an advisee early: Are you being attentive? Accessible? Challenging yet affirming?

Beyond the list of courses they are taking, ask yourself:

- a. “What else do I know about their college experience?” If you have not already, make it a point to learn one thing that your advisees are doing that is not classroom-based. Do you regularly discuss topics beyond academics?
- b. Do you interact in a way that shows you believe students have the capacity to improve and learn? Do you believe in the expandability and incremental nature of intelligence, rather than in fixed ability?
- c. Do you give the “benefit of the doubt” when you can?

Advising Tips

The Advising Meeting

- Use Guided Pathways to Success (GPS) Academic Maps for all students.
- Keep FERPA in mind throughout the advising process.
- Remind students of the importance of class attendance.
- Inform students of resources available to them on campus
 - Tutoring Center
 - Counselor
- Discuss the classes they need, when they should take them, and pre-requisites.
- Remind students that they must communicate with the Financial Aid Office when withdrawing from classes. Their financial aid award may be impacted.
- Maintain documentation of your advising appointments utilizing the “notes” section of MyDegree.

Helpful Information

- Probation
 - <2.0 GPA
 - Limits number of hours student is allowed to take
- Grade Forgiveness
 - Must not have been a full time student for four years
 - Should be requested their first semester after returning to college
- *DIF* Repeat
 - Course must have been in the first 60 hours of coursework
 - Original grade will not be counted in the GPA once the D/F repeat is completed
- List of advisees can be obtained through OLSIS

Improving Retention

- Assist the student in identifying their strengths and encourage them to utilize them in choosing a career/major
- Get to know the student on a personal level
- Be non-judgmental
- Listen
- Be honest and communicate clearly
- Be available
- Encourage the student to become involved in campus and community activities/service
- Be a role model