

Enrollment Services

Qualifications

Potomac State College of West Virginia University is an open admissions institution. The principal qualifications for admission are graduation from an accredited high school or high school equivalent diploma through the General Education Development (GED) tests. Applicants are encouraged to submit ACT or SAT scores, which are used for placement purposes. If space is limited, the better prepared students are admitted.

Potomac State College enrolls a diverse student population. While preference is given to West Virginia residents, qualified students from other states and countries are encouraged to apply. The College is committed to the goal of equal educational opportunity for all students; no candidate is denied admission because of race, religion, color, sex, sexual orientation, marital status, age, handicap, disability, veteran status, or national origin.

When to Apply

Students are admitted on a rolling basis beginning September 15. First-time college applicants may apply any time after the beginning of their senior year of high school or after the applicant has successfully completed an equivalent diploma through the General Education Development (GED) tests. All credentials in support of an application should be submitted to the Office of Enrollment Services at least 15 days prior to the beginning date of the semester for which the applicant is applying.

How to Obtain an Application for Admission

Applications are available through the Office of Enrollment Services:

Potomac State College of WVU
Office of Enrollment Services
75 Arnold Street
Keyser, WV 26726
(800) 262-7332
(304) 788-6820
go2psc@mail.wvu.edu

Applications can also be obtained on the Web site at www.potomacstatecollege.edu. The application is also available at many high schools.

Change of Address

The address that students submit on their application for admission to Potomac State College of WVU is the permanent address that the College uses to mail grades and other important documents and information to the respective students.

Students are responsible for notifying the College of any change in their permanent addresses.

In order to change an address, students must obtain an Address Update Form from the Office of Enrollment Services and submit the completed form to the same office.

Admission Process

Freshmen

- Complete an application for admission.
- Submit an official copy of final high school transcript. If the applicant is still completing high school, an official high school transcript for the classes completed so far should be submitted. In addition, the final high school transcript verifying graduation must be submitted when it is available.
- Submit official copies of ACT or SAT scores.
- Provide proof of immunizations.

GED Graduates

If you have completed a General Equivalency Degree (GED) with an average standard score of 2250 (450) or above, you should request that the State Department of Education mail copies of your scores to the Office of Enrollment Services. Also request that the high school you last attended send a copy of your transcript to Potomac State, listing the coursework you completed.

Transfer Students

We welcome you as a transfer student if you have completed post-secondary studies at a regionally accredited college or institution. Admissibility of students who wish to transfer from another college or university to Potomac State College of West Virginia University will be determined upon receipt of the documents listed below:

- Completed application for admission.
- Official transcripts from all previously attended colleges and universities. (Transcripts issued to the student or a facsimile “fax” transcript are not considered official.)
- Provided that the student meets the academic eligibility requirements as a returning student at the previous institution.

Other students may be accepted for transfer depending on review of the Enrollment Service and Campus Advancement Council.

Credits and grades for college-level courses completed at any institution in the West Virginia state system of higher education may be transferable toward an associate's degree. For institutions outside the West Virginia system and West Virginia private colleges and universities, beginning Spring 2012, grades and credits are transferable for college-level courses. In all cases, the application of transfer credit toward completion of an associate's degree is determined by the College upon enrollment.

If the applicant has fewer than 12 transferable hours of college credit then the applicant must meet the freshman admission requirements. All credentials in support of an application should be submitted to the Office of Enrollment Services at least 15 days prior to the beginning of the semester for which the applicant is applying.

ACT or SAT scores may be required for placement purposes in math and English. If you are a student at West Virginia University, you must complete the Change of Campus form to transfer to Potomac State College. The form is available from the Office of Enrollment Services or online at http://potomacstatecollege.edu/communities/current_students/.

Part-Time (Special) Students

An individual who wishes to take courses but does not plan to be a degree candidate will be classified as a special student. Special students are limited to part-time enrollment and may not register for more than 11-credit hours in any semester or five-credit hours in any summer term. If at a later date, the student intends to work towards a degree, the special student may apply for admission and submit all of the required documents. The student may apply previous satisfactorily completed course work toward the degree.

Transient Students

Individuals who desire to enroll as transient students may do so upon submission of a letter of good standing from the institution that was last attended. An application for admission must also be submitted.

International Students

Potomac State College is authorized under federal law to enroll non-immigrant foreign nationals as international students. International students wishing to enroll at Potomac State College must comply with the stated academic requirements for admission and with certain additional academic and non-academic requirements.

Applicants must submit the following:

- Completed application for admission
- Results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). TOEFL results must be sent to Potomac State directly from the Educational Testing Service (ETS) and the IELTS results must be sent directly from the University of Cambridge Local Examinations Syndicate.
- Original or certified copies of an official academic record in original language of issue.
- Original or certified copy of all certificates or diplomas in original language of issue.
- Official English translations of academic record and certificates/diplomas.
- Submit a financial statement reflecting the ability of the student to cover tuition, fees, room, board, books and supplies for one year at the College. In all cases, original or certified copies of financial/sponsorship documents must be submitted before the I-20 can be issued.
- Provide proof of immunization.

Required Academic Credentials

Applicants must submit academic records from all secondary and post-secondary institutions attended regardless of whether grades were issued or credit was received. Potomac State requires that original or certified copies of the original academic documents from non-United States institutions be submitted. The required documents include the official academic record (showing course titles, dates taken, and grades received), and diploma(s) or certificate(s) showing degree awarded. These documents must be in the original language of issue. Official English translations must be included. Translations must be literal, word-for-word translations, and must indicate actual grades received, not an interpretation of the grades. Applicants who have studied in the United States are required to have the institution(s) in the U.S. send the official transcript directly to Potomac State.

Documents received by Potomac State become the property of the College and cannot be returned to the applicant. It is therefore recommended that students who receive only one original copy of credentials submit certified copies with the application.

English Language Proficiency

All applicants whose first language is not English must provide proof of English language proficiency. Potomac State College uses the Test of English as a Foreign Language (TOEFL) or the International English

Language Testing System (IELTS) as the measure of English language proficiency. A score of 79 on the Internet-based TOEFL, 213 on the computer-based TOEFL, 550 on the paper-based TOEFL, or 6.5 on the IELTS is the minimum required. Applicants should make arrangements to take the TOEFL well in advance of the desired date of enrollment at Potomac State. Information about registration for the TOEFL can be obtained by writing to: TOEFL/TSE Services, PO Box 6151, Princeton, NJ 08541-6151, or by contacting the local office of the United States Information Service (USIS). Information about registration for IELTS can be obtained by accessing the IETLS Web site at www.ielts.org.

TOEFL results are not required for applicants who have received a high school diploma or a bachelor's degree from schools in the United States.

Financial Documents and Student Visa

International students requiring a form I-20 for student visa must provide certification of adequate financial resources. Generally, the student is required to provide an official bank statement showing the availability of the appropriate funds. If a private sponsor will be the student's source of support, the sponsor must submit a letter showing intent to sponsor and an official bank statement showing the availability of the appropriate funds. Other forms of support could include sponsorship certification from the student's government or sponsoring agency. In all cases, original or certified copies of financial/sponsorship documents must be submitted before the I-20 can be issued.

Early Admission

High School Early Start Program

Academically talented high school students who have completed their junior year with a 3.0 GPA may be admitted to take college courses before high school graduation. Students seeking admission into Potomac State's High School Early Start Program must meet the following criteria:

1. Have completed the junior year of high school and obtain permission from the high school counselor or principal.
2. Have an overall grade-point average of B (3.00) or better for all high school work, unless supporting data; recommendations and conferences indicate that a student's potential for success warrants reconsideration.
3. Submit a completed application for admission and an official high school transcript.

Extenuating circumstances may exist wherein the principal and/or student may ask for reconsideration. In such cases, the decision to admit will be made by the Dean of Curriculum and Instruction, and the Director of Enrollment Services.

High School Juniors

High School Juniors may be admitted to selected college courses offered at high school locations provided the following criteria are met:

1. Student must have a 3.5 GPA for all high school work completed at time admission into college courses is sought.
2. Student must have a written recommendation from his or her principal or guidance counselor.
3. Student must have written permission from his or her parent (s) or legal guardian (s) to take college courses.
4. Submit a completed application for admission and an official high school transcript.

Re-admission of Students

Former Students in Good Standing

Students who leave the college for at least one complete semester are required to submit an application for readmission to the Office of Enrollment Services. Decisions on readmission are based on your Potomac State College academic standing along with academic work earned at any other institution attended after leaving Potomac State. If you are transferring credit from institutions outside the West Virginia System of Higher Education, WVU will accept credit only for courses in which you earned a grade of D or higher, provided the other conditions have been met.

Academically Suspended Students

See Academic Suspension Regulations in the Academic Affairs section.

Academic Forgiveness Policy

A student who has not attended any academic institution of higher learning in at least five calendar years may be eligible for admission to Potomac State College of West Virginia University under the Academic Forgiveness Policy. Requests for Academic Forgiveness must be made to the Dean for Curriculum and Instruction in the Academic Affairs Office. The conditions and rules of this policy are as follows:

1. Admission to Potomac State College under the Academic Forgiveness Policy is contingent upon satisfying the above stated non-enrollment period. In addition, a recommendation that the student be admitted under the Academic Forgiveness Policy must be granted by the Dean of Curriculum and Instruction.
2. Upon admission to Potomac State College under the Academic Forgiveness Policy, the student will be credited with the hours earned for courses completed with a grade of D or higher.
3. Grades earned during any prior enrollment period will not be counted for purposes of calculating the student's grade-point average but grades earned will remain on the student's permanent record.
4. The student must meet and complete all course work required to meet Potomac State College's requirements for graduation, but under no circumstances after the student has been admitted under the Academic Forgiveness Policy shall the student complete fewer than 32 credit hours prior to earning a degree.
5. A student admitted to Potomac State College under the Academic Forgiveness Policy will follow all regulations regarding probation, suspension and expulsion.

Immunization – Measles/Rubella

To ensure the health and safety of our campus, immunization against communicable diseases is extremely important. Documentation of immunizations must be submitted to the Office of Enrollment Services prior to enrollment. Requirements for immunizations are posted on the College Web site at www.potomacstatecollege.edu/admissions/.

ACT / SAT Tests

Potomac State College accepts scores from the American College Testing Program (ACT) test or the Scholastic Aptitude Test (SAT).

Each test is administered nationally several times each year. Applications are available through high school guidance counselors or you can contact the Office of Enrollment Services for more information.

Placement Guidelines

The West Virginia Higher Education Policy Commission policy on freshman assessment and placement standards established the following placement standards:

Mathematics

Students may not enroll at any two-year or four-year institution in West Virginia public colleges and universities in a mathematics course which is designed to be applied toward a baccalaureate degree, an associate of arts (A.A.), an associate of science (A.S.), an associate of applied science (A.A.S.) degree at a four-year college or university or an A.A., A.S., or A.A.S. degree at a community college unless the minimum score prescribed below is earned on one of the following tests:

- A. A score of 19 on the mathematics section of the American College Testing Program's (ACT) Assessment Test.
- B. A score of 460 on the quantitative portion of the College Board's Scholastic Assessment (SAT-1).
- C. A scaled score of 40 on the numerical test and 38 on the elementary algebra test of the American College Testing Program's Assessment of Skills for Successful Entry and Transfer (ASSET).
- D. A scaled score of 59 on the pre-algebra test and a scaled score of 36 on the algebra test of the American College Testing Program's Computerized Adaptive Placement Assessment and Support System (COMPASS).
- E. A scaled score of 85 on the arithmetic test and 84 on the elementary algebra test of the College Board's ACCUPLACER Testing System.

English

Students may not enroll at any two-year or four-year institution in West Virginia public colleges and universities in an English composition course which is designed to be applied toward a baccalaureate degree, an associate of arts (A.A.), an associate of science (A.S.), an associate of applied science (A.A.S.) degree at a four-year college or university or an A.A., A.S., or A.A.S. degree at a community college unless the minimum score prescribed below is earned on one of the following tests:

- A. A score of 18 on the English section of American College Testing Program's (ACT) Assessment Test.
- B. A score of 450 on the verbal portion of the College Board's Scholastic Assessment (SAT-1).
- C. A scaled score of 38 on the writing skills test of the American College Testing Program's Assessment of Skills for Successful Entry and Transfer (ASSET).
- D. A scaled score of 71 on the English Skills test of the American College Testing Program's Computerized Adaptive Placement Assessment and Support System (COMPASS).
- E. A scaled score of 88 on the Sentence Skills test of the College Board's ACCUPLACER Testing System.
- F. Satisfactory performance on a writing sample administered by each institution.

Reading

Currently Potomac State College of WVU does not offer remedial reading courses; however, the following guidelines will be in effect when remedial reading courses are instituted:

- A. Students scoring 17 on the reading section of the American College Testing Program's (ACT) Assessment Test.
- B. A score of 420 or above on the verbal section of the College Board's Scholastic Assessment (SAT-1).
- C. A scaled score of 36 on the reading skills test of the American College Testing Program's Assessment of Skills for Successful Entry and Transfer (ASSET).
- D. A 30 percentile above on the Nelson-Denny Reading Test.

- E. A scaled score of 75 on the reading test of the American College Testing Program's Computerized Adaptive Placement Assessment and Support System (COMPASS).
- F. A scaled score of 79 on the Reading Comprehensive test of the College Board's ACCUPLACER Testing System.

Foreign Language

Students who have studied French or Spanish in high school and who wish to continue the study of these languages at WVU must take a placement test before entering the program. Those who complete the course in which they are placed with a B or better will receive back credit for all courses out of which they placed. Fees for this back credit are waived. The placement test can be taken one time only and must be taken before completing any course work in the languages at WVU.

Veterans Affairs Office

The Office of Enrollment Services offers counseling and assistance to veterans who are either enrolled or contemplating college enrollment. Aid to dependents of totally disabled veterans is also available. Information about the various forms of aid for veterans may be obtained from the Office of Enrollment Services, 75 Arnold Street, Keyser, WV 26726; phone (304) 788-6820; e-mail: PSC-FinAid@mail.wvu.edu.

To be considered for college-level credit for active military service, submit a copy of your DD214 or a SMART or AARTS transcript to the Office of Enrollment Services.

Residency Policy

Residency policy is established by the WV Higher Education Policy Commission Series 25.

Section 1 of this policy bulletin contains general information regarding its scope and dates of adoption. Remaining sections are excerpted below.

Section 2. Classification for Admission and Fee Purposes

- 2.1 Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition, and fee purposes by the institutional officer designated by the president. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition, and fee purposes is upon the student.
- 2.2 If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term theretofore attended.
- 2.3 The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

Section 3. Residence Determined by Domicile

- 3.1 Domicile within the state means adoption of the state as the fixed permanent home and involves

personal presence within the state with no intent on the part of the applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this state for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least twelve months of continued presence within the state prior to the date of registration, provided that such twelve months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia.

- 3.2 Establishment of West Virginia domicile with less than twelve months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.
- 3.3 Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or the parents' health insurance policy if the parents reside out-of-state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.

Section 4. Dependency Status

- 4.1 A dependent student is one who is listed as a dependent on the federal or state income tax return of his or her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he or she lives or to whom he or she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.
- 4.2 A non-resident student who becomes independent while a student at an institution of higher education in West Virginia does not, by reason of such independence alone, attain domicile in this state for admission or fee payment purposes.

Section 5. Change of Residence

- 5.1 A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he or she has established domicile in West Virginia with the intention of making the permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions. In making a determination regarding a request for change in residency status, the designated institutional officer shall consider those actions referenced in Section 2 above. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification.

Section 6. Military

- 6.1 An individual who is on full-time active military service in another state or foreign country or is an employee of the federal government shall be classified as an in-state student for the purpose of payment of tuition and fees, provided that the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

- 6.2 Persons assigned to full-time active military service in West Virginia and residing in the state shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

Section 7. Aliens

- 7.1 An alien who is in the United States on a resident visa or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia as defined in Section 3, may be eligible for in-state residency classification, provided that person is in the state for purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time and without restriction on the maintenance of a foreign domicile may be eligible for an in-state classification as defined in Section 3. Any person holding a student or other temporary visa cannot be classified as an in-state student.

Section 8. Former Domicile

- 8.1 A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of his or her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one-year period of time and satisfies the conditions of Section 3 regarding proof of domicile and intent to remain permanently in West Virginia.

Section 9. Residency Decisions/Appeals

Following is the process for initially determining residency for tuition purposes and how students appeal if they disagree with those decisions. Initial residency decisions are made at the admission level. Any questionable decisions are referred to the designated institutional official who determines whether the student meets the residency requirements or additional information is needed to make the decision. If additional information is needed, the student is requested to submit further documentation. If a student feels he or she has been improperly classified as a non-resident for tuition purposes, he or she should request an application for classification as a resident student at Potomac State College of WVU. To request this application write: Office of Enrollment Services, 75 Arnold Street, Keyser, WV 26726, or call 304- 788-6820.

Once this application and supporting documents are received, a decision is made by the designated institutional official. If the student meets the requirements as outlined by the Board of Trustees Policy Bulletin #34, the student is granted residency for the upcoming semester. If the student does not meet the necessary requirements, the student is denied in-state residency. If denied, the student has the option of appealing the decision to the Potomac State College Enrollment Services and Campus Advancement Council. The student contesting a residency decision shall be given the opportunity to appear before the institutional committee on residency appeals.

If the committee overturns the initial denial, the student becomes a resident for the semester in question. Should the committee uphold the original denial, the student has the option of appealing to the Campus Provost. The Campus Provost, again, may either uphold the original denial or overturn the decision of the committee.

Residency appeals shall end at the institutional level.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 is a federal law which states: (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

WVU accords all the rights under the law to students who are declared independent. No one outside WVU shall have access to nor will WVU disclose any information from students' educational records, without the

written consent of students except to personnel within WVU and the West Virginia Higher Education Policy Commission; to persons or organizations providing students' financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with judicial order; to organizations conducting studies for, or on behalf of, education agencies or institutions for the purpose of developing, validating, or administering predictive testing student aid programs, and improving instruction; and to persons in an emergency in order to protect the health or safety of students and or other persons; the victim of an alleged perpetrator of a crime of violence or non-forcible sex-offense (final results of the disciplinary proceeding only); the parent of a student under the age of 21, regarding the violation of any federal, state, or local law or institution policy governing the use or possessions of alcohol or controlled substance; or to a student who is the alleged perpetrator of a crime of violence or non-forcible sex-offense. All these exceptions are permitted under the act.

The act also permits the disclosure of information from a student's educational records, without the written consent of students, to parents of a dependent student of such parents, as defined in Section 152 of the Internal Revenue Code of 1954, as amended.

The West Virginia University Policy on the Family Educational Rights and Privacy Act explains in detail the procedures to be used for compliance with the provisions of the act. The policy can be found at: <http://ferpa.wvu.edu/>. The offices of the deans and directors can inform students as to the locations of all records maintained on students by West Virginia University.

Official Transcripts

Each copy of an official transcript costs six dollars, payable by check, money order, or credit card. Because of demand, it may take two or three weeks to process an application for a regular transcript at the close of a semester or summer session. At other times, it is the policy of Potomac State College to process all regular transcript requests within 48 hours of receipt of the request.

All financial obligations to Potomac State College must be cleared before transcripts can be released. Transcripts may not be picked up by another party unless the student has given written authorization with the request. The designated person will be expected to show a picture I.D. before obtaining the transcript.

A student must furnish the following when requesting a transcript: full name under which enrolled, date of birth, date of last attendance, and WVU ID number.

Requests for transcripts must be made in writing to the Office of Enrollment Services, 75 Arnold Street, Keyser, WV 26726. A request form is also available at www.potomacstatecollege.edu. Telephone requests cannot be accepted due to risk to the security of your records.

Withholding Information

No degree is conferred upon any candidate and no transcripts are issued to any student before payment is made of all tuition, fees, and other indebtedness to any unit of the College.

It is the policy of Potomac State to place on restriction students who have outstanding debts to a unit or units of the College. The restriction may include, but is not limited to, the withholding of a student's registration, diploma, or transcript.

Transfer of Credits

Credits and grades for college-level courses completed at any institution within the West Virginia state system of higher education may be transferable towards an associate degree or certificate. For institutions outside the West Virginia system and West Virginia private colleges and universities, beginning Spring 2012, grades

and credits are transferable for college-level courses. All colleges must be accredited by the Higher Learning Commission for the North Central Association of Colleges and Schools or by other regional accrediting associations accepted by Potomac State College. Please consult the West Virginia Core Coursework Transfer Agreement at https://www.wvhepc.org/academic/10-11_Core_Coursework_Transfer_Agreement.pdf for information on the state policy on general studies credit to all other state institutions of higher education in West Virginia for credit with the grade earned.

Students who plan to attend a summer term or other period of enrollment at another institution of higher education, with the expectation of transferring credits to Potomac State College of WVU, should complete a transient student form that may be obtained in the Office of Enrollment Services.

Intrauniversity Transfers

Students transferring from Potomac State College to WVU-Morgantown or WVU Institute of Technology should complete a Change of Campus form that is available in the Potomac State Office of Enrollment Services or the WVU Office of Admissions and Records. The form is also available at http://potomacstatecollege.edu/communities/current_students/. Students must meet the admissions criteria at the accepting institution. All records made at Potomac State are part of the student's University record.

Withdrawals

There are two types of withdrawals: withdrawal from individual courses for which a student has registered, and a complete withdrawal from the College. Deadlines for withdrawals for each semester are available at <http://potomacstatecollege.edu/cal/>. If students follow all established College procedures and withdraw before the published deadline, they will receive a W on their transcript. The grade point average is not affected in any way by this mark. If formal withdrawal procedures are not executed by the student, a failing grade/s will be recorded. It is the student's responsibility to see that all forms are properly executed and delivered to the appropriate authorities for recording.

Withdrawal/Drop from Individual Classes

Students may drop individual classes within a term based on established deadlines. These deadlines are posted at www.potomacstatecollege.edu under the Academic Calendar.

Students, with the help of their academic advisors, are responsible for determining:

- If their course load would be reduced below the minimum hours required to qualify for athletic eligibility, financial aid, or international full-time student status;
- If the course to be dropped is a co-requisite for another course the student is taking or a prerequisite for a course required the following semester, the student may be required to drop the co-requisite course or asked to take a substitute course the following semester.

Withdrawal from All Classes for the Term

Deadlines

Students may withdraw from the College for the term in which they are enrolled at anytime before the last day of classes of the term on which regular classes are scheduled to meet. Students will receive grades of W in all classes for that term.

Procedures

To withdraw from all classes through the last day to drop a class with a W, a student would log on to their MIX account and drop their classes through STAR.

To withdraw from the term after the last day to drop a class with a W, a student must complete a Withdrawal from College form which is available in the Office of Enrollment Services or online at http://potomacstatecollege.edu/communities/current_students/.

Students who are unable to access the form may mail a request to the Office of Enrollment Services, Potomac State College of WVU, 75 Arnold Street, Keyser, WV 26726. Include: full name, WVU ID number, reason for withdrawal, address, telephone number, and signature.

Important Notice

Financial aid recipients who withdraw from all classes before 60 percent of the term is completed may be required to return a portion of any financial aid that was received for the term. Students who do not receive at least one passing grade for classes in a term must provide documentation which verifies continued participation in educational activities. If documentation cannot be provided, those students are considered to have informally withdrawn from the College prior to 60 percent of the term and may be required to return a portion of any financial aid which was received. This review and return of financial aid is done in accordance with federal regulations.

Financial Aid Refund and Repayment Policy

Federal regulations require that WVU recalculate eligibility for financial assistance for students who completely withdraw, drop out, or are dismissed before completing the enrollment period. Students who receive all unsatisfactory grades (defined as at least one F and no passing grades) at the end of the grading period will be considered as unofficially withdrawn at the semester mid-point unless documentation is available that demonstrates continued class participation. Application of this policy may result in the necessity for a student to return financial aid funds to various Title IV federal aid programs including Federal Pell Grant, Federal SEOG, and William D. Ford Federal Direct Student and PLUS loans.

A student earns Title IV federal aid based upon the length of time the student remains enrolled during the enrollment period. Students who withdraw on or before completing more than 60 percent of the semester may be required to return a portion of federal financial assistance. The determination of 60 percent of the term is computed by dividing the total number of calendar days in the term into the number of calendar days completed as of the date of student withdrawal. Scheduled breaks of five consecutive days or more are excluded. The percentage of Title IV assistance which the student has earned is equal to this percentage of the term completed. If the withdrawal occurs after more than 60 percent of the term is completed, the percentage earned is considered to be 100 percent.

If more Title IV aid was disbursed than was earned by the student, WVU is required to return the lesser of (1) the unearned aid percentage of institutional charges, or (2) the unearned aid percentage applied to the total Title IV aid received. The student must return unearned aid for which she or he is responsible after subtracting the amount the school will return. Funds are returned in the following priority:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Perkins Loan
4. Federal Graduate PLUS Loan
5. Federal PLUS Loan aid
6. Federal Pell Grant
7. Federal Academic Competitiveness Grant (ACG)
8. Federal SMART Grant
9. Federal SEOG
10. Other Title IV assistance
11. Other federal, state, private, or institutional aid
12. The student

If less Title IV aid was disbursed than was earned by the student, the student is entitled to a post-withdrawal disbursement within 30 days of withdrawal.

The return of financial aid may result in unpaid charges to WVU for tuition/fees and room/board. WVU will bill the student for any balance due. Students who owe a repayment to any federal financial aid program are no longer eligible for financial aid at any post-secondary institution. Eligibility may be regained after repayment is satisfied.

Standards of Satisfactory Academic Progress for Financial Aid

To receive funds administered by the WVU Financial Aid Office, students must be making measurable academic progress toward completion of an eligible degree or certificate program. Federal regulations require evaluation of both quantitative and qualitative academic progress. The policy will be used to evaluate student progress at the conclusion of each fall and spring semester. See <http://www.finaid.wvu.edu> for the complete policy.