Parkersburg
West Virginia University.
PROFESSIONAL ADVISING CENTER

ACADEMIC ADVISING
HANDBOOK
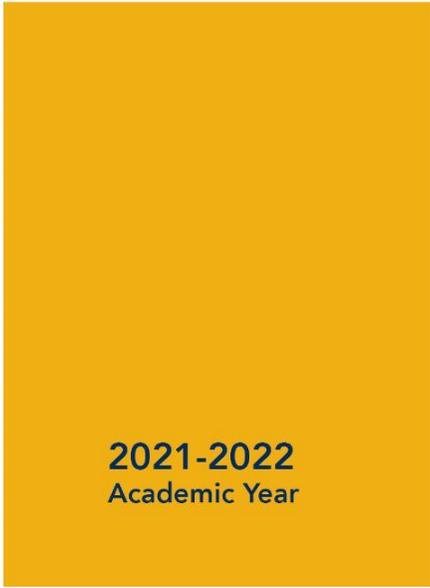
2021-2022
Academic Year

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As required by the U.S. Department of Education's 1979 Guidelines for Eliminating Discrimination, West Virginia University at Parkersburg is proud to offer more than 50 degree programs and certificates within these academic areas: Business, Accounting and Public Services; Education; Health Sciences; Humanities, Fine Arts and Social Sciences; and Science, Technology, Engineering & Math. Additionally, the college offers early college opportunities for high school students, technical training and workforce development, and community education classes. Visit www.wvup.edu for more information.

Admission to WVU Parkersburg is open to any individual who meets the institution's open admissions policy. Applicants for admission or employment, students, employees, sources of referral of applicants for admission and employment, and all third parties holding professional agreements with WVU Parkersburg are hereby notified that this institution is committed to nondiscrimination on the basis of race, sex, gender identity, 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. Also, it is the policy of WVU Parkersburg to prohibit harassment (including sexual harassment and sexual violence) of students and employees. Faculty, staff, students and applicants are protected from retaliation for alleging discrimination or assisting in an investigation of discrimination.

Any person with inquiries regarding West Virginia University at Parkersburg's compliance with Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 is directed to contact the individual designated to coordinate the institution's efforts to comply with the regulations implementing these laws:

> Debbie Richards, Executive Director, Policy and Compliance
>
> West Virginia University at Parkersburg
>
> 300 Campus Drive, Room 1010
>
> Parkersburg, WV 26104
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> Office: 304-424-8201; Fax: 304-424-8302; Cell: 304-210-1183
>
> Email: Debbie.Richards@wvup.edu

Title VI, Title IX and Section 504 or ADA complaints may also be filed with the Regional Office for Civil Rights: U.S. Department of Education; Philadelphia Office for Civil Rights; 100 Penn Square East, Suite 515; Telephone: 215-656-8541; FAX: 215-656-8605; TDD: 800-877-8339; Email: OCR.Philadelphia@ed.gov.

Employees and applicants for employment may also file employment discrimination complaints with the Regional Office of the Equal Employment Opportunity Commission: U. S. Equal Employment Opportunity Commission; 801 Market Street, Suite 1300; Philadelphia, PA 19107-3127; Telephone: 800-660-4000 / 215-440-2601; Fax: 215-440-2606; TTY: 800-669-6820.

Overview

The purpose of the WVU Parkersburg's Academic Advising Handbook is to assist advisors in communicating the College's programs, policies, and procedures with their advisees. 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. 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 an academic 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).

Admission to WVU Parkersburg

Admission Types

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. Each of these categories is included in the College Catalog under *Section* 2 *ADMISSIONS*.

General Admission

To be <u>fully admitted</u> under general admissions requirements, a student must:

- Complete an Application for Admission, which can be found at each administrative center (the Center for Student Services, or CSS, for the main campus and the administrative offices for the Jackson County Center, or JCC) of the college or online at https://www.wvup.edu/future-students/admissions/. At the link, scroll down to the bottom to the box that states "Apply Today".

- 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, applicants must submit official transcripts from each college or university previously attended (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.)

- 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 corequisite 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 homeschool 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 homeschool 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 letterhead 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 Provost & Executive Vice President for Academic and Student Affairs or the United States or West Virginia Department of Education.

NOTE: This policy is currently under review and may change.

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 (the Center for Student Services, or CSS, for the main campus and the administrative offices for the Jackson County Center, or JCC) of the college or online at https://www.wvup.edu/future-students/admissions/. At the link, scroll down to the bottom to the box that states "Apply Today".

- 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 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 Admissions Office located in the 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.).

- Placement test scores are not required for general admission or course placement. However, students may be required to attend co-requisite classes 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 available from the Center for Student Services. This form is submitted 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 course credits 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 (the Center for Student Services, or CSS, for the main campus and the administrative offices for the Jackson County Center, or JCC) of the college or online at https://www.wvup.edu/future-students/admissions/. At the link, scroll down to the bottom to the box that states "Apply Today".

- 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 Admission, which can be found at each administrative center (the Center for Student Services, or CSS, for the main campus and the administrative offices for the Jackson County Center, or JCC) of the college or online at https://www.wvup.edu/future-students/admissions/. At the link, scroll down to the bottom to the box that states "Apply Today".

- Submit 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 coursework 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. Contact the Early College Coordinator located in the office of the Provost/Executive Vice President for Academic and Student Affairs for more information and to make an 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 (the Center for Student Services, or CSS, for the main campus and the administrative offices for the Jackson County Center, or JCC) of the college or online at https://www.wvup.edu/future-students/admissions/. At the link, scroll down to the bottom to the box that states "Apply Today".

- 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 advising for class registration.

Non-degree Students

A non-degree student (non-matriculated) 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 (the Center for Student Services, or CSS, for the main campus and the administrative offices for the Jackson County Center, or JCC) of the college or online at https://www.wvup.edu/future-students/admissions/. At the link, scroll down to the bottom to the box that states "Apply Today".

- Students must meet course prerequisites, if any, in order to register for certain courses.

- 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 in order to be admitted as an international student, an applicant must also:

- Complete an Application for Admission, which can be found at each administrative center (the Center for Student Services, or CSS, for the main campus and the administrative offices for the Jackson County Center, or JCC) of the college or online at https://www.wvup.edu/future-students/admissions/. At the link, scroll down to the bottom to the box that states "Apply Today". 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. WVUP's Registrar can be reached at records@wvup.edu.

- 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 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 Center for Student Services will complete an evaluation and notify the student of an admission decision. All outstanding documents must be submitted to the Admissions Office within the 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.

Academic Advising

"ONE OF THE MAIN RESPONSIBILITIES OF ANY INSTITUTION OF HIGHER EDUCATION INVOLVES ACADEMIC ADVISEMENT OF STUDENTS"
(Ward, 1979)

Purpose of Academic Advising

The National Association of Academic Advising (NACADA) defines Academic Advising as "an interactive process in which the adviser helps the student set and achieve academic goals, acquire relevant information and services, and make responsible decisions consistent with interests, goals, abilities, and degree requirements". Academic Advising serves as a crucial component toward student success, retention and completion (from Evolllution - A Modern Campus Illumination).

Guiding Principles of Academic Advising

Advising is a key component of student success and supports the mission of WVUP in providing "accessible, and life changing opportunities in a safe and supportive environment". Following are some recommendations regarding advising:

Advising Recommendations

- 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.

- 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 students to participate in college sponsored activities. This will enhance a sense of community and belonging for students in the college.

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 that 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.

d. 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.

e. Students often think they should not "bother" an advisor or instructor. Students may be dealing 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?

9. 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?

The Advising Meeting

The advising meeting serves as the primary means of academic advising. The following is important information to keep in mind when meeting with advisees.

- 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, particularly the attendance verification period.
- Inform students of resources available to them on campus
  - Tutoring Center
  - Counselor
  - Food Pantry
- Discuss the classes they need, when they should take them, and prerequisites.
- 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.
- Remind students to read their WVUP emails on a daily basis and respond accordingly.
- Promise Scholars - Students who are Promise scholars must complete a total of 30 credit hours each academic year in order to renew their Promise scholarship (as well as maintain a specific GPA). This means they should register for no less than 15 credit hours each semester.
- Presidential Scholars - Students who are Presidential Scholars must complete a total of 24 credit hours each academic year as well as maintain a GPA of 3.0 in order to maintain their Presidential Scholarship. This means they should register between 12 to 15 credit hours each semester.
- AP Credit - Students who have earned AP credit while in high school MUST request their AP transcript be sent from College Board to WVUP Admissions office in order for their AP credit to appear on their WVUP transcript. Scores appearing on high school transcripts will not be accepted.
- Transfer credit - all students earning college credit at another college (even as an early college student) MUST request official transcripts from those colleges be sent to WVUP Admissions office. Credit appearing on high school transcripts will not be accepted.

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

- D/F Repeat
  - o Course must have been in the first 60 hours of coursework
  - o 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

Structure of Academic Advising at WVU Parkersburg

All new students and students who have completed 30 credit hours or less will be advised by an academic advisor from the Professional Academic Center (PAC). Once a student has completed 30 or more credit hours, they will be reassigned to a full-time faculty advisor from their respective program area. All full-time faculty are expected to participate in the advising system (The Answer Book, V04, Academic Advising Process). Transfer students with 30 or more credit hours are automatically assigned to a faculty advisor as they potentially could have prior credit hours that can be substituted courses required of their declared major.

The Professional Advising Center (PAC)

The PAC is staffed by five professional academic advisors tasked with advising all new and transfer students who have completed less than 30 credit hours as well as current students who have 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 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 students earning midterm and/or final grades of a "D" or "F".

All new students and transfer students with under 30 credit hours are assigned to a PAC advisor. Transfer students with 30 or more credit hours are automatically assigned to a faculty advisor as they potentially could have prior credit hours that can be substituted courses required of their declared major. Once a student has successfully completed 30 credit hours, he or she is then reassigned to a faculty advisor from their respective degree program.

Advising specific to students pursuing a Regents Bachelor of Arts (RBA) or Board of Governors A.A.S. degree (BOG) is also conducted through the PAC in addition to advising for Early College. While all PAC advisors are assigned advisees from all majors, each advisor is assigned to serve 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)

This liaison relationship is so that changes in each program can be shared with all PAC advisors so they are up to date on program expectations. 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.

Faculty Advisors

All students who have earned over 30 credit hours are assigned a faculty advisor within their declared major. Transfer students with 30 or more credit hours are automatically assigned to a faculty advisor as they potentially could have prior credit hours that can be substituted courses required of their declared major. The faculty advisor will assist advisees in applying to the appropriate bachelor degree program.

Ascend Academic Advisors

Ascend Advisors are assigned all Ascend program participants to serve as their advisees. They are required to meet with Ascend participants based upon students' academic level of support.

Registration Procedures and Policies

Registration Resources for Students

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 midterm and final grades as well as attendance verification information within OLSIS.

Course Catalogue

An annual College Catalogue is made available prior to the start of each academic year. It contains the most recent Guided Pathways to Success (GPS) Academic maps for each major offered, course descriptions and other important information. It should be consulted for information not contained in this Advising Handbook.

Registration and Advising Resources for Advisors

As an 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.

MyDegree

"MyDegree" is a web-based degree audit 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.

- 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. 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.

Banner

Banner is the electronic data system used by WVUP staff for students.

MyWVUP Advising

MyWVUP Advising was designed as a digital record-keeping system used by Ascend advisors for Ascend participants. This digital portal will soon be utilized by all PAC advisors as well.

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 toward their program completion in MyDegree. Pages 20 through 23 of this handbook illustrate an example of the academic maps for the various program pathways for Criminal Justice.

Some program courses are sequential and may not be offered every semester. Use of Academic Maps will be essential in course planning across the program curriculum and in avoiding delays in degree completion.

Certificate of Applied Science in Criminal Justice Academic Map

ACADEMIC MAP
Criminal Justice, C.A.S.

Parkersburg
West Virginia University

The **Certificate of Applied Science in Criminal Justice** gives students an introduction to basicconcepts 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.

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

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	

TOTAL DEGREE CREDITS:

30

2020-2021

Associate of Applied Science in Criminal Justice Academic Map

ACADEMIC MAP
Criminal Justice, A.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**	

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.

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 the BAS in Criminal Justice should apply for the program in their final semester of the AAS CJ program.

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.

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

TOTAL DEGREE CREDITS:
60

2020-2021

ACADEMIC MAP
Criminal Justice, B.A.S.

WV 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	

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.

TOTAL DEGREE CREDITS:
120

2020-2021

ACADEMIC MAP

Criminal Justice, B.A.S.

WV Parkersburg West Virginia University

Semester 5

COURSE	CR	COMMENTS
CJ 311 CRIMINAL BEHAVIOR	3	Core Course
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
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	
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	
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	

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. (15-30)

TOTAL DEGREE CREDITS:

120

2020-2021

Academic Advising/Scheduling Worksheets

PAC Scheduling Worksheet

PAC advisors use the PAC Scheduling Worksheet when advising current students, particularly those 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 login 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 during the advising period prior to the registration period, 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 electronic advising file. In the case of a pandemic, PAC advisors will email advisees a copy of the agreed upon schedule on an electronic PAC Scheduling Worksheet and the advised schedule is then retained by the PAC as part of the student's electronic advising file.

Scheduling Worksheet (blue form)

The standard Scheduling Worksheet (1/2 page blue form) is used by faculty advisors 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. In the case of a pandemic, the schedule may be emailed by the faculty advisor to the student rather than using the blue scheduling worksheet. During busy registration periods, PAC Advisors may also call the Center for Student Services to verbally have an override processed in lieu of the blue form.

Change of Major Process

•   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.

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.

Course Load

The Normal Load for Full-Time Students

A person who registers for 12 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.

If a student is a Promise or Presidential scholar, they should register for no less than 15 credit hours each semester. Promise scholars are required to complete 30 credit hours each academic year.

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 12 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 a request to the office administrator (Pat Harris) of the Office of the Provost/Executive Vice President for Academic and Student Affairs. The request must be approved by both the student's academic advisor and by the Office Administrator of the Office of the Provost/Executive Vice President for Academic and Student Affairs and then be submitted to the Center for Student Services for processing.

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, online learning and live online (virtual). Hybrid, online and live online courses are equivalent to on-campus sections of the same course in terms of objectives, competencies, content, credit, and transferability.

A student's personal learning style should be taken into consideration when assisting them in selecting their courses for registration.

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.
Live Online	Classes are hybrid in nature, with mandatory class meetings delivered virtually.

Prerequisites and Corequisites

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 are required to have completed the required prerequisites, if any, before they can register for certain courses. Likewise, some courses require corequisites that must be registered at the same time as the course. Student inquiries regarding exceptions to course prerequisites or corequisites should be discussed with academic advisors and approved by division chairs (deans).

Changes in Course Schedule

Students may change their class schedules by accessing their OLSIS account (Online 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 Dean and 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. Students should notify their academic advisor of their intent to change his or her registration to discuss anticipated outcomes.

Withdrawal Procedures

Although a student may withdraw from a class or all classes, it is important the corresponding instructional faculty and the academic advisor be made aware so that they may discuss the reason for withdrawal and possible options. It is important to remember that withdrawal from any course may have financial ramifications.

Following are the procedures for a student withdrawing from a class or classes:

- For each semester, **once classes begin**, students must complete an online withdrawal request before they may withdraw from any class. Students MUST initiate this process by logging into the online Withdrawal Request System and starting the form located at https://my.wvup.edu/Withdraw_Requests/CreateRequest

- Students are then responsible for contacting their assigned advisor to schedule a meeting to discuss their desire to withdraw from a class or classes.

- During a meeting with their advisor, the student and advisor will access the system at https://my.wvup.edu/withdraw_requests (staff and faculty will use their WVUP Network Credentials to sign into the system).

- The advisor section in the digital system will include the same series of questions that had been initially asked on the former paper form.

- Once the form is complete, the system will notify the next department in the approval process

Some important things to note regarding withdrawals:

- 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.

- If a student falls below full time (12 hours), this may affect financial aid eligibility and dependent insurance coverage. Advisees should check with the West Virginia State Department of Insurance or their parents' insurance carrier. This means a bill may be due immediately.

- The withdrawal process must be completed before the established deadline in the academic calendar.

- The withdrawal will not be official until approval is received from all offices.

Failure to Withdraw

If a student is registered for classes and decides to withdraw, failure to follow the formal withdrawal policy (utilizing the online Withdrawal Request System and following all directions) 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.

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.

Incomplete Grades

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

Substitution/waiver forms initiated by an advisor and student must first be approved by the division chair (dean) of each course as well as the Provost/Executive Vice President for Academic and Student Affairs. Records office staff within the Center for Student Services will

file copies of the substitution/waiver forms. 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

Questions about the number of hours or specific equivalencies for transfer students can be directed to the Records Office in the Center for Student Services. If an advisor has an upcoming advising appointment with a transfer student and is unable to view the transfer credits in OLSIS, contact a Records Office staff member in the Center for Student Services for assistance. They will attempt to have the evaluation completed prior to the upcoming advising appointment.

Academic Success and Support

Academic Standing

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

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

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 (or have a 67% completion rate of attempted hours to satisfy financial aid requirements).

- **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.

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. A suspended student will be dropped from all registered courses.

  • **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 midterm 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 midterm 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 from the PAC, located in the Success Epicenter (Room 1332) 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 the 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.

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 Early Alerts 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 Early Alerts. NOTE: Anyone can submit an alert for a student including faculty, advisors, or staff. The success of our students is everyone's responsibility.

Once you have submitted an Early Alert, reports of academic and behavioral problems will be automatically generated and submitted to the parties you identify in the alert. An automated notification will be sent to the respective student indicating an Early Alert has been submitted on their behalf. The Early Alert Specialist from the Success Epicenter 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 Early Alert system, follow these instructions:

Go to https://hr.wvup.edu/prod/home/login.php. From this link, you will be required to log into the system using your WVUP login credentials.

At the Main Menu, hover over "Student Early Alert System". Then select "Create Alert" from the drop-down menu.

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 support. This support includes comprehensive and academic advising, career counseling, tutoring, waivers for tuition and mandatory fees, 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.

Financial Aid

Students interested in federal, state & local financial aid must complete the Free Application for Federal Student Aid (FAFSA) online at https://studentaid.gov/h/apply-for-aid/fafsa or by downloading the MyStudentAid mobile app at https://studentaid.gov/mystudentaid-mobile-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
https://secure.cfwv.com/Financial_Aid_Planning/Financial_Aid_101/_default.aspx.

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
https://www.wvup.edu/future-students/costs-scholarships-financial-aid/ .

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
https://www.wvup.edu/future-students/costs-scholarships-financial-aid/general-financial-aid-information/#psap, 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

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 45 attempted credit hours.

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

Four-Year Degrees (Bachelor's level): Students are expected to complete their program within attempted 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 that Impact Financial Need

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, etc.).

___ 10. An appeal process is available for circumstances beyond the student's control. This does not apply to recalled federal financial aid.

Student Support Services and Resources

Help Desk

Visit the IT Front Desk online (https://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 these 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/?hilite=%27BLACKBOARD%27%2C%27LEARN%27 .

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/student-uses/using-zoom-outside-blackboard/.

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 benefit 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**. They 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. Career Services works 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/?radius=&region=30%20Mile%20Radius%20from%20Parkersburg

US DOL One Stop
Browse a video collection to learn about careers, industries, skills and abilities, or work options and education levels. https://www.careeronestop.org/Videos/video-library.aspx

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/sign-up?radius=&region=30%20Mile%20Radius%20from%20Parkersburg&redirect=/profile/resume

College Central Network
Access to over 70 career advice podcasts, over 25 career articles written by industry professionals, and over 10 career videos. https://www.studentcentral.com/

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. https://www.studentcentral.com/

LinkedIn
The largest professional networking site available provides 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. https://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 students. Tutoring services are available for "drop-in" service. 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:
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 higher education in outreach/admissions, GI Bill benefits, academic success, graduation, well-being, and career development. It offers a student lounge and semi private 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. You may also visit https://www.wvup.edu/current-students/services/veterans/.

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 laptop computers, printers, travel drives, and ink, graduation regalia, and school spirit clothing and gifts.

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, training, and consultation.

- 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 (https://it.wvup.edu/bb.aspx).

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.

Online Learning Pros and Cons

Online learning has its pros and cons. Students should consider both when contemplating an online degree or registering for online classes.

Pros	Cons
Convenience - A course is as close as a computer with an internet connection.	Little support - 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. Scheduling time to study - 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.
Flexibility - No set class	No instructor facetime - If a student's learning style requires personalized attention from his or her teachers, then online education will probably not work for them. No social interaction - While students often interact with classmates via email, chat rooms, or discussion groups, there are no parties or offline get-togethers.
Self-directed – The student is responsible to set their own pace and schedule, so the student controls the learning environment.	Making time - 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. Requires new skills/technologies - 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.

Adapted from
https://www.livecareer.com/resources/careers/planning/distance-learning-pros-co
ns

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/category/technical-education-governors-economic-initiatives/governors-economic-initiatives/

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/?hilite=%27edge%27%2C%27transcript%27.

EDGE credits only apply to career and technical high school courses. General education courses are not EDGE eligible.

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 that 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.

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 voicemail
- Campus email
- Home phone (if applicable)
- Campus PA system
- Campus information TVs
- WVU Parkersburg homepage (https://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 https://www.wvup.edu/current-students/safety-security/emergency-alert-system-updates/?hilite=%27Emergency%27%2C%27Alert%27%2C%27System%27. 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

<u>Offices</u>

OFFICE	NUMBER
Academic & Student Affairs (Provost/Executive Vice President)	(304) 424-8242
Ascend Program	(304) 424-8000
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
Executive Director of Success Epicenter	(304) 424-8334
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
Professional Advising Center	(304) 424-8000
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