Academic Information and Policies

In this section:
• Goals of Undergraduate Education at WVU Tech (p. 1)
• Official Program Designations (p. 1)

Goals of Undergraduate Education at WVU Tech

West Virginia University Institute of Technology is committed to providing a high-quality education to all students without regard to race or color, sex, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation.

Students at WVU Tech can expect to acquire:
• Basic foundation in liberal studies, with humanities, social sciences, natural sciences, and the arts integrated into degree programs, to help facilitate understanding of the world at large and competencies to deal with social, cultural, and technological change.
• Critical thinking and problem-solving skills; the ability to read and listen critically, ask appropriate questions, gather relevant information, and apply critical analysis to reach logical conclusions; the underpinnings of these skills are mathematical literacy and proficiency in oral and written communications.
• Proficiency in their major field of study, so that as graduates they are competitive in the job market or are prepared for graduate or professional schools.
• Knowledge, understanding, and appreciation of diversity (of languages, cultures, ideas, and peoples), desire to treat all persons in a manner consistent with social justice.
• Commitment to and practice of ethical behavior, responsible citizenship, and public service.

Official Program Designations

Degree program: A degree program is an area of study approved as such by the institution and the Board of Governors (BOG) and listed on the official inventory of degree programs (https://www.wvhepc.org/resources/degree%20inventory%20update/progofpubpriv.html#IDX1). The degree, which is an award signifying a rank or level of educational attainment and which is conferred on students who have successfully completed a degree program, is represented by the official degree designation (e.g., B.A.—bachelor of arts, B.S.—bachelor of science, etc.)

Major: A major is a field of study within an approved degree program, having its own curriculum. A degree program may have more than one major.

Area of Emphasis: An area of emphasis is a specific subject area within an approved degree program and major. Normally, a minimum of 12 credit hours and no more than 18 credit hours are expected for an area of emphasis within a baccalaureate degree program. Normally, a minimum of 6 and no more than 12 credit hours would be expected for an area of emphasis within a graduate degree program.

Minor: A minor is an area of study outside of the major that encourages students to pursue a secondary field. Students may not earn a minor in the same field as their major. Requirements for a minor are set by the academic unit offering the minor and must include at least 15 hours of coursework, with a minimum of 9 hours at the upper division level (course numbers 300 or above). Minors are only available to students earning a baccalaureate degree.

Certificate program: A certificate program is a coherent, specialized curriculum designed for students in search of a specific body of knowledge for personal/career development or professional continuing education. Normally, a minimum of 12 and no more than 21 credit hours constitute a certificate program at the baccalaureate or graduate level.

In this Section:
• Purpose (p. 1)
• Policies Governing This Curriculum (p. 2)
• Descriptions of Requirements (p. 2)
• Courses at WVU Tech Fulfilling the GEF Objectives (p. 3)

Purpose

The General Education Foundations (GEF) provides students with academic and intellectual breadth to appreciate the broad context of their actions, their choices, and their world, beyond their major field(s) of study. WVU aims to help students build the foundational skills and knowledge necessary to reason clearly, communicate effectively, think critically, and contribute to society.

The General Education Foundations (GEF) are designed to ensure that students meet these goals through inquiry-based learning across disciplines. In conjunction with a major field, and in consultation with their advisors, students will design programs of study that satisfy the GEF. The GEF works to fulfill the University’s goals of (1) creating well-rounded students with a broad base of skills and knowledge, (2) linking together the courses that students take
at WVU, and (3) instilling in students a permanent connection to learning and education, giving them the skills to learn what they need outside a formal educational environment.

The GEF strives to help students be thoughtful participants in a democratic society, and to achieve the intellectual integration and awareness they will need to adapt to changes and meet challenges in their personal, social, and professional lives.

**Policies Governing This Curriculum**

1. Students will take between 31 and 37 credits, organized into eight foundation areas (F1 through F8).
2. Courses used to satisfy requirements of the GEF may also simultaneously satisfy major or other requirements for an undergraduate degree at WVU. Colleges and schools may elect to restrict the number of credits that can be shared between the GEF requirements and others required for their program(s). All undergraduate students must at a minimum complete 120 credits (or higher as established by their degree program) to earn a baccalaureate degree at WVU.
3. In addition to fulfilling seven foundation areas (F1 through F7) (22-28 credits), students will choose a minimum of three courses (9 credits) to fulfill foundation area F8, the Focus. Working in consultation with their advisors, students will choose one of four options: 1) select 9 credits from the list of approved GEF courses not used to satisfy the seven foundation requirement, from any combination of disciplines; 2) completion of a minor; 3) completion of a double major; 4) completion of a dual degree.

**Descriptions of Requirements**

GEF courses are grouped according to specific expected outcomes, which are in addition to the AACU LEAP skills that are recognized as institutional objectives

**F1. COMPOSITION AND RHETORIC (3 OR 6 CREDITS)**

Effective, concise, and clear use of English, in both speech and writing through various media, is essential to success both during the course of study and in a career or future professional life. The English Area ensures that students have understood the fundamentals of communicating in English, and works in tandem with college- or program-based communication requirements. Students will demonstrate effective communication in English, completing ENGL 101 and 102 or ENGL 103.

**F2A/B. SCIENCE & TECHNOLOGY (4-6 CREDITS)**

A fundamental grasp of the nature of science is essential for responsible, sustainable, and intelligent interaction with the world. Each of us must be able to evaluate scientific developments, technological advancements, and our evolving natural world in order to thrive.

Students will apply systematic methods of analysis to the natural and physical world, understand scientific knowledge as empirical, and refer to data as a basis for conclusions. Students must complete either two lecture courses for a minimum 6 of credits from F2A or one lecture/laboratory combination for a minimum of 4 credits from F2B.

Students electing to fulfill the Foundation Area 2 requirement by completing F2B must successfully complete a science lecture course and its corresponding laboratory. Students who complete only the lecture or laboratory component for one science combination and complete only the lecture or laboratory from a different lecture/laboratory combination will not satisfy the Area 2B requirement. However, the lecture/laboratory component for any courses not used to satisfy another GEF requirement can be used to satisfy the Foundation Area 8 (GE Foundation Focus) requirement.

Requirement fulfilled by completing two lecture courses from F2A or one lecture/lab combination from F2B.

**F3. MATHEMATICS & QUANTITATIVE SKILLS (3-4 CREDITS)**

Mathematics and quantitative skills are necessary in education, the workplace, and nearly every field of human endeavor. Quantitatively literate citizens must have the capacity to understand numerical aspects of daily life and apply critical reasoning to data. Students will demonstrate effective use of quantitative techniques and practical application of numerical, symbolic, or spatial concepts.

**F4. SOCIETY & CONNECTIONS (3 CREDITS)**

As global citizens, we must understand human behavior in its many forms and expressions, which may include methods of communication, familial and professional relationships, or our place in social, political, and economic systems. Civic knowledge and engagement are critical to individual, societal, and global survival. Students will demonstrate understanding and analysis of human behavior, societal and political organization, or communication.

**F5. HUMAN INQUIRY & THE PAST (3 CREDITS)**

Human development reminds us of the continued importance of understanding events in a larger context of past experience, philosophical inquiry, or spiritual questing. A fundamental knowledge of our forebears, their successes, mistakes, obsessions, and weaknesses allow us to progress. A fundamental grasp of the realm of human thought, reason, ethics, or beliefs enables us understand our world and ourselves. Students will interpret historical events or philosophical perspectives to identify patterns, develop analytical reasoning, apply methods of critical inquiry or expand problem-solving skills.
F6. THE ARTS & CREATIVITY (3 CREDITS)
Creativity, as expressed through works of art, is a defining human characteristic. Regardless of the medium, art communicates and connects us to human innovations and achievements of the past, present, and shared future. Artistic expression employs integrative and creative thinking that promotes transformative ideas capable of crossing disciplinary and cultural boundaries.

F7. GLOBAL STUDIES & DIVERSITY (3 CREDITS)
The world is more than our familiar neighborhoods and people who share our individual beliefs and traditions. We can come to appreciate our global society when we consider other ways of life, experiences, means of expression, histories, and modes of being. As we seek to expand our knowledge beyond the confines of our own experiences, we open up our minds and our worlds. Embracing human diversity enriches our understanding, including the understanding of what we have in common. Students will apply methods and principles of critical inquiry to explore global issues and cultural, linguistic, or experiential diversity.

F8. FOCUS (9 CREDITS)
The GEF designates 9 credits (normally 3 three-hour courses) of Focus coursework, to help students capitalize on the range and diversity of courses offered at WVU. In order to maximize connections, incorporate additional competencies, and encourage true breadth of study, students must fulfill the Focus through completion of one of the following academic paths:

- Minor (link to minors available)
- Double major
- Dual degree

9 credits of additional coursework from the list of courses approved for GEF Areas 2-7 Students are expected to work with their advisors to ensure completion of the Focus. Students completing three minors as part of a MDS program must satisfy the Focus by completing 9 additional credits of GEF coursework, or a fourth minor.

Courses at WVU Tech Fulfiling the GEF Objectives
Courses fulfilling the GEF objectives at WVU Tech can be found at http://techregistrar.wvutech.edu/files/d/60faddcb-c78f-4685-9066-68fa7466018b/wvutech-gef-masterlist-20160215.pdf.

Academic Advising
New students will be advised initially in the Student Success Center. As the student transitions into their chosen academic program, an advisor from the major department will be assigned to the student. Advisors assist students in understanding major and university requirements; major matriculation processes; course registration planning and processes; prerequisites; the General Education Foundation (GEF); probation and suspension; and academic options. WVU Tech students are required to meet with their academic advisors prior to registering for classes each term.

At the same time, though, students are also expected to become familiar with the Undergraduate Catalog, as it relates to their academic goals and standing. Students should be able to articulate the requirements of their major and of WVU Tech, the matriculation process for their major, plan for their scheduling and registration, use the WVU Tech website, and make full use of academic advising.

In this section:
- College Level Examination Program (CLEP) (p. 4)
- Credit by Examination (p. 4)
- Academic Credit for Military Training (p. 4)
- Classification of Students by Class Rank (p. 4)
- Credit Hours (p. 4)
- Required Credits (p. 4)
- Credit-Hour Load (p. 5)
- Summer Term (p. 5)
- Class Attendance (p. 5)
- Final Examinations (p. 5)
- Last Week of Classes (p. 5)
- Auditors (p. 5)
- Visiting Students (p. 6)
- Transcripts (p. 6)
- Change of Schedule and Course Withdrawals (p. 6)
- Changing Majors (p. 6)
College Level Examination Program (CLEP)

Students with significant learning associated with life experiences may earn up to 35 hours of general education or elective credit for this experience through the College Level Examination Program (CLEP). Although the CLEP program was designed primarily for adults, exceptionally well-qualified high school seniors are eligible to utilize the CLEP program as well. Courses for which credit may be earned through CLEP examinations are listed online at http://admissions.wvu.edu/admissions/equivalency. The inventory of CLEP examinations is dynamic and changes over time. Some CLEP examinations may no longer be offered and may not appear in the above list. Students should check with the WVU Tech Office of the Registrar to determine if/how WVUIT will recognize the learning and credit associated with CLEP examinations that do not appear on the College Level Examination Program (CLEP) Equivalency Table.

Credit by Examination

A current student with sufficient proficiency in material covered by a specific course may apply for credit for this course by examination. A student who desires to obtain credit by examination must petition the chair of the program that provides the course to be allowed permission to attempt an examination for credit. The chair of the concerned department shall determine the general proficiency of the student by preliminary examination. Assuming strong performance by the student, the chair may recommend to the committee on Classification and Grades that the student be given the opportunity to attempt examination for credit. If approved, the student will then sit for a comprehensive departmental examination that is administered by an examining board of one or more faculty, who are appointed by the department in which credit is being sought. Credit will be granted if a minimum grade of "C" is attained. The test and results shall be presented to the Classification and Grades Committee for final review (a fee of $20 per credit hour will be assessed). A student who fails a departmental examination may not apply to retake it. Nor may a student request an examination on the basis of an audit course or one in which a grade less than "C" was earned.

Academic Credit for Military Training

Academic credit may be granted to veterans or National Guard or Reserve members for successful completion of formal service-school training programs on the basis of evaluations made by the Commission on Accreditation of Service Experiences and published in the American Council on Education's (ACE) “Guide to the Evaluation of Educational Experiences in the Armed Services.” Students who apply for such credit are required to submit official records such as the DD-214, transcript of in-service training, certificates or diplomas, or in-service training certified on DD Form 295 (Application for Evaluation of Educational Experiences during Military Service). Students may also request a record of their educational experiences (course work and occupational) associated with the Army, Marine Corps, Navy, and Coast Guard by submitting a request through the Joint Services Transcript Portal. Active duty National Guard and Reserve listed Air Force personnel may request an official transcript of their education experiences through the Community College of the Air Force (CCAF).

Classification of Students by Class Rank

WVU Tech undergraduates are classified as freshmen, sophomores, juniors, or seniors. These classifications are based upon the number of hours completed. The classifications are as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>1-28 Earned Credit Hours, Inclusive</td>
</tr>
<tr>
<td>Sophomore</td>
<td>29-58 Earned Credit Hours, Inclusive</td>
</tr>
<tr>
<td>Junior</td>
<td>59-88 Earned Credit Hours, Inclusive</td>
</tr>
<tr>
<td>Senior</td>
<td>89 or More Earned Hours</td>
</tr>
</tbody>
</table>

Note: Classification of students will be updated starting Summer 2018.

Credit Hours

Academic advancement is measured by credit hours. Earning one credit hour generally means attending a 50-minute lecture class (one clock hour) each week of the full term. Laboratory credit of one credit hour generally means laboratory work of two to three clock hours per week. Course descriptions in the catalog show the number of credit hours for the course and the number of hours of lecture and/or laboratory per week. Credit hours for web-based courses are determined by comparison of the amount of material presented to that covered in an equivalent face-to-face course. Students are expected to devote additional hours to study outside of the classroom or laboratory for academic success.

Required Credits

WVUe 191 First-Year Seminar, is required of all first-time, full-time freshman students and full-time transfer students enrolling with fewer than 29 credit hours. This course is designed to assist new students in transitioning smoothly to the Tech community. Students who do not pass this course (WVUe 191) must continue to re-enroll until they pass the course. Each degree program specifies its unique combination of required courses and electives. The pattern sheets that appear later in this catalog delineate these individual sets of requirements. All WVU Tech baccalaureate level programs must require at least 120 credit hours of course work.
Credit-Hour Load
The maximum credit-hour load for fall and spring terms is 20 credit hours, and the maximum allowable for summer is 14. Exceptions may be permitted after consultation with the student’s advisor. Registration for loads in excess of these maxima must be accompanied by a properly executed waiver form signed by the student’s advisor, department chair, and dean of the college.

Summer Term
WVU Tech has one summer term, which begins mid-May and ends in early August. Requirements for admission and work performance for the summer term are the same as for fall and spring terms. Courses are offered in a variety of time frames, e.g., one week, three week, six week, eight week, and 12 week. Summer offerings vary from year to year. For complete information concerning course offerings during the summer term, please visit courses.wvu.edu. Most summer courses have an on-line format.

Class Attendance
At WVU Tech, class attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have a higher passing rate. Excessive absences may jeopardize students’ grades or even their ability to continue in their courses. There is a strong correlation between regular class attendance and academic success. Faculty are strongly encouraged to require attendance in all 100-level classes.

Instructors must 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. Attendance policies thought to violate the statement on student attendance should first be discussed with the instructor, then with the department chair, and finally the college dean, if necessary.

Instructors are urged not to schedule examinations or field trips on “Days of Special Concern” that are identified in the university and academic calendars.

Final Examinations
The last week of each regular term in the academic year is designated as finals week. Final examinations for the summer term are given on the last day of classes. Students who take one section of a multi-section course may be required to take a departmental final examination, given during the regular final examination period. All final examinations, unless otherwise approved by the Provost, must be given according to the official final examination schedule provided by the Academic Affairs Office. The only tests permitted during the week of classes preceding finals are final examinations for evening classes (classes meeting at 6 p.m. or later or classes meeting at 4 p.m. or later if the class meets once a week), practical laboratory tests, make-up examinations, and regularly scheduled short quizzes. If a student has more than three final examinations in one day, the student may make arrangements to take one of the examinations on a different day. Finals are held in classrooms regularly scheduled unless students are otherwise notified.

Last Week of Classes
Practical laboratory tests, make-up examinations, and regularly scheduled short quizzes are the only tests permitted for day classes during the week of classes preceding finals week unless the faculty member petitions the Provost and the petition is approved by the beginning of the second week of the semester in which the final exam is to be given.

Auditors
An auditor registers for a course and pays full fees for it; however, an auditor cannot receive academic credit for the course. The student who wishes credit for an audited course must let one semester pass before enrolling in it for credit. The 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 Registrar to remove an auditor from a class list or grade report if attendance requirements are not met.
Visiting Students

Full-time WVU Tech students and those employed by the University (administration, faculty, or other regular University employees) may attend classes as visitors. Visiting students must have permission in writing from their advisor and/or supervisor, and all visiting students must have permission from the instructor of the course. A visitor will not receive credit and may not apply for credit by examination in a visited class.

Transcripts

Students desiring official copies of their college records should make requests to the Office of the Registrar at least one week before the transcripts are needed. Two weeks may be necessary at the beginning or end of a term. The first transcript is furnished without charge, but a fee must accompany each additional request. All financial obligations to the college must be satisfied before a transcript will be issued. Unofficial transcripts may be obtained by printing them from the STAR transcript page.

Change of Schedule and Course Withdrawals

Changes in a student’s schedule will be processed when a Change in Schedule form has been properly signed and returned to the Registrar. No additions to a student’s schedule may be made after the late enrollment period without the approval of an academic dean. All withdrawals after the first week of classes must be approved by an advisor.

A student must have satisfactorily completed the English sequence by the end of three semesters. A student, who has not passed ENGL 102, must take the proper English sequence consecutively and cannot withdraw from the course.

Students enrolled in English courses ENGL 090 or ENGL 091 may not withdraw from these courses. Credit for these courses may not be counted toward a degree program.

A student has two weeks after the day designated as midterm to withdraw from a course with a “W” grade. This date is given in the academic calendar. Note: Different dates will be in effect for part-of-term courses, e.g. eight-week or five-week courses. In an emergency or when extenuating circumstances justify an exception, an academic officer may recommend in writing that the student receive a grade of “W”.

Students may withdraw from the institution as late as the last day of classes. The official date will be shown in the academic calendar. A complete withdrawal is initiated by completing a Withdrawal Form, which is available from the Registration and Records Office.

During the summer, the deadline for withdrawal with a “W” is approximately three weeks in a six-week session and approximately seven weeks in a twelve-week session. These dates are given in the academic calendar.

Changing Majors

A student indicates a major at the time of application for admission and remains in that major until graduation or until receiving approval to change to another major. Such approval is granted when the student completes an Academic Status Update form; available in the Registration and Records Office. Changes in major must be processed by the end of the first week of each term in order to be in effect for the current term.

Some majors—pre-professional, pre-engineering, general engineering—are not associated with degrees. It will be necessary for any student admitted under one of these majors to change to a degree program once they have earned 30 credit hours of college-level credit.

In this section:

- Courses (p. 3)
- Evaluation of Student Progress (p. 7)
- Grading System (p. 7)
- Pass/Fail Grading (p. 7)
- Grading Point Average (GPA) (p. 8)
- D/F Repeat Policy (p. 8)
- Other Repeating Courses (p. 9)
- Grade Periods (p. 9)
- Grade Appeals (p. 9)
- Summer Grade Appeal Policy (p. 9)

Courses

Most courses taught at WVU Tech extend over one full term, although there are some courses that are exceptions to this norm (e.g., four-week or eight-week courses). Courses are considered successfully completed and credit for successful completion is awarded only when the student attends a class over its entire scheduled time frame and submits the necessary work to meet all requirements. Any exceptions to this practice must be approved by the Classification and Grades Committee. Courses taught during the summer term or as part-of-term courses have the same credit value as their
counterpart courses that are taught during fall and spring terms. Web courses also earn the same credit as their counterpart courses that are offered in a face-to-face mode.

### Evaluation of Student Progress

WVU Tech discourages evaluation by final examination only. Student progress should be measured and evaluated by a variety of methods that are consistent with the objectives of the course. The student is responsible for all materials presented or assigned in scheduled instructional sections. Students who do not complete all assigned work may earn an incomplete “I” or a failing grade “F”. If the grade is incomplete “I”, the student must submit a written contract to the instructor that is built upon a time line to finish the course within the next full term. A student has one regular term (excludes summer) in which to complete a course in which an “I” grade was awarded. Otherwise, the “I” grade will automatically be converted into an “F” grade.

### 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>
<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>CR</td>
<td>Auditor, no grade and no credit</td>
</tr>
<tr>
<td>X</td>
<td>Credit but no grade</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory (equivalent to F)</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>

#### 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**: 0
- **I**: 0
- **U**: 0

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

- Courses with a grade of “W”, “P”, “S”, and “X” carry no grade value. The grade of incomplete “I” initially carries no grade value.
- The grade of “I” is given when the instructor of the course believes that the work is unavoidably incomplete or that an additional examination is justified. There must be a written contract between the student and instructor, including a timeline for completion of the work. To remove the grade of “I”, a student does not register for the course again; instead, he or she arranges to submit incomplete or supplemental work to the original instructor of the course.

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 full semester enrolled, the grade is treated as an “F” (failure). The Classification and Grades Committee may allow a student to postpone removal of the “I” grade if the student can justify a delay.

### 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.

**Student Option** - Any full-time student who has completed 15 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 18 hours of pass/fail credit in their collegiate career. Unless otherwise indicated, courses in the major, courses in other subjects that are required
by the major, and courses taken to satisfy university, college, or departmental requirements are excluded from pass/fail. For example, courses elected to satisfy the General Education Foundation (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 grade of “P” does not affect grade point average. However, any “F” grade affects a student’s grade point average regardless of whether it is a regular grade or a pass/fail grade, with the exception that no grades for developmental (90-level) courses are counted in computing the grade point average.

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.

College or School Option - 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 Assembly. Courses offered only as pass/fail are not included in the maximum of 18 hours that may be freely elected as pass/fail under the student option.

Grade Point Average (GPA) Calculations

All academic programs have baseline standards of scholastic quality that must be met or exceeded. Grade Point Average (GPA) is computed on grades earned in courses taken at WVU Tech and transfer institutions. GPA is based on all work for which a student received a letter grade other than “W”, “WU”, “P”, “S”, and “X”. A grade received in a developmental course is not calculated in the GPA.

To calculate grade point average:

The following example shows how to do it. Assume 16 credit hours completed earned the following grades:

- English 101 - B
- Mathematics 126 - A
- Geology 101 - C
- Political Science 101 - B
- Spanish 101 - D
- Psychology 201 - P

1. Multiply the number of credit hours per course by the numeric value of its letter grade to obtain the number of grade points earned for each course.

   - English 101, 3, B, 3 x 3 = 9
   - Geology 101, 3, C, 2, 3 x 2 = 6
   - Spanish 101, 3, D, 1, 3 x 1 = 3
   - Mathematics 126, 3, A, 4, 3 x 4 = 12
   - Political Science 101, 3, B, 3, 3 x 3 = 9
   - Psychology 491, 1, P, 0, 1 x 0 = 0

2. Add all of the grade points earned for all of the courses completed.

   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.

3. Divide the total grade points earned by the total number of credit hours for all courses whose grades carry a numeric grade value.

   The GPA calculation for this student would be: 39/15=2.6.

Note that a similar process may be used to calculate the GPA for all credits (including those transferred from other institutions), for credits earned at the institution, or for credits earned in the major.

D/F Repeat Policy

WVU Tech has a D/F repeat policy for undergraduate students who have not received the first baccalaureate degree. If a student earns a “D” or “F” in a course at WVU Tech or any school in the WV State System and the course is taken no later than the semester or summer term in which the student completes the sixtieth (60) hour (includes any class in which the student earns a grade as well as all transfer classes), the student may “D/F repeat” that course. The course can be repeated only at WVU Tech or another campus of West Virginia University. 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 a “UF” and is calculated in the GPA.

Other Repeating 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 GPA.

Grade Periods

Mid-semester and final grades are submitted through the STAR grade entry system each semester. Instructors are also encouraged to post early alert grades near the beginning of the semester. The mid-term grades are progress reports only. Students have access to mid-term and final grades through the MIX/STAR system. Grades are not mailed. A student having an error in a grade received or a grade omitted should contact the instructor immediately. An instructor who makes an error in reporting a grade may request a grade change by completing a form provided by the Office of the Registrar.

Grade Appeals

If a student wishes to dispute an hourly examination grade or any grade of importance, the student must see the faculty member involved by the next class meeting after receipt of the grade. If the dispute is over a final examination grade or a final grade, the student must see the faculty member within two weeks after the next term begins.

If not satisfied with the faculty member’s decision, the student is directed to make an appeal to the appropriate department/division chair within one week.

If still dissatisfied, the student is directed to make an appeal to the appropriate academic dean, stating the grievance in writing, within two weeks after the meeting with the department/division chair. The written appeal by the student to the academic dean must include a statement of the facts and evidence to be presented by the student in support of the charges made with sufficient clarity to reasonably disclose the claim for a grade change.

Within two weeks after receiving the grievances in writing, the academic dean will bring together the student and the faculty member involved, and the faculty member’s department chair/division director for a hearing of appeal. A student who desires may choose a faculty member or another student as the student’s representative at the hearing.

If not satisfied with the results of the hearing, the student may, within one week, appeal the case in writing to the chair of the Academic Appeals Committee.

The Academic Appeals Committee shall consist of five faculty members and two student members determined in accordance with the respective constitutions of the Faculty Assembly and the Student Government Association. The Committee will elect its own chair.

Once a written appeal is made to the Committee by a student, the Committee will appoint a faculty member from the same area of study, or from an associated field in which the dispute is involved. The faculty member chosen by the Committee from the area of dispute will function in the same mode as any other member of the Committee for purposes of hearing the particular appeal case and is neither an advocate for the student or the faculty member involved in the appeal. The purpose for the selection is to insure that someone with expertise in the subject area of dispute will be a member of the Committee.

A member of the Academic Appeals Committee involved in such a dispute will be disqualified and the Committee will appoint a replacement.

Members of the Committee have the authority to determine whether or not an academic evaluation was “prejudicial, capricious, arbitrary, or discriminatory” and to recommend a change in grade. However, only the faculty members of the Committee have the authority to determine what the new grade shall be. The Committee will direct the Registrar to make the appropriate amendment(s) to the academic record of the student.

Summer Grade Appeal Policy

Any student whose May graduation was delayed by a grade of “D” or “F” in a required course may request a special summer procedure be instituted for grade appeals. If the faculty member is not on campus, the student may start the appeal process by notifying the department chair or dean within three (3) weeks of the posting date of final grades. For summer grade appeals, the Campus Provost, or his/her designee is empowered to appoint summer
replacements for faculty representatives on the committee who are not available. The Dean of Students will appoint student replacements as needed. Other than exceptions noted above, all other portions of the regular Grade Appeals Policy are in effect.

**In this Section:**

- Deadlines (p. 10)
- Procedures for Withdrawing from Individual Courses (p. 10)
- Withdrawal from All Classes for the Term (p. 10)
- Financial Aid Refund and Repayment Policy (p. 10)

**Deadlines**

Until the Friday of the tenth week of class (or Friday of the fourth week in a six-week summer course, or Friday of the second week of a three-week summer course), students may withdraw from individual courses. Deadlines are listed each semester on the academic calendar provided on the Current Students web page: http://students.wvutech.edu/. If a student follows all established University procedures and withdraws by the published deadline, he or she will receive a “W” on the transcript. Grade point averages are not affected in any way by this mark; however, the ratio of courses attempted versus courses completed may affect financial aid eligibility.

**Procedures for Withdrawing from Individual Courses**

Before withdrawing from individual classes, students should consult an advisor to determine if:

- The course load would be reduced below the minimal number of hours required to qualify for financial aid, housing, varsity athletic competition, or international full-time student status.
- The courses to be dropped are required to fulfill academic probationary conditions.
- The courses from which the student wants to withdraw might be co-requisite with other courses the student is taking, or prerequisite to other courses required for the next term.

**Withdrawal from All Classes for the Term**

A student may completely withdraw from the institution any time before the last day designated for complete withdrawal from the university.

- Students who decide to leave WVU Tech during a term should withdrawing from all classes and must do so in accordance with established University policy. Students are responsible for all financial obligations and for following established procedures. This includes the submission of appropriate information and signature of forms in person at the Office of the Registrar.
- Students who are unable to withdraw in person because of illness, accident, or other valid reasons must send notification of their request to withdrawing along with all appropriate required information to the Office of the Registrar. The request to withdraw must be verified in writing along with a signature.
- If a student is an international student attending WVU Tech on a visa, the student must report to the Office of the Registrar.
- With the help of their academic advisors, students are responsible for determining how withdrawal from the institution may affect their future status, including such aspects as financial aid suspension for failure to make progress toward a degree, or violation of established eligibility for scholarships, fellowships, or financial aid.
- Students called to active military duty during any given semester have specific options regarding the credit hours.

**Financial Aid Refund and Repayment Policy**

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

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

If more Title IV aid was disbursed than was earned by the student, WVU Tech is required to return the lesser of (1) the unearned aid percentage of institutional charges or (2) the unearned aid percentage applied to the total Title IV aid received. The student must return unearned aid for which s/he is responsible after subtracting the amount the school will return. Funds are returned in the following priority:
1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Perkins Loan
4. Federal Graduate PLUS Loan
5. Federal PLUS Loan aid
6. Federal Pell Grant
7. Federal SMART Grant
8. Federal SEOG
9. Other Title IV assistance
10. Other federal, state, private, or institutional

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

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

Dean’s List
To recognize academic excellence by students enrolled for 12 semester hours or more, the Dean’s List is published at the end of each regular semester. This list contains names of all full-time students whose grade average is 3.5 or higher.

Each student whose grade average in a particular semester is 3.5 or higher receives a certificate from the appropriate dean. Certificates distinctively marked “with highest honors” are awarded to students with a 4.0 average in a particular semester.

The calculation of a student’s end-of-term grade point average can be affected by their performance in a developmental course. Developmental courses are considered to be remedial and are identified by course numbers less than 100. If a student passes a developmental course, a grade of “P” will be recorded. There are no quality points associated with a passing grade for a developmental course, thus it does not impact the student’s term GPA. If a failing grade is earned in a developmental course, the failing grade will be included in the calculation of the student’s term GPA. A failing grade earned in a developmental course prevents a student from being considered for the Dean’s List.

NOTE: The 3.5 GPA requirement for Dean’s List is applicable to all students at the institution in the 2017-2018 academic year, regardless of the year of the catalog by which they are governed.

In this Section:
- Requirements for Graduation (p. 11)
- Application for Graduation (p. 12)
- Graduation with Honors (p. 12)
- Dual Degrees/Double Majors (p. 12)
- Second Degrees (p. 13)
- Location for Study and Graduation (p. 13)

Requirements for Graduation
A student becomes eligible to graduate when the student completes the requirements of the University and major degree program according to the catalog in effect at the time the student first entered WVU Tech. With the consent of the student’s advisor and department chair, a student may choose to meet the conditions published in a later catalog. However, degree programs reserve the right to change requirements for graduation. If such changes are made, they may, at the discretion of the program, be applied to students already enrolled, provided the new requirements do not impose extension of time for completion of a degree.

As a general rule, a student has seven years to complete degree requirements in a baccalaureate program. The student may become subject to additional requirements if this period is exceeded. If the student interrupts their program for a period greater than one academic year, then the student will be subject to the requirements of the catalog that is in effect when the student returns. The student may petition the Classification and Grades Committee to continue under their original catalog in that event. The student has the option to follow a program as outlined in any catalog issued after their initial enrollment or readmission, but the student must satisfy all requirements of the program as outlined in the selected catalog. Combining and/or selecting program requirements from several catalogs is not permitted.

Degree requirements vary from program to program. The minimum total of semester hours for a B.A. or a B.S. degree is 120. The student is responsible for completing all course requirements including any required core requirements listed in the pattern sheet and should schedule a graduation check with the Registrar during both of the last two semesters preceding graduation. If a substitution or waiver is approved by the advisor and dean, a signed
waiver form must be on file in the Office of the Registrar. Candidates for graduation taking courses under the transient student status must see that a transcript is received in the Office of the Registrar no later than ten (10) calendar days after the Commencement date.

Graduation requirements for **baccalaureate degrees** from WVU Tech include the following:

1. Thirty of the last 36 hours taken in residence at WVU Tech. (exception will be made for students admitted to medical, dental, and law schools prior to meeting degree requirements provided they have completed a minimum of 92 undergraduate hours at Tech.
2. A minimum of 40 semester hours in upper-division courses.
3. Minimum 2.0 average in all courses attempted.
4. Minimum 2.0 average in all courses attempted at WVU Tech
5. Minimum 2.0 average in all courses attempted at WVU Tech, in major and minor, as indicated below:

   a.) Engineering professional courses—all biology (for Chemical Engineering), chemistry, engineering, math, and physics
   b.) Engineering Technology/Industrial Technology professional courses—all engineering technology, industrial technology, restricted technical electives, and required math and science
   c.) Business and Accounting professional courses—all business, accounting, finance and economics. All Business Management and Accounting majors must sit for the Business Program Assessment Examination
   d.) Biology professional courses—all science, math (including statistics), nursing, and psychology
   e.) All other Baccalaureate Majors and Minors—all courses in major area and all courses within any elected minor area

Students admitted to professional schools may apply for graduation after successful completion of their first year providing that all other degree requirements have been met except for their major. A minimum of 120 semester hours, including professional school, is required.

**Application for Graduation**

A formal application for graduation must be filed in the Office of the Registrar by the date listed in the academic calendar. A degree will not be awarded until an application is filed. The application should specify all degrees, minors, and areas of emphasis that the applicant expects to be awarded.

**Graduation with Honors**

WVU Tech recognizes distinguished academic achievement by awarding degrees cum laude, magna cum laude, and summa cum laude. This distinction can be awarded on initial or second baccalaureates.

All candidates for a baccalaureate with a Total Institutional GPA and an Overall GPA of 3.8 or higher graduate summa cum laude. Those with a grade point average of less than 3.8, but equal to or above 3.6, graduate magna cum laude. Those with a GPA of less than 3.6, but equal to or above 3.4, graduate cum laude.

The grade point average for honors consideration for a baccalaureate is based on baccalaureate-level college work attempted through the final semester. This calculation includes baccalaureate-level college work attempted at institutions accredited by regional accreditors in the United States. Credit hours earned with a grade of P or S are not considered in the determination. Grades of F, however, are computed as hours attempted. The grade point average through the penultimate semester will be used for notations in the commencement programs. Students must meet residency requirements within the WVU system to be considered for graduation with honors.

The GPA for honors consideration for entry-level professional degrees is based on baccalaureate-level and professional-level work attempted through the last semester. This calculation includes baccalaureate-level and professional-level college work attempted at all regionally accredited higher education institutions attended. Credit hours earned with a grade of P or S are not considered in the determination.

Students entering and completing a second baccalaureate program following completion of the initial degree are eligible to receive the honors designation. Grade point averages for graduation with honors on second baccalaureates shall be computed on all baccalaureate - level work, excluding credit earned with a P or S. This includes work completed for the first degree as well.

**Dual Degrees/Double Majors**

The dual degree is the concurrent awarding of two distinct baccalaureate degrees (i.e. B.A., B.S., B.S.E., etc.). Students pursuing two majors in different degree programs must be admitted into each degree program and fulfill all requirements for each degree. Students should pay particular attention to GEF requirements for each degree. Simultaneous completion of dual baccalaureate degrees requires students to complete a minimum of thirty hours beyond their primary degree. For a degree program that requires a minimum of 120 credit hours, students must complete a minimum of 150 credit hours to earn both degrees.

The double major is the awarding of one degree with two majors (e.g. a student who completes majors in English and history earns one B.A. degree). The completion of double or multiple majors must lead to the same degree and can only be achieved simultaneously. Students must be accepted into each major and fulfill all requirements of each major in addition to satisfying all institutional requirements. This may be completed within the minimum
credit hour requirement for the degree or may require more credits than the degree minimum. Students who complete multiple majors within one degree will be awarded one degree, and the transcript will list the degree and each major.

**Second Degrees**

Some students decide to continue their undergraduate studies after receiving their first bachelor’s degree. Students who attempt to earn dual baccalaureate degrees from WVU Tech but do not fully complete requirements for both degrees simultaneously will become second degree candidates. Students who have previously earned a bachelor’s degree, whether from WVU or another institution, must complete a minimum of thirty hours beyond the first degree. Second degree candidates must meet all requirements for their degree program, major, college, or school and the University, including residence requirements. GEF requirements, however, are generally considered satisfied by completion of the first undergraduate degree. In the event that courses taken for the first bachelor’s degree are required courses for the second degree program, the college or school granting the second degree may approve course substitutions. In no circumstance may the coursework in the second degree program be fewer than thirty credit hours after the conferral of the first degree.

Students must have an assigned academic advisor in each department from which the student will earn a degree prior to registering for the last full term before graduation.

Students who receive a Regents BA degree may qualify for a second baccalaureate after one academic year.

**Location for Study and Graduation**

WVU Tech will continue to offer a full spectrum of programs and courses in Montgomery in Fall 2017 and Spring 2018. Students with few credits needed to meet degree requirements will likely be able to complete degrees in Montgomery by May 2018. However, this depends on the number of credits that are completed successfully towards that goal in each semester and whether classes are scheduled so that prerequisites can be satisfied. Students with a higher count of credits to complete their degree can study in Montgomery through Spring 2017, and then complete their degree requirements on the Beckley campus, starting in Fall 2017. WVU Tech will offer all of the courses that are needed to complete a degree on the Beckley campus, beginning in Fall 2017.

If a student plans to study towards a second WVU Tech degree or major, or add a minor, it will still be possible to pursue that plan on the Beckley campus from Fall 2017 onwards.

**In this Section:**

- General Description (p. 13)
- Co-Op Eligibility Requirements (p. 13)
- Co-Op Availability (p. 14)
- Co-Op Employment (p. 14)
- Internship Program (p. 14)
- Departmental Practicums/Internships (p. 14)

**General Description**

The Cooperative Education Program (Co-Op) alternates terms of on-campus study with terms of full-time employment. As an elective program, Co-Op presents students an opportunity to receive both practical and theoretical training in their chosen field of study over a five-year period. There are several advantages for students who elect to participate in this unique program. The Co-Op experience helps students decide early in their college career whether they wish to pursue their chosen academic major and helps students academically by adding new dimensions of understanding to their academic studies. The Co-Op Program also helps students establish contacts in their field, gain 12 to 20 months of practical work experience, and earn the funds to defray college education expenses.

**Co-Op Eligibility Requirements**

- Be in the process of completing the first year of a declared BA/BS academic curriculum as outlined in the college catalog
- Earn and maintain at least a 2.2 grade point average, although specific employers may require a higher grade point average
- Be enrolled as a full-time student
- Must be available for 3 work terms

A. FRESHMEN Students may apply to the program during their second semester of study. Upon successful completion of their freshmen year, students are eligible to accept a Co-Op assignment.

B. UPPERCLASSMEN (30 credit hours) Students who have completed more than 30 credit hours may apply to the program if grade point average, student status, and availability requirements are met.
C. TRANSFER STUDENTS may apply to the program during their first semester on campus. Upon successful completion of the first on-campus semester, transfer students are eligible to accept a Co-Op assignment.

Co-Op Availability

Co-Op work assignments are available to students enrolled in all BA/BS academic programs, depending upon the needs of potential employers.

Co-Op Employment

Cooperative Education participants, while on work assignments, are considered to be enrolled as full-time students at WVU Tech. Therefore, student status and financial aid, while not disbursed during Co-Op terms, are maintained. Participants will enroll in a Co-Op course for each work term and this enrollment will be documented on the student's academic transcript.

Housing arrangements, while the responsibility of the student, are often coordinated by the employer. Each employer establishes his or her own policy on wage and benefit packages. Participants will receive term performance evaluations. There is no obligation on the part of the student or employer to continue employment upon graduation.

Internship Program

The Internship Program was created to better serve both employers and students when career related employment opportunities develop that do not meet the three-term cooperative education work requirement. To be eligible, students must meet the same academic requirements as stated for the Cooperative Education program.

Departmental Practicum/Internships

A number of programs require supervised Practicum/Internships. The Practicum/Internship is designed to combine theory and practice in a field integrated with the academic program. Examples include the Department of Social Sciences in the College of Business, Humanities and Social Sciences which require the Practicum Internship and Practicum Seminar for B.S. degree programs in Criminal Justice, Forensic Investigation, Health Services Administration, and Public Service Administration. The Practicum/Internship and Practicum Seminar are arranged with cooperating sponsors during the student's senior year for up to 12 credit hours.