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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 Registrar's Office. 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 24 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.
FIRST YEAR SEMINAR (FYS) WAIVER AND EXEMPTION POLICY

Transfer and non-traditional students:

Transfer students who have earned 24 or more hours at another institution will have the first-year seminar course (FYS) waived regardless of college (course number indicator of 191). Transfer students who earned credit for a freshman seminar course with similar learning outcomes at another regionally accredited institution can have the course approved as their FYS through the transfer equivalency process (TESS). Students who enroll at WVU Tech more than four years after high school graduation, or who have been absent from the institution for more than four years, may have the FYS waived by their college or school.

Note: Students granted a waiver will need to make up the credit hour allocated to the FYS in the Course Program of Study.

Dual enrolled high school students:

Students enrolling as first-time freshmen who are not four years out of high school are not eligible to have the FYS waived regardless of earned credits.

General Education Foundation

Every undergraduate degree program at WVU Tech requires that students satisfactorily complete the General Education Foundations. For General Education Foundations definitions, please see the list of approved GEF courses (http://registrar.wvu.edu/gef/).

Credit Residence Requirements

In order to meet residency requirements at West Virginia University locations for a bachelor's degree, students must complete a minimum of 90 total credit hours in residence or 30 of the final 36 credit hours in residence to earn a WVU degree. Individual colleges, schools, or departments may 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. Coursework taken at other WVU system campuses, 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.

In order to meet residency requirements at WVU Potomac State College for an associate’s degree, students who have completed all undergraduate work in another West Virginia public higher education system must complete at least 18 hours of work at WVU Potomac State College; 8 of the last 16 hours must be on campus, or complete the final 15 credit hours of work at PSC. Transfer students whose undergraduate work has been completed outside of the West Virginia public higher education system must complete a minimum of 45 total credit hours in residence or complete the final 15 credit hours of work in residence at PSC. Students’s may also be required to earn up to 8 credit hours in residence for major fields.

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

Coursework Done Out of Residence Policy

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.

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 of one calendar year or less. Courses brought to WVU upon original matriculation are called transient work.

Rules Governing Transfer Work

- Transfer students must have earned a 2.0 GPA in baccalaureate-level work at their institution of origin to be eligible for admission to the West Virginia University system. Individual programs may require a higher transfer GPA and/or other prerequisites for admittance as noted in the University catalog. More information can be found on the WVU Undergraduate Admissions website (https://admissions.wvu.edu/).
- 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 the West Virginia University system.
- Transfer students who have fewer than twenty-four transferable credit hours must also meet freshman admission standards.
- 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.
- When applying transfer coursework to the WVU system transcript, all credit and grades earned at a regionally or internationally accredited institution will transfer to West Virginia University.
In this section:

- Double Majors (p. 4)
- Dual Degrees (p. 4)
- Second Degrees (p. 4)
Double Majors

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.

Dual Degrees

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.

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.

In this section:

• Application for Graduation (p. 4)
• Honorary Diplomas Awarded Posthumously (p. 4)
• Graduation with Honors (p. 4)

Application for Graduation

A formal application for graduation must be filed in the Registrar's Office (https://techregistrar.wvutech.edu/) 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.

Honorary Diplomas Awarded Posthumously

West Virginia University honors the memory of deceased students who did not have the opportunity to complete their degree by awarding a posthumous honorary diploma. After approval of the Dean of the student's college, the diploma can be awarded to a student who has made progress toward a WVU degree.

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 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 (second to last) 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.