

# Academic Affairs

## General Information and Regulations

### Advanced Placement and College Credit

Students wishing to obtain college credit by means of the Advanced Placement program (AP), the College Level Examination Program (CLEP), or the International Baccalaureate Program (IB) should consult the information provided by the Office of Admissions at West Virginia University, available on line at <http://www.wvu.edu>.

A student with at least one year of active military service may receive college-level credit by submitting a copy of his or her DD214 or a SMART or AARTS transcript.

### Credit by Examination (Institutional)

After admission to Potomac State College, students may elect to take examinations demonstrating competence in specific course work.

#### Policies

1. The student must be enrolled at Potomac State College during the semester that the credit is being sought.
2. The student must never have been enrolled in the class after the first week of the semester. Under unusual circumstances, this requirement may be waived by the Dean for Curriculum and Instruction in consultation with the appropriate Division Chair.
3. No student may attempt institutional credit by examination more than once for the same course.
4. The student must demonstrate a background sufficient to warrant an exam.
5. The student must attempt institutional credit by examination prior to the last day to withdraw from a class.

**Courses Not Eligible for Credit by Examination:** Due to their particular purposes and content, some courses may not be eligible for credit by examination at Potomac State College. These include Foundations courses and ENGL 101-102.

#### Procedure

1. The student must submit in writing to the appropriate Division Chair an explanation of how the competency was achieved. The Division Chair will determine if the student is eligible and whether the course is appropriate for institutional credit by examination. The Chair's decision can be appealed in writing within five working days to the Dean for Curriculum and Instruction.
2. The Division Chair will procure an appropriate faculty member to develop, administer, and evaluate the exam. The Chair and the faculty member share responsibility for assuring the appropriate level of difficulty of the exam. In order to pass the exam, the student must show proficiency at a level comparable to that of a student receiving a grade of C in the course.
3. Upon successful completion, the student will receive credit for the course with no letter grade designated. Institutional credit will not affect the grade point average of the student.
4. A student who believes that a non-passing grade on the exam was due to a capricious, arbitrary, or prejudiced academic evaluation or reflects discrimination based on race, color, creed, sex, or national origin, may appeal the decision. The appeal will follow the same procedure as used for the appeal of a grade.

### Independent Study Classes

Independent study classes may occasionally be contracted between a student and Potomac State College when:

1. The student has achieved good academic standing (GPA of 2.0 or higher),
2. The course requested for independent study is a requirement for graduation under the student's major, and
- 3a. There is no possibility of taking the course by the expected graduation date, or
  - b. Unavoidable schedule conflict between required courses that are part of a sequence for which a real hardship would occur for the student to be able to complete his or her program in two years.

Independent study courses may also be contracted between a student and Potomac State College to provide enhanced educational opportunities for students enrolled in the Potomac State College Honors Program or to provide enhanced educational opportunities not regularly available to Potomac State College students.

Students should consult with their advisers. All requests for Independent study classes require the approval of the Dean for Curriculum and Instruction.

### Grading System

- A** - excellent (given only to students of superior ability and attainment)
- B** - good (given only to students who are well above average, but not in the highest group)
- C** - fair (average for undergraduate students)
- D** - poor but passing
- F** - failure
- I** - incomplete
- W** - withdrawal from a course before the date specified in the University calendar
- WU** - withdrawal from the college doing unsatisfactory work
- P** - pass (see Pass/ Fail Grading below)
- X** - auditor, no grade and no credit
- CR** - credit but no grade
- S** - satisfactory
- U** - unsatisfactory (equivalent to F)
- INC** - permanent incomplete
- IF** - incomplete grade not removed by next regular term (computed as an F)
- UF** - unforgivable F (not eligible for D/F repeat policy)
- PR** - re-enroll (student's progress in a foundations course is satisfactory but course competencies have not yet been mastered)

### Pass-Fail Grading

Pass/fail grading encourages students to take elective courses not related to their degree concentrations. Pass/fail grading also facilitates grading in competency-based courses that may be an integral part of an academic program.

**Student option:** Any full-time student who has completed 15 hours and who has maintained a 2.0 grade-point average may take a maximum of four hours each semester or summer session on a pass/ fail basis. Any course taken on a pass/fail basis must be a free elective. Students are limited to a total of 18 hours of pass/fail credit in the collegiate career. Unless otherwise indicated, courses in the major, courses in other subjects that are required by the major, and courses taken to satisfy college requirements are excluded from pass/fail. For example, courses elected to satisfy the General Education Curriculum (GEC) or foreign language requirements may not be taken for pass/fail grading.

A course on a pass/fail basis is graded as a graded course. The instructor turns in the appropriate letter grade to the Office of Enrollment Services. This letter grade is then converted to a P on the basis of A, B, C, or D for a pass and F for a fail. The grade of P does not affect your grade point average. However, any F grade affects a student's grade point average whether it is a regular course or a pass/fail grade.

A student chooses the option of pass/fail grading for a course during the registration period. Once the registration period has ended, he or she may not change the grade status in the course.

## Grade Point Average

All academic units of the University require minimum standards of scholastic quality that must be met or exceeded. Grade point average (GPA) is computed on grades earned at Potomac State College of WVU and institutions in the West Virginia system of higher education only. To be eligible to receive a degree, a student must have a GPA of at least 2.0 at the time of graduation. GPA is based on all work for which a student received a letter grade other than W, WU, P, and PR. See D/F repeat policy, below.

## Grade Points

Each letter grade has a numeric value. Grade points are based on this number value and the credit-hour value of the course.

A.....	4
B.....	3
C.....	2
D.....	1
F.....	0
I.....	0
U.....	0

The grade point average is computed on all work for which a student registers, with the following exceptions:

- Courses with a grade of W, WU, P, PR, S, and X carry no grade value. The grade of Incomplete (I) initially carries no grade value.
- The grade of I is given when the instructor of the course believes that the work is unavoidably incomplete or that an additional examination is justified. There must be a written contract between the student and instructor, including a timeline for completion of the work.
- To remove the grade of I, a student does not register for the course again; instead, he or she arranges to submit incomplete or supplemental work to the original instructor of the course. When a student receives the grade of I and the incomplete grade is later removed, the grade point average is calculated on the basis of the new grade. If the I grade is not removed within the next semester enrolled, the grade of I is treated as an F (failure).

## GPA Calculations

Students should know how to calculate their overall and semester grade point averages. The following example shows how to do it. Assume you are registered for 16 hours and receive the following grades in these courses:

English 101	B	Mathematics 126	A
Geology 101	C	Political Science 101	B
Spanish 101	D	Psychology 201	P

### Sample Calculation of Grade-Point Average

Course	Credit	Grade	Grade Value	Credit x Grade Value	Grade Points
English 101	3	B	3	3 x 3 =	9
Geology 101	3	C	2	3 x 2 =	6
Spanish 101	3	D	1	3 x 1 =	3
Mathematics 126	3	A	4	3 x 4 =	12
Political Science 101	3	B	3	3 x 3 =	9
Psychology 201	1	P*	0	1 x 0 =	0

1. Multiply the credit by the grade value to get the grade points earned for each course.
2. Add the total grade points, in this case, 39.
3. Divide the total grade points earned by the total credit hours with a grade value. Remember that P grades have no grade value, so in this case, there are 15 credit hours for the GPA calculation: 39 divided by 15 = grade point average of 2.6.

### **D/F Repeat Policy**

West Virginia University has a D/F repeat policy for undergraduate students who have not received their initial baccalaureate degree. If a student earns a D or F in a course at WVU or at any school in the WV State System and the course is taken no later than the semester or summer term in which the student completes the sixtieth hour (including any class in which a student earns a grade and transfer classes), the student may “D/F repeat” that course. Academic advisors assist students with completing the appropriate form, which should be filed during the semester in which the student is repeating the course. The course can be repeated only at West Virginia University, Potomac State College of WVU, or WVU Institute of Technology. Students have only one opportunity to improve their original grades under the D/F repeat policy. The new grade becomes the grade that counts toward the student’s cumulative GPA and credit hours for graduation, even if the repeated course grade is lower than the original grade in the course. The D/F repeat policy will be enacted anytime an eligible course is repeated.

When a course is D/F repeated, the following procedure occurs:

1. The original grade is disregarded for the purpose of determining the overall GPA; it is marked as excluded (E) in the semester that the student originally took the course.
2. The original grade is not deleted from the student’s permanent record.
3. The second grade is entered on the student’s transcript and marked as included (I) in the semester that you repeated the course.
4. Grades of Unforgivable F (UF) are not eligible for D/F repeat. Such a failure is indicated on the student’s permanent record by an UF and is calculated in the GPA.

### **Academic Forgiveness Policy**

See “Enrollment Services” Section for details.

### **Auditing Courses**

An auditor may register for courses and must pay full fees but does not receive credit for the course. A student who audits a course must let one semester pass before enrolling in the same course for credit. A student may change his or her status from audit to grade or grade to audit only during the registration period. Attendance requirements for auditors are determined by the instructor of the course.

### **Course Overloads**

Students may not enroll for more than 18 credit-hours of course work in any given semester without first receiving permission from the Dean for Curriculum and Instruction.

### **Foundations Courses**

Students who have inadequate backgrounds in those basic skills needed successfully to pursue college-level work may be required to take foundations courses in English or mathematics (ENGL 090 and MATH 090, 091, 093). Credits for these courses are not counted in the hours required for graduation at Potomac State College and are not intended for transfer. These courses count toward athletic eligibility and financial aid. These courses are designed to give the under-prepared student an opportunity to succeed in college. Based on placement scores, students may be required to enroll in one or more foundations courses. Refer to the “Enrollment Services” portion of this catalog for additional information concerning placement guidelines.

### **Grade Reports and Distribution**

Grade reports are confidential reports from faculty to students indicating the student’s academic progress in a given course. Semester and summer term grades are final and are entered on the student’s permanent

record. Mid-semester grades, given in each semester but not in summer sessions, are not final and are not entered on the student's permanent record.

## **Classification of Students and Hours Carried**

**Freshmen:** Students who have satisfied all requirements for admission. **Sophomores:** Students who have fulfilled all entrance requirements and have full credit for 28 semester hours of college work.

The normal semester load for a full-time college student varies from 12 to 18 hours according to the curriculum selected. A college credit or semester hour represents the amount of work done in one recitation hour per week for the duration of a semester. As a rule, two to three hours of laboratory work are equivalent to one hour of recitation.

## **Military Policy**

The policy provided below shall apply to all full-time and part-time students, and to all currently employed and future full-time and adjunct faculty members.

**Policy:** Students who are called to military service of the United States may be granted full refund of refundable fees (but no course credit) if the call comes before the end of the first three-fourths of the semester. If the call comes after that, full credit for courses may be granted if the student has passing grades at the time of departure. This policy does not apply to students who withdraw to enlist.

### **Procedure:**

1. Students who are called to military service and withdraw from the College for military service up to and including the 12th week of the semester will receive a full refund of their fees and be administratively withdrawn from their classes. No course grades or credit will be awarded. Any exceptions to this rule require agreement between the faculty member, the student, and the Dean for Curriculum and Instruction.
2. Students who leave the College for military service after the 12th week of the semester should work with the designated contact person, the Dean for Curriculum and Instruction, or their academic adviser. The contact person will assist the student in reviewing the student's eligibility for credit for his or her courses on a course-by-course basis with the instructors.
3. The contact person will work with the student's instructors to gather grade information for the student. Several outcomes are possible:
  - a. If the course is substantially complete and the student has done passing work, the student should receive the grade earned at that time.
  - b. If a critical competency has yet to be covered in a competency-based course, the instructor should award a grade of "I" and work with the student to develop a plan to complete that critical part of the course. To alleviate confusion at a later date, the plan should be in writing and signed by both the instructor and the student.
  - c. The student may choose to withdraw from the course, and the contact person will work to provide an administrative withdrawal.
4. The contact person will ensure that the appropriate grades are filed for the student.

## **Commitment to Assessment**

West Virginia University is committed to academic quality and has developed a plan for a comprehensive assessment of student learning outcomes. The plan enables the University to measure the improvement of the quality of academic programs of instruction.

At Potomac State College, an Assessment Council coordinates college-level assessment programs.

## **Honors**

### **Honor Society**

The Sigma Phi Omega Honor Society was established in 1923. Membership in the society is considered to be a high distinction. It is restricted to students who earn a GPA of 3.0 or better with no failing grades during the grading periods.

## **Potomac State College Honors Program**

The Potomac State College Honors Program provides a program of honors courses that will apply toward general education and/or core requirements. Enrollment in the Honors Program is by invitation only.

Students who complete at least nine hours of honors credits are designated as Honors Scholars. An Honors Scholar may transfer into the West Virginia University Honors Program in Morgantown if he or she chooses to change campuses after graduation from Potomac State College.

## **Provost's and Dean's Lists**

Full-time students whose academic accomplishments are of significant quality to merit special recognition are placed on either the **Provost's List** or the **Dean for Curriculum and Instruction's List**. To be placed on the Provost's List, a student must be enrolled for at least 12 semester hours, excluding courses in which any grade of Audit, Pass, or Incomplete is recorded, and must earn a grade-point average of 3.700 or higher. To be placed on the Dean for Curriculum and Instruction's List, a student must be enrolled for 12 or more semester hours, and must maintain a grade-point average of 3.000 to 3.699 for the semester which he or she is enrolled.

## **Provost's and Dean's Scholars**

Upon graduation, any student whose cumulative grade-point average is 3.700 or higher will be designated as a Provost's Scholar. Any student who earns a cumulative grade-point average of 3.000 to 3.699 will be named Dean's Scholar.

## **Student Attendance**

**Importance of Class Attendance:** At West Virginia University, class attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize students' grades or even their ability to continue in their courses.

There is a strong correlation between regular class attendance and academic success. Faculty are strongly encouraged to require attendance in all 100-level classes.

**Attendance Policies:** Instructors must set attendance policies that are appropriate for the goals and instructional strategies of their courses. Instructors may include attendance records in determining the final course grade. All attendance policies that affect students' grades must be announced in writing within the first week of class. Moreover, instructors are responsible for keeping accurate enrollment records, and for keeping accurate attendance records when attendance is used in grading. Attendance policies thought to violate the statement on student attendance should first be discussed with the instructor, then with the department chair, and finally the college dean, if necessary.

**Class Absences:** Students who are absent from class for any reason are responsible for all missed work and for contacting their instructors promptly, unless the instructors' policies require otherwise. However, instructors cannot require documentation of student illness from any medical provider as part of an attendance policy, since medical conditions are confidential and frequently not verifiable.

**Make-up Examinations:** Students absent from regularly scheduled examinations because of authorized University activities will have the opportunity to take them at an alternate time. Such make-up examinations should be of comparable difficulty to the original examination.

Students in courses with regularly scheduled evening examinations shall have the opportunity to make up these examinations if they miss them in order to attend a regularly scheduled class that meets at the same time. Such make-up examinations should be of comparable difficulty to the original examination.

Attendance at a regularly scheduled evening examination will not excuse a student from a regularly scheduled class that meets at the same time as the examination.

**Days of Special Concern:** Instructors are urged not to schedule examinations or field trips on “Days of Special Concern” that are identified in the Schedule of Courses.

## **Finals**

The last week of each semester of the academic year is designated as finals week. Final examinations for the summer sessions are given on the last day of classes. The *Schedule of Courses* gives the dates and times for final examinations.

If you take a section of a multi-section course, you may be required to take the departmental final examination, given during the regular final examination period.

## **Last Week of Classes**

Practical laboratory tests, make-up examinations, and regularly scheduled short quizzes are the only tests permitted for day classes during the week of classes preceding finals week. Evening classes have their final exams on the last meeting of the class preceding finals week.

## **Advisory System/Academic Advisers**

The Dean for Curriculum and Instruction exercises general oversight of the academic work of the students. Each student will be assigned an adviser whose duty is to assist students in preparing schedules and to be available for consultation throughout the semester.

## **Academic Success Center**

The Academic Success Center is located in Science Hall 109. Professional tutoring and peer tutoring services are available.

## **Rights & Responsibilities**

1. Each student shall have the right to grades based upon academic performance and requirements. If a student feels the final grade reflects a capricious, arbitrary, or prejudiced academic evaluation, or reflects discrimination based on race, color, creed, sex, national origin, political affiliation, handicap, veteran status, sexual orientation, or age, the student has the right to appeal.
2. Each student shall have the right to appeal academic penalties.
3. Each student shall have access to the College catalog and Web site in which academic program requirements are described (e.g., required courses, total credit requirements, residence requirements, special program requirements, minimum grade-point average, probation standards, professional standards, etc.).
4. Each student shall have the right to receive from the instructor written descriptions of content and requirements for any course in which he or she is enrolled (e.g., attendance expectations, laboratory requirements, and special requirements including field trips and costs, grading standards and procedures, professional standards, etc.).
5. The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out above.
6. Each student shall have the right to receive written grade reports or other written statements of academic progress at the end of each academic term, including a warning of unsatisfactory academic progress. Students have the right to be notified at midterm of unsatisfactory progress (D or F) in undergraduate courses in which they are enrolled.

## **Probation and Suspension**

The college makes every effort to encourage its students to achieve a high standard of academic performance. Because of excessive unexcused absences from class, academic dishonesty, failure to achieve an acceptable Grade Point Average, or other irregularities, students may be subject to **academic probation or academic suspension**.

The Dean for Curriculum and Instruction, faculty advisers, the Office of Student Affairs, the Office of

Enrollment Services, and others are available to assist the student with solutions to problems. In the final analysis, however, the student must assume responsibility for any academic deficiencies or irregularities. Any student whose cumulative grade-point average is 2.0 or higher is in good academic standing in the College. Every degree requires a minimum grade-point average of 2.0 for graduation.

Students are placed on academic probation or academic suspension by the Dean for Curriculum and Instruction and will be formally notified in writing.

### **Academic Probation Regulations**

1. The list of students on academic probation is compiled by the Dean for Curriculum and Instruction at the end of each regular semester. Probation automatically applies when a student does not have a cumulative grade-point average of at least 2.0 (C average), unless the student is to be suspended.
2. A student who is placed on academic probation may continue to enroll on a full-time basis.
3. A student who is not suspended will be removed from academic probation only after the grade-point deficiency has been made up and the overall grade-point average is 2.0 or better.

### **Academic Suspension Regulations**

1. The list of students on academic suspension that is compiled annually at the conclusion of the spring semester applies only to those students who have not obtained the required minimum cumulative Grade Point Average.
2. Normally, students will be suspended only at the end of the spring semester. However, the Dean for Curriculum and Instruction may suspend a student at any other time of the year if the student's cumulative Grade Point Average is below the required minimum.
3. Any student who in the fall semester has attempted ten or more credits and failed to earn a cumulative Grade Point Average of at least 0.50 will be suspended for the spring semester.
4. Suspension is for one semester. If a student has been on suspension for one semester, he or she may apply for full-time readmission.
5. A suspended student who is re-admitted under the provisions mentioned previously will be placed on academic probation.
6. Upon written application, the student who has been on suspension will be re-admitted to the College, with the terms of re-admission noted by the Director of Enrollment Services in accordance with established College policy. A student who is academically suspended may appeal, within 10 calendar days of the date of receiving notification of academic suspension, by writing to the Dean for Curriculum and Instruction. If the appeal is denied by the Dean for Curriculum and Instruction, the student may appeal to the Campus Provost.
7. A student who has been suspended for academic deficiencies and who takes courses at other institutions during the period of suspension cannot automatically transfer such credit toward a degree at WVU upon readmission to the College. Students are not eligible for readmission if they earn less than a 2.0 at other institutions while on suspension from WVU. After one semester of satisfactory performance (C average or better on a minimum of 12 credit hours earned during a regular semester or during the summer sessions) the appropriate transfer credit will be entered in to the student's record.
8. Readmission of students who have been suspended for a second time will be for one semester and subject to conditions established by the Dean for Curriculum and Instruction.

### **Minimum Allowable Grade Point Average**

Students failing to obtain the minimum cumulative Grade Point Averages specified in the following table are subject to academic suspension.

Total GPA Hours	Minimum GPA
10-19	0.95
20-24	1.13
25-29	1.33
30-34	1.47

35-39	1.57
40-44	1.64
45-49	1.70
50-54	1.75
55-59	1.79
60-64	1.82
65-69	1.85
70-74	1.87
75-79	1.90
80-84	1.91

### **Final Grade Appeal Procedures (Not Involving Charges of Academic Dishonesty), including Dismissal from an Academic Program**

Students have the right to appeal final course grades which they believe reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, color, creed, sex, national origin, political affiliation, handicap, veteran status, sexual orientation, or age. The grade appealed shall remain in effect until the appeal procedure is completed or the problem resolved. This procedure provides a mechanism whereby a student may appeal a failing grade or a grade low enough to cause the student to be dismissed from some program or to require the repetition of a course. Grade appeals that do not meet this classification are not precluded.

Step 1. The student shall discuss the complaint with the instructor involved prior to the mid-semester of the succeeding regular semester, whether the student is enrolled or not. If the two parties are unable to resolve the matter satisfactorily, if the instructor is not available, or if the nature of the complaint makes discussion with the instructor inappropriate, the student shall notify the chairperson of the instructor's division (or, if none, the dean). The chairperson or dean shall assume the role of an informal facilitator and assist in their resolution attempts. If the problem is not resolved within five academic days from when the complaint is first lodged, the student may proceed directly to Step 2.

Step 2. The student must prepare and sign a document that states the facts constituting the basis for the appeal within five academic days from when the original complaint was lodged. Copies of this document shall be given to the instructor and to the instructor's chairperson (or, if none, to the dean). If, within five academic days of receipt of the student's signed document, the chairperson does not resolve the problem to the satisfaction of the student, the student will forward the complaint to the instructor's dean (see Step 3).

Step 3. Within five academic days of receipt of the complaint, the instructor's dean shall make a determination regarding the grade, making any recommendation for a grade change to the instructor involved. If the instructor involved does not act on the dean's recommendation, or if the student disagrees with the decision of the dean, the dean will refer the case to a representative committee, appointed by the dean, for final resolution. This committee shall consist of three or more faculty members, including at least one person outside the instructor's division.

1. Upon receiving an appeal, the committee will notify in writing the faculty member involved of the grade challenge, which shall include a statement of the facts and evidence to be presented by the student.
2. The committee shall provide to the faculty member involved and the student making the appeal written notification of their right to appear at a hearing to be held before the college representative committee, together with the notice of the date, time, and place of the hearing.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. The final decision of this committee shall be forwarded to the instructor and to the dean involved. If the decision requires a change of grade, the instructor shall take action in accordance with the committee's decision.
5. If the instructor does not act within five academic days, the dean shall make any necessary grade adjustment.

6. In the case of grade appeals, the dean functions as the campus provost's designee; therefore, implementation of this decision shall end the appeal procedure.

### **Appeal Procedures for Cases Involving Academic Dishonesty, i.e., Plagiarism, Cheating, and Academic Fraud, Including the Grade of Unforgiveable F (UF)**

Academic dishonesty, a serious offense, is defined in West Virginia University Student Conduct Code (Board of Governors Policy 31), which also describes the appeal procedure. Both students and faculty members are responsible for reporting cases of academic dishonesty. Students who suspect academic dishonesty should notify the examination proctor, instructor of the course, or any other appropriate person.

An Unforgiveable F (UF) is a University sanction levied as a result of a violation of the Student Conduct Code Article III (B) 1. Thus, the appeal process for a UF as well as for other cases involving academic dishonesty is different than a standard grade appeal (see above), which follows academic channels that end with a decision by the dean of the college involved. This sanction can be given only after a student has gone through the University student conduct process.

### **Process to Initiate a Charge of Academic Dishonesty**

To initiate and process a charge of academic dishonesty, including plagiarism, cheating, and academic fraud, and/or to begin the process of issuing an Unforgiveable F, the instructor must do the following:

- 1) Notify the student in writing** of the charge and the penalty and schedule a conference within five academic days of discovering the infraction.
- 2) Meet with the student** to discuss the issue, to review all relevant materials, and to complete the Notification of Academic Misconduct (NAM) form (<http://faculty senate.wvu.edu>) as soon as possible but no longer than five academic days following the discovery of the violation.

**If the student accepts responsibility** for both the charge and the sanctions, he or she signs the NAM, and the case is closed. Within five academic days of resolution of the case, faculty should make three copies of the NAM form: one for the student, one for faculty records, and one for the Office of Student Judicial Affairs.

**If the student does not accept responsibility** as charged, he or she may appeal to the chair of the division. If the student and chair reach a resolution, the chair should make three copies of the NAM form: one for the student, one for departmental records, and one for the Office of Student Judicial Affairs. These copies should be distributed within five academic days of resolution of the case.

**If the student and the chair do not reach a resolution**, the student may appeal to the Student Conduct Board. This appeal must be initiated within five academic days of the student's meeting with the chair.

- 3) If the student appeals to the Student Conduct Board**, a panel of three faculty and two students or any odd number with faculty comprising the majority will be convened, the case will be examined, and a decision will be reached.
- 4) If the student disagrees with the decision of the Student Conduct Board**, he or she may appeal to the campus provost, whose decision is final.

## Degree Programs

### Baccalaureate Degree Programs

The **Bachelor of Applied Science (B.A.S.)** is offered at Potomac State College of WVU. Two emphases are available: Business Management and Criminal Justice. Students must have completed an Associate of Applied Science (A.A.S.) degree in a related subject to be admitted to a B.A.S. program.

The West Virginia University **Regents B.A. (R.B.A.)** is available to qualified students attending Potomac State College of WVU. Adult students wishing to enter the R.B.A degree program should consult the R.B.A Coordinator.

### Associate Degree Programs

For each major, a recommended two-year sequence of courses is provided. Students who follow this plan will complete the major in the traditional time frame; **i.e.**, two years for associate degrees. The curriculum sequence is designed to permit the completion of course prerequisites and to ensure access to courses not available every semester.

For students who are out of sequence due to a lighter credit load or delayed due to developmental course requirements, faculty advisers are a vital resource to ensure completion of graduation requirements. This catalog is another resource.

The **Associate of Arts (A.A.)** degree is designed for students who are interested in a career for which a bachelor's and/or master's degree would be an eventual requirement.

Potomac State College Associate of Arts (A.A.) degree programs are specifically designed for transfer to baccalaureate degree programs at West Virginia University, but generally involve the undergraduate course work essential to degree programs at other four-year institutions.

The **Associate of Applied Science (A.A.S.)** degree offers students the opportunity to gain the technical and occupational skills needed for employment. Although the A.A.S. is not a transfer degree, some four-year colleges accept a portion of A.A.S. degree credits as part of a bachelor's degree.

Some A.A.S. degree courses are offered only at Potomac State College and will not apply to a West Virginia University baccalaureate degree. These courses are identified in the Course Descriptions as 'NP' (not a WVU parallel course).

### General Requirements for Graduation

All students must meet the following general requirements to graduate from Potomac State College, regardless of the program of study selected:

1. Complete a specified minimum of 60 semester hours of college credit for two-year associate degree programs. Some majors require more than 60 credit-hours for the associate degree;
2. Complete all required courses outlined in the degree program;
3. Maintain a minimum cumulative grade-point average of C (2.0) on all work attempted at Potomac State College and other institutions of the West Virginia System of Higher Education;<sup>1</sup>
4. Satisfy the General Education Curriculum (GEC) requirements as applicable to specific degrees in the prescribed courses of study;

<sup>1</sup>Credits from institutions outside the West Virginia State system for courses carrying a grade of "D" or higher are transferable and may be appropriate to a Potomac State College degree. These grades, however, are not transferable and are not part of the cumulative grade-point average.

5. Submit an application for graduation to the Dean for Curriculum and Instruction on or before the announced deadline for submission of graduation applications during the first month of the semester or term in which one expects to graduate;

Students are advised that to depart from the prescribed program outline of study might delay graduation. **Any departure from an outlined program of study or change in major field of study must have prior written approval of the Dean for Curriculum and Instruction.** Students may request waiver of a graduation requirement under provisions of the current catalog and with consent of the Dean for Curriculum and Instruction.

### **WVUe 191**

All students entering WVU as freshmen or as transfer students with fewer than 29 hours must take WVUe 191, First-Year Seminar, in their first semester. Those who do not pass the course must re-enroll for the subsequent semester until they earn a passing grade. This course fulfills one hour toward GEC Objective Six.

In certain majors, alternative courses are acceptable. These will be identified for students by their advisers. Alternative courses offered at Potomac State College of WVU include AGRL 111, ENGR 199, HONR 199, and FOR 101.

### **Residence Requirements**

If you are a transfer student who has completed all your undergraduate work in another school in the West Virginia system of higher education, then you must complete either your last 15 hours of work at Potomac State College or at least 18 hours of work at PSC of which 8 of the last 16 hours must be on campus. If you are a transfer student whose undergraduate work has been completed outside of the West Virginia system of higher education, then you must complete a total of 45 hours or at least the last 15 hours of work in residence at PSC. You may also be required to earn up to 8 hours in your major field regardless of the number of hours or the nature of the course transferred.

Students who have completed 31 credits or more at Potomac State College may apply credits subsequently earned at West Virginia University's Morgantown campus toward an Associate Degree at Potomac State College. All General Requirements for Graduation at Potomac State College must be met.

### **Second Associate Degree**

A student who has received one associate degree and wishes to receive a second associate degree must satisfactorily complete enough additional credits so that the total, including all acceptable credits earned at Potomac State College of WVU and elsewhere, is at least 15 unduplicated semester hours more than the number required for the first associate degree. All requirements, core and otherwise, of the second associate degree program must be satisfied. A second associate degree cannot be awarded to a student who has not met the Potomac State College of WVU residence requirement.

A student who wishes to receive simultaneously two associate degrees must satisfactorily complete a minimum of 15 credits beyond requirements of the initial associate degree and meet all requirements of both degree programs.

### **Transfer of Credit to Potomac State College of WVU**

Credits and grades for all college-level courses from institutions within the West Virginia state system of higher education may be transferable towards an associate degree. Transfer credit from regionally accredited institutions outside the West Virginia state system will be accepted only for courses carrying a grade of D or better and when said courses are directly applicable to the student's major. Consult the Dean for Curriculum and Instruction and the Enrollment Services Office.

## General Education Curriculum (GEC)

### The Purpose of General Education

WVU aims to provide students with a foundation of skills and knowledge necessary to reason clearly, communicate effectively, and contribute to society. The General Education Curriculum is designed to ensure that students meet these goals through inquiry-based learning across the disciplines. In conjunction with a major field, and in consultation with their advisers, students will design programs of study that satisfy the GEC's Objectives. The learning objectives reflect the fact that, in an increasingly interdependent world, it is crucial that students learn to interact constructively with people from different cultures, to understand viewpoints different from their own, and to identify and resolve issues of personal and professional ethics. The GEC strives to help students to become thoughtful participants in a democratic society, and to achieve the intellectual integration and awareness they will need to meet changes and challenges in their personal, social, and professional lives.

### Policies Governing this Curriculum

1. Students will take between 41 and 43 credits in this curriculum.
2. Most courses fulfill two GEC objectives. The student will choose which one of those objectives a particular course will fulfill.
3. Unless disallowed by the major, courses satisfying GEC objectives may also satisfy course requirements for the major.
4. Students may fulfill up to three of the GEC objectives 2 through 9 (including 2A, 2B lab, 2B other, and 2C) with courses in one subject area (as defined by a common prefix, such as POLS or SOCA) and may fulfill up to two GEC objectives 2 through 9 with courses in each of any other subject areas. For example, a student might complete objectives 2 through 9 with three PSYC courses, two BIOL courses, two PHIL courses, one MATH course, one CS course, one ART course, and one RELG course. Another student might complete objectives 2 through 9 with two STAT courses, two GEOL courses, two ARHS courses, two ENGL courses, two HUM courses and a THET course. Another student might take courses in 11 different subjects to complete these objectives.

### Courses Fulfilling Objectives

The listings below include only courses regularly offered at Potomac State College of WVU.

### General Education Curriculum Objectives

GEC 1. Communication: Students are expected to communicate effectively in English. 6 credits  
**Requirement**

- Successful completion of English 101 and 102

**Courses Fulfilling This Objective:** ENGL 101, 102

GEC 2. Basic Mathematical Skills and Scientific Inquiry: Students are expected to use quantitative and scientific knowledge effectively. 13-14 credits

#### **Requirements**

- Successful completion of one course in mathematics or statistics. This course may also satisfy major course requirements. Courses satisfying this requirement appear below in Group A. 3 credits
- Successful completion of two courses in the natural or physical sciences of which one course has a lab requirement. These courses may also satisfy major course requirements. Courses satisfying this requirement appear below in Group B. 7-8 credits
- Successful completion of either one additional course in mathematics or statistics, one course in the natural or physical sciences, or one course in the areas of natural resources and the environment. This course may also satisfy major course requirements. Courses satisfying this requirement may be selected from Groups A, B, or C. 3 credits

**Courses Fulfilling This Objective:**

Group A: MATH 121, 126C, 128, 129, 150, 155, 156; STAT 111, 211

Group B: ASTR 106, BIOL, 101, 102, 103, 104, 105, 106, 107, 115; CHEM 111, 112, 115, 116; GEOG 106, 107; GEOL 101, 102, 103, 104, 110, 111; PHYS 101, 102, 105, 111, 112

Group C: AEM 341; ARE 187; BIOL 117; CS 101; ENVP 155; FOR 140; HN&F 171; PHYS 111; PLSC 206; WMAN 150

GEC 3. The Past and Its Traditions: Students are expected to apply knowledge, methods, and principles of inquiry to understanding the past. 3 credits

**Requirement**

- Successful completion of one course focused upon the historical, cultural, or intellectual development of society over time or on a particular period critical to that development. The course may also satisfy a major course requirement.

**Courses Fulfilling This Objective:**

ARHS 101, 120, 160; ASTR 106; ENGL 225, 261, 262, 263, 272; HIST 101, 102, 106, 108, 152, 153, 179, 180, 261; LARC 212; POLS 102, 220; RELG 102, 219

GEC 4. Issues of Contemporary Society: Students are expected to apply knowledge, methods, and principles of inquiry to contemporary problems, ideas, and/or values. 3-4 credits

**Requirement**

- Successful completion of one course focused upon methods of critical thought and principles of inquiry concerning contemporary issues, ideas, and/or values as seen from a humanistic or scientific perspective. This course may also satisfy a major course requirement.

**Courses Fulfilling This Objective:**

AEM 341; AGEE 101, 220; ARE 150, 187, 220; ASP 220; BIOL 105, 106, 107; CDFS 110; COMM 104; COUN 230; CS 101; ECON 201, 202; EDUC 200; ENVP 155; FOR 140; GEOG 106, 107, 108, 205, 240; GEOL 101, 110, 111; HIST 108, 209; HN&F 171; MUSC 111; PHIL 100, 170; POLS 102, 210, 220, 260; PSYC 101, 241, 251, 281; RELG 105; SOCA 101, 107, 232, 235; SOWK 105, 147; SEP 271, 272, 373; SPA 270; STAT 111, 211; WMAN 150; WMST 170

GEC 5. Artistic Expression: Students are expected to apply methods and principles of critical inquiry to the analysis of literary or artistic expression. 3 credits

**Requirement**

- Successful completion of one course focused upon critical inquiry in art, dance, literature, music, or theatre. This course may also satisfy a major course requirement.

**Courses Fulfilling This Objective:**

ARHS 101, 120, 160; COMM 305; ENGL 131, 132, 154, 156, 225, 232, 233, 235, 241, 242, 261, 262, 263, 272, 285; HUM 101, 102, 104; LARC 212; MUSC 111, 115; THET 102

GEC 6. The Individual in Society: Students are expected to develop an awareness of human experience, including both personal and social dimensions. 4 credits

**Requirements**

- WVUe 191 or equivalent course. 1 credit
- Successful completion of one additional course addressing at least one of the following: personality, motivation, cognition, behavior, social interaction, critical reasoning, ethical judgment, psychological and physiological growth and development, health, and well-being. This course may also satisfy a major course requirement. 3 credits

**Courses Fulfilling This Objective:**

AGEE 220; ARE 150; COMM 104; COUN 230; EDUC 200; PHIL 100, 170; PSYC 101, 232, 241, 251, 281; RELG 105; SEP 272; SOCA 221; SPA 270

GEC 7. American Culture: Students are expected to develop knowledge critical to understanding of the issues that shape the culture of the United States. 3 credits

**Requirement**

- Successful completion of one course that explores issues that have shaped the development of society in the United States including but not limited to issues pertaining to age, ethnicity, race, region, religion, or social class. This course may also satisfy a major course requirement.

**Courses Fulfilling This Objective:**

ASP 220; COMM 305; ENGL 132, 154, 241, 242, 258; GEOG 240; HIST 152, 153, 261; MUSC 115; PSYC 232; SOCA 101, 107, 232, 235; SOWK 105, 147; SEP 271, 373; WMST 170

GEC 8. Western Culture: Students are expected to analyze historical, cultural, and/or political issues of a Western nation in an international context. 3 credits

**Requirement**

- Successful completion of one course that explores historical, cultural, and/or political issues pertaining to a western nation in an international context. This course may also satisfy a major course requirement.

**Courses Fulfilling This Objective:**

ECON 201, 202; GEOG 102, 108; HIST 101, 102, 209; HUM 101, 102, 104; JRL 101; POLS 103, 260; RELG 219; SOCA 105; SPAN 101, 102, 203, 204

GEC 9. Non-western Culture: Students are expected to analyze historical, cultural, and/or political issues of a non-Western area or nation. 3 credits

**Requirement**

- Successful completion of one course that explores historical, cultural, and/or political issues pertaining to a non-western region or nation. This course may also satisfy a major course requirement.

**Courses Fulfilling This Objective:**

AGEE 101; ENGL 156, 226; GEOG 102; HIST 106, 179, 180; JRL 101; POLS 103, 250; RELG 102; SOCA 105; SPAN 101, 102, 203, 204