SECTION V

Academic Information

All information in this section is listed alphabetically. Subject matter is indexed as follows:

1. ACADEMIC ADVISING

Students who indicate an intention to complete a degree program are assigned Academic Advisors when they are admitted to WVU Parkersburg. The academic advisor assists the student in determining courses needed to fulfill degree requirements, suggests selected courses, and may discuss career opportunities and goals. Students may find the name of their assigned advisor in their individual OLSIS accounts.

Students should consult academic advisors before registering for or withdrawing from classes. Academic Advisors will release a student's registration pin each semester following an advising meeting. Students should schedule meetings with advisors several times each semester to monitor progress and plan for registration in succeeding semesters.

2. STUDENT WELCOME CENTER

The Student Welcome Center provides initial academic advising and scheduling for new students. The Student Welcome Center is staffed by advisors and is supported by faculty who provide specific advisement for students initially enrolled in any college-level course. At the point of the initial schedule, students are assigned an academic advisor in their chosen major. Advising is an important activity at WVU Parkersburg and all students are required to meet with their advisors to ensure a pathway to program completion is established. The Student Welcome Center has extended hours of operation to better serve students.

3. ACADEMIC APPEALS

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

a) Academic suspension
b) Denial of admission to program
c) Charges of academic dishonesty, such as plagiarism, cheating, or falsifying records
d) Failure to complete program or graduation requirements
e) Dismissal from program
f) Final course grades

Students have the responsibility for reviewing and following the Appeal Procedures outlined in the *Student Handbook* which also outlines various causes and remedies. All appeals must be initiated by the student by first notifying the Senior Vice President for Academic Affairs.

Stated deadlines may not normally be appealed. These include deadline for applying for graduation, deadline for withdrawal from a course, deadline for late registration, and other deadlines that are specifically stated in advance and are published in the college catalog, in class schedules or are prominently displayed on campus bulletin boards or video monitors.

Timing of Appeals.

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

4. ACADEMIC HONORS

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

President's Scholars. Full-time students (earning 12 or more credit hours in a semester) who maintain a 4.0 grade-point average for that semester are identified as President's Scholars. Grades earned in Foundations classes (those numbered below 100) are not used in determining President's Scholars.
Dean's List. All students who are registered for at least six credit hours in a semester and who maintain a grade-point average of 3.5 or higher qualify for recognition as Dean's List members. Grades earned in Foundations classes (those numbered below 100) are not used in determining Dean's List members.
Honor Graduates. All persons who complete graduation requirements and who maintain high cumulative grade-point averages are identified with the following designations:

Cumulative GPA	Honor Designation
3.50-3.74	Cum Laude
3.75-3.99	Magna Cum Laude
4.00	Summa Cum Laude

5. ACADEMIC STANDING

Good Academic Standing. To be in good academic standing, a student must maintain a minimum 2.0 cumulative grade-point average for all work undertaken.

Requirements of Probationary Students.

Academic Probation. 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 Probation.

Course Load. 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 eleven credit hours over all summer terms. In all cases, a probationary student's specific course load must be approved prior to registration by the student's assigned Academic Advisor.

Special Courses. Based upon the judgment of the assigned Academic Advisor or a Counselor, students on probation may be required to include remedial or developmental courses as part of the overall credit load outlined above.

GPA Minimum. Students placed on academic probation must maintain a minimum 2.01 for each semester until they return to good academic standing (cumulative GPA of 2.0 or better).

Removal from Academic Probation. A student on academic probation shall be returned to Good Academic Standing at any time that the cumulative grade-point average reaches 2.0 or higher.

Academic Suspension. Any probationary student who, upon completing one additional semester after being placed on Academic Probation, fails to maintain a minimum 2.01 grade-point average during that semester shall be placed on Academic Suspension.

First Suspension. A student's first Academic Suspension shall be in effect for one full semester (not including Summer Sessions.) At the end of one semester's suspension, the student may be reinstated on Academic Probation. All circumstances and conditions relating to Academic Probation outlined on the previous page shall apply.

Second Suspension. After return to Academic Probation, a student who completes an additional semester and fails to achieve a minimum grade-point average of 2.01 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). Students returning from suspension must maintain a grade-point average of 2.01 or better to be continued on Academic Probation.

Third Suspension. After returning to Academic Probation, a student who completes an additional semester and fails to achieve a minimum grade-point average of 2.01 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). Students returning from suspension must maintain a grade point average of 2.01 or better to be continued on academic probation.

Appeal of Academic Suspension. Any student who is placed on Academic Suspension may request to appeal this decision to the Academic Appeals Panel. Requests for appeals must be made to the Senior Vice President for Academic Affairs by August 1 for reinstatement for fall, and by January 2 for reinstatement for spring.

The Academic Appeals Panel may (a) uphold the Suspension, (b) reinstate the student on Academic Probation, or (c) reinstate the student to establishing maximum course load, mandating that specific courses be repeated, mandating that certain remedial or developmental courses be taken, requiring specified counseling, or requiring specified testing or other academic procedures deemed necessary.

The Academic Appeals Panel shall make its decision immediately, notifying the Senior Vice President for Academic Affairs of this decision. The Senior Vice President for Academic Affairs will notify the student of the Panel's decision. The decision to reinstate students on second academic suspension rests solely with the Senior Vice President for Academic Affairs. The Senior Vice President for Academic Affairs will notify the student of this decision.

6. ADVANCED PLACEMENT EXAMINATION

West Virginia University at Parkersburg recognizes the examinations of the College Board Advanced Placement Program. A high school senior who participates in the AP program and wishes to have scores evaluated for credit should have examination results sent to the Registrar's Office. WVU Parkersburg's code is 5932. The AP examinations are prepared by the College Board and the papers are graded by readers of the Educational Testing Service, Princeton, NJ 08540. In accordance with West Virginia Higher Education Policy Commission's Administrative Bulletin No. 19, regarding the establishment of Advanced Placement examinations by the College Board and the minimum number of credits awarded to students, West Virginia University at Parkersburg establishes the following:

WVU Parkersburg Advanced Placement Program Guide

AP Test	Test Score	Credits	WVU Parkersburg Equivalent
Art (Studio)			
Studio Art-Drawing	3	3	ART 111
Studio Art-General	3	3	ART 112
Art History	3	3	ART 105
Biology	3	8	BIOL 101/103 & 102/104
Chemistry	3	8	CHEM 115 &116
Computer Science			
Comp Sci A	3	3	CS 121
Comp Sci AB	3	6	CS 121 & 122
(6 units maximum for both tests)			
Economics			
Microeconomics	3	3	ECON 201
Macroeconomics	3	3	ECON 202
English			
Engl Comp/Lit	3	3	ENGL 131
Engl Comp/Lit	4	6	ENGL 131 & 132
Engl Langu/Comp	3	3	ENGL 101
Engl Langu/Comp	4	6	ENGL 101 & 102
(9 units maximum for both tests)			
Foreign Language			
French Language	3	6	FREN 101 & 102
German Language	3	6	GERM 101 & 102
Spanish Language	3	6	SPAN 101 & 102
Government and Politics			
American	3	3	POLS 112
History			
American	3	6	HIST 152 & 153
European	3	6	HIST 101 & 102
World	3	6	HIST 101 & 102
Mathematics			
Calculus AB	4	8	MATH 155
Calculus BC	3	8	MATH 155
Calculus BC	4	8	MATH 155 & 156
Statistics	3	3	MATH 211
Music			
Theory	3	4	MUSI 121
Physics			
Physics B	3	4	PHYS 101
Physics B	4	8	PHYS 101 & 102
Physics C Mechanics	3	4	PHYS 111
Physics C Elec/Magntm	3	4	PHYS 112
Psychology			
Intro Psychology	3	3	PSYC 101

7. AUDITING A COURSE

Persons wishing to audit a course must complete registration procedures at the Records Office and must designate “audit” on their registration forms. Students may not change their registration from “credit” to “audit” or from “audit” to “credit” after the close of registration in any semester or summer session. No grades or credit are awarded to a student who audits a course. Course requirements are established for auditors at the discretion of instructors.

8. CATALOG SELECTION

A catalog is produced annually. Students are assigned to a catalog based on their year of admission. If a student is not enrolled for longer than one academic year and then re-enrolls, the student will be assigned to the new catalog for that year. CATALOG POLICY: Student continually enrolled in an academic program whose curriculum has changes may choose to pursue their degree under the new program requirements by **notifying the Records Office of their intent by completing a Major Change Form**. Students who choose to follow a newer curriculum may not retroactively select to return to a program’s previous course requirements after requesting a change.

After formal admissions to a program, a student has the option of moving to a more recent curriculum but is not required to do so.

Otherwise students who are continually enrolled are required to complete their degree under the program requirements as outlined in the catalog for the year in which they were admitted or granted program admission. Students have the option of moving to a future catalog based on program changes and requirements, but cannot move to previous catalog.

9. CLASS ATTENDANCE

WVU Parkersburg encourages excellence in student performance. Educational research finds a positive relationship between excellence in student performance and regular class attendance. WVU Parkersburg’s faculty and academic administration, therefore, hold to the following principles:

a) WVU Parkersburg expects students to attend all classes except in cases of sickness, accident, or other situations of extreme emergency.
b) Faculty are expected to publish expectations relating to class attendance in course syllabi and to make specific reference to these expectations in all of their classes.
c) Students must understand that final course grades can be adversely affected by a record of excessive absences on the part of a student. Such a record of absence from class may result in a student’s receiving a course grade of F or FIW.
d) “Excessive absences” is defined as any number of absences that exceeds the number of class meetings that are scheduled in one week.
e) “Excessive absences is defined for an ADS course as being absent from more than one scheduled class meeting.

10. COOPERATIVE EDUCATION

Cooperative Education is based upon the idea that on-the-job training is an integral part of a student's academic background. Cooperative Education joins West Virginia University at Parkersburg students with businesses, community agencies, and industries in staging a vital educational experience. Co-op is offered each semester, including summer and links classroom theories and instruction with the actual practices of work. Working under the supervision of college faculty and employers, eligible students earn college credit while working at jobs which are directly related to their college majors and career goals. Students wishing to participate in the cooperative education must meet with an advisor and submit an online co-operative education application through the college's website at **www.wvup.edu/current-students/services/career-services/**

Co-op students earn college credit, work experience, and wages, although some internships may be unpaid experience. Students may attend classes part-time and work part-time, or they may alternate periods of work with periods of study.

Cooperative Education is the integration of classroom and laboratory study with planned and supervised periods of relevant and meaningful employment. While on co-op assignment, students work as regular employees of the co-op employer and earn academic credit for the knowledge and skills acquired from their work experience.

Co-op courses can be used as elective credits in most programs. In advisor-approved cases, co-op courses may be used to replace required courses. A course substitution waiver form must be approved by the advisor. Co-op credit shall not be awarded for prior work experiences that were not arranged, supervised, and evaluated by the College. This restriction applies to all WVU at Parkersburg certificate and degree programs, including BOG and RBA degrees.

Standards for Co-op Participation

Enrollment Status. In order to be eligible to register for a Cooperative Education course at West Virginia University at Parkersburg, a student must be currently enrolled and actively pursuing a Bachelor's Degree, an Associate Degree, or a Certificate. Students must have completed at least 12 semester hours of 100-level college credit with a cumulative grade-point average of 2.0 to earn lower-division co-op credit for use in the Associate Degree or Certificate programs. Students must have completed 60 semester hours and be admitted to their programs to earn upper-division co-op credit for use in selected Bachelor's degree programs. Specific deviations from these standards may occur with permission of the course instructor and the Division Chair.

Certification of Credit. Credit for co-op courses is based upon the ratio of five hours' work experience per week for one 15-week semester to one semester hour of credit. This standard requires that a student work 80 (+/ 10) clock hours in one semester or summer term to earn one hour of credit.

Maximum Credit. In select Baccalaureate Degrees students may apply a maximum of 12 credit hours in co-op courses toward their degrees. Associate Degree and Certificate students may apply a maximum of 8 credit hours in co-op courses.

Students may not earn more co-op hours in a single semester than the maximum allowable in their degrees. If students have earned the maximum number of co-op hours allowed in a degree, additional registration for co-op credit may occur with the clear understanding that such credit will not fulfill any degree requirements at the College.

Grading. Instructors will grade co-op courses on a traditional ABCDF scale. The means of grading is stated clearly to students on the course outline form that accompanies each co-op course. Unethical behavior on the part of the student, leading to termination of employment, can result in a grade of F in the co-op course.

Other Requirements. Students must get Employers' approval to participate in a cooperative education experience. All co-op experiences will include employer evaluations as part of the grading process. A job description is used to help determine whether the experience will be upper or lower college level.

11. COURSE LOAD

Normal Load for Full-Time Students. A person who registers for 12 credit hours in any one semester is classified a full-time student. Students are advised, however, that it is not possible to complete any associate degree program in two academic years or any baccalaureate degree program in four years if they are registered for only 12 hours credit per semester.

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 Records Office at the time of registration. Forms must have been approved by both the student's Division Chair and by the Senior Vice President for Academic Affairs. The following restrictions apply to requests for overload:

a) No overloads will be approved unless students have already completed a minimum of 12 semester hours of college credit.
b) A student must have a cumulative grade-point average of 3.25 or higher to be approved for overload.
c) 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 11 total credit hours over the summer terms.

12. CREDIT-BY-EXAMINATION AND CLEP

Regularly enrolled students may apply to receive credit-by-examination in certain courses offered by the College. Credit-by-examination is available by either of two processes: taking the College-Level Examination Program (CLEP) exams, which are prepared by the College Board, or taking in-house tests prepared by faculty of the College.

Several rules must be observed:

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

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

Transferability of Credit-by-Exam:

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

Procedures for taking an In-House Examination:

1) Discuss the matter with the appropriate Division Chair for permission to proceed with the appropriate instructor.
2) Make arrangements with the appropriate instructor to take the test.
3) Complete an In-House Credit-by-Examination form at the Records Office.
4) Pay the $25 testing fee at the Business Office.
5) Take the appropriate examination.

Department Exam Administered by WVU Parkersburg

Course No.	Title	Credit
ACCT 123	Office Accounting	3
ASTR 106	Intro. to Astronomy	4
BIOL 107/108	Anatomy and Physiology 1 & 2	8
BIOL 101/103	General Biology 1	4
BIOL 102/104	General Biology 2	4
BIOL 200/201	Microbiology & Lab	4
BIOL 211	Zoology: Animals as Organisms	4
BIOL 212	Botany: Plants as Organisms	4
BIOL 171	Nutrition and Health	3
BTEC 115	Beginning Keyboarding	3
BTEC 116	Intermediate Keyboarding	3
BTEC 235	Microsoft Word for Windows	3
BTEC 253	Medical Terminology	3**
BTEC 254	Medical Transcription	3
BTEC 255	Medical Billing	3**
BTEC 256	Medical Coding	3**
BTEC 270	Intro to Web Page Design	3**
BTEC 275	Advanced Microcomputer Applications for Business	3**
CHEM 111	Intro. to General Chemistry	4
CHEM 112	Intro to Organic & Biological Chem	4
CHEM 115	Fundamentals of Chemistry 1	4
CHEM 116	Fundamentals of Chemistry 2	4
CHEM 233/235 & 234/236	Organic Chemistry 1 & 2	8
CIT 101	PC Management and Maintenance	4
CIT 105	Network Fundamentals	5
CIT 106	Routers & Routing Fundamentals (Cisco)	5
CIT 111	Windows Operating System	3
CIT 112	Server Configuration & Administration	3
CIT 205	Intermediate Routing & Switching (Cisco)	5
CIT 206	WAN Theory & Design	5
CIT 211	Network Infrastructure	3
CIT 305	Advanced Routing (Cisco)	5
CIT 306	Remote Access (Cisco)	5
CIT 330	Directory Services infrastructure (MCSE)	3
CIT 405	Multi-Layer Switched Networks (Cisco	5
CIT 430	Network Security Design (MCSE)	3
CS 101	Introduction to Computing	3
ENGL 101	Composition 1	3
GBUS 101	Introduction to General Business	3
GBUS 117	Business Mathematics	3
GEOL 101/102	Physical Geology	4
GEOL 103/104	Historical Geology	4

GERM 203/204	Intermediate German 1 & 2	6
HPER 172	Standard First Aid	2
PHYS 101/102	Intro. to Physics 1 & 2	8
PHYS 111/112	General Physics 1 & 2	8
PSCI 111	Intro to Physical Science	4
PSCI 112	Intro to Earth Science	4
WELDING	All Welding Courses	

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

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

Procedures for taking a CLEP Test:

1) Complete the registration process on-line prior to making an appointment for testing at Testing Center.
2) Pay the appropriate fees*:
   - CLEP fee to the College Board at the time of registration for an exam.*
   - Testing fee of $15 payable to WVU Parkersburg Business Office before testing.
   - Sit for the examination during the appointed time and date.

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

College-Level Examination Program
Courses Available For Credit By Examination

WVU at Parkersburg Course No.	**CLEP Title**	**Passing Score**	**Credit**
CS 101	Introduction to Computing	50	3
ECON 201	Introductory Microeconomics	50	3
ECON 202	Introductory Macroeconomics	50	3
ENGL 131/132	Analy./Interp. of Literature	50	6
ENGL 261/262	English Literature	50	6
ENGL 241/242	American Literature	50	6
FREN 101, 102	College French-Level 1	50	6
FREN 101, 102 & 203, 204	College French-Level 2	62	12
GERM 101, 102	College German-Levels 1	50	6
GERM 101, 102 & 203, 204	College German-Level 2	63	12
HIST 101	West. Civ. I: to 1648	50	3
HIST 102	West. Civ. II: 1648 to Present	50	3
HIST 152	Amer. History I: to 1865	50	3
HIST 153	Amer. History II: 1865 to Present	50	3
MATH 126	College Algebra	50	3
MATH 128	Trigonometry	50	3
MATH 155 & 156	Calculus I, II	50	8
PSYC 101	Introductory Psychology	50	3
PSYC 241	Human Growth and Development	50	3
SOC 101	Introductory Sociology	50	3
SPAN 101, 102	College Spanish-Level 1	50	6
SPAN 101, 102 & 203, 204	College Spanish-Level 2	63	12

13. EDUCATIONAL SUPPORT

WVU Parkersburg is committed to providing a quality education to students who need additional support with college-level courses. Students are provided support in their growth in knowledge, learning strategies, social skills, and motivation as they pursue their educational goals and embark on life-long learning. In alignment with the National Association of Developmental Education, the college's mission is: "Helping underprepared students prepare, prepared students advance, and advanced students excel."

CO-REQUISITE LAB COURSE REQUIREMENTS

Students are placed in co-requisites lab courses based on their performance on the Enhanced American College Testing (ACT), Scholastic Aptitude Test (SAT-1), or College Board's Accuplacer Testing Assessment. **English placement test scores are valid for two years. Mathematics placement test scores are valid for six months.**

English

Students who have limited college level control of the organization, development, and mechanics of writing need to enroll in an English lab as a co-requisite for the college-level course. The co-requisite course will provide support for these students and increase their success in the college-level course. Skill levels may be verified by:

1. A score of 13 to 17 on the English section of the ACT,
2. A score of 270 to 350 on the verbal portion of the SAT, or
3. A scaled score of 56 to 87 on the Sentence Skills test of Accuplacer.

Mathematics

Students who have limited college level knowledge of mathematics (including arithmetic and algebra skills) need to enroll in a co-requisite mathematics lab course. The co-requisite course will provide support for these students and increase their success in the college-level course. These skills levels can be verified by:

1. A score of 14 to 18 on the mathematics section of the ACT.
2. A score of 330 to 430 on the quantitative portion of the SAT,
3. A scaled score of 70 or above on the arithmetic test and 37 to 69 on the elementary algebra test of Accuplacer.

STEPS Program
Students whose skills are below that required to be placed into a co-requisite course will participate in the STEPS (Striving Toward Expectations and Program Success) Program. Students placed into STEPS for English or mathematics will be provided with individualized instruction in a small classroom setting as well as computerized module work. This work will increase the skills necessary to perform at a higher level on the placement tests. Once students complete the STEPS course work, they will retake the placement test and will be placed into the appropriate college-level course. Based on the new placement score, students may be required to take a co-requisite concurrently with the college-level course.

Riverhawks Mentoring Program
Students who are registered for both English and Math co-requisite lab courses or a STEPS course will be assigned a College Mentor. This mentor will assist the student with developing the necessary skills to be a successful college student, including discussion of topics such as study skills, time management, attendance, and the importance of turning in assignments on time. The mentor will meet with their assigned students at least once each month and provide strategies for success. Students will be required to attend four workshops where instructional strategies skills will be discussed, such as college reading, taking notes, studying, and learning styles.

14. GRADES AND GRADING

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

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

*Incomplete is a temporary grade, given only when students have completed most of the course but are unable to conclude it because of illness or some other circumstance beyond the normal control of the student. Incompletes are not granted routinely but are based on significant work having been completed, valid reasons, and at the discretion of the instructor. Incomplete grade request forms are to be completed by the instructor and approved by the division chair. The form will identify all missing work and the date for its completion. If all work is not completed by the end of the next semester, the "I" will become a grade of "F." Continuations may be granted for one semester by the instructor with the approval of the division chair. 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.

15. GRADE-POINT AVERAGE

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

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

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

Example of Calculating GPA:

Total Courses Completed	Final Grade	Grade Points	Semester Hours	Grade Points
ENGL 101	A	4	3	12
BIOL 101	D	1	3	3
BIOL 103	D	1	1	1
HIST 101	B	3	3	9
SOC 101	C	2	3	6
MATH 100	W	0	0	0
			13	31

31 Grade Points divided by 13 Credit Hours = 2.38 GPA

Cumulative Grade-point average
Students' records will show, in addition to the GPA earned in any one semester, the Cumulative GPA. This includes all semesters or quarters of college work completed, both at WVU Parkersburg, and at any other colleges that the student has attended.

Courses Not Counted in GPA
Grades and credit hours accumulated in developmental (those numbered below 100) or support (zero credit hour courses) are not included in any calculation of grade-point averages.

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

Commencement exercises are held in December and May of each year. Students who have completed their degree and certificate programs at any time since the previous May Commencement are included in the roster of those graduating in December. Graduates are encouraged to participate in the ceremonies, and family and friends of graduates are invited to attend.

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

1. Complete the minimum number of credit hours as outlined for the degree or certificate program. Courses numbered below 100 cannot be used to satisfy the minimum hour requirement.
2. Maintain an overall grade-point average of C (2.00) or higher in associate and certificate programs. Students in the baccalaureate degree programs should refer to specific requirements for the respective program.
3. Maintain a grade-point average of C (2.00) in all courses that are required within the certificate or associate degree.
4. Complete all general education requirements for the degree.
5. Fulfill all basic skills requirements.
6. Complete a minimum of 16 credit hours with a minimum 2.00 grade-point average at West Virginia University at Parkersburg for associate degrees or 32 credit hours at WVU Parkersburg for baccalaureate degrees.
7. Submit an electronic application for diploma or certificate in OLSIS by or before the stated deadline.

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

Waiver of Graduation Requirements. Students who wish to request a waiver of graduation requirements must make such request in writing to the Senior Vice President of Academic Affairs.

Catalog Policy. Students continually enrolled in an academic program whose curriculum has changed may choose to pursue their degrees under the new program requirements by **notifying the Records Office of their intent**. Students who choose to follow a newer curriculum may not retroactively select to return to a program's previous course requirements after requesting a change.

After formal admissions to a program, a student has the option of moving to a more recent curriculum but is not required to do so.

Otherwise students who are continually enrolled are required to complete their degree under the program requirements as outlined in the catalog for the year in which they were admitted or granted program admission.

17. HONORS COLLEGE
Mission
The WVU at Parkersburg Honors College will provide enhanced learning opportunities for talented students in both academic and career programs in an effort to enable them to develop to their fullest potential.

Guiding Principles: The Guiding Principles of the Honors College are:

To offer challenges and opportunities to highly-motivated, academically-talented, and committed students;
To provide students with engaging intellectual environments to facilitate the growth of strong academic skills;
To provide special recognition and rewards for outstanding students;
To attract and retain students of excellence;
To provide an intellectually stimulating context in which students can explore connections between theory and practice;
To provide a context in which students learn to connect or integrate ideas and methods across disciplines; and
To impart to students a lasting love and enthusiasm for learning, problem solving, servicing, leadership, and critical thinking.

Admission Criteria.
Students with a 3.5 GPA and 12 hours of college level credit and above are eligible to apply to the Honors College. New students coming in from high school should have a 3.5 GPA and ACT score of 26 or higher. Students will apply to become a member of the Honors College by filling out the Honors College application and writing a brief essay based on questions provided. The application is available online at **http://www.wvup.edu/current-students/academics/honors-college/**.

Requirements.
Students will enter into a contract with each faculty in Honors College courses taken. Students will complete a project related to the course. Students will be engaged in active learning through research, service learning, assuming leadership roles, or working alongside people in the field. The student should select a topic of interest subject to the review, potential modification and ultimate approval by the professor and Honors College coordinator.

Students may complete as many hours of honors credit as they desire and receive special honors notations on their official academic transcript. However, to receive honors designation at graduation, for the Associates degree, students must have successfully completed a minimum of 15 hours of honors credit. Six hours will be in the core courses and nine hours will be in the student's major field of study (honors courses to be

determined by Divisions). For students to receive Honors designation at the Bachelor's level, they must successfully complete 30 hours of honors credit. Twelve hours will be in the core courses and 18 hours will be in the students' major field of study. Students will participate in four seminars over the course of the Associates degree program and an additional four in the Bachelor's program. Seminars are based on Phi Theta Kappa's Competitive Edge program and Leadership studies. These non-credit seminars will be held at various times during the semester giving all students flexible options to attend.

Students will be required to participate in group activities such as cultural events, community projects, and team building experiences as an incentive and reward for being an Honors College member. Honors students will receive priority registration.

18. INTERNATIONAL EDUCATION AND TRAVEL

The best way to understand the world is to experience it. The programs administered by the Office of Global Initiatives are designed to provide students, faculty, staff, and the community a very special type of learning.

Through first-hand experience of culture and the global ways of life, the programs instill in its participants a deeper understanding of the international community. The college's international education experience offers the best way to safely see the world and earn college credit.

An international travel program began in 1994. Since its origination, it has introduced students and faculty to England, Wales, Ireland, France, Australia, Tahiti, Belgium, Switzerland, Austria, Italy, The Netherlands, Monaco, Germany, Spain, and the United States (California and Hawaii). Through the years, students have explored, Rome, Paris, London, Loire Valley, the Chateaux of France, and Amsterdam.

International student travel is designed for short-term (less than one month), moderate (a semester), or long-term (a year) study abroad opportunities. Students are encouraged to discuss their international interests by contacting the Office of Global Initiatives.

In 2006, the international education focus expanded beyond the traditional study abroad opportunities to also include components specifically designed to support the business and industrial communities. Additionally, unique opportunities were developed to include support of the special interests of the College's alumni and the students of the Honors College.

19. LEADERSHIP OPPORTUNITIES

Students are afforded opportunities to take academic leadership roles at WVU Parkersburg. Phi Theta Kappa, the national academic honorary society for two-year colleges, has a chapter on campus. Several individual programs also have honorary organizations. Students interested in participating in such an organization should contact a program advisor for information.

Honors College provides students enhanced learning opportunities in both academic and career programs in an effort to enable them to develop to their fullest potential. Honors College offers students the opportunity to become an academic leader in the college. Students interested in Honors College should contact the Academic Affairs Office.

Students interested in enhancing their leadership skills should complete the Advanced Leadership Certificate. The certificate consists of 30 credit hours. (Details are available in the Section 6 of this catalog). Contact Social Sciences and Languages Division for more information.

20. MID-TERM GRADES

All students will be assigned a grade at mid-term (even if it is a passing grade). Students may view their mid-term grades in their OLSIS accounts. 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.

21. REPEATING CLASSES (D/F REPEAT RULE)

Students who received a final grade of D or F in any course completed at this college 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:

A. Only courses with a final grade of D or F (or FIW) are covered under this policy
B. The course to be repeated must have originally been completed within the first 60 semester hours of college courses that the student took.
C. Repetition of the course must occur before the student earns a bachelor's degree.
D. 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.
E. 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.
F. 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.
G. The student must indicate on the registration form in OLSIS that a course is being repeated under this policy.
H. 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.

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 Records Office. 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:

A. Any grade to be forgiven must have been earned at least four years prior to the date of requesting forgiveness.
B. The student requesting grade forgiveness must not have been enrolled in any college on a full-time basis during any semester or summer session during the four years immediately prior to the request for grade forgiveness.
C. The student's request for grade forgiveness should be requested their first semester after returning to college.
D. 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.
E. 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.
F. Grades which were used in meeting graduation requirements for a degree or certificate that has already been awarded may not subsequently be forgiven.

Grade forgiveness requests will be reviewed following the end of the withdrawal period for the current semester.

22. SERVICE LEARNING (COMMUNITY SERVICE)
Many organizations and programs at WVU Parkersburg provide opportunities for students to participate in service learning activities. Service learning combines classroom curriculum with meaningful service in public and private agencies, schools, and organizations. Activities such as these offer students guided experiential opportunities to learn and reflect that enhance their program of study. Students interested in service learning activities at WVU Parkersburg should contact their academic program division office or the Student Services Office for information.

23. STUDENT SUCCESS CENTER (TUTORING)
The Student Success 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 Student Success Center. The center offers peer, faculty, and volunteer tutors. Whether it is tutoring, computer-assisted learning, multimedia resources or online programs, the staff will aid in finding the right support services for the individual student's success. For tutoring appointments at JCC, please call **(304) 372-6992 or 424-8269**.

24. WITHDRAWAL FROM COURSES
Students wishing to withdraw from a course may do so via their OLSIS account, by visiting the Records Office, or the JCC Office. It is recommended that students consult with their advisor and/or the Financial Aid Office before withdrawing from a course. Withdrawal from courses may affect program progress and/or financial aid. Failure to withdraw from a course through one of the above listed venues can lead to a grade of F or FIW in classes for which the student was registered but did not complete.