Advising, Enrollment & Grades

In this section:
- Advisory System/Academic Advisers (p. 1)
- Academic Success Center (p. 1)
- DegreeWorks (p. 1)

Advisory System/Academic Advisers

The Dean of Academic Affairs 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. Students are required to meet with their academic advisers prior to registering for classes each semester. Students are responsible for their own academic well-being, including knowing their scholastic standing as it relates to their published regulations and standards of WVU Potomac State College. Students are responsible for their college plan, especially preparation for transfer or preparation for migration to the Morgantown campus. Students are encouraged to meet with their academic adviser when questions arise. Students are expected to become familiar with the College Catalog and DegreeWorks.

Academic Success Center

The Academic Success Center is located on the ground floor of the Mary F. Shipper Library. Professional tutoring and peer tutoring services are available. The center also includes a computer lab and study areas.

Degree Works

Degree Works is the online advising and degree auditing tool at WVU. All undergraduate students are required to have a completed audit for graduation. All graduate students beginning with the 2016-2017 catalog are required to have a completed audit for graduation. Please refer to this system regularly. Students can access Degree Works through the WVU Portal accessible at https://portal.wvu.edu. More information is available on the Degree Works website.

Degree Works is NOT an official evaluation. All degree requirements must be verified by student's college or school prior to graduation. Students are responsible for complying with all academic policies published in the University catalog. If students have any questions about the information presented in this audit, they are encouraged to contact their advisor or the Office of the University Registrar at registrar@mail.wvu.edu.

In this section:
- Attendance Policy (p. 1)
- Auditors (p. 2)
- Military Leave (p. 2)
- Preferred Name Policy (p. 2)
- Registration Statement (p. 3)
- Withdrawal Policy (p. 3)

Attendance Policy

Instructors or programs set attendance requirements and policies that are appropriate for the goals and instructional strategies of their courses. Instructors are responsible for keeping accurate attendance records when attendance is used in grading. Students who are absent from class for any reason are expected to take full responsibility for their own academic work and progress and are required to complete missed work or equivalent work, as deemed appropriate by the instructor.

Excused absences are absences in which the instructor agrees to provide an opportunity to make up missed class work or activities (e.g. assignments, exams). Events that justify an excused absence include religious observances, mandatory military obligation (http://catalog.wvu.edu/undergraduate/enrollmentandregistration/#enrollmenttext), mandatory court appearances, and participation in university activities at the request of university authorities. Other events may justify an excused absence at the discretion of the instructor or program.

Instructors appropriately notified regarding anticipated absences may use their judgment as to whether to allow make-up work. Instructors are expected to be flexible in allowing student to make up work missed on official or commonly recognized high holy days.

PROCEDURES:

All attendance policies must be made available to students in writing (typically within the course syllabus) within the first week of class. Instructors shall indicate in their syllabus how much advance notice they require from a student requesting an excused absence.
Students who are absent from class for any reason are responsible for contacting their instructors promptly, unless the instructors’ police require otherwise.

Instructors may require written documentation in advance of the absence from the academic or athletic unit sponsoring the activity for students participating at West Virginia University representative in official activities scheduled by academic or athletic units.

Students wishing to appeal an instructor decision of a denied absence accommodation may appeal to the Dean of the college/school for the relevant course.

Final course grades affected by attendance in an individual course may be appealed using the normal course grade appeal (http://catalog.wvu.edu/undergraduate/coursecreditstermclassification/#appealstext) process.

**Auditors**

An auditor may register for courses and must pay full fees but does not receive credit for the courses. A student who audits a course must let one semester pass before enrolling in the same course for credit. A student may only change their status from audit to grade or grade to audit through their advisor, during the registration period. Advisors will notify the Office of the University Registrar of the students intention prior to the end of the drop/add period. Attendance requirements for auditors are determined by the instructor of the course. The instructor may direct the Office of the University Registrar to remove an auditor from a class list or grade report if attendance requirements are not met.

**Military Leave**

**STUDENTS CALLED TO SERVE IN THE MILITARY**

1. Students who withdraw from the College for military service up to and including the 12th week of instruction will receive a full refund of their fees and be administratively withdrawn from their classes. No course grades or credit will be awarded.
2. Students who leave the College for military service after the 12th week of instruction should work with the designated contact, the Associate Dean of Academic Affairs. The student may also contact the Office of the University Registrar (304-293-5355). The contact person will assist the student in reviewing the student’s eligibility for credit for their 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. If the course is not in the student’s home college, the contact person can work with his/her counterpart in the appropriate college. Several outcomes are possible:
4. If the course is substantially complete and the student has done passing work, the student should receive the grade earned at that time. It is anticipated that this would be the outcome in the majority of the courses. **NOTE: Students who receive orders with sufficient advance notice are expected to notify their professors of their upcoming deployment date and meet with their professors to come to an agreement on what regular course assignments they can reasonably complete prior to the deployment date (the details of this arrangement should be included in a contract initialed by both the instructor and the student; contracts must be placed in the student’s file). Students should not be penalized for not completing assignments, quizzes, tests, or exams due after their deployment date.**
5. 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. Students called to active duty for a relatively short duration that includes exam week may arrange for an “I” with provision to make up the final exam after completing the period of duty.
6. If the student chooses to withdraw from the course, the contact person will work with the Office of Enrollment Services to provide an administrative withdrawal.

**LEAVE FOR MILITARY DRILL**

In accordance with the “Veteran Friendly” designation, PSC faculty may allow students who are members of the US Armed Forces (including the National Guard and Active Reserve) to make up tests and assignments that are missed during a semester if the student is officially called up for military service requirements for a limited period and if the delayed coursework completion will not irreversibly impact the student’s ability to appropriately master the required subject matter. Absence due to required military obligation should not exceed a cumulative amount of three weeks. Students should notify faculty members of the circumstances of their absence as far in advance as possible and work with faculty members to agree upon a plan of action for completing course requirements.

**Preferred Name Policy**

West Virginia University recognizes that students may use a different first name from their legal name. To facilitate this, the University allows students to select a preferred name to be used on class rosters, in DegreeWorks, MIX, eCampus and the online University directory (unless the student has directed nondisclosure), and other systems that do not contain official records as technically feasible. Preferred names are first names that are different than a student's legal first name. Official records of the University such as the transcript, diplomas, financial aid documents, and others, where legal name is required will not be available for the use of a preferred name. If a student changes names legally, these documents will reflect the legal name.

This accommodation is available to two groups of students: transgender and international students. The Office of the University Registrar may make exceptions for other students upon review.
Transgender students who wish to use a preferred name should contact one of the following units on campus to initiate use of their preferred name:

**Morgantown Campus**
Office of the University Registrar
Evansdale Crossing

Carruth Counseling Center/WellWVU
Health and Education Building
390 Birch Street

LGBTQ+ Center
Hodges Hall G-06
127 Hough Street

**Beckley Campus**
Trio and Diversity Programs
136 Benedum Center

**Keyser Campus**
Office of Enrollment Services
75 Arnold Street

International students who wish to use a preferred name should contact the Office of International Students and Scholars (Purinton House) to initiate use of the preferred name.

All students, regardless of University point of contact, will be asked to complete a form to request use of their preferred name. Submission of the form requires verification of photo ID by a WVU staff member. Alternatively, students may also send a letter to the Office of the University Registrar requesting the use of a preferred name. The letter should contain both the legal name and the preferred name as well as the student's WVU ID number. All letters must be signed and witnessed by a notary public.

The preferred name will remain in use until the student requests that it be deactivated. Deactivation can be initiated via the units listed above.

This process for using a preferred name does not impact students who officially change their legal name.

**Registration Statement and Priority Registration**

For each course students attend in person and online, they must be registered for every course via STAR.

West Virginia University offers priority registration to veterans as part of the Forever GI Bill - Harry W. Colmery Veterans Educational Assistance Act. For more information and for specific dates, please review the Administrative Twelve-month Calendar on the Calendars (https://registrar.wvu.edu/calendars) tab located on the Office of the University Registrar's website.

**Withdrawal Policy**

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.

**WITHDRAWAL/DROP FROM INDIVIDUAL CLASSES**

Students may drop individual classes within a term based on established deadlines. These deadlines are posted at http://potomacstatecollege.edu/academics/academic_calendar.html.

- Students should confirm that this action will not put them 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 is 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 the College for the term in which they are enrolled at any time 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 all classes 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/admissions/Potomac%20State%20College%20Student%20Withdrawal%20Form.pdf.

Students who are unable to access the form may mail a request to:

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. The request may also be faxed to (304) 788-6939.

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.

Note: The information listed below is WVU Morgantown’s current Withdrawal policy and the future Withdraw Policy beginning in the 2019-2020 Academic Year for the WVU System.

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, procedures, and policies concerning withdrawals are available at the Withdrawal Policies (https://registrar.wvu.edu/registration/withdrawal-policies) section on the Office of the University Registrar’s website. Students are encouraged to discuss withdrawals with their advisor and to consider the impact of withdrawals on their required enrollment and degree progress as well as their eligibility for graduate assistantships, financial aid, or international full-time status. Students who decide not to return for a subsequent term must withdraw from all registered courses prior to the term to avoid being charged tuition and fees.

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.

Anticipated Withdrawal Policy for the 2019-2020 Academic Year

COURSE WITHDRAWAL AND UNIVERSITY WITHDRAWAL POLICY

There are three time frames for withdrawals. The tuition refund policy can be reviewed at the Refunds (https://studentaccounts.wvu.edu/refunds) page on the Student Accounts website.

WITHDRAWAL DURING THE DROP/ADD PERIOD

Students may withdraw from an individual course or all courses during the drop/add period, which runs until the end of the first week of a standard fall or spring 16-week term. Withdrawals for courses beginning on different parts of term or in the summer must be within the deadline as indicated on the Add and Drop Dates (https://registrar.wvu.edu/calendars/add-and-drop-dates) section of the Office of the University Registrar's website. Courses dropped during the appropriate drop/add period will not be recorded on the student's transcript.

WITHDRAWAL BY THE WITHDRAWAL DEADLINE

Generally, students can withdraw from one or several courses after the Drop/Add period but prior to the Withdrawal Deadline published in the University Calendar (during the 13th week of instruction for spring and fall terms). A grade of W will be recorded on the transcript, indicating the student withdrew from the course. The grade point average is not affected, but student progress within an identified major may be impacted, as well as the ability to retain financial aid. “Attempted Hours” on the transcript include all courses for which a W is recorded. If a student does not follow the university’s withdrawal procedures, the final grades earned by the student will be recorded on the transcript. NOTE: No longer attending a course does not constitute withdrawal. Students who do not formally drop or withdrawal from a course they are no longer attending will receive a failing grade for the course.
WITHDRAWAL FROM ALL COURSES AFTER THE WITHDRAWAL DEADLINE (RETROACTIVE WITHDRAWAL)

Withdrawal from all courses after the withdrawal deadline is considered a retroactive withdrawal from the University for that term. A retroactive withdrawal for one or more terms may be granted only under extreme circumstances and will require the approval of the academic college or unit in which the student was enrolled for the respective term(s). The Retroactive Withdrawal must be requested within 12 months of the Withdrawal Deadline for the term in question. If the withdrawal is granted, a grade of W will be recorded on the transcript for each course. A withdrawal from all courses constitutes withdrawal from the University for the approved term only.

Important Notice: Financial aid recipients who withdraw from all courses before sixty percent of the term is completed may be required to return a portion of any financial aid awarded for the term. Grades of W are counted in Attempted Hours and affect student completion rate, one of the standards for determining satisfactory academic progress. Students who do not receive at least one passing grade in a term must provide documentation which verifies continued participation in educational activities.

MILITARY NOTE: Students who are called to active military service during a term must submit a copy of their deployment orders to the appropriate institutional officer. For additional information relative to military withdrawals, or if students are being deployed after the 12th week of instruction of the fall or spring terms and want to keep their grades earned at the time of deployment, please refer to the Military Leave (http://catalog.wvu.edu/undergraduate/enrollmentandregistration/#Military_Credit) section of the catalog.

PROCEDURES

Withdrawal during Drop/Add period or by the Withdrawal Deadline: To withdraw from one or more courses by the Withdrawal Deadline, students should log on to the WVU Portal accessible at https://portal.wvu.edu and drop their courses through STAR.

Retroactive Withdrawal: To withdraw from the term after the Withdrawal Deadline, a student must request the Retroactive Withdrawal in writing from the college dean or designee. A successful petition will demonstrate that the student's performance was uncharacteristically low for that term, that the extreme circumstances arose after the Withdrawal Deadline, and that the student can now make satisfactory progress. If the petition is granted, the college/school in which the student is enrolled will request the withdrawal from all classes for the approved term directly to the appropriate institutional officer.

GENERAL CONSIDERATIONS WHEN WITHDRAWING FROM CLASSES

- Students who wish to withdraw from one or more courses are encouraged to meet with their academic adviser to discuss:
  - If their course load would be reduced below the minimum requirement set by their program.
  - The appropriate office to contact to determine if their course load might be reduced below the minimum hours required to qualify for financial aid, scholarships, international full-time student status, or a graduate assistantship.
  - 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.
  - If withdrawal from the University for a semester would jeopardize the student’s standing in a particular program or major.

- Students who receive financial aid, veteran benefits, or scholarships should consult with the appropriate unit to see if the withdrawal will affect their status for the current or subsequent terms.

- It is the student’s responsibility to ensure that all outstanding financial obligations to the University are satisfied and all required forms are received and processed. The withdrawal becomes official only after the request is received and processed by the appropriate institutional officer.

- Students withdrawing from all of their courses in a term who are not living in university residential housing should vacate housing and turn in keys via the proper procedure. Check with the main desk at the residential hall for procedural details.

In this section:

- Grading System (p. 6)
- Pass / Fail Grading (p. 6)
- Incomplete Grade Information (p. 7)
- Grade Point Average (p. 8)
- Repeat Policy (p. 9)
- D/F Repeat Rule for Developmental English and Math (p. 10)
- Grade Reports (p. 10)
- Honors (p. 11)
- Transcripts (p. 11)
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</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<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>re-enroll (student's progress in a foundations course is satisfactory but course competencies have yet been mastered.)</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</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 the term will be designated with an NR on the official transcript. All grades of NR must be resolved in order to graduate from the West Virginia University System.

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.

Any full-time student who has completed fifteen hours or more and who has maintained a 2.0 grade point average may take a maximum of four hours each semester or summer term 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 eighteen hours of pass/fail credit in the collegiate career. 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 Foundations (GEF) or foreign language requirements may not be taken for pass/fail grading.

A course taken on a pass/fail basis is graded as a graded course. The instructor turns in the appropriate letter grade to the Office of the University Registrar. 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 grade 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.

The college may designate any performance- or competency-based course as exclusively pass/fail. Courses offered only as pass/fail are not included in the maximum of eighteen hours that may be freely elected as pass/fail under the student option.

Note: The information listed below is WVU Morgantown’s current Pass/Fail policy and the future Pass/Fail policy beginning in the 2019-2020 Academic Year for the WVU System.

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.

Any full-time student who has completed fifteen hours or more and who has maintained a 2.0 grade point average may take a maximum of four hours each semester or summer term 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 eighteen hours of pass/fail credit in the collegiate career. Courses in the major, courses in other subjects that are required by the major, and courses taken to satisfy University, college, school, or departmental requirements are excluded from pass/fail. For example, courses elected to satisfy the General Education Foundations (GEF) or foreign language requirements may not be taken for pass/fail grading.

A course taken on a pass/fail basis is graded as a graded course. The instructor turns in the appropriate letter grade to the Office of the University Registrar. 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 grade or a pass/fail grade.
Before being allowed to register P/F for a course offered for regular grading, students will need to meet with their academic adviser to discuss possible effects for graduation. If the adviser agrees, the student will contact the Office of University Registrar and provide the email from the adviser agreeing to the P/F option. Once the registration period has ended, the student may not revert the course to a regularly graded course.

A department or unit may designate any performance- or competency-based course as exclusively pass/fail. To institute this, the college or school must have the approval of the Faculty Senate. Courses offered only as pass/fail are not included in the maximum of eighteen hours that may be freely elected as pass/fail under the student option.

**Anticipated Pass/Fail Policy for the 2019-2020 Academic Year**

Non-degree seeking students can take any course P/F. Any full-time, degree-seeking student who has completed fifteen credits or more and has a 2.0 grade point average may take a maximum of four hours each semester or summer term on a pass/fail basis, to a maximum of 18 credits. Any course taken on a pass/fail basis must be a free elective. Courses in the major, courses in other subjects required by the major, courses to be applied to a minor or undergraduate certificate, and courses taken to satisfy University, college, school, or departmental requirements are excluded from pass/fail. For example, courses taken to satisfy general education or foreign language requirements may not be taken for pass/fail grading.

In most cases, experiential education courses (e.g. standalone service learning courses, internships, teaching practicum) are offered Pass/Fail. However, departments and programs may request normal grading for experiential courses or add P/F courses to major requirements by following the appropriate approval process. Such courses are identified in the student program of study, and are excluded from the maximum of 18 P/F credits allowed as free electives.

**Advisory Note:**

Students who plan to apply for admission to a professional program are advised that courses taken on the Pass/Fail option may hinder admission when GPA is a consideration. Consult the admissions office of the professional school to which they intend to apply.

Students should be aware that some schools, scholarship committees, and honorary societies do not find work taken on a non-graded basis (Pass/Fail) acceptable. Employers may view non-graded (Pass/Fail) course work unfavorably. All students, especially those without a declared major, should be very cautious in using the P/F option.

**PROCEDURES**

- Before being allowed to register P/F for a course offered for regular grading, students will need to meet with their academic advisor to discuss possible effect on graduation. If the adviser agrees, the student will contact the Office of the University Registrar (registrar@mail.wvu.edu?subject=P/F Registration), and will have to provide an email from the adviser. Once the registration period has ended, he or she may not revert to a regularly graded course.
- A pass/fail course is graded using the same criteria as are used for a graded course. The instructor turns in the appropriate letter grade to the Office of the University Registrar. This letter grade is then converted to a P or F on the basis of A, B, C, or D for a pass and F for a fail.
- The grade of P does not affect the student's grade point average. However, a grade of F will lower the student's grade point average.
- A course taken P/F may be repeated later for a grade.

**Incomplete Grade Information**

At WVU Potomac State all Incomplete Contracts must be filed with the Office of Enrollment Services with copies to the student and Office of Academic Affairs.

**Incomplete Grades**

**POLICY:**

A grade of I (Incomplete) is a temporary grade assignment used when unforeseen, non-academic circumstances arise that prohibit students from completing the last course assignments or examinations at the end of the semester. The grade of Incomplete is typically assigned because of an excused absence from the final examination, or because assignments are unavoidably incomplete, as determined by the instructor. Generally, the student will have been active in the course up until the last day of the 13th week of classes and earned at least a D- to be eligible to request an incomplete.

- An instructor may not assign a grade of I without the student’s agreement and an Incomplete Contract on file. If a student has not requested an Incomplete, or the request for an Incomplete grade has been denied, the instructor should assign the grade earned in the course.
- Within the Incomplete Contract, the instructor is required to indicate a grade earned for the course assuming no additional work will be completed. Should the signed contract not be fulfilled, the instructor must either submit a grade of F or the grade indicated in the contract.
- If the student is unable to complete the work during the following term for non-academic reasons, the term of the contract may be extended with permission of the Dean. Additionally, the term of the contract can be extended if the instructor is not available or a portion of the course, for some legitimate reason, cannot be completed within the original time frame.
An Incomplete grade not changed by the end of the next regular term (fall and spring semesters) will be replaced with a grade of IF, and the class must be retaken to satisfy degree requirements as necessary. Under legitimate, extraordinary circumstances, with supporting documentation and the approval of the Dean, an instructor can submit a grade change for an IF within five years of when the course was taken.

All grades of I must either be resolved or replaced with an IF in order to graduate from West Virginia University.

**PROCEDURES:**

- Students who wish to be considered for an Incomplete must apply in writing to their instructor prior to the end of the term. If the instructor agrees, he or she sets contractual conditions under which the grade of I will be changed to a letter grade and the student will sign the online contract. The grade of incomplete is not granted until the Incomplete Contract (https://undergraduate.wvu.edu/for-faculty-and-staff/policies-and-guidelines/university-policy-committee/incomplete-contract) has been approved by the department and college.
- The instructor should establish the date by which all work must be completed. Ideally, the date will be prior to the mid-semester point of the following regular term, but may not be later than the last day of class of that term.
- If the student does not complete the terms of contract, the instructor will assign the earned grade recorded on the contract at the time the Incomplete was assigned.
- The student is not permitted to re-register for the course to complete the missing work and remove the grade of I.
- Students may appeal any final grade imposed by a course instructor/coordinator, institution, or its constituent academic units through the procedures described in the Academic Standards (http://catalog.wvu.edu/undergraduate/coursecreditstermsclassification) section of the catalog.

**Grade Point Average**

Grades earned in Baccalaureate-level college work attempted at other accredited US institutions and grades earned through Study Abroad are included in the calculation of the overall GPA. All credits and grades accepted as transfer credit from all accredited US institutions will be used in the calculation of the cumulative GPA and total attempted and earned credits.

Only grades earned in WVU courses will be counted towards the institutional grade point average which determines, among other things, graduation status, major eligibility, academic awards, etc. Institutional GPA is based on all work for which a student received a letter grade other than W and P and coursework excluded under the provisions of the D/F Repeat Policy.

The GPA for honors consideration for an undergraduate degree is based on baccalaureate-level coursework attempted at WVU as well as other regionally accredited US institutions.

To be eligible to receive an undergraduate degree, a student must have an overall GPA of at least 2.0 at the time of graduation.

Some degree or certificate programs require an overall grade point average higher than a 2.0. Certificate or degree programs may require higher and/or specifically defined grade point averages. Please refer to the specific program for more information.

Probation, suspension and most financial aid eligibility are determined by the overall GPA.

**Note:** The GPA for honors consideration for an undergraduate degree will be based on the undergraduate-level coursework attempted at WVU beginning with the 2019-2020 academic year.

**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/UF- 0
- I- 0
- U- 0

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

- Courses with a grade of CR, H, PR, P, S, W, and X carry no grade value. The grade of incomplete "I" initially carries no grade value.
- 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, the grade is changed to IF and is included in the grade point average.
- If a student is working toward teacher certification, they are responsible for every registration in a course in which the grade of A, B, C, D, F, P, X or "I" is received.
GPA CALCULATIONS

Students need to know how to calculate their overall and semester GPAs. The following example shows how to do it.

Assume a student registered for the following courses and earned the following grades:

- MATH 126 (3 credits) - A
- ENGL 101 (3 credits) - B
- PSYC 101 (3 credits) - D
- GEOL 105 (3 credits) - P
- BIOL 101 (3 credits) - C
- BIOL 103 (1 credit) - F

Multiple the credit by the grade value to get the grade points earned for each course using the values for letter grades as described in the Grade Points section.

(Number of Credit Hours) multiplied by the (Letter Grade Value) = Grade Points

- MATH 126 with a grade of A (3 credits) X (4 Letter Grade Value for an A) = 12 Grade Points
- ENGL 101 with a grade of B (3 credits) X (3 Letter Grade Value for a B) = 9 Grade Points
- PSYC 101 with a grade of D (3 credits) X (1 Letter Grade Value for a D) = 3 Grade Points
- GEOL 105 with a grade of P (3 credits) X (N/A Letter Grade Value for a P) = N/A
- BIOL 101 with a grade of C (3 credits) X (2 Letter Grade Value for an C) = 6 Grade Points
- BIOL 103 with a grade of F (1 credit) X (0 Letter Grade Value for a F) = 0 Grade Points

Add the total grade points earned: 12 + 9 + 3 + N/A + 6 + 0 = 30

Add the total number of credit hours attempted: 3 + 3 + 3 + N/A + 3 + 1 = 13

Divide the total number of grade points earned divided by the total number of credit hours attempted

GPA calculation = 30 (total number of grade points earned) / 13 (total number of credit hours attempted) = 2.31 semester GPA

Students may also login to DegreeWorks and utilize the GPA Calculator.

Repeat Policy

D/F REPEAT

WVU 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 attempts the sixtieth hour (including any class in which the student earns a grade and transfer classes), the student may “D/F repeat” that course. Hours excluded in the attempted hour calculation are from the Intensive English Program and from any course with a grade of W. The course can be repeated only at WVU Morgantown, WVU Potomac State, 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 any time 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 the course was repeated.
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.

OTHER REPEATED COURSES

Courses repeated, but not eligible for the provisions of the D/F repeat policy, 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 (including D/F repeats) are handled the same way with the final attempt carrying earned or degree hours. All attempts are used for determining the GPA.

5. Only the most recent attempted course can be used to satisfy degree requirements.

Certificate or degree programs may have more stringent policies regarding how D/F repeated courses are calculated in specifically defined grade point averages. Please refer to the specific program for more information.

**Anticipated Repeat Policy for the 2019-2020 Academic Year**

**D/F Repeat Policy**

WVU has a D/F repeat policy for undergraduate students who have not received their initial baccalaureate degree. Students may repeat courses in which they originally earned a grade of D or F up to 18 credit hours over the course of their undergraduate career. The course can be repeated only at WVU Morgantown, WVU Potomac State College, or WVU Institute of Technology. Students have only one opportunity to improve their original grade 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 any time 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 but the credits count as attempted hours.
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. 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.
5. No particular course may be attempted more than three times unless approved by the dean of the student's major program and the dean of the college that offers the course. Each grade earned in a course (including a withdrawal) counts as an attempt.

Certificate or degree programs may have more stringent policies regarding how D/F repeated courses are calculated in specifically defined grade point averages. Please refer to the specific program for more information.

**Other Repeated Courses**

Courses repeated, but not eligible for the provisions of the D/F repeat policy below, 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 (including D/F repeats) are handled the same way with the final attempt carrying earned or degree hours. All attempts are used for determining the GPA.

**Grade Reports**

During fall and spring semesters, mid-semester and final grades are submitted through the STAR grade entry system each semester. Instructors submit a mid-semester grade for all students in an undergraduate course. These grades are used for counseling in support of student success, are not recorded on the student's official transcript, and disappear from the institution's record system after the semester is completed. A student having an error in a grade received or a grade omitted should contact the instructor immediately.

Final grades are normally due 48 hours after the last final exam is given per the published final exam schedule (https://registrar.wvu.edu/calendars/final-examination-schedule). Each semester, faculty must visit the Office of the University Registrar's website to determine when final grades are due. Grades are viewable to students no later than one week after final exam week concludes. The final grades of all seniors provisionally approved for graduation at the close of each semester or summer term are reported to the deans of the students' colleges or schools or the Office of Enrollment Services. Special report forms for this purpose are supplied by the student's dean.

Grades are available through the WVU Portal accessible at https://portal.wvu.edu.

**D/F Repeat Rule for Developmental English and Math**

The course ENGL 90 was last offered at Potomac State in the Spring 2017 semester, and will not be offered in the future, thus, a conventional D/F repeat of those courses is not possible in the current catalog year. Students who have earned an F in ENGL 90 may have their ENGL 90 and grades excluded from GPA calculations, and designated with an E on the transcript, by completing the co-requisite course ENGL 101/100 at Potomac State. The D/F repeat procedure applies to this grade exclusion.

In a similar fashion, courses MATH 21 and MATH 91 were last offered at Potomac State in the Spring 2017 semester and MATH 93 was last offered in the Summer 2017 semester. These courses will not be offered in the future, thus, a conventional D/F repeat of those courses is not possible in the current catalog year. Students who have earned an F in MATH 21 may have this grade excluded from GPA calculations, and designated with an E on the transcript, by passing a section of MATH 121 that is linked to a co-requisite section at Potomac State. Students who have earned an F in either
MATH 91 or MATH 93 may have this grade excluded from GPA calculations, and designated with an E on the transcript, by passing a section of MATH 122/MATH 293B at Potomac State.

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 and be actively involved in two campus organizations.

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 when graduating with an AA or AAS degree. Students who complete at least 18 hours of honors credits are fulfill additional requirements are designated as Honors Scholars when graduating with a BAS degree.

Students in the Honors program may transfer into West Virginia University Honors Program in Morgantown if they meet the requirements and choose to change campuses from Potomac State College.

PRESIDENT'S AND DEAN'S LISTS
Full-time students whose academic accomplishments are of significant quality to merit special recognition are placed on either the President's List or the Dean's List. To be placed on the President's List, a student must be enrolled for at least 12 credit hours of graded courses, 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's List, a student must be enrolled for at least 12 credit hours of graded courses, and must maintain a grade-point average of 3.000 to 3.699 for the semester which he or she is enrolled. A student is not eligible for either list if the grade recorded for any course is D, F, I, or NR. Courses completed with a grade of P, S, or X are excluded from the calculation of credit hours for President's List and Dean's List.

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

Transcripts
Each copy of an official transcript costs nine 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, last date of attendance, and WVU ID number.

Request 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 the Transcript Request Procedures (http://www.potomacstatecollege.edu/communities/current_students/transcript.html) on the Current Students website.

Telephone requests cannot be accepted due to risk to the security of your records.