

ADDITIONS TO COURSE SYLLABI

Attendance

Faculty must report class attendance in order for students to receive financial aid for the specific classes of enrollment for the current semester. If students do not attend per class attendance policies, they risk removal from the course and risk losing financial aid for this specific course.

Business Office Expectations

All WVU Parkersburg students are required to pay their tuition and fees or enter into suitable payment arrangement by established and published term payment deadlines. Students who fail to pay or make suitable payment arrangements will be **administratively dropped before** classes begin. Students with unpaid tuition and fees are not allowed to attend or remain in classes and will not appear on official class rosters.

Applying for financial aid does not mean a student has received financial aid. If a student has not received an official award letter via their WVU Parkersburg email account, it means that tuition and fees are still due. Students should contact the Financial Aid Office, located in the Center for Student Services, immediately by calling 304.424.8310 or emailing finaid@wvup.edu. If there are delays in the processing of financial aid, the student is responsible for entering into a payment arrangement with the Business Office until such time as the financial aid issue is resolved.

Campus Participation of Students with Felony and Sexual Offense Records

WVU Parkersburg requires any individual who is listed on the Sex Offender Registry to provide that information on their application to the college and to campus police. A listing on the Registry or a felony record with convictions may restrict individuals from participating in an assignment or activity pertaining to this class. Please notify the instructor if an assignment or activity is given that you cannot lawfully complete, and an alternative arrangement will be offered. Individuals who do not disclose this information will be in violation of the Student Code of Conduct and subject to disciplinary action or potential legal actions under Federal Law.

Campus Safety

Questions regarding safety can be directed to the safety committee through the campus safety website: www.wvup.edu/safety

For an in-class emergency, please use the Emergency Alert button or phone located in a classroom or office. This button alerts campus security to a specific location and they will respond. The speaker for the Emergency Alert also allows individuals to communicate with campus security.

In the event of an emergency on campus, student, faculty, and staff will be notified via the emergency alert system. Please visit wvup.edu/safety and click on the Emergency Alert System link. Make sure to log in to the system to verify or update your contact information, so you can be notified of campus closures due to weather, utility loss, or other related emergencies.

Upon activation of the building fire alarm, all building occupants must exit to a position of a minimum of 100 ft. safely away from the building. If you will require assistance during an emergency evacuation, please contact the instructor so that arrangements can be made in advance. All students are encouraged to familiarize themselves with the locations of emergency exits. Information concerning emergency exits is posted by or in each classroom.

If you need assistance from Campus Security, you can reach them at 304-424-8235 or 304-834-7383.

Communication Expectations

The teaching-learning process is continuous, dynamic, and active. It is enhanced in a climate that accepts personal differences, fosters intellectual inquiry, and encourages freedom of expression. Faculty and students share the responsibility to seek opportunities for learning and growth with faculty functioning as a facilitator in the learning process. Faculty will make every effort to respond to student inquiries as quickly as possible and each faculty member will communicate their response time for grading assignments. However, if you have contacted the instructor for questions and/or assistance and have not heard back **within 36 hours during the work week**, please contact the appropriate division dean:

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|--------------------------------|---------------------------|--|
| • Arts and Sciences | Dr. Mary Hetrick-Ratliffe | mary.hetrick@wvup.edu |
| • Nursing and Health Sciences | Kathryn Frum | Kathryn.frum@wvup.edu |
| • Professional Studies | Dr. Bobbi Marshall | bobbi.marshall@wvup.edu |
| • Workforce, Technical & | Michele Wilson | michele.wilson@wvup.edu |
| • Computer Information Science | | |

Disability Services

The Office of Disability Services is committed to helping qualified students with disabilities achieve their academic goals by providing reasonable academic accommodations under appropriate circumstances. Appropriate accommodations are based upon both documentation of a disability and the significant functional limitations supported by diagnostic test data.

If you anticipate the need for an accommodation in order to participate in this class, please advise the course instructor and make appropriate arrangements with the Office of Disability Services in the Center for Student Services, Room 1107, or at 304-424-8371. They will assist you in getting the resources you may need to participate fully in this class.

WVU Parkersburg uses the Blackboard Learn learning management system to deliver course resources and instruction. Follow this link to see Blackboard Learn's accessibility features:
https://help.blackboard.com/Learn/Student/Accessibility/Accessibility_Features.

WVU Parkersburg uses the Google Apps for Education suite to support students. Follow this link to see the accessibility features of Google Apps (Gmail, Calendar, Drive, YouTube, etc.):
<https://www.google.com/accessibility/products-features/>.

Some classes use the Zoom web conferencing tool. Follow this link to see Zoom's accessibility features:
<https://zoom.us/accessibility>

Some classes use the Pearson MyLab Math resource. Follow this link to see MyLab Math's accessibility features:
<https://www.pearsonmylabandmastering.com/northamerica/mymathlab/accessibility/index.html>

Email Accounts for Students

All WVU Parkersburg students are required to access and use their college-assigned email account. Students receive all communications from the college, including financial aid notifications, graduation information, and other official announcements, through their WVU Parkersburg email. More information about WVU Parkersburg email can be found at <http://it.wvup.edu>.

Honor Code for WVU Parkersburg

As a member of the college community I will follow these practices:

Civility: I will show common politeness to all members of the college community without exception to race, religion, creed, gender, disability, or orientation and seek to engage, support, and improve the civic organizations, goals, and values of the community.

Honesty: I will seek to always communicate truthfully, be it speaking, writing, or listening, with all whom I interact, both in and out of the classroom.

Inclusiveness: I will seek to understand the variety of cultures and worldviews that have shaped the human experience, create a safe place where members of different cultural and social backgrounds may feel welcome, and to hold all members of the community to the ideals of this Honor Code.

Integrity: I understand that I am required to be ethically consistent; living up to the Honor Code at all times, in all situations, and with all members of our community.

Respect: I will conduct myself with dignity and interact with a sense of equality towards all students, all instructors and staff, and with worth towards myself.

MyDegree

My Degree (DegreeWorks) is a web-based tool to help students monitor progress towards degree completion. MyDegree combines WVU Parkersburg's degree requirements and the coursework a student has completed in an easy-to-read worksheet that helps the student see how courses completed count toward degree requirements—which helps the student see what courses and requirements are still needed. You can access MyDegree by logging into your OLSIS account.

OLSIS

The Online Student Information System (OLSIS) contains student registration information made available online. OLSIS can be accessed using your unique ID and password, which allows you to register for courses, view student records, update personal information, review financial aid information, and more.

Technical Support

Access Blackboard guides, videos and more at:

help.blackboard.com/Learn/Student

For Blackboard assistance:

WVU PARKERSBURG HELP DESK

Website: helpdesk.wvup.edu (create a ticket)

Phone: 304.424.8215

Be ready to provide:

- your name
- the name of the course
- the instructor's name
- description of the problem
- type of computer/device.

Satisfactory Academic Progress

All students at WVU Parkersburg are held to the standards of Satisfactory Academic Progress (SAP). There are three requirements of SAP

- Students must maintain a cumulative grade point average (GPA) of 2.0.
- Students must complete 67% of the cumulative attempted credits.
- Students must complete their program of study within 150% of the required number of credit hours. Cumulative hours include all college credits ever attempted, including dropped courses.
 1. Certificate programs are 30 credit hours in length, so students need to complete these programs before they have attempted 45 credit hours.

2. Associate programs are 60 credit hours in length, so students need to complete these programs before they have attempted 90 credit hours.
3. Bachelor programs are 120 credit hours in length, so students need to complete these programs before they have attempted 180 credit hours.

A student's SAP will be reviewed at the end of the semester. If a student does not meet any of the three requirements they will be notified by their WVU Parkersburg email account. For questions or additional information, please contact the Financial Aid Office at finaid@wvup.edu.

Tutoring Center

The Tutoring Center is located in room 1332 and 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 is tutoring, computer-assisted learning, multimedia resources, or online programs, the friendly staff will aid in finding the right support services for you. For more information, please visit the Center's website: <https://www.wvup.edu/current-students/services/tutoring-center/>.

Withdraw

For each semester, once classes begin, students must contact and complete a withdrawal form with their academic advisor, their financial aid counselor and, if necessary, the Business Office before they may withdraw from any class by the deadline for each academic term. The forms for this process are available online at wvup.edu/current-students/student-resources/student-forms/. Failure to process withdrawal forms at the Records Office, in the Center for Student Services, or at the Jackson County Center can lead to grades of F or FIW in all classes for which the student was registered but did not complete. A student may also be required to return a portion of financial aid funds to the college or repay veteran's benefits after withdrawing from a course.

Social Justice/Nondiscrimination

WVU Parkersburg is an Equal Opportunity Institution and does not discriminate on the basis of race, sex, pregnancy, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. WVU Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Auxiliary aids and services are available upon request to individuals with disabilities. Inquiries regarding non-discrimination policies may be directed to Mary Bentz, Executive Director, Human Resources and Compliance (Room 1017, hr@wvup.edu or 304-424-8212). If you have encountered any form of discrimination or harassment, including sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the institution. If you report such an incident of misconduct to a faculty member, that faculty member is required by law to notify the Executive Director, Human Resources and Compliance to share the basic fact of your experience. The Executive Director will then be available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus. Information about sexual violence shared with the college counselor, when they are performing in their official counseling role, may be held in confidence.