

Degree Regulations

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General 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.

First Year Seminar

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 must continue to re-enroll until they pass the course. Each degree program specifies its unique combination of required courses and electives. All WVU Tech baccalaureate level programs must require at least 120 credit hours of course work.

Credit Residence Requirements

Candidates for an undergraduate degree from the West Virginia University System should plan to complete at least 30 their final 36 credit hours in residence. Students who do not complete 30 of the final 36 credit hours in residence must complete a minimum of 90 total credit hours in residence to earn a WVU degree. Individual colleges, schools, or departments might have additional residence requirements as part of their degree or major requirements. Students should consult their respective academic unit with questions regarding specific degree or major residence requirements. Transfer coursework (excluding coursework transferred between WVU Morgantown, WVU Keyser and WVU Beckley) is excluded from WVU residence credit. WVU administered credit by examination, placement credit, study abroad credit, military credit and experiential learning credit will not interrupt the final 30 credit hours in residence if earned during this period.

Note: Resident credit hours are not synonymous with West Virginia State residency definitions for tuition purposes.

Work Done Out of Residence

Coursework completed at another institution (excluding Potomac State College and WVU Institute of Technology) is considered non-WVU resident credit hours. Students transferring to WVU from another institution will receive a preliminary evaluation of transfer credits upon admission to the University. Transfer credits from two-year community colleges and junior colleges are limited to a maximum of seventy-two hours of lower-division credit. Coursework accepted from two-year colleges is limited to lower-division credit; in some cases, upper-division courses may not apply toward a student's degree at WVU. WVU students who wish to take courses at another accredited institution and receive transfer credit should review the transient approval process and consult the Office of Admissions website (http://admissions.wvu.edu/admissions/university-requirements/transfer_equivalency) for the Transient Application Form.

Coursework Done Out of Residence Policy beginning summer term, May 2019:

It is possible that work completed at another institution may be used toward a West Virginia University degree.

DEFINITIONS

Transfer students are West Virginia University students who have completed post-secondary coursework at a regionally accredited college or university after graduation from high school, but before registering at WVU. Courses brought to WVU upon original matriculation are called transfer work. To be admitted as a transfer student at WVU, a student must have at least a cumulative 2.0 grade point average in all college work attempted at regionally accredited institutions. Transfer students who have fewer than twenty-four transferable credit hours must also meet freshman admission standards. Some individual programs and majors have different course requirements and higher grade-point average requirements. More information can be found on the Undergraduate Admissions website (<https://admissions.wvu.edu>).

Transient students are current West Virginia University students who temporarily matriculate at another accredited institution to take courses to be recorded on their WVU transcript or who return to the University after an absence. Courses brought in to WVU from another institution are called transient work. Transient work includes work done at an accredited institution outside of the United States through a study abroad program vetted by West Virginia University and military credit validated by the American Council on Education (ACE).

RULES GOVERNING TRANSFER WORK

- All credit earned at a regionally accredited institution will transfer to West Virginia University. Transferred coursework does not alter the WVU grade point average. The WVU GPA is computed based solely on coursework taken at WVU or in transient.
- Transfer students need to have earned a 2.0 GPA at their institution of origin to be eligible for admission at WVU. Individual programs may require a higher transfer GPA and/or other prerequisites for admittance as noted in the University catalog. Any remedial courses, or courses taken

from a non-regionally accredited institution, that have been included in the grade point average of the institution of origin will be removed before consideration for admission to a program.

- Upon matriculation to WVU, transfer students holding an Associate of Arts (A.A.) or Associate of Science (A.S.) degree from a regionally accredited institution shall be deemed as having satisfied the WVU general education requirement. While WVU does accept domestic A.A./A.S. degrees for completion of the general education requirement at WVU, it does not accept A.A./A.S. degrees from foreign institutions as meeting the requirements for general education completion.

RULES GOVERNING TRANSIENT WORK

- Approved transient courses will be assigned a WVU subject code, course number, grade, and credits and recorded on the student's transcript. Unapproved transient courses will be assigned a grade and credits, but will not be translated into an equivalent WVU course.
- All grades received in transient courses, including Fs, will be recorded on the WVU transcript and factored into the WVU GPA. If necessary, international transient courses will be translated to American standard grades and credits before being recorded on the transcript.
- Only students in good academic standing can bring transient credit to the institution.
- As of the Summer 2019 term, a student who has matriculated at WVU may take a maximum of eighteen (18) credit hours in transient, no more than nine (9) hours of which may be used to fulfill the major requirements indicated in the university catalog. Courses taken through study abroad, the military, or at other WVU system campuses are exempt from the 18/9 restriction.
- Receiving WVU credit for transient work may violate the residency requirement (http://catalog.wvu.edu/undergraduate/degree_regulations/#Residency_Requirements) and render the student ineligible for graduation.
- Courses completed in residence may not be repeated at another school for degree credit via the transient process.
- Students must have completed the required WVU prerequisites to take a course for transient credit or receive WVU credit for a course.
- A student with extraordinary documented circumstances may appeal a decision regarding transfer or transient credit to the appropriate dean.

PROCEDURES

- Prospective domestic and international transfer students will work through the TESS system to have their coursework reviewed and evaluated. Determining course equivalencies, retroactive evaluation of open credit courses, and requesting an appeal will follow the appropriate workflow. Once transfer coursework has posted to the WVU transcript, students will work with their departmental adviser to select courses for their first semester at West Virginia University and have their advising hold lifted.
- Transient students should work closely with their adviser before they take a course at another institution with the intent of posting the course to their WVU transcript. Detailed instructions for initiating the transient request process can be found at the transfer and transient resource page (<https://undergraduate.wvu.edu/home/transfer-and-transient-resources>) on the Office of Undergraduate Affairs web page.
 - The transient process should be completed before registering and paying tuition at another institution. Retroactive transient is strongly discouraged and is done at the student's own risk.
 - Students should meet with their adviser to discuss the appropriateness of the courses they are planning to transfer and to be informed of the policies governing transient credits.
 - Requests for transient credit must be submitted through the transient application and approved by the advisor and appropriate dean.
 - If the course(s) a student plans to take at another domestic or international institution is not already articulated in the TESS system, the student is responsible for submitting all necessary information required for review through the TESS portal (<https://admissions.wvu.edu/how-to-apply/transfer-students/transferring-course-credit-to-wvu>).

Credit Validation

Students seeking to complete an undergraduate degree after a significant break in enrollment may be asked to retake certain upper-division courses in their major to validate their subject knowledge (or otherwise demonstrate mastery). This requirement to re-enroll or demonstrate subject mastery in a course is at the discretion of the department chair and dean.

All prior coursework completed at WVU will be factored into the student's institutional GPA. Coursework deemed to be insufficient to meet current course standards may be treated as elective credit but will not satisfy major requirements (as allowed by the student's academic major). Transfer coursework will be evaluated per the university's transfer policy.

In this section:

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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., B.S.J., B.S.B.A.). Dual degrees will not be awarded when a student has completed a double major with the same degree designation. Students pursuing two majors in different degree programs are expected to have the full range of skills, competencies, and experiences as students graduating from each of the programs independently. Therefore, students 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 30 unique credit hours that are not used to satisfy their primary degree requirements. For example, if the student's primary degree program requires a minimum of 120 credit hours, the student must complete a minimum of 150 credit hours to earn both degrees.

The double major is the awarding of one degree with two majors offered by one college/school. For instance, a student who completes majors in English and History earns one B.A. degree. A student who completes multiple majors with the same degree designation offered by different colleges/schools will be awarded dual degrees. 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 University requirements. 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 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 30 hours beyond the first degree. Second degree candidates must meet all requirements for their degree program, major, college/school and the University, including residence requirements. General Education Foundations (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 30 credit hours after the conferral of the first degree. Students who have already earned a WVU bachelor's degree cannot earn a second bachelor's degree with the same degree designation and within the same college as the first degree.

In this section:

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Application for Graduation

A formal application for graduation must be filed in the Registrar's Office 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.