

Bulletin of
**WEST VIRGINIA STATE
UNIVERSITY**
AND
**WEST VIRGINIA STATE
COMMUNITY & TECHNICAL
COLLEGE**



Catalog 2003-2005

"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

2003-2005

PRESIDENT'S CABINET:

President, West Virginia State University	Hazo W. Carter, Jr., Ed.D.
Executive Assistant to the President	Robert Parker, M.B.A.
Vice President for Academic Affairs	Arnold Cooper, Ph.D.
Assistant Vice President for Academic Affairs and Director of Support Services	John Teeuwissen, Ph.D.
Vice President for Administrative Affairs	Cassandra B. Whyte, Ed.D.
Assistant Vice President for Administrative Affairs 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 (Interim)	Joseph Oden, M.S.
Vice President for Planning and Advancement	R. Charles Byers, Ph.D.
Assistant Vice President for Planning and Advancement	Pamela S. Sturm, M.A.
Director of Registration and Records	John L. Fuller, Ph.D.
President, West Virginia State Community and Technical College	Ervin V. Griffin, Ed.D.
Dean of Academic Affairs of the West Virginia State Community and Technical College	Janet Amos, Ed.S.
Dean of Workforce and Economic Development West Virginia State Community and Technical College	Charles McDaniel, M.S.

ACADEMIC DEANS:

School of Arts and Humanities	David Wohl, Ph.D.
(Art, Communications, English, Foreign Language, and Music)	
School of Business and Economics (Interim)	Patricia Shafer, M.B.A.
(Business Administration and Economics)	
West Virginia State Community and Technical College	Janet Amos, Ed.S.
(Associate & Collegiate Certificate Programs)	
School of Natural Sciences and Mathematics	Katherine Harper, Ph.D.
(Biology, Chemistry, Mathematics, and Physics)	
School of Professional Studies	Gail Flint, Ph.D.
(Criminal Justice, Education, Health and Human Performance, Military Science and Social Work)	
School of Social Sciences	(Vacant)
(History, Political Science, Psychology, and Sociology)	

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 Department of Educational Services and Life-long Learning	Ray Ali, M.A.

Associate Director Agricultural Research Programs,

Associate Professor of Biology Mark Chatfield, Ph.D.

Associate Director of the Department of

Community Resource and Economic Development Bill Woodrum, M.S.

DIRECTORS:

Director of Admissions and Recruitment (Interim) Tryreno Sowell, B.S.

Director of Athletics Robert Parker, M.S.

Director of Alumni Affairs Lynnette A. Redd, M.S.

Director of Career Services Sandhya Maharaj, Ed.S.

Director of Collegiate Support Services Kellie Toledo, M.A.

Director of Computer Services Robert Huston, B.S.

Director of Cooperative Education Vacant

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 S. Sturm, M.A.

Director of Land-Grant Programs Orlando McMeans, Ph.D.

Director of Library Resources R.N. Sharma, Ph.D.

Director of Physical Facilities Philip Judd, B.S.

Director of Public and External Relations Patricia Dickinson, M.A.

Director of Public Safety Gilbert Flores, Jr., B.A.

Director of Regional Community Policing Institute Larry Nelson

Director of Registration and Records John L. Fuller, Ph.D.

Associate Director of Registration Donna L. Hunter, M.A.

Director of Residence Life and Services Cornelious Jones, B.A.

Director of Student Support Services and Upward Bound Barbara W. Cary, M.A.

Director of Sponsored Programs Kai Obiozor, B.A.

Director of Student Activities Joseph Oden, M.S.

Student Assessment Coordinator Mehdi Seyedmonir, Ph.D.

Military Science—Professor of Military Science LTC George Nelson

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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 multigenerational 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 University, has an administratively and academically linked Community and Technical College, which offers training and retraining for workforce development, basic and literacy education, occupational and associate degree programs, developmental and continuing education, and transfer preparation. The undergraduate schools of the University offer comprehensive and distinguished baccalaureate degree programs in business, liberal arts, professional studies, sciences, and social sciences. In addition, the University provides increasing 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. We take great pride in our accomplishments and envision building upon our community college programs, baccalaureate education, and graduate offerings and for excellence in teaching, research, and service.

Approved by the WV Higher Education Policy Commission
Revised September 21, 2001

COMMUNITY AND TECHNICAL COLLEGE MISSION STATEMENT

The mission of West Virginia State Community and Technical College as an administratively-linked institution to West Virginia State University is to provide comprehensive higher education and workforce training programs and services of superior quality that are financially and geographically accessible and that meet the individual, business, and community needs of service region of Kanawha, Clay, and Putnam Counties. (Approved by the West Virginia State University Board of Governors -September 6, 2001 and the Higher Education Policy Commission on November 16, 2001.)

- To achieve this mission, the principles that guide the West Virginia State Community and Technical College are:
- To provide programs and courses of instruction through the associate degree level, encompassing occupational-technical education, college transfer education, general education, developmental education, continuing education, and workforce development.
- To offer a comprehensive program of student development services.
- To provide a broad range of instructional technologies, methods, materials, facilities, and instructional support services that accommodate students of varied learning styles, backgrounds, interest, and abilities.
- To create and maintain an educational environment that facilitates learning through a curriculum that broadens perspectives, leads to responsible citizenship, and set standards that support the highest level of performance.
- To serve as an important linkage between secondary education and four year colleges and universities.
- To enrich our service region by making available resources in people, facilities, libraries, and programming.
- To take the leadership role in helping shape the future direction of our service region.
- To enhance economic, cultural, and educational partnerships between the college and the communities in our service region.
- To be fiscally responsible and accountable.
- To ensure a healthy and safe environment in all campus activities.

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 Board of Directors of the State College System. The associate degree in Nuclear Medicine is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology of the American Medical Association. 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 associate degree in Electronics Engineering Technology is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.

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 Community Colleges
American Association of State Colleges and Universities
American Association of University Women
American College Personnel Association
American Council on Education
American Political Science Association
American Society for Engineering Education
Association of American Colleges
Association of College and University Community Arts Administrators
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
Joint Review Commission on Educational Programs in Nuclear Medicine Technology
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
Speech Communication Association

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 5,000 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 2003

Academic Calendar**West Virginia State University**

Mon	Aug 11	Last Payment Date for Early Registered Students
Fri	Aug 15	Last Day for Completed Admissions Applications for Fall Semester
Sun	Aug 17	Dining and Residence Halls Open for New Resident Students Orientation Session for New Resident Students and Parents
Mon	Aug 18	Ongoing Orientation for New Resident Students
Fri	Aug 22	
Mon	Aug 18	Faculty Meetings and Workshops
Tue	Aug 19	
Wed	Aug 20	Academic Orientation for New Students 9:00-12:00 Registration for New Students Only 1:00-5:00
Thu	Aug 21	Registration for All Students 9:00-7:00
Fri	Aug 22	Add/Drop for All Registered Students 9:00-5:00 End of 100% Withdrawal Refund Period
Sun	Aug 24	Dining and Residence Halls Open for Returning Students
Mon	Aug 25	First Day of Classes
Mon	Aug 25	Late Registration & Add/Drop Period 9:00-7:00
Tue	Aug 26	(Late Fee Applies for Late Registration)
Tue	Aug 26	Last Day to Add Classes and Change Sections
Mon	Sep 1	Labor Day Holiday: No Classes
Mon	Sep 8	Beginning of Ongoing Advising for Spring Semester
Fri	Sep 19	Deadline to Apply for December Graduation Last Day to Withdraw with a Grade of W
Mon	Sep 22	WP/WF Period Begins
Fri	Oct 3	Final 40% of Tuition/Fees Due on Installment Plan
Fri	Oct 10	Advisory Grades (D's & F's) Due to Registrar
Wed	Oct 15	1st Half Classes End
Thu	Oct 16	2nd Half Classes Begin
Mon	Oct 20	End of Prorated Refund Period for Total Withdrawal: No Refund After This Date
Fri	Oct 31	WP/WF Period Ends: Last Day to Drop Classes or Withdraw from School
Mon	Nov 3	Telephone Registration for Spring Semester
Fri	Dec 12	
Wed	Nov 26	Thanksgiving Holiday: No Classes
Sun	Nov 30	

Wed	Dec 10	Last Day of Classes
Thu	Dec 11	Study Day (No Exams)
Fri	Dec 12	Final Examinations
Wed	Dec 17	
Sun	Dec 21	Commencement 2:00

SPRING 2004

Academic Calendar

West Virginia State University

Mon	Jan 5	Last Payment Date for Early Registered Students Last Day for Completed Admissions Applications for Spring Semester
Tue	Jan 6	Faculty Meetings and Workshops Dining and Residence Halls Open for New Resident Students Orientation Session for New Resident Students and Parents
Wed	Jan 7	Academic Orientation for New Students 9:00-12:00 Registration for New Students Only 1:00-5:00
Thu	Jan 8	Registration for All Students 9:00-7:00
Fri	Jan 9	Add/Drop for All Registered Students 9:00-5:00 End of 100% Withdrawal Refund Period
Sun	Jan 10	Dining and Residence Halls Open for Returning Students
Mon	Jan 12	First Day of Classes
Mon	Jan 12	Late Registration & Add/Drop Period 9:00-7:00
Tue	Jan 13	(Late Fee Applies for Late Registration)
Tue	Jan 13	Last Day to Add Classes and Change Sections
Mon	Jan 19	Dr. Martin Luther King, Jr. Holiday: No Classes
Mon	Jan 26	Beginning of Ongoing Advising for Summer Session and Fall Semester
Fri	Feb 6	Deadline to Apply for May Graduation Last Day to Withdraw with a Grade of W
Mon	Feb 9	WP/WF Period Begins
Fri	Feb 20	Final 40% of Tuition/Fees Due on Installment Plan
Fri	Feb 27	Advisory Grades (D's & F's) Due to Registrar
Fri	Mar 5	1st Half Classes End
Mon	Mar 8	2nd Half Classes Begin
Mon	Mar 15	End of Prorated Refund Period for Total Withdrawal: No Refund After This Date
Fri	Mar 19	WP/WF Period Ends: Last Day to Drop Classes or Withdraw from School
Sun	Mar 21	Spring Break
Sun	Mar 28	

Mon	Apr 5	Start of Telephone Registration for Summer Session and Fall Semester
Fri	Apr 9	Spring Holiday
Wed	May 5	Last Day of Classes
Thu	May 6	Study Day (No Exams)
Fri	May 7	Final Examinations
Wed	May 12	
Sun	May 16	Commencement 2:00

SUMMER 2004

Academic Calendar

West Virginia State University

First Session 3-Week Classes **May 24 - June 11**

Final Registration for 3-Week Session/9:00-4:30 Fri May 21

(Students may register for **both** sessions on this date: tuition is due by May 7 for early registered students; for all other students tuition is due upon registration.)

Residence Halls Open	Sun May 23
First Day of Classes	Mon May 24
Late Registration & Add/Drop	Mon May 24
Last Day to Withdraw with W	Thu May 27
Memorial Day: No Classes	Mon May 31
Last Day to Withdraw with WP/WF	Fri June 4
End of Prorated Withdrawal Refund Period	Fri June 4
Last Class Day/Final Exams	Fri June 11

Second Session 6-Week Classes **June 14 - July 23**

Final Registration/9:00-4:30 Fri June 11

(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 14
Late Registration & Add/Drop	Mon June 14
Last Day to Withdraw with W	Tue June 22
Deadline to Apply for August Graduation	Tue June 22
Independence Day Holiday: Not a Class Day	Sun July 4
End of Prorated Withdrawal Refund Period	Wed July 7
Last Day to Withdraw with WP/WF	Fri July 9
Last Day of Class	Thu July 22
Final Examinations	Fri July 23
Graduation Date	Fri Jul 30

FALL 2004

Academic Calendar**West Virginia State University**

Mon	Aug 9	Last Payment Date for Early Registered Students
Fri	Aug 13	Last Day for Completed Admissions Applications for Fall Semester
Sun	Aug 15	Dining and Residence Halls Open for New Resident Students Orientation Session for New Resident Students and Parents
Mon	Aug 16	Ongoing Orientation for New Resident Students
Fri	Aug 20	
Mon	Aug 16	Faculty Meetings and Workshops
Tue	Aug 17	
Wed	Aug 18	Academic Orientation for New Students 9:00-12:00 Registration for New Students Only 1:00-5:00
Thu	Aug 19	Registration for All Students 9:00-7:00
Fri	Aug 20	Add/Drop for All Registered Students 9:00-5:00 End of 100% Withdrawal Refund Period
Sun	Aug 22	Dining and Residence Halls Open for Returning Students
Mon	Aug 23	First Day of Classes
Mon	Aug 23	Late Registration & Add/Drop Period 9:00-7:00
Tue	Aug 24	(Late Fee Applies for Late Registration)
Tue	Aug 24	Last Day to Add Classes and Change Sections
Mon	Sep 6	Labor Day Holiday: No Classes
Mon	Sep 13	Beginning of Ongoing Advising for Spring Semester
Fri	Sep 17	Deadline to Apply for December Graduation Last Day to Withdraw with a Grade of W
Mon	Sep 20	WP/WF Period Begins
Fri	Oct 1	Final 40% of Tuition/Fees Due on Installment Plan
Fri	Oct 8	Advisory Grades (D's & F's) Due to Registrar
Wed	Oct 13	1st Half Classes End
Thu	Oct 14	2nd Half Classes Begin
Fri	Oct 22	End of Prorated Refund Period for Total Withdrawal: No Refund After This Date
Fri	Oct 29	WP/WF Period Ends: Last Day to Drop Classes or Withdraw from School
Mon	Nov 1	Telephone Registration for Spring Semester
Fri	Dec 10	
Tue	Nov 2	Quadrennial Federal Election Day: No Classes
Wed	Nov 24	Thanksgiving Holiday: No Classes
Sun	Nov 28	

Wed	Dec 8	Last Day of Classes
Thu	Dec 9	Study Day (No Exams)
Fri	Dec 10	Final Examinations
Wed	Dec 15	
Sun	Dec 19	Commencement 2:00

SPRING 2005

Academic Calendar West Virginia State University

Fri	Jan 7	Last Payment Date for Early Registered Students Last Day for Completed Admissions Applications for Spring Semester
Tue	Jan 11	Faculty Meetings and Workshops Dining and Residence Halls Open for New Resident Students Orientation Session for New Resident Students and Parents
Wed	Jan 12	Academic Orientation for New Students 9:00-12:00 Registration for New Students Only 1:00-5:00
Thu	Jan 13	Registration for All Students 9:00-7:00
Fri	Jan 14	Add/Drop for All Registered Students 9:00-5:00 End of 100% Withdrawal Refund Period
Sun	Jan 16	Dining and Residence Halls Open for Returning Students
Mon	Jan 17	Dr. Martin Luther King, Jr. Holiday: No Classes
Tue	Jan 18	First Day of Classes
Tue	Jan 18	Late Registration & Add/Drop Period 9:00-7:00
Wed	Jan 19	(Late Fee Applies for Late Registration)
Wed	Jan 19	Last Day to Add Classes and Change Sections
Mon	Jan 31	Beginning of Ongoing Advising for Summer Session and Fall Semester
Fri	Feb 11	Deadline to Apply for May Graduation Last Day to Withdraw with a Grade of W
Mon	Feb 14	WP/WF Period Begins
Fri	Feb 25	Final 40% of Tuition/Fees Due on Installment Plan
Fri	Mar 4	Advisory Grades (D's & F's) Due to Registrar
Fri	Mar 11	1st Half Classes End
Mon	Mar 14	2nd Half Classes Begin
Sun	Mar 20	Spring Break
Sun	Mar 27	
Mon	Mar 21	End of Prorated Refund Period for Total Withdrawal: No Refund After This Date

Fri	Apr 1	WP/WF Period Ends: Last Day to Drop Classes or Withdraw from School
Mon	Apr 3	Start of Telephone Registration for Summer Session and Fall Semester
Wed	May 11	Last Day of Classes
Thu	May 12	Study Day (No Exams)
Fri	May 13	Final Examinations
Wed	May 18	
Sun	May 22	Commencement 2:00

SUMMER 2005

Academic Calendar West Virginia State University

First Session 3-Week Classes May 31 - June 17

Final Registration for 3-Week Session/9:00-4:30 Fri May 27
(Students may register for **both** sessions on this date: tuition is due by May 6 for early registered students; for all other students tuition is due upon registration.)

Residence Halls Open	Sun May 29
Memorial Day: No Classes	Mon May 30
First Day of Classes	Tue May 31
Late Registration & Add/Drop	Tue May 31
Last Day to Withdraw with W	Fri June 3
Last Day to Withdraw with WP/WF	Fri June 10
End of Prorated Withdrawal Refund Period	Fri June 10
Last Class Day/Final Exams	Fri June 17

Second Session 6-Week Classes June 20 - July 29

Final Registration/9:00-4:30 Fri June 17
(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 20
Late Registration & Add/Drop	Mon June 20
Last Day to Withdraw with W	Tue June 21
Deadline to Apply for August Graduation	Tue June 21
Independence Day Holiday: Not a Class Day	Mon July 4
End of Prorated Withdrawal Refund Period	Wed July 13
Last Day to Withdraw with WP/WF	Fri July 15
Last Day of Class	Thu July 28
Final Examinations	Fri July 29
Graduation Date	Fri Aug 5

Academic Programs

ASSOCIATE IN APPLIED SCIENCE DEGREES

1. Accounting
 - a. General Option
 - b. 2+2 Option (transfers to B.A. in Business Administration: Accounting)
2. Allied Health and Human Services
 - a. Medical Assisting Option (cooperative program with Ben Franklin Career and Technical Center)
 - b. Paramedic Technology Option
3. Applied Meteorology
 - a. Transfer Option
 - b. Broadcast Meteorology
4. Applied Process Technology (cooperative program with Ashland Technical College)
5. Architectural Drafting and Construction Technology
6. Banking and Finance
7. Chemical Technology
8. Community Behavioral Health Technology
9. Computer-Aided Drafting and Design Technology
10. Computer Science
11. Criminal Justice
12. Electronics Engineering Technology
13. General Technology
 - a. Electronics Technician Option (cooperative program with Ben Franklin Career and Technical Center)
 - b. Heating, Ventilation, and Air Conditioning Option (cooperative program with Ben Franklin Career and Technical Center)
14. Gerontology
15. Legal Assistant (cooperative program with Marshall University)
16. Management
 - a. 2+2 Option (transfers to B.A. in Business Administration)
 - b. Employee Benefits and Claims Admin. Option
 - c. Fashion Merchandising Option
 - d. Hospitality Option
 - e. Retail Option
17. Marketing
 - a. Applied Option
 - b. Continuation Option
18. Nuclear Medicine Technology
19. Occupational Development
20. Office Administration
 - a. Executive Option
 - b. Legal Option

- c. Medical Option
- 21. Technical Studies
 - a. General Option
 - b. Information Technology Option

ASSOCIATE IN ARTS DEGREE

- 1. General Education

ASSOCIATE IN SCIENCE DEGREES

- 1. Communications
- 2. General Education
 - a. Basic option
 - b. Paraprofessional Educator
 - c. Pre-engineering option
 - d. Pre Nursing option

COLLEGIATE CERTIFICATE PROGRAMS (32-40 credit hours)

- 1. General Education (accepted for transfer to U.C.'s baccalaureate of Science in Nursing)
- 2. Accounting
- 3. Advertising
- 4. Banking and Finance
- 5. Community Behavioral Health Technology
- 6. Gerontology
- 7. Law Office Technology
- 8. Paramedic Technology
- 9. Sales
- 10. Technical Studies
- 11. Paraprofessional Educator

COLLEGIATE SKILL SET CERTIFICATES

- 1. Cardiac Diagnostic and Intervention Methods (3 and 12 Lead EKG, ACLS, CPR-AED) (3 credit hours)
- 2. Microsoft Office Specialist: Word, Excel, PowerPoint (1 credit hour for each)
- 3. Medical Coding Certificate (10 credit hours)
- 4. Fingerprint Identification and Classification (3 credit hours)
- 5. Fire and Explosion Investigation (3 credit hours)
- 6. Private Security (3 credit hours)
- 7. Employee Claims and Benefits (18 credit hours)
- 8. Introduction to Computer Aided Legal Research (3 credit hours)
- 9. Networking and Software for the Legal Office (3 credit hours)
- 10. Pre-K Kindergarten Skill Set Certificate (15 credit hours)
- 11. Law Office Technology (3 credit hours each)
- 12. Computer Aided Drafting and Design (12 credit hours)

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

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

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 should 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 WVSC 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 Vice President for Academic Affairs or the Dean of the Community and Technical College through the department chair or program director to make a total change to new degree requirements (general studies, major, minor, and cognates) reflected in a new Catalog.

ASSOCIATE DEGREES

Associate degrees, offered through the Community and Technical College, ordinarily take a full-time student two academic years to complete. Associate degrees serve two principal purposes as follows:

Career Oriented. At West Virginia State University, Associate in Applied Science Degrees are career oriented. They prepare graduates for entry into job opportunities requiring an associate degree. Some A.A.S. degrees also serve as the first two years toward a bachelor's degree, but their primary focus is to equip students for a career at the end of two years of study.

Transfer. Some associate degrees are designed for the student who expects to transfer to a bachelor's degree program at West Virginia State University or elsewhere. The transfer degrees are the Associate in Science and Associate in Arts degrees.

Associate degrees are structured to include career courses, courses in related fields, and some general education courses. Descriptions of associate degree requirements, described later in this Catalog, indicate that there are very few electives. A suggested sequence shows how all courses can be completed within two years. Students need to discuss the sequencing of courses with advisors because not all courses are offered every year.

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 General Education articulation agreement approved by the Board of Directors.

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	Computer Science
Art	Criminal Justice
Art History	Economics
Athletic Training	Education (non-certification)
Biology	English
General	Literature
Molecular	Writing
Health Sciences	Technical Writing
Environmental	French
Business Administration	History
Accounting	Information Systems
Finance	International Studies
Management	Military Science
Marketing	Music
Chemistry	Philosophy
Communications	Political Science
Broadcasting	Psychology
Film	Recreation
Public Relations	Safety Management
Theatre Arts	Sociology
Community Behavioral	Spanish
Health Technology	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 Vice President for Academic Affairs, 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 ASSOCIATE DEGREES

West Virginia State Community and Technical College's (WVSCTC) associate degree programs include a common general education requirement designed to ensure breadth of knowledge and to promote intellectual inquiry. The general education requirements focus on development and enhancement of writing, oral communications, math, natural science, humanities, social science, and information skills. General education not only allows people to live richer lives, but is also a foundation for most careers, it is a hallmark of being college educated, and it promotes lifelong learning. WVSCTC collaborated with WVSC to ensure a smooth transfer of general education courses from associate to baccalaureate programs.

WVSCTC's general education core curriculum for Associate in Applied Science Degrees consists of 21-27 credit hours. The Associate in Arts and Associate in Science degrees are transfer degrees and these program requirements consist of one-half to three-fourths general education.

The general education core courses are already included in the sequence of courses for each program. Each associate degree program includes general education core courses in following areas. Associate degree students that plan to continue in a bachelor degree program should discuss this with their advisor so general

education courses can be selected that will promote a smooth transition from the associate to the bachelor degree program.

WVSCTC General Education Core Curriculum Outline

Credit Hours

1. College, Career, and Life Skills (<i>enroll in College 101</i>).....	3
<i>(College 101 is required in most programs and is required for all students with a composite ACT score of 19 or below)</i>	
2. Written and/or Oral Communications	6
3. Mathematics	3 - 4
4. Natural Science	3 - 5
5. Humanities (enroll in Humanities 101)	3
6. Social Science	3
7. Information Skills	3
Total Credit Hours	21 – 27

The WVSCTC general education curriculum provides a common learning experience for all students in associate degree programs and includes the following learning outcomes.

General Education Learning Outcomes

1. Communicate articulately in speech and writing.
2. Think critically about issues, theory, and application.
3. Use effective human relationship skills to work in a diverse society.
4. Function effectively and positively in a team environment.
5. Use library print and electronic resources for literature research.
6. Use computational skills to solve problems, manipulate and interpret numerical data, and communicate data in a logical manner.
7. Employ fundamental principles of science, the scientific method of inquiry and skills for applying scientific knowledge to practical situations.
8. Use computer technology to organize, access, and communicate information.

These competencies are assessed at several points in the student's progress toward a degree: in the courses that make up the General Education curriculum, embedded in the major through BASE testing of essential skills, and in capstone courses in each student's major courses, field.

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 NEW general education program requirements; for those who have completed 30 or more credits when they enter WVSC, or for those who have completed a West Virginia State Community and Technical College associates degree or 30 credits including Humanities 101 in a WVSCCTC associates degree program, 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	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
SOC	411	Social and Cultural Changes in Developing Nations
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
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Information Skills (4 courses)

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	209	Mathematical Analysis for Bus. Decisions
BST	240	Fundamentals of Business Computer Technologies
COMM	227	Copy Editing and Makeup
COMM	343	Animation Production
EDUC	300	Educational Technology
ENGL	101*	English Composition I

* Already part of the GE curriculum.

HHP	150	Principles of Health and Health Promotion
IT	112	Introduction to Computer-Aided Drafting and Design
SOC/POSC	311	Methodology and Research
SW	342	Social Policy and Legislation

Library Skills

CHEM	350	Junior Seminar
ENGL	102*	English Composition II
SPAN	205*	Spain and its Culture
PSYC	205	Experimental Psychology
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
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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
CHEM	100	Consumer Chemistry
PHYS	170	Physics through Photography
PHYS	103	Elements of Physical Science
PHYS	120	Astronomy

* Already part of the GE curriculum.

American Traditions (3 credit hours)

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

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

Social Structure and Behavior (3 credit hours)

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

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

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
FREN	205	France: A View of Changing Culture
ART	317	African and Afro-American Art
BA	460	International Business
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	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
SOCI	445	Egypt: The Land of Ancient Khemet
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
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 college 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.

ARTICULATION AGREEMENTS WITH AREA VOCATIONAL TECHNICAL SCHOOLS

The Community and Technical College has developed articulation agreements with vocational technical schools of Cabell, Kanawha, and Putnam counties to enhance the education and training opportunities of students. These articulation agreements are based on the recognition that vocational skill development and general education preparation, beyond programs of the vocational technical schools, will improve the employability and advancement of graduates.

Under these agreements, a student may be awarded credit toward an Associate in Applied Science degree in a specific occupational area provided the student has completed a related program at a county vocational technical school with a grade of C or better in specified courses. The actual amount of awarded credit varies from program to program and from school to school.

Currently articulation agreements exist in the following occupational areas:

- Medical Assisting

- Accounting/Data Processing

- Secretarial/Word Processing

AGREEMENTS/COOPERATIVE ARRANGEMENTS

The Community and Technical College has agreements/cooperative arrangements with the following:

- AT&T and the Communication Workers of America

- Cabell County Schools, Vocational-Technical Center

- Charleston Area Medical Center - Memorial and General Divisions

- Charleston Chamber of Commerce

- The City of Charleston Police Department, Regional Police

 - Training Academy and the West Virginia D.A.R.E. Program Firefighters

- Kanawha County Schools

- Ben Franklin Career and Technical Education Center

- Carver Career and Technical Education Center

Garnet Career Center
 Labor Unions (various)
 Orchard Manor Resident Management Corporation
 Phi Theta Kappa Society
 Plumbers and Pipefitters Union
 Postal Workers
 Putnam County Schools, Vocational-Technical Center
 Rhone-Poulenc
 Sheet Metal Workers
 St. Francis Hospital
 Thomas Memorial Hospital
 Union Carbide
 U.S. Department of Labor, Bureau of Apprenticeship Training
 U.S. Postal Service
 The University of Tennessee Postsecondary Educational Consortium
 Very Special Arts West Virginia, Inc.
 West Virginia Commission on Aging
 West Virginia Department of Education
 West Virginia Department of Transportation, Department of Highways
 West Virginia Division of Corrections and the West Virginia Corrections Academy
 West Virginia Division of Rehabilitation Services and the
 West Virginia Rehabilitation Center
 West Virginia Job Training Partnership Act Program
 West Virginia Joint Apprenticeship and Training Advisory Council
 West Virginia Joint Commission for Vocational-Technical-Occupation Education

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

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. Or, pre-engineering students might earn the Associate in Applied Science degree in electronics engineering technology. Or the student might earn an Associate in Science degree.

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.

Associate in Science Degree. The non-traditional feature of this degree is that an area of specialization may be designed for a student when structured degree programs do not match the student's objectives.

DEPARTMENTS AND SCHOOLS

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 schools and coordinated by a dean. The divisions and departments within each are as follows:

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

COMMUNITY AND TECHNICAL COLLEGE

The Community and Technical College at WVSU was established in 1978 as a result of a state and nationwide community college movement. Community colleges in West Virginia are part of the West Virginia State University System presided over by a Chancellor.

Based on the philosophy that learning is a lifelong process that should be available to all, the Community and Technical College has the following functions:

1. **Transfer.** These are two-year degrees for students who wish to secure an associate degree before seeking a higher degree. The College transfer programs include freshman and sophomore courses in arts and sciences and pre-

professional programs that meet standards acceptable for transfer to baccalaureate degree programs. These programs are designed to facilitate the transfer of students from the Community and Technical College to bachelor degree programs.

2. **Career preparation.** These are two-year degrees or certifications in a particular discipline that prepare students for a job. Designed to meet increasing demand for technicians, semi-professional workers, and skilled craftspeople; these programs may include preparation for business, engineering, health/medical, industrial, service, and other technical and occupational fields. The curricula are planned primarily to meet the needs for workers in the region served by WVSC. Students who receive these degrees also may transfer into a bachelor's degree program.
3. **Basic skills and developmental education.** These programs are designed to assist students who are academically unprepared for success in college. Developmental reading, math, and writing courses are offered every semester and during the summer. Students who are striving for academic excellence also may choose to enroll in these courses.
4. **Continuing education.** This program is based on the philosophy and process through which an institution, organization, or agency provides organized learning activities. These activities are designed to meet the educational needs and goals of individuals whose primary concern is not that of the student seeking a degree. Continuing Education uses a variety of delivery systems to extend programs and services to audiences from government, business, industry, organized labor, other agencies, and the general public. As part of lifelong learning, continuing education assures access to learning over the life span of men and women.
5. **Community service/community development.** The Community and Technical College cooperates with community organizations that can benefit from liaison with higher education and seeks opportunities with business and industry to encourage economic development.
6. **Teaching.** The Community and Technical College strives for excellence in teaching.
7. **Academic advising.** Each student is assigned an academic advisor who guides students in selection of courses toward degree completion.
8. **Counseling.** Personal counseling and planning and career placement services are available for students.
9. **Research.** Faculty in the Community and Technical College engage in research activities that frequently involve students.

All associate degree programs are administered by the Community and Technical

College, which is directed by a dean. A program director, who is also a faculty member, oversees each associate degree program.

In planning and maintaining associate degree curricula, the Community and Technical College has a Vocational Advisory Council composed of local business, professional, and labor leaders. Each associate degree also has an advisory committee. The committees review the degree requirements and courses on a regular basis to be sure that they are kept up to date with new technology and entry-level requirements in the job market.

In addition to associate degrees, the Community and Technical College participates in many local, state, and federal programs such as projects for single parents and homemakers, activities to reduce sex and race bias and sex and race stereotyping, projects related to assisting academically disadvantaged and handicapped students, research, and many others.

The Community and Technical College offers many off-campus courses, conferences, institutes, and short courses for professional development. (See Agreements/Cooperative Arrangements.)

The Community and Technical College has articulation and cooperative agreements with several educational and state agencies. (See Agreements/Cooperative Arrangements.)

The Community and Technical College has the following programs:

1. **Tech Prep.** The Tech Prep Associate Degree Program (TPAD) is a college prep parallel course of study which integrates academic and vocational-technical education. The purpose is to prepare students for business and industry technician-level careers through a combined secondary and postsecondary sequence of courses (4 + 2 or grades 9-14). This curriculum emphasizes high level applied mathematics, science, and communication skills integrated with vocational skills. It leads to an associate degree.

Including the Community and Technical College, which provides the leadership, the Tech Prep Consortium is made up of twelve institutions. Consortia members are:

Ben Franklin Career and Technical Education Center

Buffalo High School

Hurricane High School

Nitro High School

Poca High School

Putnam County Technical Center

St. Albans High School

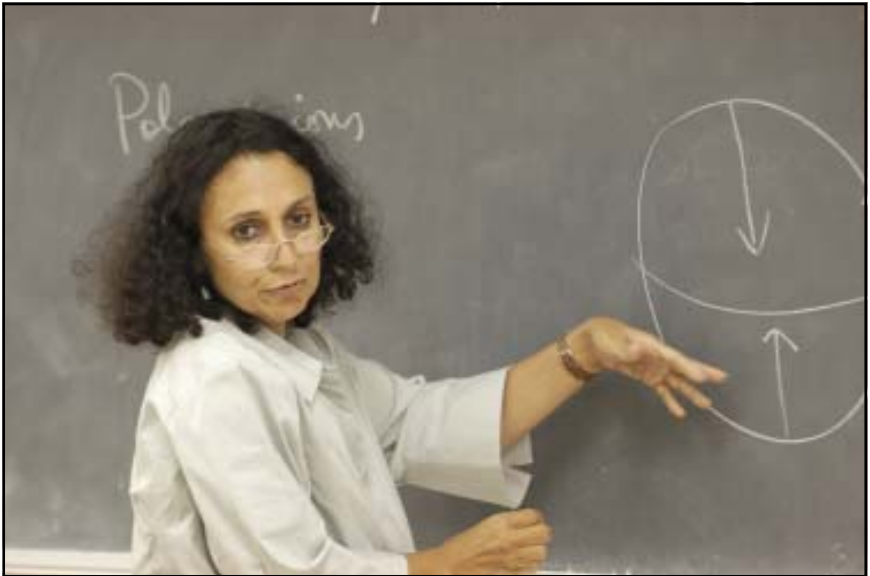
Sissonville High School

South Charleston High School

Winfield High School

West Virginia Rehabilitation Center—Vocational-Technical Training Services
West Virginia State University Community and Technical College

2. **Area Agency on Aging (AAA).** For the West Virginia State University Metro Area Agency on Aging, the Community and Technical College is the sponsor as designated by the West Virginia Commission on Aging. The purpose is to plan, administer, and provide fiscal management and training to service providers who work directly with senior West Virginians in the eleven counties making up Region II of West Virginia.



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 College'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 www.wvsc.edu/studentaffairs, 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 college.
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* student, whether enrolled full or part-time; or with WVSU or WVSCTC 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 college. (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.WVSU.edu/studentaffairs/title3/retention/default.asp>

Health Center

The Health Center is located in the James C. Wilson College 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 college 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 College 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 College Union or call 766-3288).

James C. Wilson College Union– Student Activities

The James C. Wilson College Union is designed to provide for a food services area consisting of a cafeteria, food court, and banquet rooms; College Bookstore; Gameroom and Fitness Center; College 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 College 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 College community.

Student employees and volunteers are a very important part of the College 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 College Union programs, services, and various operations. It is the goal of the College 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 College 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—National 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 Theta Kappa—International Honor Society for Associate Degree Students

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 College 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 College 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 Board of Directors.

Bookstore

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

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. The following are examples of community service at West Virginia State University:

Adults Coming to College helps orient adults to West Virginia State University. Participants become familiar with admissions, financial aid, and registration forms and are introduced to college-level instruction. There are opportunities to meet adults already enrolled and other adults who are considering enrolling at West Virginia State University.

College Skills Tune-Up consists of a review of English, mathematics, and reading as preparation for taking the ACT. This series of workshops serves as a transition to college for persons who have been away from formal education for a while.

Programs for Older Americans presents activities designed to meet the needs of senior citizens and includes programs such as the Elder Scholars' Lecture Series and Elderhostel. Many of the short courses are suited to mature adult learners.

Speakers/Consultants/Resource Persons assist in extending the services of West Virginia State University faculty and administrators as consultants or speakers on issues of interest to the community.

Continuing Education and Community Service are administered through the Community and Technical College at West Virginia State University. Further information can be obtained from the Director, Continuing Education and Community Service, Campus Box 190, West Virginia State University, P.O. Box 1000, Institute, West Virginia 25112-1000. Telephone: 304-766-3251.

Computer Laboratories

Most degree programs involve students in learning computer applications related to the student's major subject. For example, science laboratories for biology, chemistry, and physics have computers for use in conducting experiments. There is a major computer laboratory on the seventh floor of Wallace Hall for use in the Associate Degree in Computer Science and the Applied Option in the bachelor's degree in mathematics. Another Mathematics Department computer laboratory on the fourth floor of Wallace Hall is used for developmental math and other math courses.

On the second floor of the Thomas W. Cole, Jr., Complex is a computer laboratory shared by business studies and office administration when the applications are principally related to word processing and desk top publishing. On the third floor of Ferrell Hall is a computer laboratory shared by business administration and English. Students in such courses as accounting, finance, statistics, and technical writing often have assignments which take them to these laboratories.

Another computer lab in the Cole Complex houses computers and digitizer used in the associate degree in computer aided drafting and design. There are two laboratories in this building equipped with extensive electronics equipment used in the Electronics Engineering Technology program.

The Davis Fine Arts Building is the location of computers used in graphic arts courses. The Psychology, Social Work, and Education Departments have computers in Wallace Hall which are used during some courses.

Computer Services

Computer Services provides administrative computer services and support for academic computing. Office space is located on the first floor of the newly renovated science building, Hamblin Hall. The College has an IBM RISC System/6000 computer and a Digital Equipment Corporation microVax 3900 computer for administration and academic use respectively. Mainframe computing for students, faculty, and staff is provided by the West Virginia Network for Educational Tele-computing (WVNET) via fractional T1 telephone service. Campus data communications are provided on a local area network using both Ethernet and IBM Token-Ring systems. 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 College 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 college education as attending classes.

Educational Network (Ed-Net)

Educational Network (Ed-Net) is a telecommunications facility located in the Thomas W. Cole, Jr., Complex. This area houses an electronic classroom, a television production studio, and the uplink facility. Also within the Ed-Net area is a student television production studio.

Operated by WVSC, Ed-Net's main function is to uplink credit courses for the University System and the State of WV's college and community college system.

Ed-Net also produces teleconferences which are uplinked and viewed by other state institutions via satellite.

Ed-Net is also responsible for the campus-wide computerized television distribution system. This system allows faculty to utilize video tapes as a classroom resource. Cultural and educational programming also is received on satellite earth stations, or dishes, located adjacent to the Cole Complex.

Ed-Net serves as the hub for all SATNET courses taught on the uplink through the use of microwave and fiber optics which interconnect all State supported institutions of higher learning in West Virginia.

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 College 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 two-year 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 Instructional Materials Center (IMC) houses a variety of educational teaching material, children's literature, and production equipment, including Ellison Letter Machines. 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 Community and Technical College and West Virginia State University. A cyber-cafe/satellite library is located in Wallace Hall, with fifteen computers, printers, scanners and office software. The café will be moved to the Student Union after its renovation, and the number of computers will increase to thirty. This facility will be open twenty-four hours a day, seven days a week, with full access to the Library holdings and databases. 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.wvsc.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 WVSC 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 College.

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 WVSC 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 associate and 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.

Admissions Policy West Virginia State Community and Technical College

West Virginia State Community and Technical College (WVSCTC) adhere to an open admissions policy. This policy is based upon the recognized mission of WVSCTC.

A minimum of 2.0 (C) grade average for all courses attempted and for all courses in the major is required for graduation with an associate degree (two-year) or a collegiate certificate (one-year) at WVSCTC. Students must also have completed at least 15 of the last 21 credit hours at WVSCTC of the total hours required in an associate degree, or 8 of the last 15 credit hours at WVSCTC of the total hours required in a collegiate certificate program. Also, in order to receive financial aid, individuals must be admitted as a degree-seeking student and have ACT scores, official high school transcripts or GED scores on file with the Admissions Office.

General Admission

Persons seeking admission should contact the Office of Admissions and Recruitment Services in Room 106 Ferrell Hall or call 304-766-3221 for application information. You may also visit our Web site to complete an on-line application for admission at: <http://www.wvsc.edu> — select *Admissions*, then select *On-Line Application*.

If you have a high school diploma or a GED, you are eligible for admission. If you have neither a high school diploma nor a GED, you may be admitted on a conditional basis but will be evaluated at the end of each semester. See the section on Conditional Admission. You may also enroll as a non-degree student just to take courses for personal or professional enrichment. Being admitted does not guarantee that you will be accepted into all programs. Some programs have additional admission requirements.

Degree Seeking Admissions Requirements

Persons interested in applying for Collegiate Certificate (one-year) or Associate Degree (two-year) programs must submit the following documents to the Office of Admissions and Recruitment Services.

1. A completed West Virginia State Community and Technical College Application
2. An official high school transcript or GED score report
3. Official transcripts of all previous college work

Note: Other institutions must mail transcripts directly to WVSCCTC, Office of Admissions and Recruitment.

4. ACT or SAT scores

Note: These scores are used for placement into Math and English courses. See the section on *Enrollment Requirements for English and Math Courses*.

5. Immunization Records

Conditional Admission

Conditional admission may be granted to students that have neither a high school diploma nor a GED, where institutional officials have determined that the student has the potential to successfully complete college work. Such students must be 18 years of age or older. Students will be evaluated at the end of each semester. Students must successfully complete all developmental courses, and pass the GED before being admitted as a regular degree-seeking student. Conditionally admitted students may complete up to a maximum of 12 semester hours. Conditionally admitted students are not eligible for financial aid.

Non-degree Seeking Admission Requirements

Persons that wish to enroll in WVSCCTC just to take credit classes for personal enrichment, job improvement, or some other reason other than seeking a degree, may enroll as a non-degree student. Non-degree applicants must submit the following document to the Office of Admissions and Recruitment.

- A completed West Virginia State Community and Technical College Application

Non-degree students that wish to change to degree status must complete the necessary forms in the Office of Registration and Records and also submit the following documents:

1. An official high school transcript or GED score report
2. Official transcripts of all previous college work

Note: Other institutions must mail transcripts directly to WVSCCTC, Office of Registration and Records.

3. ACT or SAT scores

Note: These scores are used for placement into Math and English courses. See the section on *Enrollment Requirements for English and Math Courses*.

4. Immunization Records

Out-Of-State Students

Out-of-state students must have a high school diploma, a minimum grade point average of 2.0, a minimum of 17 on the ACT. Out of state Students applying as first-time freshman who have neither an ACT nor a high school grade point average of 2.0 may petition for admission on academic probation. If admitted on academic probation, students are limited to a 12-semester hour course load and must be in good academic standing at the end of the first semester or be dismissed from the institution. Out-of-state students must submit the following documents to the Office of Admissions and Recruitment.

1. A completed West Virginia State Community and Technical College Application
2. An official high school transcript or GED score report
3. Official transcripts of all previous college work

Note: Other institutions must mail transcripts directly to WVSCCTC, Office of Admissions and Recruitment Services.

4. ACT or SAT scores

Note: These scores are used for placement into Math and English courses. See the section on *Enrollment Requirements for English and Math Courses*.

5. Immunization Records

Re-Admission Students

Persons seeking re-admission should contact the Office of Registration and Records in Room 128 Ferrell Hall or call 304-766-3144. A student who discontinues his/her studies by not enrolling during a fall or spring semester and wishes to be readmitted, must submit the following documents to the Office of Registration and Records:

1. Re-Admission Application
2. Transcripts if he/she has been enrolled at another institution

Transfer Students

Students may transfer to WVSCCTC from other accredited post-secondary institutions. The transfer student must submit:

1. A completed West Virginia State Community and Technical College Application
2. An official high school transcript or GED score report
3. Official transcripts of all previous college work

Note: Other institutions must mail transcripts directly to WVSCCTC, Office of Admissions and Recruitment Services.

4. ACT or SAT scores

Note: These scores are used for placement into Math and English courses. See the section on *Enrollment Requirements for English and Math Courses*.

5. Immunization Records

Students who transfer to WVSCCTC must complete at least 15 of the last 21 credit hours at WVSCCTC of the total hours required in an associate degree, or 8 of the last 15 credit hours at WVSCCTC of the total hours required in a collegiate certificate program. A student who fails to acknowledge attendance at any college or university in which he/she has been registered is subject to immediate dismissal.

Enrollment Requirements for English and Math Courses

The State of West Virginia has developed placement standards for enrollment into college-level English and Math courses. WVSCCTC uses the following tests for placement:

1. ACT scores are required for enrollment in college-level English courses. Students with a score of 18 or higher on the English ACT section are eligible for college English – English 101.
2. ACT or Math Accuplacer scores are required for enrollment in college-level Math courses. Students with a 19 on the Math ACT section are eligible for Business Math – BST 104, or Intermediate Algebra – Math 100. If your major requires College Algebra – Math 101, as your first level math course, an ACT Math score of 23 is required.

Developmental courses are available for persons whose scores make them ineligible for college-level English and Math courses. Successful completion (grade C or better) of the appropriate developmental courses will permit students to enroll in college-level Math and English courses. See the section on *Developmental Education* for course descriptions and placement requirements.

Early Entrance High School Students

High school students with junior or senior standing may enroll in courses at WVSCCTC provided they meet course prerequisites and the following requirements:

1. Completion of a consent form signed by the high school principal or counselor and parent
2. Submit a completed West Virginia State Community and Technical College Application for Admission form
3. The student must have a 3.0 (B) average.
4. Juniors may take classes totaling no more than 4 credit hours per semester.
5. Seniors may enroll for no more than 7 credit hours per semester unless otherwise approved by the Dean for Academic Affairs or his/her designee.
6. Early entry students must meet prerequisites for courses.
7. Submit ACT, SAT, or Accuplacer scores if registering in Math or English courses. These test scores are used for placement into Math and English courses. See the section on *Enrollment Requirements for English and Math Courses*.

For information on admissions for international students, residence determination, immunization requirements, and compliance with the Military Selective Service Act, see the Admission and Readmission section of the catalog.

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 1990 secondary school admission requirement as related to course units
- 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 WVSU Community and Technical College until such time as deficiencies are removed.

Associate Degrees. The following persons are eligible for regular admission to the Community and Technical College of West Virginia State University:

- All graduates of accredited West Virginia secondary schools
- Holders of General Education Certificates (GED)
- Out-of-state students who have a high school diploma and a minimum grade point average of 2.0 or a minimum of 17 on the ACT.

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 WVSC.) **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. Associate degree students must complete the last fifteen 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 College. 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 West Virginia State University must be completed, signed, and returned to the University. 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 West Virginia State University. (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 College. The minimum score accepted for admission is five hundred (500 paper based) 173 computer based.

The applicant must complete and submit a health form. The student who cannot take the ACT examination before coming to West Virginia State University must do so at the first available testing date after arrival or the registration will be voided.

International students will be issued Form I-20 after admission has been granted.

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 or program director. 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. This deadline should ensure that sufficient time is available for the applicant to carry out actions prescribed by the Readmission Committee. (This committee will be chaired by an academic affairs officer and will include appropriate administrative staff and faculty members.)

The Readmissions Committee will consider applications and make recommendations based on facts such as the extent of the quality point deficiency, the number of credit hours passed, the amount of progress toward a specific degree program, the clarity and feasibility of the applicant's plan for attaining good standing, and other considerations. The Committee is empowered to deny readmission at that time and to require additional information and/or action by the student. Such extra demands may include standardized tests, aptitude and interest inventories, counseling, non-credit instruction, and/or other appropriate means of assessment or improvement. Unwillingness or inability to carry out the committee's prescription will result in an automatic denial of readmission.

At the minimum the committee's prescription for readmission will include the following:

1. Students may not take more than twelve semester hours until the deficiency is reduced to seventeen quality points (at which point the rules of probation are in force)

2. Students 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.

Having decided to readmit a student and having made a prescription of minimal standards to be achieved, the committee will forward one set of materials to the Office of Academic Affairs or the Community and Technical College and one set to the student's department chair or program director. The student will be directed to arrange an advising appointment with that person who will, in turn, appoint an advisor. The Office of Academic Affairs or Community and Technical College will monitor the student's progress at the end of each semester and will suspend a student when 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 Board of Directors' 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 Board of Directors' 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 Board of Directors' 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. For example, an arrangement exists with Southern West Virginia Community and Technical College specifying which courses taken in the Associate degree in Communications at Southern will meet requirements in the bachelor's degree in communications at State. A similar arrangement exists concerning courses taken at Southern West Virginia Community College which will apply to the bachelor's degree in education at State. Arrangements exist between the associate degree in electronics engineering technology at State and the Bachelor of Science in Engineering at West Virginia Institute of Technology.

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 social security 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 is \$300 per semester, however this may vary 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.

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 and a "Registration Information and Schedule of Classes" booklet for the current assessed fees. 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

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.

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.

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 WVSC 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 College 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	58%
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 is outlined in the WVSU Catalog under "Refund Schedule" 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. It is the student's responsibility to stay in contact with The Office of Student Financial Assistance to determine that all required paperwork has been turned in and is sufficient to verify the information reported on the FAFSA.

Free Application for Federal Student Aid (FAFSA)

The Free Application for Federal Student Aid is the needs analysis document used by WVSU. 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-WVSU 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 WVSU 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 deadlines dates are established for WVSU-administered aid programs.

For Fall Awards

Entering Freshman Scholarships January 15

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 College 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 is 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 for a scholarship 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 University. Applications may be obtained in the Office of Academic Affairs, 131 Ferrell Hall. Application deadlines are March 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. During 2003-04 the WVSC 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.

Andrew N. Aheart Scholarship - Math scholarship 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. 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.

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.

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.

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. Award to be granted on an annual basis to a student who excels in journalism.

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.

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/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 cumulative GPA of 2.5 is maintained. Award: Up to \$1,000 per semester, based on funds available.

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 University. 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 and the final selection will be made by the Track Coach, Athletic Director, and WVSC Local "W" Club Track Committee. Award: based on available funds.

DasSarma Endowed Scholarship - Established by Basudeb DasSarma, Professor Emeritus of Chemistry, and Mrs. Seba DasSarma. 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. 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 needs criterion may be required. Award: Full tuition, fees, and books per semester.

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. Award may continue for eight semesters if scholarship standards are met.

General/Memorial Foundation Scholarships. Scholarship involves a number of general/memorial gifts combined in one fund. 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 WVSC Scholarship Committee

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 - 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 WVSC 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. Final selection made by the WVSC Kanawha Valley Alumni Chapter Scholarship Committee. 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. 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.

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. Student 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, WVSC 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. 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 National Bank. Established by United National 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.

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.

Anna Harpold Scholarship - Established by Dr. Michael & Mrs. Peggy Harpold in honor of Mrs. Anna Harpold. 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 WVSC's 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 University 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 - Award: based on available funds.

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 Scholarship - Established by Dr. John A. Kelly in memory of his father. Award: based on available funds.

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.

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.

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 applicant's academic progress. Award: based on available funds.

Harold M. McNeill Endowed 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.

Dr. Margaret Anne Cyrus Mills Scholarship. Established by Dr. Margaret Anne Cyrus Mills, an alumna of WVSU. 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 University. 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 members of Alpha Theta Chapter of Phi Beta Sigma Fraternity, Inc. 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. Award: based on available funds.

Music Scholarship - Student must be pursuing a degree in music. 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, Pincwood, 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.

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

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 available funds.

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.

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 and be recommended by Mr. & Mrs. Smith. Award: based on available funds.

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

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

Gary L. Swingle Accounting Book Scholarship - Established by Gary L. Swingle, an alumnus of West Virginia State University. 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.

Nellie Walker - Established by friends and family 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 Corinthian M. Winston, a WVSU student killed in an automobile accident. Recipient must have a minimum cumulative GPA of 2.5 and demonstrate financial need. Candidate must be a male from the Delaware-Pennsylvania-New Jersey Tri-state area and be able to sing or speak the WVSU 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 WVSU student killed in an automobile accident. Recipient must have a minimum cumulative GPA of 2.5 and demonstrate financial need. Candidate must be a female from the Delaware-Pennsylvania-New Jersey Tri-state area and be able to sing or speak the WVSU 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. 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.

Credit

Credit is recorded in semester hours. One 50 minute lecture/discussion 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 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 Vice President for Academic Affairs or the Provost of the Community and Technical College, take courses at other accredited institutions to apply to degree requirements. 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 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 “K” on the transcript. Applications are available from the Collegiate Support Service and Counseling Center. (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 Academic Affairs Office by applying for transient student status. The University will accept credit by correspondence courses only if the grades, credit and course designation is forwarded 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 program director 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 program 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. For more information, contact the Community and Technical College office.

Courses Approved for Experiential Learning:

Department of Allied Health and Human Services

- AH 101 - Introduction to Health Care - 3 credits
- AH 105 - HIV Education - 2 credits

Program: Gerontology

- AH 202 - Gerontology Practicum - 3 credits
- AH 206 - Death and Dying - 3 credits

Program: Community Behavioral Health Technology

- AH 232 - Service Populations in Behavioral Health: Substance Abuse - 3 credits
- AH 231 - Service Populations in Behavioral Health: Psychiatric Disabilities - 3 credits
- AH 230 - Service Populations in Behavioral Health: Developmental Disabilities - 3 credits
- AH 222 - Human Technology IV - Practicum - 3 credits

Department: Science and Technology

Programs: Architectural Drafting and Construction Technology and CADD Technology

- ET 100 - Graphics - 3 credits
- ET 112 - Introduction to CADD - 3 credits
- ET 233 - Introduction to Micro Station - 3 credits
- ET 110 - Blueprint Reading - 3 credits

Department: Business Studies

Program: Office Administration

- BST 108 - Keyboarding - 1 credit
- BST 100 - Beginning Typewriting - 3 credits
- BST 101 - Intermediate Typewriting - 3 credits

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 by telephone for the following semester during scheduled periods each semester. Telephone registration begins in November for Spring Semester and in April for Summer Session and Fall Semester. Continuing and readmitted students are urged to register during these early dates to be assured of the best selection of courses and times. First time college students and transfer students enrolling for the Fall Semester may register through the Summer Advising Program once they have attended one of the scheduled academic orientation sessions. A one-day stand-up registration is 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, and continuing students who did not participate in telephone registration. 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 Vice President for Academic Affairs or the Provost of the Community and Technical College.

Academic Load. Usually a full-time student may enroll for 12 to 18 credit hours of course work. Students who have a cumulative G.P.A. of 3.25 or who make the dean's list two successive semesters may take up to 21 hours with permission of the Vice President for Academic Affairs or the Dean of the Community and Technical College. Continuing full-time students on academic probation are limited to a maximum of 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.

Schedule Changes and Withdrawals. Students may change their schedules (add courses, drop courses, change sections of courses) within a specified period each term.

When dropping a class or withdrawing from college, 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.

W is a grade given when a student has properly withdrawn by the end of the fourth week of the semester. WP is a grade given a student who properly withdraws during the fifth through tenth week inclusive and whose work is passing at the time of withdrawal. WF is a grade given when a student withdraws during the fifth through tenth week of the semester and whose work is failing at the time of withdrawal. Work required but not submitted by the time of withdrawal will be graded F. **Students may accumulate no more than sixteen (16) W's, WP's or WF's while enrolled at West Virginia State University.**

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 or program director.
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 or program director, and the Vice President for Academic Affairs or Dean of Academic Affairs of the Community and Technical College.

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 or Dean of the Community and Technical College 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 Board of Directors 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; lowest
C—Average of withdrawal	W—Withdrew
F—Failure	Q—No grade submitted
P—Pass	K—Credit by “CLEP” etc.
I—Incomplete	

Grading Policy Notes. The student is responsible for securing a withdrawal form at the Registrar’s Office and completing and filing the form at the Registrar’s Office.

“W” is a grade given when a student has properly withdrawn by the end of the 10th week of the semester.

Guidelines for Request of Incomplete Grade. Request for Incomplete “I” must be initiated by the student. Forms are to be completed by the instructor, approved by the baccalaureate dean or CTC chair, and sent to the school dean for final action.

The incomplete grade request form indicates that valid reasons such as **serious illness** or other **circumstances beyond the normal control of the student** prevented the completion of all course requirements. The form also indicates the grade that will automatically be entered if the work is not completed by a specified date. Incompletes are not automatically granted. Determination will be based on significant work having been completed and valid reason. The deadline for completion of work to remove an “I” grade is set by the instructor and should not extend beyond the end of the following semester.

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, students are notified by mail of mid-term grades lower than a “C”. 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, and mailed by that office to the student as soon as possible after 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 the courses with grades of “P”, “W”, or “K”, 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" average. Then subtract the quality points actually earned from the total required to have a "C" average. The difference is the quality point deficiency.

Repeating "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. "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. A **D/F Course Repeat** Form is to be filed at the time the student takes the course 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. (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 permanent record (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 (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 "C" grade-point average (2.00) in all course work attempted.
5. Only enrolled students may apply for academic forgiveness through a signed, written form, obtained from the Registration and Records 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 WVSC, with no grade lower than a "C", the Registrar will calculate the grade-point average and grant the academic forgiveness for the "F" and/or "D" grades the student earned at least five years earlier.

Note: Students who receive "forgiveness" may be eligible for graduation with honors, however all grades on the academic record will be used to make the determination of honors for graduation including those grades that have been "forgiven". Additionally, all other requisites for graduating with honors must be met.

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 or the Community and Technical College program director. 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/CTC program director 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/CTC program director level, the student may, within two weeks after receiving the written decision from the department chair/CTC program director, appeal in writing to the school dean/CTC division chair.
- D. Upon receipt of the written appeal, the school dean should attempt to resolve the matter. The student should be informed, in writing, of the school dean's/CTC division chair'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 school dean/CTC division chair choose to appeal the matter, in writing, to the Vice President for Academic Affairs/CTC dean of 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 or DAA 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/DAA 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/DAA.
 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/Provost 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/Provost of the CTC.
- K. If the President's/Provost'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/Provost may support the grade as it was originally assigned by the instructor. The President's/Provost'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/program director within thirty days after having received the final grade.
 - B. Within two weeks after having received the appeal, the department chair/program director 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.

Probation and Exclusion

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, shall 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. A third suspension for poor scholarship shall result in permanent dismissal from the College.

Appeal of the Imposition of Probation, 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 the notification of grades or other actions have been mailed.

1. The request should set forth the reasons why the student believes that the probation, suspension, or dismissal should be set aside.
2. The VPAA will schedule a meeting of the Academic Appeals Committee (AAC) to hear the case.
 - a. The hearing will be a fact finding one. Formal rules of evidence will not apply.
 - b. At the hearing, the student 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 advisee or otherwise participate directly in the proceedings, unless given specific permission to do so by the individual or committee conducting the appeal.
 - c. A record of the appeal prepared in the form of summary minutes, with relevant attachments, will be provided to the student upon request.
 - d. The Chair of the AAC will inform the VPAA of the Committee’s recommendation, in writing, as soon after the conclusion of the hearing as is feasible. The recommendation should set forth the reasons why it was made.

*Note: Course work taken at another institution while suspended will not be accepted.

3. If a satisfactory resolution to the issue is not reached through this stage, the student may appeal, in writing, to the President.
4. The President's decision is final.

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. Students who have completed 12 or more graded (A-F) hours in a semester will be eligible for the Dean's List if they achieve a 3.25 grade point average.

Recognition at Honors Event. Annually an honors event is held at which students achieving the following 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 scholastic average of 3.25 to 3.49; magna cum laude for a scholastic average of 3.50 to 3.74; summa cum laude for a scholastic average of 3.75 to 4.00.

Students who complete the requirements for an associate degree and earn at least 30 hours of credit in the State College and University System of West Virginia and have completed 15 of the last 30 credit hours at West Virginia State University will be awarded academic honors in the following manner: "honors" for students who earn a cumulative grade point average of 3.25 to 3.49; "high honors" for students who earn a cumulative grade point average of 3.50 to 3.74; "highest honors" for students with an average of 3.75 to 4.00.

Note: A student receiving a second associate degree, an associate degree after the bachelor degree, is **not eligible** for honors.

A student receiving a second baccalaureate degree is eligible for the academic honor of "distinction" if the requirements of completing 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 are met.

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 or program director, the Registrar, and the Vice President for Academic Affairs or the Dean of the Community and Technical College 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 quality point average of 2.00 (average of “C”) on all work attempted with the exception of courses with grades of “P”, “K”, “W”, “WP”, and “AUD”.
2. A cumulative 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 College.
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 Vice President for Academic Affairs and the chairperson 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.

*For regulations relating to required averages in specific programs (e.g. education and social work) see the appropriate section of the catalog.

Community and Technical College students must complete at least 15 hours at this institution to be eligible for a degree.

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.

A student who desires a second associate degree or an associate degree after receiving a baccalaureate degree must complete at least 15 semester hours at West Virginia State University after the initial degree.

Appeal of Imposition of a Grade Penalty* or Exclusion from a Class

A student who wishes to appeal the imposition of a grade penalty or exclusion from a class should address the appeal to the instructor by the next class meeting after the action was imposed.

If there is not a satisfactory resolution of the matter at this level, the student may appeal, in writing, to the department chair who will consult with the student, instructor, and the division chair concerning the issue. A written decision will be rendered immediately.

If there is not a satisfactory resolution to the matter at this level, the student may appeal, in writing, to the Vice President for Academic Affairs (VPAA) who may decide the case or who may schedule the Academic Appeals Committee (AAC) to hear it, depending upon the situation and the time constraints.

1. The hearing will be a fact finding one. Formal rules of evidence will not apply.
2. At a hearing, 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 advisee or otherwise participate directly in the proceedings, unless given specific permission to do so by the individual or committee conducting the appeal.
3. The student will be informed of the decision, in writing, immediately.

*The penalty grade, assigned to a class project, examination, paper, etc., is a lowered grade which results from a judgement of academic misconduct. It may be appealed through the process indicated above. An end-of-course grade resulting from academic misconduct may be appealed through the regular grade challenge process.

4. A record of the appeal shall be prepared in the form of summary minutes and, with relevant attachments, will be provided to the student upon request.
5. If there is not a satisfactory resolution to the matter at this level, the student may appeal, in writing, to the President.
6. The President's decision is final.

Note: If the course is one offered by the Community College, the appeal from the instructor should be to the Dean of the Community and Technical College.

Academic Dishonesty

Academic dishonesty is defined as plagiarism, cheating, falsifying records, etc., and may be punished by instructor imposed sanctions ranging from verbal or written reprimand to an "F" and/or suspension.

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. 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 sanction that is to be imposed.
4. Upon receipt of the written document, the department chair shall immediately notify the school 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 guilt in writing and if the department chair and school 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.
6. If the student denies guilt, or if the department chair, school dean, or student believes that the sanction recommended by the instructor is not commensurate with the offense (and no agreement can be reached) the case shall be immediately forwarded, in writing, to the Vice President for Academic Affairs.
7. The case may be resolved at the Vice President's level, or, if the student requests it or the Vice President believes it 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 have the right to remove one person each 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.
8. 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.
9. If the student is not satisfied with the decision, he/she may appeal to the President of the University whose decision is final.

Note: *If the course is one offered by the Community and Technical College, the appeal from the instructor should be to the Dean of the Community and Technical College.*

Misbehavior in an Academic Setting

Immediately upon occurrence, instances of misbehavior in an academic setting should be referred 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.

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 institution 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 it, should take steps to protect other students and/or himself/herself by calling Security to have the disorderly person removed.
4. 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 class or the field experience while the case is being heard.
5. 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 class or field experience while the case is being heard.



Master's Degrees



Graduate Programs

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*

- Research advisor must be a member of WVSC 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.
- One semester 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
- One semester graduate teaching experience minimum
- Written and/or oral comprehensive examination over the 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 School 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

Graduate Programs

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:

Dr. David Wohl (Dean and Program Coordinator)

Dr. Marc Porter, Dr. Robin Broughton

Dr. Tee Ford-Ahmed

Dr. Ronnie Ingle

Dr. Barbara Ladner

Dr. Reidun Ovrebo

Professor Daniel Boyd

Professor Steve Gilliland

Professor Susan Marrash-Minnerly

Professor Cigdem Slankard,

Professor Till Curryh

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.

BACHELOR OF ARTS IN ART

121 hours required for graduation

GENERAL EDUCATION—50 to 52 hours

May take MATH 100, 101, or BST 104

MAJOR—45 hours

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

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).

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, and 411.

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	<u>3</u>
	15

2nd Semester

G ED. Soc. Struct.	3
ART 103	3
ART 105	3
ENGL 102	3
G ED 100	<u>3</u>
	15

SOPHOMORE YEAR

ENGL 150	3
ART 102	3
G ED Nat. Sci.	3-4
G ED 200.	3
ART 217	<u>3</u>
	15-16

ART 304	3
ART 311	3
G ED Am. Trad.	3
G ED Nat. Sci.	3-4
G ED Fine Arts	<u>3</u>
	15-16

JUNIOR YEAR

ART 109, 213 or 214	3
ART 300	3
ART 302	3
Cognate For. Lang.	3
Elective	<u>3</u>
	15

ART 304	3
ART Hist. elective	3
PHIL 201	3
Cognate For. Lang.	3
G ED Fine Arts	<u>3</u>
	15

SENIOR YEAR

ART 410	3
ART Hist. Elective	3
ART Specialization	3
Elective	3
Elective	<u>3</u>
	15

ART Specialization	3
COMM 241 or 343	3
HHP 122 or 157	2
Elective	3
Elective	<u>3</u>
	15

ART DEPARTMENT FACULTY

Reidun Øvrebø, Chair
 Paula Clendenin
 Molly Erlandson
 Mark Moore

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
MATH 101	<u>3</u>
	16

2nd Semester

ENGL 102	3
BIOL 205	4
CHEM 106	3
CHEM 108	2
MATH 102	<u>3</u>
	15

SOPHOMORE YEAR

BIOL 206	4
CHEM 205	3
CHEM 207	2
G ED 100	3
C S MATH 106	<u>3</u>
	15

BIOL Elective	4
CHEM 206*	3
CHEM 208	2
G ED 200	3
HPRS 122 or 157	2
Free Elective	<u>3</u>
	17

JUNIOR YEAR

BIOL 305	4
BIOL Elective	4
G ED Fine Arts	3
ENGL 150	3
HIST 201 or 202	<u>3</u>
	17

BIOL 301	4
BIOL Elective	4
COMM 100	3
G ED Am. Trad.	3
G ED Soc. Struct.	<u>3</u>
	17

SENIOR YEAR

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

BIOL Elective	4
BIOL Elective	4
G ED Int'l. Persp.	3
Free Elective	3
G ED Fine Arts	<u>3</u>
	17

BIOLOGY DEPARTMENT FACULTY

Bonnie Dean, Chair
 Mark Chatfield
 Miriam Colella
 Jonathan Eya
 Richard Ford
 Katherine Harper

Robert Harris
 David Huber
 Gayathri Karaparam
 Timothy Ruhnke
 Christine Wilson

*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.

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 degree program of the Department of Business has the following student outcome objectives:

1. The student should demonstrate an understanding of business terminology, an ability to use basic business quantitative skills, and basic knowledge of the four functional fields of business.
2. The student should demonstrate an ability to communicate effectively in writing make an effective oral business presentation discern the current business and economic situation from published data sources identify a speaker's main points and conclusions
3. The student should demonstrate conceptual skills (the ability to understand complexities of the overall organization as it affects and is affected by its environment) analytical skills (the ability to categorize, manipulate, and summarize data) problem solving skills (the ability to identify differences between some actual and some desired state of affairs and then to take action to resolve the differences)
4. The student should demonstrate the ability to select and use appropriate computer hardware and software to enhance his/her ability to locate, manipulate, and interpret business data and to make decisions based upon that data.
5. The student should demonstrate the ability to work effectively with others as a member of a team to achieve stated outcomes.
6. The student with little or no appropriate, career-related workplace experience will gain such experience through cooperative education or internships initiated/sponsored by business, government, or the College.

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): B A 203, 209, 210, 215, 216, 301, 305, 310, 313, 420.

Area of Concentration (select one)

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

Option B—Finance: B A 316, 363, 414, 421, 441; ECON 308; three hours of B A elective

Option C—Management: B A 314, 320, 340, 401, 440, 460; one from 300/400 level B A course or 300/400 level ECON course.

Option D—Marketing: B A 304, 335, 405, 424, 436; two courses from B A 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.

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.

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	<u>3</u>
	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	<u>2</u>
	14-15

SOPHOMORE YEAR

B A 209	3
B A 210	3
B A 215	3
ECON 201	3
G ED 200	3
G ED Am. Trad.	<u>3</u>
	18

B A 203	3
B A 216	3
G ED Fine Arts	3
ECON 202	3
HIST 201 or 202	<u>3</u>
	15

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

ACCOUNTING CONCENTRATION

JUNIOR YEAR

B A 363	3
B A 314	3
B A 300	3
B A 313	3
Elective	3
G ED Int'l Persp.	<u>3</u>
	18

B A 364	3
B A 315 or 325	3
B A 301	3
B A 305	3
ENGL 204	3
G ED Int'l Persp.	<u>3</u>
	18

SENIOR YEAR

B A 365	3
B A 308	3
ECON 300/400	3
ENGL 150	3
B A 310	<u>3</u>
	15

B A 403	3
B A 418	3
B A 420	3
Free elective	3
Free elective	<u>3</u>
	15

FINANCE CONCENTRATION

JUNIOR YEAR

B A 313	3	B A (Finance elect.)	3
B A 301	3	B A 305	3
B A 441	3	ENGL 204	3
B A 363	3	G ED Int'l. Persp.	3
Free elective	3	ENGL 150	3
G ED Int'l. Persp.	<u>3</u>	B A 310	<u>3</u>
	18		18

SENIOR YEAR

B A 316	3	B A 421	3
B A 414	3	B A 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

B A 301	3	B A 310	3
B A 305	3	B A 313	3
B A 340	3	B A 314	3
ENGL 204	3	B A 440	3
Free elective	3	G ED Int'l. Persp.	3
ENGL 150	<u>3</u>	Free elective	<u>3</u>
	18		18

SENIOR YEAR

B A 320	3	B A 401	3
B A 460	3	B A or ECON 300/400 course	3
G ED Int'l. Persp.	3	B A 420	3
ECON 300/400 course	3	Free elective	3
Free elective	<u>3</u>	Free elective	<u>3</u>
	15		15

MARKETING CONCENTRATION

JUNIOR YEAR

B A 305	3	B A 335	3
B A 301	3	B A 405	3
B A 304	3	B A 313	3
ENGL 204	3	B A 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

B A 436	3	B A 424	3
B A (Mkt. elective)	3	B A (Mkt. elective)	3
ECON 300/400 course	3	B A 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

B A 300	3	B A 301	3
B A 313	3	B A 305	3
B A 330	3	B A 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

B A 310	3	B A 345	3
B A 441	3	B A 420	3
C S 214 or 204	3	B A 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
 Frank C. Boso, Jr.
 Daniel J. Gibney
 Edward C. Goldberg
 John R. Hodges
 Michael D. Lewis

Eleanor Maliche
 Abainesh Mitiku
 C. Edman Pauley
 Jerry R. Thornton
 Alan R. Tillquist

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.

In addition, the Department of Chemistry provides the chemistry courses for the Associate in Applied Science Degree in Chemical Technology which is offered through the Community and Technical College. The department also provides the courses for a teaching field in chemistry for students pursuing the Bachelor of Science in Education Degree.

*Students are encouraged to participate in research (CHEM 460, 461, 462) as early as possible and continue for several semesters in order to gain the most from this experience.

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 Options A and 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, 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, 460, and one course from 425, 461, 462. (NOTE: Three hrs. will count toward G ED Natural Science Requirement (Option A only).

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.

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.

*Counts towards G ED Natural Science requirement.

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	<u>3</u>
	15

2nd Semester

G ED 200	3
CHEM 106	3
CHEM 108	3
MATH 207	4
ENGL 102	<u>3</u>
	16

SOPHOMORE YEAR

CHEM 211	4
CHEM 205	3
CHEM 207	2
MATH 208	4
PHYS 201*	4
PHYS 203*	<u>1</u>
	18

CHEM 202	2
CHEM 206	3
CHEM 208	2
PHYS 202*	4
PHYS 204*	1
HHP 122 or 157	<u>2</u>
	15

JUNIOR YEAR

CHEM 301	3
CHEM 303	2
G ED	<u>9</u>
	14

CHEM 331	3
CHEM 333	2
CHEM 302	3
CHEM 304	2
CHEM 413	2
CHEM 411	3
CHEM 350	<u>1</u>
	16

SENIOR YEAR

CHEM 462	3
CHEM Elec.	3
CHEM 429	3
G ED	<u>6</u>
	15

CHEM 416	2
CHEM 418	3
CHEM 450	1
G ED	<u>9</u>
	15

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

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

CHEM 105	3
CHEM 107	2
MATH 101	3
G ED 100	3
ENGL 101	<u>3</u>
	14

2nd Semester

CHEM 106	3
CHEM 108	2
MATH 102	3
ENGL 102	3
HHP 122 or 157	<u>2</u>
	13

SOPHOMORE YEAR

CHEM 211	4
CHEM 205	3
CHEM 207	2
MATH 206	4
PHYS 201*	4
PHYS 203*	<u>1</u>
	18

CHEM 202	2
CHEM 206	3
CHEM 208	2
MATH 207	4
PHYS 202*	4
PHYS 204*	<u>1</u>
	16

JUNIOR YEAR

CHEM 460, 461, 462	
CHEM 301	3
CHEM 303	2
CHEM Elective	3-4
G ED	3
G ED 200	<u>3</u>
	14-15

CHEM 460, 461, 462	**
CHEM 302	3
CHEM 411	3
G ED	9
CHEM 450	<u>1</u>
	16

SENIOR YEAR

CHEM 411	3
CHEM 460, 461, 462	1-3**
CHEM 429	3
CHEM Elective	3-4
G ED	<u>9</u>
	19-22

CHEM 460, 461, 462	1-3**
CHEM 416	2
CHEM 418	3
CHEM 350	1
G ED	<u>9</u>
	15

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

124 (122) TOTAL CREDIT HOURS

*May take Physics sequence 231-232, 4 credit hours per semester.

**Research is available for 1-3 credits.

OPTION C**FRESHMAN YEAR****1st Semester**

CHEM 105	3
CHEM 107	2
MATH 101	3
G ED 100	3
ENGL 101	<u>3</u>
	14

2nd Semester

CHEM 106	3
CHEM 108	2
MATH 102	3
ENGL 102	3
HHP 122 or 157	2
G ED 200	<u>3</u>
	16

SOPHOMORE YEAR

CHEM 211	4
CHEM 205	3
CHEM 207	2
MATH 206	4
PHYS 201	4
PHYS 203*	<u>1</u>
	18

CHEM 202	2
CHEM 206	3
CHEM 208	2
BIOL 120	4
PHYS 202*	4
PHYS 204*	<u>1</u>
	16

JUNIOR YEAR

CHEM 460, 461, 462	1-3**
CHEM 301	3
CHEM 303	2
CHEM 411	3
BIOL 331	4
G ED	<u>3</u>
	15

CHEM 460, 461, 462	1-3**
BIOL301, 332, or 335	4
G ED	9
CHEM 331	3
CHEM 333	2
CHEM 450	<u>1</u>
	20-22

SENIOR YEAR

CHEM 460, 461, 462	1-3**
BIOL 340	4
G ED	6
CHEM 429	<u>3</u>
	14-16

CHEM 460, 461, 462	1-3**
CHEM 416	2
CHEM 418	3
CHEM 450	1
G ED	<u>9</u>
	16-18

127 (125) TOTAL CREDIT HOURS

*May take Physics sequence 231-232, 4 credit hours per semester.

**Research is available for 1-3 credits.

CHEMISTRY DEPARTMENT FACULTY

Harold W. Pinnick, Chair

Vernon R. Fletcher

Thomas F. Guetzloff

James E. Mayhugh

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.

COGNATES—12 HOURS**

Choose one option area:

Advertising: PSYC 151; B ST 175, 176; COMM 205.

Communications Research/Marketing: PSYC 200; ECON 201, 202; B A 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, 226, 227; 263.

Photography: ART 109, 310, 407; COMM 343.

Writing: ENGL 201, 303, 429, and either 430 or 431.

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: BROADCAST—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.

*Three hours may count towards G ED Fine Arts requirement, where appropriate.

**Six hours may count towards the G ED Core, where appropriate.

**SUGGESTED COURSE SEQUENCE—
COMMUNICATIONS**

FRESHMAN YEAR

1st Semester

ENGL 101	3
G ED Fine Arts	3
MATH 100	3
G ED 100	3
COMM 101	<u>3</u>
	15

2nd Semester

ENGL 102	3
COMM 100	3
CS 106	3
HHP 122 or 157	2
COMM 140	<u>3</u>
	14

SOPHOMORE YEAR

G ED 200	3
ENGL 150	3
G ED Nat. Sci.	3-4
COMM 170	3
COMM 261	<u>3</u>
	15-16

G ED Soc. Struct.	3
HIST 201 or 202	3
G ED Nat. Sci.	3-4
COMM 162	3
G ED Am. Trad.	<u>3</u>
	15-16

JUNIOR YEAR

G ED Int'l. Persp.	3
COMM 241	3
COMM 348	3
Cognate	3
Electives	<u>3-4</u>
	15-16

G ED Int'l. Persp.	3
Cognate	3
Rest. Elective	3
Elective	<u>6</u>
	15

SENIOR YEAR

COMM 461	3
COMM 270 or 370	3
Rest. Elective	3
Cognate	3
Elective	<u>6</u>
	18

COMM 400	4
COMM 341, 360, 405, or 470	3
Rest. Elective	3
Cognate	3
Info Skills Elective	<u>3</u>
	16

COMMUNICATIONS DEPARTMENT FACULTY

- David Wohl, Chair
- Daniel N. Boyd
- Robin Brown-Broughton
- W. Till Curry
- T. Ford-Ahmed
- Steve Gilliland
- Susan Marrash-Minnerly
- Marc Porter
- 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.

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.

*Up to seven hours of cognates may be used to satisfy G ED requirements.

**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 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 224	3
ENGL 160	3
G ED 200	3
G ED Nat. Sci.	4
	16

C J 226	3
PSYC 151	3
SOC 206	3
G ED Fine Arts	3
CJ 230	<u>3</u>
	15

JUNIOR YEAR

ENG 204	3
HHP 122 or 157	2
ENGL 150	3
G ED Intl. Persp.	3
PSYCH 200	4
	15

CJ 308	3
G ED Nat. Sci.	3
CJ 315	3
G ED Intl. Persp.	3
G ED Fine Arts	<u>3</u>
	15

SENIOR YEAR

Elective	3
C J 313.	3
HIST 201	3
C J 380	3
C J Elective	<u>3</u>
	15

C J 425	3
C J Elective	3
C J Elective	3
Elective	3
Elective	<u>3</u>
	15

CRIMINAL JUSTICE DEPARTMENT FACULTY

Gail Flint, Chair
 Mark J. Addesa
 Kenneth W. Blake
 Walter Stroupe
 Darin R. Walker

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 college 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—50 to 52 hours

MAJOR—39 hours

CORE—30 hours: ECON 201, 202, 301, 302, 305, 306, 308, 401, 410, 420.

ELECTIVES—9 hours

General Economics option: Any three courses from Econ 310, 320, 330, 340, 411, 415.

Business Economics option: B A 414 plus any two courses from B A 301, 305, 323, 363 or Econ 415.

COGNATES—18 hours

MATH 101*, BA 209 **OR** MATH 206, BA 203 **OR** MATH 200 plus one of the three options below:

1. General Economics option: Three courses from any one of the following disciplines: Political Science, Psychology, or Sociology.

2. Alternatively, BA 215, 216, and 363 (all accounting courses)

3. Business Economics option: BA 215, 216, and 313

FREE ELECTIVES—12-14 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.

*MATH 101 will count both as a cognate and for General Education.

**SUGGESTED COURSE SEQUENCE—
GENERAL ECONOMICS**

FRESHMAN YEAR

1st Semester

ENGL 101	3
G ED 100	3
MATH 101	3
COMM 100	3
HPP 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
Cognate	3
HIST 201 or 202	<u>3</u>
	15

ECON 202	3
B A 203/MATH 200	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 308	3
Cognate	3
ECON Elective	3
G ED Int'l. Persp.	<u>3</u>
	15

ECON 302	3
ECON Core	3
Free Elective	3
G ED Int'l Persp	3
Cognate	<u>3</u>
	15

SENIOR YEAR

ECON Core	3
ECON Core	3
ECON Elective	3
Free Elective	3
Free Elective	<u>3</u>
	15

ECON 420	3
ECON Core	3
ECON Elective	3
Free Elective	3
Free Elective	3
Free Elective (If needed)	<u>2</u>
	12-14

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/MA 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
Cognate (BA option)	3
HIST 201 or 202	<u>3</u>
	15

ECON 202	3
BA 203/MA 200	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 308	3
Cognate	3
Business ECON Elective	3
G ED Int'l Persp.	<u>3</u>
	15

ECON 302	3
ECON Core	3
Free Elective	3
G ED Int'l Persp.	3
Cognate	<u>3</u>
	15

SENIOR YEAR

ECON Core	3
ECON Core	3
Business ECON Elective	3
Free Elective	3
Free Elective	<u>3</u>
	15

ECON 420	3
ECON Core	3
Business ECON Elective	3
Free Elective	3
Free Elective	3
Free Elective (If neededd)	<u>2</u>
	15-17

ECONOMICS DEPARTMENT FACULTY

Mahmoodul Islam, Chair
 Cyrus M. Aleseyed
 M. Solaiman Miah

Education

BACHELOR OF SCIENCE IN EDUCATION

A student who plans for a career as a teacher must pursue a curriculum in teacher education which leads to a certificate to teach in the schools of West Virginia. All options described in the following pages have been organized in such a way that students completing a plan will be qualified for a West Virginia teaching certificate.

If a student desires to teach in a state other than West Virginia, the approved program completed at West Virginia State University may qualify the student for a comparable initial certificate in the state of his/her choice. To be certain, the student should obtain the requirements of other states by contacting the appropriate state certification agency.

MISSION AND PURPOSE OF THE TEACHER EDUCATION PROGRAM

The Department of Education at WVSU aims to nurture candidates to become exemplary teachers who are grounded in the knowledge base, who have a repertoire of skills for instruction, and who have the belief that *every* student, regardless of background or prognosis, has the potential for success. Changes in society always influence the educative process. This quality program is reflective, systematic, and built upon strong, complementary sequences of classroom studies, practical experiences, and documented research from which candidates gain academic, professional, and personal knowledge.

The following student outcomes provide the bases for our preparation program.

1. To understand historical, traditional and contemporary issues that impact local and national educational policies and practices.
2. To acquire depth and breadth of subject matter and related methodology in specialty studies.
3. To acquire professional teaching concepts and principles derived from knowledge bases, documented educational research and practical experiences.
4. To acquire essential general, liberal, and preprofessional knowledge appropriate for the beginning teacher.
5. To complete a continuous sequence of integrated professional field experiences culminating in student teaching.
6. To participate in field experience settings serving diverse school populations, including exceptional learners.
7. To develop the ability to speak, write, and communicate clearly and effectively.

8. To recognize the impact of technology upon teaching and learning.
9. To effectively and sensitively organize and manage human and material resources in a learning setting.
10. To recognize multi-cultural and ethnic forces which impact education, learning and teaching.
11. To acquire a view of learning and teaching that is developmental and continuous.

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 Human Developer*. The theme serves as a unifying concept or framework for the entire program, and conveys the essence of our 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 certification granted by the state Board of Education.

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 four years (2001-2004), candidates from West Virginia State University's Department of Education achieved a 100% pass rate for its program completers.

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 the State of West Virginia, national accrediting bodies, the University and the Department of Education, candidates are formally screened. All candidates must **formally apply** for 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 formally admitted as a candidate into the Teacher Education Program, a student must:

1. Achieve passing scores on the Mathematics, Reading, and Writing subtests of the Preprofessional Skills Test (PPST).
2. Demonstrate proficiency in speaking skills by either completing COMM 100 or 106 with a minimum grade of C, or showing documentation of three speaking assessments at proficiency level completed by professional education course professors.

NOTE: Normally students should not register for or take any of the required standardized preprofessional assessments before completing the following courses or their equivalents: ENGL 101, 102, 150, and 201; MATH 101, 100 or 103. In all cases, candidates must pass the PPST **before** enrolling in EDUC 316 (Integrated Methods).

3. Demonstrate proficiency in listening skills by earning a grade of C or better in ENGL 201: ADVANCED EFFECTIVE COMMUNICATION.
4. Demonstrate proficiency in computer access skills by earning a grade of C or better in EDUC 300: Educational Technology.
5. Effective July 1, 1993, candidates must have a minimum overall G.P.A. of 2.5 to be admitted to the Teacher Education Program and to graduate with a degree in Education.
6. Earn a grade of C or better in ENGL 101, 102, 201; MATH 103; or equivalent; and all requirements in chosen teaching fields.
7. 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.
8. File written personal recommendations for candidacy from the chairperson

(or designee) in each content specialization for which certification is sought, e.g., Elementary Education, English, Social Studies.

9. Effective August 24, 1994, all candidates must achieve an overall GPA of 2.5 in the professional education **Core** (see #10 below).
10. File written personal recommendations for candidacy from three professional education Core faculty members. The professional education Core consists of EDUC 200, 201, 202, 300, 316, 327 and 426.
11. Arrange for and successfully complete a **Faculty Panel Interview**, including portfolio.

When an application has been completed it will be jointly reviewed by the chair and/or a departmental committee and forwarded to a college screening committee for action. The committee will make one of the following rulings and notify the candidate.

- a. **Fully Approved:** Candidate meets all expectations.
- b. **Provisionally Approved:** Pending removal of minor deficiency;
- c. **Extension:** When circumstances warrant, an extension or provisional period of time is granted to correct deficiencies.
- d. **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 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**.
3. Satisfactory completion of required professional education core courses.
4. 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, Faculty Panel Interview, and PPST.
5. A 2.5 grade point average in professional education requirements and a minimum grade of C in each course.

6. A 2.5 GPA in content specialization requirements and a minimum of C in each course.
7. A 2.5 grade point average overall.
8. Completion of a senior evaluation the semester before student teaching.
9. Removal of any and all deficiencies the semester **prior to student teaching** placement, per application deadlines.
10. Apply and be eligible for placement as follows: For Fall semester apply by April 15 and for Spring semester apply by October 15.
11. All eligibility requirements for student teaching must be verified by May 15th for Fall Semester and November 15th for Spring Semester.
12. Students who are placed on a “personal improvement plan” following a Faculty Panel Interview should normally allow one semester prior to student teaching to complete the activities prescribed.

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 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** certification approved in West Virginia.
3. Successfully complete a state-required standardized proficiency test in **professional education** (Principles of Learning and Teaching—PLT).
4. Successfully complete a supervised student teaching experience at appropriate programmatic levels and in each content specialization for which certification is being sought. Candidates will be assessed using an instrument jointly administered by the cooperating teacher and the college supervisor to verify the achievement of teaching skills. These skills have to be satisfactorily demonstrated and verified to meet certification and graduation requirements.
5. Students must file a timely application for graduation in the Registrar's Office, usually in September of the last (senior) year.

*Hours vary by specialization

BRIEF DESCRIPTION OF TEACHER EDUCATION PROGRAMS

Each curriculum, leading to teaching certificate, contains three groups of courses, as required by the certification laws of West Virginia: content specialization, professional education, and general education core. In every case curricula followed at West Virginia State University will equal or exceed the minimum requirements established by state laws and regulations. Please note that completion of an approved program in teacher in West Virginia does not necessarily qualify a person for a **teacher certification in other states**. In addition, all candidates for a teaching certificate in West Virginia must be fingerprinted and the results will be sent to the Federal Bureau of Investigation for a criminal background check in accordance with state law. Based on the results of this criminal background check a certificate may or may not be issued.

BACHELOR OF SCIENCE IN EDUCATION

128 hours required for graduation

GENERAL EDUCATION—48 Hours

ENGL 101 and 102, 150 and 201	12 hours
G ED 100.	3 hours
G ED 200	3 hours
G ED Int'l. Persp.	3 hours
MATH 100 or 101 or 103	3 hours
G ED Fine Arts	6 hours
BIOL 101	4 hours
PHYS 101 or 103	3 hours
G ED Am. Trad. (HIST 207 or 208)	3 hours
G ED Soc. Struct. (SOC 101)	3 hours
HHP 157 or 122 (except K-6, Elementary Education Majors)	2 hours
HIST 201	3 hours

EARLY EDUCATION-Grades PreK-K

All majors in Early Education must complete the requirements for Elementary Education (Grades K-6) and take the following additional courses: EDUC 301, 341, 342, and 480.

ELEMENTARY EDUCATION - Grades K-6

All majors in elementary education complete a block of courses designed to prepare them for a self-contained classroom settings in WV, grades K-6.*

Course Requirements

ART 216; BIOL 101; EDUC 318, 320, 321, 325, 336 and 423; ENGL 324; GEOG 201; HIST 201, 209, and either 207 or 208; HHP 359, 369, 446; MATH 104, 105, 317; MUS 105, 106; and PHYS 102 (58 hours).

MIDDLE SCHOOL CHILDHOOD EDUCATION - Grades 5-9

The following subject options are designed to prepare students to teach in middle childhood settings, grades 5-9. Students opting for these must complete another program at either the Adolescent level (Grades 5 or 9-Adult) or Elementary, (Grades K-6) or PreK-Adult.

ENGLISH - Grades 5-9

ENGL 250, 255, 303; 230 or 306 or 401; 320 or 321; 324 or 325; 322; EDUC 321; one course in American Literature; COMM 100; one course in minority literature chosen from ENGL 337, 338, 339, 342.

MATHEMATICS - Grades 5-9

MATH 101, 102, 103, 104, 205, 206, 207, 300; 411; BA 203, CS 106.

SOCIAL STUDIES - Grades 5-9

HIST 201, 202, 207, 208, 209; GEOG 201; POSC 101; ECON 201; SOC 101; EDUC 325 or 405.

ADOLESCENT EDUCATION PROGRAMS - Grades 9-Adult

Students opting for adolescent education will select programs which prepare them to teach in secondary school settings, grades 9-Adult.

BIOLOGY - Grades 9-Adult

BIOL 101 or 120, 205, 206, 210, 301, 305, 360; CHEM 101 or 105, 106, 107, 108, 201. (Students in this program take MATH 101 and 102 in lieu of MATH 103 and ED 411.)

CHEMISTRY - Grades 9-Adult

CHEM 101 or 105, 106, 107, 108, 205, 206, 207, 208; either CHEM 301 or 331. (Students in this program take MATH 101 and 102 in lieu of MATH 103.)

MIDDLE-ADOLESCENT PROGRAMS - Grades 5-Adult

The options allow a candidate to select a single field across two levels of certification, 5-9 and 9-Adult. Candidates are prepared to teach in middle and secondary settings. Additional teaching fields are not required for these options.

ART - Grades 5-Adult

ART 101, 102, 103, 104, 105, 308, and 414; select eighteen hours from ART 109, 300,

*Students completing the K-6 program are not required to take a second teaching field, but may do so if they desire additional teaching fields.

302, 304, 311, and either 217 or 213; one advanced studio course, one advanced drawing course.

BUSINESS EDUCATION - Grades 5-Adult

B ST 101, 102, 104, 106, 107, 201, 207, 213, 240, 243; B A 210, 215, 216, 301, 409, 466; ECON 201; ENGL 204 (Students in this program take B ST 104 in lieu of MATH 103).

ENGLISH- Grades 5-Adult

ENGL 250, 255, 303, 325, 334; and 401, 306, or 230; 320 or 321; 322; 421; ENGL 313; one course from 402, 403, 405, 406, 407 or 409; two courses in American Literature from ENGL 316, 317, 408; one course in minority literature from ENGL 337, 338, 339, 342; COMM 100.

GENERAL SCIENCE - Grades 5-Adult

BIOL 101, 205, 206; CHEM 101 OR 105, 106, 107, 108; PHYS 201, 202, 203, 204, 120, 106; MATH 101, 102.

HEALTH EDUCATION - Grades 5-Adult

HHP 150, 251, 252, 253, 352, 354, 456, 458; BIOL 101, 210, 303; PSYC 151; SOC 101.

JOURNALISM-Grades 5-Adult

All majors in Journalism must complete the requirements for English Education (Grades 5-Adult) and take the following additional courses: COMM 101, 225, 226, 227, and 399.

MATHEMATICS - Grades 5-Adult

MATH 101, 102, 103, 203, 205, 206, 207, 208, 300, 307, 308, 411; B A 203; CS 106, 109, 236.

SOCIAL STUDIES - Grades 5-Adult

HIST 201, 202, 207, 208, 209, and four upper division History courses; ECON 201, 202; GEOG 200, 201, SOC 101; Cultural Seminar; POSC 101 and 304; and one course from SOC 206, 208, and 303.

PRE-KINDERGARTEN-ADULT – (Grades PreK-Adult)

These options prepare a candidate to teach a subject specialty in school settings. They do not require additional teaching fields or specializations.

ART - Grades PreK-Adult

ART 101, 102, 103, 104, 105, 308, and 414; Art History (Choose one advanced studio course.); ART 214 or 215; Studio Courses (Select 18 hours from ART 109, 217, 300, 302, 304, 311, 213.)

FRENCH - Grades PreK-Adult

FREN 101, 102, 201, 202, 305, 306, 311, 312, 401, 402, 407 (FREN 399 elective).

MUSIC – Grades PreK-Adult

US 101, 102, 201, 202, 203, 204, 305, 306, 307, 313, 314, 405; seven hours in ensemble participation (MUS 150 or 160); 12 hours in Applied Major Instrument or Voice (MUS 011, 012, 021, 022, 031, 032, 041, 042; six hours in Applied Secondary Area (MUS 110, 111, 210, 211, (except for piano majors) and 123, 124, (except for voice majors); piano majors take four additional hours on another instrument. Voice majors take two additional hours on another instrument.

PHYSICAL EDUCATION - Grades PreK-Adult

HHP 101, 126, 135, 183, 225, 238, 240, 242, 327, 329, 331, 341, 343, 428, 446, 449, BIO 210 and one additional hour in HHP.

SPANISH - Grades PreK-Adult

SPAN 101, 102, 201, 202, 305, 306, 311, 312, 401, 402, 407 (SPAN 399 elective).

THEATER-Grades PreK-Adult

COMM 170 and 171; ENGL 415; ENGL 312 or 313; COMM 175 and 171; 270 and 171; 370 and 171; 399, 400, 470, and 475.

SPECIAL EDUCATION –Grades K-12

MENTALLY IMPAIRED - Grades K-12

This option is a minor specialization designed to certify teachers for settings serving learners with mild/moderate mental impairments. The specialization requires EDUC 327, 328, 329, 330, 331 plus student teaching (EDUC 480); (22 hours) for K-6 majors. Majors in 5-12 settings additionally need EDUC 320 and MATH 317. Candidates must have a regular education major.

SPECIFIC LEARNING DISABILITIES - Grades K-12

This option is a minor specialization designed to prepare teachers for settings serving learners with specific learning disabilities. Full certification from the state board of education is gained with courses and state exams. Candidates must have a regular education major.

For K-6 majors: EDUC 327, 328, 330, 331, 340 plus student teaching (EDUC 480): 22 hours.

For 5-12 majors: EDUC 320, 327, 328, 330, 331, 340, MATH 317 and student teaching (EDUC 495): 24 hours.

PROFESSIONAL EDUCATION COURSES

All candidates in teacher education will complete the professional education core: EDUC 200, 201, 202, 300, 316, 327, 426.

Candidates choosing Elementary Education will also complete EDUC 320, 423, and student teaching.

Candidates with specializations other than Elementary Education will complete, in addition to the core, Education 319, appropriate subject area **special methods courses** and student teaching appropriate to required programmatic levels. Candidates in majors with programmatic levels (Pre-Kindergarten-Adult) will be required to complete field experiences that cover three programmatic levels; candidates in 5-Adult options will be required to complete field experiences that cover two program levels (5-9, 9-Adult).

ELECTIVES vary depending upon teaching specialization. See specific program sheets.

MINOR IN EDUCATION - 17 HOURS

The primary purpose of the education minor is to provide an understanding of the educational processes. **It will not qualify a student for teacher certification.** However, most of the courses which comprise the minor may be applied toward certification.

EDUC 200, 201, 202, 300, 327; choose three hours from EDUC 336 or 499.

**SUGGESTED COURSES SEQUENCE—
ELEMENTARY EDUCATION**

FRESHMAN YEAR

1st Semester

ENGL 101	3
EDUC 200	3
G ED Soc. Struct.	3
MATH 103	3
MUS 105	2
G ED 100	<u>3</u>
	17

2nd Semester

ENGL 102	3
EDUC 201	3
MATH 104	3
MUS 106	2
PHYS 101 or 103	3
G ED Fine Arts	<u>3</u>
	17

SOPHOMORE YEAR

EDUC 202	3
ENGL 201	3
MATH 105	3
BIOL 101	4
G ED Fine Am Trad.	<u>3</u>
	16

EDUC 316	3
EDUC 300	3
PHYS 102	3
ENGL 150	3
EDUC 327	3
GEOG 201	<u>3</u>
	18

JUNIOR YEAR

EDUC 320	3
ENGL 324	3
HIST 209	3
ART 216	3
G ED 200	3
HIST 201	<u>3</u>
	15

MATH 317	3
EDUC 321	3
EDUC 325	3
HHP 369	2
G ED Int'l. Persp.	3
HHP 359	<u>3</u>
	17

SENIOR YEAR

EDUC 318	3
EDUC 426	2
EDUC 491	1
Elective	3
HHP 446	3
EDUC 336	<u>3</u>
	17

Student Teaching	12
EDUC 491	<u>1</u>
	13

TOTAL HOURS: 133

Core Requirements and Options**Requirements**

American Traditions:

Human Diversity:

Social Structure and Behavior:

International Perspectives:

OptionsHIST 207 **or** 208

GED 200

SOC 101

Take **one** of the following:

FREN 101, 102, or 443;

SPAN 101, 102, or 205;

SOC 305 or 441;

POSC 210;

ENGL 440

Fine Arts:

Take **two** of the following, across **two** disciplines:

ART 101 or 200

COMM 140 or 170;

MUS 104, 107, or 108

SUGGESTED COURSE SEQUENCE— SECONDARY EDUCATION AND PreK-Adult PROGRAMS

FRESHMAN YEAR

1st Semester

ENGL 101	3
EDUC 200	3
G ED Soc. Struct.	3
MATH 101	3
HHP 122 or 157	2
G ED 100	<u>3</u>
	17

2nd Semester

ENGL 102	3
EDUC 201	3
Specialization	4
PHYS 101 or 103	3
G ED Fine Arts	<u>3</u>
	17

SOPHOMORE YEAR

EDUC 202	3
ENGL 201	3
BIOL 101	4
G ED Fine Arts	3
Specialization	3
Specialization	<u>2</u>
	18

EDUC 300	3
Specialization	3
ENGL 150	3
Specialization	3
Specialization	3
G ED Am. Trad	<u>3</u>
	18

JUNIOR YEAR

EDUC 316	3
Specialization	2
Specialization	3
HIST 201 or 202	3
G ED 200	3
Specialization	<u>3</u>
	17

EDUC 319	3
Specialization	3
Specialization	3
Specialization	3
G ED Int'l. Persp.	3
EDUC 327	<u>3</u>
	18

SENIOR YEAR

Specialization	3
Specialization	3
Specialization	3
Specialization	3
EDUC 426	<u>2</u>
	14

EDUC 491	1
Student Teaching	12

Plus Electives needed to complete graduation requirement	<u>X</u>
	13 or more

MINIMUM REQUIRED HOURS: 128*

*See individual programs for specific hours required

Core Requirements and Options.**Requirements**

American Traditions:

Human Diversity:

Social Structures and Behavior:

International Perspectives:

OptionsHIST 207 **or** 208

GED 200

SOC 101

Take **one** of the following:

FREN 101, 102, or 443;

SPAN 101, 102, or 205;

SOC 305 or 441;

POSC 210;

ENGL 440

Fine Arts:

Take **two** of the following, across **two** disciplines:

ART 101 or 200

COMM 140 or 170;

MUS 104, 107, or 108

EDUCATION FACULTY

Robert L. Harrison, Jr., Chair

Calvin Bailey

Paige Carney

Jerry Levine

Phoebe Levine

Charles Ledbetter

Sandra Orr

Roger Samples

Michelle Shomo

Brenda Wilson

Patricia Wilson

English

The purpose of instruction in the Department of English is to develop graduates who are proficient in analytical thinking, in critical reading of literary and non-fictional texts, and in a variety of writing modes. All graduates should be able to demonstrate their knowledge of features of language, interpretive approaches to literature in English from several periods, and the process of composing.

Courses offered by the department prepare students for reading and writing throughout the college curriculum, for communication in business and professions, for the advanced study and teaching of English, and for careers in professional writing, publishing, and related fields.

The Bachelor of Arts in English has a common core of courses in language, writing, literature, and critical theory. Students may choose to pursue the more traditional Literature Option, which prepares them for graduate study and professional school, or the Professional Writing Option, which prepares students for a variety of careers as writers.

To strengthen the program and enable students to measure their own progress, student learning is assessed through portfolios of work from several stages of student development, interviews and surveys. Material collected from these sources is used to measure student progress, advise students more effectively, and determine whether the curriculum allows students to achieve the competencies listed above and to meet their own objectives.

For specific requirements for a teaching field in English, see the catalog sections for the Bachelor of Science in Education.

BACHELOR OF ARTS IN ENGLISH

123 hours required for graduation

GENERAL EDUCATION—50 to 52 hours

Must take MATH 100 or higher or BST 104.

MAJOR—42 hours (Option A) or 39 hours (Option B)

Option A: Literature—42 hours

Core Courses: ENGL 230, 250, 303, 334, 401, 477

Select one from ENGL 312, 313

Select one from ENGL 316, 317, 408

Select one from ENGL 337, 338, 339, 340, 342, 343

Select five (5) additional courses from 300/400 level.

Option B: Professional Writing—39 hours

Core Courses: ENGL 112, 204, 225, 250, 303, 304, 334, 477

Select one from ENGL 230, 255, 306, 401

Select one from ENGL 316, 317, 408

Select one from ENGL 337, 338, 339, 340, 342, 343

Select one from ENGL 312, 313

Select one from ENGL 227, 430, 431

Select one from ENGL 310, 429

COGNATES—9 hours (Option A) or 21 hours (Option B)**Option A: Literature**

Six hours in the same foreign language at the 200 level or above, excluding courses on foreign cultures taught in English. Three hours from among British, American, or World History*.

Option B: Professional Writing

Six hours in the same foreign language at the 200 level or above, excluding courses on foreign culture taught in English. Three hours from ART 213 or ART 217. Nine hour area study in a single discipline or a set of related disciplines, to be designed with and approved by the student's advisor.

ELECTIVES—to bring total hours to 123**Minor in Literature—15 hours**

ENGL 250 and 334; three courses in literature from the 300-400 level.

Minor in English: Technical Writing—18 hours

ENGL 112, 204, 306, 310, and either 303 or 429. (Designed for students in technical or business fields).

Minor in English: Writing—15 hours

ENGL 303; one course from ENGL 230, 255, 401; three courses from ENGL 225, 226, 227, 304, 310, 429, 430, 431.

Students should check the English Department Advising Handbook for English and English Education Majors for a schedule of course offerings. The Advising Handbook is available in the English Department office, Hill Hall 226.

*May count as a General Education credit.

SUGGESTED COURSE SEQUENCE— ENGLISH (LITERATURE OPTION)

FRESHMAN YEAR

1st Semester

ENGL 101*	3
G ED 100	3
COMM 100	3
HHP 122 OR 157	2
Foreign Language***	3
G ED Info. Skills	<u>1</u>
	15

2nd Semester

ENGL 102	3
ENGL 150**	3
G ED MATH	3
G ED Fine Arts	3
Foreign Language***	<u>3</u>
	15

SOPHOMORE YEAR

ENGL 250	3
Foreign Language	3
G ED Nat. Sci.	3-4
G ED Am. Trad.****	3
Elective	<u>3</u>
	15-16

ENGL 230	3
Foreign Language	3
American Literature	3
G ED Soc. Struct.	3
G ED 200	<u>3</u>
	15

JUNIOR YEAR

Expository writing	3
G ED Nat. Sci.	3-4
HIST 201+	3
Minority literature	3
Elective	<u>3</u>
	15-16

Shakespeare	3
Literature course	3
History/ Eng. Lang.	3
G ED Fine Arts	3
Brit./Am./World Hist.	3
Elective	<u>3</u>
	18

SENIOR YEAR

Literary Criticism	3
Senior Seminar	3
Literature course	3
G ED Int'l. Persp.or elective***	3
Elective	<u>3</u>
	15

Literature course	3
Literature course	3
Literature course	3
G ED Int'l. Persp.***	3
Elective	<u>3</u>
	15

*Students whose English placement indicates ENGL 099 must complete this course before enrolling in ENGL 101.

**Prerequisite for all 300-400 level literature courses.

***First year foreign language courses may count as G ED credit.

****American History cognate may also count as G ED credit.

+World History cognate may also count as G ED credit.

SUGGESTED COURSE SEQUENCE— ENGLISH (PROFESSIONAL WRITING OPTION)

FRESHMAN YEAR

1st Semester

ENGL 101*	3
G ED 100	3
COMM 100	3
HHP 157 OR 122	2
Foreign Language***	3
G ED Info. Skills	<u>1</u>
	15

2nd Semester

ENGL 102	3
ENGL 150**	3
G ED MATH	3
G ED Fine Arts	3
Foreign Language***	<u>3</u>
	15

SOPHOMORE YEAR

ENGL 250	3
Foreign Language	3
G ED Nat. Sci.	3-4
G ED Am. Trad.****	3
English Language*	<u>3</u>
	15-16

Writing 200/300 level	3
Foreign Language	3
American Literature	3
G ED Soc. Struct.	3
G ED 200	<u>3</u>
	15

JUNIOR YEAR

Expository Writing	3
G ED Nat. Sci.	3-4
HIST 201 or 202+	3
Minority literature	3
Elective	<u>3</u>
	15-16

Shakespeare	3
Writing course	3
Eng. Lang. course	3
Art 213 or Art 217	3
G ED Fine Arts	3
Elective	<u>3</u>
	18

SENIOR YEAR

Literary Criticism	3
Writing course	3
Writing course	3
G ED Int'l. Persp. or Elective***	3
Senior Seminar	<u>3</u>
	15

Writing course	3
Writing course	3
Brit./Am./World Hist.	3
History or Elective	3
G ED Int'l. Persp. or Elective***	<u>3</u>
	15

*Students whose English placement indicates ENGL 099 must complete this course before enrolling in ENGL 101.

**Prerequisite for all 300-400 level literature courses.

***First year foreign language courses may count as G ED Credit.

****American History cognate may also count as G ED credit.

+World History cognate may also count as G ED credit.

ENGLISH DEPARTMENT FACULTY

Juris G. Lidaka, Chair
Carol Acker
Timothy C. Alderman
Jean Anaporté
Karen Anderson
Joy Doss
Kitty Frazier
Denise Giardina
Daryl Grider
Arnold M. Hartstein
Barbara Henry

Martin Japtok
Barbara Ladner
Kimberly Lovinski
Sandra Marshburn
Tayoba Ngenge
Joan Randall
Jennifer Reed
Carolyn Sturgeon
Carol Johnson
Arline Thorn
Elizabeth Wallace

Foreign Languages, Modern

The Department of Foreign Languages serves a variety of student needs: 1) fulfilling general studies requirements; 2) preparing teaching field specialization from K to adults; 3) completing a minor elective; and 4) meeting cognate requirements of other academic departments.

Many career opportunities are available for graduates using foreign language as a complementary skill. It is valuable in preparation for careers in business, banking, the arts, education, communications and media, government, public services, law, criminal justice and other areas. As the national report **Excellence in Education** points out, "Study of a foreign language introduces students to non-English speaking cultures, heightens awareness of one's native tongue, and serves the nation's needs in commerce, diplomacy, defense and education."

Courses are designed progressively to develop proficiency in comprehension, speaking, reading and writing the foreign language. Instruction is intended to cultivate understanding and appreciation of the traditions and contributions of the metropole and other countries where the foreign language is spoken. Students will identify opportunities to use the target language outside the classroom and make connections to other disciplines.

PLACEMENT PROCEDURES

Students who have had two years or more in Spanish or French in junior or senior high school are required to register for 201 Intermediate. Placement tests will be administered during the first week of classes to determine correct classification.

TEACHING SPECIALIZATION

The teaching specializations in French and Spanish require 33 to 36 hours of language. A post-third year assessment test is given to majors as a preparatory step for the PRAXIS exam. Consult the requirements for the Bachelor of Science in Education for specific courses.

Minor in French—15 hours

FREN 101, 102, 201, 202. Choose one from FREN 305, 311, 312.

Minor in Spanish—15 hours

SPAN 101, 102, 201, 202. Choose one from SPAN 305, 311, 312.

Chinese 101 & 102, German 101, 102, 201, & 202, Japanese 101, 102, 201 & 202, and Russian 101 & 102 will be offered depending on current demand and available instructors.

**SUGGESTED COURSE SEQUENCE—
FRENCH OR SPANISH SPECIALIZATION
PRE-KINDERGARTEN-ADULT EDUCATION**

FRESHMAN YEAR

1st Semester

ENGL 101	3
EDUC 200	3
G ED Soc. Struct.	3
MATH 103	3
FREN or SPAN 101	3
HHP 122 or 157	<u>2</u>
	17

2nd Semester

ENGL 102	3
EDUC 201	3
G ED Fine Arts	3
FREN or SPAN 102	3
G ED Fine Arts	<u>3</u>
	15

SOPHOMORE YEAR

EDUC 202	3
ENGL 201	3
BIOL 101	4
FREN or SPAN 201	3
G ED Fine Arts	<u>3</u>
	16

EDUC 300	3
HIST 207 or 208	3
ENGL 150	3
G ED 100	3
FREN or SPAN 202	3
Elective	<u>3</u>
	18

JUNIOR YEAR

EDUC 316	3
FREN or SPAN 305	3
FREN or SPAN 311	3
G ED 200	3
HIST 201	3
Elective	<u>3</u>
	18

EDUC 319	3
EDUC 327	3
FREN or SPAN 306	3
FREN or SPAN 312	3
PHYS 101 OR 103	3
Electives	<u>3</u>
	18

SENIOR YEAR

FREN or SPAN 407	3
FREN or SPAN 401	3
EDUC 426	3
Electives	<u>6</u>
	15

EDUC 491 Stu Teach Seminar	1
EDUC 496 and/or 497 St Teach	12
FREN or SPAN 402	3

**PLUS Electives needed to
complete graduation
requirements of 128 hours X**

15-18

FOREIGN LANGUAGES FACULTY

Mary C. Frye, Interim Chair
Rebecca Conner
Carolyn Halstead

Health and Human Performance

The purpose of the Department of Health and Human Performance at West Virginia State University is to prepare students and health professionals with the knowledge and skills to assume positions in delivering health, physical education, and recreation programs and services to communities, schools, agencies, and businesses. The Department also promotes the concept of lifelong healthy living through positive health, wellness, and fitness practices among the faculty, staff, students, and community.

Consistent with this focus, the Department offers several different fields of study and courses in the health and human performance area. The Bachelor of Science degree is available in Health Sciences and in Recreation. Teaching specializations in Health Education and Physical Education are also available. Within these programs are a variety of minors, certifications, and emphases.

The Department also takes advantage of the beautiful outdoor resources available in West Virginia by offering leisure activity classes in fly fishing, kayaking, scuba diving, golf, backpacking, and rock climbing.

BACHELOR OF SCIENCE IN HEALTH SCIENCES

128 hours required for graduation

GENERAL STUDIES REQUIREMENT—50-52 hours

General education requirements for bachelor's degrees are listed in this catalog. Students should consult the department chair to determine which of the courses taken for the associate degree will apply toward bachelor's degree requirements.

HEALTH SCIENCE CORE—12 hours

SOC 321; HHP 354, 355, 457

Emphasis A: Health Care Supervision

ECON 201, 202; B A 301, 310, 320, and one other B A course as approved by department.

Emphasis B: Health Promotion/Wellness

HHP 150, 251; BIO 303; HHP 352, 456, 458.

Emphasis C: Health Studies

The student will select, in consultation with the health science advisor, 18 hours in their area of interest. This may be in one or a combination of areas depending on the student's career goals.

COGNATES—7 hours

PSY 200; SOC 311

BACHELOR OF SCIENCE IN RECREATION

121 hours required for graduation

GENERAL EDUCATION—50 to 52 hours

MAJOR— 37 hours

Core Courses: HHP 180, 183, 184, 280, 281, 285, 289, 355, 386, 404, 407, and 458.

Therapeutic Specialization (19 hours): BIOL 210; HHP 401 and 408; EDUC 327; S WK 350. The therapeutic specialist must take 19 hours to receive national certification as a recreation specialist. **Students who do not choose this specialization must elect a minor.**

COGNATES—9 hours

EDUC 201; ART 101; SOC 101

MINOR IN RECREATION—20 hours

HHP 180, 184, 280, 281, 285, 404, 408.

MINOR IN ATHLETIC TRAINING—20 hours

HHP 225, 317, 318, 319, 327, 331, 333; BIOL 210. Students must have current CPR and Advanced First Aid before participating in HHP 317, 318, 319.

NOTE: For Health Education and Physical Education program requirements see listings under Education.

SUGGESTED COURSE SEQUENCE— HEALTH EDUCATION

FRESHMAN YEAR

1st Semester

HHP 157	2
ENGL 101	3
EDUC 200	3
G ED 100	3
G ED Fine Arts	3
HHP 150	<u>3</u>
	17

2nd Semester

ENGL 102	3
G ED Fine Arts	3
HIST 207 or 208	3
CS 106	3
BIO 101	4
	16

SOPHOMORE YEAR

EDUC 201	3
MATH 100, 101 or 103	3
HIST 201 or 202	3
PHYS 101 or 103	3
SOC 101	3
HHP 251	<u>3</u>
	18

EDUC 202	3
PSYC 151	3
ENGL 150	3
BIOL 210	4
HHP 253	<u>3</u>
	16

JUNIOR YEAR

HHP 354	3
EDUC 300	3
BIOL 303	3
Add. Tchng Field/Elec.	3
ENGL 201	<u>3</u>
	15

EDUC 316	4
EDUC 319	3
HHP 252	2
HHP 458	3
Add. Tchng Field/Elec.	3
HHP 352	<u>3</u>
	18

SENIOR YEAR

G ED Int'l Persp.	3
HHP 456	3
EDUC 327	3
Add.. Tchng Field Elec.	<u>6</u>
	15

STUDENT TEACHING

EDUC 496	3
EDUC 497	3
EDUC 426	1
Add.. Tch. Field/Elec.	<u>3</u>
	13

SUGGESTED COURSE SEQUENCE— PHYSICAL EDUCATION

FRESHMAN YEAR

1st Semester

ENGL 101	3
EDUC 200	3
HHP 126	3
MATH 103	3
HHP 122 or 157	2
HHP 135	<u>2</u>
	16

2nd Semester

ENGL 102	3
EDUC 201	3
G ED 100	3
G ED Fine Arts	3
HHP 183	2
G ED American Traditions	<u>3</u>
	16

SOPHOMORE YEAR

EDUC 202	3
ENGL 201	3
BIOL 101	4
G ED 200	3
HHP 242-339	2
HHP 244-341	<u>2</u>
	17

EDUC 300	3
G ED Fine Arts	3
BIOL 210	4
HHP 240-343	2
PHYS 101 or 103	3
ENGL 150	<u>3</u>
	18

JUNIOR YEAR

EDUC 316	4
HHP 225	3
HIST 201	3
G ED Soc. Struc. & Behavior	3
HHP 238	1
HHP 331	<u>3</u>
	17

EDUC 319	3
HHP 327	3
G ED Int'l. Persp.	3
HHP 101, 301	1
EDUC 327	3
HHP 428	<u>3</u>
	16

SENIOR YEAR

EDUC 426	1
HHP 446	3
HHP 449	3
Elective	2
HHP Elective	<u>1</u>
	13

EDUC 491	1
EDUC 493, 496 or 497	<u>12</u>
	13

SUGGESTED COURSE SEQUENCE— RECREATION

FRESHMAN YEAR

1st Semester

ENGL 101	3
MATH 101, 100 or B ST 104	3
ART 101	3
HHP 180	3
G ED Nat. Sci.	<u>3-4</u>
	15-16

2nd Semester

ENGL 102	3
G ED 100	3
COMM 100	3
HHP 281	3
HHP 122 or 157	2
Electives/Minor	<u>3</u>
	17

SOPHOMORE YEAR

G ED 200	3
EDUC 201	4
G ED Nat. Sci.	3-4
HHP 280	3
ENGL 150	<u>3</u>
	16-17

G ED Fine Arts	3
HIST 201 or 202	3
G ED Info. Skills	1
HHP 285	2
Electives/Minor	6
HHP 184	<u>2</u>
	17

JUNIOR YEAR

HHP 355	3
G ED Int'l. Persp.	3
G ED Am. Trad.	3
Elective/Minor	3
SOC 101	<u>3</u>
	15

HHP 386	3
HHP 404	4
G ED Int'l. Persp.	3
HHP 183	2
HHP 289	<u>3</u>
	15

SENIOR YEAR

HHP 408	3
HHP 458	3
Electives/Minor	<u>2</u>
	15

HHP 407	6
Electives/Minor	<u>2</u>
	15

HHP DEPARTMENT FACULTY

Debra Anderson Conliffe, Chair
 W. Scott Snyder
 Oree Banks
 Jay Canterbury
 Patricia King
 Harry T. Muilenburg

History

At West Virginia State University, students study the past to understand the present and shape the future. The History Department is committed to the principle that the investigation of the broad and diverse panorama of the human experience over time fosters principles of freedom, reason, and tolerance in society. Faculty hold the highest degrees from some of the nation's most prestigious universities, and participate vigorously in professional activities in the discipline, from consulting, publishing, and public speaking, to attendance and organization of scholarly conferences. Through its teaching, research, and community service, the Department reflects the historic mission of the University as a "Living Laboratory of Human Relations," and is home to the Middle States African Studies Association, which sponsors an annual conference hosting scholars from around the world.

Rigorous study, judicious analysis, and extensive reading and writing prepares students for careers in the fields of information management, museum curation, archaeology, cultural resource management, international education, local and state government, economic development, and other professions in the field of public history. Moreover, the study of the heritage of the past in the broad liberal arts tradition prepares graduates for further study at the graduate level or professional training in fields like education, public policy, or law.

Graduates will have completed a General Education requirement designed to promote students' ability to interconnect knowledge and apply concepts and skills from one area to another. Graduates will have successfully completed six upper-level courses emphasizing research and writing skills, and kept a comprehensive portfolio of all written work to demonstrate competency in those language arts skills. The required Senior capstone course permits students to select either a research-intensive project if they contemplate graduate or professional training, or field experience internships with public history agencies in the region to provide workforce training for those students entering employment.

Program Level Outcomes

Graduates with a BA in History from West Virginia State College should be able to:

1. Demonstrate an understanding of the diversity of the human experience over space and time.
2. Demonstrate an understanding of the broad trends of the unique American historical experience.
3. Recognize the crucial and subtle differences between primary and secondary sources.
4. Demonstrate the ability to perform extensive historical research and writing

assignments.

5. Fulfill the institutional mission of an HBCU by demonstrating an understanding of the unique African-American historical experience.
7. Demonstrate an understanding of the crucial differences between traditional and modern societies.
8. Students who choose a public history **area of emphasis** will demonstrate the skills of historic preservation, document conservation, site interpretation, cultural resource management, and other workforce occupational abilities, and successfully complete an internship with a local institution or program.
9. Students choosing a graduate school or other professional training **area of emphasis** will demonstrate advanced research and writing capabilities through upper level courses and the Senior capstone research course.

Bachelor of Arts in History

121 hours required for graduation

GENERAL EDUCATION—50 to 52 hours

MAJOR:

HIST 201, HIST 202*, HIST 207*, HIST 208*—12 hours

Seven HIST courses 300/400 level—21 hours

HIST 400 Senior capstone class—3 hours

Portfolio of written work

COGNATES :

Six hours in the same Modern Foreign language, excluding

International culture classes taught in English—6 hours

Twelve cognate hours approved by Department—12 hours

ELECTIVES—Free electives to bring total to 121 hours

**SUGGESTED COURSE SEQUENCE—
HISTORY**

FRESHMAN YEAR

1st Semester

ENGL 101	3
HIST 201	3
G ED 100	3
G ED Quant. Res.	3
HHP 122 or 157	<u>2</u>
	14

2nd Semester

ENGL 102	3
HIST 202	3
G ED 200	3
G ED Fine Arts	3
Elective	<u>3</u>
	15

SOPHOMORE YEAR

ENGL 150	3
HIST 207	3
G ED Nat. Sci.	3-4
For. Lang.	3
G ED Info. Skills	<u>3</u>
	15-16

COMM 100	3
HIST 208	3
G ED Nat. Sci.	3-4
For. Lang.	3
GED Soc. Struct.	<u>3</u>
	15-16

JUNIOR YEAR

HIST 300/400	3
HIST 300/400	3
Cognate	3
Electives	6
G ED Fine Arts	<u>3</u>
	18

HIST 300/400	3
HIST 300/400	3
Cognate	3
Electives	<u>6</u>
	15

SENIOR YEAR

HIST 300/400	3
HIST 300/400	3
Cognate	3
Electives	<u>6</u>
	15

HIST 300/400	3
HIST 400	3
Cognate	3
Electives	<u>6</u>
	15

HISTORY DEPARTMENT FACULTY

Stuart McGehee, Chair
 Anna Marie Evans
 Lois Lucas
 Billy Joe Peyton

Mathematics

The Department of Mathematics endeavors to give students a sound background for a basic understanding of science; to give prospective teachers a professional attitude, a strong subject matter foundation and adequate skills and techniques in the application and the teaching of the material; and, to show students that mathematics is a living and vital discipline by seeing it applied in the classroom and in the various fields of industry.

The Mathematics Department provides the courses for education students with mathematics as a teaching field. See the Bachelor of Science in Education for specific requirements.

BACHELOR OF SCIENCE IN MATHEMATICS

125 hours required for graduation

GENERAL EDUCATION—50 to 52 hours

MAJOR—37 to 40 hours

Choose one option area:

Option A - Classical Emphasis: CS 106; Math 121* OR Math 101* and 102; 206, 207, 208, 308, 402, 408, and 12 elective hours in upper division mathematics courses.

Option B - Applied Emphasis: CS 106*; Math 121* OR Math 101* and 102; CS 202, 204; Math 206, 207, 208, 408, and 12 elective hours in upper division mathematics courses.

COGNATES

Option A (20-24 hours): BIOL 101* and 206; or CHEM 105, 106, 107, and 108; or PHYS 201, 202, 203, 204; and twelve hours* of a modern foreign language. Note: Foreign students may fulfill the language requirement by taking 12 hours from the following: CS 202; MATH 303 (cannot be counted for major); MATH 204, 304; ENGL 200; COMM 100.

Option B (8-11 hours): BIOL 101* and 206; or CHEM 105, 107, 106 and 108; or PHYS 231 and 232.

ELECTIVES—to bring total to 125 hours

MINOR IN INFORMATION SYSTEMS—18 hours

CS 109, 204, 220, 230, MATH 304, 335.

*Courses may be cross-listed with General Studies, for major, and/or cognate requirements. (6 hours of foreign language may be cross-listed.)

**SUGGESTED COURSE SEQUENCE—
MATHEMATICS - CLASSICAL OPTION**

FRESHMAN YEAR

1st Semester

ENGL 101	3
G ED 100	3
HPRS 122 or 157	2
MATH 121*	4
Science Cognate	<u>4-6</u>
	16-18

2nd Semester

ENGL 102	3
G ED 200	3
CS 106	3
MATH 206	4
Science Cognate	<u>4-6</u>
	17-19

SOPHOMORE YEAR

For. Lang. 101	3
ENGL 150	3
Free elective	3
G ED Nat. Sci.	3-4
MATH 207	<u>4</u>
	16-17

For. Lang. 102	3
COMM 100	3
Free elective	3
G ED Nat. Sci.	3-4
MATH 208	<u>4</u>
	16-17

JUNIOR YEAR

MATH 308	3
Computer Language	3
G ED Am. Trad.	3
MATH 300/400	3
Free Elective	<u>3</u>
	15

Free elective	3
Foreign Language	3
G ED Soc. Struct.	3
MATH 300/400	3
MATH 402	<u>3</u>
	15

SENIOR YEAR

G ED Fine Arts	3
Free elective	5
MATH 300/400	3
MATH 408	1
Elective	<u>3</u>
	15

HIST 201 or 202	3
G ED Fine Arts	3
Free elective	3
Elective	3
MATH 300/400	<u>3</u>
	15

SUGGESTED COURSE SEQUENCE— MATHEMATICS—APPLIED OPTION

FRESHMAN YEAR

1st Semester

MATH 121 *	4
ENGL 101	3
G ED 100	3
CS 106	3
Restricted Elec.	<u>3</u>
	16

2nd Semester

ENGL 102	3
G ED 200	3
HIST 201 or 202	3
MATH 206	4
Restricted Elective	<u>3</u>
	16

SOPHOMORE YEAR

CS 202	3
ENGL 150	3
Elective	3
G ED Nat. Sci.	3-4
MATH 207	<u>4</u>
	16-17

COMM 100	3
CS 204	3
Elective	3
G ED Nat. Sci.	3-4
MATH 208	<u>4</u>
	16-17

JUNIOR YEAR

G ED Am. Trad.	3
Elective	3
Elective	3
Science Cognate	4-6
MATH 300/400	<u>3</u>
	16-18

G ED Soc. Struct.	3
Science Cognate	4-6
MATH 300/400	3
HPRS 122 or 157	2
Elective	<u>3</u>
	15-17

SENIOR YEAR

MATH 408	1
MATH 300/400	3
G ED Fine Arts	3
G ED Int'l. Persp.	3
Elective	<u>2-5</u>
	12-15

MATH 300/400	3
G ED Fine Arts	3
G ED Int'l. Persp.	3
Elective	3
Elective	<u>0-3</u>
	12-15

MATHEMATICS DEPARTMENT FACULTY

Clyde P. Campbell, Chair
 Andrew N. Aheart
 Wayne Akey, Jr.
 Michael Anderson
 Sonya Armstrong
 Ronald Baker
 George Rust
 Naveed Zaman
 Xiahong Zhang

Military Science

The Military Science curriculum stresses the techniques and practical application of organizational theory, leadership, and decision making for both women and men.

The basic course, normally taken during the freshman and sophomore years, is designed to explore the mainstreams of thought about the structuring of cooperative effort in organizations, from the origins of formal theory to the recent contributions of the behavioral sciences. Course objectives are to gain familiarity with the concepts of leadership and develop practical skills in leadership, management and decision making functions. Building on the theoretical groundwork, the course emphasizes application and practical experience for a more complete understanding of the concepts.

To achieve the above objectives, the course will include both experiential and didactic learning methods. The experiential learning component includes both laboratory situations and selected outside activities. Approximately one-third of each semester is devoted to the didactic learning method. The remaining two-thirds of each semester of the first year are devoted to the experiential learning component.

The second class of the basic course is an extension of the first class. Students continue their study of organizational theory, leadership, and management.

The basic course, described above, has a weekly requirement of two class hours and a leadership lab. Enrollment imposes no military obligation nor enforces military standards of dress, physical fitness, discipline, and appearance on the part of the enrolled students. However, students desiring a uniform and wanting to wear the uniform to class or lab must conform to basic military appearance standards.

The advanced course, normally taken during the junior and senior years, is limited to those graduates of the basic course who have demonstrated both potential for and a desire to become commissioned officers in the U.S. Army. The curriculum of the advanced course builds upon and reinforces the knowledge gained in the basic course. In the advanced course, experiential and didactic learning methods are oriented toward a single organization—the U.S. Army. Course objectives are to increase the student's understanding of processes and issues in Army organizational life and to develop the analytical skills necessary for leadership, organization, management and administration of military organizations.

Advanced course students receive a \$150.00 stipend per month for each month they are in school, for up to 20 months, and also incur a service obligation to the Army upon completion of the two-year advanced course.

A student must maintain a **minimum** average of C (2.00) in military science courses in order to be considered for commission.

MILITARY SCIENCE FACULTY

LTC George A. Nelson

Major Kenneth A. Cerney

Major Donald W. Edwards, Jr.

MSG Stewart L. Wigglesworth

SFC Randel J. Bettger

ENHANCED SKILLS TRAINING PROGRAM— ROTC

Any student enrolled in a ROTC course is eligible to take advantage of the Enhanced Skills Training (EST) Program.

The EST Program offers academic instruction and tutorial assistance in reading comprehension, vocabulary development, college study skills, written expression and oral communication, arithmetic and algebra. The EST Program provides quality individualized instruction and tutorial assistance to all students enrolled in these developmental courses. Textbooks and other materials are available to students at no cost. The EST Program has a tradition of leadership development, discipline, and academic excellence.

EST courses are listed in the college class schedule, and eligible students may register for them through the regular registration process.

Music

The purpose of the Department of Music is to prepare and develop teachers of music on both the elementary and high school levels—teachers who are sound musicians and cultured individuals whose personalities are suited to the profession.

The music department offers courses in theory, history, appreciation, conducting, technology, and various ensembles (including choir, band, jazz, percussion, brass, and handbell, woodwind). Music majors, as well as students in other programs have the opportunities of musical enrichment and cultural development.

The music education student must declare a music performance area e.g. piano, voice, trumpet, clarinet. See complete listings in catalogue. A minimum of six public performances in student solo recitals is to be made prior to the second semester of the senior year. A student having special qualities as a performer, may, with the advice and consent of his instructor and the music faculty, be accorded the privilege of presenting a solo recital in the senior year.

Upon the completion of Music 211, students pursuing the music education degree must pass the piano proficiency examination given during the sophomore or junior year. All music majors registered as full time students are required to participate in a major ensemble consistent with their performance area every semester except the one in which they are student teaching. Attendance at specified Artist Series events, recitals, concerts, and meetings or workshops sponsored by the department is required of all music students each semester. The department suggests that courses should be taken in sequence when ever possible (Refer to teacher education section for requirements in the grades K-12 comprehensive program, and the teacher education handbook.) Additional policies and procedures are outlined in the Department of Music Student Handbook.

MINOR IN MUSIC- 16 hours

MUS 115, 101, 107, 110, 011, 150, 160, 161, and 307 OR 207. Choose one course from MUS 305, 306, 313, 314, 405.

SUGGESTED COURSE SEQUENCE— MUSIC EDUCATION

FRESHMAN YEAR

1st Semester

ENGL 101**	3
G ED 100*	3
MATH 103/100/101**	3
MUS 011	1
MUS 101	3
MUS 110#	1
MUS 150/160	1
HIST 207/208 **	<u>3</u>
	18

2nd Semester

ENGL 102**	3
EDUC 200**	3
MUS 102	3
MUS 012	1
MUS 111#	1
MUS 115	1
MUS 150/161	1
FINE ARTS**	<u>3</u>
	16

SOPHOMORE YEAR

EDUC 201	3
ENGL 201**	3
MUS 021	1
MUS 123^	1
MUS 150/160	1
MUS 201	3
MUS 203*	3
MUS 210#	1
MUS 116	<u>1</u>
	17

EDUC 202	3
MUS 022	1
MUS 124^	1
MUS 150/161	1
MUS 202	3
MUS 215	1
MUS 204*	3
MUS 211#	1
HIST 201/202**	<u>3</u>
	17

JUNIOR YEAR

MUS TECH 320/EDUC 300	3
MUS 031	2
MUS 150/160	1
MUS 305	3
MUS 314	3
MUS 307	3
MUS 216	<u>1</u>
	16

SOC 101**	3
G ED 200**	3
EDUC 316	3
ENGL 150**	3
MUS 032	2
MUS 150/161	1
MUS 313	<u>3</u>
	18

SENIOR YEAR

G ED - Int'l Perspectives**	3
HHP 122/157	2
MUS 041	2
MUS 306	3
PHYSICS 101/103**	3
MUS 405	3
MUS 151/160	<u>1</u>
	17

EDUC 319	3
EDUC 327	3
EDUC 426	2
BIOL 101**	4
MUS 042	2
MUS 150/161	<u>1</u>
	15

STUDENT TEACHING SEMESTER

EDUC 493/496/497 (take 2 of 3)	12
EDUC 491	$\frac{1}{2}$
	13

MUSIC DEPARTMENT FACULTY

Charlotte E. Giles, Chair

J. Truman Dalton

Carol C. Eich

Ronnie Ingle

Brenda M. Vanderford

Philosophy

The Philosophy faculty provides courses for various degree programs. Offerings include a minor and special interest courses. See section on course descriptions. (Philosophy courses are offered through the Sociology Department.)

Minor in Philosophy—15 hours

Students enrolled in other degree programs at West Virginia State University can enhance their degree by adding a Minor in Philosophy. Requirements for a Philosophy Minor are fifteen credit hours in Philosophy including:

PHIL 201 Introduction to Philosophy

PHIL 202 Ethics

PHIL 310 Logic

and

Two Elective courses in Philosophy from the following:

PHIL 203 Ancient and Medieval Philosophy of the West

PHIL 204 Modern Philosophy

PHIL 205 Existentialism

PHIL 220 Philosophy of Science

PHIL 303 Contemporary Philosophy

PHIL 316 Independent Study in Philosophy

The following courses offered in the Political Science Department are also approved as Elective courses:

POSC 401 Classical Political Thinkers

POSC 402 Modern Political Thinkers

Students interested in adding a Minor in Philosophy should consult the Chair of the Department of Sociology.

#Piano majors take 4 hours on another instrument or instruments

^Voice majors take 2 hours on another instrument or instruments

*Music History I or Music History II satisfies one of the General Studies Fine Arts requirements

**Courses that may be taken in summer school sessions

Physics

The Physics Department provides support courses for various degree programs and provides general education courses. The department also provides students entering careers or going to professional schools requiring a background in physics, with a strong academic foundation.

In addition, the Physics Department provides the courses for the Associate in Applied Science in Nuclear Medicine Technology administered by the Community and Technical College. (Refer to the catalog section on Associate Degrees.)

Political Science

Courses in Political Science offer students an opportunity to explore and analyze both formal and informal power relationships, from interest groups and political parties to national and international actors and events.

Those who major in political science are equipped to pursue graduate study and careers in law, international relations, public administration, electoral politics, public policy-making, consulting, journalism, diplomacy, military science, intelligence, business or community organizations.

BACHELOR OF ARTS IN POLITICAL SCIENCE

123 hours required for graduation

GENERAL EDUCATION—50 to 52 hours

To meet the General Education requirement political science majors must pass MATH 101.

MAJOR—36 hours

POSC 100, 101, 204, 210, 311, 312, 400; 15 hours from 300 and 400 level courses in political science.

COGNATES—24 hours

PSYC 200; ECON 201; six hours in the same modern foreign language, excluding courses on foreign cultures taught in English.

Choose two from HIST (one course from 201, 202, 414; and one course from 207, 208, 422).

Choose two from PHIL 201, 202; SOC 101, 203, 208, 307, 308, 309, 310, 320; HIST 209, 304, 306, 307, 308, 309, 416, 421; ECON 310.

ELECTIVES—to bring total to 123 hours

Up to six hours in Cooperative Education may be earned in major-related work.

Up to nine credit hours of the following courses may be double-counted as G ED courses:

POSC 101: American Government (3 hours) to satisfy requirement for American Traditions;

POSC 210: International Relations (3 hours) to satisfy the requirement for International Perspectives

G ED courses in approved Modern Foreign Languages (3-6 hours)

Minor in Political Science—15 credit hours

POSC 100; 101; 204 or 210; and six hours from any 300 or 400 level political science course. Consult the admissions policy of the Department of Political Science as well.

**SUGGESTED COURSE SEQUENCE—
POLITICAL SCIENCE**

FRESHMAN YEAR

1st Semester

ENGL 101	3
MATH 101	3
G ED 100	3
POSC 100	3
HIST 201	<u>3</u>
	15

2nd Semester

ENGL 102	3
G ED Nat. Sci.	3-4
POSC 101	3
HIST 202 or 414	3
G ED Soc. Struct.	<u>3</u>
	15-16

SOPHOMORE YEAR

G ED 200	3
POSC 204	3
G ED Nat. Sci.	4
Cognate	3
ECON 201	<u>3</u>
	16

POSC 210	3
PSYC 200	4
Cognate	3
For. Lang.	3
G ED Fine Arts	<u>3</u>
	16

JUNIOR YEAR

POSC 311	3
POSC 300 level	3
G ED Info. Skills	3
HIST 207, 208 or 422	3
G ED Fine Arts	<u>3</u>
	15

POSC 312 level	3
POSC 300 level	3
Cognate	3
Cognate	3
Free elective	<u>3</u>
	15

SENIOR YEAR

POSC 300/400 level	3
POSC 300/400 level	3
Cognate	3
Free elective	3
Free elective	<u>3</u>
	15

POSC 300/400 level	3
POSC 400 level	3
POSC 400 level	3
Free elective	3
Free elective	3
Free elective	<u>3</u>
	18

POLITICAL SCIENCE DEPARTMENT FACULTY

Charles E. Smith, Chair
 Gerald Beller
 Maude Brunstetter

Psychology

The Psychology Department of West Virginia State University serves varied purposes for its diverse clientele. For those students seeking training for professions in the field, we strive to present the necessary information, skills, and experience to prepare them for graduate school, careers, or both. For those students in our service courses, our goals are to present a balanced, comprehensive view of psychology as a legitimate area of science, while likewise emphasizing the practical importance of the subject matter in their daily lives.

In addition to scholarship, the department continues to maintain an active research profile, a referral service for those students in need of counseling, advising to all students interested in careers in the field, recognition of academic excellence through the departmental honor society; opportunities for gaining experience in the field through participation in the Psychology Club or via field placements; and an active voice in community service, through off-campus classes and public speaking engagements. As the only four year state supported psychology degree available in the Kanawha Valley, we seek to emphasize and exemplify all facets of what it means to be a psychologist in the modern world.

We will continue to expand our efforts to broaden our services to all students at West Virginia State University. Reflecting psychology's ever growing technological emphasis, our students have access to web-based and web-assisted classes in all facets of the field; a departmental computer lab; and current psychological data bases obtained via the college library. Courses will continue to be updated to reflect new information, in all areas of the discipline. Other departments, including those in the social and health sciences, social work, criminal justice, and nursing, will continue to profit from our expertise as it relates to their disciplines.

Our program continues to attract quality students through its qualified instructors, challenging courses, and modern facilities. Our small faculty to student ratio contributes to an intimate learning atmosphere which is furthered by a group of dedicated, accessible faculty. Classes are conveniently scheduled to accommodate the wide variety of students that our program attracts. The West Virginia State College psychology program will continue in the efforts to provide proper instruction, on all levels, to those who seek our knowledge, advice, and guidance.

Bachelor of Arts In Psychology

127 hours required for graduation

GENERAL EDUCATION—50 to 52 hours

MAJOR - 39 hours

PSYC 151, 175, 200, 205, 315, 412; two courses from 303, 309, 310, 320, 325; two courses from 245, 300, 308, 312, 411; two courses from 215, 301, 335, 340, 401.; one course from any of the above groups or 330 or 398.

REQUIRED COGNATE—6 hours

Six hours of one foreign language, excluding courses on foreign cultures taught in English.

COGNATES - 6 hours

Six hours from BIOL 206, 210; MATH 101; EDUC 327; PHIL 200, 201, 202; SOC 270; ECON 201, 202; AH 209, SW 131, CJ 204, 230.

ELECTIVES—to bring total to 126 hours**Minor in Psychology—15 to 16 hours**

PSYC 151 and 200; one course from 205, 303, 309, 310, 320; one course from 215, 245, 300, 301, 312; one course from 308, 335, 340, 401, 411.

SUGGESTED COURSE SEQUENCE— PSYCHOLOGY

FRESHMAN YEAR

1st Semester

ENGL 101	3
G ED Math	3
COMM 100	3
For. Lang.	3
PSYC 151	<u>3</u>
	15

2nd Semester

ENGL 102	3
G ED 100	3
G ED Fine Arts	3
For. Lang.	3
G ED Soc. Struct.	3
PSYC 175	<u>1</u>
	16

SOPHOMORE YEAR

G ED 200	3
G ED Nat. Sci.	3-4
HHP 122 or 156	2
PSYC 215, 245, 300, or 312	3
PSYC 200	<u>4</u>
	15-16

ENGL 150	3
G ED Fine Arts	3
G ED Am. Trad.	3
PSYC 205	4
Cognate	<u>3</u>
	16

JUNIOR YEAR

HIST 201 or 202	3
PSYC 315	3
PSYC 303, 309, 310, or 320	3
PSYC 308, 335, 401, or 411	3
Elective	<u>3</u>
	15

CS 106	3
G ED Int'l. Persp.	3
PSYC 215, 245, 300, or 312	3
PSYC 303, 309, 310, or 320	3
Elective	<u>3</u>
	15

SENIOR YEAR

PSYC 412	3
PSYC 301, 330, or 340	3
G ED Nat. Sci.	3-4
G ED Elective.	3
Elective.	<u>3</u>
	15-16

PSYC 308, 335, 401, or 411	3
Cognate	3
Elective	3
Elective	3
Elective	3
Elective	<u>3</u>
	18

PSYCHOLOGY DEPARTMENT FACULTY

Rebecca S. Francis, Chair

Paula K. McCoy

Charles W. Perdue

James L. Spencer

Regents Bachelor of Arts

Non-Traditional Degree Program

The Regents Bachelor of Arts (RBA) degree is the College's only non-traditional degree program. 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-collegiate professional training programs, such as hospital-based programs in nursing and medical technology.

REQUIREMENTS FOR ADMISSION TO THE PROGRAM

Admission to the Regents Bachelor of Arts degree is not identical with general admission to the college. It is a formal procedure requiring an interview, an application, and a letter of candidacy.

1. Students are not eligible for admission until four years after graduation from high school.
2. Students must not have previously earned a bachelor's degree. They may not be enrolled simultaneously in this program and another baccalaureate degree program.
3. All passing grades at accredited colleges will be accepted. All grades of "F" received four or more years **before admission to the program** are disregarded.
4. Credit may be awarded for passing scores on the CLEP and other college level tests.
5. Credit may be awarded for work and life experiences that are equivalent to college level course work. (A fee of \$300 will be charged for each assessment regardless of the credit awarded.) **NOTE: Fee is payable when a portfolio is submitted.**
6. Twenty-four (24) semester hours must be earned in the state funded colleges and universities of West Virginia.
7. Continuation in the program is contingent upon a candidate's making visible progress toward the degree.

Candidacy will be terminated after any 18-month period of inactivity. Candidacy will automatically end if a student is suspended by the College.

8. Candidates once terminated may be readmitted to the program, subject to all policies in effect at the time of reapplication. Under no circumstances is readmission to result in any additional waiver of failing grades.

REGENTS BACHELOR OF ARTS

128 hours required for graduation

GENERAL EDUCATION—36 hours

Communications	6 hours
Humanities	6 hours
Natural Science	6 hours
Mathematics	3 hours
Social Science	6 hours
Electives in General Education	9 hours

MAJOR

No major field required: student must complete 40 hours of upper division (300 -400 level) courses.

ELECTIVES—52 hours

Program Coordinator: Till Curry

Program Advisor: Mimi Blaylock

**REGENTS BACHELOR OF ARTS
AREA OF EMPHASIS IN BUSINESS**

An Area of Emphasis in Business in the Regents Bachelor of Arts Degree shall consist of a group of courses representative of the concentrations in Business Administration (together with the required prerequisites for those courses). The Area of Emphasis courses are:

- BA 301 Fundamentals of Management
- BA 305 Principles of Marketing
- BA 310 Human Resource Management
- BA 313 Business Finance
- any other 300/400 level BA course for which the student has the prerequisite

These courses require prerequisites as listed in this Catalog

Social Work

Social work is one of the oldest human service professions. It uses the social and behavioral sciences to understand and help individuals, families, groups, and communities realize their full potential. Students in the social work program learn professional values, master a broad range of knowledge about individuals, social systems, human diversity, social policy, and generalist practice theory; and develop skills related to analysis and problem solving, communication, research, and generalist practice. The program helps students to integrate theoretical material from the classroom with the practical supervised field experience of working directly with individuals, groups, and communities.

The social work program at West Virginia State University is fully accredited by the Council on Social Work Education and leads to the Bachelor of Science degree in Social Work.* Graduates are eligible to take the social work licensure examination in West Virginia and other states, depending on individual state laws. The program prepares students for beginning generalist professional social work practice.

Graduates of the program find employment in various human service settings such as hospitals, community mental health centers, nursing care facilities, children and family service agencies in both the public and private sectors, hospice and group homes, courts and probation, victim service programs, and public welfare agencies. The program also provides a sound educational base for those who wish to pursue graduate education.

The course of study focuses on basic assumptions, values, principles, and skills which underlie intervention with individuals, groups, families, and organizations; provides a comprehensive liberal arts foundation to enhance the student's understanding of the individual in reciprocal interaction with the environment; and includes courses in humanities, biological sciences, social and behavioral sciences, and communication. Academic credit for life experience and previous work experience will not be given, in whole or in part, in lieu of the field practicum, or in lieu of courses in the professional foundation areas.

Admission to the Social Work Program

Students may declare as social work majors at any time during their collegiate careers. However, all social work candidates must formally apply to the Social Work Department for admission to the program. Students are then selectively admitted to the program, and only those formally admitted can enroll in the practice and field instruction courses. To be formally admitted a student must meet the following standards and procedures:

- I. The completion of 45 hours of college credit
- II. The completion of formal application papers for admission to the program in the semester that the student has successfully completed 45 hours
- III. Review of academic ability

To be admitted to the program the student must have:

- A. A GPA of 2.00 overall
- B. A grade of C or better in English 101 and 102
- C. A grade of C or better in the required introductory course (S WK 131)
- D. A satisfactory rating in the S WK 131 field experience
- E. A grade of C or better in social work courses, if taken

Bachelor of Science in Social Work

123 hours required for graduation

GENERAL EDUCATION—50 to 52 hours

MAJOR—45 hours

Core Courses: S WK 131, 200, 202, 245, 316, 342, 400, 403, 404, 405, 406.

Select six hours from S WK 205, 210, 298, 330, 350, 399.

COGNATES—23 hours

BIOL 210; EDUC 201; POSC 204; PSYC 151, 200; SOC 101*, 212.

ELECTIVES—to bring total hours to 123

Information on formal admission to the program is available in the office of the Department of Social Work. In accordance with standards set by the Council on Social Work Education, students who have not been formally admitted to the Social Work program cannot be permitted to register for field and practice instruction courses (S WK 316, 403, 404, 405, 406).

NOTE: Students majoring in Social Work are required to achieve at least a minimum grade of C in all Social Work courses.

*May be counted toward G ED Social Science Requirement.

**May be counted toward G ED Quantitative Reasoning Requirement.

SUGGESTED COURSE SEQUENCE— SOCIAL WORK

FRESHMAN YEAR

1st Semester

ENGL 101	3
COMM 100	3
G ED Info. Skills**	4
G ED Fine Arts	3
G ED Am. Trad.	3
HHP 122 or 157	<u>2</u>
	14

2nd Semester

ENGL 102	3
G ED 100	3
G ED Nat. Sci.	3-4
SOC 101*	3
S WK 131	<u>3</u>
	15-16

SOPHOMORE YEAR

BIOL 210	4
EDUC 201	3
G ED 200	3
PSYC 151*	3
S WK Elective	<u>3</u>
	16

HIST 201 or 202	3
G ED Int'l. Persp.	3
MATH 100 or BST 104	3
S WK 245	3
ENGL 150	<u>3</u>
	15

JUNIOR YEAR

S WK 200	3
G ED Nat. Sci.	3-4
S WK 202	3
SOC 212	3
G ED Int'l. Persp.	<u>3</u>
	15-16

S WK 316	3
S WK 342	3
PSYC 200**	4
G ED Fine Arts	3
POSC 204	<u>3</u>
	16

SENIOR YEAR

S WK Elective	3
S WK 403	3
S WK 404	6
Elective	<u>3</u>
	15

S WK 400	3
S WK 405	3
S WK 406	6
Elective	<u>3</u>
	15

SOCIAL WORK DEPARTMENT FACULTY

Rita Brown, Chair
Judy Combs
Raphael Mutepa

*PSYC 151 or SOC 101 may be counted toward G ED Social Structures Requirement.

**PSYC 200 may be counted toward G ED Quantitative Reasoning Requirement.

Sociology

The field provides a systematic study of the structure of society, the changes that occur, and the consequences of change. Students with an interest in understanding how society influences people's behavior would find sociology stimulating and rewarding. The curriculum prepares students for graduate study and provides for future employment.

Sociology is of value to those who work with people. It forms an excellent background for those who are planning to enter areas of social services like youth services, family counseling, law, ministry, government services, teaching, policy making, population research, personnel management, industrial policies, marketing, criminal justice, etc.

BACHELOR OF ARTS IN SOCIOLOGY

122 hours required for graduation

GENERAL EDUCATION—51 to 53 hours

MAJOR—36 hours

Core Courses: SOC 101, 102 (take 3 times), 309, 310, 311, 312 or 410, 420.

Sociology Electives: Select 15 hours, of which nine hours must be 300-400 level courses, from SOC 206, 208, 212, 230, 270, 303, 305, 307, 308, 312, 316, 320, 321, 399, 406, 410, 444, 445;

COGNATES*—25 hours

Six hours in the same modern foreign language, excluding courses on foreign cultures taught in English; PSYC 200. A minor in any field or 15 hours in another area as approved by the chairperson of the Sociology Department.

ELECTIVES—to bring total to 122 hours

(Six credit hours of Cooperative Education may be used for elective hours.)

Minor in Sociology—15 hours

SOC 101, 309 or 310, 311 and two SOC electives.

*A maximum of six hours may be cross listed with General Education where appropriate.

**SUGGESTED COURSE SEQUENCE—
SOCIOLOGY**

FRESHMAN YEAR

1st Semester

ENGL 101	3
G ED 100	3
G ED Nat. Sci.	3-4
SOC 101	3
COMM 100	3
SOC 102	<u>1</u>
	16-17

2nd Semester

ENGL 102	3
G ED Fine Arts	3
G ED Nat. Sci.	3-4
Cognate	3
G ED MATH	<u>3</u>
	15-16

SOPHOMORE YEAR

G ED Fine Arts	3
HIST 201 or 202	3
For. lang.	3
SOC 200 level	3
SOC 202	1
G ED Info. Skills	<u>3</u>
	16

G ED 200	3
Cognate	3
For. lang.	3
SOC 200 level	3
PSYC 200	<u>3</u>
	15

JUNIOR YEAR

SOC 311	3
Cognate	3
SOC 310	3
SOC 102	1
HHP 122 or 157	2
SOC 300 /400	<u>3</u>
	15

SOC 309	3
SOC 300 level	3
Cognate	3
ENGL 150	3
Free elective	<u>3</u>
	15

SENIOR YEAR

G ED Int'l. Persp.	3
Cognate	3
SOC 312 or 410	3
Free Elective	3
Free Elective	<u>3</u>
	15

G ED Int'l. Persp.	3
G ED Am. Trad.	3
SOC 420	3
SOC 400 level	3
Free Elective	<u>3</u>
	15

SOCIOLOGY DEPARTMENT FACULTY

Robert T. Hall, Chair
 John Richards
 L. O'Brien Thompson

Associate In Applied Science Degrees

Associate in Applied Science in Accounting
(2 + 2 Option)

CAREERS IN ACCOUNTING

Demand for people with accounting backgrounds is strong in all businesses and industries, including banks, insurance companies, hospitals, non-profit organizations, retail establishments, manufacturing plants, and governmental agencies. Position titles for graduates from the associate degree program include junior accountant, junior auditor, accounting clerk, cost accounting clerk, bookkeeper, payroll clerk, accounts receivable or payroll clerk, or management trainee.

PROGRAM OBJECTIVES

These objectives are established for the accounting program at the associate degree level:

1. To educate and train students interested in pursuing careers in accounting.
2. To provide opportunities for further education for professionals already employed in the accounting field.
3. To provide opportunities for students who are pursuing other majors to enroll in accounting courses to fulfill elective requirements and, at the same time, increase their potential by being knowledgeable about financial matters.
4. To prepare students to (a) perform company banking business, (b) work in purchasing and maintain inventory records, (c) perform payroll functions, (d) prepare cash disbursements, (e) maintain general ledgers, and (f) assist in preparation of financial statements.

For More Information, Contact:
Ms. Edith Worrells, Program Director
West Virginia State Community and Technical College
PO Box 1000 — Cole Complex 209
Institute, WV 25112-1000
Phone: (304) 766-3266
Email: worreled@wvstateu.edu

CURRICULUM/SUGGESTED SEQUENCE

(64 hours required for graduation)

FIRST SEMESTER			CREDITS
COLL	101	College 101	3
ENGL	101	English Composition I	3
HUM	101	Introduction to Humanities	3
BST	106	Introduction to Business	3
BST	104	Business Math OR	
MATH	101	College Algebra	<u>3</u>
			15

SECOND SEMESTER			CREDITS
BA	215	First Year Accounting I	3
BST	240	Fund of Bus Comp Tech	3
ECON	201	Principles of Economics(macro)	3
ENGL	102	English Composition II	3
BA	210	Business Law I	3
CHEM	130	Consumer Chemistry	<u>3</u>
			18

THIRD SEMESTER			CREDITS
BST	237	Managerial Accounting OR	
BA	216	First Year Accounting II	3
ECON	202	Principles of Economics(micro)	3
ENGL	204	Writing for Business	3
BA	308	Business Law II	3
BST	235	Integrated Computer Accounting	3
Elective Restricted Elective			<u>3</u>
			18

FOURTH SEMESTER			CREDITS
BA	363	Intermediate Accounting	3
BA	315	Personal Income Tax OR	
BA	325	Business Tax Topics	3
BA	326	Governmental Accounting	3
BST	298	Business Studies Seminar	1
Elective Restricted Elective			<u>3</u>
			13

Restricted Electives: BA 203, 209, 313, or other BA or BST 200 courses, ECON elective, MATH 101, or other Math electives, COMM 100, or Cooperative Education.

Associate in Applied Science Accounting
(General Option)

CURRICULUM/SUGGESTED SEQUENCE

(64 hours required for graduation)

FIRST SEMESTER			CREDITS
COLL	101	College	3
ENGL	101	English Composition I	3
HUM	101	Introduction to Humanities	3
BST	106	Introduction to Business	3
BST	104	Business Mathematics	<u>3</u>
			15
SECOND SEMESTER			CREDITS
BST	180	Survey of Accounting	3
BA	210	Business Law I	3
ECON	201	Principles of Economics(macro)	3
BST	230	Business Communication and Ethics	3
BST	240	Fund of Business Computer Tech	<u>3</u>
			15
THIRD SEMESTER			CREDITS
BA	215	First Year Accounting I	3
BST	202	Introduction to Management	3
BA	308	Business Law II	3
BST	235	Integrated Computer Accounting	3
ECON	202	Principles of Economics(micro)	3
Elective*		Elective	<u>3</u>
			18
FOURTH SEMESTER			CREDITS
BST	237	Managerial Accounting	3
BA	315	Personal Income Tax	3
BA	326	Governmental Accounting**	3
BST	298	Business Studies Seminar	1
CHEM	130	Consumer Chemistry	3
Elective*		Elective	<u>3</u>
			16

Electives* BST 151, 173, 175, 205, 223, 224, 241, 246, 248, BA 301, 305, or other BA & BST 200 level business courses, COMM 100, 203

Spring Term Only**

Student may earn a Certificate in Banking and Finance by choosing courses in banking as electives (BST 223, 224, 241, 246, and 248)

For More Information, Contact:
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PO Box 1000—Cole Complex 209
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Email: worreled@wvstateu.edu

Associate in Applied Science in
Allied Health and Human Services
(Medical Assisting Option)

CAREERS IN MEDICAL ASSISTING

Medical Assistants are professional, multi-skilled persons dedicated to assisting in patient-care management and administrative duties. Clinically, they may assist the physician by preparing the patient for examinations, performing basic laboratory tests, and performing other services related to the patient. In addition, Medical Assistants perform administrative and clerical duties such as receptionist, transcribing medical dictation, accounting, and insurance form preparation. Positions for Medical Assistants are found in physicians' offices, clinics, hospitals, and other medical facilities. Persons who fill the jobs must enjoy patient contact, have good interpersonal skills, and have concepts of office operation, recordkeeping, typing, and organization. Medical Assisting is a challenging field offering variety and a sense of helping people. Today, there are more Medical Assistants employed by practicing physicians than any other type of allied health professional. NOTE: Students are eligible to sit for the AAMA certification examination upon completion.

THE PROGRAM

The Medical Assisting program is offered in cooperation with Ben Franklin Career and Technical Center of Kanawha County Schools. The first year of the program is held on the campus at West Virginia State University. Emphasis during the first year is on management, gerontology, behavioral health, and general studies. The second year of the program, held at the Ben Franklin Career and Technical Center in Dunbar, West Virginia, is the laboratory or clinical year, during which emphasis is placed upon working with the patient. A part of the year involves actual work experience in a doctor's office or other health-provider setting. Application for the second year at Ben Franklin needs to be made beginning May 1 of each year to start in the fall. Applications to attend Ben Franklin can be obtained by calling 766-0369. Upon successful completion of the year at Ben Franklin, students are awarded 28 hours of college credit. Students are qualified to sit for the Certified Medical Assistant (CMA) examination.

PROGRAM OBJECTIVES

These objectives are established for the Medical Assisting Program at the associate degree level:

1. To educate and train students interested in pursuing careers in medical assisting.
2. To provide opportunities for further education for professionals already employed in the medical assisting field.
3. To prepare students to (a) provide routine patient care; (b) perform administrative and clerical duties; (c) perform routine clinical duties; and (d) provide instructions to patients, display professionalism, and communicate effectively.
4. To provide opportunities in Behavioral Health, Gerontology (Study on Aging) and Management.

CURRICULUM/SUGGESTED SEQUENCE

(67 hours required for graduation)

*College 101 if ACT is 19 or below

CLASSES HELD AT WVSCCTC**FIRST SEMESTER**

			CREDITS
ENGL	101	English Composition I	3
MATH	100	Intermediate Algebra OR	
BST	104	Business Math	3
HUM	101	Introduction to Humanities*	3
BST	240	Fund of Bus Comp Tech OR	
ITEC	101	Principles of Info Tech*	3
BST	106	Introduction to Business	3
AH	103	Introduction to Gerontology	<u>3</u>
			18

SECOND SEMESTER

			CREDITS
ENGL	102	English Composition II	3
BST	230	Business Comm & Ethics*	3
BIOL	210	Basic Anatomy & Physiology* OR	
BIOL	101	Principles of Biology	4
BST	202	Introduction to Management	3
AH	120	Introduction to CBHT	<u>3</u>
			16

SUMMER

			CREDITS
SOC	101	Introduction to Sociology OR	
PSYC	151	General Psychology	3

CLASSES HELD AT BEN FRANKLIN**FIRST SEMESTER**

			CREDITS
AH	111	Anatomy & Physiology	2
AH	112	Med Term, Ethics & Law	3
AH	113	Psychology	1
AH	115	Med Asst Admin Proc	<u>9</u>
			15

SECOND SEMESTER

			CREDITS
AH	114	Communications	3
AH	116	Med Asst Clin Proc	9
AH	117	Clinical Practicum	<u>3</u>
			15

* These courses **DO NOT** apply to WVSU baccalaureate General Education Core; however, they will be accepted as electives.

For More Information, Contact:
 Mr. Jim Wilson, C.N.M.T., A.R.R.T., (R) (N), Program Director
 West Virginia State Community and Technical College
 PO Box 1000 — Cole Complex 201
 Institute, WV 25112-1000
 Phone: (304) 766-3202
 Email: wilsonjd@wvstateu.edu

Associate in Applied Science
Allied Health and Human Services
(Paramedic Technology Option)

PROGRAM DESCRIPTION

The A.A. S. in Allied Health and Human Services –Paramedic Technology Option is designed for the student who has acquired the certificate in Paramedic Technology. The student then has the opportunity to take those courses that will make him/her eligible for the Associate in Applied Science in Allied Health and Human Services – Paramedic Technology Option. This course of study includes the general education core of the Community and Technical College along with cases in Business Studies.

CURRICULUM/SUGGESTED SEQUENCE

(74 hours required for graduation)

FIRST SEMESTER			CREDITS
COLL	101	College 101	3
ENGL	101	English Composition I	3
MATH	100	Intermediate Algebra OR	
BST	104	Business Math	3
BIOL	210	Basic Anatomy and Physiology**	4
BST	240	Fundamentals of Business Computer Technology OR	
CS	106	Survey of Computers and Programming	<u>3</u>
			16

SECOND SEMESTER			CREDITS
AH	130	Intro to Paramedic Technology I**	3
AH	131	Intro to Paramedic Technology II**	3
AH	132	Pulmonary Assessment & Advanced Skills**	6
ENGL	102	English Composition II OR	
ENGL	112	Technical Writing	3
SOC	101	Introduction to Sociology** OR	
PSYC	151	General Psychology**	<u>3</u>
			18

SUMMER SESSION			CREDITS
AH	261	** Clinical Practicum I	4
		*** Restricted Elective	<u>3</u>
			7

THIRD SEMESTER			CREDITS
AH	260	Medical Emergencies**	8
AH	264	Paramedic Operations**	4
HUM	101	Introduction to Humanities*	3
		*** Restricted Elective	<u>3</u>
			18

FOURTH SEMESTER			CREDITS
AH	262	Clinical Practicum II**	4
AH	263	Special Consideration Patients**	8
		*** Restricted Electives	<u>3</u>
			15

*****Restricted Electives:** AH 103, 120, AH 125, AH 232, BST 106, 151, or others by permission from Program Director.

** Must pass with the grade of "C" to continue.

For More Information, Contact:
 Michael Wiedeman, Interim Program Director
 West Virginia State Community and Technical College
 PO Box 1000-Cole Complex 306A
 Institute WV 25112-1000
 Phone: (304) 766-5108
 Email: wiedeman@wvstateu.edu

Associate in Applied Science in Applied Meteorology (Transfer Option)

PROGRAM DESCRIPTION

Meteorology is a physical science that involves the study of the atmosphere and atmospheric phenomena. Meteorologists use sophisticated tools such as satellites, large computer systems, and radars to assist them with observing and forecasting the weather.

At West Virginia State Community and Technical College, the Applied Meteorology program involves courses in elementary meteorology, weather systems, severe storms, and climatology. The goal of this program is to provide an understanding of the weather and the effects it has on people and the environment.

This program has two degree specializations. The transfer option is designed to prepare students to finish a bachelor's degree in meteorology. Those students interested in pursuing a technical career in meteorology should pursue this option.

SCHOLARSHIPS AND AWARDS

There are several scholarship and award opportunities for Applied Meteorology students. Each year there will be several competitive program scholarships and laptop computers available for students.

Students interested in the operational aspects of the field will have the opportunity to conduct research at the National Weather Service in Charleston, WV. These competitive and paid student assistantships will provide the opportunity to interact with meteorologists in their working environment and provide valuable insight and experience.

CAREER OPPORTUNITIES

Career options are numerous. Within the field of meteorology, there are many specializations including climatology, fire meteorology, synoptic meteorology, mesoscale meteorology, radar, satellite, hydrology, aviation, and others. A few areas of focus include winter storms, severe storms, tornadoes, flooding and flash flooding, droughts, and hurricanes. Within these areas there are jobs with the government, military, private companies, television and radio broadcasting, and colleges and universities.

For more information about meteorology careers, see the following website: www.ametsoc.org/AMS/AtmosCareers/index.html

PROGRAM OBJECTIVES

These objectives are established for the Applied Meteorology Program at the associate degree level

1. To provide students with a thorough understanding of meteorological concepts to be used in the workplace or during continued education.
2. To provide an understanding of the weather around us and the effects it has on people and the environment.
3. To prepare students to transfer to a bachelor degree program in Meteorology.

Note: Foreign Language courses must be complete as a consecutive semester sequence in a single foreign language of the student's choice.

CURRICULUM/SUGGESTED SEQUENCE

(62-64 hours required for graduation)

FIRST SEMESTER			CREDITS
COLL	101	College 101	3
PHYS	110	Weather and Climate	3
ENGL	101	English Composition I	3
MATH	101	College Algebra	3
FREN	101	Beginning French OR	
SPAN	101	Beginning Spanish OR	
GERM	101	Elementary German	<u>3</u>
			15

SECOND SEMESTER			CREDITS
ENGL	102	English Composition II	3
MET	150	Severe Local Storms	3
MATH	102	Plane Trigonometry	3
FREN	102	Elementary French OR	
SPAN	102	Elementary Spanish OR	
GERM	102	Elementary German	3
COM	100	Speech Communications	<u>3</u>
			15

THIRD SEMESTER			CREDITS
MATH	206	Analytic Geometry and Calculus I	4
HUM	101	Introduction to Humanities	3
MET	280	Elementary Meteorology	3
MET	200	Applied Met Research or Free Elec	1-3
MET	220	Weather System Analysis	<u>3</u>
			14-16

FOURTH SEMESTER			CREDITS
MATH	207	Analytic Geometry and Calculus II	4
CS	106	Survey of Comp & Prog	3
MET	130	Physical Climatology	3
CHEM	105	General Chemistry I	3
CHEM	107	General Chemistry II Lab	2
Elective Social Science Elective			<u>3</u>
			18

For More Information, Contact:

Mrs. Tina Cartwright, Program Director

West Virginia State Community and Technical College

PO Box 1000—Hamblin Hall 319

Institute WV 25112-1000

Phone; (304) 766-3257

Email: cartwrtj@wvstate.edu

Associate in Applied Science in
Applied Meteorology
(Broadcast Meteorology Option)

PROGRAM DESCRIPTION

Meteorology is a physical science that involves the study of the atmosphere and atmospheric phenomena. Meteorologists use sophisticated tools such as satellites, large computer systems, and radars to assist them with observing and forecasting the weather.

At West Virginia State Community and Technical College, the Applied Meteorology program involves courses in elementary meteorology, weather systems, severe storms, and climatology. The goal of this program is to provide an understanding of the weather and the effects it has on people and the environment.

This program has two degree specializations. The broadcast option is designed to prepare students for a career in broadcast meteorology or to explore the fascinating world of weather while enhancing communication skills. Students who specialize in broadcast meteorology will have the knowledge and skills to provide weather information to the public in a clear and concise manner.

SCHOLARSHIPS AND AWARDS

There are several scholarship and award opportunities for Applied Meteorology students. Each year there will be several competitive program scholarships and laptop computers available for students.

Students interested in the operational aspects of the field will have the opportunity to conduct research at the National Weather Service in Charleston, WV. These competitive and paid student assistantships will provide the opportunity to interact with meteorologists in their working environment and provide valuable insight and experience.

CAREER OPPORTUNITIES

Employment possibilities range from celebrity-type positions at major networks and cable channels to part-time, relatively obscure jobs at small-market stations. Private weather companies employ a range of meteorologists for many science related skills including commercial radio weathercasting in the United States.

For more information about meteorology careers, see the following website: www.ametsoc.org/AMS/AtmosCareers/index.html

PROGRAM OBJECTIVES

These objectives are established for the Applied Meteorology Program at the associate degree level:

1. To provide students with a thorough understanding of meteorological concepts to be used in the workplace or during continued education.
2. To provide an understanding of the weather around us and the effects it has on people and the environment.
3. To prepare students with skills to provide weather information to the public in a clear and concise manner.

CURRICULUM/SUGGESTED SEQUENCE

(61 hours required for graduation)

FIRST SEMESTER			CREDITS
COLL	101	College 101	3
PHYS	110	Weather and Climate	3
ENGL	101	English Composition I	3
MATH	101	College Algebra	3
COMM	162	Television Production/Direction	3
			15
SECOND SEMESTER			CREDITS
ENGL	102	English Composition II	3
COMM	101	Mass Communications	3
MET	150	Severe Local Storms	3
MATH	102	Plane Trigonometry	3
COMM	101	Speech Communications	3
			15
THIRD SEMESTER			CREDITS
PHYS	201	General Physics	4
PHYS	203	General Physics Lab	1
COMM	263	Radio/Television Newscasting	3
MET	220	Weather System Analysis	3
MET	268	Broadcast Meteorology	1
MET	280	Elementary Meteorology	3
			15
FOURTH SEMESTER			CREDITS
HUM	101	Introduction to Humanities	3
COMM	261	Broadcast Announcing	3
MET	130	Physical Climatology	1
MET	268	Broadcast Meteorology	1
Elective Social Science Elective			3
Elective Free Elective			3
			16

For More Information, Contact:
 Mrs. Tina Cartwright, Program Director
 West Virginia State Community and Technical College
 PO Box 1000—Hamblin Hall 319
 Institute WV 25112-1000
 Phone; (304) 766-3257
 Email: cartwrtj@wvstateu.edu

Associate in Applied Science in Applied Process Technology

1. The Applied Process Technology (APT) Degree Program is a new A.A.S. program to train chemical operators. A consortium of chemical companies known as the Chemical Alliance Zone (CAZ) proposed this program. The program is a collaborative effort with Marshall CTC, WVU-Tech CTC, WVSCTC, and Ashland Technical College. Students may enroll in any of the aforementioned West Virginia Community and Technical College's and will take most of the process technology courses at Ashland Technical College.
2. Students interested in the APT Program should call the following number for information and an application.
(1-800) WVA-JOBS (1-800-982-5627)
3. Interested applicants can also obtain on-line information and an application at the following web site.
www.cazwv.com
4. The APT program has the following admission standards:
 - Minimum 19 ACT composite
 - Minimum 19 ACT math score
 - Successful completion of an aptitude and work simulation assessment
 - Successful interview
5. Bert Montgomery is WVSCTC's APT Program Director. Please refer interested applicants to the toll free number or web site for information or an application. The WVSCTC Program Director (Bert) will assist students after they are admitted to the program. Bert can be reached at (304) 766-3191.
6. Students enrolled in the A.A.S. Applied Process Technology (APT) Degree Program will be charged an additional fee of \$34 per credit hour for each designated APT course. See the course sequence to note courses designated as APT. (Note this additional fee is charged to WVSCTC by Ashland Technical College.)
7. APT students will also be charged: \$140 Internet book fee each semester. (This fee is also charged to WVSCTC by Ashland Technical College.)

CURRICULUM/SUGGESTED SEQUENCE

(64 hours required for graduation)

FIRST SEMESTER			CREDITS
APT	202	Safety Skill Training ¹	3
ET	199	Technical Math I (Special Topics) OR	
CAPT	120	Math for APT ²	4
PHYS	191*	Technical Physics I AND	3
PHYS	203*	General Physics Laboratory OR	1
CAPT	122	Physics I for APT ² (4 credit hours)	
ENGL	112	Technical Writing***	3
CS	106	Survey of Comp and Programming OR	
BST	240	Fund. of Business Computer Tech	<u>3</u>
			17
SECOND SEMESTER			CREDITS
APT	102	Process Fundamentals ³	4
APT	204	Safety Skills Training ¹	3
CHEM	101	Introductory General Chemistry OR	
CAPT	125	Chemistry for APT ²	4
PHYS	192**	Technical Physics II AND	3
PHYS	204	General Physics laboratory II OR	<u>1</u>
CAPT	123	Physics II for APT ² (4 credit hours)	
			15
SUMMER			CREDITS
APT	104	Rotating & Reciprocating Equipment ³	3
HUM	101	Introduction to Humanities	<u>3</u>
			6
THIRD SEMESTER			CREDITS
COMM	100	Speech Communications	3
ECON	201**	Principles of Economics (macro) OR	
ECON	202**	Principles of Economics (micro)	3
APT	107	Process Chemistry/Stationary Equipment ³	3
APT	142	Instrumentation ³	<u>5</u>
			14
FOURTH SEMESTER			CREDITS
APT	144	Process Operations ³	4
APT	146	Process Applications ³	2
APT	148	Process Operations/Safety ³	2
APT	251	Applications of Process Operations ³	<u>4</u>
			12

¹ Courses will be delivered through the Regulatory Training Site in Charleston, WV.² Courses will be delivered through Advantage Valley Community College Network (AVCCN).³ Courses will be delivered through Ashland Technical College in Ashland, KY.

**Are not currently in the WVSU baccalaureate general education core, but they are accepted as credit.

* New courses; *** Prerequisite-English 101

For more information, contact:

Bill Kreber and Janet Amos, (Program Director)

West Virginia State Community and Technical College

PO Box 1000-Cole Complex 313, 307

Phone: (304) 766-4131 or 3248

Email: kreberwe@wvstateu.edu and jamos@wvstateu.edu

Associate in Applied Science in Architectural Drafting and Construction Technology

CAREERS IN ARCHITECTURAL DRAFTING AND CONSTRUCTION TECHNOLOGY

The ability to translate ideas and technical solutions into graphic language may enable a student with a strong background in mathematics and science to prepare for a career in the construction field. The program offers diversity for the development of manual skills and encompasses such divergent disciplines as social science and technology. Never before has technology presented as many challenges for individuals to assist professionals in the construction industry in providing services to clients from the public and private sectors. Further, the diversity of the program provides opportunities for employment in many fields. In addition to providing opportunities to serve the professions responsible for creating the built-environment, the program provides sufficient flexibility for entry into technical illustration, materials technology, and technical writing. Drafting and construction technology serves the construction industry, government, commerce, materials, science, and many other areas that utilize all forms of construction and maintenance.

PROGRAM OBJECTIVES

These objectives are established for the Architectural Drafting and Construction Technology Program at the associate degree level:

1. To introduce and apply the fundamental principles of construction technology, including materials and methods.
2. To enable students to prepare architectural drawings for buildings for use by professionals and laypersons.
3. To assist students in attaining proficiency in freehand and mechanical graphics.
4. To provide students with several options for employment in architecture and related fields.
5. To prepare students for entry into a professional academic program for the study of architecture.

CURRICULUM/SUGGESTED SEQUENCE

(72 hours required for graduation)

FIRST SEMESTER			CREDITS
COLL	101	College 101	3
MATH	101	College Algebra	3
ENGL	101	English Composition I	3
ET	100	Graphics	3
ET	110	Graphic Interpretation	3
ET	103	Intro to Architecture	<u>3</u>
			18
SECOND SEMESTER			CREDITS
MATH	102	Plane Trigonometry	3
ENGL	112	Technical Writing OR	
ENGL	102	English Composition II	3
ET	107	Architectural Presentation I	3
ET	259	Electrical Fundamentals	3
ET	121	Materials of Construction	3
ET	106	Architectural Wkg Drawings I	<u>3</u>
			18
THIRD SEMESTER			CREDITS
HUM	101	Intro to Humanities	3
ET	112	Intro to CADD	3
ET	201	Architectural Design Theory	3
ET	243	Construct Contracts & Spec	3
ET	244	Construct Estimating	3
ET	245	Bldg Codes & Fed Standards	<u>3</u>
			18
FOURTH SEMESTER			CREDITS
ET	202	Architectural Wkg Drawings II	3
*ET	203	Architectural Design Applications	3
ET	207	Architectural Presentation II	3
ET	216	Advanced CADD	3
COMM	100	Speech Communication	3
Elective		Elective	<u>3</u>
			18

*ET 203 has been designed as a Capstone Course.

For More Information, Contact:
 Mr. Bill Preston, Program Director
 West Virginia State Community and Technical College
 PO Box 1000 — Cole Complex 313
 Institute, WV 25112-1000
 Phone: (304) 766-3223
 Email: prestonb@wvstateu.edu

Associate in Applied Science in Banking and Finance

CAREERS IN BANKING AND FINANCE

Demand for people with banking/finance backgrounds is found in banks, finance companies, auto dealerships, and insurance agencies. Position titles for graduates from the associate degree program include loan analyst, credit evaluator, accounts payable/receivable clerk, teller, proof operator, sales associate, or bookkeeper.

PROGRAM OBJECTIVES

These objectives are established for the Banking and Finance Program at the associate degree level:

1. To educate and train students interested in pursuing careers in banking and finance.
2. To provide opportunities for further education for professionals already employed in the banking and finance field.
3. To provide opportunities for students who are pursuing other majors to enroll in banking courses to fulfill elective requirements and, at the same time, increase their potential by being knowledgeable about financial matters.
4. To prepare students to (a) perform basic accounting functions, (b) understand financial products and markets (c) perform basic financial analysis, (d) understand banking and financial industry products, (e) understand the interrelationship of the banking industry and other economic sections, and (f) advance their careers in the industry.

For More Information, Contact:

Ms. Edith Worrells, Program Director

West Virginia State Community and Technical College

PO Box 1000 — Cole Complex 209

Institute, WV 25112-1000

Phone: (304) 766-3266

Email: worreled@wvstateu.edu

CURRICULUM/SUGGESTED SEQUENCE

(67 hours required for graduation)

FIRST SEMESTER			CREDITS
COLL	101	College 101	3
ENGL	101	English Composition I	3
HUM	101	Intro to Humanities	3
BST	104	Business Mathematics	3
BST	106	Intro to Business	3
BST	173	Sales I	<u>3</u>
			18

SECOND SEMESTER			CREDITS
BA	215	First Year Accounting I	3
BST	223	Principles of Banking	3
BST	230	Business Communications & Ethics	3
BST	240	Fund of Bus Comp Tech	3
ENGL	112	Technical Writing	3
ECON	201	Principles of Economics(macro)	<u>3</u>
			18

THIRD SEMESTER			CREDITS
BST	237	Managerial Accounting	3
BA	210	Business Law I	3
BST	241	Consumer Lending	3
ECON	202	Principles of Economics(micro)	3
CO-OP		Co-op or Restrictive Elective	<u>3</u>
			15

FOURTH SEMESTER			CREDITS
BST	224	Introduction to Finance	3
BST	246	Intro to Commercial Lending	3
BST	248	Marketing for Bankers	3
ECON	308	Money, Banking, and Monetary Theory	3
CHEM	130	Consumer Chemistry	3
BST	298	Business Studies Seminar	<u>1</u>
			16

Restricted Electives: Choose from 200 level BST or BA courses, COMM 100 or 203, MATH 101, ENGL 102, Co-operative Education and/or American Institute of Banking courses

Associate in Applied Science in Chemical Technology

CAREERS IN CHEMICAL TECHNOLOGY

The chemical technology curriculum provides training for entry-level laboratory jobs. It gives a solid background in chemistry, both in the theory as well as in the basic laboratory techniques. The curriculum has been totally revised (1997-98 academic year) so that all but one course transfers to a BS curriculum in chemistry. This new program is more rigorous and saves time for those wishing to continue their education in chemistry. Advancement in many laboratory positions requires at least a BS degree and local employers often assist with continuing education beyond the Chem Tech Degree. The Department of Chemistry offers classes in both the day and evening sessions so that students may complete their education while they work. The Chemical Technology Degree is, therefore, a good choice for getting an entry-level laboratory job, with the option for later completing a BS degree. Graduates find jobs with local chemical industries, environmental testing labs, governmental agencies, hospital labs, waste management, sales, and other positions requiring a background in chemistry. There are a limited number of positions available for students to participate in the Cooperative Education Program. In this program, students attend classes on a part-time basis while concurrently having a paid work experience.

PROGRAM OBJECTIVES

These objectives are established for the Chemical Technology Program at the associate degree level:

1. To prepare students to work safely and efficiently in a chemical laboratory.
2. To prepare students to make analytical investigations.
3. To prepare students to perform chemically oriented activities such as process studies (i.e. how to make various chemicals).
4. To provide the students with an opportunity to further their education in the chemical field.

For More Information, Contact

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CURRICULUM/SUGGESTED SEQUENCE

(60-61 hours required for graduation)

FIRST SEMESTER			CREDITS
COLL	101	College 101**	3
CHEM	105	Gen Chemistry I*	3
CHEM	107	Gen Chemistry Lab I	2
MATH	101	College Algebra	3
ENGL	101	English Composition I	<u>3</u>
			14
SECOND SEMESTER			CREDITS
CHEM	106	Gen Chemistry II	3
CHEM	108	Quantitative Analysis	2
MATH	102	Plane Trigonometry	3
HUM	101	Intro to Humanities***	3
ENGL	102	English Composition II	<u>3</u>
			14
THIRD SEMESTER			CREDITS
CHEM	205	Organic Chem I	3
CHEM	207	Organic Chem Lab I	2
CHEM	211	Intro Analytical Chem	4
PHYS	201	Gen Physics I	4
PHYS	203	Physics Lab I	1
CS	106	Survey of Comp	<u>3</u>
			17
FOURTH SEMESTER			CREDITS
CHEM	206	Organic Chem II	3
CHEM	208	Organic Chem Lab II	2
CHEM	216	Instrumental Analy for Chem Technologist	3
PHYS	202	Gen Physics II	4
PHYS	204	Physics Lab II	1
COOP	179	Cooperative Education	<u>2-3</u>
			15-16

*The student should have successfully completed high school chemistry and algebra and must be eligible for MATH 100 to take CHEM 105. It is recommended to take CHEM 101 as a prerequisite to CHEM 105 if the student has a weak or no background in chemistry.

**To be taken during the freshman year. Students starting the Chemical Technology Program with more than 30 college credit hours may substitute a course from General Education Curriculum.

***To be transferable to the Fine Arts Modes of Inquiry in General Education.