Policies and Procedures

In this Section:

- Academic Integrity and Dishonesty Policy
- Research Policy Guidelines

Academic Integrity and Dishonesty Policy

In the Section:

- Academic Integrity and Dishonesty
- Responsibilities
- Academic Dishonesty Defined
- Process to Initiate a Charge of Academic Dishonesty
- Appeal Procedures for Cases Involving Academic Dishonesty

Academic Integrity and Dishonesty

The academic development of students and the overall integrity of the institution are primary responsibilities of WVU. Academic dishonesty is condemned at all levels of life, indicating an inability to meet and face issues and creating an atmosphere of mistrust, disrespect, and insecurity. In addition, it is essential in an academic community that grades accurately reflect the attainment of the individual student. Faculty, students, and administrators have shared responsibilities in maintaining the academic integrity essential for the University to accomplish its mission.

For the detailed policy of West Virginia University regarding the definitions of acts considered to fall under academic dishonesty and possible ensuing sanctions, please see Board of Governors Policy 31 at bog.wvu.edu/policies and the Student Conduct Code (http://studentlife.wvu.edu/office_of_student_conduct/student_conduct_code).

Responsibilities

The integrity of the classes offered and research and scholarship undertaken by any academic institution solidifies the foundation of its mission and cannot be sacrificed to expediency, ignorance, or blatant fraud. Students should act to prevent opportunities for academic dishonesty to occur and in such a manner to discourage any type of academic dishonesty. Faculty members are expected to remove opportunities for cheating, whether related to test construction, test confidentiality, test administration, or test grading. This same professional care should be exercised with regard to oral and written reports, laboratory assignments, and grade books.

Deans and department chairpersons are expected to acquaint all faculty with expected professional behavior regarding academic integrity and to continue to remind them of their responsibility. Deans and department chairpersons shall assist faculty members and students in handling first-offense cheating allegations at the lowest possible level in the University with discretion to prevent damage to the reputation of any person who has not been found guilty in the prescribed manner.

Each member of the teaching faculty and all other WVU employees, including but not limited to assistants, proctors, office personnel, custodians, and public safety officers, shall promptly report cases of academic dishonesty to the appropriate supervisor, department chairperson, or dean of the college or school concerned, and to the Office of Judicial Affairs, Office of Student Life.

Academic Dishonesty Defined

WVU expects that every member of its academic community shares the historic and traditional commitment to honesty and integrity. Academic dishonesty is defined to include, but is not limited to, any of the following:

1. Plagiarism is defined in terms of proscribed acts. Students are expected to understand that such practices constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed. Plagiarism includes, but is not limited to, submitting, without appropriate acknowledgment, a report, notebook, speech, outline, theme, thesis, dissertation, or other written, electronic, visual, or oral material that has been copied in whole or in part from the work of others, whether such source is published or not, including, but not limited to, another individual’s academic composition, compilation, or other product, or commercially prepared paper.

2. Cheating and dishonest practices in connection with examinations, papers, and projects, include, but are not limited to:
   
   1. Obtaining help from another student during examinations.
   
   2. Knowingly giving help to another student during examinations, taking an examination or doing academic work for another student, or providing one’s own work for another student to copy and submit as his or her own.
3. The unauthorized use of notes, books, or other sources of information during examinations.
4. Obtaining an examination or any part thereof without authorization.

3. Forgery, misrepresentation, or fraud includes, but is not limited to:
   1. Forging or altering, or causing to be altered, the record of any grade in a grade book or other educational record.
   2. Use of University documents or instruments of identification with intent to defraud.
   3. Presenting false data or intentionally misrepresenting one’s records for admission, registration, or withdrawal from the University or from a University course.
   4. Knowingly presenting false data or intentionally misrepresenting one’s records for personal gain.
   5. Knowingly furnishing the results of research projects or experiments for inclusion in another’s work without proper citation.
   6. Knowingly furnishing false statements in any University academic proceeding.

**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 Unforgivable 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://facultysenate.wvu.edu) as soon as possible but no longer than five academic days following the discovery of the violation.

3. Responsibility/Resolution
   1. 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 (84 Boreman North, P.O. Box 6430).
   2. If the student does not accept responsibility as charged, he or she may appeal to the chair of the department. 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 (84 Boreman North, P.O. Box 6430). These copies should be distributed within five academic days of resolution of the case.
   3. If the student and the chair do not reach a resolution, the student may appeal to the Student Conduct Board, which is comprised of members of the University Committee on Students Rights and Responsibilities. This appeal must be initiated within five academic days of the student’s meeting with the chair.

4. 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.

5. If the student disagrees with the decision of the Student Conduct Board, he or she may appeal to the provost, whose decision is final.

**Appeal Procedures for Cases Involving Academic Dishonesty**

Academic dishonesty includes plagiarism, cheating, and dishonest practices in connection with examinations, papers, and projects, as well as forgery, misrepresentation, and fraud. Some cases of forgery, misrepresentation, or fraud that occur outside the context of courses or academic requirements may be referred directly to the Office of Student Life/Judicial Affairs by any member of the University community. In such cases, the Office of Student Life/Judicial Affairs will arrange a hearing following the procedures outlined in the BOG Policy 31.

An Unforgivable 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.

**Research Policy Guidelines**

**In this section:**
- Research Involving Animals or Human Subjects
- Research Integrity at WVU
- Intellectual Property and Patent Policy
Research Involving Animals or Human Subjects

Any graduate student who conducts research using animals must have a protocol approved by the Animal Care and Use Committee before starting the research. Information about procedures and protocol forms may be obtained from the Office of Sponsored Programs (oric.research.wvu.edu/animal).

Any graduate student who conducts research involving human subjects must have the approval of the Institutional Review Board for the Protection of Human Subjects before starting the research. Information about procedures and approval forms may be obtained from the Office of Sponsored Programs (oric.research.wvu.edu/human_subjects_research_and_the_irb).

Research Integrity at West Virginia University

Integrity in research and scholarship is an obligation of all who engage in the acquisition, application, and dissemination of knowledge. Research and scholarly work by West Virginia University faculty, staff, and students are governed by the Policy and Procedures for Responding to Allegations of Misconduct in Research and Scholarship at West Virginia University. This document can be found at oric.research.wvu.edu.

All members of the University community are obligated to report observed, suspected, or apparent misconduct in research. Reports should be made to the University’s research integrity officer through the link to Online Research Problem Reporting at oric.research.wvu.edu. Regular reviews of the status of research integrity at WVU are conducted by the Research Integrity Policy Committee.

Intellectual Property and Patent Policy

West Virginia University is committed to supporting faculty members and staff in all matters related to patents based on discoveries and inventions created solely or jointly by them. This policy encourages and aids research at the University, provides financial compensation and professional recognition to inventors, and protects and serves the public interest.

The University recognizes that discoveries and inventions may, and frequently do, include equities. The use of University facilities, equipment, personnel, supplies, or services, the particular assignment of duties or conditions of employment, the possible claims of a cooperating agency, as in research supported from extramural funds, and other situations may give rise to complex rights involving the inventor, the University, and a sponsoring agency. Such rights must be evaluated and an agreement reached on their appropriate disposition. Policies and procedures involving the rights and obligations of the University, its sponsors, and its inventors with respect to inventions resulting from research, development, or other work performed at the University are overseen by the Office of Technology Transfer and can be obtained at techtransfer.research.wvu.edu.

In this Section

- Credit Loads and Limits
- Required Minimum Enrollment
- Enrollment during Final Term
- Enrollment of Non-Degree Students
- Class Attendance
- Military Deployment
- Withdrawal Policy

Credit Loads and Limits

Nine credit hours is the minimum load to be considered a full-time graduate student in the fall and spring terms and six credit hours is the minimum load to be considered a full-time graduate student in the summer term. Courses taken under the audit option are counted toward attaining full-time enrollment status. Graduate students are not permitted to take more than sixteen hours in a fall or spring term or more than twelve hours in a summer term without special permission. Credit overloads must be approved for students by their college and by the Office of Graduate Education and Life.

Required Minimum Enrollment

If a graduate student is using University libraries or research facilities, or consulting with graduate committee members, the student must enroll for at least one hour of graduate credit so that the University can receive credit for its contribution to graduate study, attest to student status, and guarantee the protection to which the student is entitled. Students who take courses intermittently may be excused from such continuous enrollment if they are not using University facilities or consulting with faculty while they are not enrolled. However, students formally admitted to candidacy for graduate degrees are required to register for at least one credit hour each fall and spring term as a condition of their continued candidacy. Individual programs may also require summer enrollment. By pursuing a degree, such persons by definition are utilizing University services, facilities, and other resources, including faculty expertise; this situation continues in cases where students have completed all required coursework and are working on a thesis or dissertation. Candidates for graduate degrees who fail to maintain continuity of enrollment may be dropped from candidacy.

Enrollment During Final Term

All graduate students must enroll for at least one credit hour during the term of graduation. Graduate students must register by the normal registration deadlines.
Enrollment of Non-Degree Students

Non-degree students are normally those taking classes for enrichment purposes, public school teachers taking classes for certification renewal, or students taking classes as prerequisites for admission to degree programs. Non-degree students may enroll in any course in the University for which they have the prerequisites and permission from the academic unit. However, some departments that cannot accommodate non-degree students may restrict enrollments to majors only or require permits.

A non-degree graduate student may accumulate unlimited graduate credit hours. If the student is later admitted to a degree program, the faculty of that program will decide whether any credit earned as a non-degree student may be applied to the degree. Under no circumstances may a non-degree student apply more than twelve hours of previously earned credit toward a degree.

Class Attendance

Instructors 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.

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. Instructors cannot require documentation of student illness from any medical provider as part of an attendance policy, because medical conditions are confidential and frequently not verifiable.

The complete statement on student attendance can be found at http://undergraduateacademicaffairs.wvu.edu/university-policies/attendance-policy.

Military Deployment

WVU policy concerning absences due to military deployment is provided on the WVU Veterans web site at wvuveterans.wvu.edu.

Withdrawal form the University for the Semester

Withdrawal Policy

There are two types of withdrawals: withdrawal from individual courses for which a student has registered and a complete withdrawal from the University. Deadlines for withdrawals for each semester are available at: http://registrar.wvu.edu/current_students/withdrawal_policies. If students follow all established University 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 on the Office of the University Registrar's website. Students, with the help of their academic advisors, are responsible for determining:

• If their course load would be reduced below the minimum requirement set by their program
• If their course load would be reduced below the minimum hours required to qualify for a graduate assistantship, 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

Students may withdraw from WVU 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

1. 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.
2. To withdraw from the term after the last day to drop a class with a W, you may do any of the following:
   A. Visit the Office of the University Registrar.
   B. Send an e-mail from your MIX Account only to registrar@mail.wvu.edu. Please include:
      i. Full name
      ii. Last four digits of your student identification number
      iii. Reason for your withdrawal
C. Mail a request to: Office of University Registrar, West Virginia University, P.O. Box 6878, Morgantown, WV 26506. Please include:
  i. Full name
  ii. Student identification number
  iii. Reason for your withdrawal
  iv. Address
  v. Telephone number
  vi. Signature

D. Fax a request to: (304) 293-8991. Please include:
  i. Full name
  ii. Student identification number
  iii. Reason for your withdrawal
  iv. Address
  v. Telephone number
  vi. Signature

**Important Notice:** Financial aid recipients who withdraw from all classes before sixty 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 WVU prior to sixty 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.

**Re-Enrollment After Withdrawal**

After a student withdraws from WVU in two consecutive semesters (excluding summer sessions), a student may not register for further work without approval of the dean of the college or school in which the student wants to register. Enrollment is subject to conditions set by that dean. In the case of a general studies major, the student must seek approval from the director of the University College.

**In this Section**

- Grades
- Grading System
- Satisfactory/Unsatisfactory-Pass/Fail
- Auditors
- Grade Point Average Calculations
- Incompletes
- Repeated Courses
- Final Grade Appeal Procedures (Not Involving Charges of Academic Dishonesty)
- Official Transcripts
- Yearly Evaluation of Graduate Student Performance

**Grades**

Letter grades are assigned in many graduate courses. Grades of C or below are considered substandard. Some programs allow credit for courses in which a grade of C is earned; others do not.

**Grading System**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent (Given only to students of superior ability and attainment)</td>
</tr>
<tr>
<td>B</td>
<td>Good (Given only to students who are well above average but not in the highest group.)</td>
</tr>
<tr>
<td>C</td>
<td>Fair (Average for undergraduate students.)</td>
</tr>
<tr>
<td>D</td>
<td>Poor but passing (Cannot be counted for graduate credit.)</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>
### Policies and Procedures

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawal from a course before the date specified in the University calendar.</td>
</tr>
<tr>
<td>P</td>
<td>Pass (See Pass/Fail grading below)</td>
</tr>
<tr>
<td>X</td>
<td>Auditor, no grade and no credit.</td>
</tr>
<tr>
<td>CR</td>
<td>Credit but no grade</td>
</tr>
<tr>
<td>PR</td>
<td>Progress; final grade to be issued at end of second semester (HSC)</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory (Equivalent to F.)</td>
</tr>
<tr>
<td>H</td>
<td>Honors course (Professional school courses only.)</td>
</tr>
<tr>
<td>IF</td>
<td>Incomplete grade not removed by next regular term (Computed as an F.)</td>
</tr>
<tr>
<td>UF</td>
<td>Unforgivable F (Not eligible for D/F repeat policy.)</td>
</tr>
</tbody>
</table>

Note: Grades that are not reported by faculty at the end of a term will be designated with an NR on the official transcript. Grades that are not reported will become an F at the conclusion of the next semester if a final grade is not submitted.

### Satisfactory/Unsatisfactory - Pass/Fail Grading

At the graduate level, the satisfactory-unsatisfactory ("S/U") grading option is used only for the course numbers 697/797 "Research." The "S" and "U" grades for 697/797 are not applied to the calculation of the GPA. "S/U" shall be the only grading option for 697/797.

Other courses for which faculty wish to use a binary grading option should use the pass-fail ("P/F") grading option. Grades of "F" earned using this option do apply to the GPA.

### Auditors

Students may enroll in courses without working for a grade or for credit by registering as auditors. Change in status from audit to credit or from credit to audit may be made during the registration period.

### Grade Point Average Calculations

The grade point average listed on the student’s official transcript will be computed from all work (including any undergraduate courses taken) for which the student has registered while a graduate student, except for courses with grades of I, S, W, P, and X. The GPA is based on the following grade point values:

- A = 4
- B = 3
- C = 2
- D = 1
- F = 0
- U = 0

Faculty have the option of adding +/- scales to the letter grades but the +/- scales are not used in calculating the grade point average. In order to determine whether a student meets the program’s stated minimum GPA to remain in good academic standing, a given program may, for its own internal purposes, calculate the student’s graduate GPA solely from the courses listed in the student’s plan of study. However, on the official transcript, the GPA will be calculated as indicated above.

### Incompletes

The grade of "I" is given when the instructor believes that the coursework is unavoidably incomplete or that a supplementary examination is justifiable. Before any graduate degree can be awarded, the grade of "I" must be removed either by finishing the incomplete or by having it recorded as a permanent incomplete. Only the instructor who recorded the "I" or, if the instructor is no longer at WVU, the chairperson of the unit in which the course was given, may initiate either of these actions. When a student receives a grade of incomplete and later removes that grade, the grade point average is recalculated on the basis of the new grade. If a student does not remove the "I" grade within the next semester, the grade of "I" is treated as an "IF" (failure). The Dean or Dean's designee of the appropriate college or school may allow a student to postpone removal of the "I" grade if a delay can be justified.

### Repeated Courses

Courses repeated that cannot be taken again for credit follow this procedure:

1. The original grade is included in determining the overall GPA. It is excluded from earned or degree hours and is marked with an (A).
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 the course was repeated.
4. Courses repeated more than once are handled the same way with the final attempt carrying earned or degree hours. All attempts are used for determining the GPA.

**Final Grade Appeal Procedures (Not Involving Charges of Academic Dishonesty)**

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, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin. 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.

**Procedure**

- **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 department or 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 department.

1. Upon receiving an appeal, the committee will notify in writing the faculty member involved in 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 department, college, or school 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 president’s designee; therefore, implementation of this decision shall end the appeal procedure.

**Official Transcripts**

Students can order official transcripts through their MIX account at any time or go to [http://registrar.wvu.edu/transcripts](http://registrar.wvu.edu/transcripts). All orders require a valid e-mail address and a credit/debit card which will be charged by e-Pay West Virginia once the transcript request has been entered and a confirmation number is provided.

Before ordering a transcript, students should log on to their MIX account to ensure that all grades and degree(s) have been posted. Transcript requests are processed immediately. They are not held for posting of final grades and/or degrees.

All financial obligations to West Virginia University 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 West Virginia University transcript is a complete record of a student’s enrollment at WVU. This includes all undergraduate, graduate, and professional courses. Partial transcripts are not available.

**Yearly Evaluation of Graduate Student Performance**

All graduate students who enrolled in at least one credit during the academic year are provided with a written evaluation from their program following the end of each spring term.
In this Section:
- Probation
- Suspension and Dismissal
- Reinstatement After Suspension
- Appeal of Suspension or Dismissal

Probation

Graduate students may be placed on probation by the dean of their college or school by failing to maintain acceptable grades in their courses or in their performance in other areas such as research progress or professional behavior. Graduate students with a cumulative grade point average (GPA) below 2.75 may be subject to probation by the dean of their college or school. Individual academic units may designate a higher GPA or other academic standards required for students to remain in good standing.

Probation, which is not recorded on a student’s permanent record, constitutes a warning to the student that standards are not being met. A letter of probation delivered by the graduate program to the student must outline the reason for the sanction as well as delineate academic or other benchmarks for the student to attain in order to have the probation sanction removed. Students may request review of the sanction of probation by the academic official who imposed it at any point in a semester. At the conclusion of the semester in which a student was placed on probation, the academic program shall review the academic record and performance of the student. If the stipulations set forth in the letter of probation have been met, the student is removed from probation. If the stipulations have not been met, student standing is reassessed by the program and the student may continue on probation or be suspended or dismissed by the academic unit.

Suspension and Dismissal

Students failing to maintain satisfactory academic standing, progress toward their degree, or professional behavior as delineated by the letter of probation may be suspended or dismissed from their degree program. Suspension or dismissal from a program normally follows a sanction of probation, above, in cases where students have been counseled regarding academic stipulations and fail to attain those stipulations. Typically, students are suspended or dismissed from a program at the end of an academic term and are notified formally by the department and/or the dean of the college or school of suspension or dismissal from their program. However, students can be suspended or dismissed from their program without a prior probation period in the case of serious violations of academic or professional standards, with approval of the school or college dean and the Associate Provost for Graduate Academic Affairs.

Suspension or dismissal from the University as a whole requires approval of the Associate Provost for Graduate Academic Affairs. Suspension from a program means that a student will not be permitted to register for classes offered by the program or participate in other program activities until the student has been officially reinstated. Suspension from the University means that a student will not be permitted to register for any classes offered by the University for academic credit until the student has been officially reinstated by the original or another program. The normal period of suspension is a minimum of one academic semester but will not exceed one calendar year. 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. Students are not eligible for readmission if they earn lower than a 2.75 at other institutions while on suspension from WVU. After one semester of satisfactory performance at WVU, and on request of the student’s program, the appropriate transfer credit will be entered into the student’s record.

Dismissal from a program can result from repeated failure to make academic progress, failure to meet probationary terms set forth in writing by the student’s program, violations of written standards provided by the student’s program, or serious violations of professional standards. A student who is dismissed from a program will not be permitted to register for classes offered by the program or participate in other program activities. A student who is dismissed from the University will not be permitted to register for any classes offered by the University for academic credit. After five calendar years from the effective date of dismissal, any student who has been dismissed shall, upon written application, be considered for reinstatement to the University with the terms of reinstatement to be established by the college or school willing to reinstate the student. Failure to meet these terms will result in permanent academic dismissal.

Reinstatement After Suspension

During the semester immediately following the effective date of suspension, suspended students may petition in writing for reinstatement. The college or school petitioned shall establish the terms of reinstatement for successful student petitions. After one calendar year from the effective date of suspension, any student who has been suspended once shall, upon written application, be reinstated to the University and to the college or school in which the student was previously enrolled, unless the student petitions for admission to another college or school. A suspended student who is reinstated under the provisions above will be placed on academic probation. Each college or school shall have the right to establish requirements or performance expectations. After the second or any subsequent suspension, a student may be reinstated to the University provided that a college or school agrees to reinstate the student. After a student has been reinstated, he or she must apply for readmission through the Office of Admissions.

Appeal of Suspension or Dismissal

Imposition of academic suspension or dismissal based on grade point average, failure to meet the conditions previously specified for removal of academic probation, or failure to meet the conditions of admission may be appealed under the following conditions.

• The student may appeal individual final course grades and, if successful, may be reinstated
• The student may make an appeal to the appropriate dean based on erroneous calculation of the grade point average or on erroneous calculation of the time period within which a grade point average must be achieved. The decision of the dean, as the president’s designee, is final.