

Bulletin of
**WEST VIRGINIA
STATE UNIVERSITY**



Catalog 2007-2008

“Where Excellence Is a Tradition”

West Virginia State University
Institute, West Virginia 25112
(304) 766-3000

This catalog is for information purposes

only and is not considered a binding contract between West Virginia State University and students. The University reserves the right to make changes in fees, course offerings, curriculum, graduation requirements, academic policies and procedures, and policies and procedures governing student life.

Affirmative Action Statement

West Virginia State University is an EQUAL OPPORTUNITY/AFFIRMATIVE ACTION institution and does not discriminate against any person because of race, sex, age, color, religion, disability, national or ethnic origin.

This policy extends to all West Virginia State University and West Virginia State Community and Technical College activities related to the management of its educational, financial and business affairs. It affects all employment practices including but not limited to recruitment, hiring, transfer, promotion, training, compensation, benefits, layoff, and termination.

University Administrators 2007-2008

PRESIDENT'S CABINET:

| | |
|---|------------------------------|
| President, West Virginia State University | Hazo W. Carter, Jr., Ed.D. |
| Vice President for Finance | Robert Parker, M.B.A. |
| Interim Vice President for Academic Affairs | R. Charles Byers, Ph.D. |
| Assistant Vice President for Academic Affairs | |
| Director of Support Services | John Teeuwissen, Ph.D. |
| Vice President for Administrative Affairs | Cassandra B. Whyte, Ed.D. |
| Assistant Vice President for Administrative Affairs | |
| Special Assistant to the President and | |
| Director of Support Services | Gregory D. Epps, Ed.D. |
| Vice President for Student Affairs | Bryce Casto, M.S. |
| Assistant Vice President for Student Affairs | |
| and Director of Auxiliary Services | Joseph Oden, M.S. |
| Vice President for Planning and Advancement | R. Charles Byers, Ph.D. |
| Assistant Vice President for Planning and Advancement ... | Pamela Sturm Anderson, Ed.D. |
| Director of Registration and Records | (Interim) Donna Hunter, M.S. |

ACADEMIC DEANS:

| | |
|--|-------------------------|
| College of Arts and Humanities | David Wohl, Ph.D. |
| (Art, Communications, English, Foreign Language, and Music) | |
| College of Business and Social Sciences) (Interim) | Patricia Shafer, M.B.A. |
| (Business Administration, History, Political Science, Psychology, and Sociology) | |
| College of Natural Sciences and Mathematics | Katherine Harper, Ph.D. |
| (Biology, Chemistry, Mathematics, and Physics) | |
| College of Professional Studies | Gail Flint, Ph.D. |
| (Criminal Justice, Education, Health and Human Performance, Military Science and Social Work) | |

GUS R. DOUGLASS LAND-GRANT PROGRAMS:

| | |
|--|-----------------------------------|
| Dean and Director of Land-Grant Programs | Orlando F. McMeans, Ph.D. |
| Associate Dean and Director of Business and Finance | J. Ulises Toledo, Ph.D. |
| Associate Director of the WVSU Extension | Bill Woodrum M.S. |
| Associate Director Agricultural and Environmental Research Station | |
| Associate Professor of Biology | (interim) J. Ulises Toledo, Ph.D. |
| Director (CASTEM) Center for the Advancement of | |
| Science, Technology, Engineering, and Mathematics | Joe Kusimo, Ph.D. |

DIRECTORS:

| | |
|---|---------------------------------|
| Director of Admissions and Recruitment (Interim) | Tryreno Sowell, B.S. |
| Director of Athletics..... | Robert Parker, M.B.A. |
| Director of Alumni Affairs..... | Vacant |
| Director of Career Services and Cooperative Education | Sandhya Maharaj, Ed.S. |
| Director of Collegiate Support Services | Kellie Toledo, M.A. |
| Director of Computer Services | Robert Huston, B.S. |
| Director of Center for Instructional Technology..... | Daryl Grider, Ph.D. |
| Director of Educational Network | Garvey Price, B.S. |
| Director of Financial Assistance | Mary Blizzard, B.S. |
| Director of Fiscal Affairs | Lawrence J. Smith, B.A. |
| Director of Human Resources | Barbara Rowell, B.A. |
| Director of Institutional Research..... | Pamela Sturm Anderson, Ed.D |
| Director of Land-Grant Programs | Orlando McMeans, Ph.D. |
| Director of Library Resources | Patrick Hall, M.L.S. |
| Director of Physical Facilities | Philip Judd, B.S. |
| Director of Public and External Relations | Patricia Dickinson, M.A. |
| Director of Public Safety | Joseph Saunders, M.S. |
| Director of Regional Community Policing Institute..... | Larry Nelson |
| Director of Registration and Records | (Interim) Donna L. Hunter, M.A. |
| Associate Director of Registration | (Interim) Debbie Jarvis |
| Director of Residence Life and Services | Cornelius Jones, B.A. |
| Director of Student Support Services and Upward Bound | Barbara W. Cary, M.A. |
| Director of Sponsored Programs..... | Vacant |
| Director of Student Activities | Joseph Oden, M.S. |
| Student Assessment Coordinator | Vacant |
| Military Science–Professor of Military Science..... | LTC Steve Thomas |

Table of Contents

| | |
|-----------------------------------|-----|
| About The University | 7 |
| Academic Programs | 15 |
| Administrative Affairs | 33 |
| Student Affairs Information | 35 |
| Other University Resources | 47 |
| Admission and Readmission..... | 57 |
| Financial Information | 67 |
| Academic Procedures..... | 99 |
| Master's Degrees | 119 |
| Bachelor's Degrees | 129 |
| Course Descriptions..... | 209 |
| Directory..... | 283 |
| Appendix..... | 303 |
| Index..... | 309 |

*About
The
University*



Mission

WEST VIRGINIA STATE UNIVERSITY MISSION STATEMENT

Founded in 1891, West Virginia State University is a public, land-grant, historically black university, which has evolved into a fully accessible, racially integrated, and multi-generational institution. The University, “a living laboratory of human relations,” is a community of students, staff, and faculty committed to academic growth, service, and preservation of the racial and cultural diversity of the institution. Our mission is to meet higher education and economic development needs of the state and region through innovative teaching and applied research.

The undergraduate education at the University offers comprehensive and distinguished baccalaureate and associate degree programs in business, liberal arts, professional studies, sciences, and social sciences. In addition, the University provides opportunities for graduate education.

West Virginia State University offers encouragement and education through flexible course offerings in traditional classrooms, in non-traditional education settings, and through distance learning technologies. With the goal of improving the quality of our students’ lives, as well as the quality of life for West Virginia’s citizens, the University forges mutually beneficial relationships with other educational institutions, businesses, cultural organizations, governmental agencies, and agricultural and extension partners.

The following values guide our decisions and behavior:

- academic excellence;
- academic freedom;
- advancement of knowledge through teaching, research, scholarship, creative endeavor, and community service;
- a core of student learning that includes effective communication, understanding and analysis of the interconnections of knowledge, and responsibility for one's own learning;
- lifelong growth, development, and achievement of our students;
- development of human capacities for integrity, compassion, and citizenship;
- our rich and diverse heritage;
- personal and professional development of our faculty and staff; and
- accountability through shared responsibility and continuous improvement.

West Virginia State University is a vibrant community in which those who work, teach, live, and learn do so in an environment that reflects the diversity of America. Our comprehensive campus, which includes the West Virginia State Community and Technical College, provides numerous educational opportunities for our students. We take great pride in our accomplishments and envision building upon associate degree programs, baccalaureate education, graduate offerings, and excellence in teaching, research, and service.

Approved by the West Virginia Higher Education Policy Commission

–September 21, 2001

Modified by the West Virginia State University Board of Governors

–December 9, 2004

General Information

West Virginia State University is a State supported institution of higher education located in Institute, a suburb of Charleston, the State Capital of West Virginia. Just off Interstate 64, Institute is eight miles from downtown Charleston and forty miles from Huntington. The campus is served at frequent intervals throughout day and evening hours by commuter buses serving Charleston and other suburban communities.

With an ninety-four acre campus, twenty-four major buildings, and sixteen faculty/staff homes, the University is located in the beautiful Appalachian foothills. It is part of West Virginia's largest metropolitan area. For nearly a century, the University has been an active participant in the intellectual and cultural development of the Charleston and Kanawha Valley area.

While serving a large commuter population, the University also maintains several residence halls. A student body of about 5,000 people comes from the Kanawha Valley, West Virginia and many other states, and a number of foreign countries.

Accreditation

West Virginia State University is accredited by the North Central Association of Colleges and Schools. The Teacher Education program is accredited by the National Council for Accreditation of Teacher Education, by the West Virginia State Department of Education, and by the West Virginia Higher Education Commission. The bachelor's degree in Social Work is accredited by the Council on Social Work Education. Option A of the bachelor's degree in Chemistry is certified by the American Chemical Society. The bachelor's degree in Recreation Service is accredited by The Council on Accreditation of the National Recreation and Parks Association. The Departments of Business Administration and Economics are accredited by the Association of Collegiate Business Schools and Programs.

The University holds institutional membership in the following national associations:

Academy of Criminal Justice Science
Accreditation Board for Engineering and Technology
American Association of Colleges for Teacher Education
American Association of Collegiate Registrars and Admissions Officers
American Association of State Colleges and Universities
American Association of University Women
American Chemical Society

American College Personnel Association
American Council on Education
American Political Science Association
Association of American Colleges
Association of College and University Community Arts Administrators
Association of Collegiate Business Schools and Programs
Association of Departments of Foreign Language
College Entrance Examination Board
Committee on Allied Health Education and Accreditation of the American Medical Association
Cooperative Education Administration
Council for Advancement and Support of Education
Council on Social Work Education
National Association of Student Personnel Administrators
National Collegiate Athletic Association
National Commission for Cooperative Education
National Council for the Accreditation of Teacher Education
North Central Association of Colleges and Schools

History

West Virginia State University had its origins with federal legislation known as the Second Morrill Act passed by the U.S. Congress in 1890. The Act provided that no land-grant institution of higher education could enjoy the benefits of federal funds provided by the Act unless adequate provisions were made for the education of black youth as well as white youth. West Virginia University had been in existence for the benefit of white students for more than two decades. To assure federal funds for West Virginia University, the West Virginia Legislature enacted legislation to create a new land-grant institution in Kanawha County for black students. The legislation was signed on March 17, 1891 by Governor Fleming. March 17 is celebrated annually on the campus as Founders Day.

The new institution was known initially as West Virginia Colored Institute. Land was purchased by the State. The first building of red brick and stone was a three-story structure costing \$9,456. During its first year, the main purpose of the Institute was to teach agriculture, horticulture, mechanical arts and domestic science. Teacher training was added the second year and has remained an important emphasis throughout the school's history. In the early years, students came by train or by packet boat on the Kanawha River and were primarily residential students.

In 1915, the name was changed to West Virginia Collegiate Institute. While training was offered in subjects such as agriculture, blacksmithing, brick laying and plastering, and dress making and millinery; there was an increase in emphasis on subjects such as music, military instruction, mathematics, literary subjects and

science. The first college degrees were awarded in 1919. The institution was first accredited by the North Central Association of Colleges and Schools in 1927 and has remained continuously accredited since that date.

In 1929, the legislature changed the name of the institution to West Virginia State College. Throughout the decades, the institution has grown under the dynamic leadership of talented administrators and faculty. During the 1930s and 1940s, it came to be recognized nationally as one of the premier institutions in the education of black students.

In 1954, when the U.S. Supreme Court, in *BROWN v. BOARD OF EDUCATION*, ruled that segregated schools were unconstitutional, West Virginia State College had an enrollment of 837 students. Within the next few years, the enrollment increased dramatically and West Virginia State College was transformed to a racially integrated institution. It gained nationwide recognition as a “living laboratory of human relations.”

Since the year 2000, West Virginia State College has been actively moving toward becoming West Virginia State University. Our National Alumni Association, Board of Governors, Student Government Association, Faculty, Classified Staff Council, and many alumni chapters, as well as several local organizations and individuals have endorsed university status for West Virginia State College.

On February 15, 2002, the West Virginia Higher Education Policy Commission established university status criteria for the State’s public colleges. Committed to the quest to attain university status, members of the WVSC faculty, staff, and administration worked diligently to ensure that the College would successfully meet the criteria. The beneficiaries of these efforts are “State” students. West Virginia State College subsequently met all the criteria.

The college achieved a significant milestone in 2003 when it received approval from the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools to offer graduate programs for the first time in the College’s history. Two masters-level programs (in Biotechnology and Media Studies) were implemented in August 2003.

On December 5, 2003, the Higher Education Policy Commission approved the request of West Virginia State College to be awarded the designation of university status. In a letter to President Hazo W. Carter, Jr., dated December 8, 2003, Chancellor Michael Mullen officially notified the College of this designation and explained that to complete the process of a name change from college to university, a change in name must be approved in West Virginia Code.

On March 11, 2004, the West Virginia Senate voted for West Virginia State College to change its name to West Virginia State University. On March 13, 2004, the West Virginia House of Delegates voted in favor of changing the College's name to West Virginia State University. On April 7, 2004, Governor Bob Wise signed Senate Bill 448, making "State" a University.

Today, with an enrollment of about 3,500 students, the University maintains its reputation of academic excellence. It continues to be known as a model for human relations with a student body that averages approximately 88% white; 11.5% black; and .5% Asian, Hispanic and others. To a wide range of bachelor degree programs, the past decade has seen the expansion of Community College Education Division to a variety of creative programs and associate degrees. Emphasis also is placed on progressive programs through the Continuing Education/Community Service office. Students are able to combine classroom instruction with actual work experience in their major through the Cooperative Education program. Priority is given to planning and cooperating with business, industrial, governmental, educational, and professional leaders as West Virginia State University establishes itself in its second century. The institution's current administration is confident in the knowledge that it will continue to meet, with distinction, the challenges which will come with the decades ahead.

West Virginia State University alumni can be found in positions of leadership and public trust throughout West Virginia, in most other states, and in several other countries. Future graduates will join alumni who are well-grounded in the liberal arts, educated in their chosen occupations or professions, and sensitive to the importance of service, and appreciative of individuals of other races, ethnic backgrounds, and cultures.



Academic Programs



FALL 2007 WVSU/WVSCTC Academic Calendar

| | | |
|-----|---------|--|
| Mon | Aug 6 | Last Payment Date for Early Registered Students |
| Fri | Aug 10 | Last Day for Completed Admissions Applications for Fall Semester |
| Tue | Aug 14 | Opening Faculty Meeting |
| Wed | Aug 15 | Dining and Residence Halls Open for New Resident Students |
| Thu | Aug 16 | Academic Orientation for New Students 9:00-12:00 Advising and Registration for New Students Only 1:00-5:00 |
| Fri | Aug 17 | Registration for New and Returning Students through Departmental Offices 9:00-6:00 End of 100% Withdrawal Refund Period |
| Fri | Aug 17- | Online/Telephone Schedule Adjustment (“Add/Drop”) |
| Tue | Aug 21 | for All Registered Students FSSunMT 7:00am-10:30pm |
| Sun | Aug 19 | Dining and Residence Halls Open for Returning Students |
| Mon | Aug 20 | First Day of Classes |
| Mon | Aug 20- | Late Registration through Advisors in Departmental Offices 9:00-7:00 |
| Tue | Aug 21 | (Late Fee Applies for Late Registration) |
| Tue | Aug 21 | Last Day to Add Classes and Change Sections Last Day to Change Programs and Institutions for Fall Semester |
| Mon | Sep 3 | Labor Day Holiday: No Classes |
| Mon | Sep 10 | Beginning of Ongoing Advising for Spring Semester |
| Fri | Sep 14 | Deadline to Apply for December Graduation |
| Fri | Sep 28 | Final 40% of Tuition/Fees Due on Installment Plan |
| Fri | Oct 5 | Advisory Grades (D’s & F’s) Due to Registrar |
| Wed | Oct 10 | 1st Half Classes End |
| Thu | Oct 11 | 2nd Half Classes Begin |
| Wed | Oct 24 | End of Prorated Refund Period for Total Withdrawal: No Refund After This Date |
| Fri | Oct 26 | W Period Ends: Last Day to Drop Classes or Withdraw from School |
| Mon | Oct 29 | Electronic Registration for Spring Semester Begins |
| Wed | Nov 21- | Thanksgiving Holiday: No Classes |
| Sun | Nov 25 | |
| Wed | Dec 5 | Last Day of Classes |
| Thu | Dec 6 | Study Day |
| Fri | Dec 7- | Final Examinations |
| Wed | Dec 12 | |
| Sun | Dec 16 | Commencement 2:00 |

SPRING 2007 WVSU/WVSCTC Academic Calendar

| | | |
|-----|---------|---|
| Fri | Jan 4 | Last Payment Date for Early Registered Students |
| We | Jan 9 | Dining and Residence Halls Open for New Resident Students Last Day for Completed Admissions Applications for Spring Semester |
| Wed | Jan 9 | Opening Faculty Meeting |
| Thu | Jan 10 | Academic Orientation for New Students 9:00-12:00 Registration for New Students Only 1:00-5:00 |
| Fri | Jan 11 | Registration for New and Returning Students through Departmental Offices 9:00-6:00 End of 100% Withdrawal Refund Period |
| Fri | Jan 11- | Online/Telephone Schedule Adjustment (“Add/Drop”) |
| Tue | Jan 15 | for All Registered Students FSSunMT 7:00am-10:30pm |
| Sun | Jan 13 | Dining and Residence Halls Open for Returning Students |
| Mon | Jan 14 | First Day of Classes |
| Mon | Jan 14- | Late Registration through Advisors in Departmental Offices 9:00-7:00 |
| Tue | Jan 15 | (Late Fee Applies for Late Registration) |
| Tue | Jan 15 | Last Day to Add Classes and Change Sections Last Day to Change Programs and Institutions for Spring Semester |
| Mon | Jan 21 | Dr. Martin Luther King, Jr. Holiday: No Classes |
| Mon | Jan 28 | Beginning of Ongoing Advising for Summer Session and Fall Semester |
| Fri | Feb 8 | Deadline to Apply for May Graduation |
| Fri | Feb 22 | Final 40% of Tuition/Fees Due on Installment Plan |
| Fri | Feb 29 | Advisory Grades (D’s & F’s) Due to Registrar |
| Wed | Mar 5 | 1st Half Classes End |
| Thu | Mar 6 | 2nd Half Classes Begin |
| Fri | Mar 21 | End of Prorated Refund Period for Total Withdrawal: No Refund After This Date |
| Fri | Mar 21 | W Period Ends: Last Day to Drop Classes or Withdraw from School |
| Sun | Mar 23- | Spring Break |
| Sun | Mar 30 | |
| Mon | Apr 7 | Start of Electronic Registration for Summer Session and Fall Semester |
| Wed | May 7 | Last Day of Classes |
| Thu | May 8 | Study Day |
| Fri | May 9- | Final Examinations |
| Wed | May 14 | |
| Sun | May 18 | Commencement 2:00 |

SUMMER 2008**Academic Calendar
WVSU/WVSCTC****First Session 3-Week Classes May 27 - June 13**

Final Registration for 3-Week Session/9:00-4:30 Fri May 23
 (Students may register for **both** sessions on this date: tuition is due by May 18 for early registered students; for all other students tuition is due upon registration.)

| | | |
|--|-----|---------|
| Residence Halls Open | Sun | May 25 |
| Memorial Day: No Classes | Mon | May 26 |
| First Day of Classes | Tue | May 27 |
| Late Registration & Add/Drop | Tue | May 27 |
| Last Day to Withdraw with W | Fri | June 6 |
| End of Prorated Withdrawal Refund Period | Fri | June 6 |
| Last Class Day/Final Exams | Fri | June 13 |

Second Session 6-Week Classes June 16 - July 25

Final Registration/9:00-4:30 Fri June 13
 (Students may also register for the 6-Week Session at any time during the 3-Week Session: tuition is due upon registration.)

| | | |
|--|-----|---------|
| First Day of Classes | Mon | June 16 |
| Late Registration & Add/Drop | Mon | June 16 |
| Deadline to Apply for August Graduation | Tue | June 17 |
| Independence Day Holiday: No Classes | Fri | July 4 |
| End of Prorated Withdrawal Refund Period | Wed | July 9 |
| Last Day to Withdraw with W | Fri | July 11 |
| Last Day of Class | Thu | July 24 |
| Final Examinations | Fri | July 25 |
| Graduation Date | Fri | Aug 1 |

Academic Programs

BACHELOR OF ARTS

- Art
- Economics
- English
 - Literature
 - Professional Writing
- History
 - American Studies
 - General Program
- Political Science
- Psychology
- Regents BA (Non-traditional Degree)
- Sociology

BACHELOR OF SCIENCE

- Biology
 - General
 - Graduate Prep
 - Molecular
 - Pre-Medicine
- Business Administration
 - Accounting
 - Finance
 - Information Systems
 - Management
 - Marketing
- Chemistry
 - ACS Certified
 - General
 - Pre-Medicine
- Communications
- Computer Science
- Criminal Justice
 - General Program
 - Corrections
- Education
 - Early Childhood Education (Grades PreK-K)
 - Elementary Education (Grades K-6)
 - Middle Childhood Education (Grades 5-9)
 - English
 - Mathematics

Social Studies

Middle Childhood/Adolescent Education (Grades 5-Adult)

Art

Business Education

English

General Science

Health

Journalism

Mathematics

Social Studies

Adolescent Education (Grades 9-Adult)

Biology

Chemistry

Pre-Kindergarten -Adult (Grades PreK-Adult)

Art

French

Music

Physical Education

Spanish

Theater

Special Education (Grades K-12)

Mental Impairments

Specific Learning Disabilities

Health Sciences

Health Care Supervision

Health Promotion/Wellness

Health Studies

Mathematics

Applied

Classical

Recreation

General

Therapeutic

Social Work

GRADUATE PROGRAMS

MA/MS in Biotechnology

MA in Media Studies

ADVISORS

After admission to the **University** but prior to registering for classes for the first time, a student is assigned a faculty advisor. Usually the advisor is a faculty member who teaches courses in the student's chosen degree field. If the student is required to take a number of developmental courses, the advisor may be a faculty

member who teaches developmental courses. If the student is undecided about a degree program, the advisor will be someone generally knowledgeable about either associate or bachelor's degrees.

Students must periodically schedule conferences with their advisors prior to registration. Advisors assist students with many University related matters such as schedule planning, questions concerning degree programs, and academic procedures.

CATALOG

To graduate, students must fulfill all degree requirements in the Catalog in effect at the time of their initial enrollment. However, if students interrupt their studies at **WVSU** for two semesters or more, they shall be bound by the requirements of the Catalog in effect at the time of their re-enrollment. It is the responsibility of students to know and meet all requirements in the appropriate Catalog.

Students admitted under a given Catalog may request permission of the College Dean through the department chair to make a total change to new degree requirements (general studies, major, minor, and cognates) reflected in a new Catalog.

BACHELOR'S DEGREES

Bachelor's or baccalaureate degrees ordinarily take a full-time student four academic years to complete. Graduation may lead directly to employment or to further study in professional or graduate school. Bachelor's degrees typically require 121 to 128 credit hours for graduation. The hours are divided among the following categories:

General Education. The General Education curriculum seeks to provide a common learning experience for all graduates of bachelor's degrees curricula. General Education courses (50 to 52 credit hours) listed later in this chapter are required.

Transfer students who **have not** completed an equivalent four year degree general studies program must take the additional courses needed for the general studies component at West Virginia State University. Courses similar to those at West Virginia State University may be substituted. Students transferring from another State college or university in West Virginia will be governed by the Core Coursework Transfer Agreement approved by the Higher Education Policy Commission..

Major. The major is the sequence of courses taken by a student seeking a bachelor's degree which gives appreciable knowledge and skill in the chosen field. The normal requirement for a major is in the range of 34-48 credit hours. Some courses are required, but others are selected by the student from the courses offered in the department.

Minor. All non-teacher education baccalaureate students whose programs permit them to do so may elect one or more minor fields in addition to the major. A minor consists of approximately six courses designated by the department. Minors may be completed in the following areas.

African and

African-American Studies

Art

Art History

Athletic Training

Biology

General

Molecular

Health Sciences

Environmental

Business Administration

Accounting

Finance

Management

Marketing

Chemistry

Communications

Broadcasting

Film

Public Relations

Theatre Arts

Community Behavioral

Health Technology

Computer Science

Criminal Justice

Economics

Education (non-certification)

English

Literature

Writing

Technical Writing

French

History

Information Systems

International Studies

Military Science

Music

Philosophy

Political Science

Psychology
Recreation
Safety Management
Sociology
Spanish
Women's Studies

Cognates. Cognates are courses which are closely related to or give support to the major.

Electives. Electives are the courses that students choose for the remaining hours needed for graduation. Unless the curriculum designates a choice of certain courses, electives may be taken in any field of study. With written permission of the College Dean, up to four **elective** courses may be taken on a pass-fail basis.

Assessment of Student Learning. At West Virginia State University, assessment of student learning is an integral part of learning and teaching effectiveness. Students are major participants in the assessment process, and are expected to actively contribute to WVSU's comprehensive assessment program at the classroom program, and institutional levels. Student involvement in assessment activities begins upon initial enrollment and systematically continues through the student's graduation. Students are expected to demonstrate competencies in general education, specifically the *Eight Common Learning Experiences*, which form the foundation of the general education curriculum. As a culminating experience, baccalaureate programs at WVSU require that graduating students complete a senior capstone course in which students are expected to demonstrate their competencies in both program and institutional level academic goals and objectives through a variety of methods appropriate to the given discipline (e.g. portfolios, standardized exams, surveys, senior projects, etc.). The results of this ongoing assessment help improve the quality of student learning and of academic programs.

GENERAL EDUCATION COMPONENT FOR BACHELORS DEGREE PROGRAMS OUTLINE OF CORE CURRICULUM

Students in bachelor's degree programs must complete the minimum number of hours indicated in each of the following components for a total of 50-52 hours. Note: Teacher Education core varies slightly.

I. Interdisciplinary Matrix GED 100 Origins (3 credit hours)

An interdisciplinary, team-taught course which is the "core of the core" of common learning experiences in the General Education curriculum. The course design is a matrix of themes exploring the questions of origins in the broadest possible way: the origin of the universe, life, humanity, human thought, society and technology. Each discipline will be investigated across disciplines and through

various modes of knowledge; scientific, symbolic, esthetic and philosophical. Prerequisites: ENGL 101 placement. (All transfer students are to meet the current general education program requirements; for those who have completed 30 or more credits when they enter WVSU, GE 100 Origins, is waived)

GED 200 Human Diversity (3 credit hours)

Provides the basis for an understanding of human differences and the issues of prejudice and discrimination. General Education 200 Race, Gender and Human Identity (Prerequisite: General Education 100 Origins unless waived for transfer student.)

International Perspectives (6 credit hours)

Courses selected from offerings in foreign languages and cultures, or which are cross-cultural examinations of social institutions and behavior, or which deal with international relations. Note: Students may not use two different introductory language courses (101 level) for this requirement in International Perspectives.

| | | |
|------|---------|--|
| CHIN | 101-102 | Elementary Chinese |
| COMM | 446 | International Cinema |
| ENGL | 350 | World Literature, Classical Era |
| ENGL | 351 | World Literature, Modern Era |
| ENGL | 440 | Interpreting the Holocaust |
| FREN | 101-102 | Elementary French |
| FREN | 205 | A View of Changing Culture |
| FREN | 443 | West African Culture |
| JAPN | 101-102 | Elementary Japanese |
| RUSS | 101-102 | Elementary Russian |
| SPAN | 101-102 | Elementary Spanish |
| SPAN | 205 | Spain and Its Culture |
| SOC | 305 | Birth—Death - Migration: A Cross-Cultural Study of Population |
| POSC | 210 | International Relations |
| POSC | 415 | Arab Middle East |
| PHIL | 308 | World Religions |

History of Civilization (3 credit hours)

Time-scale of human history; emphasizes the eras, events, and ideas which are most important to understanding civilization.

| | | |
|------|-----|--|
| HIST | 201 | World History (from the Beginning to 1660) |
| HIST | 202 | World History (from 1660 to the Present) |

II. Intellectual and Personal Development

English (6 credit hours)

Writing courses which also stress analytical and critical reading and thinking, basic language concepts.

ENGL 101 English Composition I

ENGL 102 English Composition II

Mathematics (3 credit hours)

All students must complete at least one mathematics course (other than a computer course) above the level of Math 012. Mathematics requirements vary among major programs and each student should consult the major department to determine which course is required by the student's program.

Speech (3 credit hours)

Introduction to the communication process; structuring and delivering oral presentations.

COMM 100 Speech Communication

Information Skills (4 units)

Each student is required to demonstrate proficiency in both computer skills and library skills by accumulating 4 units of these skills—at least one unit in each area—through successful completion of approved courses which involve the use of these skills. Completion of one of these courses will constitute one information skills unit in addition to the regular credit hours. One unit of computer skills will be demonstrated by successful completion of the computer-based ENGL 101 course; one unit of library skills will be demonstrated by successful completion of ENGL 102. The two additional units will be demonstrated by successful completion of courses approved for this purpose as designated by the student's major and approved by the General Education Advisory Faculty. Information Skills "units" should not increase the number of credit hours required for graduation if they are fulfilled by taking courses that also meet GE and/or major requirements. New courses may have been added to this list of approved classes. Students should consult major advisors.

Computer Skills

| | | |
|------|-----|--|
| ART | 213 | Graphic Design |
| ART | 217 | Computer Graphics |
| BA | 203 | Business Statistics |
| BA | 209 | Mathematical Analysis for Business Decisions |
| BIOL | 120 | Fundamentals of Biology |
| BST | 240 | Fundamentals of Business Computer Technologies (WVSCTC) |
| CHEM | 202 | Computer Chemistry |
| CHEM | 450 | Senior Seminar |
| CJ | 315 | Methodology |
| COMM | 227 | Copy Editing and Makeup |

| | | |
|----------|-----|--|
| COMM | 282 | Digital Video Production |
| COMM | 285 | Web Design and Digital Media |
| COMM | 241 | Filmmaking |
| COMM | 341 | Advanced Filmmaking |
| COMM | 343 | Animation Production |
| CS | 106 | Survey of Computers and Programming (WVSCTC) |
| EDUC | 300 | Educational Technology |
| ENGL | 101 | English Composition I |
| ET | 112 | Introduction to Computer-Aided Drafting and Design (WVSCTC) |
| HHP | 150 | Principles of Health and Health Promotion |
| SOC/POSC | 311 | Methodology and Research |
| SW | 342 | Social Policy and Legislation |

Library Skills

| | | |
|------|-----|------------------------------------|
| CHEM | 350 | Junior Seminar |
| ENGL | 102 | English Composition II |
| ENGL | 250 | Introduction to English Literature |
| PSYC | 390 | Research Methods |
| SPAN | 205 | Spain and its Culture |
| SW | 400 | Methods of Social Work Research |

Lifetime Health and Fitness (2 credit hours)

A program that assesses wellness/health and leisure interests and provides learning experiences as well as physical activities to promote lifelong health.

| | | |
|-----|-----|--------------------|
| HHP | 122 | Fitness for Living |
| HHP | 157 | Healthy Living |

III. Modes of Inquiry

Literature (3 credit hours)

Forms and themes of literary works; the meaning of human experiences as expressed in literature.

| | | |
|------|-----|----------------------------|
| ENGL | 150 | Introduction to Literature |
|------|-----|----------------------------|

Fine Arts (6 credit hours)

Nature of esthetic experience; concepts of form and expression. Two courses must be from different disciplines (art, communication, music) or one of the two may be an interdisciplinary course.

| | | |
|------|-----|-------------------------------|
| ART | 101 | Introduction to Art or |
| ART | 200 | Art Appreciation |
| COMM | 140 | Film Appreciation or |
| COMM | 170 | The Art of the Theater |
| MUS | 104 | American Music: A Panorama or |
| MUS | 107 | Appreciation of Music |

Natural Science (6-8 credit hours)

Understanding of the nature of science and scientific thinking; nature of life; nature of the physical universe. Includes a laboratory experience.

| | | |
|------|-----|--|
| BIOL | 101 | Principles of Biology |
| BIOL | 102 | Plants and Animals: Unity and Diversity |
| BIOL | 120 | Fundamentals of Biology |
| CHEM | 100 | Consumer Chemistry |
| PHYS | 170 | Physics through Photography |
| PHYS | 103 | Elements of Physical Science |
| PHYS | 120 | Astronomy (with optional Laboratory 121) |

American Traditions (3 credit hours)

Emphasizes concepts and history of fundamental American institutions and educates students for the responsibilities of citizenship.

| | | |
|------|-----|---|
| HIST | 207 | History of the United States to 1865 |
| HIST | 208 | History of the United States from 1865 to Present |
| POSC | 101 | American National Government |

Social Structure and Behavior (3 credit hours)

Examines the relationships among social systems and between social structures and the individual.

| | | |
|------|-----|---|
| POSC | 100 | Introduction to Government and Politics |
| PSYC | 151 | General Psychology |
| SOCI | 101 | Introduction to Sociology |

Interdisciplinary Minors

West Virginia State University offers interdisciplinary minors in African and African American Studies, International Studies, and Women's Studies. Each minor is designed to provide students with a course of study in an area of current importance and interest which crosses the traditional lines among disciplines. Each minor begins with an introductory course which provides an overview of its field of study. The breadth and focus of the introduction is then further developed through a number of relevant courses in this field drawn from departmental offerings.

Minor in African and African American Studies—18 hours

Core Course: G ED 150 Introduction to African and African American Studies. Electives: fifteen credit hours from the following list of courses approved for the minor, including at least two arts and humanities courses and two social science courses (this list may be expanded).

Arts and Humanities:

| | | |
|------|-----|--------------------------------|
| ENGL | 337 | The Black Writer in America |
| ENGL | 338 | Black Novelists in America |
| ENGL | 339 | Black Poets in America |
| ENGL | 340 | Readings in African Literature |

Social Sciences:

| | | |
|------|--------|----------------------------------|
| HIST | 311 | The Black American in US History |
| HIST | 444-30 | Interface: Black and White |
| HIST | 444-31 | Sub-Saharan Africa |
| POSC | 420 | The Politics of Race |

Minor in International Studies—18 hours

Core Courses: G ED 210 Introduction to International Studies; three credit hours in a language at the 300 level, or foreign language proficiency as tested by the Modern Foreign Language Department. Electives: nine credit hours from the following list of courses approved for the minor (this list may be expanded).

| | | |
|------|--------|------------------------------------|
| ART | 202 | Non-Western Art |
| ART | 317 | African and Afro-American Art |
| BA | 460 | International Business |
| COMM | 446 | International Cinema |
| ECON | 310 | Economic Development |
| ECON | 406 | Comparative Economic Systems |
| ECON | 410 | International Economics |
| ENGL | 340 | Readings in African Literature |
| ENGL | 350 | World Literature: Classical Era |
| ENGL | 351 | World Literature: Modern Era |
| ENGL | 440 | Interpreting the Holocaust |
| FREN | 205 | France: A View of Changing Culture |
| FREN | 443 | West African Culture |
| FREN | 444-26 | Caribbean: Crossroads of Culture |
| HIST | 421 | History of the Far East |
| HIST | 304 | History of Russia |
| HIST | 444-31 | Sub-Saharan Africa |
| PHIL | 308 | World Religions |
| POSC | 210 | International Relations |
| POSC | 302 | American Foreign Policy |
| POSC | 304 | Comparative Politics |
| POSC | 410 | Politics of the Third World |
| POSC | 415 | Arab Middle East |
| SOC | 305 | Birth, Death, and Migration |
| SOCI | 445 | Egypt: The Land of Ancient Khemet |
| SPAN | 205 | Spain and Its Culture |

Select A or B

A—Field Study with an international agency in the U.S. or abroad for 3 HRS

B—Special topics course for 3 HRS

In addition, study abroad for 1-6 credit hours, internship or field study with an international agency in the U.S. or abroad for 3 credit hours, and appropriate special topics courses may be used as electives if approved by the International Studies Minor Committee.

Minor in Women's Studies—15 hours

Core course: G ED 250 Introduction to Women's Studies. Electives: twelve hours from the following list of courses approved for the minor (this list may be expanded).

| | | |
|------|-----|----------------------------------|
| ART | 499 | Women and Art |
| COMM | 345 | Film Theory: Genre and Directors |
| ENGL | 342 | Women Writers |
| PSYC | 245 | Sex Roles |
| SOC | 320 | Women, Change, and Society |
| S WK | 200 | Theories of Poverty |

Note: Courses used to fulfill general education or major requirements may also be used to fulfill requirements for interdisciplinary minors.

FIELD EXPERIENCES AND INTERNSHIPS

A field experience is a short-term placement of a student in an appropriate setting for the purpose of observation and limited participation; it presents an opportunity to blend theory and practice. The experience is integrated with a course which meets on campus.

An internship is a supervised work experience, paid or unpaid, in which the student works for a specified number of hours; the course has a set of objectives and evaluative categories. The student works under external professional supervision; however, a university supervisor is also assigned.

COOPERATIVE EDUCATION

Cooperative Education, Co-op, is a specialized program with established objectives and activities; it is equivalent to an internship.

Students in most associate and bachelor's degree programs may elect to participate in cooperative education. The Cooperative Education Program is designed to integrate classroom learning with practical experience. Further, it is intended to expand collaborative efforts among the College and businesses, agencies, and industries.

Work Schedule Models

Monitored by the Director of Cooperative Education and supervised by the employer, students gain experience related to their educational and career goals, earn academic credit, and earn money toward the cost of education. The Cooperative Education Program is designed so that students may attend classes on a part-time basis concurrently with paid work experiences or alternate periods of work with semesters in the classroom.

There are two models which students and employers may choose in relation to time commitment.

Alternating Model: Alternate a semester of full-time work with a semester of classroom work.

Parallel Model: Work a half-time CO-OP placement while attending school part-time (minimum of 6 credit hours). At least two semesters must be worked.

Admission Requirements

Students participating in the Co-op program must satisfy the following requirements:

A minimum overall GPA of 2.0 and a minimum GPA of 2.5 in courses in the major

Completion of 24 credit hours at the 100 level or above, at least 12 of which were earned at West Virginia State University. Completion of English 101 with a minimum grade of C

A commitment to participate at least two terms

A positive recommendation from the faculty Advisor for the student's major.

PRE-PROFESSIONAL PROGRAMS

Students who intend to eventually go to professional schools will find that they are able to take courses at West Virginia State University in the following fields:

| | | |
|---------------|----------------------|---------------------------|
| Pre-dentistry | Pre-optometry | Pre-occupational therapy |
| Pre-law | Pre-pharmacy | Pre-physician's assistant |
| Pre-medical | Pre-physical therapy | Pre-veterinary |
| Pre-nursing | | |

Students need to become acquainted with the entry requirements of the professional school they wish to attend. Often students will find that the requirements for a West Virginia State University degree and for entrance into the professional school are similar. If so, they are encouraged to earn a degree while taking the courses required for admission to the professional school. For example, pre-law students might earn a bachelor's degree in political science or history. Or, pre-medicine or pre-dental students might earn a bachelor's degree in biology or chemistry.

Advisors are available to assist students concerning a choice of an undergraduate curriculum that will equip them for entry into a professional school.

NONTRADITIONAL DEGREE PROGRAMS

Regents Bachelor's of Arts Degree. Open only to adults, the program is of special value to those with two or more years of prior college work and those who have completed non-college professional training programs, such as hospital-based programs in nursing and medical technology. A special feature of the program is that credit may be awarded for work and life experiences that are equivalent to college level course work.

DEPARTMENTS AND COLLEGES

Bachelor's degree programs are administered in academic departments presided over by department chairs. The department chair assigns various faculty within the department to be advisors for students.

For administrative purposes, departments are clustered together in colleges and coordinated by a dean. The divisions and departments within each are as follows:

- College of Arts and Humanities (Art, Communications, English, Foreign Language, and Music)
- College of Business Administration and Social Sciences (Business Administration, Economics, History, Political Science, Psychology, and Sociology)
- College of Natural Sciences and Mathematics (Biology, Chemistry, Mathematics, and Physics)
- College of Professional Studies (Criminal Justice, Education, HHP, Military Science, and Social Work)



Administrative Affairs



Public Safety

West Virginia State University has 24-hour security coverage provided by a staff of trained police officers. Public Safety may be contacted by calling 766-3353 or 766-3181.

Medical Emergencies

In cases of an immediate medical emergency requiring ambulance service, call 911 and follow up with a call to Public Safety. When calling from WVSU phones, remember to dial 9 for outside access and then the 911. Pay phones are situated in various locations around campus and do NOT require a quarter to dial the 911 emergency number.

Shelter-in-place Drills

West Virginia State University is well recognized for attempting to be prepared in the event of emergencies. The University has an **Emergency Response Guide** booklet which is distributed to new students and employees illustrating certain procedures for emergency situations. The plan has been developed in conjunction with the Kanawha Valley Emergency Preparedness Council.

When the siren sounds one continuous tone for three minutes, that is the signal to go to an assembly area to shelter. Communications equipment is located in the assembly area of various buildings to inform occupants of what is occurring. Usually the siren is signaling that a practice drill is taking place. However, the siren should never be disregarded.

A siren sound in an up and down pattern, vacillating under the three minute time frame, represents the Institute Volunteer Fire Department being called to action for its usual work in the community. This siren sounds rather frequently.

A long, continuous sound for three minutes tells us that sheltering-in-place is required.

Right-to-Know Regulations

West Virginia State University attempts to train employees and specific students to be aware of the University's Chemical Hygiene Plan which addresses the Hazard Communication regulations as well as other OSHA requirements. A listing of all chemicals used on the West Virginia State University campus is on file at the Public Safety Office, the Work Control Center, the Library, and in Hamblin Hall Science Building. Material Safety Data Sheets (MSDS) also are found in various departments. They may be ordered if not already on file.

Employees are encouraged to always read labels before using any containers. Labeling non-original containers is essential.

Student Affairs Information



Student Affairs Information

The division of Student Affairs exists to enhance the academic mission of the institution by providing academic support services, co-curricular involvement opportunities, productive living environments, necessary financial assistance, meaningful career guidance, and much more. As educators, the student affairs staff work diligently to ensure student success through a variety of specialized departments: Admissions, Career Services, Collegiate Support and Counseling, Dining Services, Financial Assistance, Health Services, Judicial Affairs, New Student Programs, Residential Life, Special Programs, Student Union/Activities, and Student Retention.

All students are encouraged to become familiar with these departments and involved in the campus community. The WVSU Student Handbook, *The Buzz*, provides additional information about Student Affairs resources and campus policies/procedures. The Student Affairs main office is located on the third floor of Sullivan Hall East, rooms 323 and 333, the website is <http://www.student.wvstateu.edu>, and the telephone number is 304-766-3140 or 4139.

Career Services

The Career Services Office strives to provide services that support the intellectual, personal, and social development of students. The services prepare students to achieve satisfying careers by offering programs to assist in the career development process and to facilitate experiential learning, thus enabling them to negotiate the dynamics of the global economy.

The Career Services Office offers services in the areas of career planning, job search assistance, employment referrals, testing, and job placement for the Federal College Work Study Program.

Career planning. Career planning is primarily concerned with those aspects of a college student's development involving the choice of career, including academic major and occupational selection. Career planning assists students in self-evaluation, exploring occupational options and setting goals.

Job search assistance and employment referrals. Job search assistance provides assistance for students in developing job search skills and in seeking employment while in college and upon graduation. This assistance is for establishing credential files, locating employment sources, making employment referrals and providing on campus interviewing. Career Services personnel also assist students in applying for admission to graduate and professional schools.

Testing services. Testing services include information and administration of the following:

1. American College Test (ACT) is required for admissions to the university.
2. CLEP and Dantes examinations allow students to receive college credit by taking a standardized test over materials covered in an introductory class.
3. Pre-professional Skills Test (PPST) are requirements for education majors.

Bulletins of information are available for the following tests: Law School Admission Test (LSAT), Content Specialization Test (PRAXIS II), Medical College Admission Test (MCAT), Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), and Veterinarian Aptitude Test (VCAT).

Federal college work-study. The work- study program gives students the opportunity to work on campus or at an off campus community service site for above minimum wage. Most of the assignments involve working in an office doing computer work, answering the phone, and making referrals to other services and offices on campus. The off campus sites may involve working with after school programs, serving as a teachers aide to assisting at a community daycare center. In order to participate in this program students must be awarded college work study funds as part of their financial aid package.

The Career Services Office is located in Room 216 Wallace Hall. For more information contact 766-3250 or visit the Office website.

Office of Collegiate Support and Counseling

Collegiate Support and Counseling (CSC) is a multi-office unit within the Student Affairs Division that provides a variety of services and programs intended to assist students as they pursue their academic goals. *Any* WVSU student, whether enrolled full or part-time, is eligible to request services from this unit. These services are provided in a confidential manner and at no charge. The unit is located on the first floor of Sullivan Hall, east. Specific offices include:

The Office of Disability Services: 123 Sullivan Hall, East. It is the policy and practice of WVSU and WVSCTC to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding individuals with disabilities. No qualified individual with a disability shall be denied access to, or participation in services, programs and activities of WVSU or WVSCTC.

Guidelines: Verification and Documentation of Disabilities - The Disability Services Office provides individualized services for students with *documented* disabilities. Student's shall be provided appropriate services and accommodations

based on the recommendations made by a licensed health care professional who is qualified to diagnose the impairment. A student with a physical, sensory, psychiatric or health-related disability *must* provide documentation verifying a disabling condition which impacts the function of a major life activity by a licensed health care professional who is qualified in the diagnosis of the disability and is currently or recently (not older than 5 years) associated with the student prior to receiving accommodations. The Disability Services Office may elect to begin services or accommodations pending verification, but this waiver will not exceed one semester.

The cost of obtaining the professional verification or any additional documentation is the responsibility of the student. If the initial verification is incomplete or inadequate to determine the present extent of the disability and/or reasonable accommodations, the Disability Services Office may request supplementary documentation or an assessment of the disability.

Procedure: Newly admitted students with disabilities that anticipate seeking accommodations are requested to complete an *Application for Services* upon admission to the university. (The form is downloadable from the CSC website, or available from the Disability Services Office.) Continuing students should complete a new *Application for Services form* at the beginning of each semester. All Students requesting disability services or accommodations are encouraged to meet with their Academic Advisor for course selection then meet with the Disability Services Counselor prior to registering for classes so that assistance with scheduling can be provided.

After completing each term's registration, new and continuing students requesting services must complete a **Service Schedule** form at least one week prior to the date the services are to begin. If short-term assistance becomes necessary, a separate **Service Schedule** form should also be completed. After appropriate application for services has been completed AND documentation of the student's disability has been submitted the Disability Services Counselor will work with students and their physician on an individual basis to determine appropriate services and accommodations. NOTE: WVSU/WVSCTC and the Disability Services Office will assume that no services or accommodations are needed if a Service Schedule form is not completed each semester.

The Office of Academic Assistance: 117 Sullivan Hall, East. The Office of Academic Assistance provides academic support services including, **Smart Stops**, which are locations where tutoring is available *without an appointment* (walk-in basis) at no charge. Hours are flexible, usually Sundays through Thursdays, from mid-morning to late evening. Smart Stop tutors may be upper-class students or professional staff who can assist with a variety of classes – a schedule of courses and locations for the Smart Stops is posted each semester.

Supplemental Instruction. Supplemental Instruction (SI) is an academic support

program utilizing study sessions to assist students with particularly demanding or difficult academic courses. SI sessions offer an opportunity for students to work together with classmates to compare notes, discuss readings, ask questions, develop study materials, and prepare for examinations. An SI Student Leader who has had the course, has been recommended by faculty, and has been trained to lead group study sessions is assigned to a class. The SI Leader attends selected class meetings and meets with the instructor to insure that each SI session stays focused. The purpose of the SI session is not to “re-teach” the class, but rather to help students learn how to master the material. SI sessions emphasize group problem solving and developing learning strategies appropriate to the demands of the course.

Learning Effectiveness Workshops. Learning itself is a skill that can be improved. Workshops and individual sessions are available to help you develop strategies that will make your studying more efficient and more effective. Sessions are available in note taking, test preparation, memory and time management.

The Office of Mental Health and Substance Abuse: 129 Sullivan Hall, East. Services include confidential individual and/or couples counseling, group counseling, psychological assessment / testing, and workshops for students with personal, social, academic or career related issues.

The Office of Multicultural Affairs: 127 Sullivan Hall, East. The Multicultural Counselor provides diversity programs, diversity counseling, diversity conflict resolution interventions and multicultural activities that support the mission as a “Living Laboratory of Human Relations”. The Counselor also serves as the ombudsperson for harassment and discrimination complaints.

Students wishing to file a complaint of harassment or discrimination are referred to the CSC web site for a down-loadable complaint form or are encouraged to contact the counselor at 766-3168

Disadvantaged Student Counselor: The Disadvantaged Student Counselor serves economically and/or academically disadvantaged students who are enrolled in associate degree programs. Special attention is on providing transitional services to students, such as academic advising, counseling, and tutoring. Throughout the academic year, the Disadvantaged Counselor also provides various workshops to students that will enhance or increase students’ basic academic and career-building skills.

The Office for Returning Adult Students: 103 Cole Complex. The Counselor works with freshmen and other students enrolled in associate degree programs. Special attention is given to equipping student with success-building skills, attitudes and expectations. This office also oversees the *Early Intervention Program*, which seeks to contact and offer services to students referred by faculty and staff for academic as well as non-academic difficulties.

Office of Student Retention: West Virginia State University is not only committed to providing access to quality education, but also to providing the services and support necessary for student success. Funded with federal Title III funds, the mission of the WVSU Office of Student Retention is multifaceted. This department's responsibilities include: assessment of student needs, fostering a sense of shared ownership for student retention campus-wide, creating and implementing new strategies to increase student success, attrition and retention research, and collaboration with all institutional constituencies.

On a daily basis, staff in the Office of Student Retention work with individual students to resolve difficult situations, locate appropriate campus support services, assist with the financial aid process, and help students manage the challenging balance of school, work, and family responsibilities. The office is located in room 307 of Sullivan Hall East, the telephone number is (304) 766-5158, and the website is <http://www.student.wvstateu.edu>.

Health Center

The Health Center is located in the James C. Wilson University Union. Health Center services are available to all students enrolled in six (6) or more credit hours and have a current ID card. Students enrolled in less than six (6) hours are seen on a minor emergency basis. The services are provided at no cost for on-campus treatments and medicines. The Center is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. The university physician's clinic time is 12:30 p.m. on Monday, Tuesday, Thursday and Friday. The nurse is on-call during the non-operating hours for emergencies only.

Insurance—Accident and Medical

Accident and medical insurance plans designed for students are available in the Student Affairs Office. Insurance information can be obtained from the Office of Student Affairs located in Room 333, Sullivan Hall East or from the Health Center located in the James C. Wilson University Union or by calling 766-3140. WVSU does not endorse or recommend any specific plan.

WVSU Child Development Center

A Child Development Center is located on the campus in the two-story brick structure on Barron Drive, across from the Ferrell Administration Building. Quality child care is the objective. This includes education as well as physical care. In a caring and positive atmosphere, the WVSU Child Development Center is a warm and happy place for preschoolers to learn. Children are guided to maintain a good self image while building social skills in a preschool setting.

Visit and use the Center. Full-time students, faculty, and staff have first priority for child care. For more information, contact the Child Development Center at 766-3360.

Campus Organizations

The total college experience is available at West Virginia State University through campus organizations whose functions are to broaden and enrich the college experience. Organizations provide an opportunity for students to explore special interests and develop skills in interpersonal relationships. They also provide for the development of leadership and service in the community. Learning possibilities are available for students who desire or need such experiences outside the formal classroom.

WVSU has over forty recognized organizations which are academic, honor, service, and social in nature. Meeting times and activities vary. Some provide learning opportunities; some are just for fun.

Students are encouraged to become involved in the numerous positive extracurricular organizations at WVSU. For additional information regarding campus organizations, contact the Office of Student Activities (106 Wilson University Union or call 766-3288).

James C. Wilson University Union– Student Activities

The James C. Wilson University Union is designed to provide for a food services area consisting of a cafeteria, food court, and banquet rooms; University Bookstore; Gameroom and Fitness Center; University Union and Student Government Administrative Offices; Campus Health Center; Campus Radio Station; Student Newspaper Office; computer labs; meeting/committee rooms; and a large multi-purpose area.

Mission

The James C. Wilson University Union, through facilities and programs, is the focal point of the campus where students, faculty, administration, staff, alumni, and guests develop an enduring connection to the University. As a campus community center, the Union assists in the development and retention of students, while allowing for understanding and appreciation of cultural pluralism and ethnic diversity. As a bridge between formal learning and life experience, co-curricular activities, coordinated by the Union components, serve as a training ground for the development of future leaders while enhancing an appreciation for responsibility.

The Office of Student Activities contributes to this mission by providing a variety of cultural, social, educational and recreational activities, which create an environment conducive to personal growth and development. The Union's activities also provide students with employment and leadership opportunities that yield an agenda of events intended to promote interaction as well as relaxation, entertainment and social opportunities. As the primary meeting place on campus for students and their organizations, the Union's physical facilities are designed to provide a comfortable

and relaxing environment that facilitates the delivery of services important to the University community.

Student employees and volunteers are a very important part of the University Union's operation. Their work experience is an important part of their educational goals as well as a source of income and financial aid. A thorough training program is provided for part-time student employees and volunteers. Depending on their assignment, duties may include developing leadership, group facilitating, communication skills, and gaining direct career related work experience.

Every member of the University is a potential patron of the University Union programs, services, and various operations. It is the goal of the University Union to meet the diverse needs of the University and community, to be receptive to and responsive to changing needs, and encourage the University and community to utilize the programs and services available to them through the University Union.

Student Government Association

The Student Government Association (SGA) offers students the opportunity for self-governance and ensures them an active part in considering issues involving students. The SGA holds elections annually during the spring semester.

The SGA has three components: The Executive Council, the Senate, and the Judiciary. The Executive Council, presided over by the SGA President, implements legislation approved by the Senate, establishes budgetary limits, confirms nominations by the President for submission to the Senate, and assists the President in managing the day-to-day operation of the Association. The Student Court assumes jurisdiction over disciplinary matters involving students charged with infractions of the Student Code of Conduct.

In addition to SGA, the freshman, sophomore, junior and senior classes each has a system for electing officers and holding activities.

WVSU Ambassadors

The Ambassadors are a select group of students nominated by faculty, staff, and students. They engage in a variety of campus and community services including acting as escorts for campus visitors. Prerequisites for membership: 2.5 GPA and sophomore standing.

Intramural Sports and Recreation

A well-rounded intramural sports program for both men and women is offered under the supervision of the Office of Student Activities. Among the choices are football, basketball, volleyball, and softball. Other activities are organized as sufficient student interest is expressed. In addition to competitive sports, other recreational facilities on campus include a swimming pool, fitness center, gymnasium, and game room.

Academic Organizations

The following organizations are of particular interest to persons in certain majors: American Chemical Society Student Affiliates Chapter, American Society for Personnel Administration, DNA Science Club, Lambda Alpha Epsilon, Music Education National Conference, Phi Beta Lambda, Recreation Majors Club, Student National Education Association.

Fraternities and Sororities

Fraternities and sororities contribute to social life on campus and their members often form lifelong friendships. The Greek letter organizations include: Alpha Kappa Alpha Sorority, Alpha Phi Alpha Fraternity, Delta Sigma Theta Sorority, Omega Psi Phi Fraternity, Kappa Alpha Psi Fraternity, Zeta Phi Beta Sorority, Phi Beta Sigma Fraternity, Sigma Gamma Rho Sorority, Phi Sigma Kappa Fraternity, Sigma Tau Gamma Fraternity, and Tau Kappa Epsilon Fraternity.

Service Organizations

In the category of service organizations are such groups as the Intervarsity and NAACP.

Academic Honor Societies

Recognition of scholastic accomplishment comes to students whose academic performance is of high enough quality to be eligible for membership in one of the following honor societies:

Alpha Delta Mu—National Social Work Honor Society
 Alpha Kappa Delta—National Sociology Honor Society
 Alpha Kappa Mu—Junior and Senior National Honor Society
 Alpha Mu Gamma—National Foreign Language Honor Society
 Alpha Phi Sigma—National Honor Society in Criminal Justice
 Alpha Psi Omega—National Honor Society in Dramatic Arts
 Beta Kappa Chi—Scientific Honor Society
 Delta Mu Delta—International Honor Society in Business Administration
 Kappa Delta Pi—International Honor Society in Education
 Lambda Iota Tau—National Literary Honor Society
 Omicron Delta Epsilon—International Honor Society in Economics
 Omicron Delta Kappa—National Honor Society
 Phi Alpha Theta—International Honor Society in History
 Phi Eta Sigma—Freshman National Honor Society
 Phi Sigma Alpha—National Honor Society in Political Science
 Psi Chi—National Honor Society in Psychology
 Pinnacle—National Honor Society for Non-Traditional Students

Residence Life and Services

West Virginia State University strongly believes that living on campus contributes to the academic and personal development of the student. To provide for the residence life experience, the University operates three residence halls and an apartment complex. Sullivan Hall is a coeducational residence facility. Gore and Dawson Halls provide housing for men. Prillerman Hall has apartments for married couples and/or single parents with children.

Housing Requirements

1. All unmarried freshmen, sophomores, or juniors who do not commute from the permanent legal residence of a parent guardian, or grandparent, within a fifty mile radius of the campus are required to live in a residence hall. This requirement is waived if the student has:
 - a. Served two or more years in the U.S. Armed Forces or has completed the reserve obligation
 - b. Lived in a college residence hall for six semesters
 - c. Developed a physical disability which makes the University residence halls impractical.
 - d. Married student, or single parent, or a student 25 years of age prior to admission.
2. Part-time students will be allowed to contract for rooms in the residence hall on an availability basis, but preference will be given to full-time students.
3. Environmental structuring rules are as follows:
 - a. Housing will be available for non-traditional students in Prillerman Hall
 - b. One floor/section of a floor will be designated as a quiet floor (7:00 p.m. to 7:00 a.m.) Each unit has a quiet hour program which requires all students to keep noise **at a lower level from 10:00 p.m. to 10:00 a.m.**
 - c. Prillerman Hall will be open first to seniors, then juniors, then sophomores, and then freshmen, providing space is available. Students with a 2.35 GPA or better will be allowed to apply for apartments in Prillerman Hall with acceptance based on a first come, first serve basis; interview; and review of student behavior record. Rental rates vary with each category of occupancy. Rates may be obtained from the Housing Director or Cashier. Priority is given to:
 1. Married students or single parents
 2. Others: Non-traditional students and then seniors through freshmen.

Food Service

A cafeteria and food court are located in the Wilson University Union. Both facilities are open to all students, faculty, staff, and their guests. Residence hall students are required to participate in the boarding plan in the cafeteria. Commuting students may purchase meals in the cafeteria on a per meal basis or may purchase meal tickets at a reduced rate.

The food service operation also includes a dining room and a banquet room used for special events. Catering Services are available for parties and other occasions when meals or refreshments are to be served.





Other University Resources



Academic Common Market

West Virginia residents who wish to pursue degree programs not available in the state may wish to investigate the Academic Common Market and contract programs. Both programs provide for West Virginians to enter out-of-state institutions at reduced tuition rates. West Virginia State University alumni may find the arrangements attractive when they are planning for graduate study. Contract programs have been established for study in veterinary medicine, optometry, and podiatry. The Academic Common Market provides access to numerous graduate programs. Further information may be obtained through the Office of Academic Affairs or the West Virginia Higher Education Policy Commission.

Bookstore

The bookstore, located on the first floor of the University Union, has textbooks, supplies, and other materials. The bookstore also sells West Virginia State logo clothing and souvenirs as well.

Center for Instructional Technology

The Center for Instructional Technology (CIT) helps faculty make use of those educational technologies that can support faculty teaching and increase student learning. CIT efforts fall into three categories: (1) advising on the selection of computer hardware and software, (2) reviewing and reporting on developments in educational technology, and (3) helping faculty get training on educational technology. First, the CIT works with the faculty and administrators, the Computer Services Department, and other stakeholders, to develop the specifications used for yearly purchases of computers for faculty and, as requested, helps develop specifications for computer classrooms and labs. CIT also works with faculty to evaluate, select, and find the best prices for educational software. Second, the CIT studies trends, advances, best practices, and lessons learned reported by the higher education community. The CIT then reports to faculty and administrators on those developments in educational technology most likely to be of use to faculty and students. Finally, the CIT offers learning and training resources for faculty, seeking to increase their understanding of how educational technology can support their teaching. CIT focuses on training and other support that stresses the educational element in educational technology: how a particular technology can be used by faculty to strengthen good teaching in order to increase the amount students learn. CIT training resources include the CIT Faculty Training Lab in Wallace Hall 222. The CIT Lab is a dedicated computer training facility. A major focus of CIT training workshops is on Web Course Tools (WebCT), the course management systems software used on campus to provide instructional web sites used either to augment traditional face-to-face courses or to present fully online courses.

Continuing Education and Community Service

The Continuing Education and Community Service program at West Virginia State University has these objectives:

1. To provide adults with opportunities for personal enrichment and satisfaction through the stimulation of intellectual and cultural growth
2. To provide adults with the skills, knowledge, and insights required to update and improve their vocational and professional performance
3. To provide adults with information and understanding needed to fulfill their responsibilities as citizens in society
4. To be responsive to the needs of communities in the West Virginia State University area and the organizations and agencies (public and private) that are located in these communities.

West Virginia State University appreciates the potential of continuing, lifelong education. It responds to the variety of reasons that will make increasing numbers of American adults enroll in continuing education programs.

The Office of Continuing Education and Community Service designs programs, services, and delivery systems to present comprehensive educational opportunities for adults associated with business, industrial, labor union, governmental, educational, and voluntary organizations and agencies in the greater Charleston area.

Some educational activities of the office are designed for youths; however the office takes special care not to compete with or duplicate programs offered by organizations established to serve youths. The principal programs, services and delivery systems are as follows:

Conferences, Institutes, and Workshops are intensive, focused educational experiences that frequently extend over two or more days. The purpose of these programs is to create a learning activity away from the learners' day-to-day obligations. Conferences are offered year-round on and off-campus as determined by the needs and interests of the learning group.

Off-Campus Courses are West Virginia State University credit courses offered for adult learners at convenient community locations such as training centers at work sites, local high schools, and other accessible community meeting facilities that are suitable for instruction. Extension classes are taught by full-time and adjunct faculty. Credits earned for extension classes can be applied for meeting West Virginia State University degree requirements should an adult learner decide to matriculate. These classes are available year-round, depending on the need and the enrollment of a sufficient number of interested learners. Extension classes

typically meet once or twice a week over the traditional West Virginia State University semester and include the same number of instructional contact hours and academic content as courses presented on campus.

Continuing Education Courses are of two major varieties. Short Courses for which adult learners receive Continuing Education Units (CEUs) have significant academic or subject-matter content for the purpose of intellectual, professional, and career development. Usually, CEU short courses meet year-round in the daytime, evenings and weekends for six to ten weeks for two to three hours a week. More compact or intensive formats can be designed to meet the needs of learners. Short courses for avocational or recreational purposes are similar in length and format, but adults are not awarded CEUs for their participation because these courses are for personal enrichment or recreation.

Distance Learning includes tele-courses, tele-conferences, correspondence study, and other independent learning activities which are available on and off-campus. Depending on the learning experience, distance learning can be offered for credit or for non-credit. Generally, these programs are broadcast or disseminated nationally from central sites to West Virginia State University. The resource persons or instructors for the programs are usually recognized authorities in their fields.

Community service includes a variety of non-credit services and events that meet the needs and interests of adults and youths and that focus on issues and problems of the community.

Computer Facilities

All degree programs at WVSU involve students in learning computer applications related to the major, and all graduates must satisfy a general education requirement in Information Skills. Computerized laboratories are no longer limited to areas such as mathematics, the natural sciences, writing, and business, but are now integrated into course offerings in communications, media studies, art, music, the social sciences, and professional studies as well. All classrooms have either direct internet connections or wireless Web access. In addition to disciplinary-specific computer facilities for students in particular majors, there are general purpose computer facilities in classroom buildings and in the Drain-Jordan library, as well as a cybercafé in Wilson Student Union.

Computer Services

Computer Services provides administrative computer services and support for academic computing. Office space is located on the first floor of the science building, Hamblin Hall. Computer Services maintains computer equipment in faculty offices and instructional computer laboratories campus-wide. Campus telephone services are also provided by this unit.

Convocations

Several times during a semester an assembly for students, faculty, and staff is held, usually in the P. Ahmed Williams Auditorium in Ferrell Hall. A convocation is held so that the University family may hear about the status of University plans and projects. Often a convocation involves a prominent speaker. Convocations are held during the day and the evening to be convenient to a maximum number of students. Frequently classes are asked to attend convocations.

Cultural Activities

Each semester there is an exciting program of cultural activities such as concerts, art exhibits, plays, and other events. These may involve student musicians, artists, or thespians. Frequently, participants are people of national reputation.

Most programs are open to the public as well as to the University community. Students are encouraged to bring their families and friends. Admission to students is free because they pay a student activity fee. Involvement in cultural events is as much a part of university education as attending classes.

Intercollegiate Athletics

The University is a member of the National Collegiate Athletic Association (NCAA) and the West Virginia Intercollegiate Athletic Conference (WVIAC) with varsity competition in 13 sports. Men's teams are offered in football, basketball, baseball, tennis, indoor track and field and outdoor track and field. Women's teams compete in volleyball, basketball, softball, tennis, indoor track and field and outdoor track and field. A coeducational team is offered in cheerleading.

The 1999 men's baseball team finished third in the nation in the NCAA Division II World Series. The University's athletic teams are known as the Yellow Jackets.

Instructional Materials Center

Located on the ground floor of the Drain-Jordan Library, the Instructional Materials Center offers a variety of teaching materials, children's literature, and the collection of the Paradise Film Institute. The IMC especially serves students and faculty in the Education Department, but its resources are open to faculty and students in all areas of study. Local educators and others involved in teaching and curriculum development are also invited to use the Center.

Textbooks across the curriculum, juvenile books, curriculum guides, pamphlets, charts, posters, phonograph recordings, educational videos, cassette tapes, photographs, programmed classroom materials, and teaching kits comprise the IMC collection. The IMC provides access to six XL Ellison Letter Machines with an extensive selection of dies. A laminating service is available at minimal charge. The IMC is open during regular Library hours.

WIA

The West Virginia State University System's involvement with the Workforce Investment Act (WIA) is a commitment to ensure West Virginia's economically disadvantaged and long-term unemployed an opportunity to train/retrain in a community college setting. These educational programs are limited to programs that look promising for job placement following training/retraining. WIA counselors work with participants individually and in groups to increase college success and develop job search skills. WIA participants also are eligible for other forms of financial aid, including Pell Grant and Workstudy. All applicants must first be certified as eligible by the West Virginia Department of Employment Services.

Library

The Drain-Jordan Library has been the center of educational activities of West Virginia State University since 1951. Its mission is to support the information, curriculum and research needs of all students and faculty by providing excellent library resources. The Library offers a wide variety of material and services. It has an excellent collection of books, government documents, newspapers, and periodicals. The collection includes 212,000 books, 698 periodicals, 150 CD-ROM titles, and more than 74,000 items in microforms. The Library offers 25,415 periodical titles including 20,500 full-text journals through various online databases including EbscoHost, InfoTrac, ComAbstracts, Proquest, Ethnic News Watch, Criminal Justice Abstracts, and NewsBank on World Wide Web. The Library has been a selective depository for the United States documents since 1907 and at present receives 33% of the published material from the Government Printing Office. Special areas in the Library includes the Archives, the Instructional Materials Center (IMC) and the Benin Collection. The Archives Department is located on the second floor of the Library and houses materials concerning the history of the College, its alumni and staff. It also contains information on African Americans in West Virginia, the history of African American higher education, and the history of the 20th and 21st centuries. The Benin Collection is housed on the first floor and has books, journals, artifacts, maps, video cassettes, and CD's on Benin, West Africa.

Patrons have access to multiple web-based periodical databases with full text articles, CD-ROM indexes, and a variety of paper indexes. Over forty computers with office software, networked laser printers and internet access are available for use in the Library on all floors. In addition, twenty-one computers are housed in the "Electronic Teaching Center" on the ground floor with full access to the collection and databases. These computers are used for bibliographic instruction which is given to graduate, undergraduate, and associate degree students enrolled at both the West Virginia State Community and Technical College and West Virginia State University. A cyber-cafe/satellite library is located in the Student Union. The Library uses the VTLS System, an automated library system accessible via the Internet.

A professional librarian is always on duty at the reference desk during Library hours to provide help for students, faculty, staff, and the public on a one-on-one basis. Librarians work closely with faculty to develop collections and provide instruction about the Library resources and research methodology. Many handouts on various subjects and topics have been prepared by the Library faculty for free distribution to help students and faculty in their research needs.

The Library is a member of OCLC, a computerized network of more than 43,000 academic, public, and special libraries from 86 countries. This database, which shares cataloging and interlibrary loan information, provides access to more than fifty-six million book records in 458 languages. The Library is also a member of PALINET which allows the faculty and students to have access to many library resources via Interlibrary Loans. Materials not available in the Drain-Jordan Library can be borrowed through OCLC and PALINET. All users should inquire at the Reference Desk for this and other Library services. More Information about the Library can be found on the Library's Web Page at <http://library.wvstateu.edu>

Public Safety Department

The main office of public safety is located in Wallace Hall. There is an auxilliary office near the West Ferrell lot. The Public Safety Department has trained law enforcement officers on duty 24 hours a day, seven days a week.

Office of New Student Programs

New Student Orientation Program. All newly admitted students are required to attend a "New Student Orientation" Session. The purpose of this structured activity from the student's point of view is threefold:

1. Help students with their academic adjustment(s) to college. The goals are maximum academic achievement and retention. Students should be familiar with the academic requirements of their chosen major and have some idea of their ability to meet them. They also should know the breadth and depth of the academic offerings at WVSU and be aware of the range of support services available.
2. Help Students with their personal adjustment to college. They should learn the importance of actively participating in the living and learning environment of the campus.
3. Help families of new students understand what the college students are about to experience. It is also important that family members learn how support and encouragement make a difference in a student's success

Sharon Smith Banks
Office of New Student Programs
West Virginia State University
Wallace Hall 416
Institute, WV 25112-1000
(304) 766-3078

Reserve Officer Training Corps (ROTC)

Military training began at the College before the First World War. Students completing all requirements of the ROTC Program may be commissioned as Second Lieutenants in the United States Army Reserve, the National Guard, or in the active Army. Students who complete ROTC training usually participate in both a military commissioning ceremony and commencement on the same day.

Special Services

Special Services is a federally funded educational assistance program to aid college students who need academic support, social exposure, or financial resources in order to pursue their postsecondary education and to facilitate their entrance into graduate and professional programs. Services are offered at no cost to participating students and include counseling and tutoring.

Upward Bound

Upward Bound is a secondary school preparatory program designed to aid low income and first generation students who have academic potential but who are lacking adequate secondary school preparation and motivation. Instruction, tutoring, cultural enrichment activities, and counseling are used to increase skills. The year-round project includes a six week summer residential phase and serves students from eleven target secondary schools within a 50-mile radius of the University.

Veterans Affairs

All individuals initiating the use of their GI educational benefits should contact the Office of the Registrar.

West Virginia State University Alumni Association

The West Virginia State University Alumni Association, the official alumni organization, constantly promotes the best interests of the University and its alumni. *The Stinger* keeps alumni informed about the University and alumni activities. Alumni chapters exist in many major cities of the United States as well as in the Kanawha Valley.

Work Control

Work control maintains a 24-hour emergency call-line at West Virginia State University that also facilitates physical facilities work assignment and communications. 766-3181





Admission and Readmission



General Information

Persons seeking admission to either associate or bachelor's degree programs should contact the Office of Admissions and Recruitment Services, Room 106, Ferrell Hall, West Virginia State University, Institute, WV 25112-1000. (Persons seeking readmission should contact the Office of the Registrar, Room 128, Ferrell Hall.) The Office of Admissions and Recruitment Services personnel will provide forms and answer questions about the admissions process and the degree programs. They will inform the admitted persons about dates for orientation and registration. The Office of Admissions also may be consulted about dates when the ACT examination is administered on campus.

Persons seeking admission must have completed the following college preparatory curriculum in high school: four units of basic English (grammar, composition, and literature); two units of laboratory science (biology, chemistry, physics, and other theory-based courses with a strong laboratory science orientation); two units of mathematics including algebra and higher; and three units of social studies, including U.S. History. Also highly recommended, but not required, are one unit of physical education and one of foreign language. (Students planning to enter engineering-related or science programs are encouraged to have units of advanced algebra and trigonometry.)

Students who are deficient in one or more areas may be admitted to the West Virginia State Community and Technical College until such time as deficiencies are removed.

Students found to be deficient in basic skills on the basis of ACT or proficiency test scores may be required to take developmental courses before enrolling in courses in a regular curriculum.

Acceptance for admission to the University does not necessarily mean admission to a particular degree. Students seeking admission to programs which have limited enrollment or admissions requirements must apply for admission to the individual program as well as for general admission to the University. Students may consult the requirements for bachelor's degrees later in this catalog to determine if application must be made separately for admission to the program.

Admission applications and related documents should be received by the Office of Admissions and Recruitment Services at least thirty days prior to the start of a semester. It is suggested that prospective students initiate the application for admission process at least six months prior to the start of the semester in which they wish to begin classes.

General Admission Documents

Prior to admission to West Virginia State University, the following documents must be submitted:

1. West Virginia State University application for admission form
2. Official high school transcript or GED certificate and any college transcripts (Transcripts must be mailed by the other institutions directly to WVSU, Office of Admissions and Recruitment Services.)
3. ACT scores.

Eligibility for Regular Admission

Bachelor's Degrees. The following persons are eligible for regular admission to the baccalaureate degree programs of West Virginia State University:

- Graduates who have met the 2003 secondary school admission requirement as related to course units
(2003 HEPC Course Unit Requirements)
 - 4 Units of English (including courses in Grammar, Composition, and Literature)
 - 3 Units of Social Studies (including United States History)
 - 3 Units of Mathematics (Algebra I and at least one higher unit)
 - 3 Units of Laboratory Science (Two of the three units must have a strong laboratory science orientation)
- Graduates of accredited secondary schools who have at least a 2.0 GPA or C average
- Graduates of accredited secondary schools who have at least a score of 17 on the composite ACT
- Holders of General Education Certificates (GED) with a minimum score of 45 on each of the five parts, or an average score of 55. (ACT scores must also be submitted.)
- Transfer or transient students who are in good academic standing at the last institution attended.

Students who are deficient in one or more academic areas may be admitted to the West Virginia State Community and Technical College until such time as deficiencies are removed.

Effective August 2008, students must successfully complete the following minimum academic core unit requirements (in addition to a **3.0 GPA** or a **2.0 AND** an ACT composite of **18**) prior to admission:

- 4 English** (including courses in grammar, composition, and literature)
- 3 Social Studies** (including U.S. History)
- 4 Mathematics** (three units must be Algebra 1 and higher)

3 Science (Two of the three units must be laboratory science. At least two units from Coordinated and Thematic Science 10, Biology, Chemistry, Physics and other courses with a strong laboratory science orientation)

Strongly Recommended Units

2 Foreign Language

Elective Units

Remaining Units -- It is recommended that the remaining elective units be chosen from the academic core (English/language arts, mathematics, science, social studies) or subjects such as computer science, fine arts, humanities, and keyboarding.

Conditional Admissions

Students whose documentation is not complete or who do not meet the academic entrance requirements may appeal to the Admissions Committee for one of two types of conditional admission:

Probationary Admission. Students applying as first-time freshmen who have neither an ACT of 17 nor a high school grade point average of 2.0 may petition for admission on academic probation. **If admitted**, students are subject to the following conditions:

1. Enrollment is limited to a 12 semester hour class load
2. Good academic standing at the end of the first semester must be reached or the probationary student will be dismissed from the institution.

Provisional Admission. Provisional admission **may** be granted to students whose admission, re-admission, or transfer admission documentation is incomplete by the time classes begin. These admissions are subject to the following conditions:

1. If the records are not received within the designated time, the registration will be voided. There will be no refund of fees.
2. When the records arrive, if they indicate the student does not meet regular admission requirements, the **registration will be voided** or the conditions of probation applied. There will be no refund of fees.

Transfer Students

Transfer applicants must be eligible to return to the last institution attended to be admissible to West Virginia State University. Prior to admission, official transcripts of all previously attempted college-level work must be received. Transfer applicants

with fewer than thirty semester hours of college credit also must submit an official high school transcript or GED and an ACT or SAT score. (NOTE: If English 101 and 102 or their equivalents have not been completed in the first 60 credit hours, the student must enroll in English 101/102 the first semester of enrollment at WVSU.) **Not more than seventy-two credit hours may be accepted and applied toward graduation from any combination of community and junior college credit hours.**

Transfer students without complete documentation may be admitted provisionally. When the records arrive, if they indicate the student does not meet regular admissions standards, the registration will be canceled or the conditions of probation applied.

Transfer students who do not have a C average **may** be admitted if they are eligible to return to their former institution, are deficient no more than seventeen quality points, and accept the following provisions of a probation agreement:

1. Must make progress toward a C average each semester
2. Must enroll for no more than twelve hours each semester while on academic probation
3. Must achieve a C average by the end of the third semester at West Virginia State University.

In order to receive a degree from West Virginia State University, baccalaureate transfer students must complete the last thirty hours at West Virginia State University.

Transcript Evaluation Procedure. Submission of a transcript(s) and subsequent acceptance to West Virginia State University does not automatically result in a course equivalency evaluation. **The student must request the evaluation.** The process of obtaining such an evaluation will depend upon which one of the following three categories pertains to the individual student:

Students majoring in some field of education and transferring to West Virginia State University should contact the chair of the Education Department (Wallace Hall, Room 627)

Students transferring to West Virginia State University who have not earned a B.A. or B.S. degree at another institution should contact the Registrar (Ferrell Hall, Room 127)

Students who have earned a bachelor's degree and wish to work toward a second bachelor's degree should contact the department chair of the subject area in which they wish to earn a second degree.

Students who transfer to West Virginia State University must fulfill the requirements of the curriculum they select. If courses completed at other accredited institutions correspond to the content of courses in the curriculum, they will meet curriculum requirements. Sometimes closely related courses are substituted for curriculum

requirements. Often courses may be used as electives if they do not meet other degree requirements.

Admission of Non-matriculating Students

Non-matriculating students are those who do not seek a degree. In special situations these students may be permitted to attend classes without fulfilling regular admission requirements at the discretion of the Director of Registration and Records. Non-matriculants may accumulate a maximum of twelve credit hours. The hours may not be credited to a degree at West Virginia State University nor transferred to another institution until such time as the student has been admitted to the University. Non-matriculants wishing to enroll for classes beyond the twelve-hour limit **must apply for regular admission** and satisfy all requirements.

Transient Students

Students enrolled at another college or university may take courses at West Virginia State University and have credits for approved classes transferred to their home institutions. Documentation needed for admission of transient students includes:

- Transient approval from the chief academic officer or registrar of the home institution
- Application for admission to West Virginia State University
- List of courses for which approval has been granted
- Certification of good academic standing from the home institution.

Note: Students who have been academically dismissed from their home institutions are not eligible to enroll at WVSC during their period of suspension.

Early Admission of High School Students

High school students who have completed at least twelve units with a B average and have the written recommendation of the high school principal may enroll for classes during the senior year or during the summer before the senior year. Courses passed under the early admission classification may be applied to a degree or transferred to another college as soon as the student has graduated from high school.

Admission of Gifted Students (Elementary and/or Secondary)

Students identified as gifted by the coordinator of a county gifted program may be admitted to courses at West Virginia State University. Such students must have the permission of the coordinator of the gifted program, the principal of the school, and their parents. Courses passed under the gifted admission classification may be applied to a degree or transferred to another college when the student graduates from high school.

Admission of Post Graduates

Individuals who have earned a bachelor's degree may take additional undergraduate courses at West Virginia State University. Post graduates who intend to pursue a second degree or certificate must submit an application for admission and official transcripts of all college courses taken at other institutions.

Constraints on Admission

Some degree programs may have admission requirements more stringent than those of general admission. Admission to the University does not imply acceptance in programs having special requirements.

The University reserves the right to **suspend** or **expel** students who do not reveal previous college records and/or who misrepresent the truth on any admissions document.

Admission of International Students

International First Time Freshmen

- An application for admission to WVSU must be completed, signed, and returned to the institution.
- Official transcripts (original or “Certified True Copies”) of all academic records must be submitted directly to the Office of Admissions from all schools previously attended. If a national examination is required upon the completion of schooling in the country of origin, official results of the examination must be submitted to WVSU. (Students from countries with a General Certificate of Education, G.C.E., examination system must receive a grade of six or higher in at least five academic subjects, one of which must be English.) The quality of all academic work previously attempted must be equivalent to a cumulative grade point average of C by United States standards.
- Applicants from non-English speaking countries must take the Test of English as a Foreign Language (TOEFL) and submit results to the institution. The minimum score accepted for admission is 500 paper based, 173 computer based and 61 internet-based.
- The applicant must submit a proof of Immunization Records.
 - MMR (Measles, Mumps and Rubella)
 - Meningococcal Vaccine – Strongly Recommended
- The student who cannot take the ACT examination before coming to WVSU must do so at the first available testing date after arrival or the registration will be voided.

International Transfer Students

International students who have accumulated fewer than thirty hours at another college in the United States and who wish to transfer to WVSU must submit the following:

- An application for admission to WVSU must be completed, signed, and returned to the University.
- Official transcripts of all academic work attempted at the last institution attended in the home country and all institutions in the United States, sent directly to the Office of Admissions from the other institutions
- Applicants from non-English speaking countries must take the Test of English as a Foreign Language (TOEFL) and submit results to the University. The minimum score accepted for admission is 500 paper based, 173 computer based and 61 internet-based.
- ACT scores
- Affidavit of support (must supply new affidavit at the beginning of every year.)
- The applicant must submit a proof of Immunization Records *See Details Above*
- F-1 Transfer Clearance form (If attended institution in the United States)

International students who have accumulated more than thirty hours at another college in the United States and who wish to transfer to WVSU must submit the following:

- A completed, signed West Virginia State University application form
- Official transcripts of all academic work attempted at the last institution attended in the home country and all institutions in the United States, sent directly to the Office of Admissions from the other institutions
- The applicant must submit a proof of Immunization Records. *See Details Above*
- ACT Scores (If suitable proficiency is not earned in college curriculum)
- Affidavit of support for a full academic year (must supply new affidavit at the beginning of every year.)
- F-1 Transfer Clearance Form (If attended institution in the United States)

International students will be issued Form I-20 after admission has been granted. All foreign documents must be accompanied with an English translation by an approved foreign credential evaluation service.

International Transfer Students

International students who have accumulated fewer than thirty hours at another college in the United States and who wish to transfer to West Virginia State University must submit the following:

- A completed, signed West Virginia State University application form

- A health form
- Official transcripts of all academic work attempted at the last institution attended in the home country and all institutions in the United States, sent directly to the Office of Admissions from the other institutions
- A score of five hundred or better on the Test of English as a Foreign Language (TOEFL)
- ACT scores.
- Affidavit of support

International students who have accumulated more than thirty hours at another college in the United States and who wish to transfer to West Virginia State University must submit the following:

- A completed, signed West Virginia State University application form
- Official transcript(s) of all academic work attempted in the United States, sent directly to the Office of Admissions from the college previously attended
- Health form.
- Affidavit of support

International students transferring to West Virginia State University from another United States college must apply for immigration approval (Form I-538) prior to making the transfer.

Procedures for Readmission

All applications for readmission are made through the Office of the Registrar. Copies of the student's transcript are obtained from that office. Next steps are determined by the student's readmission status.

Students in Good Academic Standing. For students in good standing, readmission is a routine process. The Office of the Registrar will direct the student to the appropriate department chair. A copy of the transcript will be sent to that faculty person. Applications for readmission for those in good academic standing will be accepted at any point prior to the close of the regular registration period. These students are eligible to participate in early registration activities and are advised to do so.

Students in good academic standing but not in good social or financial standing must first be recommended for readmission by the appropriate University administrator. When this is achieved, students should proceed as directed in the above paragraph.

Students not in Good Academic Standing. Students not in good academic standing must make application for readmission at least one full month prior to the session for which readmission is sought. Applications for readmission by students in good standing must be approved by the Office of Academic Affairs.

Readmitted students who are not in good academic standing may not take more than four courses (12-14 semester hours), and must achieve at least a 2.25 average on courses attempted **every** semester until good standing is achieved.

Failure to achieve these minimal standards will result in an automatic suspension at the end of the term in which the standards are not met.

Transfer Arrangements

Credits earned at another regionally accredited institution of higher education usually will transfer to West Virginia State University. By Higher Education Policy Commission's policy, at least 64 and no more than 72 credit hours completed at West Virginia community colleges are transferrable to bachelor's degree programs. Also by HEPC's policy, credits taken in general education for an associate degree will count toward the general education requirements at the bachelor's degree institution. An exception may exist if the general education courses are substantially different.

The HEPC document, Core Course Work Transfer Agreement, contains specific information about the transferability of general education courses among institutions in State colleges and universities.

To give students more assurance, in advance, that not only will credits transfer but also will meet degree requirements, the University has entered into some transfer arrangements, with West Virginia State Community and Technical College, Southern West Virginia Community and Technical College, and West Virginia University, Parkersburg in several disciplinary areas, where transfer to WVSU for completion of bachelor's degrees commonly occurs.

Other transfer arrangements are continuously under consideration with institutions both in and outside West Virginia.

Financial Information



Financial Information and Services

Payment of Fees

Students should be prepared to pay all tuition and fees through direct payment, financial aid, or other resources to complete registration or pre-registration unless they opt for the sixty-forty plan (60% at registration and 40% before the end of six weeks at 1.5% interest per month). Direct payment may be made by cash, certified/cashier's check, money order, or credit card.

Certified/cashier's checks or money orders should be made payable to West Virginia State University. All payments sent by mail should include the **student's name and student ID number**.

A student who has a money order or check (including Stafford/Guaranteed Student Loan) for an amount in excess of his/her obligation should not expect to receive the difference for at least one week.

Payments for books and supplies must be made separately from tuition and fees. Each student should be prepared to purchase textbooks and necessary supplies at the beginning of each semester. The average cost of books for a full-time student ranges from under \$100 to more than \$200 per class, depending upon the course of study. **The college cannot advance or lend money to students for textbook purchases.**

All students are advised that the first payments received by the University will be applied to their accounts. Refunds will be processed only after obligations to the University have been satisfied.

The last payment date for each semester is published in the university calendar which appears in the class schedule and the university catalog. Students registered prior to the payment date risk having their schedules dropped if payment arrangements have not been completed by the payment date.

University Fees

Tuition and fees are established annually by the Higher Education Policy Commission. Considerable effort is made to keep increases at a minimum. Students should obtain a current "Schedule of Fees" sheet for the current assessed fees from the Cashier's Office in 125 Ferrell Hall. These documents will include the current tuition, mandatory fees, room, board, and any special instructional fees. Books, supplies, and examination expenses are paid separate from University charges. Students should consult their academic department for an estimate of these costs.

Refunds

West Virginia State University refunds are processed and mailed out through the Office of Fiscal Affairs. Students who are due a refund because of direct overpayment must request that refund. All payments must be reflected on a student's

account before a refund can be processed. Refund requests should be addressed to the Cashier's Office, Campus Box 191. The processing requires four to six weeks.

An overpayment (credit balance) which has not been requested for refund will remain on the account and will be applied against future charges incurred by the student.

Students who have overpayment (credit balances) as a result of financial aid do not need to request a refund. These refunds will be processed automatically.

Before requesting a refund, students should be sure that sufficient funds are available for the next semester. The University computes its charges on a semester basis. Consequently, if the University receives monies from a one-time scholarship or loan source (for example, Stafford Loan) such funds will be applied in full against the semester when it is received. This may create a credit balance for the semester.

Students are responsible for notifying the University of a change of address. This may be done at the Registrar's Office or the Office of Student Financial Assistance.

Refund Policy for Students Who Withdraw from School

A student who officially withdraws from college (i.e., drops **all** classes) through the Office of Registration and Records or is administratively withdrawn from college prior to completing 60% of a semester is entitled to a partial refund of that semester's tuition/fees. Refund amounts are calculated to the day based on the number of calendar days which have elapsed from the first day of class to the date of withdrawal. The date of withdrawal is the actual date the student notifies the Office of Registration of withdrawal or the midpoint (50% point) of the semester for a student who leaves without notifying the institution. Any student who withdraws at any point during the semester is advised to consult with the Cashier's Office to determine whether there is a balance owing or a refund due.

Note: Once classes begin, there is no refund for a reduced schedule. The refund policy applies only when a student officially withdraws from all classes.

For a student receiving federal financial aid who withdraws before completion of 60% of the semester, the amount of federal financial aid earned will be calculated to the day according to the same formula. Unearned financial aid must be returned. When aid is returned, the student may owe a balance to the University, to the US Department of Education, or to both. Any student receiving federal financial aid should contact the Office of Student Financial Assistance *before* withdrawing from college or reducing the number of hours enrolled to determine the impact of these actions on his or her financial aid status.

Special Notice

Should conditions warrant, the administration reserves the right to adjust fees and

charges without advance notice.

Financial Services

The Cashier's Office is located on first floor, Ferrell Hall. The hours of operation are Monday - Friday, 9:30 a.m. to 4:00 p.m. Students may make payments on their accounts at the Cashier's Office. The Cashier's Office is also open Monday evening until 7:00 pm.

The University recommends that students use one of the local banks for their banking needs.

Delinquent Accounts

The University will not issue a degree, transcript, or a grade report to any student who has a delinquent account. A delinquent student will not be readmitted to the University until all balances due are paid. West Virginia State University reserves the right to turn over delinquent accounts to a collection agency for collection. An additional collection fee will be added to accounts turned over for collection.

Financial Aid for Students

The purpose of West Virginia State University's financial assistance program is to provide assistance to qualified students who, without such aid, would be unable to attend a University. Assistance is awarded on the basis of need as determined through the University Scholarship Service (USS) and The Pell Grant Analysis system.

Students are expected to demonstrate sacrifice of earned resources and family contribution.

Financial Aid

Advance planning—financial as well as academic—is the key to achievement of your educational goal, so it is best to not only early register for your classes, but to complete financial aid applications as early as possible.

Financial Aid primarily comes in four basic types:

Low-Interest Loans: Money which you **do repay**, usually after college.

Employment: Money you can **earn** through a job during college.

Grant Programs: Gift aid, money which you **do not repay**, usually requires need.

Scholarships: Gift aid, based on academic performance or talent in a specific category, with many programs also having need requirements.

The financial aid awarded to YOU is based on your individual financial need and eligibility, and may include a combination of various types of aid mentioned above. This is YOUR financial aid "PACKAGE," which is intended to provide

assistance in paying tuition, fees, books, supplies, room, board, transportation, and personal expenses.

The Office of Student Financial Assistance administers aid programs to assist you if you are unable to meet college expenses from your personal resources. The Director of Financial Aid coordinates the various components of the aid programs so that they are utilized to your best advantage.

Students who are applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) in accordance with the specific instructions indicated. If financial assistance is needed for more than one year, **new applications must be made annually.**

Loans

A word of caution at the outset:

A loan is money borrowed and **MUST** be repaid at a specific time in the future, under the terms specified in the promissory note that you sign before you receive your first loan disbursement. Before you sign the promissory note, be sure that you understand thoroughly all your rights and responsibilities relative to any loan which you may receive.

Perkins Loan

A Perkins loan is a long-term low interest loan for undergraduate and graduate students, based on need, with United States citizenship or permanent residency a requirement. The amount of your loan is based on several factors . . . amount of need, availability of funds, your cumulative prior loans, and enrollment status. You may borrow up to a maximum amount set by the federal government for your total undergraduate years. If you go to graduate school, you may borrow additional funds to cover graduate school expenses. Repayment of your loan begins 6 months after you terminate your education, or cease to be enrolled as at least a half-time student. The loan is interest-free while you are enrolled at least half time; whatever the percent of simple interest on the total principal amount outstanding accrues when your repayment period begins. The loan, plus accrued interest, must ordinarily be repaid within a 10-year period from commencement of repayment. Repayment may be deferred and interest will not accrue for a period of up to 3 years if you are serving in the U.S. Armed Forces, The Peace Corps, or VISTA. Conditions under which part or all of your loan may legally be canceled will be explained to you by a financial aid counselor before you sign a promissory note. In addition, Perkins Loan recipients are required to attend an “exit interview” before graduation, withdrawal, or leaving WVSU for a semester, even though you might plan to return at some time in the future.

Stafford Federal Family Education Student Loan

If you do not qualify for other Financial Aid programs and you need additional funds, you may want to apply for a Stafford Federal Family Education Student Loan .

The maximum loan amount that can be borrowed is set by the federal government for an **undergraduate student**; however, **the amount in any year may not exceed educational costs** as certified by the Financial Aid Office, less other financial aid received.

If you decide to apply for a Stafford Federal Family Education Student Loan, the Office of Student Financial Assistance will assist you in completing the application.

Six months after you terminate your education or cease to be enrolled half-time, repayment of your loan(s) begins. Repayment must be completed within 10 years under the standard repayment plan. The student loan office will provide you with information concerning other repayment and deferment options.

PLUS Loans

The Federal Plus loan program enables parents with good credit histories to borrow to pay the educational expenses of each child who is a dependent, undergraduate student enrolled at least half time. Repayment of the principal amount of the loan begins within 60 days after the final loan disbursement.

Employment

Federal College Work-Study Programs (FCWS)

College Work-Study is another form of federally-funded financial aid which provides you with paid work experience as part of your financial aid “package.” The FCWS is designed to stimulate and promote part-time employment to help defray college expenses. If you need such earnings, you must meet government guidelines to participate in this program. Like other aid programs, College Work-Study is based on your financial need. You may be employed up to 20 hours weekly while attending classes full-time. The normal work assignment is 10 hours per week. During the summer or other vacation periods, you may work full-time on-campus or on off-campus assignments. The current rate of pay is determined by the Office of Student Financial Assistance. These jobs may include maintenance and clerical positions as well as laboratory and library assistants.

Student Employment

Student employment positions are available to students to help meet college costs. To participate in this program students must be enrolled for (6) hours or more per semester. Students cannot work more than 20 hours in any one week.

Students may inquire about employment opportunities with various campus departments.

Off-Campus Employment

A number of part-time jobs are available for West Virginia State University students in the greater Charleston area. The Career Planning and Placement Office, Wallace Hall 216, assists students seeking off-campus employment opportunities.

Grants

The Federal Pell Grant is a Federal program under which awards may be granted to eligible students. Maximum or minimum awards will depend on congressional action and approval annually.

Federal Pell Grants

This program provides annual grants to students. **Only undergraduate students** are eligible for consideration. You may apply directly to the Federal Government by using the Free Application for Federal Student Aid (FAFSA). You should receive a Student Aid Report (SAR) within 14 days if you file the FAFSA via the web. The Pell award is determined, in part, by the costs of attendance and appropriate scale as determined at each institution. The maximum amount one can get from this grant is determined by Congress each year. Financial need is the major determinant of eligibility in this program.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This program provides annual grants to undergraduate students with financial need. FSEOG may range from \$200 to \$1,200 per year.

West Virginia Higher Education Grant Program

This program is sponsored by the State College and University System of West Virginia to 70% toward the cost of tuition and fees at WVSU for those West Virginia students who qualify. The program requires that you demonstrate both financial need and academic ability.

Several other states have scholarship or grant programs available to students who plan to attend an out-of-state school. If you are a nonresidential student, check with your guidance counselor or state agency.

Other Forms of Financial Aid

GI Bill Educational Training

Veterans who served 180 days on active duty, any part of which occurred after January 1, 1955, but before January 1, 1977, and who (a) were released under conditions other than dishonorable; (b) were discharged for a service-connected disability; or (c) continue on active duty, are eligible under the Veterans Readjustment Act of 1966, as amended. Also eligible are those individuals who contracted with the Armed Forces and were enlisted in or assigned to a reserve unit before January 1, 1977, and who as a result of this enlistment or assignment, served on active duty for more than 180 days, any part of which began within 12 months after January 1, 1977, and who were discharged from active duty under conditions other than dishonorable.

Contributory Educational Assistance Program

Veterans who served, and persons currently serving, who (a) first entered active duty after December 31, 1976, and (b) were released under conditions other than dishonorable or continue on active duty, but have completed their first obligated

period of service (or six years of active duty, whichever comes first), and (c) have satisfactorily contributed to the program are eligible for assistance. (Satisfactory contributions consist of the monthly deduction of \$50.00 to \$75.00 from military pay, up to a maximum of \$2,700, for deposit in the special training fund.) The contributory plan permits the service person to voluntarily participate in a plan for future education or training in which the participant's savings are administered and augmented by the government. At the time the eligible participant elects to use the benefits to pursue an approved course of education or training, the VA will match the contribution at the rate of \$2.00 for every \$1.00 made by the participant.

Vocational Rehabilitation

If you are handicapped, you may be eligible for vocational rehabilitation benefits. Contact a local vocational rehabilitation office for information and applications. A rehabilitation center is located in Institute, West Virginia, right next to the University campus.

Private Agencies

Many private agencies sponsor scholarships and loan programs. Information is available through high school guidance offices, the respective agencies involved, or by writing to the WVSU Office of Student Financial Assistance requesting additional information.

How Need is Determined

Financial aid is awarded by the University to an eligible student once the process of completing the necessary application forms has been concluded. For most programs, determining eligibility also means determining who has financial need.

A uniform, national needs analysis system is used by WVSU to determine your eligibility and probable amount of need, based on information which you (and your parents or spouse, if applicable) provide on the Free Application for Federal Student Aid. The family's financial strength—income, number of dependents, etc.— is taken into consideration and your potential family contribution is determined.

Do not rely on comments you may have heard that certain income levels automatically exclude you from all aid consideration. It is obvious that grant programs have the most stringent need requirements; however, loan programs may be available to students at higher income levels. Some of these types of loans may be used to replace the "expected family contribution" for many needy students without altering their need factor for other programs.

Remember, if you'd really like to continue your education but your finances are limited, you have probably already satisfied the basic requirement for financial aid. A general rule of thumb is: **If you think you will need financial help, apply!**

Rights and Responsibilities of Aid Recipients

What Are My Rights and Obligations?

As a consumer of a commodity (financial aid for higher education), you have certain rights to which you are entitled, and certain obligations for which you are responsible. You have the right to know:

1. what financial assistance is available, including information on federal, state, and institutional financial aid programs.
2. the deadlines for submitting applications for the financial aid programs available.
3. the cost of attending the University and the University's refund policy.
4. the criteria used by the University to select financial aid recipients.
5. how the college determines your financial need.
6. what resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your needs.
7. how much of your financial need, as determined by the University, has been met.
8. the policy governing inclusion or exclusion of programs comprising your financial aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you.
9. what portion of the financial aid you received is loan aid and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the repayment procedures, the length of time you have to repay the loan, and when repayment is to begin.
10. how the University determines whether you are making satisfactory progress and what happens if you are not. Academic Progress Requirements appear below.

Consumer Responsibilities of Aid Recipients

It is your responsibility to:

1. review and consider all information about the University before you enroll.
2. complete all application forms accurately and submit them on time to the right place.
3. pay special attention to and accurately complete your application for student financial aid. Errors can result in long delays in your receiving financial aid. Intentional misreporting of information on application forms for Federal financial aid is a violation of law and is considered a criminal offense, subject to penalties under the U.S. Criminal Code.
4. return all additional documentation, verification, corrections, and/or new information requested by the Financial Aid Office.
5. read all forms that you are asked to sign and keep copies of them.
6. accept responsibility for all agreements you sign.
7. notify the Financial Aid Office of changes in your name, address, or enrollment status. **(This also applies to loan recipients after they leave the**

University.)

8. perform the work that is agreed upon in accepting a College Work-Study award.
9. know and comply with the deadlines for application or reapplication for aid.
10. know and comply with University refund procedures.
11. notify the Financial Aid Office in advance when your course load at the University may be less than full-time. Failure to do so will cause a delay in the receipt of your funds.
12. notify the Financial Aid Office of any changes in financial status. Failure to do so can result in the termination of financial assistance.
13. maintain satisfactory academic progress. **Withdrawal from** the University or never attending classes will result in termination of financial aid and may result in partial or full repayment of aid disbursed for the semester involved.

Academic Progress Requirements

In order to receive financial aid, you must be eligible to continue in the degree program in which you are enrolled and you must make satisfactory progress toward a degree as fully outlined in *The Buzz*, the WVSU student handbook. The primary academic progress requirements are as follows:

GPA Requirements

1. Bachelor Degree Students

| Hours Enrolled | Cumulative GPA |
|----------------|----------------|
| 0-29 | 1.50 |
| 30-59 | 1.75 |
| 60+ | 2.00 |

2. Associate Degree Students

| Hours Enrolled | Cumulative GPA |
|----------------|----------------|
| 0-29 | 1.50 |
| 30-44 | 1.75 |
| 45+ | 2.00 |

Requirements for Hours Passed

1. Bachelor Degree Students

| Hours Enrolled | Ratio of total hours passed to total hours enrolled to date |
|----------------|---|
| 0-29 | 50% |
| 30-59 | 56% |
| 60-89 | 61% |
| 90+ | 67% |

2. Associate Degree Students

| Hours Enrolled | Ratio of total hours passed to total hours enrolled to date |
|----------------|---|
| 0-29 | 50% |
| 30-44 | 8% |
| 45+ | 67% |

All withdrawals (grades of W, WP, WF), incompletes (grade of I), repeated courses, and non-credit developmental courses *are counted* in the total of hours enrolled for financial aid purposes.

Appeal Procedures

If you are denied financial aid, you are entitled to an explanation as to the basis of the denial. If you wish to appeal, you must contact the Office of Student Financial Assistance, in writing, with the stated reasons and documentation for requesting the appeals hearing. The appeal will be resolved by the Office of Student Financial Assistance or the Committee of Scholarships and Financial Assistance, as applicable; and you will be notified of the decision within ten (10) days of the decision after the conclusion of the appeals hearing. Please contact the Office of Student Financial Assistance or refer to the WVSU student handbook, *The Buzz*, for further details.

Receiving the Money

If you are awarded assistance, funds representing grants, scholarships, and loans will usually be available at or soon after the start of each semester.

The months during the year that you may normally receive loan, grant, or scholarship checks are posted by the Fiscal Affairs Office.

Work-study checks are disbursed by the Cashier's Office, on a monthly basis, usually on the 16th of the following month. Awards are made to you in writing by the Financial Aid Office. The Award Notification from the Financial Aid Office specifies the program(s) and the amount of the award, and the periods during which you will receive assistance.

Repaying a Loan

In general, the details of repayment are included in the **loan** description. Most repayment schedules begin 6 months after the borrower ceases to be at least a half-time student. The terms of the loan will be explained to you when you sign the promise to repay (**promissory note**). In addition, before leaving school, for **whatever reason**, an **exit interview** will be required. Contact the Financial Aid Office for details.

If you have additional questions or need help with the application process, contact the Financial Aid Office, Room 324, Ferrell Hall.

Refund and Repayment Policies

Refund Policy

The refund policy for students withdrawing from **all** classes is outlined in the WVSU Catalog on p. 69. and ranges from a 90 percent refund for the first and second weeks following the first day of general registration to 70 percent for the third and fourth weeks, to 50 percent of all refundable fees during the fifth and sixth weeks following the first day of general registration. Beginning with the seventh week, there is no refund applicable.

If you are on financial aid, you will not receive a refund until funds representing financial aid awards have been applied back to the respective program accounts. Normally the refunds will be returned to programs on a prorated basis and according to the components of a financial aid package.

Financial aid is considered to be used first for direct educational costs —tuition and fees and room and board, if in University housing. Therefore, if you withdraw and are scheduled to receive a refund of tuition and fees, all or part of this refund will be used to reimburse the financial aid program(s) from which you received funds.

If you received financial aid in excess of direct costs, a percentage of this aid may be required to be repaid, the amount depending upon how many days you were enrolled and the amount of aid received.

Repayment Policy

Some programs have specific repayment provisions for students who withdraw. If the refund is insufficient to cover the required repayment, it will be your responsibility to make the necessary repayment.

If you owe a repayment to any federally-sponsored student aid program, you cannot receive any type of federally sponsored student aid disbursement for future enrollment periods unless repayment arrangements have been made with the Fiscal Affairs Office.

Application Procedures

How To Apply?

In seeking financial assistance, you are responsible for certain steps. By simply completing each part of the procedure on a timely basis, you will be assured of maximum consideration.

Entering Freshmen

The application for financial assistance is part of the Freshman Admission Application. Complete the admissions application as soon as you are eligible to apply in your senior year of high school. Detailed instructions are included on the form. There are four basic requirements:

1. apply for admission and complete the Financial Aid Application section;
2. take the ACT program examination and request a copy of the report be sent to WVSC (code number 4538);
3. apply for Federal Aid on the Free Application for Federal Student Aid (FAFSA).

Enrolled Students and Prospective Transfer Applicants

Aid applications are available in early December for the following academic year from the Financial Aid Office in Ferrell Hall. Detailed instructions are included on the form.

There are two basic requirements:

1. complete a Free Application for Federal Student Aid (FAFSA) if you are applying for aid;
2. Turn in all required paperwork by the published deadline dates.

Free Application for Federal Student Aid (FAFSA)

The Free Application for Federal Student Aid is the needs analysis document used by WVSVU. It is also used as the West Virginia Higher Education Grant and Pell Grant application. This form is usually not available until December and should not be completed before January 1 of the year that you want to receive assistance.

The College Scholarship Service annually publishes a booklet entitled “Meeting College Costs”. This booklet can assist you and your family in determining your potential eligibility for various types of student financial aid. The forms and booklets are available in high schools, in financial aid offices, and from the College Scholarship Service, Box 2700, Princeton, NY 08541.

If you are applying for financial aid for the first time, it is recommended that you obtain a copy of the booklet since it is most helpful in explaining the needs analysis process and provides general information on several types of student aid.

You may also obtain information regarding financial aid by using the internet. One of the most comprehensive web sites is: <http://www.finaid.org>. You will find links to scholarship searches as well as links to the U.S. Department of Education web site. Access the FAFSA web site by going here <http://www.fafsa.ed.gov>. Students and parents of dependant students can obtain a PIN number by going here <http://www.pin.ed.gov/PINWebApp/pinindex.jsp>.

Be sure that all institutions and agencies using the FAFSA are designated to receive copies. For West Virginia State University students who are applying for aid, this would normally be: West Virginia State University—College Code 003826

Non-WVSVU Applications

The West Virginia Higher Education Grant Program, state grants from other than West Virginia, Vocational Rehabilitation, local community awards, etc., are examples of other types of assistance that WVSVU students may be eligible to receive. Each program has specific application requirements.

Deadline and Priority Dates

It is recommended that your inquiry concerning possible assistance be initiated about 12 months before the date you will want to receive aid. This will be well in advance of many deadlines. **It is much better to be too early than too late in order to receive maximum consideration.**

The following deadline dates are established for WVSU-administered aid programs.

For Fall Awards

Entering Freshman Scholarships

Entering Freshman Need-Based Aid..... March 1

Enrolled Students, All Programs:

Deadline June 15

For Summer Awards

All Students:

Deadline April 1

For Spring Awards

All Students:

Deadline November 15

Meeting the deadline dates means **ALL THE REQUIRED FORMS HAVE BEEN RECEIVED BY THE OFFICE OF STUDENT FINANCIAL ASSISTANCE**. Because of the number of people applying for financial aid and the average processing time required to complete each application, the University **cannot** guarantee the completion of any application submitted after June 15 by the fall semester start date and November 15 by the spring semester start date. Students failing to meet the above deadlines should be prepared to cover all college expenses from their own resources until such time as their application is complete and the financial aid awarded.

Applications will be accepted at any time throughout the year. All applications received by deadlines will receive written notification of action taken; applications received after deadlines will receive written notification only in the event an award can be made.

Helping You Help Yourself

The Office of Student Financial Assistance can further help you mainly by keeping the door open and having answers for your specific questions. But it is a two-way street! If your circumstances change, let the Office of Student Financial Assistance know. If you move, get divorced, get separated, have a baby, lose your job, get a scholarship, drop or stop out of school, or have anything happen that even remotely affects your financial situation, please write, call, or come in to see a Financial Assistance Counselor.

Emergency loan assistance is available.

These loans are available to assist with unusual situations, not to meet ongoing expenses. Do not try to use the emergency loan program to resolve problems that should be handled with long-term loans.

If you do not understand your financial aid award or feel your application has not been evaluated fairly, contact the Office of Student Financial Assistance. You are entitled to a complete explanation of the process. The Office of Student

Financial Assistance is located in Room 324, Ferrell Hall (also known as the “A” Building).

Student Employment Procedures For Student Employment

Student employment positions are available to students to help meet college costs. To participate in this program students must be enrolled for (6) hours or more per semester. Students cannot work more than 20 hours in any one week.

Students may inquire about employment opportunities with various campus departments.

For College Work-Study Students (CW-S)

Federal College Work-Study (CW-S) is a campus based program which provides student employment for undergraduate students. Interested students must demonstrate eligibility for financial assistance. Information about this program may be secured by contacting the Office of Student Financial Assistance, Room 324, Ferrell Hall.

Each student who has been awarded CW-S must report to the Career Services Office in Wallace Hall, Room 216. Each student must complete required forms such as the W-4 and I-9 before beginning a work assignment. All work assignments are made through the Career Services Office.

Employers are required to interview each referred student. If the student is offered employment, the employer should complete Part I of the Introduction Sheet as well as the other attached forms. The student should then be instructed to hand-carry completed forms back to the Office of Student Financial Assistance. If the student is not offered employment, the interviewer should complete only Part II of the Introduction Sheet. The student should then be instructed to return to the Financial Assistance Office with his/her forms to secure another referral.

Payroll Procedures for all Student Employees

This procedure is in development. For additional information, contact the Office of Student Financial Assistance.

Student Employment Suspension and Appeal Process Immediate Suspension or Dismissal

A student employee may not be immediately suspended or dismissed without proper justification for such action. A University employer may initiate such action in the event of the following occurrences:

1. Reporting for work while under the influence of alcohol or partaking of alcohol while on duty.
2. Theft or dishonesty.
3. Flagrant violation of reasonable standards of conduct.

4. Willful destruction, defacement, or mishandling of University property or that of its employees, students, or visitors.

Suspension or Dismissal Due to Absences from Work

The student employee and his/her supervisor should attempt to develop a mutually agreeable work schedule at the beginning of each semester. The employer must consider class schedules and meal times (if the student is on a boarding plan) in setting the work hours. Consideration of any other factors are at the discretion of the employer. Student employees unable to report for their scheduled work hours are responsible for requesting permission to be absent from their supervisor in advance of the absence. An employer has the right to deny the request after considering all factors.

A student employee must be notified in writing of the employer's absence policy upon initiation of employment. Student employees may be suspended or dismissed for failure to adhere to the departmental policy in this regard. Such action, however, may not be initiated until after the employer has warned the student in writing (copy to Office of Student Financial Assistance) of his/her deviation from the absence policy of the respective department.

Should a student employee be terminated for this reason, the Office of Student Financial Assistance must be notified in writing of the implemented action. The written notification must include a copy of the department policy in this regard, and either the specific dates the student is suspended or the date the student is dismissed.

Unsatisfactory Work Performance or Conduct

Student employees are expected to conduct themselves in the same manner as all University employees. Unsatisfactory performance or conduct which interferes with the successful operation of a department may result in the suspension or dismissal of a student employee.

The student employee and his/her employer must first attempt to resolve differences prior to any formal disciplinary action. If differences cannot be satisfactorily resolved, the student employee must be given one two-week probationary period prior to the employer's initiation of any formal disciplinary action. The probationary period may not begin until the student employee has been provided with written notification (copy to the Office of Student Financial Assistance) of the supervisor's concerns. The student employee must also be advised of employer expectations during the probationary period.

The student employee's work performance must be evaluated after the two (2)-week probationary period. This evaluation must be made in writing (copy to the Office of Student Financial Assistance). If work performance has not satisfactorily improved during the period, the student employee should at this point be notified of the employer's intent to terminate employment. If student work performance

improves during the probation period but later returns to an unsatisfactory condition, the employer may proceed with suspension or termination action depending on the actions of the student employee.

Appeal Process

The student employee shall have the right to appeal any action of suspension or dismissal. The appeal process must be initiated within two (2) working days of the suspension or dismissal action. The appeal process is as follows:

1. The student employee should discuss the concerns with his/her supervisor within two (2) working days from the date of formal disciplinary action.
2. If the appeal cannot be resolved at this level, the student employee should notify (in writing) the Office of Student Financial Assistance of his/her desire to appeal the implemented disciplinary action. Such written notification must be provided within three (3) working days following the completion of step 1 above. A staff member of the Office of Student Financial Assistance will then attempt to resolve the matter to the satisfaction of both concerned parties.
3. If a resolution cannot be obtained at this level, a committee of five (5) individuals will be formed to evaluate the position of each party. The committee will be comprised of the Chief Justice of the Student Court or his/her designee, the Affirmative Action Officer, the Ombudsman, and two appointed staff/faculty members. A Financial Assistance Counselor will chair the committee meeting, but not have voting rights on this committee. The committee will conduct a hearing at an agreeable time for both parties involved in the matter. The committee will make its recommendation as to the appropriate resolution of the matter to the Director of Office of Student Financial Assistance. The final decision of the Director of the Office of Student Financial Assistance may be appealed to the Vice President for Student Affairs.

Scholarships

There are a variety of scholarship funds available to students. Scholarship awards are based on high academic performance in high school and/or college, financial need, or a combination of need and academic performance. Each scholarship is awarded on the basis of the specific criteria established. All applicants, who minimally meet the requirements for that scholarship, will be considered for the award: all relevant factors are taken into consideration and awards do not automatically go to the applicants with the highest cumulative GPA.

Presidential Scholarship. Awarded to first-time full-time freshmen with outstanding academic credentials. To be considered, recipients must have a minimum cumulative high school GPA of 3.75 and a minimum composite score on the ACT of 25 (or comparable score on SAT). Can be extended for up to eight semesters for students who maintain a minimum GPA.

Presidential Scholarships are awarded through the Office of Admissions. Award: Tuition, fees, books, and (if a residential student) room and board.

Valedictorian Scholarship. Awarded to first-time full-time freshmen. Recipients must be recognized by their high school as valedictorian of their senior class and start college the summer session or fall semester immediately following high school graduation. Priority is given to valedictorians from high schools in the counties comprising the West Virginia State University service area: Boone, Clay, Kanawha, Putnam, and Roane.

Renewable for up to eight semesters contingent upon maintaining a minimum cumulative GPA of 3.0. Valedictorian scholarships are awarded through the Office of Admissions. Award: tuition and fees.

Military Science Scholarship. The Military Science Department (ROTC) has 4-, 3-, and 2-year Army Reserve Officer Training Corps (ROTC) scholarships available to students enrolled in ROTC. Award: Tuition, fees, books, lab fees, and classroom supplies. Advanced course students receive a \$150 monthly stipend for up to 20 months, and incur a service obligation to the Army upon completion of the two-year advanced course.

Foundation Scholarships

The following scholarships are awarded through the college scholarship committee to students who are already enrolled in the College. Applications may be obtained in the Office of Academic Affairs, 131 Ferrell Hall. Application deadlines are May 1 for Fall Semester and October 1 for Spring Semester. Usually, scholarships are awarded in the spring for both semesters of the following academic year. Unless otherwise noted, scholarships are not automatically renewed from year to year and must be reapplied for on an annual basis. The WVSU Foundation Board of Directors is consolidating smaller scholarships into a Partners' Endowment Fund to enhance serviceability with donors' approval and without loss of donors' identity.

Accounting Scholarship - Established by an anonymous donor. Recipient must be an accounting major. Award: based on available funds.

Alpha Kappa Alpha Scholarship - Established by the Alpha Omicron Omega Chapter of the Alpha Kappa Alpha Sorority. Recipient must have a minimum cumulative GPA of 2.5, demonstrate financial need, and be recommended by the Alpha Omicron Omega chapter of Alpha Kappa Alpha Sorority or its designated representative. Award: \$250 per semester.

Alpha Kappa Alpha Book Scholarship - Established by the members of Alpha Kappa Alpha Sorority, Inc., Beta Beta Omega Chapter, Charleston, WV. Alpha Kappa Alpha Sorority will forward all recommendations to the WVS Scholarship Committee. Award: based on available funds.

Andrew N. Aheart Scholarship - Math scholarship was established in 1983-84 by an anonymous donor. Recipient must be a math major and recommended by Mr. Aheart. Award: based on available funds.

J.D. Anderson Scholarship. - Established in memory of J. D. Anderson, Registrar. Recipient must have a minimum GPA of 2.50, with preference being given a member in good standing of Omega Psi Phi Fraternity, and consideration given to a member in good standing of the Delta Sigma Theta Sorority. Award: based on available funds.

Arnett & Foster Accounting Scholarship - Recipient must be a Business Administration major with a field of concentration in Accounting. The student must be a junior or senior and recommended by the Chairperson of the Business Administration Department. Award: based on available funds.

Art Scholarship - Recipient must be recommended by the Art Department. Award: based on available funds.

F. S. Belcher Scholarship. Established in memory of Fanin S. Belcher, Professor of Speech. Recipient must be a theater major, have a minimum cumulative GPA of 2.75 and a GPA of 3.0 in the major, and be recommended by Chair of the Communications Department. Award: \$100 per semester.

John L. Bess Scholarship - Established by Mr. William E. Bess, brother of John L. Bess. Recipient must have a minimum cumulative GPA of 2.5. Award: based on available funds.

Booker T. Washington Endowed Scholarship - Established by the Booker T. Washington Institute of West Virginia State University. The Scholarship is limited to majors in undergraduate biology or graduate Biotechnology. Award: based on available funds.

G. Bowles-Bolles Scholarship. Established in memory of Dr. G. Bowles-Bolles, clinical psychologist and civic-leader. Recipient must be African-American, a West Virginia resident, and an incoming first-year student; must demonstrate financial need; and must have a minimum cumulative GPA of 2.5. Scholarship is renewable each semester if cumulative GPA of 2.5 is maintained. Award: \$250 per semester.

The Lucile Ruff Scholarship Fund (Cleveland Chapter) – Established in memory of Lucile Ruff by family & friends of Mrs. Ruff. Award: based on available funds.

Hach Scientific Foundation Chemistry Scholarship – Established by the Hach Scientific Foundation of Colorado. The recipient must be a full-time undergraduate chemistry major preparing to become a teacher. The recipient must maintain a 3.0 GPA. The award of up to \$6,000 per academic year may continue for eight semesters if the scholarship standards are met.

Tony Brown Scholarship - Established by Simpson Memorial United Methodist Church. Recipient must be pursuing a degree in Communications. Award: based on available funds.

Benjamin M. Brownley Scholarship - Established by family and friends of Benjamin M. Brownley. Award: based on available funds.

Ernestine H. Brown Scholarship. Established by Ernestine H. Brown. Recipient must have a minimum cumulative GPA of 3.0 and be a business administration major from McDowell County, and be recommended by Chair of the Business Department. Award: \$250 per semester.

Dr. Charles R. Byrd Scholarship - Established in memory of Dr. Byrd, a prominent Administrator of West Virginia State College. Award: based on available funds

Thomas Cabbell Memorial Scholarship - Established in memory of Dr. Cabbell by family and friends. Award: based on available funds.

Mark H. Cardwell Memorial Scholarship Fund - Established by family and friends of Mark H. Cardwell. Award: based on available funds.

Deborah Lee Carper Award for Excellence in Journalism - Established by W. Kent Carper in honor of his wife Deborah. The award to be granted on an annual basis to an outstanding journalist.

Hazo W. Carter, Sr. Scholarship - Established by family and friends of Dr. Hazo W. Carter, Jr. in honor and memory of his father. Award: based on available funds.

Miles C. Cary Scholarship - Established by family and friends in memory of Judge Miles C. Cary. Award: based on available funds

Class of 1951-Endowment Legacy Scholarship - Established by the Class of 1951. Recipient must be a descendant of a 1951 graduate. Award: based on available funds.

Class of 1952 Scholarship - Established by the Class of 1952. Award: based on available funds.

Roland Wayne Cline Scholarship - Established by Dr. and Mrs. Ross Cline in honor and memory of Dr. Cline's brother, Roland W. Cline. Recipient must have a minimum cumulative GPA of 2.0, be enrolled for six hours, and have significant physical disability. Scholarship is renewable if funds are available. Award: based on available funds.

Ronald Coleman, Jr. Scholarship - Established by the Ronald Coleman Family. Recipient must have a GPA of 2.5 or above and be enrolled as a full-time student. Students must provide a written statement expressing why he or she wants to attend college and how the scholarship will help them. Award: based on available funds.

Columbia Energy for America's Future. Established by Columbia Natural Resources. Recipient must have a minimum cumulative GPA of 3.0 and demonstrate financial need. Consideration may be given to candidates with a GPA of 2.5 who possess a potential for achievement. Scholarship is renewable if funds are available and a cumulative GPA of 2.5 is maintained. Award: Up to \$1,000 per semester, based on funds available.

Mary Cornwell Calhoun Scholarship - Established from the estate of Mary Ruth Cornwell Calhoun. Mary Ruth Cornwell Calhoun was a 1944 graduate of WVS. Award: based on available funds.

Dr. Clyde P. Campbell Scholarship – Established in memory of Dr. Campbell by family and friends. Scholarship is to be awarded to a student whose major is math. Award: based on available funds.

Luel Cummings-Sutton Endowed Scholarship - Established by Roswell Sutton in honor of his wife, Luel Cummings-Sutton. Award: based on available funds.

John W. Davis Scholarship. Established in memory of Dr. John W. Davis, Fifth President of West Virginia State College. Award: based on available funds.

A. L. Dawson-Glover Smiley Track Fund - Established by former track participants, and the Local “W” Club in honor of these former coaches. Recommendations will be accepted from interested individuals by the Track Coach, Athletic Director, and WVSU Local Club Track Committee. The Track Committee will forward their final selection (s) to the WVSU Scholarship Committee.

DasSarma Endowed Scholarship - Established by Basudeb DasSarma, Professor Emeritus of Chemistry, and Mrs. Seba DasSarma. The purpose of the award is for a summer research project by a chemistry major who is at least a sophomore and has been recommended by the Chemistry Department.

Dr. Basudeb DasSarma Scholarship. Established to honor Dr. Basudeb DasSarma by an anonymous friend. The candidate must be a full-time chemistry major, a resident in the areas immediately surrounding the College (i.e., Institute, Dunbar, Nitro, and Cross Lanes). Recipient must have a minimum cumulative GPA of 3.5, demonstrate financial need, and have at least two (2) letters of reference from high school instructors, counselors, or principal. Can be extended for up to eight semesters. Recommended by the Chemistry Department. Award: tuition, fees, and/or books.

Endowed Faculty Scholarship - Established by faculty, staff and friends of the College. Award: based on available funds.

Epps Family Endowed Scholarship - Established by Mildred D. Epps and B'Alma Epps Jones to help students who are succeeding in college, although they

have physical impediments, such as impaired hearing, seeing or walking, etc. and are in need of financial assistance. Award: \$250 per semester.

Pauline Fairfax Scholarship. Established in memory of Pauline Fairfax, a retired residence hall director, by friends, and maintained by the Alpha Kappa Alpha Sorority. Recipient must be a full-time female minority student from the tri-state area of Huntington, WV, Ashland, KY and Ironton/South Point, OH. Must maintain a minimum 3.0 GPA. Award: \$250 per semester.

Harrison H. Ferrell Scholarship. Established in memory of Dr. Harrison H. Ferrell, former Academic Dean. Recipient must be a four-year continuing student with a minimum GPA of 3.50. A need's criterion may be required. Award: Full tuition, fees, and books per semester.

Rev. Dr. Charles L. Foster, Sr. Scholarship - Established by Rev. Dr. Charles Foster. Recipient must maintain a GPA of 2.0 or better. Award: Based on available funds.

Naomi M. Garrett Scholarship. Scholarship is awarded to a student in any major who comes from a foreign country and who demonstrates financial need and academic ability. The award may continue for eight semesters if scholarship standards are met.

Osly James Gates Scholarship - Established by Mrs. Jeannette M. Gates in memory of her husband, Osly James Gates. Scholarship is to be awarded to a first time freshmen. Award: \$2000 a year.

General/Memorial Foundation Scholarships. Scholarship involves a number of general/memorial gifts combined in one fund. The candidate must have a minimum cumulative GPA of 2.5, demonstrate financial need, and be recommended by the scholarship committee. Award: based on available funds.

The Griffin Scholarship - Established by Dr. Ervin V. Griffin. Recipient must maintain a 2.50. The donor or his designee will accept applications from interested individuals and forward the final selection to the WVSU Scholarship Committee

Roy & Martha Rie Griffin Endowed Scholarship - Established by the Griffin Family, in memory of their parents. The funds shall only support scholarships for students enrolled at West Virginia State Community & Technical College. Award: based on available funds.

Lucy B. Hairston Endowed Scholarship Fund. The following scholarships were established during the leadership of Lucy B. Hairston, retired College Director of Advancement.

Lucy B. Hairston. Recipient must be a full-time student pursuing a baccalaureate degree, have a minimum cumulative GPA of 3.0, and demonstrate financial need. Consideration may be given to candidates

with a minimum cumulative GPA of 2.5 and demonstrated potential for achievement. Scholarship is renewable if funds are available and GPA is maintained. Award: based on available funds.

Alpha Iota Lambda - Established by Alpha Iota Lambda Chapter, Alpha Phi Alpha Fraternity. Award: based on available funds.

Lila Carroll Ramkey. Recipient must have a minimum cumulative GPA of 2.5, potential for achievement, and demonstrate financial need. Preference given to young women whose total household income is less than the average family income for West Virginia. Award: based on available funds.

Walter D. "Pat" Evans. Recipient must have a minimum cumulative GPA of 2.5 and demonstrate financial need. Preference will be given to full-time students, with consideration given to candidates registered part-time. Scholarship is renewable if funds are available and 2.5 GPA is maintained. Award: based on available funds.

Gladys Foster - Award: based on available funds

Mary McGhee Hairston. Established in memory of Mary McGhee Hairston. Recipient must be a full-time student pursuing a baccalaureate degree, have a minimum cumulative GPA of 3.0, and demonstrate financial need. Scholarship is renewable if funds are available and GPA of 3.0 is maintained. Award: based on available funds.

Health Center - Established by WVSU Health Center. Award: based on available funds.

Institute Plant Regional Community Scholarship. Established by the Institute Plant companies of Rhone-Poulenc AG Company, Union Carbide Corporation, FMC Corporation, and ARCO Chemical Company. Recipient must have a minimum cumulative GPA of 3.0 and demonstrate financial need. Scholarship is renewable if funds are available and GPA of 3.0 is maintained. Award: based on available funds.

Marjorie L. Johnson. Established by Federal Coal Company in memory of Marjorie L. Johnson. Recipient must be a full-time student enrolled in a baccalaureate degree program, have a minimum cumulative GPA of 3.0 and demonstrate financial need. Consideration will be given to candidates with a cumulative GPA of 2.5 possessing potential for achievement. Scholarship is renewable if funds are available and GPA is maintained. Award: based on available funds.

The Kanawha Valley Alumni Chapter. Established by the WVSU Kanawha Valley Alumni Chapter. Recipient must be a full-time student enrolled in a baccalaureate degree program, have a minimum

cumulative GPA of 3.0 and demonstrate need. Consideration may be given to candidates with a cumulative GPA of 2.5 possessing potential for achievement. Award: based on available funds.

Cedric DuBois Lee. Established by Dr. and Mrs. Reginald Lee in memory of his brother, Cedric DuBois Lee. Dr. & Mrs. Lee will accept applications from interested individuals and forward the final selection to the Scholarship Committee.

Class of 1949; also Class of 1949 in memory of Charles King Price - Established by the Class of 1949 and the friends and family of Charles K. Price. Award: based on available funds.

Ivin Lee and Dallas Staples. Established in honor of Ivin Lee and Dallas Staples. The candidate must be a full-time student pursuing an associate or baccalaureate degree in criminal justice, have a minimum cumulative GPA of 2.5, possess potential for achievement, and demonstrate financial need. Scholarship is renewable if funds are available and GPA of 2.5 is maintained. Award: based on available funds.

Maier Scholarship - Established by the Maier Foundation, Inc. Recipient must be a full-time student enrolled in a baccalaureate degree program. Scholarship is renewable if funds are available and upon review of the applicant's academic progress. Award: based on available funds.

Vicki Paul - Established by family and friends of Vicki Paul. Award: based on available funds.

George M. Peet - Established through a gift left by the estate of Mr. Peet. Recipient must be a full-time student enrolled in a baccalaureate degree program, have a minimum cumulative GPA of 3.0, and demonstrate financial need. Consideration may be given to a candidate with a GPA of 2.5 who demonstrates a potential for achievement. Award: based on available funds.

Rosa Pickel Endowed Book Scholarship Loan Fund - Recipient must be a full-time student and maintain a GPA of 2.5. Students must be a West Virginia resident. A repayment schedule of not more than 60 days will apply, and a promissory note will be signed by the recipient.

Eva Saxon - Established by family and friends of Eva Saxon. Mr. Kates, President, WVSU Alumni, Cleveland Chapter, will accept applications from interested individuals from the Cleveland area and forward the final selection to the Scholarship Committee.

James M. Tilson, Sr., Scholarship in Entrepreneurial Studies. Established by James M. Tilson, Jr. The candidate must be a full-time junior or senior enrolled in a baccalaureate degree program. Recipient

must have a minimum cumulative GPA of 3.0 and demonstrate financial need. Scholarship is renewable if funds are available and GPA of 3.0 is maintained. Award: based on available funds.

The Tyson Family Scholarship Fund. Recipient must have a minimum cumulative GPA of 2.0 with potential for achievement and demonstrate financial need. Scholarship is renewable if funds are available. Award: based on available funds.

United Bank. Established by United Bank. Recipient must be a full-time student pursuing a baccalaureate degree in business administration with a minimum cumulative GPA of 3.0. Scholarship is renewable if funds are available and GPA of 3.0 is maintained. Award: based on available funds.

(End of Lucy B. Hairston scholarships listing.)

Adolph P. Hamblin Scholarship. Established as a memorial to Adolph P. Hamblin, Professor of Biology. Recipient must be majoring in the natural sciences, have a minimum cumulative GPA of 2.5, demonstrate financial need, and be recommended by the Biology Department. Award: based on available funds.

The Della Brown Taylor Hardman Scholarship – Established by Andrea L. Taylor in memory of her mother, Della Brown Taylor Hardman, Ph.D., former chair of the Art Department at WVSU. Preference in scholarship awards should be given to students studying the fine arts, including art, music and literature and to students who want to pursue independent study in their field through travel to Africa, Asia or Latin America. Award: based on available funds.

Anna Harpold Scholarship - Established by Dr. Michael & Mrs. Peggy Harpold in honor of Mrs. Anna Harpold. The student must be from Jackson County and demonstrate financial need. Recipient must be pursuing a Baccalaureate Degree and maintain a GPA of 3.0 or higher. Award: Tuition, fees, and books per semester.

Mary Aurady Harrison Hospice Scholarship in Social Work. Established by Kanawha Hospice Care, Inc., in memory of Mary Aurady Harrison. Recipient must be a full-time junior or senior pursuing a baccalaureate degree in Social Work. Recipient must have a minimum cumulative GPA of 2.25, possess potential for achievement, demonstrate financial need, and be recommended by the Department of Social Work. Award: based on available funds.

Lloyd H. Hart Baseball Scholarship. The Scholarship is awarded to a student in any degree program who is a member of the baseball team and is recommended by WVSU baseball coach.

Macile Lee Hartley - Established by Mr. & Mrs. Frank P. Justice in honor of Macile Lee Hartley, mother-in-law of Mr. Justice. Recipient must be a full-time student pursuing a degree in Social Studies. Award: based on available funds.

John F. Haskin. Established by the widow and children of Dr. John F. Haskin, a respected research chemist. Recipient must be a full-time junior or senior chemistry major, have a minimum cumulative GPA of 3.25, and be recommended by the Chemistry Department. Scholarship is renewable, contingent on maintaining a 3.25 GPA. Award: \$500 per semester.

Huntington Alumni Chapter - Established by the Huntington Alumni Chapter. Attorney Henderson will accept applications from interested individuals and forward the final selection to the Scholarship Committee. Award: based on available funds.

Lark & Tom Hutto - The Thomas and Lark Hutto Scholarship Fund established by a gift from Thomas & Lark Hutto, long-term professors in the Biology and Health, Physical Education, Recreation and Safety Departments, respectively. Award: based on available funds.

Charles H. James II Scholarship. Established by Edward L. James & Charles H. James II, the latter a local businessman and former West Virginia State College administrator. Recipient must be a business major, demonstrate financial need, and have a minimum cumulative GPA of 3.0. Award: \$250 per semester.

Ellen James Unitrust - Established from the Trust of Ellen James. Award: based on available funds.

Dr. Herta H. Jogland Endowed Scholarship - Established by Mr. W. Marshall Petty in memory of Dr. Jogland. Recipient must be majoring in the field of humanities or education. The fund shall only support scholarships for students enrolled at West Virginia State Community & Technical College.

James T. Johnson - Established by the children of James T. Johnson. Recipient must be a member of the St. Paul Baptist Church in St. Albans, WV and maintain a 2.5 GPA. The Johnson Family will accept applications from interested individuals and forward the final selection to the Scholarship Committee. Award: based on available funds.

Lulu M. Johnson Scholarship. Established through a bequest from the estate of Lulu M. Johnson. Recipient must be a high school graduate from the State of Delaware, be a decent citizen, a promising scholar, and demonstrate financial need. Award: based on available funds

Kappa Alpha Psi Scholarship. Established by the Kappa Alpha Psi fraternity. Recipient must be a West Virginia resident, a commuting student, demonstrate financial need, and have a minimum cumulative GPA of 2.5. Award: \$75 per semester.

John A. Kelly & Lily Ven Sykes-Kelly Scholarship - Established by Dr. John A. Kelly in memory of his father & mother. Recipient must be majoring in social work. Award: based on available funds.

Mary Wanda King Scholarship - Established by Mrs. Linda Mullenax & William H. King in memory of their mother. Recipient must be a female resident of WV of at least 27 years of age, and have a minimum GPA of 2.75. Award: \$500 per semester for tuition and fees.

The Dr. Ida F. Kramer Endowed Scholarship - Established by Dr. Kramer, History professor at WVSC. Recipient must be enrolled in a graduate degree program in a distinct academic field which prepares a person for teaching in higher education, but specifically excluding the areas of physical education, theological education, art education, music education, humanities, math education, English education, social studies education, science education, professional education, computer science, criminal justice and communications. Preference is to be given to scholarly disciplines as opposed to applied studies.

Marie E. Leet Scholarship. Established as a memorial to Marie E. Leet, a local artist. Recipient must be an art major, demonstrate financial need, have a minimum cumulative GPA of 2.5, and be recommended by the Art Department. Award: based on available funds.

F. J. Lehner Scholarship. Established in memory of Frederick J. Lehner, a language professor. Recipient must be a communications major, have a minimum cumulative GPA of 2.5, and be recommended by the Communications Department. Award: \$200 per semester.

Earl F. Lloyd Scholarship - Established in honor of Earl F. Lloyd, a 1950 graduate of WVSU. Mr. Lloyd is also recognized as the first African American to play in an NBA game. Award: based on available funds.

Kathryn Lynch Scholarship. Established in memory of Kathryn Lynch, a professor of mathematics, by her family. Recipient must be a math major, have a minimum cumulative GPA of 3.0, and be recommended by the Mathematics Department. Award: \$300 per semester.

Harold M. McNeill Scholarship - Established by Mrs. Lucy McNeill in memory and honor of her husband, Dr. Harold M. McNeill, the 7th president of WVSC. Award: based on available funds.

The Fred Middleton Scholarship (Cleveland Chapter) – Established in memory of Fred Middleton by family and friends. Award: based on available funds.

Dr. Margaret Anne Cyrus Mills Scholarship. Established by Dr. Margaret Anne Cyrus Mills, an alumna of WVSC. Recipient must have a minimum cumulative GPA of 3.0 and demonstrate financial need. Scholarship is renewable if funds are available and a minimum cumulative GPA of 3.0 is maintained. Preference given

to African-American candidates who are involved in community activities and demonstrate Christian values. Award: based on available funds.

Marvin D. And Eunice J. Mills Scholarship. Established by Dr. & Mrs. Mills, alumni of West Virginia State College. Recipient must be a freshman, have a C+ to B average, demonstrate financial need, and be recommended by the Charleston/Institute chapters of Delta Sigma Theta Sorority or Kappa Alpha Psi Fraternity. Award: \$500 per semester.

Henry L. Moore Endowed Scholarship - Established by Alpha Theta Chapter of Phi Beta Sigma Fraternity, Inc. of West Virginia State University, in honor of Brother Henry L. Moore. Recipient must maintain a minimum cumulative GPA of 2.5 and demonstrate potential for achievement. Recommendations will be accepted from interested individuals with final selection made by WVSU Scholarship committee. Award: based on available funds.

Billie J. Moss Scholarship - Established by the Local W Club, friends and family. Award: based on available funds.

A.J. & P. W Mullins Art Scholarship - Established by Rev. A. J. & Mr. Joe Mullins. Student must be pursuing a degree in Art. Mr. Joe Mullins will oversee distribution of funds. All recommendations will be forwarded to the WVSU Scholarship Committee. Award: based on available funds.

Barbara Jeanne Neely (Cleveland Chapter) - Established by family and friends of Barbara J. Neely. Mr. C. Milton Kates will accept applications from interested individuals and forward the final selection to the Scholarship Committee. Award: based on available funds.

Dr. Sophia P. Nelson - Established by Felix L. Paul, former chair of the English department. Recipient must be an English major and be recommended by the English department. Award: based on available funds.

Dr. Barbara J. Oden Academic Scholarship - Established by faculty, staff and friends in honor of Dr. Barbara J. Oden, former VP, Academic Affairs. Award: based on available funds.

Sylvia D. Parker Endowed Scholarship – Established by the Sub-Area Planning Committee. The recipient must have permanent domicile in the Sub-Area, which covers the Institute, Pinewood, Stover Hollow and West Dunbar area, enrolled in a degree program pursuing an Associate or Baccalaureate Degree. Recipient(s) must maintain a 2.50 each semester in order to retain the scholarship. Award: based on available funds.

Mary T. Patterson Scholarship. Established through a bequest from the estate of Mary T. Patterson. Award: based on available funds. Preference will be given to students from central Ohio. Recipients must have and maintain a 2.5 average. Award based on available funds.

Planning & Advancement Book Fund - Planning & Advancement will oversee distribution of awards. Award: based on available funds.

Robin's Kids Scholarship - Established by faculty, staff, and friends in memory of Robin Ilderton a student of West Virginia State. Funds to be awarded to her children.

General Charles C. Rogers ROTC Scholarship. Established in honor of General Charles C. Rogers, a WVSC alumnus. Recipient must be enrolled in the ROTC program. A committee established by the Professor of Military Science oversees distribution of funds and will forward recommendations to the WVS Scholarship Committee.

The Rosa Parks Memorial Book Scholarship. Established by an anonymous donor. Award: based on available funds.

The Dr. Nyana Raynes Rowley Endowed Scholarship - Established by Dr. James Rowley in honor of his wife, Dr. Nyana Rowley. Recipient must be a full-time student pursuing a baccalaureate degree with a GPA of 3.0. Preference will be given to majors in Elementary Education. Award: based on available funds.

The Lucile Ruff Scholarship Fund (Cleveland Chapter) – Established in memory of Lucile Ruff by family & friends of Mrs. Ruff. Award: based on available funds.

Second Congressional District Scholarship. Established by Congressman Bob Wise Jr. Recipient must be from West Virginia's Second Congressional District and have a minimum cumulative GPA of 2.5. Award: based on available funds.

Campbell C. Sellers Scholarship. Established to honor Campbell C. Sellers, President Emeritus of the West Virginia State University Foundation. Recipient must have a minimum cumulative GPA of 2.5, demonstrate leadership ability (as opposed to potential). Preference will be given non-traditional students and those who enroll in two-year degree programs. Scholarship is renewable if funds are available and a cumulative GPA of 2.5 is maintained. Award: \$500 per semester.

George G. Slutsky Scholarship. Established as a memorial to George G. Slutsky, an English professor. Recipient must be a junior or senior English major, have a minimum GPA of 3.0, and be recommended by the English Department. Award: \$300 per semester.

Richard and Rebecca Smith Business Scholarship - Established by Mr. & Mrs. Richard Smith. Recipient must be a business major. The donor or his designee will accept applications from interested individuals and forward their final selection to the WVSC Scholarship Committee.

Staci Spencer Memorial Scholarship Fund - Established by family and friends of Staci Spencer. Award: based on available funds.

Leon H. Sullivan Scholarship - Established by family and friends of Rev. Dr. Leon H. Sullivan. Award: based on available funds.

Gary L. Swingle Accounting Book Scholarship - Established by Gary L. Swingle, an alumnus of West Virginia State College. Recipient must be a junior or senior, demonstrate financial need, have a minimum cumulative GPA of 3.0, and be recommended by the Department of Accounting and Business Administration. Scholarship is renewable, contingent on recipient maintaining a cumulative GPA of 3.0 and on availability of funds. Award: \$250 per semester.

Edna Thomas. Established by Edna Thomas, Class of 1945. Recipient must be a junior or senior business administration major, have a minimum cumulative GPA of 2.5, and be recommended by the Business Administration Department. Award: \$500 per semester.

The James D. Thomas Award for Academic Achievement. Award is presented each commencement to the graduating member of Phi Eta Sigma with the highest GPA. Full-time baccalaureate degree program students with a 3.5 GPA are eligible for membership. Award: based on available funds.

Marguerite Brower Thornton Scholarship. Established by Mrs. Thornton, an alumna from Philadelphia, PA. Recipient must be a member of the Alpha Kappa Alpha sorority, demonstrate financial need and have a minimum cumulative GPA of 2.0-2.5 GPA. Award: \$50-\$250 per semester.

Union Carbide Corporation Chemical Technology. Recipient must be a Chem Tech student with a minimum cumulative GPA of 2.5 and be recommended by the Chemistry Department. Scholarship is renewable from semester to semester. Award: Tuition and fees.

United Supreme Council Scholarship. Awarded at the discretion of the Vice President for Student Affairs. Award: based on available funds.

Verizon West Virginia. Established by Verizon - West Virginia. Recipient must be a West Virginia resident with a minimum cumulative GPA of 3.25 majoring in economics, business, or mathematics, and be an active participant in extra curricular activities. Award: \$750.

Walter E. & Margaret Brown Wilkerson Family Endowed Scholarship. Established by the sons and daughters of Walter E. & Margaret B. Wilkerson. Recipient must have completed one semester of college, be pursuing a baccalaureate degree, and maintain a minimum cumulative GPA of 2.80. The Wilkerson family will accept applications from interested individuals and forward the final selection to the Scholarship Committee.

William J. L. Wallace. Established in honor of Dr. William J. L. Wallace, President Emeritus. Recipient must have a minimum cumulative GPA of 2.5 and be recommended by a faculty or staff member of WVSC. Award: \$300 per semester.

West Virginia Community & Technical College Scholarship - Established by WVS Community & Technical College. Award: based on available funds.

Nellie Walker Scholarship - Established by friends and family in honor of Ms. Nellie Walker, retired Registrar. Award: based on available funds.

R.B. and Constance Welch Established in honor of R. B. Welch, a former Business Manager, and in memory of Constance Welch, his wife. Recipient must have a minimum cumulative GPA of 2.5 and demonstrate financial need. Award: \$350 per semester.

William White Endowed Scholarship - Established by friends and family of Mr. William White. Award: based on available funds.

Prince Ahmed Williams. Established in memory of Prince Ahmed Williams. Recipient must be a music major and be recommended by the Music Department.

Khalid H. Thompson Scholarship. Established by LaRaine Henry in memory of Khalid H. Thompson, a WVSC student killed in an automobile accident. Recipient must have a minimum cumulative GPA of 2.5 and demonstrate financial need. The candidate must be a male from the Delaware-Pennsylvania-New Jersey Tri-state area and be able to sing or speak the WVSC alma mater. Award will be made by the VP for Student Affairs in consultation with LaRaine Henry. Award: based on available funds.

Corinthian M. Winston Scholarship. Established by LaRaine Henry in memory of Corinthian M. Winston, a WVSC student killed in an automobile accident. Recipient must have a minimum cumulative GPA of 2.5 and demonstrate financial need. The candidate must be a female from the Delaware-Pennsylvania-New Jersey Tri-state area and be able to sing or speak the WVSC alma mater. Award will be made by the VP for Student Affairs in consultation with LaRaine Henry. Award: based on available funds.



Academic Procedures



Attendance

Punctual, regular attendance in all classes is required. Should an absence occur it is the student's responsibility to contact the professor. Individual faculty members may have additional specific policies regarding class attendance, missed assignments, and missed examinations. These specific policies will be presented to students with the syllabus at the beginning of the semester and will be on file in department offices. It is not uncommon for grades to be adversely affected by absences.

Classification

Classes are designated as the freshman, sophomore, junior, and senior classes. A student is considered a member of these classes when he/she has completed the following credit hours:

| | |
|-----------|--------------|
| Freshman | 0-29 |
| Sophomore | 30-59 |
| Junior | 60-89 |
| Senior | 90 and above |

Course Numbering System

Courses are numbered to correspond approximately to the freshman, sophomore, junior, and senior years as follows: 100-199, freshman courses; 200-299, sophomore courses; 300-399, junior courses; 400-499, senior courses; 500-699, graduate courses. Unless otherwise stated, students of any rank who have had the necessary prerequisites are eligible for admission to the courses of any group. Except for applied music, courses numbered below 100 are developmental in nature and usually do not count toward a degree. Continuation courses (such as FREN 101-102, ENG 101-102, etc.) should be taken in consecutive semesters or summer session. Course numbers for developmental courses offered by West Virginia State Community and Technical College are designated with numbers beginning with 0 (MATH 011, ENGL 099, etc.).

Credit

Credit is recorded in semester hours. One 50 minute lecture/discussion session a week for the semester or the equivalent in laboratory work constitutes a semester hour. Under some circumstances credit may be earned in ways other than attending classes.

Credit for Military Service. Students presenting evidence of at least one year of active duty or completion of basic military training in any branch of the armed forces of the United States will be awarded four hours of elective credit in health and physical education. The General Education requirement of two hours of Lifetime Health and Fitness will be waived.

Credit for Co-Curricular Activities. Certain co-curricular activities, such as choir, band, and glee club, carry a course number. Only four such credit hours may be earned in any one subject.

Credits Taken Elsewhere. Regular students in good academic standing may, with prior approval of the department chair of the major and the college dean, take courses as a transient student at other accredited institutions to apply to degree requirements. The Registrar must confirm that the student is in good academic standing. A maximum of 15 such hours may be accepted in fulfillment of degree requirements. **Credits taken without permission will not be accepted.**

Credit by Special Examination. Credit may be earned by special examinations in one of two situations. Either the student registers for a test-out section during registration, or the student completes test-out permission forms when registering for the course. A grade of K will be awarded for earning a grade of C or better on the tests. (Note: K credits do not count toward residency requirements)

If the student does not earn a grade of C or better, the student may: (a) immediately and officially withdraw from the course with a grade of W; (b) remain in the course if it is not a test-out section; or (c) withdraw from the test-out section and register for the appropriate section prior to the deadline for adding a class.

Credit by College Level Examination Program (CLEP). Credit by examination will be granted to students who present acceptable scores on general and/or subject examinations of the College Level Examination Program (CLEP). An acceptable score is equal to or above that which is recommended by the model policy of the College Board Council on College Level Examinations. In all cases the score recommended at the time the examinations are taken will be used. Credit earned will be indicated by a grade of K on the transcript. Applications for CLEP tests are available from the Office of Career Services and Co-operative Education. (Note: K credits do not count towards residency requirements.)

Credit by Advanced Placement. Credit is granted to outstanding high school students who make appropriate scores on Advanced Placement Examinations of the College Board. (Appropriate scores refer to the national criteria recommended for college credit by the College Entrance Examination Board.)

Credit for Validated Programs of External Agencies. Credit will be awarded for certain educational programs conducted by business, industry, government, organized professions, and other legitimate agencies. Awarding of such credit must meet standards determined by the faculty and administration of the University. An up-to-date list of approved programs under this policy may be obtained from the office of the Vice President for Academic Affairs or the Registrar.

Credit by Correspondence Courses. Up to fifteen credit hours completed by correspondence in courses other than laboratory, studio or field experience will be accepted by the University when such work is given by regionally accredited

colleges or universities, provided, however, that those institutions accept that work for credit toward their own degrees and that their residence credit is accepted by West Virginia State University. Currently enrolled students who wish to take credit by correspondence courses must receive prior approval from the department chair and college dean by applying for transient student status. The University will accept credit by correspondence courses only if the grades, credit and course designation is forwarded to the Office of the Registrar at West Virginia State University by the office of the Registrar of the other institution.

Credit for Experiential Learning through Portfolio Review. Academic credit may be granted through portfolio review for work or life experiences that are equivalent to course work which meets the requirements for the degree program in which a student is enrolled. Credit earned in this manner cannot exceed twelve hours and does not count toward residency requirements. Request for portfolio review may be made only after successful completion of twelve credit hours of college level work at West Virginia State University. A list of courses which can be challenged through portfolio review is on file in the Office of Academic Affairs. Students interested in receiving credit in this manner should complete a Preliminary Application Form and submit it to the chair of the department in which the course is offered. If the initial request is approved, students submit a portfolio, prepared in accordance with the Portfolio and Preparation and Guidelines (available from most academic program offices) to the appropriate department chair director. There is a fee of \$50.00 charged for the evaluation of each portfolio submitted. If the portfolio is approved for credit, students receive a special grade which denotes equivalency credit on their transcripts.

Registration Procedures

General Regulations. No student may register for the first time without having received a letter of acceptance from the Director of Admissions. Continuing and readmitted students may register online or by touchtone telephone for the following semester during assigned time slots using PIN numbers obtained from their academic advisors. Two weeks of assigned time slots begin early in November for Spring Semester and early in April for Summer Session and Fall Semester. Continuing and readmitted students are urged to meet with their advisors and register during their assigned time slots to be assured of the best selection of courses and times. Open Registration begins each semester following the two weeks of assigned time slots. First time college students and transfer students enrolling for the Fall Semester may register through the Summer New Student Orientation and Advising Program. Two days of in-person registration on campus are also scheduled just before the start of classes each semester for new and transfer students who did not register through the Summer Advising Program. Transient students may register in person from the beginning of Open Registration each semester upon presentation of an appropriate transient form from their home institution. Registration after classes begin is subject to a late

registration fee of \$25.00. No credit is given for a course in which a student is not duly registered.

Exceptions to registration requirements (including academic load, schedule changes and withdrawals) may be made only with the approval of the dean of the college of the student's major.

Academic Load. A full-time student may enroll for 12 to 18 credit hours of course work. Students who have a cumulative GPA of 3.25 or who make the dean's list two successive semesters may take up to 21 hours with permission of the dean of the college of their major. Continuing full-time students on academic probation are limited to a maximum of four courses (12-14 semester hours).

During the summer session, the normal load permitted is one class during a three-week session and two classes during a six-week session. Students on academic probation may carry only one class at a time during summer school. Six hours is considered full-time for a summer session.

Schedule Changes and Withdrawals. Students may change their schedules (add courses, drop courses, change sections of courses) within a specified period each term. Changes made through the second day of classes each semester are ordinarily made online through My State or by touchtone telephone although they may also be made in person by submitting the appropriate form to the Registrar's Office.

Schedule changes cannot be made electronically after the second day of classes. When dropping a class or withdrawing from college after the second day of classes, a student is responsible for securing the proper form at the Registrar's Office and filing the completed form at the Registrar's Office. Filing this completed form with the Registrar's Office is the only official procedure for changing a student schedule after the second day of classes.

W is a grade given when a student has properly withdrawn between the third day of classes and the end of the tenth week of the semester.

Pass-Fail Option. Students may choose to take **one elective course per semester** on a pass-fail basis. A maximum of four such courses may be credited toward graduation. Once a student has started a course under the pass-fail option, he/she may not request a letter grade. Pass-fail option forms must be filed with the Registrar at the time a student registers. To receive a grade of P, the student must have earned a grade of D or above in the course. (Note: Courses taken on a pass-fail basis will not satisfy requirements for major or cognate courses except for courses that are offered only on a pass-fail basis.)

Courses by Special Arrangement. Students of superior scholarship may enroll in certain courses without the formality of class attendance. Such registration is subject to the following policy guidelines:

1. The student must have senior standing or have completed 90 credit hours.
2. The student must have a 3.0 quality grade point average in all courses taken.
3. The student must read the regular assignments, take all examinations, write all papers, meet with the instructor on a regular basis, and meet other requirements normally expected of students in the course.
4. The student must register for the course by arrangement. Record of such arrangements should be kept in the office of the department chair.
5. The course must be one required for the student's degree. Electives cannot be taken by arrangement.
6. There should be no opportunity to enroll normally in the course before graduation.
7. No more than one course (maximum of four credit hours) can be taken by arrangement in one semester, and no more than two courses (maximum of eight credit hours) should be taken by arrangement in the senior year.
8. The instructor must be willing to offer the course by arrangement and must be one who has taught or is scheduled to teach the course.

At the time of registration, a special form must be completed and signed by the instructor, the department chair, and the college dean.

Auditing Courses. The purpose of auditing a course is to gain knowledge in a particular area of interest without receiving a grade for the course. Persons wishing to audit classes may do so under the following conditions:

- An audited course carries no credit. It will be recorded on the transcript with an AUD.
- In laboratory courses or courses with significant "hands on" components, priority for registration will be given to students to be enrolled for credit.
- Courses in the student's major or minor areas may not be audited.
- If the auditor is a part-time student, full fees must be paid for the audited course.
- If the auditor is a full-time student, no additional fees will be charged for the audited hours; however, after the first twelve (12) hours of regular credited courses, the audited hours will be counted as part of the student's maximum permissible semester course load.
- Audited courses do not count toward graduation.
- Students choosing to audit courses may change to a graded enrollment status, or from a graded enrollment status to audit status, only during the registration and drop/add periods.
- The auditor has all the privileges of a student taking a course for credit. He/she may do regularly assigned readings, participate in discussions, and submit papers. The instructor may allow the auditor to take examinations; however, no grades will be submitted to the Registrar.

- After auditing a course, if a student finds the course is needed for graduation he/she may request permission of the Vice President for Academic Affairs to enroll in or test out of the course.
- After having audited a course, a student may not test out of or enroll in any lower level course covering similar subject matter.

Grades and Grading System

Using the guidelines and policies contained in this section of the catalog, the professor for each course establishes how grades will be calculated. The syllabus for each course will explain the method of arriving at the grade for that course. Students should anticipate variations in method as they take classes from different faculty members.

Grading System. The West Virginia Higher Education Policy Commission has approved and adopted the following uniform grading system for all state colleges and for certification purposes for all teacher preparation institutions:

| | |
|--------------|--|
| A—Superior | AUD—Audit |
| B—Good | D—Below average |
| C—Average | W—Withdrawal |
| F—Failure | Q—No grade submitted |
| P—Pass | K—Credit by CLEP or other approved examination |
| I—Incomplete | |

Grades Issued for Developmental Courses. West Virginia State Community and Technical College offers developmental courses in English and mathematics. These courses are designated by course numbers beginning with 0 (MATH 011, MATH 012, MATH 013; ENGL 098, ENGL 099). Grades for developmental courses will be noted on a transcript with a period (.) following the letter grade:

- A.—Superior
- B.—Good
- C.—Average
- D.—Below average
- F.—Failure

A minimum grade of C. is required in a developmental course for the student to proceed to the next course level. Grades and credit hours received in developmental courses are used for certain internal institutional purposes only. Developmental grades and credit hours are not included in determining official semester or cumulative grade point averages, and credit hours earned in developmental courses are not included as degree credit.

Guidelines for Request of Grade of Incomplete. A grade of I (Incomplete) extends the deadline for completion of course work for a specified time beyond the end of the semester when circumstances such as **serious illness** or other **circumstances beyond the normal control of the student** prevent the completion of all course requirements. A request for an Incomplete must be initiated by the student to the instructor. If the instructor determines that a grade of Incomplete is appropriate, an Incomplete Grade Request Form should be filled out by the instructor. This form must be approved by the dean of the college in which the course resides. The completed form must indicate the reason for the Incomplete, the amount of work already completed and the grade earned to date, the work to be finished, the deadline for completion, and the grade that will automatically be entered if the work is not completed by the specified date. The deadline for completion of coursework is set by the instructor and cannot extend beyond the end of the following semester. The student is expected to complete the course work with a minimum of further assistance from the instructor. A grade of Incomplete cannot be made up by retaking a course.

A grade of Incomplete is not automatically granted. Approval will be based on significant work having been completed at a passing level and valid reasons for inability to complete course work by the end of the semester. Since students may withdraw without a grade penalty through the 10th week of the semester, a grade of Incomplete is ordinarily appropriate only for circumstances arising after the end of the official withdrawal period. An instructor's determination that a grade of Incomplete is not appropriate cannot be appealed. If the instructor determines that a grade of Incomplete is not appropriate, the student may seek approval for a late withdrawal from a course from the dean of the college of his or her major. Approval for such a late withdrawal is the exception and is limited to extraordinary circumstances over which the student has little control.

Final Examinations. In addition to examinations given during the semester, final examinations **in all subjects** are to be given in the final examination period at the end of each semester.

Grade Reports. At the end of the seventh week of each semester, faculty submit advisory grades to the Registrar's Office for students receiving grades of D or F. Grades of C or higher are not reported to the Registrar's Office at mid-term. Final grades are reported by faculty to the Office of the Registrar. Mid-term and final grades are available to the student online through My State and may also be obtained in person by the student at the Registrar's Office. Final grades are posted in a timely manner at the conclusion of the semester.

Quality Points and Grade Point Average. The grade point average is computed on all work for which the student has registered except for developmental courses and courses with grades of P, W, or K, or AUD and is based on the following quality point values for each semester hour of credit.

| | | | | |
|---|---|---|---|---|
| A | B | C | D | F |
| 4 | 3 | 2 | 1 | 0 |

To calculate the Grade Point Average (GPA) for the current semester, multiply the quality point value for each grade received times the number of credits for that course. Determine the GPA by dividing the total credits attempted into the total quality points.

To calculate the cumulative GPA, multiply the quality points for the grade in every course taken by the number of credits in each course. Determine the GPA by dividing total credits attempted into total quality points.

Students having a GPA of less than 2.0 will have a quality point deficiency. To calculate the extent of the deficiency, multiply the total number of credits attempted by 2. That total is the number of quality points required to have a C (2.0) average. Then subtract the quality points actually earned from the total required to have a C average. This difference is the quality point deficiency.

Repeating and Replacing D and F Grades. Students who receive D or F grades early in their college careers may have such grades disregarded in calculating their Grade Point Averages (GPA) when repeated under the following conditions:

1. The D or F must have been earned no later than the semester or summer term when the student attempts his/her 60th credit hour.
2. The course may be repeated any time prior to graduation with a baccalaureate degree. A **D/F Course Repeat** Form is to be filed at Registrar's Office at the beginning of the semester during which the student takes the course for the second time.
3. The grade received on the second attempt will be used in calculating the student's GPA. While the first grade will continue to appear on the transcript, it will not be used in calculating the GPA.

Discretionary Academic Forgiveness

Consistent with the West Virginia Higher Education Policy Commission's Title 133 Procedural Rule, Series 22 Sections 4 and 5, West Virginia State University (WVSU) will extend to students academic forgiveness related to grade-point averages required for graduation under the following listed conditions. (This policy pertains only to graduation requirements and not to such requirements for professional certification which may be within the province of licensing boards, external agencies, or the West Virginia Board of Education). A student who has grades of F and/or D may petition the Registrar to disregard the grades for the purpose of computation of the cumulative grade-point average under the following conditions:

1. Only F and/or D grades from courses taken at least five years prior to the request may be disregarded for grade-point computation. (A student must choose to keep all D grades or have all eligible D grades forgiven.)
2. When F and/or D grades are disregarded for grade-point average computation, these grades will not be deleted from the student's official transcript.
3. Once a D grade is disregarded for purposes of grade-point average computation, the credit earned is also disregarded.
4. The student requesting academic forgiveness must not have been enrolled in any college or university on a full-time basis (12 or more credit hours) during any semester or term in the previous five years. If the student has enrolled on a part-time basis (less than 12 credit hours) during the specified years, the student must have earned at least a grade-point average of C (2.00) in all course work attempted.
5. To apply for academic forgiveness, a student must be currently enrolled and must complete, sign, and submit the appropriate form to the Registrar's Office. The student must certify that he/she has not been enrolled as a full-time student in any college or university for five consecutive years prior to the request.
6. Once the student applicant has completed 12 credit hours of required courses at WVSU (not including developmental courses) with no grade lower than a C and has submitted the appropriate form, the Registrar will calculate the grade-point average and grant the academic forgiveness for the F grades, and also for the D grades if the student so requests, which the student earned at least five years earlier.

Note: Students who receive Discretionary Academic Forgiveness may be eligible for graduation with honors if all other requisites for graduating with honors have been met. In determining the cumulative grade point average for honors, however, all grades on the academic record will be used, including those grades which have been forgiven.

Challenges of Final Grades

Students are encouraged to discuss questions about final grades with their instructors, especially with regard to possible errors in calculation or transcription. These discussions are not considered to be appeals. Challenges of final grades are made to the programs/departments in which the grade was given. It is the student's responsibility to monitor the appeal process at all stages, to take careful note of all deadlines, and, when necessary, to ensure that the appeal moves forward to the next appropriate level. Grades counted toward a particular degree may not be challenged after that degree has been awarded.

- I. The initial challenge of a final grade should be made orally to the instructor concerned. This appeal must be initiated within the first thirty days after the beginning of the next regularly scheduled semester after the questioned grade was received. (Summer terms are **not** regularly scheduled semesters.) The initial challenge of final grades assigned during a spring or summer term must be made within the first thirty days of the beginning of fall semester classes.

If the instructor does not agree to a grade change, he/she must file a written record of action with the department chair/program director within 48 hours of the student's oral appeal.

If there is not a satisfactory resolution to the appeal at the oral stage, the following steps are to be taken.

- A. The student may appeal, in writing, to the department chair. This appeal must be made no later than two weeks following the student's oral appeal.
- B. Upon receipt of the written appeal, the department chair should attempt to resolve the matter. The student should be informed, in writing, of the chair/program director's decision within two weeks after the written appeal was filed by the student.
- C. If there is not a satisfactory resolution of the matter at the department chair level, the student may, within two weeks after receiving the written decision from the department chair, appeal in writing to the college dean.
- D. Upon receipt of the written appeal, the college dean should attempt to resolve the matter. The student should be informed, in writing, of the college dean's decision within two weeks after the written appeal was filed by the student.
- E. If there is not a satisfactory resolution of the matter at this stage, the student may, within two weeks after receiving the written decision from the college dean choose to appeal the matter, in writing, to the Vice President for Academic Affairs who may decide the case, or who may ask the Academic Appeals Committee (AAC) to hear it. In either case, formal rules of evidence will not apply.
- F. If the VPAA decides the case, the decision must be communicated to all parties concerned within two weeks after the case was filed with him/her.
- G. If the AAC is used, the VPAA must refer the case to the committee within one week after having received the appeal. The AAC must convene to hear the case within two weeks after having received the appeal.
 1. The instructor and the student will be invited to present information, documentation, etc. which could help to resolve the issue at a hearing before the committee.

2. Each party may be accompanied by an advisor of his/her choice from the institution. Such advisor may consult with but may not speak on behalf of the student or faculty member or otherwise participate in the proceedings, unless given specific permission to do so by the AAC Chair.
 3. Within one week after the hearing, the AAC must make a recommendation, in writing, to the VPAA.
 4. A record of the appeal prepared in the form of summary minutes, with relevant attachments, will be provided to the student upon request.
- H. If the VPAA hears the case, the conditions in G-1 and G-2 also prevail.
- I. The VPAA will inform the student, in writing, of his/her decision or that of the AAC within one week after receiving its decision.
- J. If there is not a satisfactory resolution to the issue at this stage, the student may, within thirty days following receipt of the decision, appeal to the President of the University.
- K. If the President's review supports the appeal, he/she shall direct that the grade be modified in accordance with his/her findings. In like manner, the President may support the grade as it was originally assigned by the instructor. The President's decision is final.
- II. In cases involving a faculty member who has left the University, either permanently or for an extended leave of absence, the procedure is the following:
- A. It is the responsibility of the student to initiate the appeal, in writing, to the department chair within thirty days after having received the final grade.
 - B. Within two weeks after having received the appeal, the department chair must inform the student, in writing, of the decision reached.
 - C. If there is not a satisfactory resolution of the issue at this stage, the student should follow the procedures stated earlier, beginning with I-C.

Note: The awarding of a degree is based on grades of record at the time the degree is awarded. Therefore, once a student has been awarded a baccalaureate or masters degree all grades are considered final and may no longer be challenged.

Recognition of Scholarship

The University wishes to encourage and recognize students who demonstrate achievement of high academic standards. The possibility of membership in academic honorary societies is mentioned elsewhere in this catalog. Other forms of recognition include:

Dean's List. Each semester the Dean's List recognizes those students who achieved a 3.25 grade point average in 12 or more graded (A-F) hours for that semester. Developmental courses and courses with grades of P or K do not count toward the 12 graded hours required for eligibility for the Dean's List.

Recognition at Honors Event. Annually an honors event is held at which students achieving these Grade Point Averages are recognized:

| Class | Hours Completed | Grade Point Average |
|-----------|-----------------|---------------------|
| Freshman | 24-29 | 3.25 |
| Sophomore | 30-59 | 3.25 |
| Junior | 60-89 | 3.50 |
| Senior | 90 plus | 3.50 |

Graduation with Honors. Students who complete the requirements for a baccalaureate degree and earn at least 60 hours credit in the State College and University System of West Virginia are eligible for graduation with honors as follows: *cum laude* for a cumulative grade point average of 3.25 to 3.49; *magna cum laude* for a cumulative grade point average of 3.50 to 3.74; *summa cum laude* for a cumulative grade point average of 3.75 to 4.00. Students graduating with a second baccalaureate degree will graduate "with distinction" if they have completed a minimum of 30 resident (WVSU) hours of credit beyond the initial baccalaureate degree with a cumulative grade point average of 3.5 or above.

Degree Requirements and Graduation

Student Responsibility for Graduation Requirements

Students are responsible for knowing and fulfilling requirements for graduation. Accordingly, they should carefully read the catalog and curriculum requirements. The University cannot assume responsibility for failure of students to fulfill catalog and curriculum requirements. If questions arise about requirements, students should consult with the appropriate department chair, college dean, or the Registrar several semesters prior to graduation. With reasonable notice, degree requirements may be modified by the University. Participation in the commencement exercise is required.

Requirements for Graduation

To be recommended for graduation, a student must satisfy all of the pertinent requirements stated in this catalog, including the following:

1. A cumulative grade point average of 2.00 (a C average) on all work attempted with the exception of developmental courses and courses with grades of "P, K, W, and AUD.
2. A cumulative grade point average of 2.00 in major courses.
3. Completion of the total number of hours required in the curriculum elected.

4. The necessary residence requirement for a degree.
5. Payment of all outstanding financial obligations to the University.
6. Participation in Commencement.

Application for a Degree

Every student must file an application for degree with the Registrar by the end of the 4th week of the semester in which the degree is to be conferred. Application forms are provided by the Registrar.

Residence Requirements for a Degree

Candidates for graduation with a bachelor's degree are normally required to complete the last 30 hours in this University. Students who have earned a minimum of 64 hours in this University may take up to half of their last 30 hours at another institution with prior permission of the college dean and the chair of the major department. A transient student form is to be processed.

A student completing at least three years of a pre-medical, pre-dental, pre-law or pre-veterinary medicine course at this University may become a candidate for the bachelor's degree upon graduation from an approved medical, dental, law or veterinary college.

Second Degrees. Some persons holding a degree may want to change career objectives or broaden their educational background by earning a second bachelor's degree at West Virginia State University.

Persons holding a bachelor's degree from West Virginia State University or any other accredited college or university may qualify for a second bachelor's degree by completing the following at this University:

- minimum of 30 semester hours after the initial degree and
- the specific requirements for the major and cognate areas of the additional degree.

Probation and Suspension

1. Any student whose cumulative scholastic record shows a deficit of 12 or more quality points shall automatically acquire a probationary status.
2. A probationary student who becomes deficient 18 or more quality points may be suspended for at least one semester.
3. A student on probation is expected to reduce his/her deficiency each session enrolled. If deficient 18 or more quality points, the deficiency must be decreased each session enrolled.

4. Any student suspended for poor scholarship who seeks readmission must complete the “Application for Readmission” in the Registrar’s office. The Academic Vice President shall stipulate the grade-point average a readmitted student must maintain for each semester that he/she remains in the University while his/her deficit is 18 points or more. Failure to achieve the stipulated average shall result in a second suspension.
5. Course work taken at another institution while on academic suspension will not be accepted.
6. A third suspension for poor scholarship shall result in permanent dismissal from the University.

Appeal of the Imposition of Academic Suspension or Dismissal

A student who wishes to appeal the imposition of probation academic suspension or dismissal from the institution for academic reasons may do so by addressing a written request to the Vice President for Academic Affairs (VPAA) within ten days after grades have been posted or the notifications of other actions have been mailed.

1. The request should set forth the reasons why the student believes that the suspension or dismissal should be set aside.
2. The VPAA or designee will speak with the student within five days of receiving the appeal. At this time, the VP or designee may request additional information from the student and may request that the student obtain a recommendation regarding the appeal from other appropriate persons (departmental advisor or chair, Student Services staff person, etc.)
3. The VPAA or designee will inform the student of the decision regarding the appeal within three working days of receiving all requested information.
4. If a satisfactory resolution to the issue is not reached through this stage, the student may appeal, in writing, to the President of the University whose decision is final.

Academic Dishonesty

Academic dishonesty is defined as plagiarism, cheating, falsifying records, etc., and may be punished by sanctions imposed by the instructor and appropriate to the offense ranging from a written reprimand to a grade of F on an assignment or a grade of F in the course. The University reserves the right to suspend or dismiss a student guilty of a particularly serious infraction.

1. Charges of academic dishonesty may be brought by any member of the academic community.

2. The punishment accorded students found cheating may be imposed by the instructor and should be determined by the degree of seriousness of the episode and the circumstances which existed at the time.
3. The instructor will issue a written statement of the punishment to be imposed to the student within twenty-four hours after the incident has occurred.
4. At the same time, the instructor will also submit a copy of the statement of punishment to his/her department chair, along with a complete written description the event, the circumstances surrounding it, and the sanction that is to be imposed.

Appeal of a Grade Penalty for Academic Dishonesty

1. A student may submit a written appeal of a sanction for academic dishonesty to the chair of the instructor's department within 48 hours of the receiving the statement of punishment.
2. Upon receipt of the written appeal, the department chair shall immediately notify the college dean and call a meeting with the faculty member and the student to review the matter. A written record of this meeting shall be filed with the dean.
3. If the student admits guilt in writing, and if the department chair and college dean agree that the sanction recommended by the instructor is commensurate with the offense, the question may be resolved at this level. The dean should be informed of the action taken.
4. If the student denies guilt, or if the department chair, college dean, or student believes that the sanction recommended by the instructor is not commensurate with the offense, and thus no agreement can be reached, the case shall be immediately forwarded in writing to the Vice President for Academic Affairs.
5. The case may be resolved at the Vice President's level, or, if the student requests it or the Vice President believes it is warranted, the case may be forwarded to the Academic Appeals Committee within twenty-four hours. Within forty-eight hours of having received the case:
 - a. The Academic Appeal Committee shall present to the instructor and student a written statement containing;
 - (1) a notification that a hearing will be held;
 - (2) the time, date, and place of the hearing;
 - (3) the names of the persons on the Academic Appeals Committee who will hear the case;
 - (4) a. declaration of the charges and the sanction which has been recommended.

- b. The student and the faculty member shall each have the right to remove one person from the Academic Appeals Committee.
 - c. During the time the hearing is in process, the sanction may be held in abeyance and the student permitted to remain in the classroom pending the outcome of the Committee's deliberations.
6. The decision of the Academic Appeals Committee will be communicated directly to the instructor and the student involved within five days after the case has been received from the Vice President for Academic Affairs.
7. If the student is not satisfied with the decision, he/she may appeal to the President of the University whose decision is final.

Misbehavior in an Academic Setting

An academic setting should be conducive to successful completion of academic activities and free of behavior which impairs their completion. The instructor assigned to a class is responsible for the class setting and has authority to take action when misbehavior occurs within that setting. When misbehavior occurs in an academic setting, it will be the goal of the University to repair the breach this behavior has caused in the academic community for the benefit of all concerned. When the breach cannot be repaired, or the misbehavior is sufficiently serious, the University may find it necessary to exclude the student from further participation in the class/academic activity or exclude the student from the University.

1. An academic setting is defined as any classroom, laboratory, studio, workshop, field placement, or other site where instruction or hands-on learning experiences are taking place.
2. Misbehavior is defined as instances which defy ordinary means of classroom control and includes, but is not limited to, those listed below:
 - a. Disorderly conduct: fights, assaults or battery, public disturbances (including verbal abuse, and/or profanity).
 - b. Destruction of institutional or placement agency property.
 - c. Disruption—interference with any institutional activity; interference with the rights of any member of the institutional community; injury or threats of injury to any member of the institutional community.
3. An instructor who encounters student misbehavior in an academic setting and who has a clear perception of danger emanating from this misbehavior, should take steps to protect other students and/or himself/herself by calling the Office of Public Safety to have the disorderly person removed.
 - a. If the person accused of misbehavior represents a clear and present danger in the academic setting, he/she should not be allowed to return to the class or the field experience and may be barred from campus, if necessary, until a determination of appropriate action has been made.

- b. If the student accused of misbehavior does not represent a clear and present danger in the academic setting, he/she may be allowed to return to the class or field experience until there has been a determination of an appropriate response to the misbehavior.
4. The penalty imposed for misbehavior in an academic setting should be determined by the degree of seriousness of the episode and the circumstances which existed at the time. A determination of an appropriate response shall be made by the instructor in consultation with his/her department chair and college dean.
 - a. Within twenty-four hours after the incident has occurred, the instructor shall submit to his/her department chair a complete written statement describing the event, the circumstances surrounding it, and the response that is recommended.
 - b. Upon receipt of the written document, the department chair shall immediately notify the college dean and call a meeting with the faculty member and the student to review the matter. A written record of this meeting shall be filed with the dean.
5. If the student admits to the misbehavior in writing, and if the department chair and college dean agree that the response recommended by the instructor is commensurate with the misbehavior, the question may be resolved at this level. The Vice President for Academic Affairs should be informed of the action taken.
6. If the student denies guilt, or if the department chair, college dean, or student believes that the sanction recommended by the instructor is not commensurate with the offense, and thus no agreement can be reached, the case shall be immediately forwarded in writing to the Vice President for Academic Affairs who will request (through the Vice President for Student Affairs) that the Student Court be assembled to hear the case.
7. From this point the case, including appeals, will be adjudicated in accordance with the procedures of the Student Court.





Master's Degrees





Graduate Programs

POLICIES

GRADING

The following grades are issued for graduate programs with the following GPA value:

| | |
|---|------------------------------|
| A | 4.0 – Outstanding |
| B | 3.0 – Satisfactory |
| C | 2.0 – Unsatisfactory/Passing |
| F | 0.0 – Unsatisfactory/Failing |

Other grades include:

| | |
|----|----------------|
| S | Satisfactory |
| U | Unsatisfactory |
| IP | In Progress |

In courses applicable to graduate degrees, only the grades A, B, and S represent satisfactory scholarship.

A student is considered in probationary status and subject to dismissal if the cumulative scholarship in all work attempted in graduate status falls below a B (3.0), or if the student's work in any two consecutive terms falls below a B (3.0) average. The Graduate Program Coordinator (Media Studies) or Program Director (Biotechnology) determines a student's eligibility to continue graduate study. If allowed to continue in probationary status, the student is required to make expeditious progress toward improvement in scholarship.

GRADE POINT AVERAGE (GPA)

To remain in good standing, students must maintain a graduate GPA of 3.0. Only courses required by the graduate program will be counted in the GPA. Undergraduate prerequisites or remedial courses taken after the bachelor's degree will not count toward the graduate GPA.

ACADEMIC DISQUALIFICATION

A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.0) required to remain in good standing (note that some programs require a higher grade point average). Other examples include failure of examinations, lack of progress toward the degree, poor performance in core courses, etc. Probationary students (those with cumulative grade point averages below 3.0) are subject to dismissal upon recommendation of the Graduate Program Coordinator (Media Studies) or Program Director (Biotechnology).

ACADEMIC WARNING, PROBATION, DISMISSAL

Conditions for incurring academic warning, probation or dismissal and procedures for appealing dismissal are specified in the University catalog.

INCOMPLETE GRADES

The grade of I (Incomplete) is awarded at the discretion of the instructor upon the request of the student for work not completed because of a serious interruption not caused by the student's own negligence. Faculty members reserve the right not to award an Incomplete. An incomplete grade is not to be assigned to dissertation or thesis credits to indicate that the work is in progress. Conditions for completing the course work and having a grade assigned are set by the instructor. The work must be completed by the date decided by the instructor, but no later than the end of two semesters immediately following the semester in which the Incomplete was awarded. A student with two or more grades of I is not permitted to register until the work has been completed and the grade assigned.

AUDIT GRADE (AUD)

A student wishing an "Audit" grade in a course must officially register for the course. The student must also submit a written request to the instructor by the fourth week of class. The instructor's decision will be final and will be transmitted to the student in writing. A student may re-register for the course at a later date and receive a grade and academic credit.

THESIS/PROJECT WORK

"In Progress" (IP), "Satisfactory" (S) or "Unsatisfactory" (U) or letter grades may be assigned each semester for project and thesis work, since these grades do not imply approval of the thesis itself.

"IP" Grades may be assigned to signify adequate progress on theses and projects in which continuous registration is required. All "IP" grades will automatically be changed to "S" grades by the Registrar upon final acceptance of the thesis or project and completion of all degree requirements.

REPEAT COURSES

Graduate students may repeat no more than two courses with no course being repeated more than once. The original grade will remain posted on the student's permanent record and both grades will be used to determine the student's GPA.

ACTIVE STATUS

Active status entitles students to utilize the University resources. Master's programs require a minimum of 1 credit hour per semester to maintain active status in the program.

Lapses in enrollment for three or more consecutive semesters require that the student apply for readmission subject to the admission procedures, criteria and policies in effect at the time the reapplication is made.

THESIS/PROJECT ENROLLMENT REQUIREMENT

Once enrollment in thesis/project credit is initiated, continuous registration for at least 1 credit hour each semester (including the summer term) is required until the thesis/project requirement is fulfilled.

Each graduate program must establish procedures to ensure that students in the program maintain satisfactory academic progress toward both the required grade point average and completion of degree requirements. Graduate students must be informed of these procedures at the time they are admitted. The Graduate Studies Coordinator (Media Studies) or Program Director (Biotechnology) is responsible for monitoring program compliance with this requirement.

LEAVE OF ABSENCE

A student who finds it necessary to be excused from registration in a graduate degree program for three or more consecutive semesters must formally request a leave of absence from the graduate program. Leave time must be approved by the appropriate academic dean. Leave will be granted only under exceptional circumstances. Recipients of student loans should note that leave of absence constitutes a break in their program of study, resulting in loss of their loan repayment grace period and/or eligibility for student deferment. International students on F1 and J1 visas normally fall out-of-status during the period of a leave and must return to their home country during the leave.

When a student returns from a leave of absence, decisions concerning previous or current program of studies will be mutually agreed upon by the student's supervisory committee and the student.

GRADUATION

The student is responsible for making certain that all requirements have been met and that every deadline is observed.

Each student who plans to graduate is required to submit to the Registrar's Office an Application for Graduation form. This form, supplied by the Registrar's Office, must be submitted before the end of the third week of classes of the academic semester in which graduation is expected. A student turning in the Application for Graduation after the deadline will graduate the following semester. A graduation fee of \$60 must be paid at the time of application. The Application for Graduation must be signed by the academic advisor prior to being submitted to the Registrar's Office.

A student denied graduation must complete the requirements for graduation and reapply for graduation.

A student must be registered for the semester in which the degree is received.

The University will confer the Master's degree when the following minimum conditions have been met:

- Submission of the required application for graduation form
- Certification by the academic dean that all requirements of the degree being sought have been completed
- Achievement of the grade requirements as defined in the University Catalog

- Achievement of the grade requirements established by the appropriate school or program for major and core courses, course sequences and concentration
- Satisfactory completion of a thesis or project

No student shall be approved for graduation before the Media Studies Graduate Coordinator (Media Studies) or the Dean of Natural Sciences and Mathematics (Biotechnology) has certified to the Registrar that all academic requirements have been met. The Registrar must promptly notify the candidate and the school if graduation is not approved for any reason.

TIME LIMITATIONS

Media Studies and Biotechnology students must complete their degrees within five years from the date of matriculation. (This requirement may be waived for students entering the program in AY 2002-2004.) Transfer credit must be based on graduate work completed within the five-year period immediately preceding matriculation^{1*}. Applicants for readmission whose last enrollment in the program was five or more years prior must have their transcripts re-evaluated by the Media Studies Graduate Coordinator (Media Studies) or Program Director (Biotechnology) and an academic advisor. Some courses may need to be repeated or some additional course work required.

TRANSFER CREDIT

Students may apply for transfer of a maximum of six (6) graduate credits to be used toward the requirements of the degree.^{2**} Ordinarily, these transfer credits will satisfy elective requirements only. Transfer credit must be based on graduate work completed within the five-year period immediately preceding matriculation^{3*}. A petition for Transfer Credit Form should be filled out by the student and deposited with a transcript at the Graduate Coordinator's (Media Studies) or Program Director's (Biotechnology) office. (Note: The form is in the process of being developed – In the meantime, students interesting in transferring credit should petition the Program Director.) Be sure to meet with your advisor to discuss transfer credits and assure that the required courses fit your program of study in Media Studies or Biotechnology.

Students requesting a transfer of credit are obligated to make the case for the courses in question. If the requested transfer is for a graduate level course equivalent to one of our own courses, this is usually not an issue and the transfer petition can be handled routinely. If the requested transfer is for a graduate level course not equivalent to one of our own or from a field different from media studies, such as psychology or computer science, the student should provide the Program Director with two things. First is a written rationale for how the course makes an essential contribution to their Media Studies or Biotechnology program of study. Second is a copy of the syllabus of the course in question. Other information may be requested as needed.

^{1*} Students may apply to revalidate credit taken more than five years prior to matriculation, if course work is relevant to the degree and if approved by the Graduate Coordinator.

^{2**} An exception may be made for students who have previous media studies course work at Marshall University taught by WVSU faculty. These students may transfer up to 18 hours if approved by the Graduate Coordinator.

Biotechnology

The goal of the Masters Degree in Biotechnology is to provide instruction in the broad field of biotechnology as well as specialized training in the current concepts and technological advances of a sub-discipline of biotechnology. The MS Degree in Biotechnology prepares students for careers in the biotechnology, pharmaceutical, health care, and agricultural industries. The MA Degree in Biotechnology is also suitable for education students who do not need a research-based degree. The program core is a two-semester sequence emphasizing current concepts and techniques in biotechnology. The remainder of the program consists of two curriculum tracks: organismal/environmental biotechnology and molecular/microbial biotechnology. The program is interdisciplinary and allows students the flexibility to create a plan of study focused on their career goals and personal interests.

Admissions Requirements

General MS and MA Admission Requirements

- Undergraduate degree from an accredited college or university with a strong background in biological sciences and physical sciences
- Overall undergraduate GPA of 3.0 on a 4 point scale
- Overall Natural Science GPA of 3.0 on a 4 point scale
- Minimum GRE General Test Scores of 950 combined
- TOEFL Scores of 550 for students whose native language is not English
- Three letters of recommendation, which address the applicant's academic competencies
- Letter of support from a research mentor who has agreed to sponsor the student and is only required for students applying for the MS program
- Applicants who do not meet the above requirements may be granted Conditional Admission by the Department Graduate Committee

Specific MS and MA Program Requirements

Biotechnology Program Core Classes for both MS and MA Degrees

12 credits of core classes:

BT 511 Biotechnology Seminar (2 credits total): 1 credit for each of two semesters

BT 555 Biostatistics (3 credits)

BT 567 Current Concepts in Biotechnology (3 credits)

BT 571, BT572 Techniques in Biotechnology (4 credits total): 2 credits for each of two semesters

MS Degree Requirements

- 30 total credit hours
- 12 credit hours of biotechnology program core courses
- 12 credits elective classes in one of two areas of concentration
- 6 credit hours of graduate research *BT 695 Master's Thesis Research*

- Thesis project must be approved by the Biotechnology graduate faculty.
- Research advisor must be a member of WVSU faculty
- Thesis committee composed of three faculty (one may be an external examiner)
- The adviser and the student's thesis committee will assist the student in developing the plan of study for the MS degree and thesis proposal. The student's thesis committee must accept both.
- Two sections of graduate teaching experience minimum
- Oral defense of thesis and public presentation of thesis research

MA Degree Requirements

- 36 total credit hours
 - 12 credit hours of biotechnology program core courses
 - 24 credits elective classes in one of two areas of concentration
- No thesis required
- Two sections of graduate teaching experience minimum
- Written and/or oral comprehensive examination over the core graduate course work

Performance Standards

A normal course load is 9 credit hours for full time graduate students. General requirements for graduation vary depending on the option chosen. All students must complete coursework with a cumulative GPA of 3.0. Students must complete all requirements within a period of five years following the date of admission to the program. The Dean of the College of Natural Sciences and Mathematics may extend these limits upon recommendation of appropriate program faculty and approval of the graduate committee.

Biotechnology Program Areas of Concentration

Organismal/Environmental

Choose elective classes from: BIOL 510, BIOL 521, BIOL 550, BIOL 565, BIOL 575, BIOL 605, BIOL 635, BIOL 660, BIOL 671, BT 598, BT 599, CHEM 512

Molecular/Microbial

Choose elective classes from: BIOL 550, BIOL 561, BIOL 660, BIOL 635, BIOL 671, BT 598, BT 599, CHEM 512, CHEM 525, CHEM 531, CHEM 533

Biotechnology Graduate Faculty:

| | |
|-------------------|------------------|
| J. Mark Chatfield | Katherine Harper |
| Sean Collins | Robert Harris |
| Bonnie Dean | David Huber |
| Jonathan Eya | Umesh Reddy |
| Richard Ford | Tim Ruhnke |
| Gerald Hankins | |

Media Studies

The M.A. in Media Studies is an integrated, interdisciplinary program intended for students with a traditional undergraduate education and some experience in communications and digital media.

Students graduating with this degree, unique in West Virginia, are ideally suited to take advantage of the expanding job possibilities in graphic design, digital video production, interactive media and multimedia production, electronic publishing, and on-line information services. Media Studies graduates are prepared for careers as communication experts in such venues as commerce and industry, education and entertainment, and government and the not-for-profit sector. Graduates are also prepared to continue their graduate work toward a doctoral degree. Students will graduate with design, technical, and critical skills and will be well-equipped to address the many challenges faced by corporations, small businesses, government agencies, non-profit organizations and educational institutions as they venture into the digital millennium.

Admission Requirements

Students admitted to the Media Studies M.A. program must have:

- A bachelor's degree from a regionally accredited college or university
- Overall undergraduate GPA of 3.0 on a 4 point scale
- Minimum score of 950 on Graduate Record Exam (GRE)
- Three letters of recommendation addressing applicant's academic competencies
- Minimum TOEFL score of 550 for students whose native language is not English (The Test for Spoken English will also be required)

Conditional admission may be granted during the last semester of a student's baccalaureate program. While it is preferred that applicants hold a Baccalaureate degree in the humanities, the fine arts, or social sciences (preferably with some coursework in communications, film, videography, computer science, or Media Studies), applications are sought from graduates in any discipline who can demonstrate a serious and committed approach to the subject. Some undergraduate remediation may be necessary for students with minimal computer literacy and/or no previous coursework or experience in such areas as filmmaking, video production and mass media theory.

Masters of Arts in Media Studies

36 hours required for graduation

FOUNDATION CORE REQUIREMENTS: 6 hours. MS-500 (Media Design), MS 501 (Critical Approaches to Media Studies)

ADVANCED CORE REQUIREMENTS: 6 hours. Choose 1 (one) 3-hour course at the 600 level from each of the two program concentrations (Digital Media, Media Theory & Criticism).

CONCENTRATION: 9 hours (Students choose 3 courses in one approved area of concentration. Three hours can be independent studies/directed research or readings courses)

ELECTIVES: 6 hours (Any 500 or 600 level course)

CAPSTONE COURSE: 3 hours MS 695 - Media Systems Management

THESIS/PROJECT REQUIREMENT: 6 hours The thesis or project requirement requires students to conduct and complete independent research that is relevant to the theoretical issues and topics covered in the M.A. program and demonstrates familiarity with, and skill in, applying appropriate research methods. Alternatively, students can choose to complete a comprehensive media project, which may, for example, be relevant to their employment (e.g. as videographers, teachers, media specialist) as well as a detailed written evaluative report demonstrating its relevance to the program.

Concentration Options:

Digital Media

Choose three courses from: MS 510, MS 541, MS 543 MS 548, MS 560, MS 565, MS-600, MS-610, MS 630, MS 640, MS 660

Media Theory & Criticism

Choose three courses from: MS 505, MS 515, MS 525, MS 561, MS 580, MS 635, MS 670, MS 675-676

Media Studies Graduate Faculty:

David Wohl (Dean and Program Coordinator)

Robin Boyd

Tee Ford-Ahmed

Barbara Ladner

Reidun Ovrebo

Marc Porter

Daniel Boyd

Steve Gilliland

Susan Marrash-Minnerly

Cigdem Slankard

Bachelor's Degrees



(Majors and Minors)

Art

The purpose of the Department of Art is to provide the student with undergraduate competencies in the theoretical and applied forms and processes of visual art. Catering to both fine arts majors and art education majors, the Department of Art emphasizes the importance of critical thinking, problem solving, and the development of self motivation. Studio courses enable students to develop technical skills and aesthetic judgment in the fine and commercial arts. Art history courses provide students with socio-historical knowledge and understanding of the art of the past, of Non-Western art, as well as contemporary critical art forms and issues.

With all classes being based on the understanding of artistic language, one mandatory introductory course is dedicated to rehearsals of visual grammar and terminology. Having been presented with a broad perspective of art through studies of Art History, Aesthetics, Art Criticism, and Studio Art, the student then chooses one area of concentration from the disciplines of art history, ceramics, drawing, graphic design, painting, photography, printmaking, or sculpture.

The capstone course prepares the student for entering graduate school and/or professional art settings by providing competencies in business practices, grants-and proposal-writing, bookkeeping, studio management, preservation and photographing of art, etc. The student finalizes his/her studies by preparing and presenting a professional portfolio and senior exhibition.

PROGRAM-LEVEL OUTCOME OBJECTIVES

1. Students will demonstrate an understanding of visual language by coherently implementing visual grammar (the formal elements and principles of design) and essential vocabulary and terminology
2. Students will demonstrate a general understanding of themes and purposes of art, the essentials of aesthetic perception, and a good ability to critically discuss and analyze art
3. Students will demonstrate a basic knowledge and understanding of art history by being able to identify major artistic periods, movements and artists within their historical and cultural contexts
4. Students will demonstrate a basic understanding of contemporary, international art movements
5. Students will be able to implement various methodologies for formal, stylistic, conceptual, or topical analysis of art
6. Students will demonstrate a basic understanding of the various materials, techniques and processes inherent to the mediums of ceramics, drawing, graphic design, painting, photography, printmaking, and sculpture

7. Students will demonstrate an advanced understanding and proficiency within one of the following disciplines: art history, ceramics, drawing, graphic design, painting, photography, printmaking, and sculpture
8. Students will demonstrate an understanding of the various functions (politics, religion, expression, imitation, beauty, etc) and purposes (edification, pleasure, commemoration, propaganda, description, etc) historically ascribed to art
9. Students will demonstrate preparedness within their specialization for graduate studies or professional life

BACHELOR OF ARTS IN ART

121 hours required for graduation

GENERAL EDUCATION—50 to 52 hours

May take MATH 100, Math 111, or BST 104

MAJOR—46 hours

ART 102, 103, 104, 105, 217*, 300, 302, 304, 311, 410, and ART 475. Six additional hours in art history from ART 202, 314, 315, 316, 317, 318, 319, 320, 350, 411, 450, 451

One course from ART 109, 213*, or 214.

Two courses from area of specialization: art history, ceramics, drawing, graphic design, painting, photography, printmaking, or sculpture.

COGNATES*—12 hours

Six sequential hours of the same modern foreign language, three hours of philosophy (PHIL 201) and three hours from Communications (COMM 241 or 343).

MATH REQUIREMENTS—

ELECTIVES—to bring total to 121 hours

**May also satisfy General Education Requirements.*

MINOR IN ART HISTORY—15 hours

ART 104 and 105; choose three courses from the following: ART 202, 314, 315, 316, 317, 318, 319, 320, 350, 411, 450, and 451 .

MINOR IN ART—15 hours

ART 102 and 103; 104 or 105; choose one course from the following: ART 213, or 214; choose one course from the following: ART 300, 302, 304, 307 and 311.

SUGGESTED COURSE SEQUENCE—ART

FRESHMAN YEAR

1st Semester

| | |
|-----------------------|----|
| G ED MATH..... | 3 |
| ART 104..... | 3 |
| COMM 100 | 3 |
| ENGL 101 | 3 |
| HIST 201 OR 202 | 3 |
| | 15 |

2nd Semester

| | |
|------------------------|----|
| G ED. Soc. Struct..... | 3 |
| ART 103..... | 3 |
| ART 105..... | 3 |
| ENGL 102..... | 3 |
| G ED 100 | 3 |
| | 15 |

SOPHOMORE YEAR

| | |
|---------------------|-------|
| ENGL 150..... | 3 |
| ART 102..... | 3 |
| G ED Nat. Sci. | 3-4 |
| G ED 200. | 3 |
| ART 217..... | 3 |
| | 15-16 |

| | |
|---------------------|-------|
| ART 304..... | 3 |
| ART 311 | 3 |
| G ED Am. Trad. | 3 |
| G ED Nat. Sci. | 3-4 |
| G ED Fine Arts..... | 3 |
| | 15-16 |

JUNIOR YEAR

| | |
|---------------------------|--------------------------|
| ART 109, 213 or 214.....3 | ART 304.....3 |
| ART 300.....3 | ART Hist. elective.....3 |
| ART 302.....3 | PHIL 201.....3 |
| Cognate For. Lang.....3 | Cognate For. Lang.3 |
| Elective3 | G ED Fine Arts.....3 |
| 15 | 15 |

SENIOR YEAR

| | |
|----------------------------|---------------------------|
| ART 410.....3 | ART Specialization3 |
| ART Hist. Elective.....3 | COMM 241 or 343.....3 |
| ART Specialization 3 | HHP 122 or 1572 |
| Elective3 | Elective3 |
| Elective3 | Elective3 |
| 15 | Art 475..... 1 |
| | 16 |

ART DEPARTMENT FACULTY

Reidun Øvrebø, Chair
 Paula Clendenin
 Molly Erlandson
 Sabina Haque

Biology

The Department of Biology offers courses for students interested in a career in science or medicine, courses for students with an avocational interest in living organisms, and courses designed to enhance the scientific literacy of all college students.

Assessment of learning occurs through a comprehensive program which includes a capstone seminar course, a standardized ETS Field Test in Biology, and a Graduating Senior Survey.

The Department of Biology offers courses leading to the Bachelor of Science in Biology degree with these options:

A. General Program.

This program is for those choosing to stop at the B.S. level, and will prepare majors for employment in areas of biology requiring only a bachelor's degree, such as with departments of natural resources, in chemical laboratories, environmental areas, pharmaceutical sales, etc.

B. Pre-Medical, Pre-Dental.

This program is designed to meet all the requirements for those students entering medical, dental, veterinary medicine or osteopathic school. Should the student not enter such a school, employment in any area of biology or graduate school become excellent options.

C. Graduate School Preparation.

This program is designed specifically to enable students to enter graduate school in any area of biology.

D. Molecular Biology.

This program is designed to prepare students to enter graduate programs in molecular biology, and to train students for jobs in the field of biotechnology.

The department also offers a teaching field in biology (Biological Science, Grades 9-12). See the list of Biology courses required in the teaching field with requirements for Bachelor of Science in Education.

The department offerings, except in teacher education, are organized around a core curriculum consisting of Biology 120, 205, 206, 301, 305, 360 and 411.

The Biology Department also offers graduate courses for the Masters in Biotechnology.

BACHELOR OF SCIENCE IN BIOLOGY

128 hours required for graduation

GENERAL EDUCATION—50 to 52 hours

MAJOR—42 to 46 hours

Core Courses (26 hours): BIOL 101 or 120, 205, 206, 301, 305, 360, 411.

Choose one option area:

Option A—General Program (16 hours): 16 hours of Biology electives in a concentration approved by the department.

Option B—Pre-Medical, Pre-Dental (16 hours): BIOL 331, 332, and 340 plus 4 hours of Biology electives from the following list: BIOL 321, 330, 345, 347, 370, or 430.

Option C—Graduate School Preparation (18-20 hours): 16 hours of approved courses from botany, zoology, or biology concentrations; and BIOL 490.

Option D—Molecular Biology (16 hours): BIOL 335, 455; and nine hours of approved biology electives.

COGNATES

Option A (19 hours): CHEM 105, 106, 107, 108, 201, and PHYS 201, 203.

Option B (20 hours): CHEM 105, 106, 107, 108, 205, 206, 207, 208. In addition PHYS 201, 202, 203, 204 are required for admission to medical school and CHEM 331 and 333 are strongly recommended.

Option C (20 hours): CHEM 105, 106, 107, 108, 205, 207, and CHEM 206, 208 or PHYS 201, 203. (CHEM 331, 333 and MATH 206 are strongly recommended.)

Option D (25 hours): CHEM 105, 106, 107, 108, 205, 206, 207, 208, 331, 333. (In addition, PHYS 201, 202, 203, 204 are strongly recommended.)

ELECTIVES—to bring total to 128 hours

MINOR IN BIOLOGY: GENERAL—16 hours

BIOL 101 or 120, 102 eight hours of biology courses approved by the department.

MINOR IN BIOLOGY: MOLECULAR—16 hours

BIOL 301, 335, 360, 455.

MINOR IN BIOLOGY: HEALTH SCIENCES—16 hours

BIOL 101 or 120, 331, 332, 340.

MINOR IN BIOLOGY: ENVIRONMENTAL—15 to 16 hours

BIOL 101 or 120, 102, 305, and one additional course from BIOL 320, 350, 440, 442.

SUGGESTED COURSE SEQUENCE—BIOLOGY

FRESHMAN YEAR

1st Semester

| | |
|----------------|---|
| ENGL 101 | 3 |
| BIOL 120 | 4 |
| CHEM 105 | 3 |
| CHEM 107 | 2 |

2nd Semester

| | |
|----------------|---|
| ENGL 102 | 3 |
| BIOL 205 | 4 |
| CHEM 106 | 3 |
| CHEM 108 | 2 |

| | | | |
|----------------|----------|----------------|----------|
| MATH 101 | <u>3</u> | MATH 102 | <u>3</u> |
| | 16 | | 15 |

SOPHOMORE YEAR

| | | | |
|--------------------|----------|-----------------------|----------|
| BIOL 206 | 4 | BIOL Elective | 4 |
| CHEM 205 | 3 | CHEM 206* | 3 |
| CHEM 207 | 2 | CHEM 208 | 2 |
| G ED 100 | 3 | G ED 200 | 3 |
| C S MATH 106 | <u>3</u> | HPRS 122 or 157 | 2 |
| | 15 | Free Elective | <u>3</u> |
| | | | 17 |

JUNIOR YEAR

| | | | |
|-----------------------|----------|------------------------|----------|
| BIOL 305 | 4 | BIOL 301 | 4 |
| BIOL Elective | 4 | BIOL Elective | 4 |
| G ED Fine Arts | 3 | COMM 100 | 3 |
| ENGL 150 | 3 | G ED Am. Trad. | 3 |
| HIST 201 or 202 | <u>3</u> | G ED Soc. Struct. | <u>3</u> |
| | 17 | | 17 |

SENIOR YEAR

| | | | |
|-------------------------|----------|-------------------------|----------|
| BIOL 360 | 4 | BIOL Elective | 4 |
| BIOL 411 | 2 | BIOL Elective | 4 |
| G ED Int'l. Persp. | 3 | G ED Int'l. Persp. | 3 |
| Free Elective | 3 | Free Elective | 3 |
| Free Elective | <u>3</u> | G ED Fine Arts | <u>3</u> |
| | 15 | | 17 |

*Majors in Option A should take PHYS 201 and 203 instead of CHEM 206 and 208. PHYS 201 and 203 are offered only during the Fall semester.

**Majors in Option B should take PHY 201, 202, 203, and 204 to meet medical school admission requirements. CHEM 331 and 333 are also recommended. Majors in Option D are required to take CHEM 331 and 333.

BIOLOGY DEPARTMENT FACULTY

Richard Ford, Chair

Kenneth Barber

Sean Collins

Bonnie Dean

Mark Chatfield

Jonathan Eya

Katherine Harper

Gerald Hankins

Robert Harris

David Huber

Barbara Liedl

Padma Nimmakayala

Timothy Ruhnke

Umesh Reddy

Business Administration

The purpose of the Business Administration Department is to provide a structure and environment in which the student can develop basic skills, acquire a knowledge of the discipline, expand the ability to understand complex business situations, and achieve a level of overall maturity and sophistication expected of a business professional. The department is continually re-evaluating its program and activities toward the end of attracting and retaining more students in business. The department's special characteristics include using full-time faculty for almost all course offerings, computer access for all students and faculty, and internships/Co-op as vehicles for hands-on experience.

The basic philosophy of the Business Administration Department program recognizes that business procedure is subject to change over time and that methods of tomorrow may bear little semblance to the techniques currently utilized. For this reason, stress is placed upon fundamental knowledge concerning the field of Business Administration and tools for problem solving and decision making.

The graduates of the Business Administration program will be able to:

1. Use accounting concepts and procedures to present the financial position of a business entity.
2. Understand business, social, and policy issues as they relate to marginal benefits and costs as well as to explain the operation of the macro-economy to theoretically predict possible outcomes of government actions.
3. Understand the functional areas of modern managers in planning, organizing, leading, and controlling as well as knowledge of human relations, strategic analysis and assessment of leadership concepts to be applied to varied business situations.
4. Demonstrate knowledge of statistical process control and linear applications to solve business problems and understand the principles of the time value of money.
5. Develop problem solving skills related to financial statement analysis, capital budgeting, cost of capital, and securities analysis.
6. Demonstrate the interrelationship of product, place, promotion, price, and people.
7. Understand the adjudication of disputes through law, specifically the various elements of contracts.

Additional outcomes have been developed for each Concentration; see the Business Administration Handbook for them.

Students must choose one of the five areas of concentration reflecting their particular interests: accounting, finance, management, marketing, and information systems.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

128 hours required for graduation

GENERAL EDUCATION—47 to 49 hours

MAJOR—51 to 57 hours

Core Courses (30 hours): BA 203, 209, 210, 215, 216, 301, 305, 310, 313, 420.

Area of Concentration (select one)

Option A—Accounting: BA 300, 308, 314, 315 or 325, 363, 364, 365, 403, 418.

Option B—Finance: BA 316, 363, 414, 416, 421, 441; ECON 308

Option C—Management: BA 314, 320, 340, 401, 440, 465; ECON 410

Option D—Marketing: BA 304, 335, 405, 424, 436; two courses from BA 309, 333, 411, 460, or other new marketing courses.

Option E – Information Systems: BA 300, 304, 330, 345, 440, 441.

COGNATES 15 – 27 Hours

For Options A, B, C, D and E: ECON 201, 202, one 300/400 level ECON elective; ENGL 204; MATH 101

Also for Option E: add to the above listed Cognates: CS 109, 210, 214 or 204, 230 or 240.

MATH REQUIREMENT-MATH 101

ELECTIVES—to bring total to 128 hours

(Up to 12 credit hours of COOP may be used for electives)

REQUIREMENTS FOR ADMISSION TO BSBA PROGRAM

Students must have completed at least 30 credit hours (at 100 level or above) including ENGL 101 and 102 and MATH 101. Must have a minimum cumulative GPA of 2.0. (Contact Business Administration Department for application procedures.)

POST-GRADUATE PROGRAM IN ACCOUNTING—33 hours

This program is designed to facilitate career changes and/or advancement for business and non-business baccalaureate degree holders. All coursework required in the program must carry a grade of C or better to be counted toward fulfilling of the requirements.

Test-out credit in required courses is not permitted, and at least 21 credits of required courses must have been completed at West Virginia State University after completion of a bachelor's degree. Based upon an undergraduate transcript evaluation, a faculty advisor may require applicants for admission to the program to complete those cognate courses necessary for success in the required certificate courses. For those who have met the prerequisites for the required courses, the certificate program will include the following courses: BA 210, 215, 216, 308, 314, 315, 363, 364, 365, 403 and 418.

STUDENTS WISHING TO TAKE THE CERTIFIED PUBLIC ACCOUNTANTS EXAM: Individuals sitting for the CPA exam after July 1, 2000, will be subject to additional college coursework requirements to be eligible to take the exam. Several models exist for acquiring those additional hours specified by the WV Board of Accountancy. See one of the Accounting Advisors for discussion of your options and recommendations for the model that best fits your situation.

MINORS IN BUSINESS ADMINISTRATION

(These minors are designed for non-business majors.)

MINOR IN BUSINESS ADMINISTRATION—ACCOUNTING—**18 Hours**

BA 210, 215, 216, 308, 314, 315

MINOR IN BUSINESS ADMINISTRATION—FINANCE—

18 Hours

BA 209, 210, 215, 216, 313, 414

MINOR IN BUSINESS ADMINISTRATION—MANAGEMENT—

18 Hours

BA 210, 215, 301, 305, 310, 320

MINOR IN BUSINESS ADMINISTRATION—MARKETING—

15 Hours

BA 210, 301, 305, 335, 405

NOTE: some of these courses require MATH 101, ECON 201, and ECON 202 as prerequisites.

West Virginia State University is nationally accredited by the Association of Collegiate Business Schools and Programs to offer the Bachelor of Science degree in Business Administration.

**SUGGESTED COURSE SEQUENCE—
BUSINESS ADMINISTRATION**

FRESHMAN YEAR

1st Semester

| | |
|---------------------|-----|
| ENGL 101 | 3 |
| MATH 101 | 3 |
| G ED 100 | 3 |
| G ED Nat. Sci. | 3-4 |
| COMM 100 | 3 |

15-16

2nd Semester

| | |
|------------------------|-----|
| ENGL 102 | 3 |
| G ED Soc. Struct. | 3 |
| G ED Nat. Sci. | 3-4 |
| G ED Fine Arts..... | 3 |
| HPRS 122 or 157 | 2 |

14-15

SOPHOMORE YEAR

| | | | |
|--------------------|----------|-----------------------|----------|
| BA 209 | 3 | BA 203 | 3 |
| BA 210 | 3 | BA 216 | 3 |
| BA 215 | 3 | G ED Fine Arts..... | 3 |
| ECON 201..... | 3 | ECON 202..... | 3 |
| G ED 200 | 3 | HIST 201 or 202 | <u>3</u> |
| G ED Am. Trad..... | <u>3</u> | | 15 |
| | 18 | | |

NOTE: For semesters five through eight see area of concentration.

ACCOUNTING CONCENTRATION

JUNIOR YEAR

| | | | |
|-----------------------|----------|-----------------------|----------|
| BA 363 | 3 | BA 364 | 3 |
| BA 314 | 3 | BA 315 or 325..... | 3 |
| BA 300 | 3 | BA 301 | 3 |
| BA 313 | 3 | BA 305 | 3 |
| Elective | 3 | ENGL 204..... | 3 |
| G ED Int'l Persp..... | <u>3</u> | G ED Int'l Persp..... | <u>3</u> |
| | 18 | | 18 |

SENIOR YEAR

| | | | |
|-------------------|----------|--------------------|----------|
| BA 365 | 3 | BA 403 | 3 |
| BA 308 | 3 | BA 418 | 3 |
| ECON 300/400..... | 3 | BA 420 | 3 |
| ENGL 150..... | 3 | Free elective..... | 3 |
| BA 310 | <u>3</u> | Free elective..... | <u>3</u> |
| | 15 | | 15 |

FINANCE CONCENTRATION

JUNIOR YEAR

| | | | |
|------------------------|----------|------------------------|----------|
| BA 313 | 3 | BA 416 | 3 |
| BA 301 | 3 | BA 305 | 3 |
| BA 441 | 3 | ENGL 204..... | 3 |
| BA 363 | 3 | G ED Int'l. Persp..... | 3 |
| Free elective..... | 3 | ENGL 150..... | 3 |
| G ED Int'l. Persp..... | <u>3</u> | BA 310 | <u>3</u> |
| | 18 | | 18 |

SENIOR YEAR

| | | | |
|--------------------|----------|--------------------------|----------|
| BA 316 | 3 | BA 421 | 3 |
| BA 414 | 3 | BA 420 | 3 |
| ECON 308..... | 3 | ECON 300/400 course..... | 3 |
| Free elective..... | 3 | Free elective..... | 3 |
| Free elective..... | <u>3</u> | Free elective..... | <u>3</u> |
| | 15 | | 15 |

MANAGEMENT CONCENTRATION

JUNIOR YEAR

| | | | |
|---------------------|----------|---------------------------|----------|
| BA 301 | 3 | BA 310 | 3 |
| BA 305 | 3 | BA 313 | 3 |
| BA 340 | 3 | BA 314 | 3 |
| ENGL 204 | 3 | BA 440 | 3 |
| Free elective | 3 | G ED Int'l. Persp..... | 3 |
| ENGL 150 | <u>3</u> | ECON 300/400 course | <u>3</u> |
| | 18 | | 18 |

SENIOR YEAR

| | | | |
|------------------------|----------|---------------------|----------|
| BA 320 | 3 | BA 401 | 3 |
| G ED Int'l. Persp..... | 3 | BA 465 | 3 |
| ECON 410 course | 3 | BA 420 | 3 |
| Free elective | 3 | Free elective | 3 |
| Free elective | <u>3</u> | Free elective | <u>3</u> |
| | 15 | | 15 |

MARKETING CONCENTRATION

JUNIOR YEAR

| | | | |
|------------------------|----------|------------------------|----------|
| BA 305 | 3 | BA 335 | 3 |
| BA 301 | 3 | BA 405 | 3 |
| BA 304 | 3 | BA 313 | 3 |
| ENGL 204 | 3 | BA 310 | 3 |
| G ED Int'l. Persp..... | 3 | G ED Int'l. Persp..... | 3 |
| Free elective | <u>3</u> | ENGL 150 | <u>3</u> |
| | 18 | | 18 |

SENIOR YEAR

| | | | |
|---------------------------|----------|--------------------------|----------|
| BA 436 | 3 | BA 424 | 3 |
| BA (Mkt. elective) | 3 | BA (Mkt. elective) | 3 |
| ECON 300/400 course | 3 | BA 420 | 3 |
| Free elective | 3 | Free elective | 3 |
| Free elective | <u>3</u> | Free elective | <u>3</u> |
| | 15 | | 15 |

INFORMATION SYSTEMS CONCENTRATION

JUNIOR YEAR

| | | | |
|-----------------------|----------|-----------------------|----------|
| BA 300 | 3 | BA 301 | 3 |
| BA 313 | 3 | BA 305 | 3 |
| BA 330 | 3 | BA 304 | 3 |
| C S 109..... | 3 | C S 210..... | 3 |
| G ED Int'l Persp..... | 3 | ENGL 204 | 3 |
| Free elective | <u>3</u> | G ED Int'l Persp..... | <u>3</u> |
| | 18 | | 18 |

SENIOR YEAR

| | | | |
|----------------------|----------|----------------------|----------|
| BA 310 | 3 | BA 345 | 3 |
| BA 441 | 3 | BA 420 | 3 |
| C S 214 or 204 | 3 | BA 440 | 3 |
| ECON 300/400..... | 3 | C S 230 or 240 | 3 |
| ENGL 150..... | <u>3</u> | Free elective..... | <u>3</u> |
| | 15 | | 15 |

BUSINESS ADMINISTRATION DEPARTMENT FACULTY

Patricia M. Shafer, Chair
 M. Cyrus Aleseyed
 Mark Anderson
 John Bird
 Daniel Cypher
 Edward C. Goldberg

John R. Hodges
 Michael D. Lewis
 Eleanor Maliche
 Abainesh Mitiku
 C. Edman Pauley (on leave)
 Deborah Williams

Chemistry

Chemistry is the experimental science which studies the nature, properties, and physical and chemical changes of matter. Chemistry is a dynamic science because new discoveries are being made in chemistry every day. A knowledge of chemistry is essential in today's society since it affects almost every aspect of our lives and the chemical process industries form the backbone of the U.S. economy.

The Department of Chemistry offers courses to acquaint all college students with the basic principles of chemistry and the role of this science in the world today. The degree programs are designed to create an atmosphere where each student can develop an inquiring mind, the ability to think objectively, and the skills needed to seek new knowledge through independent research*. The goal of the Department of Chemistry degree programs is to prepare students for careers in industry, government, health care, or education, or for the pursuit of advanced degrees in graduate or professional schools.

The Department of Chemistry is approved by the American Chemical Society.

To prepare students for a variety of careers, the Department of Chemistry offers three options in the Bachelor of Science degree program.

A. American Chemical Society Certified.

This program is designed to prepare students to enter graduate schools to seek advanced degrees in chemistry or related sciences.

B. General Emphasis.

This program is for students choosing to stop at the B.S. degree level. Persons completing this option frequently obtain positions in government, industrial or environmental laboratories, in chemical process industry plants, in chemical sales or chemical services, or in other areas requiring only a B.S. degree.

C. Pre-Medical Emphasis.

This program prepares students to meet all the requirements for entrance to medical, dental, or pharmacy schools. It is designed so that the student will be able to enter graduate school or find employment in industry, government, or other areas if medicine, dentistry, or pharmacy are eliminated as career choices.

The department also provides the courses for a teaching field in chemistry for students pursuing the Bachelor of Science in Education Degree.

BACHELOR OF SCIENCE IN CHEMISTRY

126-128 hours required for graduation

GENERAL EDUCATION—50 to 52 hours

Includes three credit hours of MATH. The major core and cognates satisfy three credit hours of the G ED Natural Science requirement. For Option C, BIOL 101 completes the G ED Natural Science requirement. For Option B, choose one course from BIOL 101, 102 or PHYS 120,170 to complete the G ED Natural Science requirement.

MAJOR—49 to 58 hours

Core courses (44 hours): CHEM 105, 106, 107, 108, 202, 205, 206, 207, 208, 211, 301, 303, 350, 411, 416, 418, 429, 450.

Choose one option area:

Option A—American Chemical Society Certified (14 hours): CHEM 302, 304, 331, 413, 462, and one course from 425, 461, 462. (Three hrs. will count toward G ED Natural Science Requirement.

Option B—General Emphasis (11 hours): CHEM 302, and choose eight credit hours from 304, 312, 331, 333, 413, 425, 460, 461, 462.

Option C—Pre-Medical (5 hours): CHEM 331, 333, 460, 461, 462.

MINOR—16 to 17 hours

CHEM 205, 206, 207, 208, and two courses from CHEM 211, 301, 331, 462.

COGNATES—20 to 36 hours

Core Courses (8-10 hours): PHYS 231, 232 series or PHYS 201, 202, 203, 204 series.

Option A (12 hours): MATH 206, 207, 208.

Option B (14 hours): MATH 101, 102, 206, 207.

Option C (26 hours): MATH 102,206; BIOL 120*, 331, 340, and choose one from 301, 332, and 335.

MATH REQUIREMENTS: See Option A, B, or C above.

ELECTIVES—to bring total hours to number required for degree

Recommended: Research, biochemistry, environmental chemistry, biological science, computer science, electronics, economics, foreign language, statistics, philosophy, psychology.

TOTAL HOURS REQUIRED FOR DEGREE

Option A—127 to 129 hours

Option B—126 to 128 hours

Option C—126 to 128 hours

The Department of Chemistry offers courses in all major areas of chemistry—analytical chemistry, biochemistry, inorganic chemistry, organic chemistry, and physical chemistry. The degree programs are designed to create an atmosphere where each student can develop an inquiring mind capable of continuing to learn throughout a lifetime, the ability to think critically and objectively, and the skills needed to seek new knowledge through independent research. As part of our assessment activities, our graduates must pass an exit exam given in the Senior Seminar Course, CHEM 450.

SUGGESTED COURSE SEQUENCE—CHEMISTRY**OPTION A****FRESHMAN YEAR****1st Semester**

| | |
|----------------|----|
| CHEM 105 | 3 |
| CHEM 107 | 2 |
| MATH 206 | 4 |
| ENGL 101 | 3 |
| G ED 100 | 3 |
| | 15 |

2nd Semester

| | |
|----------------|----|
| G ED 200 | 3 |
| CHEM 106 | 3 |
| CHEM 108 | 3 |
| MATH 207 | 4 |
| ENGL 102 | 3 |
| | 16 |

SOPHOMORE YEAR

| | |
|-----------------|----|
| CHEM 211 | 4 |
| CHEM 205 | 3 |
| CHEM 207 | 2 |
| MATH 208 | 4 |
| PHYS 201* | 4 |
| PHYS 203* | 1 |
| | 18 |

| | |
|----------------------|----|
| CHEM 202 | 2 |
| CHEM 206 | 3 |
| CHEM 208 | 2 |
| PHYS 202* | 4 |
| PHYS 204* | 1 |
| HHP 122 or 157 | 2 |
| | 15 |

JUNIOR YEAR

| | |
|----------------|----|
| CHEM 301 | 3 |
| CHEM 303 | 2 |
| G ED | 2 |
| | 14 |

| | |
|----------------|----|
| CHEM 331 | 3 |
| CHEM 333 | 2 |
| CHEM 302 | 3 |
| CHEM 304 | 2 |
| CHEM 413 | 2 |
| CHEM 411 | 3 |
| CHEM 350 | 1 |
| | 16 |

SENIOR YEAR

| | |
|-----------------|----|
| CHEM 462 | 3 |
| CHEM Elec. | 3 |
| CHEM 429 | 3 |
| G ED | 6 |
| | 15 |

| | |
|----------------|----|
| CHEM 416 | 3 |
| CHEM 418 | 2 |
| CHEM 450 | 1 |
| G ED | 9 |
| | 15 |

CHEM Electives: CHEM 312, 425, 460, 461, 462

OPTION B**FRESHMAN YEAR****1st Semester**

| | |
|----------------|---|
| CHEM 105 | 3 |
| CHEM 107 | 2 |
| MATH 101 | 3 |

2nd Semester

| | |
|----------------|---|
| CHEM 106 | 3 |
| CHEM 108 | 2 |
| MATH 102 | 3 |

| | | | |
|----------------|----|----------------------|----|
| G ED 100 | 3 | ENGL 102 | 3 |
| ENGL 101 | 3 | HHP 122 or 157 | 2 |
| | 14 | | 13 |

SOPHOMORE YEAR

| | | | |
|-----------------|----|-----------------|----|
| CHEM 211 | 4 | CHEM 202 | 2 |
| CHEM 205 | 3 | CHEM 206 | 3 |
| CHEM 207 | 2 | CHEM 208 | 2 |
| MATH 206 | 4 | MATH 207 | 4 |
| PHYS 201* | 4 | PHYS 202* | 4 |
| PHYS 203* | 1 | PHYS 204* | 1 |
| | 18 | | 16 |

JUNIOR YEAR

| | | | |
|--------------------------|--------|--------------------------|----|
| CHEM 460, 461, 462 | | CHEM 460, 461, 462 | ** |
| CHEM 301 | 3 | CHEM 302 | 3 |
| CHEM 303 | 2 | CHEM 411 | 3 |
| CHEM Elective | 3-4 | G ED | 9 |
| G ED | 3 | CHEM 450 | 1 |
| G ED 200 | 3 | | 16 |
| | 14 -15 | | |

SENIOR YEAR

| | | | |
|--------------------------|-------|--------------------------|-------|
| CHEM 411 | 3 | CHEM 460, 461, 462 | 1-3** |
| CHEM 460, 461, 462 | 1-3** | CHEM 416 | 3 |
| CHEM 429 | 3 | CHEM 418 | 2 |
| CHEM Elective | 3-4 | CHEM 350 | 1 |
| G ED | 2 | G ED | 9 |
| | 19-22 | | 15 |

CHEM Electives —8 credit hours from CHEM 304, 312, 331, 333, 413, 425, 460, 461, 462

124 (122) TOTAL CREDIT HOURS**OPTION C****FRESHMAN YEAR****1st Semester**

| | |
|----------------|----|
| CHEM 105 | 3 |
| CHEM 107 | 2 |
| MATH 101 | 3 |
| G ED 100 | 3 |
| ENGL 101 | 3 |
| | 14 |

2nd Semester

| | |
|----------------------|----|
| CHEM 106 | 3 |
| CHEM 108 | 2 |
| MATH 102 | 3 |
| ENGL 102 | 3 |
| HHP 122 or 157 | 2 |
| G ED 200 | 3 |
| | 16 |

SOPHOMORE YEAR

| | | | |
|-----------------|----------|-----------------|----------|
| CHEM 211 | 4 | CHEM 202 | 2 |
| CHEM 205 | 3 | CHEM 206 | 3 |
| CHEM 207 | 2 | CHEM 208 | 2 |
| MATH 206 | 4 | BIOL 120 | 4 |
| PHYS 201 | 4 | PHYS 202* | 4 |
| PHYS 203* | <u>1</u> | PHYS 204* | <u>1</u> |
| | 18 | | 16 |

JUNIOR YEAR

| | | | |
|--------------------------|----------|----------------------------|----------|
| CHEM 460, 461, 462 | 1-3** | CHEM 460, 461, 462 | 1-3** |
| CHEM 301 | 3 | BIOL301, 332, or 335 | 4 |
| CHEM 303 | 2 | G ED | 9 |
| CHEM 411 | 3 | CHEM 331 | 3 |
| BIOL 331 | 4 | CHEM 333 | 2 |
| G ED | <u>3</u> | CHEM 450 | <u>1</u> |
| | 15 | | 20-22 |

SENIOR YEAR

| | | | |
|--------------------------|----------|--------------------------|----------|
| CHEM 460, 461, 462 | 1-3** | CHEM 460, 461, 462 | 1-3** |
| BIOL 340 | 4 | CHEM 416 | 3 |
| G ED | 6 | CHEM 418 | 2 |
| CHEM 429 | <u>3</u> | CHEM 450 | 1 |
| | 14-16 | G ED | <u>9</u> |
| | | | 16-18 |

* May substitute Physics 231 for 201, 203, and Physics 232 for 202, 204

127 (125) TOTAL CREDIT HOURS**CHEMISTRY DEPARTMENT FACULTY**

Don Anderson, Chair

Vernon R. Fletcher

Thomas F. Guetzloff

Sharon M. Molnar

Sundar Naga

Ernest Sekabunga

Communications

Selected as one of West Virginia State University's "Peaks of Excellence" and awarded the distinction of being a "Program of Excellence" by the West Virginia Higher Education Policy Commission, the communications programs of study are designed to provide the undergraduate student with competencies in the theoretical and practical disciplines within a broadly defined concentration. Communications is, essentially, an interdisciplinary area of study, utilizing diverse perspectives from the fields of humanities, social sciences, and information technology.

There can be little doubt that the process of acquiring knowledge in 21st century is increasingly based on representations in language, images, and the mass media rather than on direct experience. These "mediated" ways of learning have had a significant impact on education, politics, entertainment, and even human identity formation. The Communications program at WVSU emphasizes such concepts as "narrative," "image," and "performance" and attempts to move students closer to an understanding of how these ideas relate to their own lives as well as how they perceive the world. Particular emphasis is placed upon student learning in the areas of mass communications, digital media, web design, new media technologies as well as traditional communications disciplines such as radio and television broadcasting, film and video production, theatre, journalism, public relations and interpersonal communication.

The communications major shall, when eligible, participate in a capstone field experience, which is intended to give him/her the opportunity to apply theories and skills in a professional communications setting.

Upon completion of the B.S. in Communications, graduates should be able to: Think critically; listen with a comprehending ear; write and speak with clarity, style and a personal voice; and make connections that go beyond the classroom experience. Graduating students will possess skills that exceed the established expectations for WVSU's General Education Competencies with special emphasis on oral and written, and mediated communication.

Graduates are employed in many positions including: video artists, web page designers, animators, film makers, video producers, television directors, production assistants, curators, educators, sound engineers, project managers, production designers, artistic/creative directors of arts organizations, radio broadcasters, photographers, teachers and lecturers, digital imaging specialists, and as creative consultants to the many industries serviced by the media arts.

BACHELOR OF SCIENCE IN COMMUNICATIONS

123 hours required for graduation.

GENERAL EDUCATION—50 to 52 hours

MAJOR—34 hours*

COMM 101, 140, 162, 170, 241, 261, 348, 400, 461; one course from COMM 341, 360, 405, 470, and COMM 270 or 370.

*Three hours may count toward GED Fine Arts Requirements, where appropriate..

COGNATES—12 HOURS**

Choose one option area:

Advertising: PSYC 151; B ST 175, 176; COMM 205.

Communications Research/Marketing: PSYC 200; ECON 201, 202; BA 305.

Government/Social Services: POSC 101 and 204; SOC 101 and one SOC course approved by COMM department.

Graphics: CS 106; ART 213, 217 and 313.

International Communications: 12 hours in a foreign language.

Journalism: COMM 225, 227; 263, 326.

Photography: ART 109, 310, 407; COMM 343.

Writing: ENGL 201, 303, 429, and either 430 or 431.

MATH REQUIREMENTS—MATH 111

RESTRICTED ELECTIVES—9 hours

Any three additional courses from the above list.

FREE ELECTIVES - to bring total to 123 hours

COMMUNICATIONS MINORS

MINOR IN COMMUNICATIONS: BROADCASTING—18 hours

COMM 101, 162, 261, 262; 360 or 361 or 363; 460 or 461.

MINOR IN COMMUNICATIONS: FILM—15 hours

COMM 140, 241, 248; 240 or 245; 341 or 345.

MINOR IN COMMUNICATIONS: PUBLIC RELATIONS—15 hours

COMM 205, 301, 305, 405; ENGL 429.

MINOR IN COMMUNICATIONS: THEATRE ARTS—15 hours

COMM 170, 175, 270, 370; one course from COMM 470, 474, 475.

REQUIREMENTS FOR ADMISSION TO COMMUNICATIONS PROGRAM

Completion of at least 45 credit hours (100 level or above) which must include COMM 100 and 101 and ENGL 101 and 102. GPA must be 2.0 or above. Students should contact Communications Department for application procedures, deadline dates, and other information.

**SUGGESTED COURSE SEQUENCE—
COMMUNICATIONS**

FRESHMAN YEAR

1st Semester

| | |
|---------------------|---|
| ENGL 101 | 3 |
| G ED Fine Arts..... | 3 |
| MATH 111..... | 3 |
| G ED 100 | 3 |
| COMM 101 | 3 |

2nd Semester

| | |
|----------------------|---|
| ENGL 102 | 3 |
| COMM 100..... | 3 |
| CS 106..... | 3 |
| HHP 122 or 157 | 2 |
| COMM 140..... | 3 |

15

14

**Six hours may count toward the GED Core, where appropriate

SOPHOMORE YEAR

| | | | |
|---------------------|----------|------------------------|----------|
| G ED 200 | 3 | G ED Soc. Struct. | 3 |
| ENGL 150 | 3 | HIST 201 or 202 | 3 |
| G ED Nat. Sci. | 3-4 | G ED Nat. Sci. | 3-4 |
| COMM 170 | 3 | COMM 162 | 3 |
| COMM 261 | <u>3</u> | G ED Am. Trad. | <u>3</u> |
| | 15-16 | | 15-16 |

JUNIOR YEAR

| | | | |
|------------------------|------------|------------------------|----------|
| G ED Int'l. Persp..... | 3 | G ED Int'l. Persp..... | 3 |
| COMM 241 | 3 | Cognate | 3 |
| COMM 348..... | 3 | Rest. Elective | 3 |
| Cognate | 3 | Elective | <u>6</u> |
| Electives..... | <u>3-4</u> | | 15 |
| | 15-16 | | |

SENIOR YEAR

| | | | |
|----------------------|----------|---------------------------------|----------|
| COMM 461 | 3 | COMM 400 | 4 |
| COMM 270 or 370..... | 3 | COMM 341, 360, 405, or 470..... | 3 |
| Rest. Elective | 3 | Rest. Elective | 3 |
| Cognate | 3 | Cognate | 3 |
| Elective | <u>6</u> | Info Skills Elective..... | <u>3</u> |
| | 18 | | 16 |

COMMUNICATIONS DEPARTMENT FACULTY

- David Wohl, Chair
- T. Ford-Ahmed
- Daniel N. Boyd
- Robin Boyd
- Dave Brock
- Steve Gilliland
- Susan Marrash-Minnerly
- Marc Porter
- Sherri Shafer
- Cigdem Slankard

Criminal Justice

The Department of Criminal Justice offers a curriculum that will provide students with a thorough understanding of the criminal justice system and its interrelationship with society. The courses will give students an in-depth knowledge about the crime problem in this society, the perpetrators of crime, and the theoretical causes of crime. This foundation will prepare students for successful careers in law enforcement, corrections, probation/parole, juvenile justice, and social services, as well as graduate school and law school. Completion of the program will enhance opportunities for career advancement for those already in criminal justice careers.

The Department of Criminal Justice is committed to providing students with a knowledge of and sensitivity for multicultural, race, and gender issues within the criminal justice system, and the larger society.

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

121 hours required for graduation

GENERAL EDUCATION—51 to 53 hours

MAJOR—42 hours

(A) General Criminal Justice—CJ 101, 204, 223, 224, 226, 230, 308, 313, 315, 380, 425.

Nine hours from CJ 225, 299, 301, 307, 311, 312, 350, 362, 399, 408, 413, 415, 418, 420, 499.

(B) Corrections Concentrations—CJ 101, 223, 224, 308, 312, 313, 315, 350, 408, 418, 425.

Nine hours from CJ 204, 223, 225, 226, 299, 301, 307, 311, 362, 380, 399, 413, 415, 420, 499.

COGNATES*—25 hours

ENGL 160, 204; POSC 101; PSYC 151, 200; CS 106; SOC 101, 206.

MATH REQUIREMENTS: MATH 100, 101, or 111.

MINOR IN CRIMINAL JUSTICE—15 hours

C J 101; select two courses from C J 204, 223, 224, 226; select two courses from C J 200-300 level.

SUGGESTED COURSE SEQUENCE— CRIMINAL JUSTICE

FRESHMAN YEAR

1st Semester

| | |
|--------------------------------|----------|
| C J 101 | 3 |
| G ED 100 | 3 |
| ENGL 101 | 3 |
| COMM 100 | 3 |
| MATH 100, 111, OR BST 104..... | <u>3</u> |

15

2nd Semester

| | |
|----------------|----------|
| C J 204 | 3 |
| ENGL 102 | 3 |
| SOC 101 | 3 |
| POSC 101..... | 3 |
| CS 106..... | <u>3</u> |

15

SOPHOMORE YEAR

| | | | |
|---------------------|----------|---------------------|----------|
| C J 223 | 3 | C J 226 | 3 |
| C J 224 | 3 | PSYC 151 | 3 |
| ENGL 160 | 3 | SOC 206 | 3 |
| G ED 200 | 3 | G ED Fine Arts..... | 3 |
| G ED Nat. Sci. | <u>4</u> | CJ 230 | <u>3</u> |
| | 16 | | 15 |

JUNIOR YEAR

| | | | |
|-----------------------|----------|------------------------|----------|
| ENG 204 | 3 | CJ 308 | 3 |
| HHP 122 or 157 | 2 | G ED Nat. Sci. | 3 |
| ENGL 150 | 3 | CJ 315 | 3 |
| G ED Intl. Persp..... | 3 | G ED Intl. Persp. | 3 |
| PSYCH 200 | <u>4</u> | G ED Fine Arts | <u>3</u> |
| | 15 | | 15 |

SENIOR YEAR

| | | | |
|--------------------|----------|--------------------|----------|
| Elective | 3 | C J 425 | 3 |
| C J 313. | 3 | C J Elective | 3 |
| HIST 201 | 3 | C J Elective | 3 |
| C J 380 | 3 | Elective | 3 |
| C J Elective | <u>3</u> | Elective | <u>3</u> |
| | 15 | | 15 |

*Up to seven hours of cognates may be used to satisfy GED requirements.

CRIMINAL JUSTICE DEPARTMENT FACULTY

Gail Flint, Chair
 Mark J. Addesa
 Kenneth W. Blake
 Walter Stroupe
 William Whyte

Economics

Economics is the study of how the economy works using descriptions, called models, of how individuals and organizations may make decisions to achieve their goals. Economic models are used to make predictions or forecasts.

The B. A. in Economics program at this university is designed to provide the opportunity and structure for students to acquire the knowledge and proficiency necessary for success as economics professionals when they go on to work for business, government, and international organizations. The program offers two alternative concentrations—General Economics and Business Economics. The two concentrations share the same economics core requirements, while the elective course requirements vary. The electives are mostly economics courses for the general economics option, and mostly business courses for the business economics option. The cognate requirements for the two concentrations may be different or similar depending on the student's particular interest.

There are many career options available to the graduates of the economics department. These range from pursuing a professional career in government, business, finance industry, or international organization, to pursuing graduate or professional education in economics, business, law, or public health administration.

BACHELOR OF ARTS IN ECONOMICS

121 hours required for graduation

GENERAL EDUCATION—47 to 49 hours

MAJOR—36 hours

CORE— 15 hours: ECON 201, 202, 301, 302, 420

PLUS – 21 hours

Social Sciences Track: Any seven courses from Econ 305, 306, 308, 310, 320, 330, 340, 399, 401, 406, 411, 415, 416.

Business Economics Track: BA 414 plus any six courses, three of which must be from economics, from BA 301, 305, 323, 363, ECON 305, 306, 308, 310, 320, 330, 340, 399, 401, 406, 409, 410, 411, 415, 416.

COGNATES - 21 hours

MATH 101, BA 209 or MATH 206, BA 203, BA 210, plus one of the two options below: (Option 2 is required for business economics track).

1. Three courses from any one of the following disciplines: Political Science, Psychology, or Sociology.

2. BA 215, 216, and either 313 or 363.

MATH REQUIREMENT— Math 101

FREE ELECTIVES – 15-17 hours of college level courses to bring total to 121 hours (Up to 12 hours of Co-op Education may be taken for electives)

MINOR IN ECONOMICS – 15 hours

ECON 201, 202 plus any three 300/400 level Economics courses.

**SUGGESTED COURSE SEQUENCE—
SOCIAL SCIENCE**

FRESHMAN YEAR

1st Semester

| | |
|----------------------|----------|
| ENGL 101 | 3 |
| G ED 100 | 3 |
| MATH 101 | 3 |
| COMM 100..... | 3 |
| HHP 122 or 157 | <u>2</u> |
| | 14 |

2nd Semester

| | |
|------------------------|----------|
| ENGL 102 | 3 |
| BA 209/MATH 206..... | 3 |
| G ED Natural Sci. | 3-4 |
| G ED Fine Arts..... | 3 |
| G ED Soc. Struct..... | <u>3</u> |
| | 15-16 |

SOPHOMORE YEAR

| | |
|-----------------------|----------|
| ECON 201 | 3 |
| G ED Am. Trad. | 3 |
| G ED 200 | 3 |
| BA 210 | 3 |
| HIST 201 or 202 | <u>3</u> |
| | 15 |

| | |
|---------------------|------------|
| ECON 202..... | 3 |
| BA 203 | 3 |
| ENGL 150 | 3 |
| G ED Fine Arts..... | 3 |
| G ED Nat. Sci. | <u>3-4</u> |
| | 15-16 |

JUNIOR YEAR

| | |
|------------------------|----------|
| ECON 301 | 3 |
| ECON Elective..... | 3 |
| Cognate | 3 |
| ECON Elective..... | 3 |
| G ED Int'l. Persp..... | <u>3</u> |
| | 15 |

| | |
|---------------------------------|----------|
| ECON 302..... | 3 |
| ECON Elective | 3 |
| Free Elective | 3 |
| G ED Int'l Persp..... | 3 |
| Cognate | 3 |
| Free Elective (if needed) | <u>2</u> |
| | 17 |

SENIOR YEAR

| | |
|---------------------|----------|
| ECON Elective..... | 3 |
| ECON Elective..... | 3 |
| Free Elective | 3 |
| Cognate | 3 |
| Free Elective | <u>3</u> |
| | 15 |

| | |
|---------------------|----------|
| ECON 420..... | 3 |
| ECON Elective..... | 3 |
| ECON Elective..... | 3 |
| Free Elective | 3 |
| Free Elective | <u>3</u> |
| | 15 |

West Virginia State University is nationally accredited by the Association of Collegiate Business Schools and Programs to offer the Bachelor of Arts degree in Economics.

**SUGGESTED COURSE SEQUENCE—
BUSINESS ECONOMICS**

FRESHMAN YEAR

1st Semester

| | |
|----------------------|----------|
| ENGL 101 | 3 |
| G ED 100 | 3 |
| MATH 101 | 3 |
| COMM 100..... | 3 |
| HHP 122 or 157 | <u>2</u> |
| | 14 |

2nd Semester

| | |
|------------------------|----------|
| ENGL 102 | 3 |
| BA 209/MATH 206..... | 3 |
| G ED Nat. Sci. | 3-4 |
| G ED Fine Arts..... | 3 |
| G ED Soc. Struct. | <u>3</u> |
| | 15-16 |

SOPHOMORE YEAR

| | |
|-----------------------|----------|
| ECON 201..... | 3 |
| G ED Am. Trad. | 3 |
| G ED 200 | 3 |
| BA 210 | 3 |
| HIST 201 or 202 | <u>3</u> |
| | 15 |

| | |
|---------------------|------------|
| ECON 202..... | 3 |
| BA 203 | 3 |
| ENGL 150 | 3 |
| G ED Fine Arts..... | 3 |
| G ED Nat. Sci. | <u>3-4</u> |
| | 15-16 |

JUNIOR YEAR

| | |
|-----------------------|----------|
| ECON 301..... | 3 |
| ECON Elective..... | 3 |
| Cognate (BA-215)..... | 3 |
| BA Elective | 3 |
| G ED Int’l Persp..... | <u>3</u> |
| | 15 |

| | |
|---------------------------------|----------|
| ECON 302..... | 3 |
| BA Elective | 3 |
| Free Elective | 3 |
| G ED Int’l Persp..... | 3 |
| Cognate (BA-216)..... | 3 |
| Free Elective (if needed) | <u>2</u> |
| | 17 |

SENIOR YEAR

| | |
|------------------------------|----------|
| ECON Elective..... | 3 |
| Free Elective | 3 |
| BA Elective (BA 414) | 3 |
| Cognate (BA 313 or 363)..... | 3 |
| Free Elective | <u>3</u> |
| | 15 |

| | |
|---------------------|----------|
| ECON 420..... | 3 |
| ECON Elective | 3 |
| BA Elective | 3 |
| Free Elective | 3 |
| Free Elective | <u>3</u> |
| | 15 |

ECONOMICS DEPARTMENT FACULTY

Mahmoodul Islam, Chair
 Ozdemir Aydemir
 M. Solaiman Miah

Education

BACHELOR OF SCIENCE IN EDUCATION

A college student who plans for a career as a teacher must pursue a curriculum in teacher education, which leads to a Bachelor Science in Education degree and meets the academic requirements for a license to teach in the public schools of West Virginia. All options described in the following pages have been organized in such a way that teacher education candidates completing this National Council for the Accreditation of Teacher (NCATE) and West Virginia Board of Education approved program may seek and have granted a West Virginia teaching license.

If candidates desire to teach in a state other than West Virginia, the NCATE approved program completed at West Virginia State University may qualify the candidates for a comparable initial certificate in the state of their choice. To be certain, the candidates should obtain the requirements of other states by contacting the appropriate state certification agency and use this information in planning their program of studies with their advisers.

MISSION AND PURPOSE OF THE TEACHER EDUCATION PROGRAM

For over 110 years, the Department of Education has prepared teachers as human developers who love to teach. The Department nurtures future teachers through a formation process to become exemplary teachers in the region, state, and nation. Graduates of the program must firmly believe that all public school students can learn. This program requires candidates to demonstrate that (1) They are focused on public school student achievement and success. (2) They are role models for public school students. (3) They have the potential to be a member of the teaching profession. Candidates must demonstrate these three dispositions throughout the program that requires the completion of a rigorous academic content specialization, combined with a complementary sequence of related general education courses, and a professional sequence of education courses that contain 800 clock hours of field placements and student teaching.

The following student outcomes provide the bases for the preparation program.

1. Demonstrate teacher as role model to public school students and peers throughout academic preparation by producing accurate oral and written communications and exhibiting responsible behaviors in matters of attendance, deadlines, punctuality, and ethical behavior.
2. Demonstrate knowledge of human growth and development, learning theories, and current trends in their respective content specializations by planning, teaching, and assessing lessons that are factually accurate, address national and state standards, and are developmentally appropriate for the students they teach.
3. Exhibit knowledge and skills for understanding diverse student populations, promoting social justice, and accommodating different learning styles by planning, teaching, and assessing lessons that include modifications to address these issues.

4. Exhibit knowledge of and abilities to create responsible and effective learning communities by developing management frameworks that include criteria with specific attention to respect for all students, appreciation of the diverse abilities and talents of all its members, and awareness of the need for communication within the school and its community.
5. Demonstrate knowledge of multiple assessments to measure and diagnose student learning and teacher effectiveness within the framework of national and state standards by creating teacher-made formal and informal assessments and interpreting student performance data obtained from national, state and other assessment sources.
6. Exhibit the role of education technology, parental, community, and library resources to increase student achievement by planning, teaching, and assessing lessons that utilize these resources.
7. Exhibit knowledge of what it means to be a member of the teaching profession by demonstrating correct professional oral and written communication skills, ability to follow professional performance regulations regarding attendance, staff development, and reflective teaching and learning practices on evaluation data.

These outcomes are addressed in course content, with relevant class assignments, field experiences, student assessments, and program evaluation components and are articulated by the theme for the WVSU teacher preparation program: *Teacher as a Developer*. The theme serves as a unifying concept or framework for the entire program, and conveys the essence of the philosophy regarding good teaching. Outcomes for program completers will be measured by multi-modal methods, including faculty panel review, grade point requirements, portfolios, performance assessments, evaluations in field experiences by qualified supervisors, speaking opportunities, exams, projects, and state and national assessments required by the West Virginia Board of Education. Additional information is contained in the Teacher Education Handbook, purchased by each candidate in Education 200.

The WVSU program is fully accredited with the National Council for the Accreditation of Teacher Education (NCATE), has recognition of the national specialty organizations for all affiliated areas, and is approved by the West Virginia State Department of Education. For the past six years (2001-2007), candidates from West Virginia State University's Department of Education achieved a 100% pass rate for its program completers based on Federal Title II-Teacher Quality Guidelines.

ADMISSION TO TEACHER EDUCATION

Acceptance and enrollment at West Virginia State University (WVSU) does not automatically make one a candidate in the Teacher Education Program. In accordance with West Virginia Board of Education Policies, national accrediting bodies, the University and the Department of Education, candidates must be

formally screened. All candidates must **formally apply** for Provisional Admission when 60 semester hours have been earned or the semester in which the 60th hour is anticipated. Credit hour completion notwithstanding, formal admission to teacher education, including completion of a faculty panel interview, must be accomplished during the semester that a candidate is enrolled in Education 316. Transfers, returning students, and post-graduates come to Wallace Hall 626 or 627 for admission assessment.

To be admitted as a provisionally admitted candidate into the Teacher Education Program, a student must:

1. Achieve passing scores on the Mathematics, Reading, and Writing sub-tests of the Preprofessional Skills Test (PPST) before enrolling in Education 316.
2. Demonstrate proficiency in speaking and listening skills by completing English 201 with a minimum grade of C.
3. Demonstrate proficiency in basic computer access skills by earning a grade of C or better in English 102. Education 300 is required for full admission to the program.
4. Effective July 1, 2005, candidates must have a minimum overall G.P.A. of 2.5 in all content specialization courses, general education courses, and professional education courses to be admitted to the Teacher Education Program and to graduate with a degree in Education.
5. Effective July 1, 2005, earn a grade of C or better in all general education, content specialization and professional education courses.
6. Successfully complete and file personal evaluation documents for all required field experiences with a recommendation for candidacy given by supervisor(s). Students must plan their schedules to permit completion of field-work during the school day.

When an application has been completed it will be jointly reviewed by the chair and/or a departmental committee and forwarded to a university screening committee for action. The committee will make one of the following rulings and notify the candidate.

- **Fully Approved:** Candidate meets all expectations.
- **Provisionally Approved:** Pending removal of minor deficiencies.
- **Disapproved:** Candidate does not meet criteria and is advised to pursue other options.

A candidate may lose an approved status for several reasons, e.g., loss of academic qualification. The Department of Education may recommend reevaluation of the status of any previously approved candidate at any point in the program where evidence exists that the person may be a threat or danger to the well-being of public school students. Candidates have certain appeal privileges in these and other cases.

ADMISSION TO STUDENT TEACHING

The following minimum academic criteria must be met **before admission to student teaching**:

1. Satisfactory completion of 96 semester hours of appropriate college credit.
2. Satisfactory completion of at least 3/4 of the coursework required in chosen teaching specializations, plus all **special methods courses**. Elementary Education majors must complete Education 317, 318, 320, 321, 325 and 423 prior to student teaching.
3. Satisfactory completion of required professional education core courses.
4. Completion of Education 426 at West Virginia State before student teaching with a minimum grade of C.
5. Full admission to the Teacher Education Program by the Campus-Wide Committee on Teacher Education the semester **before** student teaching, including G.P.A. requirements, Senior Capstone Panel Interview, and Passing PPST and PLT test scores.
6. A 2.5 GPA in professional education requirements and a minimum grade of C in each course.
7. A 2.5 GPA in content specialization requirements and a minimum of C in each course.
8. A 2.5 GPA in general education courses and a minimum of C in each course.
9. A 2.5 grade point average overall.
10. Completion of a senior evaluation the semester during student teaching.
11. Removal of any and all deficiencies the semester **prior to student teaching** placement, per application deadlines.
12. Completion of an academic capstone experience in content specializations.

GRADUATION/CERTIFICATION REQUIREMENTS

1. Successfully complete an appropriate teaching specialization with a minimum of 128* semester hours. Students must successfully complete all courses and other requirements checked on their senior evaluation to qualify for graduation. Earn a minimum grade of C in all classes and have an 2.5 cumulative grade point average.
2. Successfully complete a state-required standardized proficiency test in **each content specialization** for which certification is sought, e.g., Elementary Education, Mathematics, Social Studies. These assessments will normally occur during the senior year or near the time that specialization requirements are completed. Students are obligated for testing costs. Passing scores required by the West Virginia Board of Education must be documented **prior to** recommendations for certification.