

# Advising, Enrollment & Grades

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## Academic Advising

Every student at West Virginia University has access to academic advising and will be assigned an advisor. WVU students are required to meet with their academic advisors prior to registering for classes each semester. Advisors assist students in understanding major and University requirements including the General Education Foundations (GEF); course registration planning and processes; program and course prerequisites; and academic standing (e.g. probation and suspension). In addition, advisors may assist students with planning for post-baccalaureate education and careers.

It is the student's responsibility to understand their degree requirements. Students are expected to become familiar with the Undergraduate Catalog and Degree Works and prepare for their own course planning and registration processes.

## Goals of Undergraduate Education

WVU's undergraduate education is designed to help students acquire a basic foundation in a variety of academic areas in addition to their major field. Students are expected to integrate the perspectives of the humanities, social sciences, natural sciences, and an appreciation of the arts with coursework in their major to facilitate an understanding of the world at large. This foundation for lifelong learning should provide the knowledge and skills necessary to embrace social, cultural, and technological change.

In addition to these various perspectives, students are expected to develop critical thinking and problem-solving skills sufficient for life in contemporary society. These skills include the ability to read critically, listen critically, ask appropriate questions, gather relevant information, and apply critical analysis to reach logical conclusions. Central to these skills are mathematical literacy and proficiency in oral and written communications.

In preparation for life after the university, students are expected to attain proficiency in their major fields. This proficiency should enable them to be competitive in the job market or in admission to graduate or professional schools.

Finally, students are expected to acquire knowledge, understanding, and an appreciation of diversity in languages, cultures, ideas, and peoples, along with a desire to work so that all individuals are treated in a manner consistent with social justice. We hope that students will maintain a lifelong commitment to ethical behavior, responsible citizenship, and public service.

One of the primary ways in which students accomplish WVU's goals of undergraduate education is through completion of the eight General Education Foundations (GEF) areas. Each of the areas is satisfied by completion of courses designated as GEF courses. For a description of the General Education Foundations and a listing of approved courses, visit the Office of Registrar's website: <http://registrar.wvu.edu/>.

In addition to completing the GEF, students receive a well-rounded undergraduate education by completing a first-year seminar requirement, writing and communication skills requirement, and capstone requirement. Each college or school must determine their writing and communication skills requirements. Transferability of writing and communication skill requirements between majors and colleges is at the discretion of the college/school or academic unit. The capstone experience is defined as: an academic experience in which students demonstrate, in a significant, relevant project that has an oral and a written component, their abilities to:

- Gather material independently, as needed
- Think critically about and to integrate the theoretical and/or practical knowledge that they have acquired throughout their undergraduate careers; and
- Reflect on the ethical issues that are implicit in their project and/or their project's design.

## Degree Works

Degree Works is the online advising and degree auditing tool at WVU. All undergraduate students should have a completed audit for graduation. Some graduate programs also have an audit available in Degree Works. Please refer to this system regularly. Students can access Degree Works through the WVU Portal (<https://portal.wvu.edu>). More information is available at <http://registrar.wvu.edu/dw>.

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](mailto:registrar@mail.wvu.edu).

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## Attendance Policies

Instructors may set attendance policies that are appropriate for the goals and instructional strategies of their courses and instructors may include attendance records in determining the final course grade. All attendance policies that affect students' grades must be announced in writing (typically within the course syllabus) 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. However, instructors cannot require documentation of student illness from any medical provider as part of an attendance policy, as medical conditions are confidential and frequently not verifiable.

## Auditors

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

## 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. In the alternative, 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.

## 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 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.

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## Grading System

Grade	Description
A	Excellent (Given only to students of superior ability and attainment)
B	Good (Given only to students who are well above average but not in the highest group.)
C	Fair (Average for undergraduate students.)
D	Poor but passing (Cannot be counted for graduate credit.)
F	Failure
I	Incomplete
W	Withdrawal from a course before the date specified in the University calendar.
P	Pass (See Pass/Fail grading below)
X	Auditor, no grade and no credit.
CR	Credit but no grade
PR	Progress; final grade to be issued at end of second semester (HSC)
S	Satisfactory
U	Unsatisfactory
H	Honors course (Professional school courses only)
IF	Incomplete grade not removed by next regular term (Computed as an F.)
UF	Unforgivable F (Not eligible for D/F repeat policy.)

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.

## 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.

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.

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.

## Incomplete Grades

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. Students who are failing a course (exclusive of the incomplete work) may not request an Incomplete.

Students who want to be considered for an Incomplete must apply to their instructor prior to the end of the term. If the instructor agrees, the instructor and the student must negotiate the conditions under which the grade of I will be changed to a letter grade and sign a contract. The date to submit the incomplete work should not be set beyond the last day of class of the following semester. If the student does not complete the terms of contract then the instructor should submit a grade of F. All incomplete contracts must be filed with the department and Dean's Office.

To remove the grade of I, a student does not register for the course again.

If the Incomplete grade is not changed by the end of the next major term (excluding summer), the I grade will be replaced with an IF.

## Grade Point Average (GPA)

### 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 treated as an F (failure).
- If a student is working toward teacher certification, he or she is responsible for every registration in a course in which the grade of A, B, C, D, F, P, X or I is received.

### GRADE POINT AVERAGE

All academic units of the University have minimum standards of scholastic quality that must be met or exceeded. Beginning in January 2012, grades earned in Baccalaureate-level college work attempted at other accredited US institutions 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. Study Abroad credit is treated as non-US and is awarded as credit only, regardless of whether it is taken through a US institution. Only courses with a grade of "D" or higher will be transferred to WVU as earned Study Abroad Credit. To be eligible to receive a baccalaureate degree, a student must have a GPA of at least 2.0 at the time of graduation. To be eligible to receive a graduate degree, a student must have a GPA of at least 2.75. To be eligible to receive a graduate certificate, a student must have a GPA of at least 2.75 in courses applied to the certificate. Some degree or certificate programs require a higher grade point average overall or in the major courses. 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 a baccalaureate is based on baccalaureate-level college work attempted at WVU as well as other regionally accredited US institutions.

### GPA CALCULATION

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 16 hours and receive the following grades in these courses:

- English 101 – B
- Mathematics 126 - A
- Geology 101 - C
- Political Science 101 - B
- Spanish 101 - D
- Psychology 491 - P

1. Multiply the credit by the grade value to get the grade points earned for each course using values for letter grades as described in the Grade Points section.
  - English 101, 3, B, 3,  $3 \times 3 = 9$
  - Geology 101, 3, C, 2,  $3 \times 2 = 6$
  - Spanish 101, 3, D, 1,  $3 \times 1 = 3$
  - Mathematics 126, 3, A, 4,  $3 \times 4 = 12$
  - Political Science 101, 3, B, 3,  $3 \times 3 = 9$
  - Psychology 491, 1, P, 0,  $1 \times 0 = 0$

2. Add the total grade points earned and divide by the total credit hours *with a grade value*. Remember that P grades have no grade value, so in this case, the grade points earned total 39 (9+6+3+12+9) and there are 15 credit hours (3+3+3+3+3) for the GPA calculation. The GPA calculation for this student would be:  $39/15=2.6$ .

## 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 or at one of WVU's divisional campuses. 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.

## Grade Reports

During the seventh week of classes in the fall and spring semesters, instructors submit a grade for all undergraduate students earning grades of D or F in undergraduate courses. These grades are used for counseling, are not recorded on the student's official transcript, and disappear from the computer system after the semester is completed. These grades are sent first to the Office of the University Registrar and then to the student via the WVU Portal (<https://portal.wvu.edu>).

Final grades are due to the Office of the University Registrar within 48 hours after the completion of each final exam. Grades are viewable to students within one week of submission to the Office of the University Registrar. 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. Special report forms for this purpose are supplied by the student's dean.

At the end of each semester, grades are available through the WVU Portal (<https://portal.wvu.edu>).

## Dean's and President's List

Outstanding undergraduate academic achievement is recognized by awarding President's List and Dean's List status to students who obtain a 4.0 GPA or 3.5 GPA, respectively. Only the highest honor is awarded, and it will be noted on the transcript. Students must be enrolled in a minimum of 12 credit hours of graded courses to be eligible for such recognition with no grades of I (incomplete), NR (not reported), or W (withdrawal). 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.

## 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.