

# Advising, Enrollment & Grades

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## ADVISING

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## 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's 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.

It is the student's responsibility to understand their degree requirements. Students are expected to become familiar with the Undergraduate Catalog and DegreeWorks, 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.

## 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 Registrar's 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.

## 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 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 Registrar's 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.

For specific information, please review the Withdraw Policy (<https://catalog.wvu.edu/westvirginiauniversityinstituteoftechnology/enrollmentandregistration/#Class%20Withdrawal>) under the Enrollment tab of this section.

## Goals of Undergraduate Education at WVU Institute of Technology

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), and a desire to treat all persons in a manner consistent with social justice.
- Commitment to and practice of ethical behavior, responsible citizenship, and public service.

## **Degree Works**

Degree Works is the online advising and degree auditing tool at WVU. All undergraduate students are required to have a completed audit for graduation. All graduate students beginning with the 2016-2017 catalog are required to have a completed audit for graduation. Please refer to this system regularly. Students can access Degree Works through the WVU Portal accessible at <https://portal.wvu.edu>. More information is available on the Degree Works website (<https://registrar.wvu.edu/academic-records/degreeworks>).

Degree Works is NOT an official evaluation. All degree requirements must be verified by student's college or school prior to graduation. Students are responsible for complying with all academic policies published in the University catalog. If students have any questions about the information presented in this audit, they are encouraged to contact their advisor or the Office of the University Registrar at [registrar@mail.wvu.edu](mailto:registrar@mail.wvu.edu).

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## **Attendance Policy**

Instructors or programs set attendance requirements and policies that are appropriate for the goals and instructional strategies of their courses. Instructors are responsible for keeping accurate attendance records when attendance is used in grading. Students who are absent from class for any reason are expected to take full responsibility for their own academic work and progress and are required to complete missed work or equivalent work, as deemed appropriate by the instructor.

Excused absences are absences in which the instructor agrees to provide an opportunity to make up missed class work or activities (e.g. assignments, exams). Events that justify an excused absence include religious observances, mandatory military obligation (<http://catalog.wvu.edu/undergraduate/enrollmentandregistration/#enrollmenttext>), mandatory court appearances, and participation in university activities at the request of university authorities. Other events may justify an excused absence at the discretion of the instructor or program.

Instructors appropriately notified regarding anticipated absences may use their judgment as to whether to allow make-up work. Instructors are expected to be flexible in allowing student to make up work missed on official or commonly recognized high holy days.

## **PROCEDURES:**

All attendance policies must be made available to students in writing (typically within the course syllabus) within the first week of class. Instructors shall indicate in their syllabus how much advance notice they require from a student requesting an excused absence.

Students who are absent from class for any reason are responsible for contacting their instructors promptly, unless the instructors' policies require otherwise.

Instructors may require written documentation in advance of the absence from the academic or athletic unit sponsoring the activity for students participating at West Virginia University representative in official activities scheduled by academic or athletic units.

Students wishing to appeal an instructor decision of a denied absence accommodation may appeal to the Dean of the college/school for the relevant course.

Final course grades affected by attendance in an individual course may be appealed using the normal course grade appeal (<http://catalog.wvu.edu/undergraduate/coursecreditstermsclassification/#appealstext>) process.

## **Auditors**

An auditor may register for courses and must pay full fees but does not receive credit for the courses. A student who audits a course must let one semester pass before enrolling in the same course for credit. A student may only change their status from audit to grade or grade to audit through their advisor, during the registration period. Advisors will notify the Office of the University Registrar of the student's intention prior to the end of the drop/

add period. Attendance requirements for auditors are determined by the instructor of the course. The instructor may direct the Office of the University Registrar to remove an auditor from a class list or grade report if attendance requirements are not met.

## Military Leave

### STUDENTS CALLED TO SERVE IN THE MILITARY

1. Students who withdraw from the University for military service up to and including the 12th week of instruction will receive a full refund of their fees and be administratively withdrawn from their classes. No course grades or credit will be awarded.
2. Students who leave the University for military service after the 12th week of instruction should work with the designated contact person in their home college (usually the academic associate/assistant dean). The student may also contact the Office of the University Registrar (304-293-5355). The contact person will assist the student in reviewing the student's eligibility for credit for their courses on a course-by course basis with the instructors.
3. The contact person will work with the student's instructors to gather grade information for the student. If the course is not in the student's home college, the contact person can work with his/her counterpart in the appropriate college. Several outcomes are possible:
  - If the course is substantially complete and the student has done passing work, the student should receive the grade earned at that time. It is anticipated that this would be the outcome in the majority of the courses. **NOTE: Students who receive orders with sufficient advance notice are expected to notify their professors of their upcoming deployment date and meet with their professors to come to an agreement on what regular course assignments they can reasonably complete prior to the deployment date (the details of this arrangement should be included in a contract initialed by both the instructor and the student; contracts must be placed in the student's file). Students should not be penalized for not completing assignments, quizzes, tests, or exams due after their deployment date.**
  - If a critical competency has yet to be covered in a competency-based course, the instructor should award a grade of "I" and work with the student to develop a plan to complete that critical part of the course. To alleviate confusion at a later date, the plan should be in writing and signed by both the instructor and the student. Students called to active duty for a relatively short duration that includes exam week may arrange for an "I" with provision to make up the final exam after completing the period of duty.
  - If the student chooses to withdraw from the course, the contact person will work with the appropriate University office to provide an administrative withdrawal.

### LEAVE FOR MILITARY DRILL

In accordance with the "Veteran Friendly" designation, WVU faculty may allow students who are members of the US Armed Forces (including the National Guard and Active Reserve) to make up tests and assignments that are missed during a semester if the student is officially called up for military service requirements for a limited period and if the delayed coursework completion will not irreversibly impact the student's ability to appropriately master the required subject matter. Absence due to required military obligation should not exceed a cumulative amount of three weeks. Students should notify faculty members of the circumstances of their absence as far in advance as possible and work with faculty members to agree upon a plan of action for completing course requirements.

### Preferred Name Policy

West Virginia University recognizes that students may use a different first name from their legal name. To facilitate this, the University allows students to select a preferred name to be used on class rosters, in DegreeWorks, MIX, eCampus and the online University directory (unless the student has directed nondisclosure), and other systems that do not contain official records as technically feasible. Preferred names are **first** names that are different than a student's legal first name. Official records of the University such as the transcript, diplomas, financial aid documents, and others, where legal name is required will **not** be available for the use of a preferred name. If a student changes names legally, these documents will reflect the legal name.

This accommodation is available to two groups of students: transgender and international students. The Office of the University Registrar may make exceptions for other students upon review.

Transgender students who wish to use a preferred name should contact one of the following units on campus to initiate use of their preferred name:

#### Morgantown Campus

Office of the University Registrar  
Evansdale Crossing

Carruth Counseling Center/WellWVU  
Health and Education Building  
390 Birch Street

LGBTQ+ Center  
Hodges Hall G-06  
127 Hough Street

#### Beckley Campus

Trio and Diversity Programs

136 Benedum Center

**Keyser Campus**

Office of Enrollment Services  
75 Arnold Street

International students who wish to use a preferred name should contact the Office of International Students and Scholars (Purinton House) to initiate use of the preferred name.

All students, regardless of University point of contact, will be asked to complete a form to request use of their preferred name. Submission of the form requires verification of photo ID by a WVU staff member. Alternatively, students may also send a letter to the Office of the University Registrar requesting the use of a preferred name. The letter should contain both the legal name and the preferred name as well as the student's WVU ID number. All letters must be signed and witnessed by a notary public.

The preferred name will remain in use until the student requests that it be deactivated. Deactivation can be initiated via the units listed above.

This process for using a preferred name does not impact students who officially change their legal name.

## Registration Statement and Priority Registration

For each course students attend in person and online, they must be registered for every course via STAR.

West Virginia University offers priority registration to veterans as part of the Forever GI Bill - Harry W. Colmery Veterans Educational Assistance Act.

For more information and for specific dates, please review the Administrative Twelve-month Calendar on the Calendars (<https://registrar.wvu.edu/calendars>) tab located on the Office of the University Registrar's website.

## Withdrawal from Classes

### 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.wvutec.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 withdraw 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 withdraw 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 mid - point 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.

**Note: The information listed below is WVU Morgantown's current Withdrawal policy and the future Withdraw Policy beginning in the 2019-2020 Academic Year for the WVU System.**

## Withdrawal Policy

There are two types of withdrawals: withdrawal from individual courses for which a student has registered and a complete withdrawal from the University. Deadlines, procedures, and policies concerning withdrawals are available at the Withdrawal Policies (<https://registrar.wvu.edu/registration/withdrawal-policies>) section on the Office of the University Registrar's website. Students are encouraged to discuss withdrawals with their advisor and to consider the impact of withdrawals on their required enrollment and degree progress as well as their eligibility for graduate assistantships, financial aid, or international full-time status. Students who decide not to return for a subsequent term must withdraw from all registered courses prior to the term to avoid being charged tuition and fees.

## RE-ENROLLMENT AFTER WITHDRAWAL

After a student withdraws from WVU in two consecutive semesters (excluding summer sessions), a student may not register for further work without approval of the dean of the college or school in which the student wants to register. Enrollment is subject to conditions set by that dean.

## Anticipated Withdrawal Policy for the 2019-2020 Academic Year

### COURSE WITHDRAWAL AND UNIVERSITY WITHDRAWAL POLICY

There are three time frames for withdrawals. The tuition refund policy can be reviewed at the Refunds (<https://studentaccounts.wvu.edu/refunds>) page on the Student Accounts website.

### WITHDRAWAL DURING THE DROP/ADD PERIOD

Students may withdraw from an individual course or all courses during the drop/add period, which runs until the end of the first week of a standard fall or spring 16-week term. Withdrawals for courses beginning on different parts of term or in the summer must be within the deadline as indicated on the Add and Drop Dates (<https://registrar.wvu.edu/calendars/add-and-drop-dates>) section of the Office of the University Registrar's website. Courses dropped during the appropriate drop/add period will not be recorded on the student's transcript.

## **WITHDRAWAL BY THE WITHDRAWAL DEADLINE**

Generally, students can withdraw from one or several courses after the Drop/Add period but prior to the Withdrawal Deadline published in the University Calendar (during the 13<sup>th</sup> week of instruction for spring and fall terms). A grade of W will be recorded on the transcript, indicating the student withdrew from the course. The grade point average is not affected, but student progress within an identified major may be impacted, as well as the ability to retain financial aid. "Attempted Hours" on the transcript include all courses for which a W is recorded. If a student does not follow the university's withdrawal procedures, the final grades earned by the student will be recorded on the transcript. **NOTE: No longer attending a course does not constitute withdrawal. Students who do not formally drop or withdrawal from a course they are no longer attending will receive a failing grade for the course.**

## **WITHDRAWAL FROM ALL COURSES AFTER THE WITHDRAWAL DEADLINE (RETROACTIVE WITHDRAWAL)**

Withdrawal from all courses after the withdrawal deadline is considered a retroactive withdrawal from the University for that term. A retroactive withdrawal for one or more terms may be granted only under extreme circumstances and will require the approval of the academic college or unit in which the student was enrolled for the respective term(s). The Retroactive Withdrawal must be requested within 12 months of the Withdrawal Deadline for the term in question. If the withdrawal is granted, a grade of W will be recorded on the transcript for each course. A withdrawal from all courses constitutes withdrawal from the University for the approved term only.

**Important Notice:** Financial aid recipients who withdraw from all courses before sixty percent of the term is completed may be required to return a portion of any financial aid awarded for the term. Grades of W are counted in Attempted Hours and affect student completion rate, one of the standards for determining satisfactory academic progress. Students who do not receive at least one passing grade in a term must provide documentation which verifies continued participation in educational activities.

**MILITARY NOTE:** Students who are called to active military service during a term must submit a copy of their deployment orders to the appropriate institutional officer. For additional information relative to military withdrawals, or if students are being deployed after the 12th week of instruction of the fall or spring terms and want to keep their grades earned at the time of deployment, please refer to the Military Leave ([http://catalog.wvu.edu/undergraduate/enrollmentandregistration/#Military\\_Credit](http://catalog.wvu.edu/undergraduate/enrollmentandregistration/#Military_Credit)) section of the catalog.

## **PROCEDURES**

**Withdrawal during Drop/Add period or by the Withdrawal Deadline:** To withdraw from one or more courses by the Withdrawal Deadline, students should log on to the WVU Portal accessible at <https://portal.wvu.edu> and drop their courses through STAR.

**Retroactive Withdrawal:** To withdraw from the term after the Withdrawal Deadline, a student must request the Retroactive Withdrawal in writing from the college dean or designee. A successful petition will demonstrate that the student's performance was uncharacteristically low for that term, that the extreme circumstances arose after the Withdrawal Deadline, and that the student can now make satisfactory progress. If the petition is granted, the college/school in which the student is enrolled will request the withdrawal from all classes for the approved term directly to the appropriate institutional officer.

## **GENERAL CONSIDERATIONS WHEN WITHDRAWING FROM CLASSES**

- Students who wish to withdraw from one or more courses are encouraged to meet with their academic adviser to discuss:
  - If their course load would be reduced below the minimum requirement set by their program.
  - The appropriate office to contact to determine if their course load might be reduced below the minimum hours required to qualify for financial aid, scholarships, international full-time student status, or a graduate assistantship.
  - If the course to be dropped is a co-requisite for another course the student is taking or a prerequisite for a course required the following semester. The student may be required to drop the co-requisite course or asked to take a substitute course the following semester.
  - If withdrawal from the University for a semester would jeopardize the student's standing in a particular program or major.
- Students who receive financial aid, veteran benefits, or scholarships should consult with the appropriate unit to see if the withdrawal will affect their status for the current or subsequent terms.
- It is the student's responsibility to ensure that all outstanding financial obligations to the University are satisfied and all required forms are received and processed. The withdrawal becomes official only after the request is received and processed by the appropriate institutional officer.
- Students withdrawing from all of their courses in a term who are not living in university residential housing should vacate housing and turn in keys via the proper procedure. Check with the main desk at the residential hall for procedural details.

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## Grading System

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

Note: Grades that are not reported by faculty at the end of a term will be designated with an NR on the official transcript. All grades of NR must be resolved in order to graduate from West Virginia University.

## 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.

**Note: The information listed below is WVU Morgantown's current Pass/Fail policy and the future Pass/Fail policy beginning in the 2019-2020 Academic Year for the WVU System.**

## Pass/Fail Grading

Pass/fail grading encourages students to take elective courses not related to their degree concentrations. Pass/fail grading also facilitates grading in competency-based courses that may be an integral part of an academic program.

Any full-time student who has completed fifteen hours or more and who has maintained a 2.0 grade point average may take a maximum of four hours each semester or summer term on a pass/fail basis. Any course taken on a pass/fail basis must be a free elective. Students are limited to a total of eighteen hours of pass/fail credit in the collegiate career. Courses in the major, courses in other subjects that are required by the major, and courses

taken to satisfy University, college, school, or departmental requirements are excluded from pass/fail. For example, courses elected to satisfy the General Education Foundations (GEF) or foreign language requirements may not be taken for pass/fail grading.

A course taken on a pass/fail basis is graded as a graded course. The instructor turns in the appropriate letter grade to the Office of the University Registrar. This letter grade is then converted to a P on the basis of A, B, C, or D for a pass and F for a fail. The grade of P does not affect your grade point average. However, any F grade affects a student's grade point average whether it is a regular grade or a pass/fail grade.

Before being allowed to register P/F for a course offered for regular grading, students will need to meet with their academic adviser to discuss possible effects for graduation. If the adviser agrees, the student will contact the Office of University Registrar and provide the email from the adviser agreeing to the P/F option. Once the registration period has ended, the student may not revert the course to a regularly graded course.

A department or unit may designate any performance- or competency-based course as exclusively pass/fail. To institute this, the college or school must have the approval of the Faculty Senate. Courses offered only as pass/fail are not included in the maximum of eighteen hours that may be freely elected as pass/fail under the student option.

## Anticipated Pass/Fail Policy for the 2019-2020 Academic Year

Non-degree seeking students can take any course P/F. Any full-time, degree-seeking student who has completed fifteen credits or more and has a 2.0 grade point average may take a maximum of four hours each semester or summer term on a pass/fail basis, to a maximum of 18 credits. Any course taken on a pass/fail basis must be a free elective. Courses in the major, courses in other subjects required by the major, courses to be applied to a minor or undergraduate certificate, and courses taken to satisfy University, college, school, or departmental requirements are excluded from pass/fail. For example, courses taken to satisfy general education or foreign language requirements may not be taken for pass/fail grading.

In most cases, experiential education courses (e.g. standalone service learning courses, internships, teaching practicum) are offered Pass/Fail. However, departments and programs may request normal grading for experiential courses or add P/F courses to major requirements by following the appropriate approval process. Such courses are identified in the student program of study, and are excluded from the maximum of 18 P/F credits allowed as free electives.

### Advisory Note:

Students who plan to apply for admission to a professional program are advised that courses taken on the Pass/Fail option may hinder admission when GPA is a consideration. Consult the admissions office of the professional school to which they intend to apply.

Students should be aware that some schools, scholarship committees, and honorary societies do not find work taken on a non-graded basis (Pass/Fail) acceptable. Employers may view non-graded (Pass/Fail) course work unfavorably. All students, especially those without a declared major, should be very cautious in using the P/F option.

## PROCEDURES

- Before being allowed to register P/F for a course offered for regular grading, students will need to meet with their academic advisor to discuss possible effect on graduation. If the adviser agrees, the student will contact the Office of the University Registrar ([registrar@mail.wvu.edu?subject=P/F Registration](mailto:registrar@mail.wvu.edu?subject=P/F%20Registration)), and will have to provide an email from the adviser. Once the registration period has ended, he or she may not revert to a regularly graded course.
- A pass/fail course is graded using the same criteria as are used for a graded course. The instructor turns in the appropriate letter grade to the Office of the University Registrar. This letter grade is then converted to a P or F on the basis of A, B, C, or D for a pass and F for a fail.
- The grade of P does not affect the student's grade point average. However, a grade of F will lower the student's grade point average.
- A course taken P/F may be repeated later for a grade.

## Evaluation of Student Progress

WVU Institute of Technology 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". Please review the Incomplete Grades section form more information in regards to earning a grade of "I".

## Incomplete Grades

### POLICY:

A grade of I (Incomplete) is a temporary grade assignment used when unforeseen, non-academic circumstances arise that prohibit students from completing the last course assignments or examinations at the end of the semester. The grade of Incomplete is typically assigned because of an excused absence from the final examination, or because assignments are unavoidably incomplete, as determined by the instructor. Generally, the student will have been active in the course up until the last day of the 13<sup>th</sup> week of classes and earned at least a D- to be eligible to request an incomplete.



- An instructor may not assign a grade of I without the student's agreement and an Incomplete Contract on file. If a student has not requested an Incomplete, or the request for an Incomplete grade has been denied, the instructor should assign the grade earned in the course.
- Within the Incomplete Contract, the instructor is required to indicate a grade earned for the course assuming no additional work will be completed. Should the signed contract not be fulfilled, the instructor must either submit a grade of F or the grade indicated in the contract.
- If the student is unable to complete the work during the following term for non-academic reasons, the term of the contract may be extended with permission of the Dean. Additionally, the term of the contract can be extended if the instructor is not available or a portion of the course, for some legitimate reason, cannot be completed within the original time frame.
- An Incomplete grade not changed by the end of the next regular term (fall and spring semesters) will be replaced with a grade of IF, and the class must be retaken to satisfy degree requirements as necessary. Under legitimate, extraordinary circumstances, with supporting documentation and the approval of the Dean, an instructor can submit a grade change for an IF within five years of when the course was taken.
- All grades of I must either be resolved or replaced with an IF in order to graduate from West Virginia University.

## PROCEDURES:

- Students who wish to be considered for an Incomplete must apply in writing to their instructor prior to the end of the term. If the instructor agrees, he or she sets contractual conditions under which the grade of I will be changed to a letter grade and the student will sign the online contract. The grade of incomplete is not granted until the Incomplete Contract (<https://undergraduate.wvu.edu/for-faculty-and-staff/policies-and-guidelines/university-policy-committee/incomplete-contract>) has been approved by the department and college.
- The instructor should establish the date by which all work must be completed. Ideally, the date will be prior to the mid-semester point of the following regular term, but may not be later than the last day of class of that term.
- If the student does not complete the terms of contract, the instructor will assign the earned grade recorded on the contract at the time the Incomplete was assigned.
- The student is not permitted to re-register for the course to complete the missing work and remove the grade of I.
- Students may appeal any final grade imposed by a course instructor/coordinator, institution, or its constituent academic units through the procedures described in the Academic Standards (<http://catalog.wvu.edu/undergraduate/coursecredittermsclassification>) section of the catalog.

## Grade Point Average (GPA)

### GRADE POINTS

Each letter grade has a numeric value. Grade points are based on this number value and the credit hour value of the course.

- A- 4
- B- 3
- C- 2
- D- 1
- F/UF- 0
- I- 0
- U- 0

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

- Courses with a grade of CR, H, PR, P, S, W, and X carry no grade value. The grade of incomplete "I" initially carries no grade value.
- When a student receives the grade of "I" and the incomplete grade is later removed, the grade point average is calculated on the basis of the new grade. If the "I" grade is not removed within the next semester, the grade is changed to IF and is included in the grade point average.
- If a student is working toward teacher certification, they are responsible for every registration in a course in which the grade of A, B, C, D, F, P, X or "I" is received.

## Grade Point Average (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.

Students need to know how to calculate their overall and semester GPAs. The following example shows how to do it.

Assume a student registered for the following courses and earned the following grades:

- MATH 126 (3 credits) - A
- ENGL 101 (3 credits) - B
- POLS 102 (3 credits) - D

- PSYC 101 (3 credits) - F
- BIOL 111 (4 credits) - C

Multiple the credit by the grade value to get the grade points earned for each course using the values for letter grades as described in the Grade Points section.

(Number of Credit Hours) multiplied by the (Letter Grade Value) = Grade Points

- MATH 126 with a grade of A (**3 credits**) X (4 Letter Grade Value for an A) = **12 Grade Points**
- ENGL 101 with a grade of B (**3 credits**) X (3 Letter Grade Value for a B) = **9 Grade Points**
- POLS 101 with a grade of D (**3 credits**) X (1 Letter Grade Value for a D) = **3 Grade Points**
- PSYC 101 with a grade of F (**3 credits**) X (0 Letter Grade Value for an F) = **0 Grade Points**
- BIOL 111 with a grade of C (**4 credits**) X (2 Letter Grade Value for a C) = **8 Grade Points**

Add the total grade points earned:  $12 + 9 + 3 + 0 + 8 = 32$

Add the total number of credit hours attempted:  $3 + 3 + 3 + 3 + 4 = 16$

Divide the total number of grade points earned divided by the total number of credit hours attempted

GPA calculation =  $32$  (total number of grade points earned) /  $16$  (total number of credit hours attempted) = **2.0 semester GPA**

Students may also login to DegreeWorks and utilize the GPA Calculator.

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.

## Repeat Policy

### D/F REPEAT

WVU has a D/F repeat policy for undergraduate students who have not received their initial baccalaureate degree. If a student earns a D or F in a course at WVU or at any school in the WV State System and the course is taken no later than the semester or summer term in which the student attempts the sixtieth hour (including any class in which the student earns a grade and transfer classes), the student may "D/F repeat" that course. Hours excluded in the attempted hour calculation are from the Intensive English Program and from any course with a grade of W. The course can be repeated only at WVU Morgantown, WVU Potomac State, or WVU Institute of Technology. Students have only one opportunity to improve their original grades under the D/F repeat policy. The new grade becomes the grade that counts toward the student's cumulative GPA and credit hours for graduation, even if the repeated course grade is lower than the original grade in the course. The D/F repeat policy will be enacted any time an eligible course is repeated.

When a course is D/F repeated, the following procedure occurs:

1. The original grade is disregarded for the purpose of determining the overall GPA; it is marked as excluded (E) in the semester that the student originally took the course.
2. The original grade is not deleted from the student's permanent record.
3. The second grade is entered on the student's transcript and marked as included (I) in the semester that the course was repeated.
4. Grades of Unforgivable F (UF) are not eligible for D/F repeat. Such a failure is indicated on the student's permanent record by an UF and is calculated in the GPA.

### OTHER REPEATED COURSES

Courses repeated, but not eligible for the provisions of the D/F repeat policy, follow this procedure:

1. The original grade is included in determining the overall GPA. It is excluded from earned or degree hours and is marked with an (A).
2. The original grade is not deleted from the student's permanent record.
3. The second grade is entered on the student's transcript and marked as included (I) in the semester that the course was repeated.
4. Courses repeated more than once (including D/F repeats) are handled the same way with the final attempt carrying earned or degree hours. All attempts are used for determining the GPA.
5. Only the most recent attempted course can be used to satisfy degree requirements.

Certificate or degree programs may have more stringent policies regarding how D/F repeated courses are calculated in specifically defined grade point averages. Please refer to the specific program for more information.

## Anticipated Repeat Policy for the 2019-2020 Academic Year

### D/F REPEAT POLICY

WVU has a D/F repeat policy for undergraduate students who have not received their initial baccalaureate degree. Students may repeat courses in which they originally earned a grade of D or F up to 18 credit hours over the course of their undergraduate career. The course can be repeated only at WVU Morgantown, WVU Potomac State College, or WVU Institute of Technology. Students have only one opportunity to improve their original grade 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 but the credits count as attempted hours.
2. The original grade is not deleted from the student's permanent record.
3. The second grade is entered on the student's transcript and marked as included (I) in the semester that the course was repeated.
4. Grades of Unforgivable F (UF) are not eligible for D/F repeat. Such a failure is indicated on the student's permanent record by an UF and is calculated in the GPA.
5. No particular course may be attempted more than three times unless approved by the dean of the student's major program and the dean of the college that offers the course. Each grade earned in a course (including a withdrawal) counts as an attempt.

Certificate or degree programs may have more stringent policies regarding how D/F repeated courses are calculated in specifically defined grade point averages. Please refer to the specific program for more information.

### OTHER REPEATED COURSES

Courses repeated, but not eligible for the provisions of the D/F repeat policy below, follow this procedure:

1. The original grade is included in determining the overall GPA. It is excluded from earned or degree hours and is marked with an (A).
2. The original grade is not deleted from the student's permanent record.
3. The second grade is entered on the student's transcript and marked as included (I) in the semester that the course was repeated.
4. Courses repeated more than once (including D/F repeats) are handled the same way with the final attempt carrying earned or degree hours. All attempts are used for determining the GPA.

### Grade Reports

During fall and spring semesters, mid-semester and final grades are submitted through the STAR grade entry system each semester. Instructors submit a mid-semester grade for all students in an undergraduate course. These grades are used for counseling in support of student success, are not recorded on the student's official transcript, and disappear from the institution's record system after the semester is completed. A student having an error in a grade received or a grade omitted should contact the instructor immediately.

Final grades are normally due 48 hours after the last final exam is given per the published final exam schedule (<https://registrar.wvu.edu/calendars/final-examination-schedule>). Each semester, faculty must visit the Office of the University Registrar's website to determine when final grades are due. Grades are viewable to students no later than one week after final exam week concludes. The final grades of all seniors provisionally approved for graduation at the close of each semester or summer term are reported to the deans of the students' colleges or schools or the Office of Enrollment Services. Special report forms for this purpose are supplied by the student's dean.

Grades are available through the WVU Portal accessible at <https://portal.wvu.edu>.

### Dean's List

To recognize academic excellence by students enrolled for at least 12 credit hours of graded courses, the Dean's List is published at the end of each regular semester. In order to be eligible, students must not have any grades of I (incomplete), NR (not reported), or W (withdrawal). 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.

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

### Transcripts

Students desiring official copies of their college records should make requests to the Registrar's office 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.