How Do I?

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Military Leave

STUDENTS CALLED TO SERVE IN THE MILITARY

1. Students who withdraw from the University for military service up to and including the 12th week of the semester will receive a full refund of their fees and be administratively withdrawn from their classes. No course grades or credit will be awarded.

2. Students who leave the University for military service after the 12th week of the semester should work with the designated contact person in their home college (usually the academic associate/assistant dean). 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:

   • 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.**

   • 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.

   • If the student chooses to withdraw from the course, the contact person will work with the appropriate University office to provide an administrative withdrawal.

LEAVE FOR MILITARY DRILL

In accordance with the "Veteran Friendly" designation, WVU 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.

Declare a Minor

Students declare minors once they enter their major fields of study. The following steps should be followed to assure that completion of a minor is appropriately recognized and posted to the student’s transcript:

1. A student interested in completing a minor (or minors) works with his or her major advisor to incorporate minor requirements into schedule planning. Students are welcome to consult with advisors in the minor department. Students who wish to complete a minor in music, women's studies, leadership studies, or ROTC must work directly with advisors for those programs.

2. Complete an Academic Status Update Form with their advisor.

3. When completing the Application for Graduation, the student indicates the minor(s) for which certification is requested.

4. The student’s major advisor/major college advisement office certifies that all minor requirements have been completed and reports both major and minor certifications to the Office of the University Registrar on the Tentative Graduation form. Women's studies and music minors are certified by those programs.

Note: Minors are only awarded at the time of the conferral of a baccalaureate degree.
File a Final Grade Appeal

Instructions for appeals of a grade penalty are found in the Academic Standards (http://catalog.wvu.edu/undergraduate/coursecreditstermsclassification) section of the catalog. For appeal procedures involving final grade appeal excluding appeal for academic dishonesty, see the Academic Rights, Penalties, and Appeal section. For appeal procedures for penalties involving academic dishonesty, see the Academic Dishonesty section.

Official Transcripts

Students can order official transcripts through the Office of the University Registrar (http://registrar.wvu.edu/transcripts). Before ordering a transcript, students should ensure that all grades and degree(s) have been posted as transcript requests are processed immediately. All financial obligations to West Virginia University must be cleared before transcripts can be released. A West Virginia University transcript is a complete record of a student's enrollment at WVU that includes all undergraduate, graduate, and professional courses.

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 polices concerning withdrawals are available at the 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.