



West Virginia State University

College of Professional Studies

**Advising Guide
2017-2018**

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WVSU Academic Advising Information

West Virginia State University Academic Advising

West Virginia State University students are assigned an academic advisor who will assist them in meeting their academic goals. An advisor is often the first point of contact for students; therefore, the advisor should always demonstrate a willingness to help students to become a part of West Virginia State University's learning community and respond to any student questions or concerns.

What is Academic Advising?

An educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2004).

What is the Mission of Advising?

The mission of advising is to foster the relationship between advisors and students as a critical component of the educational experience. Through advising, we empower students to develop and implement sound educational plans consistent with their personal values, goals and career plans and provide a supportive atmosphere which promotes student success. (National Academic Advising Association, 2005)

What does an academic advisor do?

An academic advisor will:

- Understand and communicate curriculum, degree mapping, requirements, policies, and procedures
- Listen to concerns and respect individual values and choices
- Support advisees in defining academic, career, and personal goals
- Assist in creating an educational plan that is consistent with those goals
- Discuss co-curricular activities and how they fit with professional goals
- Review academic performance
- Refer to campus resources
- Assist in registering for classes

At West Virginia State University, we strongly believe in empowering students to understand their own curriculum, learn the registration process, and seek assistance when needed.

What are the students' responsibilities?

A student will:

- Recognize that advising is a shared responsibility
- Learn and understand degree requirements, resources, policies, and procedures as appropriate
- Come to appointments prepared with questions

and/or topics to discuss

- Monitor academic progress and take appropriate action in relation to non-academic responsibilities
- Use advising tools, such as DegreeWorks (degree audit), college websites, schedule of classes, and the college catalog to gather information and track academic progress
- Check My State account, webmail, and WVSU online courses regularly because this is a primary means of communication (e.g. email, announcements, and calendar)
- Accept final responsibility for all decisions and actions

BEST PRACTICES FOR ADVISING

Schedule time for a significant discussion

Advising is about the quality of time providing advice and information to the student, not the quantity of students advised. Students need to know that advisors care about their journey, academic performance, and well-being. Advising is time to talk about what is going well, what is not going well, and how to turn both of those into an appropriate class load and schedule. Advising may also require extended office hours for a few weeks. If an advisor has an emergency and needs to cancel a schedule appointment, please contact the student or have the departmental administrative assistant contact the student, and take any other measures necessary to alert the student to the absence. Leave a note on the door only as a last resort, as some students may be making a special trip to campus just to attend the advising appointment.

Understand requirements and pacing

Advisors must be aware of what courses are required for their advisees based on the catalog from the year the student entered WVSU. Additionally, advisors should be familiar with the new Degree Maps for each department and the rotation of courses each semester and year to ensure that students are taking the correct courses at the correct times. Familiarity with course rotations will also ensure that students do not miss any infrequently offered electives that may be vital to their future success.

Know who and where to refer student for other needs

Students often use advising as a time to ask questions about a variety of needs including financial aid, registration holds, counseling and academic support services, placement tests, credit for high school classes, etc. While advisors cannot answer all these questions, they can refer students to the appropriate office and/or person. Make use of the provided list, available under the REFERRAL section of this document, to send students to the correct person and place to find the information they need.

Listen closely

West Virginia State University is a very unique campus. We have many nontraditional students, minority students, students that are the first in their families to attend college, students with full-time employment, and a variety of other background characteristics and circumstance that directly impact their education. Students often hint at needs or problems without directly addressing them. By listening to what each student says and recognizing that each student is a unique person with a distinctive set of strengths and needs, advisors can ensure that students develop a schedule that best suits their needs and career goals while also referring students to any campus activities, groups, or services that can help them achieve success. Maintain your professionalism with students. Be attentive, courteous, and remember that this is about building a professional relationship, not simply creating a schedule.

Follow-up

Again, advising is about building professional relationships with students. If there are advisees that have not scheduled an appointment, then contact and remind them with an email including office hours and an encouraging message like “I look forward to speaking with you soon.” Students do not respond well to being punished or feeling bullied into seeing their advisor, but they do respond well support and encouragement. Make contacts somewhat personal, at the very minimum, by asking how the student is doing. Also, when a student replies to an initial contact, make sure to respond promptly.

Use advising as a teaching opportunity

There are best practices for advisors and there are also best practices for advisees. This is the ideal moment to teach these practices. Teach advisees about their responsibilities in this relationship. Advisees should: show up promptly for scheduled appointments, understand what classes they need to take to fulfill degree requirements, have a potential schedule based on their availability and the course listings, and be honest with their advisors about anything that may relate to their academic journey.

Different Ways to Advise

Students may be advised in **person, over the phone, or by email**. The same best practices for advising apply to each of the three types of advising. Students who are advised in person should sign the Student Advising Worksheet and a copy should be put into their file (*see Appendix A*). Students who are advised by phone will not be able to sign the form so the advisor should indicate the date and time of advising in the notes section of the worksheet. Students advised via email will also be unable to sign the form. Advisors may send the students an electronic copy of the form and ask for confirmation that it was received, or advisors may print out emails showing the advising for student records. It is important to keep appropriate documentation in student folders for future reference.

Additionally, advisors must have explicit permission to register a student for classes. If a student advised through email or phone wants the advisor to register them, they must send an email giving the advisor permission. This email should be printed and placed in the student’s file.

QUESTIONS TO ASK ALL STUDENTS

First:

- Have you looked at any classes? Have you developed a potential schedule? Do you know how?
- If students do not know how to look for courses, then show them where and how to find course listings. The goal of advising is to teach students to become independent with developing their schedule but students must have the basic skills before they can advance toward independence.

Second:

- Do you have an employment or sports schedule to work around?
- How do you feel about 8:00 am classes? How do you feel about night classes?
- How do you feel about online classes?
- Are you looking for 2 days a week or 4 days a week for classes?
- These questions should be used to start the advising conversation and to help guide the student in developing the schedule. Before beginning the advising, it is important to let students know that all preferences may NOT be met due to class schedules, availability, openings, pre-requisites, etc.

Third:

- What do you want to do with you degree?
- This information is essential in getting students into the right electives at the right time. If career goals are unknown, students may miss an elective that would be vital to their employment success.

Fourth:

- Do you know how to register?
- If not, refer them to the registration link under Student Resources located on the College of Professional Studies home webpage (*See Appendix B for example*).

Fifth (if needed):

- If you have an online course, do you know how to use WVSU online (logging in, navigating, etc.)?
- If not, refer them to the WVSU online instruction page under Student Resources located on the College of Professional Studies webpage (*See Appendix C for example*).

ADDITIONAL ADVISING INFORMATION

CPS Courses

When advising students to take courses, either for General Education credit or as free electives, students should be encouraged to take applicable courses offered in the College of Professional Studies.

Credit Hours

Student must take a minimum of 12 hours to be considered full-time. Students SHOULD take 15 hours as part of 15 to Finish, WVSU's initiative to help students graduate in four years. Students cannot take more than 19 hours in the Fall/Spring Semester or more than 9 hours in the Summer semester without a cumulative GPA of 3.25 and the approval of the Dean of the College. *Please note that students on Academic Probation must take no more than 4 classes in the Fall/Spring (12-14 hours) and 1 class in the Summer (3 hours).

*Students on Financial Aid Probation must take classes that count Gen Ed or Major requirements.

Transfer Students

Transfer students often question why courses from their previous institution did not count toward credits on our curriculum. Department Chairs have the ultimate decision on courses related to the major. Transfer students should see the Department Chair for an evaluation of transfer credits related to their major. For General Education courses, students should be referred to the Registrar's office where they will review course descriptions in their transfer system and evaluate if courses meet WVSU's General Education requirements. Transfer students are not required to take first year seminar.

Withdrawals

When advising students and reviewing their transcript, make sure to inform students that multiple W's or withdrawals from courses WILL affect their financial aid. Financial Aid is based on the percent of courses they pass each semester and a "W" counts the same as an "F" of failure. Dropping courses during the first week of each semester does NOT impact financial aid, but W's do. If a student does not withdraw from a course during the withdrawal date listed on the academic calendar, then the student must complete the Retroactive Withdrawal Form.

Note: A "W" instead of DROP can impact students' financial aid (See Appendix D).

ACT/SAT Placement Test Scores

Students who have ACT/SAT scores that they feel are low or do not reflect their abilities in Math/English have 3 options. Option 1 is to take the courses as noted below (E courses or lower level courses before advancing). Option 2 is to re-take the ACT/SAT and score higher. Option 3 is take the ACCUPLACER test through Counseling and Academic Support Services. If a student chooses option 2 or 3, they must take the test within their first semester here at WVSU. (*See appendix E for Math course sequencing.*)

	ACT	SAT Critical Reading/Verbal	SAT Math	ACCUPLACER
English 101	18+	450+		88+
English 101E Requires additional hours at writing center	17 or lower	450 or lower		87.99 or lower

PLACEMENT INFORMATION	
Score	can be placed in
ACT MATH: 18 or below SAT MATH: 450 or below ACCUPLACER (EA*): 89 or below	MATH 103 E OR MATH 111 E OR MATH 118 E OR MATH 119 E
ACT MATH: 19 or above SAT MATH: 460 or above ACCUPLACER (EA*): 90+	MATH 103 OR MATH 111 OR MATH 118 OR MATH 119
ACT MATH: 21 or above SAT MATH: 500 or above ACCUPLACER: EA*: 90+ AND CLM**: 63+	MATH 120
ACT MATH: 23 or above SAT MATH: 540 or above	MATH 121
ACT MATH: 26 or above SAT MATH: 600 or above	strongly considered for placement in MATH 206

* EA: Elementary Algebra ** CLM: College Level Math

Course Sequences	
Target Course	Possible Sequences (depending on placement, a student's path can be shorter)
MATH 206 [♣]	MATH 119E OR MATH 119 ⇒ MATH 120 ⇒ MATH 102 ⇒ MATH 206
	MATH 119E OR MATH 119 ⇒ MATH 120 ⇒ MATH 121 ⇒ MATH 206
MATH 120	MATH 119E OR MATH 119 ⇒ MATH 120

♣ MATH 2016 prerequisites: either MATH 121 OR both MATH 120 and MATH 102

*Please note Math 103, 111, and 118 are NOT pre-requisites for Math 120. To enter Math 120, students must have ACT/SAT/ACCUPLACER score noted above OR they must pass Math 119 with a C or better.

ACCUPLACER Information

Students with more than five years between finishing high school and enrolling in college who do not have ACT/SAT scores can take the ACCUPLACER exams to determine course placement. Additionally, students who feel that their ACT/SAT scores do not reflect their ability in math or English can also take the ACCUPLACER exams to improve their placement in these areas. The

ACCUPLACER exams are online and self-paced, and we recommend students allocate at least an hour to take each exam. Students get scored at the conclusion of the exam so that they can make the appropriate changes to their schedule if necessary.

The fee for testing is \$28.00. Students must pay this fee at the Cashier's Office, located at 117 Ferrell Hall. Students should bring receipt to W108 (1st floor, beside elevator). They can schedule their ACCUPLACER exam(s) by contacting Counseling and Academic Support Services at cass@wvstateu.edu or 304-766-3200.

Appointment times are 9 am, 11 am, and 1 pm Tuesday and Wednesday. Other times are available if needed.

Change of Major

If a student wishes to change out of their current major, direct them to the Department of their new major either to the Departmental Administrative Secretary or the Department Chair. Students will fill out a Declaration of Major form. (*See Appendix F*).

Earning Credit as Transient Student

Students may wish to earn credits toward their WVSU degree at another institution. For example, a student may be returning to California for the summer and wanting to take a Natural Science course at their local community college; or a commuter student may wish to take an International Perspective course over the summer at BridgeValley because that offering is 100% online and will save them a long commute each day.

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

Students who wish to earn credit for a course at an another institution MUST complete the Approval to Earn Credits as Transient Student at Another Institution form available in the appendix or most administrative offices. It should be filled out by the student and advisor and sent to the Department Chair. The Department Chair must review and sign it, then send it to the Dean. The Dean must review and sign it and send it to the Registrar's Office. The Registrar must review and sign it before the student can take specified course at another institution.

Courses by Special Arrangement

On occasion, students may have courses that overlap, or a work schedule that will require the student to leave 10 minutes early from every class. These students must complete the Permit for Taking Course by Special Arrangement form available in the appendix or most administrative offices. This form must be completed by the student and the Instructor of the course affected and then is reviewed and signed by both the Department Chair and the Dean.

Test for Credit

CLEP and **DSST** allow students to receive college credit by taking a standardized test of content covered in certain courses through the Office of Career Services and Cooperation Education. Appendix G provides available tests and the application process. (*See Appendix G*).

Repeating and Replacing D and F

Students who earn a D or F within their first 60 hours may re-take the course and replace the D or F. The D or F **MUST** have been earned no later than the semester when the student attempts his/her 60th hour. Additionally, the grade received on the second attempt will be used to calculate the student's GPA. The original grade will continue to appear on the student's transcript with a designation of E for excluded and will not be used in calculating the GPA.

A grade of "D" transfers in for credit, but students should be advised to expect to retake the course if an equivalent course is offered at the college. They must repeat the course if a minimum grade of "C" is required in the course for their major. A grade of "F" if an equivalent course is offered at the college.

Discretionary Academic Forgiveness

West Virginia State University will extend academic forgiveness related to grade-point averages required for graduation to students 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 Registration and Records Office to disregard the grades for the purpose of computation of the cumulative grade point average under the following conditions:

- Only F and/or D grades from courses taken at least five years prior to the request may be disregarded for grade point computation. A student must choose to keep all D grades or have all eligible D grades forgiven.
- When F and/or D grades are disregarded for grade point average computation, these grades will not be deleted from the student's official transcript.
- Once a D grade is disregarded for purposes of grade point average computation, the credit earned is also disregarded.
- The student requesting academic forgiveness must not have been enrolled in any college or university on a fulltime basis (i.e., 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 (i.e., less than 12 credit hours) during the specified years, the student must have earned at least a grade point average of C in all coursework attempted.
- To apply for academic forgiveness, a student must be currently enrolled and must complete, sign and submit the appropriate form to the Registration and Records Office. The student must certify that he/she has not been enrolled as a full-time student at any college or university for five consecutive years prior to the request.

- Once the student applicant has completed 12 credit hours of required courses at West Virginia State University (not including developmental courses) with no grade lower than a C, and has submitted the appropriate form, the Registrar will calculate the student's GPA. The Registrar will then grant the academic forgiveness for the F grades, and also for the D grades if the student so requests, which the student earned at least five years earlier. (See Appendix P)

Reading Transcripts in Banner

Courses on the academic transcript in Banner (MyState) that have an E beside the quality points or have a . directly after that grade (like D. or F.) do NOT count towards a student's GPA. This includes courses that have been repeated and replaced, academically forgiven, and courses that begin with a 0 (like 020 or 099).

DegreeMaps

DegreeMaps for each program area of study are located online under each department's webpage. These maps provide a curriculum pathway for students to follow in order to graduate in a four year period and depict milestones that students must meet each semester.

Online Learning

All of West Virginia State University's (WVSU) online courses are fully supported by the University's Center for Online Learning. The mission of the Center for Online Learning (COL) at WVSU is to assist faculty members to use educational technologies that help support their teaching and enhance the learning and retention of their students.

For more information visit The Center for Online Learning.

*Web courses are designated as:

- **Web-30** means that the course is primarily F2F, but there may be a few alternative class sessions where students do web assignments online instead of meeting F2F. They may also be asked to complete assignments and tests online.
- **Web-50** means that the course is half F2F and half online. The breakdown of course work and assignments between the F2F and online components is determined by the instructor.
- **Web-80** means that the course is primarily online, but may have 1-4 F2F sessions.
- **Web-100** means that the course is completely online and no F2F sessions are required.

Appeal of Final Grades

A student who believes that the final grade as posted for a particular class does not accurately reflect the student's performance, as determined by the grading procedure outlined on the class syllabus, he/she may wish to appeal the final grade. Prior to an official appeal of the grade, however, it is advisable for the student to ask the instructor to review his or her record of performance to determine whether the grade was accurately assigned. If it is determined that an error has occurred, the instructor can have the grade corrected by completing and

processing a Special Grade Report for submission to the Registration and Records Office. Oral discussions regarding possible errors often resolve the student's questions and are not considered official appeals of final grades. If the student still believes the final grade is in error after an informal review of the record, an official appeal of the final grade may be initiated. The student should monitor the appeal process at all stages, taking careful note of all deadlines as the appeal moves forward.

- I. A student initiates an official appeal of a final grade by obtaining a Final Grade Appeal Form from the office of the college dean, completing and signing the form, and submitting it to the instructor through the office of the department in which the grade was awarded. The instructor will sign the form and a copy will be retained in the department office for the record while the first stage of the appeal is proceeding. This appeal must be initiated within the first 30 days after the first day of classes of the next regularly scheduled semester. For grades assigned for a fall semester, no later than 30 days into the following spring semester; for grades assigned for spring semester or summer session, no later than 30 days into the following fall semester.

The instructor must respond to the Final Grade Appeal Form with a decision within five business days of receiving it.

- A. If the appeal is granted:
 1. The instructor indicates the reason(s) for the change on the Final Grade Appeal Form, signs and submits the form to the department office.
 2. The instructor initiates a Special Grade Report to complete the official change of grade in the student's record.
- B. If the appeal is not granted:
 1. The instructor indicates the reasons(s) for denying the appeal on the Final Grade Appeal Form and submits the form to the student as well as the department office. At this point, the student's reason(s) for appeal and the instructor's reason(s) for agreement or denial have been stated on the Final Grade Appeal Form. No new written material may be added by either the student or the instructor beyond this point except at the request of those hearing an appeal.
 2. The student may appeal the instructor's decision by forwarding the Final Grade Appeal Form to the department chair no later than five business days following receipt of the Final Grade Appeal Form with the instructor's decision.
 3. Upon receiving the Final Grade Appeal Form, the department chair should attempt to resolve the matter. The department chair may base the decision on the documentation provided on the Final Grade Appeal Form or he/she may choose to gather additional information from the student, the instructor, or other relevant sources. The Final Grade Appeal Form with the chair's decision should be returned to the student within five business days after the form has been submitted by the student to the department chair. A copy will be retained in the department office.
 4. If there is not a satisfactory resolution of the matter at the department chair level, the student may forward the Final Grade Appeal Form with the chair's

decision to the college dean no later than five business days after receiving the chair's decision.

5. The college dean may (a) decide the case directly based on the documentation provided on the Final Grade Appeal Form, (b) choose to gather additional information from the student, the instructor, or other relevant sources, or (c) request the Academic Appeals Committee (AAC) to hear the case and submit an advisory opinion on the appeal.
6. If the case is referred to the AAC for an advisory opinion, the college dean must refer the case to the committee within five business days after receiving the appeal. The AAC in turn must convene to hear the case within five business days after receiving appeal from the college dean.
 - a. The instructor and the student have the opportunity to present their reasoning at a hearing before the committee.
 - b. Each party may be accompanied by an advisor of choice from the institution. Such an 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.
 - c. Within five business days after the hearing, the AAC must convey its advisory opinion on the Final Grade Appeal Form to the college dean.
7. Within five business days of receiving the appeal from the student, or if the appeal is referred to the AAC within five days of receiving the advisory opinion from the AAC, the college dean will forward the determination of the dean or the AAC, as the case may be, to the Provost and Vice President for Academic Affairs on the Final Grade Appeal Form.
8. Within five business days of receiving the Final Grade Appeal Form the Provost and Vice President for Academic Affairs will either affirm or deny the determination as sent, record the reason(s) for his/her decision on the Final Grade Appeal Form, and return the form to the college dean. The Final Grade Appeal Form will constitute a full record of the action on the student's appeal.
9. If the appeal is granted, the college dean initiates a Special Grade Report to change the grade officially in the student's record.
10. The college dean distributes copies of the Final Grade Appeal Form to all parties.
11. The decision of the Provost and Vice President for Academic Affairs 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 submit the Final Grade Appeal Form to the department chair within 30 days after having received the final grade.
- b. The department chair will base his/her decision on all relevant documentation available, including grade books and syllabi, and may consult with any parties who may be able to supply additional information.
- c. Within ten business days after receiving the appeal, the department chair must inform the student, in writing, of the decision reached.

d. If there is not a satisfactory resolution of the issue at this stage, the student should follow the procedures stated earlier, beginning with B- 4.

Finality of Grades: The awarding of a degree is based on grades of record at the time the degree is awarded. Therefore, once a student has been awarded a baccalaureate or master's degree by the University all grades used to award the degree are final and may no longer be appealed or changed.

College of Professional Studies Departmental Unique Features

As an academic advisor, it is important to provide information about unique features about the departments and areas of study in the College of Professional Studies. Appendix I provides an overview of all departmental areas in College (*See Appendix I*).

Student Advising Feedback Form

The Student Advising Feedback Form is a way for students to provide feedback on their advising experience. It is important for us to understand our advising strengths and areas needing improvement. Please provide students with a copy and have them complete and put in advising boxes located on each departmental floor. The students may also obtain and complete the feedback form located on the College of Professional Studies webpage (*See Appendix J*).

College 101: Glossary of Terms

As an academic advisor you are required to provide information about different topics and terms related to the academic process. Appendix J provides a glossary of terms and definitions (*See Appendix K*).

WVSU Leadership Certificate

This Leadership Certificate is housed in CPS. Through an interdisciplinary curriculum, the West Virginia State University Leadership Certificate Program will provide each student with the opportunity to develop core knowledge about leadership within the larger context of social action and social change and to demonstrate leadership through written, oral, and field-based experiences. This certificate is 12 credit hours containing three leadership courses CPS 215, CPS 315, and CPS 415 (*See Appendix L* for more information).

Honors Program

The Honors Program at WVSU offers enriched academic opportunities for students with high academic achievements. This program shall identify, recruit, and offer students with academic challenges to enhance their skills and creativity. *Admission Requirements* are: First-time Freshman must have a 3.50 GPA, Composite ACT of 26 or higher, and Letter of application. *Existing WVSU/Transfer Students* must have 12-35 credit hours completed, 3.50 GPA, and Letter of Application.

TITLE IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

--Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Sex discrimination includes sexual harassment and sexual assault. While it is often thought of as a law that applies to athletics programs, Title IX is much broader than athletics and applies to many programs at WVSU. While compliance with the law is everyone's responsibility at the university, there are staff members who have primary responsibility for Title IX compliance.

Title IX Coordinators

For Complaints Against Faculty or Staff (or individuals who do business with WVSU):

If you have a complaint against a WVSU faculty or staff member for sexual harassment, sex discrimination, or sexual assault, please contact:

Joyce Chaney

Title IX Coordinator

Director of Human Resources

105 Cole Complex

304-766-5224

jchaney@wvstateu.edu

For Complaints Against Students:

If you have a complaint against a WVSU student for sexual harassment, sex discrimination, or sexual assault, please contact:

Trina Sweeney

Director, Adult & Commuter Student Services

Student Affairs

100 Curtis House

304-204-4328

sweeneyt@wvstateu.edu

Gender Equity in Athletics

If you have a complaint about gender equity in WVSU athletics programs, please contact:

Joyce Chaney

Title IX Coordinator

Director of Human Resources

105 Cole Complex

304-766-5224

jchaney@wvstateu.edu

Additional Resources

To file a complaint of sexual assault, you may contact one of the offices above, depending on who the complaint is against (faculty/staff or student) and you may also contact:

WVSU Public Safety

305 Barron Drive

304-766-3353 (non-emergency)

911 (emergency)

<http://www.wvstateu.edu/administration/public-safety>

To Report Confidentially

All of the individuals identified above will investigate and report all complaints. All employees, operating in their official capacity, are required to report alleged harassment and assault. If you desire that details of the incident be kept confidential, you may speak with on-campus counselors, campus health service providers or off-campus rape crisis resources, who will maintain confidentiality. Counseling and Academic Support Services (CASS) has campus counselors that are available to help you free of charge, and are located on the first floor of Sullivan Hall, East. In addition, you may speak off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

REFERRAL INFORMATION

Students often ask questions that are not related to academic advising. The following list provides information related to various offices on campus:

Accuplacer Office

W108 (1st floor, beside elevator). Contact cass@wvstateu.edu or **304-766-3200**.

Office of Career Services and Cooperative Education

W216, (304) 766-3250, careerserv@wvstateu.edu

Send students to this office for career planning, job searches, and CLEP or DSST tests (tests for College Level Credit).

Financial Aid

125 Ferrell Hall, (304) 204-4639, fadocs@wvstateu.edu

Send students here for questions about financial aid, FAFSA, scholarship requirements, and work study.

Cashier's Office

117 Ferrell Hall, (304) 766-3141, cashier@wvstateu.edu

Send students here for financial holds on accounts, parking passes, parking tickets, billing questions.

Counseling and Academic Support Services

125 Sullivan Hall East, (304) 766-3168, toledoke@wvstateu.edu

Send students here for academic assistance, disability services, mental health services, and Ombudsperson services (discrimination/harassment complaints).

Registration and Records

128 Ferrell Hall, (304) 766-4146

Send students here for registration holds on records, transfer credit questions, adding/dropping courses after add/drop deadline, and withdrawals.

College of Professional Studies Academic Advisors

A list of academic advisors is located in Appendix N. This list contains faculty emails, office locations, and phone numbers. Every semester advisors will post new semester office hours. Advisors may also use the advisor checklist located in appendices (*See Appendix O*).

Leadership Certificate Program

Contact Mr. Coston Davis, Jr. Director of Leadership, Mentor, and Judicial Affairs

309 Sullivan Hall East (304) 766-5149 costondavis@wvstateu.edu

Works Cited

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Appendix A

Student Advising Worksheet



Find *Your* Passion.

COLLEGE OF PROFESSIONAL STUDIES

Student Advising Worksheet

Use this form to list the courses you should register for in the upcoming semester in order to achieve your academic goals. Please include enough courses to allow for the possibility of closed sections.

Name: _____ ID No.: A00

Advisor's Name: _____

Major: _____ Term: _____

CRN	Department	Course Number	Section	Credit Hours	Days/Times	Building/Room Number

Advising Notes

Student's Signature: _____ Date: _____

Advisor's Signature _____ Date: _____

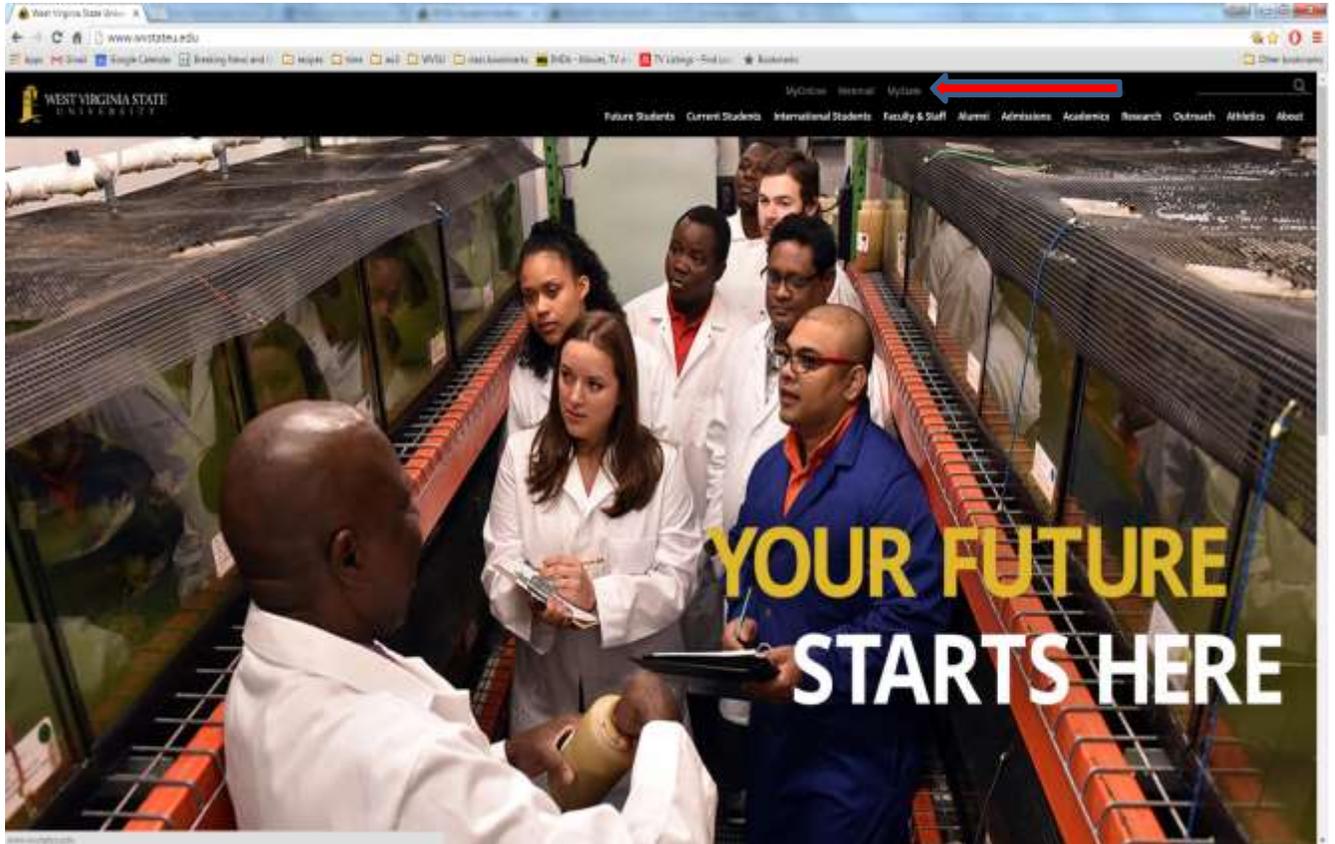
PIN# _____ Registration Date: _____

Appendix B

Registration Instructions

REGISTRATION

From the main page, click the My State in light gray at the top (red arrow).



You will be taken to the MyState login page. Your ID is your A number and your password is the same password used for your email.



Once you have logged in, you will be taken to the main page. You will choose either the Student tab along the top (blue arrow) or the Student and Financial Aid tab in the middle (red arrow). Both will lead you to the same menu.



Once in the student menu, choose the Registration option (green arrow).



The screenshot shows the top navigation bar of the WVSU website with the following tabs: **Personal Information**, **Alumni and Friends**, **Student**, and **Financial Aid**. Below the navigation bar is a search field and a "Go" button. On the right side, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Student & Financial Aid" and contains a list of links: "MyDegree@State", "Registration", "Student Records", and "Financial Aid". A green arrow points to the "Registration" link. At the bottom of the page, there is a footer with the text "RELEASE: 8.7" and a navigation menu: "[WVSU Home | Bookstore | Email | Library | Class Schedules | Annual notification of FERPA rights]".

Under the Registration tab, choose the tab to Add or Drop Classes (red arrow).



The screenshot shows the "Registration" sub-menu. The navigation bar is the same as in the previous screenshot, but the "Student" tab is now highlighted. The "Registration" sub-menu contains the following links: "Select Term", "Add or Drop Classes", "Look Up Classes", "Week at a Glance", "Student Detail Schedule", "Registration Status", "Active Registration", and "Registration History". A red arrow points to the "Add or Drop Classes" link. The footer is the same as in the previous screenshot, including "RELEASE: 8.7" and the navigation menu: "[WVSU Home | Bookstore | Email | Library | Class Schedules | Annual notification of FERPA rights]". At the bottom of the page, there is a copyright notice: "© 2015 Ellucian Company L.P. and its affiliates."

The next screen will allow you to choose the term for which you are registering. Please double-check this and make sure you've set it to the correct term. Use the drop down arrow at the side of the term to change terms (green arrow).

The screenshot shows the West Virginia State University website. At the top, there is a navigation bar with links for Personal Information, Alumni and Friends, Student, and Financial Aid. Below this is a search bar and a 'Go' button. The main heading is 'Registration Term'. On the right side, there is a user ID 'A11111111 TEST STUDENT' and a timestamp 'Feb 11, 2015 10:45 am'. A dropdown menu is open, showing 'Select a Term: Summer 2015'. A green arrow points to the dropdown arrow on the right side of the menu. Below the dropdown is a 'Submit' button. At the bottom, there are links for WVSU Home, Bookstore, Email, Library, Class Schedules, and Annual notification of FERPA rights. The footer includes 'RELEASE: 8.4' and '© 2015 Ellucian Company L.P. and its affiliates.'

You will be asked for your alternate pin number to complete registration. This is the pin number (normally 6 digits) that is given to you by your advisor during advising. Enter it at the red arrow.

The screenshot shows the 'Alternate PIN Verification' page on the West Virginia State University website. It features the same navigation bar as the previous page. Below the navigation bar is a search bar and a 'Go' button. The main heading is 'Alternate PIN Verification'. Below the heading is a message: 'Please enter your Alternate PIN to access registration.' There is a text input field labeled 'Alternate PIN:' with a red arrow pointing to it. Below the input field is a 'Submit' button. At the bottom, there are links for WVSU Home, Bookstore, Email, Library, Class Schedules, and Annual notification of FERPA rights. The footer includes 'RELEASE: 8.7' and '© 2015 Ellucian Company L.P. and its affiliates.'

Adding Courses:

After entering your pin number, you will be taken to the CRN screen to sign up for courses. You may enter multiple CRN's at each time, just use a different box for each CRN (blue arrows). Once you have added all of your CRN's, push the submit button (yellow arrow).

The screenshot shows the 'Add Classes Worksheet' page on the West Virginia State University website. It features the same navigation bar as the previous pages. Below the navigation bar is a search bar and a 'Go' button. The main heading is 'Add Classes Worksheet'. Below the heading is a row of text input fields for CRN numbers. Blue arrows point to each of the first four input fields. Below the input fields is a 'Submit Changes' button, which is highlighted with a yellow arrow. To the right of the 'Submit Changes' button are 'Class Search' and 'Reset' buttons. At the bottom, there are links for View Holds, Change Class Options, and Registration Fee Assessment. The footer includes 'RELEASE: 8.7' and '© 2015 Ellucian Company L.P. and its affiliates.'

Successfully added class will look like this on your screen:

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
REGISTERED ONLINE on Oct 27, 2014	None	1052	C J	299	01	Undergraduate Level 3.000	Normal	Grading	Mode	SP TOP: HOMELAND SECURI
REGISTERED ONLINE on Nov 03, 2014	None	1051	C J	226	01	Undergraduate Level 3.000	Normal	Grading	Mode	COURT SYSTEMS IN THE US

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 10.000
Date: Feb 24, 2015 09:36 am

Once you have successfully added your classes, you can print out your schedule for the bookstore or log out of mystate.

To drop a course, use the pull-down list beside the course you are registered for and choose the drop option (red arrow). Press submit changes (blue arrow) and the course will be dropped.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
REGISTERED ONLINE on Oct 27, 2014	DROP / DELETE	1052	C J	299	01	Undergraduate Level 3.000	Normal	Grading	Mode	SP TOP: HOMELAND SE
REGISTERED ONLINE on Nov 03, 2014	None	1051	C J	226	01	Undergraduate Level 3.000	Normal	Grading	Mode	COURT SYSTEMS IN TH

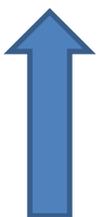
Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 10.000
Date: Feb 24, 2015 09:53 am

Add Classes Worksheet

CRNs

<input type="text"/>									
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

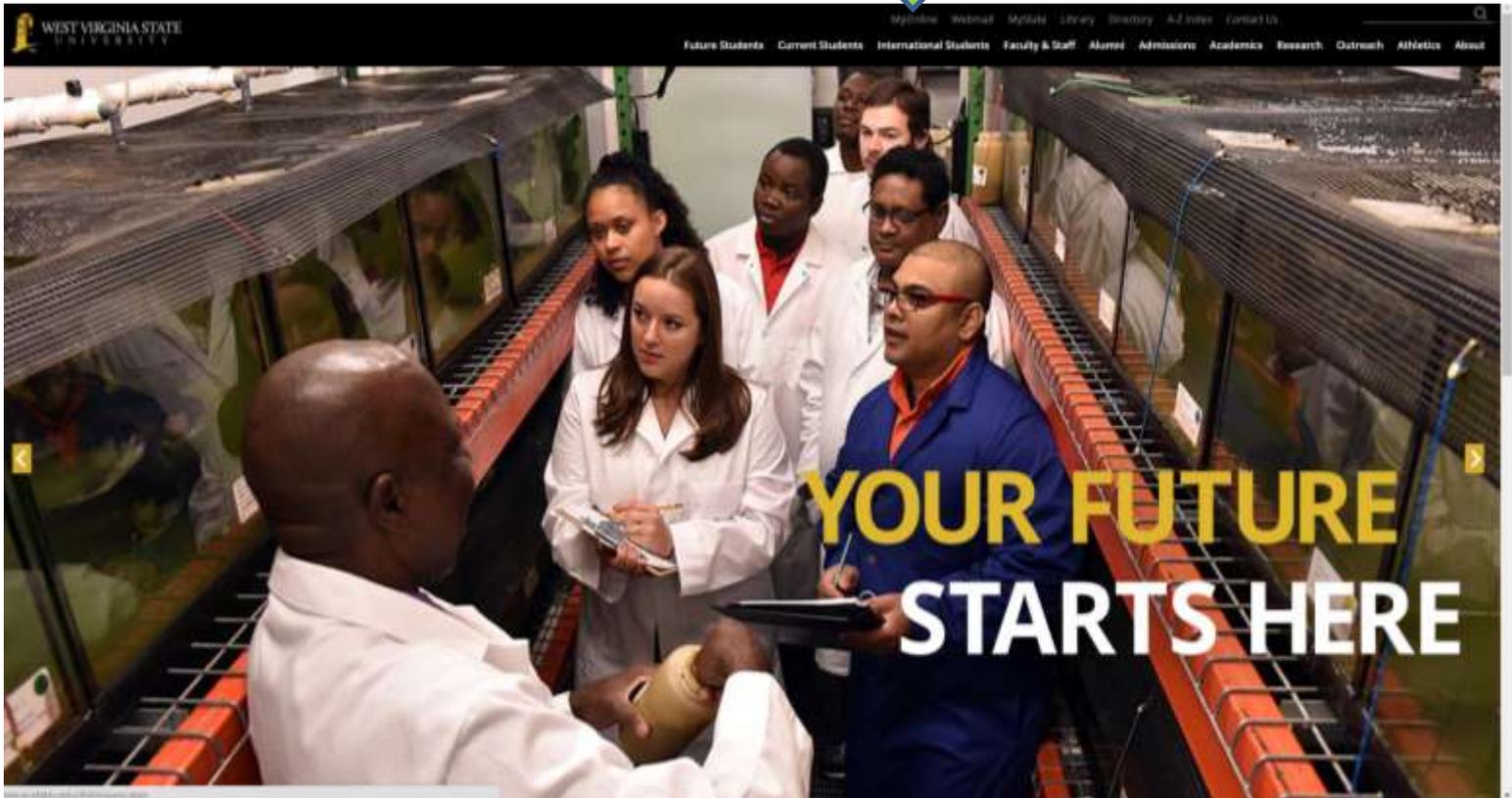
Submit Changes Class Search Reset



Appendix C

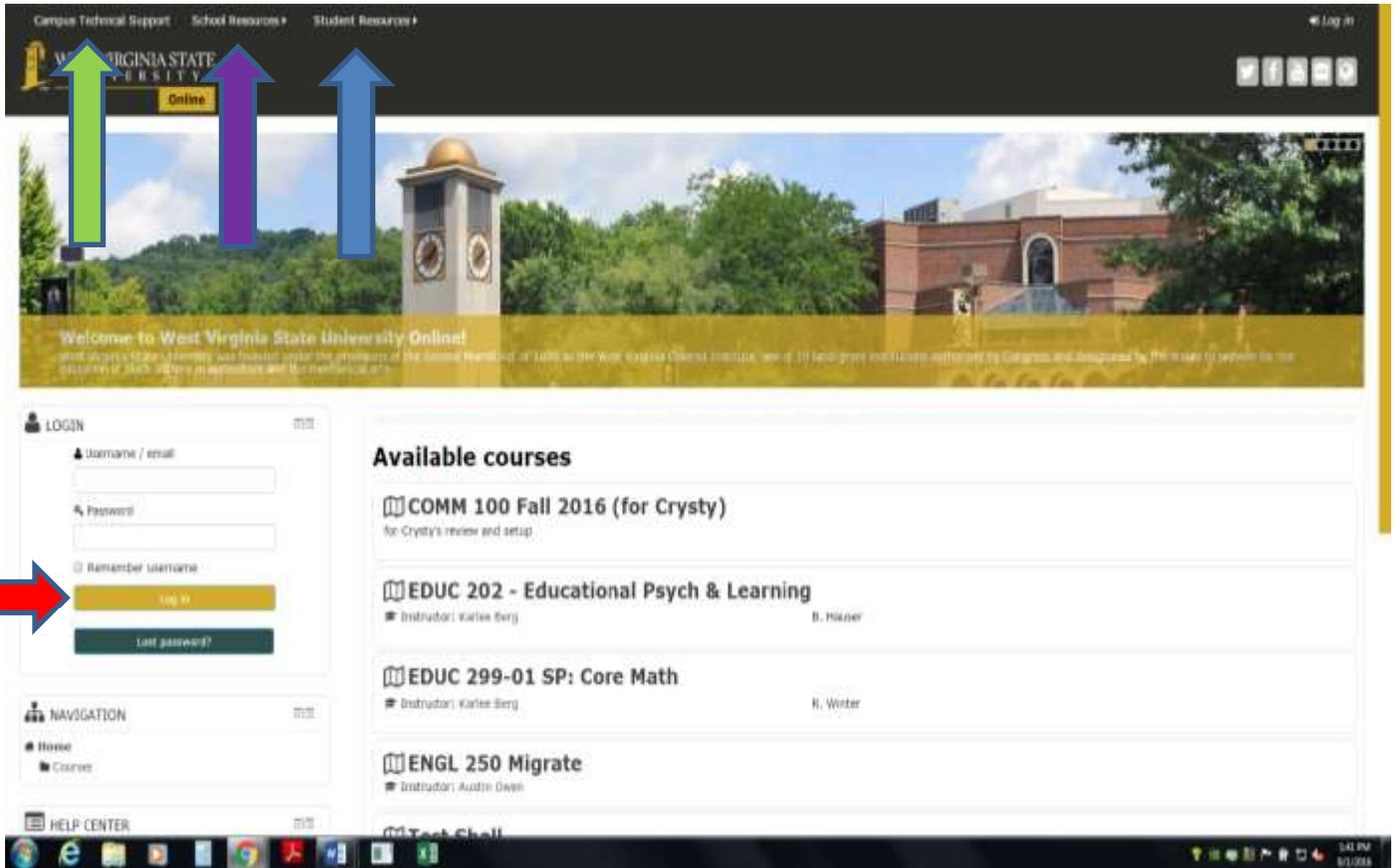
WVSU Online Instructions

The link to WVSU online is on the main webpage at the top called MyOnline.

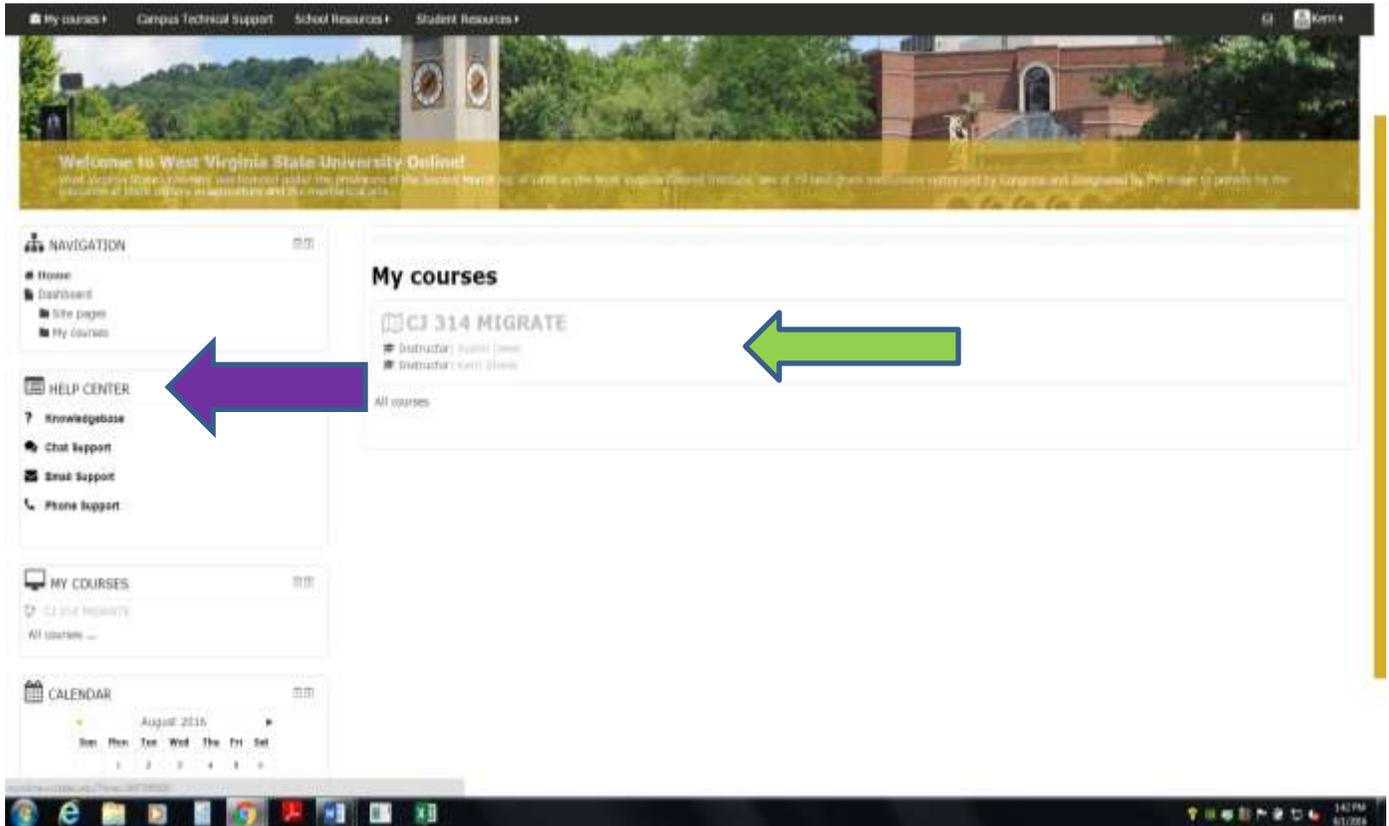


You will be taken to the main WVSU online page. This page includes your Login information on the left side (red arrow). Your user id is your WVSU email ID before the @ sign. For example, if your email is janedoe2@wvstateu.edu, your user ID is janedoe2. Your password is your password for your WVSU email and myState.

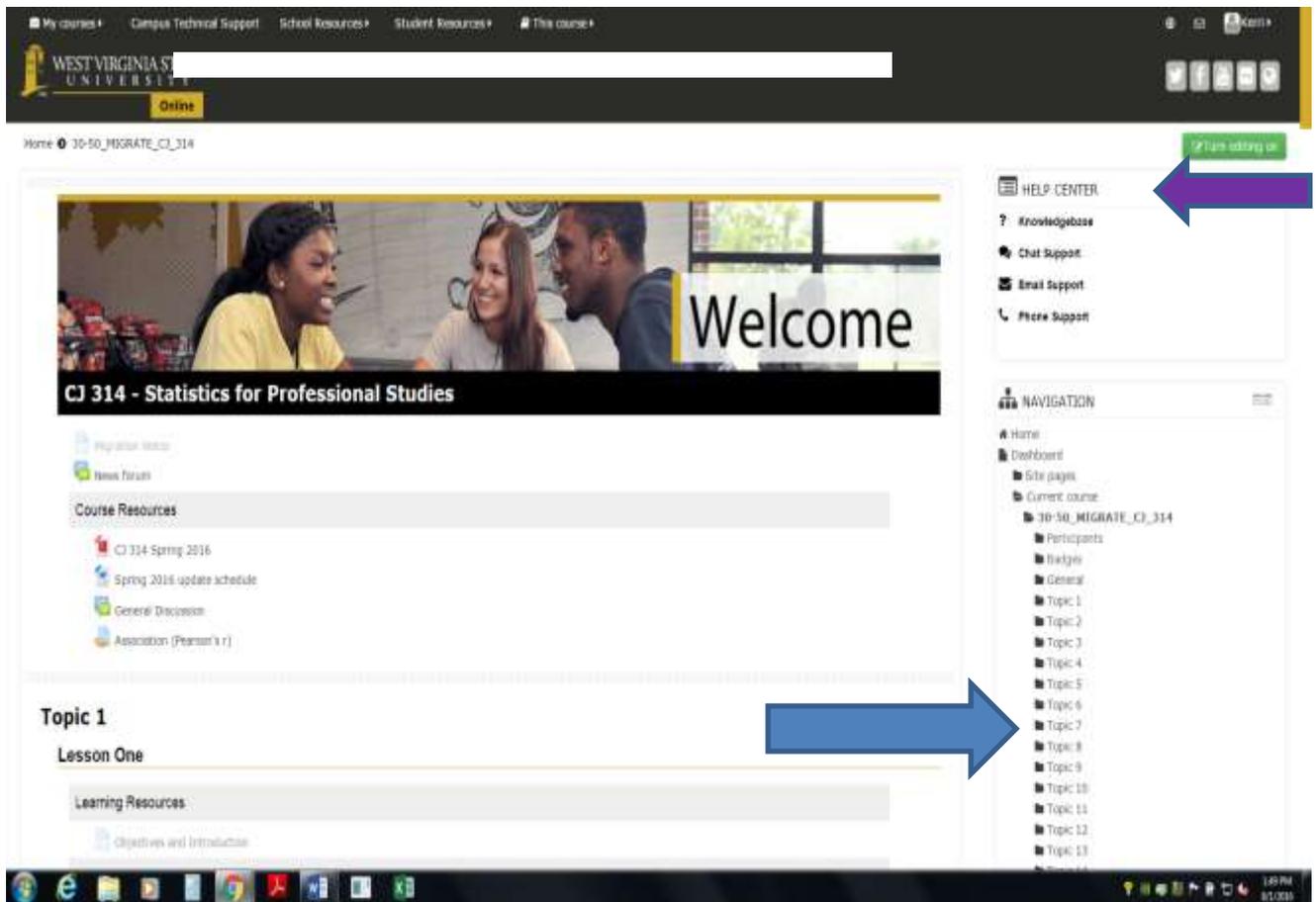
This page also includes information for on campus technical support (green arrow), links to school resources like library access (purple arrow), and links to student resources like academic assistance, counseling and academic services, smarthinking, etc. (blue arrow). These resource links will appear directly below the navigation bar on every WVSU online screen.



After logging in, you will be taken to your workspace with your courses appearing directly in the middle of the page (green arrow). Additionally, you will find the LearningHouse online help center (purple arrow). This offers articles on how to use Moodle (under Knowledgebase) or technical support via chat, email, or phone. Please note this is for technical support for things like assistance with posting to discussion forum, or uploading assignments. Academic assistance for things like tutoring and writing assistance is listed under student resources.



Select the course you want to enter from the middle of the page. You will enter the homepage for that course.



Along the right side of your screen is the index of topics you will use to navigate the course (blue arrow.) You may also navigate the course by scrolling down on the main course homepage until you reach the topic needed. The options in your index will vary based on your course and your professor. Your technical help center can be found above this index (purple arrow).

Each topic should include learning objectives, learning resources (things like PowerPoints and handouts), supplemental resources (further readings), and lesson activities which will include discussions, assignments, tests, quizzes, and other activities. Along the right side of your screen, you will see news, events, and upcoming activities.

The screenshot displays a course management system interface. At the top, a navigation bar includes links for 'My course', 'Campus Technical Support', 'School Resources', 'Student Resources', and 'This course'. Below this, the main content area is organized into sections for 'Lesson Activities', 'Topic 2 Lesson Two', 'Topic 3 Lesson Three', and 'Topic 4 Lesson Four'. Each lesson section contains sub-sections for 'Learning Resources', 'Supplemental Resources', and 'Lesson Activities', with specific resource icons like 'Intro Math Review', 'Descriptive Statistics', 'Central Tendency', and 'Descriptive Stats'. On the right side, a sidebar contains several utility widgets: 'SEARCH FORUMS' with a search box and 'Go' button; 'ADMINISTRATION' with a gear icon; 'LATEST NEWS' with a 'No news has been posted yet' message; 'UPCOMING EVENTS' with a 'There are no upcoming events' message; 'ACTIVITIES' with a list of 'Assignments', 'Forums', and 'Resources'; and 'RECENT ACTIVITY' showing 'Activity since Saturday, July 30, 2016, 1:50 PM' and 'Full report of recent activity...'. The bottom of the screen shows a Windows taskbar with various application icons and a system tray with the time '1:50 PM' and date '8/2/2016'.

Remind students, for technical assistance with navigating the site, uploading assignments, posting to forums, etc, please refer to Campus Technical Support (top of page) or the Help Center.

For academic assistance with course material, tutoring, writing assistance, etc. please refer students their professor or to Student Resources (top of page).



APPENDIX D
WEST VIRGINIA STATE UNIVERSITY
PETITION FOR RETROACTIVE WITHDRAWAL

Process for submitting a retroactive withdrawal petition:

1. Complete the petition for retroactive withdrawal form.
2. Attach supporting, official documentation which demonstrates serious and compelling reasons (usually due to serious accident or illness) justifying the withdrawal and the extenuating circumstances justifying its retroactive nature.
3. Submit the petition and documentation to withdraw from a course or courses with a grade of “W” after the end of the “W” period and within the semester in question to the Dean of the College where the student’s major is housed.
4. The withdrawal decision will be made by the Dean of the College in collaboration with the instructor and department chair (see Step 4). However, the Dean has the option to bring all issues related to the withdrawal request to the Dean’s Council on a case-by-case basis with the appropriate documentation.
5. Once a decision is made, the College Dean will send all documentation to the Registration & Records office for processing

STEP I: Student Information

Name: _____ “A” Number: _____	
Local Address: _____	
City: _____	State: _____ Zip: _____
Telephone Number: _____	
Email address: _____	

STEP 2: Term and Course Information

Semester and year from which you wish to withdraw: _____

College and major during that semester: _____

Current college and major (if different): _____

List below the required information about the course or courses from which you seek to be withdrawn to reflect W's, removed permanently from your transcript, or other describe.

CRN #	Course Prefix and Number (e.g. ENG 101)	Course Title	Credits	Withdraw to reflect W's	Remove permanently from transcript	Other-describe action

STEP 3: Summary of Extenuating Circumstances

Describe the serious and compelling reason (usually due to a serious accident or illness) justifying the withdrawal request (*Please attach supporting documentation*)

STEP 4: Required Signatures

I verify by my signature below that the required above information: has been submitted; is complete; and is correct to the best of my knowledge, and I hereby request a retroactive withdrawal from the course(s) indicated.

Student Signature: _____ Date: _____

Instructor Justification (If more than one instructor is involved in this decision then use attached document for additional instructor signatures see Attachment 1) **COURSE:** _____

Approve ___ Deny ___

Comments:

Signature _____ Date _____

Action by Chair (If more than one chair is involved in this decision then use the attached document for additional chair signatures see Attachment 2) **COURSE:** _____

Approve ___ Deny ___

Comments:

Signature _____ Date _____

Meet with the appropriate offices listed below as applicable to your situation.

Are you an international student with an F1 or J1 visa? Yes No

If yes, then meet with the International Student Affairs (ISA) Advising office.

Comments:

ISA Signature _____ Date _____

Did you receive financial aid (loans or grants) or scholarships in the term in which you are requesting a retroactive withdrawal? Yes No

If yes, then meet with a coordinator in the Financial Aid & Scholarships (FAS) office.

Comments:

FAS Signature _____ Date _____

Were you a veteran receiving veteran's' educational benefits in the term in which you are requesting a retroactive withdrawal? Yes No

If yes, then meet with the veterans' service coordinator in the _____

Comments:

Coordinator Signature _____ Date _____

Were you a student athlete in the term in which you are requesting a retroactive withdrawal?

Yes No

If yes, then meet with the Student-Athlete Services (SAS) Office in the Athletics Department.

Comments:

SAS Signature _____ Date _____

NOTE: Include any documentation you have related to this request

STEP 5: Submit for final review to Dean of the College

_____ Approved for ALL courses _____ Denied for ALL courses

Approved for the following course/s _____

Denied for the following course/s _____

College _____

Dean's Signature _____ Date _____

This form, student documentation and grade change forms will be submitted to the Registration and Record's Office by the approving academic unit. You will receive notification of your request within 10 working days of submission.

Attachment 1: Instructor Justification

Instructor Justification *(If more than one instructor is involved in this decision then use attached document for additional instructor signatures)* **COURSE:** _____

Approve ___ Deny___
Comments:

Signature _____ Date _____

Instructor Justification *(If more than one instructor is involved in this decision then use attached document for additional instructor signatures)* **COURSE:** _____

Approve ___ Deny___
Comments:

Signature _____ Date _____

Instructor Justification *(If more than one instructor is involved in this decision then use attached document for additional instructor signatures)* **COURSE:** _____

Approve ___ Deny___
Comments:

Signature _____ Date _____

Instructor Justification *(If more than one instructor is involved in this decision then use attached document for additional instructor signatures)* **COURSE:** _____

Approve ___ Deny___
Comments:

Signature _____ Date _____

Instructor Justification *(If more than one instructor is involved in this decision then use attached document for additional instructor signatures)* **COURSE:** _____

Approve ___ Deny___
Comments:

Signature _____ Date _____

Attachment 2: Departmental Chairs

Action by Chair *(If more than one chair is involved in this decision then use the attached document for additional chair signatures)* **COURSE:** _____

Approve ___ Deny ___
Comments:

Signature _____ Date _____

Action by Chair *(If more than one chair is involved in this decision then use the attached document for additional chair signatures)* **COURSE:** _____

Approve ___ Deny ___
Comments:

Signature _____ Date _____

Action by Chair *(If more than one chair is involved in this decision then use the attached document for additional chair signatures)* **COURSE:** _____

Approve ___ Deny ___
Comments:

Signature _____ Date _____

Action by Chair *(If more than one chair is involved in this decision then use the attached document for additional chair signatures)* **COURSE:** _____

Approve ___ Deny ___
Comments:

Signature _____ Date _____

Action by Chair *(If more than one chair is involved in this decision then use the attached document for additional chair signatures)* **COURSE:** _____

Approve ___ Deny ___
Comments:

Signature _____ Date _____

Appendix E Math Gen Ed

Math. “Gen Ed” - Starting Fall 2017

Courses discussed in this sheet

MATH 102: Plane Trigonometry

MATH 111: Math. for Liberal Arts

MATH 119: Algebraic Methods

MATH 121: PreCalculus

MATH 103: Problem Solving & Number Sense

MATH 118: College Algebra with Business Applications

MATH 120: College Algebra

MATH 206: Analytic Geometry & Calculus I

PLACEMENT INFORMATION

Score	can be placed in
ACT MATH: 18 or below SAT MATH: 450 or below ACCUPLACER (EA*): 89 or below	MATH 103 E OR MATH 111 E OR MATH 118 E OR MATH 119 E
ACT MATH: 19 or above SAT MATH: 460 or above ACCUPLACER (EA*): 90+	MATH 103 OR MATH 111 OR MATH 118 OR MATH 119
ACT MATH: 21 or above SAT MATH: 500 or above ACCUPLACER: EA*: 90+ AND CLM**: 63+	MATH 120
ACT MATH: 23 or above SAT MATH: 540 or above	MATH 121
ACT MATH: 26 or above SAT MATH: 600 or above	strongly considered for placement in MATH 206

* EA: Elementary Algebra ** CLM: College Level Math

Course Sequences

Target Course	Possible Sequences (depending on placement, a student's path can be shorter)
MATH 206*	MATH 119E OR MATH 119 ⇒ MATH 120 ⇒ MATH 102 ⇒ MATH 206
	MATH 119E OR MATH 119 ⇒ MATH 120 ⇒ MATH 121 ⇒ MATH 206
MATH 120	MATH 119E OR MATH 119 ⇒ MATH 120

♣ MATH 206 prerequisites: either **MATH 121** OR **both MATH 120 and MATH 102**

Frequently Asked Questions

- Neither MATH 111 nor MATH 118 serve as a prerequisite to any other Math course.
- A student with ACT 23 can be placed in MATH 102 (Plane Trigonometry) but MATH 102 alone is not a prerequisite for MATH 206.
- A student who previously has passed MATH 020 can be placed in MATH 103, 111, 118, or 119.
- A student who feels that his/her ACT (or SAT) MATH score does not accurately reflect his/her abilities may take the ACCUPLACER test for an accurate placement.
- The department of Math. & C.S. accommodates placement-based (ACCUPLACER etc.) adjustment requests early (approximately first 2 weeks) in the semester.
- For any questions, contact the department of Mathematics and Computer Science in Wallace Hall 816. The department's phone number is (304) 766-3267.

Appendix F

West Virginia State University
College of Professional Studies

Declaration of Major

I _____ would like to declare _____
as my major within the College of Professional Studies.

Student Signature _____ Date: _____

Student ID# (A-number) _____

FOR DEPARTMENT USE ONLY

Please change the major code listed for this student to Major Code # _____

Department Chair's Signature _____ Date: _____

Please forward this completed form to College of Professional Studies Dean for signature:

Dean's Signature _____ Date: _____

Send to: Dr. J. Paige Carney in Wallace Hall 520

The Office of Registration and Records will update in the Banner Student Database System

College of Professional Studies – Major Codes

Criminal Justice: Bachelor of Science

0295 = CJ/Corrections
0300 = CJ/Generalist
0297 = CJ/Investigation
0298 = CJ/Law Enforcement

Health and Human Performance: Bachelor of Science

0316 = Health Science/Community Health Education
0317 = Health Science/Leadership in AH & Rehabilitation
0390 = Recreation
0395 = Recreation/ Travel & Tourism
0330 = Sports Studies

Education: Bachelor of Science in Education

Elementary Education (Pre-K-6)

0551 = E Ed/ Elementary Ed (K-6)

Pre-K/Adult Ed

0563 = EMA Ed/ Art
0568 = EMA Ed/ French
0564 = EMA Ed/ Music
0569 = EMA Ed/ Spanish
0501 = EMA Ed/Wellness (Combines Health and Physical Education)

Middle/ Adolescent Education (5-Adult)

0559 = MA Ed/ Business Ed (5-Adult)
0560 = MA English Ed (5-Adult)
0570 = MA Ed/General Science (5-Adult)
0561 = MA Ed/ Mathematics (5-Adult)
0562 = MA/ Ed Social Studies (5-Adult)

Adolescent Education (9-Adult)

0556 = A Ed/ Biology (9-Adult)
0557 = A Ed/ Chemistry (9-Adult)

Social Work: Bachelor of Science

0370 = Social Work

Appendix G
Test for Credit Program
WEST VIRGINIA STATE UNIVERSITY
1891

Test for Credit Program
CLEP and DSST Standardized Tests

CLEP and **DSST** allow you to receive college credit by taking a standardized test over material covered in certain courses. Over sixty tests are available through these two tests. If you are attending another institution, **you** are responsible for knowing what your particular institution will accept as a course substitution for a CLEP/DSST exam.

The **CLEP** (www.collegeboard.com/clep) and **DSST** (www.getcollegecredit.com) examinations are given each month at WVSU. Test scores will be available upon completion of the examination (some exceptions apply to CLEP exams). The test fees are as follows:

- **CLEP \$80.00 (per test)** Prior to the test date, candidates will need to create an account through the “**My Account**” Registration portal on the **CLEP website** and submit payment directly there. After you have completed the payment process through CLEP, please complete the attached registration form or go online to our page, complete registration and submit to Office of Career Services & Cooperative Education. On test day, you will bring **CLEP Exam Registration Ticket**.
- **DSST \$80.00 (per test)** in the form of a credit card payment (Master Card, Visa, or American Express only). Test fees for DSST will be done on the test day.
- A **\$15.00 administration fee payment for both CLEP and DSST (per test)** in the form of a check or money order is payable to West Virginia State University on test day.

Mail or drop off completed registration form to:

West Virginia State University
Office of Career Services & Cooperative Education
P.O. Box 1000
216 Wallace Hall
Institute, WV 25112-1000

To register online, go to: <http://www.wvstateu.edu/administration/office-career-services-and-cooperative-education/test-credit-options.aspx> - click on the registration form desired (left top); complete registration and submit by email. For additional information or questions, please contact the Office of Career Services and Cooperative Education at (304)766-3250.

Please note: Examination fact sheets are available upon request

WVSU Course	Examination		Type	Credit Hours	Passing Score
Art 204 or 205	Art of the Western World		DSST	3	400
Biology 101	General Biology		CLEP	3	50
Biology 101&Physical Science Survey 101	Natural Sciences		CLEP	6	50
Business Administration 115	Introduction to Business		DSST	3	400
Business Administration 203	Principles of Statistics		DSST	3	400
Business Administration 210	Introductory Business Law		CLEP	3	50
Business Administration 215	Financial Accounting		CLEP	3	50
Business Administration 301	Principles of Management		CLEP	3	50
Business Administration 305	Principles of Marketing		CLEP	3	50
Business Administration 310	Human Resource Management		DSST	3	400
Business Administration 313	Principles of Finance		DSST	3	400
Business Administration 320	Organizational Behavior		DSST	3	400
Chemistry 105	General Chemistry		CLEP	3	65
Communications 100*	Principles of Public Speaking*		DSST	3	400
Computer Science 106	Introduction to Computing		DSST	3	400
Computer Science 106	Information Systems & Computer Applications		CLEP	3	50
Criminal Justice 101	Criminal Justice		DSST	3	400
Criminal Justice 223	Introduction to Law Enforcement		DSST	3	400
Criminal Justice 299	Fundamentals of Cybersecurity ****		DSST	3	400
Criminal Justice 311	Substance Abuse		DSST	3	400
Economics 201	Principles of Macroeconomics		CLEP	3	50
Economics 202	Principles of Microeconomics		CLEP	3	50
Elective Credit (RBA 300)	Management Information Systems		DSST	3	400
Elective Credit (RBA 300)	Ethics in America		DSST	3	400
Elective Credit (RBA 300)	Analyzing & Interpreting Literature		CLEP	6	50
Elective Credit (RBA 300)	Fundamentals of Counseling		DSST	3	400
Elective Credit (RBA 300)	English Literature		CLEP	3	50
English 101**	College Composition**		CLEP	3	50
English 112	Technical Writing		DSST	3	400
English 316 & 317	American Literature		CLEP	6	50
French 101 & 102 (Level 1)	French Language		CLEP	6	50
French 201 & 202 (Level 2)			CLEP	***6	59
Geography 202	Human/Cultural Geography		DSST	3	400
German 101 & 102 (Level 1)	German Language		CLEP	6	50
German 201 & 202 (Level 2)			CLEP	***6	60
Health & Human Performance 157	Here's to Your Health		DSST	3	400
History 201	Western Civilization I :Ancient Near East-1648	East-	CLEP	3	50
History 202	Western Civilization II: 1648-Present		CLEP	3	50
History 207	History of US I: Early Colonization - 1877		CLEP	3	50
History 208	History of US II: 1865 – Present		CLEP	3	50
History 416	The Civil War & Reconstruction		DSST	3	400
History Elective (RBA 300)	A History of the Vietnam War		DSST	3	400
Mathematics 120	College Algebra		CLEP	3	50
Mathematics 111	College Mathematics		CLEP	3	50
Mathematics 121	Precalculus		CLEP	4	50
Mathematics 206	Calculus		CLEP	3	50
Philosophy 308	Introduction to World Religions		DSST	3	400

WVSU Course	Examination	Type	Credit Hours	Passing Score
Physics 101	Principles of Physical Science I	DSST	3	400
Physics 120	Astronomy	DSST	3	400
Political Science 101	American Government	CLEP	3	50
Psychology 151	Introductory Psychology	CLEP	3	50
Psychology 290	Lifespan Developmental Psychology	DSST	3	400
Science Elective (RBA 300)	Environment & Humanity: The Race to Save the Planet	DSST	3	400
Social Science 150	Social Sciences & History	CLEP	6	50
Sociology 101	Introductory Sociology	CLEP	3	50
Spanish 101 & 102 (Level 1)	Spanish Language	CLEP	6	50
Spanish 201 & 202 (Level 2)		CLEP	***6	63

* In addition to a minimum score of 400 on the multiple choice test, an examinee must also pass the required oral speech requirement. A Special test day/time will be scheduled on an individual basis.

** Additional Essay required.

*** Credit hours from Level 1 will be added to this number.

**** Cost of this exam (Fundamentals of Cybersecurity) is \$90.00.

Appendix H

General Education Requirements

General Education Requirements

The following table provides you with the courses that fulfill the different General Education (GEN ED) requirements for your degree. On your degree map, you will find the following titles throughout different semesters of your college career: Arts, Humanities, International Perspectives, History, Natural Science, Social Science, and Wellness. When you see these categories on your map, use the table below to choose a class that will fulfill that requirement. The choice of which class to take under the specific category is completely up to you; however, please note that although some courses fall under two different categories, the credit will NOT be duplicated. For example, if you choose to take BIOL 101 for your Natural Science credit, this will NOT double as your Scientific Reasoning Credit.

ART (3 cr.)	HUMANITIES (3 cr.)
ART 101: Studio I – Introduction to Art ART 101H: Studio I – Introduction to Art (Honors) COMM 170: The Art of the Theater MUSIC 107: Appreciation of Music	ART 100: Art Appreciation COMM 140: Film Appreciation COMM 140H: Film Appreciation (Honors) ENGL 150: Introduction to Literature ENGL 150H: Introduction to Literature (Honors) MUSC 104: American Music: A Panorama
INTERNATIONAL PERSPECTIVES (3 cr.)	NATURAL SCIENCE (3-4 cr.)
COMM 446: International Cinema INTS 210: Introduction to International Perspectives INTS 250: Diversity in Africana Studies ENGL 350: World Literature: Classical Era ENGL 351: World Literature: Modern Era ENGL 440: Interpreting the Holocaust FREN 101: Beginning French FREN 102: Elementary French FREN 205: A View of Changing Culture FREN 443: West African Culture GERM 101: Beginning German GERM 102: Elementary German SPAN 101: Beginning Spanish SPAN 102: Elementary Spanish SPAN 205: Spain and its Culture POSC 210: International Relations POSC 415: Arab Middle East PHIL 308: World Religions EDUC 319: Content Area Literacy EDUC 321: Teaching Writing in the Elementary School	BIOL 101: Principles of Biology (4 cr.) BIOL 101H: Principles of Biology (Honors) (4 cr.) BIOL 108: Environmental Biology (4 cr.) BIOL 110: Economic Biology (4 cr.) BIOL 120: Fundamentals of Biology (4 cr.) CHEM 100: Consumer Chemistry (3 cr.) CHEM 100H: Consumer Chemistry (Honors) (3 cr.) PHYS 101: Physical Science Survey I (3 cr.) PHYS 102: Physical Science Survey II (4 cr.) PHYS 103: Elements of Physical Science (3 cr.) PHYS 106: Introduction to Physical Geology (4 cr.) PHYS 107: Historical Geology (4 cr.) PHYS 110: Weather and Climate (4 cr.) PHYS 111: Energy and the Environment (4 cr.) PHYS 120: Astronomy (3 cr.) PHYS 121: Astronomy Lab (1 cr.)

General Education Requirements Continued

<p>SOCIAL SCIENCE (3 cr.)</p>	<p>SCIENTIFIC REASONING (3-4 cr.)</p>
<p>BA 210: Business Law BA 312: Personal Finance ECON 101: American Economy POSC 100: Introduction to Government and Politics POSC 101: American National Government POSC 101H: American National Government (Honors) PYSC 151: General Psychology SOC 101: Introduction to Sociology SOC 305: Birth, Death, and Migration EDUC 201: Human Growth and Development</p>	<p>BIOL 101: Principles of Biology (4 cr.) BIOL 101H: Principles of Biology (Honors) (4 cr.) BIOL 108: Environmental Biology (4 cr.) BIOL 110: Economic Biology (4 cr.) BIOL 120: Fundamentals of Biology (4 cr.) CHEM 100: Consumer Chemistry (3 cr.) CHEM 100H: Consumer Chemistry (Honors) (3 cr.) PHYS 101: Physical Science Survey I (3 cr.) PHYS 102: Physical Science Survey II (4 cr.) PHYS 103: Elements of Physical Science (3 cr.) PHYS 106: Introduction to Physical Geology (4 cr.) PHYS 107: Historical Geology (4 cr.) PHYS 110: Weather and Climate (4 cr.) PHYS 111: Energy and the Environment (4 cr.) PHYS 120: Astronomy (3 cr.) PHYS 121: Astronomy Lab (1 cr.)</p>
<p>HISTORY (3 cr.)</p>	<p>WELLNESS (2 cr.)</p>
<p>HIST 201: World History HIST 201H: World History (Honors) HIST 202: World History HIST 207: American History to 1865 HIST 208: American History from 1865</p>	<p>HHP 122: Fitness for Living HHP 157: Healthy Living HHP 157H: Healthy Living (Honors) HHP 242: Team Sports II (Only for Sports Studies and Wellness majors)</p>

Appendix I

College of Professional Studies Departmental Unique Features

Criminal Justice Department

Degree: Bachelor of Science

The Criminal Justice Department is committed to preparing you for these careers through a challenging curriculum focusing on one of the following certificate areas.

Program Certificates

- Investigation
- Corrections
- Law Enforcement
- Generalist

Departmental Highlights

- Fall 2016 will offer 100% on-line Criminal Justice Program
- First Criminal Justice Department in West Virginia
- Master's Degree in Criminal Justice Administration
- Experiences with internships
- Opportunities to participate in criminal justice organizations and attend various criminal justice conferences

Student Organization and Criminal Justice Honor Society

Criminal Justice Club

Alpha Phi Sigma Criminal Justice Honor Society

Careers in the Field

- Attorney
- Correctional Officer
- Criminal Investigator
- FBI Agent

See website for more information: <http://www.wvstateu.edu/criminal-justice.aspx>

Education Department

Degree: Bachelor of Science in Education

The Teacher Education Program combines rigorous academic courses with over 800 clock hours of public schools placements and internships to prepare future teachers with the instructional pedagogy to meet the needs of all public school students in a global society.

Content Specializations Available:

Elementary Education K-6

Pre-K – Adult Education

- Art
- French
- Music
- Spanish
- Wellness

Middle/Adolescent Education 5-Adult

- Business Education
- English
- General Science
- Mathematics
- Social Studies

Adolescent Education 9-Adult

- Biology
- Chemistry

Second Endorsements

- Early Childhood Pre K-K
- English 5-9
- Mathematics 5-9
- Multi-Categorical K-6
- Multi-Categorical 5-Adult
- Reading K-6
- Reading 5-Adult
- Social Studies 5-9

Accreditation

The Teacher Preparation Program is fully accredited by the Council for the Accreditation of Educator Preparation (CAEP), formerly known as the National Council for the Accreditation of Teacher Education (NCATE). The Program is approved by state, regional and national accrediting agencies to grant degrees and recommend graduates for teacher licensure.

Departmental Highlights

- Partnership for Teacher Quality - Most of the internship hours are in one of our Professional Development Schools. Sixteen Kanawha and Putnam County schools participate in professional development partnerships with West Virginia State University.
- First in state to provide the Teacher-In-Residence Program (TIR) to teacher education candidates during their final program year allowing candidates to complete clinical experiences in counties where a WVSU TIR partnership agreement has been established.
- Candidates participate in tutoring with local elementary school students as part of coursework for Education methods courses
- Candidates complete a senior professional portfolio prior to student teaching showcasing their content specific academic projects, professional development, and community service events.

Student Organizations

Kappa Delta Pi International Education Honor Society and the Student National Education Association

Careers in the Field

Teacher/Educator

See website for more information: <http://wvstateu.edu/Academics/Colleges/College-of-Professional-Studies/Department-of-Education.aspx>

Health and Human Performance Department

Degree: Bachelor of Science

The Health and Human Performance Department prepares students to assume positions in delivering health, physical education and recreation programs and services to communities, schools, agencies, and businesses.

Program Areas

- Health Sciences
- Recreation
- Recreation Travel and Tourism
- Wellness Education (Pre-K-Adult)
- Sports Studies
- Sports Studies Pre-Professional Track

Department Highlights

- The Bachelor of Science in Sports Studies is currently recognized by the National Strength and Conditioning Association-Educational Recognition Program.

Student Organization

Health and Human Performance Club

Careers in the Field

- Physical Education Teacher
- Health Education Teacher
- Park Ranger
- Addiction Counselor
- Strength and Conditioning Specialist

See website for more information: [http://wvstateu.edu/Academics/Colleges/College-of-Professional-Studies/Department-of-Health,-Human-Performance-and-Le-\(1\).aspx](http://wvstateu.edu/Academics/Colleges/College-of-Professional-Studies/Department-of-Health,-Human-Performance-and-Le-(1).aspx)

Military Science-ROTC

Military Sciences or ROTC is an elective course of study specializing in management, leadership and life skills. Its primary purpose is to produce junior officers in the US Army, Army Reserve and the National Guard. These junior officers will become the future leaders for America.

Army ROTC Scholarships:

Scholarships are awarded based on a student's merit and grades, and not financial need.

Careers in the Field:

- Air Defense Artillery
- Chemical (CBRN)
- Infantry
- Aviation
- Medical Specialist

See website for more information: <http://wvstateu.edu/Academics/Colleges/College-of-Professional-Studies/ROTC.aspx>

Social Work Department

Degree: Bachelor of Science

The Social Work Program prepares students for the beginning level of professional practice as social work generalists in a wide range of settings with diverse populations.

Accreditation

Social Work Program is fully accredited by the Council on Social Work Education.

Departmental Highlights

- Title IV-E Grants - Title IV-E grants provide qualified Social Work majors with stipends and tuition awards through funding from the West Virginia Department of Health and Human Resources (WVDHHR).
- Recent research and community projects include the *Community Assessment and Education to Promote Behavioral Health Planning and Evaluation* Project and the *Bright Futures* mentoring program.

Student Organizations

Social Work Student Organization and Alpha Delta Mu Honor Society

Careers in the Field

- Child Welfare
- Mental Health
- Youth Services
- Hospice and Nursing Homes & Disabilities Services and Aging

See website for more information: [http://wvstateu.edu/Academics/Colleges/College-of-Professional-Studies/Department-of-Social-Work-\(1\).aspx](http://wvstateu.edu/Academics/Colleges/College-of-Professional-Studies/Department-of-Social-Work-(1).aspx)

Appendix J

West Virginia State University

Academic Advising Student Feedback Form

WVSU is committed to providing students with optimal academic advising experiences. Our role is to assist and support you in your quest for obtaining a degree in a timely manner. Please provide us with feedback on your advising experience so that we can improve our academic advising process.

Department: _____ Major: _____
Faculty Advisor (optional) _____ Date: _____

1. Status – Freshman _____ Sophomore _____ Junior _____ Senior _____ Graduate _____

2. Over the past year, I was in contact with my Advisor (one-on-one, group meetings, e-mail, or phone calls)
 Never _____ 1 time _____ 2-3 times _____ 4+ times _____

3. If you answered “Never” above, please tell us why:

Select the response that represents your advising experience. The rating scale of “5” indicates strong agreement, “1” indicates strong disagreement, and “NA” is not applicable to your experience.

Professional Disposition/Knowledge/Effectiveness	5 Strongly Agree	4 Agree	3 Neutral	2 Disagree	1 Strongly Disagree	N/A Not Applicable
1. My advisor communicated effectively.						
2. My advisor encouraged me to ask questions and discuss my concerns.						
3. My advisor is easy to get in touch with for advising sessions.						
4. My advisor was knowledgeable about program requirements in my major area of study.						
5. My advisor was aware of and referred me to the appropriate campus resources to assist me with concerns or issues (e.g. career services, tutoring, and counseling).						
6. My advisor helped me to understand the sequence of courses related to my Degree Map.						
7. My advisor helped to encourage me to assume an active role in my academic planning and career.						
8. My advisor and I spent a sufficient amount of time together to meet my academic needs.						

Please include additional comments on back - Thank you for completing this form; place form in black box located by departmental chair’s office.

Appendix K

Glossary of Academic Terms

Academic Advisor: Your academic advisor is the person assigned to work with you on building your degree plan and planning your class schedule.

Academic Affairs: The office on campus that oversees students' academic development and growth.

Academic Calendar: The calendar outlines important dates and deadlines for your college, including the first and last days of classes, the last day to add or drop a course, midterm and final exams weeks, academic advisement periods and graduation.

Academic Probation: Students who are off track academically are given a warning and are put on probation for a period of time.

Academic Suspension: Students who have not met a college's minimum academic standards are asked to leave the college for a period of time (usually one year).

Add/Drop Periods: Colleges typically allow a period of time (usually one week) at the beginning of each semester for students to finalize their schedules. During this time, students can add new classes or drop classes without receiving a "withdraw" mark on their academic transcript.

Advance Placement (AP) Credits: Refers to advanced classes taken in high school that allow students to earn early credit by passing a final exam. Check with your college's admissions office to see if they accept these credits and if they count toward your degree.

Auditing A Course: You can attend a class for no grade or credit, if that grade is not needed for your degree program. Students may choose to audit a class to learn more about a particular subject area outside their area of study.

Cashiers Office: The office where you pay the balance of your student account, including tuition, fees, room and board. Also known as the Office of Student Accounts or Accounts Payable.

Catalog: A document containing rules and policies for your college.

College Level Examination Program (CLEP) Credits: Refers to college credit that is earned by taking an exam in a specific subject area.

Credit Hours: Units of value given to courses, which equate to academic credits toward your degree.

Dean: The leader of a college or school within a university or the leader of an office.

Department Chair: The head of a program of study or department, for example the chair of mathematics.

Electives: Each degree program allows students to take elective classes or conduct research on behalf of the college.

Faculty: The term used to describe staff members who teach classes or conduct research on behalf of the college.

Final Exams: Comprehensive tests that are given at the end of a semester.

Financial Aid Office: The office that compiles all of your financial aid from various sources, including the federal government.

Full Time: Each college decides how many credit hours a student must take per semester to be considered full-time. Typically, schools consider 12 credit hours per semester to be “full-time”. However, it is important to remember earning only 12 credit hours per semester will NOT allow you to graduate “on-time”. A student seeking to complete a four-year degree in four years or a two-year degree in two years must complete, on average, **15 credit hours per semester**.

Major: The subject or discipline in which a student chooses to specialize.

Midterm Exams: Comprehensive tests that are given midway through the semester.

Minor: An additional area of focus or emphasis of study, often to provide students with secondary skills related to their major or to expand on a particular interest area.

Office Hours: Designated hours when a faculty member or assigned assistant for a course is available to meet with students to address concerns or provide advising.

Prerequisite: A course that a student must successfully complete before enrolling in another class or a certain class rank.

Registrar’s Office or Records Office: The office that oversees your official college transcript.

Remedial or Developmental Courses: Courses that a student must complete (often without credit) to get ready for credit-bearing college classes.

Residential Advisor (RA) or Resident Director (RD): An RA is a student who lives in the residence halls, maintains the rules and assists the students. An RD is the one who over sees the RA’s and the dorm as a whole.

Semester: A way of dividing the school year into two main sessions, usually fall or spring.
Student Level or Rank: Students are ranked as freshman, sophomores, juniors, or seniors depending on how many credit hours they have earned.

Student Affairs: The office at the institution that helps students develop and grow through experiences outside the classroom.

Syllabus: A document provided by professors, usually on the first day of class that sets forth expectations for the semester and includes important detail about the class.

Transcript: The official record of college courses a student has completed and grades earned.

Transfer: If you have completed college-level coursework at another institution, you may be able to transfer your credits to a new institution and count these credits toward your general education requirements or degree.

Tuition and Fees: This refers to the cost of the education provided by an institution.

Undeclared/ Undecided or General Studies Major: Students who are unsure which degree program they wish to study can enroll in college and begin taking general education classes as an undeclared/ undecided or general studies major.

Withdraw: You may withdraw from classes up until a certain point each semester. However, if you withdraw from a class after the “add/drop deadline” you will receive a “w” or withdraw marks on your transcript. Too many “W”s can impact your ability to meet the satisfactory requirements for receiving financial aid.

Source: College 101

Appendix L

Leadership Certificate

The West Virginia State University Leadership Certificate Program Vision

The West Virginia State University Leadership Certificate Program is a high quality, interdisciplinary, multidimensional, experiential and multi/intercultural program that exposes undergraduates to, and prepares them for real life leadership experiences. Students will explore issues of leadership, citizenship and social change within the context of an inquiry, experiential, and competency-based instructional design.

College of Professional Studies Leadership 215

In this leadership course, students will use the text, behavior/trait surveys, and case studies to understand leadership theories and models. Participants will learn to create, establish, and reinforce cultural rules of engagement designed to increase communication effectiveness and get the most out of the current human dynamic in their respective environments. Understanding these various leadership models allows students to reflect on their own style in today's culturally changing environments.

College of Professional Studies Leadership 315

This course is designed for all students who are interested in positions of leadership and who want to learn more about making the groups and teams they work with and lead more effective. Additionally, this course is designed to examine leadership as it relates to group and team behavior with the goal of preparing students for addressing complex personal and organizational issues related to leading change.

College of Professional Studies Leadership 415

The Leadership Practicum is the culminating course for the Leadership Certificate Program where all of the learning throughout the program is integrated and applied. Practicum assesses a student's learning and integration of competencies and the program learning outcomes. This course provides hands-on learning in campus/community settings as students observe, define, analyze, and practice leadership skills in a service learning environment. Recognizing civic responsibilities and the value of volunteerism as related to community development, students will examine and explore leadership techniques as demonstrated by present university and community members. As part of this course students working in teams must create and present a written proposal for a service project for approval by the Leadership Program Committee. This proposal must demonstrate the application of leadership skills in directing an activity or activities on or off the WVSU campus, public sector, nonprofit, or other related situation.

Appendix M – Campus Contacts

WVSU Campus Contacts and Locations			2016-2017
Office	Location	Extension	Contact Name
Academic Affairs	101 Ferrell Hall	(304) 766-3146	Fatiema Wilkerson wilkersf@wvstateu.edu
Admissions	124 Ferrell Hall	(304) 204-4340 Main Office	
Adult and Commuter	Student Activities Office	(304) 204-4328	Trina Sweeney sweenyt@wvstateu.edu
Alumni Relations	East Hall	(304) 766-3387	Belinda Fuller bfuller@wvstateu.edu
Athletics	210 Fleming Hall	(304) 766-3165	Sandy Kessell Skessel1@wvstateu.edu
Bookstore	Student Union	(304) 766-3351	Mark Akers akersm@wvstateu.edu
Campus Police	Ferrell House	(304) 766-3353 non-emergency (304) 766-3181 emergency	Major William Porterfield prterwh@wvstateu.edu
Career Service	Wallace Hall	(304) 766-3250	Sandy Maharaj smaharaj@wvstateu.edu
Cashier	130 Ferrell Hall	(304) 766-3004	James Buchanan Buchanan@wvstateu.edu
Center for Online Learning	227 Wallace Hall	(304) 766-3170	Thomas Kiddie tkiddie@wvstateu.edu
Continuing Edu/Early Enrollment	Ferrell Hall A-101	(304) 766-3145	Nathan Gainer ngainer@wvstateu.edu
Copy Center	Welcome Center	(304) 766-3089	Andrea Robinson andrea@wvstateu.edu
Counseling	125 Sullivan Hall	(304) 766-3262	Kellie Toledo toledoke@wvstateu.edu
Cultural Activities	401 Davis Fine Arts	(304) 766-3188	Richard Wolfe rwolfe@wvstateu.edu
Financial Aid	Ferrell Hall A-125	(304) 204-4361	JoAnn Ross jross15@wvstateu.edu
Fitness Center	Student Union (2 nd Floor)	(304) 766-3174	Rick Ray Athletics/ Training Room rayrl@wvstateu.edu
Food Services	Union	(304) 766-3358	Chris Cheatham chris.cheatham@thompsonhospitality.com
General Education	223 Hill Hall	(304) 766-3075	Jeff Pietruszynski jpietrus@wvstateu.edu
Honors Program	215 Hamblin Hall	(304) 766-3292	
Internships	827 Wallace Hall	(304) 204-4025	Azam Bejou abejou@wvstateu.edu
Library	17 Drain- Jordan Library	(304) 766-3239	Willette Stinson wstinson@wvstateu.edu
Mail Room	McNeill Facility Building	(304) 766-3113	Steve Hale halest@wvstateu.edu
Office of International Affairs	306 Ferrell Hall	(304) 766-3063	international@wvstatu.edu
President's Office	103 Ferrell Hall	(304) 766-3111	Crystal Walker walkercr@wvstateu.edu
Registration and Records	127 Ferrell Hall	(304) 766-4146	Cynthia Reynolds Crey nol2@wvstateu.edu
Student Activities	Student Union	(304) 766-3288	Chris Jackson jacksoc@wvstateu.edu
Student Life and Engagement	107 Wilson University Union	(304) 766-3260	
Student Support Services	223 Sullivan Hall	(304) 766-3088	Barbara Cary carybw@wvstateu.edu
TRIO Programs	219 Sullivan Hall	(304) 766-3088	Barbara Cary carybw@wvstateu.edu
Tap Room	Wallace (1 st floor)	(304) 766-3041	Daisy Squirts dsquirts@wvstateu.edu
Thomas Health Services	Student Union (Basement)	(304) 766-3323	Medical Staff

Appendix N
Advisor List
WVSU College of Professional Studies
Academic Advisors

Criminal Justice Department

Faculty Name & Office Number	Email Address & Phone Number
Mark Addesa Assistant Professor Wallace Hall-518 Advisor for students: A-D	addesama@wvstateu.edu (304)-766-3080
Dr. Michael J. Kane Associate Professor Wallace Hall-528 Advisor for students: M-R	mkane@wvstateu.edu (304)-204-4052
LeighAnn Davidson Instructor Wallace Hall 517 Students: E-L	ljustice1@wvstateu.edu
Dr. Walter Stroupe, Chair Associate Professor Wallace Hall-525 Advisor for: Graduate Students only	wstroupe@wvstateu.edu (304)-766-3315
Dr. Cassandra B. Whyte Associate Professor Wallace Hall-526 Advisor for students: S-Z	whytec@wvstateu.edu (304)-766-3311
William R. Whyte Assistant Professor Wallace Hall-527	wwhyte@wvstateu.edu (304)-766-3311

Education Department

Last Name Beginning with	Faculty Member	Office Number
A – Bum Shi - Shu	Dr. Emily Waugh ewaugh@wvstateu.edu 304-766-5192	W – 625
Bun – D Sid - Ski	Dr. Daton Dean ddean1@wvstateu.edu 304-204-4059	W – 624
E – Hi Sl - Smith	Prof. Katie McDilda kmcdilda@wvstateu.edu 304-766-3312	W – 616
Ho – Luc Smo – Ste	Prof. Barbara Korn bkorn@wvstateu.edu 304-766-3205	W – 621
Lud - Ow Sti – Sza	Prof. Billie Hauser bhauser@wvstateu.edu 304-766-3030	W – 620
Ox – She Tab – Tha	Prof. Dan Hensley ghensle1@wvstateu.edu 304-766-3105	W – 617
The - Thomas Thompson – Z	Dr. Mickey Blackwell mblackwell1@wvstateu.edu 304-766-5108	W – 619
Senior Capstone Evaluation	Prof. Patricia Wilson, Chair wilsonpat@wvstateu.edu 304-766-3381	W - 627

Health Human Performance Department

Faculty Name & Office Number	Email Address & Phone Number
<p>Debra Anderson-Conliffe Assistant Professor Health and Physical Education Fleming Hall N158 Advisor for: Wellness Education</p>	<p>andersonde@wvstateu.edu (304)-766-3237</p>
<p>Oree Banks Associate Professor Fleming Hall N157</p>	<p>obanks@wvstateu.edu (304)-766-3131</p>
<p>Matthew Bradley Instructor Sports Studies Fleming Hall 151</p>	<p>mbradley2@wvstateu.edu (304) 766-3365</p>
<p>Lindsey Good Instructor Health Sciences Fleming Hall 155</p>	<p>lgood5@wvstateu.edu (304) 766-3233</p>
<p>Patricia King Assistant Professor Recreation & Health Sciences Fleming Hall N154 Advisor for: Health Sciences</p>	<p>kingpr@wvstateu.edu (304)-766-3232</p>
<p>Bryan Poore Instructor Men's Basketball Coach Fleming Hall N160A Sports Studies: Letters N – Z Majors</p>	<p>poorebr@wvstateu.edu (304)-766-3226</p>
<p>Dr. Steven Richards Professor Fleming Hall N156 Recreation Advisor for: Recreation Majors</p>	<p>srichards@wvstateu.edu (304)-766-3003</p>
<p>Dr. Aaron Settle, Chair Professor Fleming Hall N148A Advisor for: Sport Studies A – Mc Majors</p>	<p>asettle1@wvstateu.edu (304)-766-3367</p>

Military Science Department

Faculty Name & Office Number	Email Address & Phone Number
William Kinsey Ferguson-Lincoln-101D	wkinsey@wvstateu.edu (304) 766-3295
LTC Joshua Germann Chair of Military Science Ferguson-Lincoln-102	(304)766-3291
Captain Lonnie Wilson Asst. Prof. of Military Science Ferguson-Lincoln-104	lwilson11@wvstatu.edu (304)-766-3294

Social Work Department

Faculty Name & Office Number	Email Address & Phone Number
Rita Brown Associate Professor Internships & Title IV-E Wallace Hall-928 Advisor for students: M-Z	brownri@wvstateu.edu (304)-766-3273
Dr. Raphael Mutepa Associate Professor Wallace Hall-926 Advisor for students: A-L	musondam@wvstateu.edu (304)-766-3234
Dr. Brenda Wamsley, Chair Professor Wallace Hall-916 Advisor for students: Transfer A-L	wamsleyb@wvstateu.edu (304) 766-5240
Dr. Kerri Steele Assistant Professor W-923 Advisor for students: Transfer M-Z	ksteele1@wvstateu.edu (304) 766-3282

Appendix O

Advisor Checklist

Prompts	Check ✓
I posted advising office hours and created a mechanism (paper or electronically) for students to schedule.	
I developed a schedule with student to meet student's needs.	
I reviewed the student's transcript and recorded the appropriate grades on the curriculum sheet.	
I gave the student his/her pin number.	
I made sure the student knows how to register.	
I made sure the student knows how to use WVSU online (if applicable).	
If student was on academic probation, I made sure the student took no more than 12 credit hours.	
I confirmed the student was in compliance with financial aid and making Satisfactory Academic Progress (SAP).	
I instructed student to complete and turn in advising feedback survey.	

Appendix P

Discretionary Academic Forgiveness

Consistent with the West Virginia Higher Education Policy Commissions 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 professional 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 Director of Registration to disregard the grade 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. (Students 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 the purpose 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) basis 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 five years, the student must have earned at least a "C" grade point average (2.0) in all coursework attempted.
5. Students may apply for academic forgiveness through a signed application (see reverse). The student must certify that he/she has not been enrolled as a full-time student in any college or university for the five consecutive years prior to the request.
6. Once the student has completed the 12 credit hours of required courses at WVSU, with no grade lower than a "C", the Director of Registration will calculate the grade point average and grant academic forgiveness for the "F" and/or "D" grades the student has earned at least five years earlier.

NOTE: Students who receive academic forgiveness may be eligible for graduation with honors. All grades, including those that were "forgiven" will be used to determine honors for graduation.

Application for Discretionary Forgiveness

NAME: _____ A# _____

ADDRESS _____

MAJOR _____

Have you been enrolled at any college/university during the five year period since attending West Virginia State University? _____ YES _____ NO

If yes, please indicate: _____ Full-time (12hrs or more) _____ Part-time (Less than 12hrs)

List all institutions:

I am requesting forgiveness of all eligible "D" and/or "F" grades under the provision of the policy listed on the reverse side of this application for the purpose of calculating my grade point average for graduation. I understand that for the purpose of determining honors for graduation, all grades on the academic record will be used, including those that have been "forgiven".

I request forgiveness of: _____ All eligible "D" and "F" grades

_____ All eligible "F" grades only

Signature _____ Date _____

.....
OFFICE USE ONLY

_____ Eligible for Discretionary Forgiveness

_____ Not Eligible

_____ Not eligible until 12 credit hours completed at WVSU with no grade lower than a "C"

Appendix Q
West Virginia State University
College of Professional Studies
Student Complaint Process

Steps to Filing a Written Complaint related to Instruction, Advising, or Faculty Communication:

1. Attempt to resolve the issue by speaking with the instructor involved. If no resolution is reached, begin the formal complaint process by completing and submitting the WVSU College of Professional Studies Student Complaint Form to the Departmental Chair. The complaint form can be obtained:
 - Online on the College of Professional Studies Webpage
 - Online on the College of Professional Studies Departmental Webpage
 - In the Departmental Chair's Office
 - In the Dean's Office
2. Complete the Student Complaint Form attaching all appropriate documents related to the complaint and deliver to the Department Chair. The Chair will sign and date the form, provide the student with a copy of the complaint form, and schedule a formal meeting to discuss the issue/complaint.
3. The Chair will conduct the meeting using the form as a guide for the conversation. If a resolution has been reached in this meeting, then the Chair will summarize the resolution and send a copy of the resolution to the student within ten business days.
4. If a resolution is not reached, then the Chair will schedule a meeting with the faculty involved to discuss the student complaint. If a resolution has been reached in this meeting, then the Chair will summarize the resolution and send a copy of the resolution to the student within ten business days.
5. If a resolution is not reached between the Department Chair and faculty member, then a meeting will be scheduled with the College Dean to collaboratively discuss the student's complaint. If a resolution has been reached in this meeting, then the Chair will summarize the resolution and send a copy of the resolution to the student within ten business days.
6. A record of the complaint resolution(s) will be maintained in the office at which the complaint was resolved. For information regarding issues or concerns that are not addressed by this process (such as grade appeals, sexual harassment, etc.) please refer to WVSU Student Handbook (The Buzz), and/or the Office of Academic Affairs.

West Virginia State University
College: _____
Student Complaint Form

Student Directions: *If you have a complaint regarding instruction, advising, or faculty communication and you have spoken to the faculty member and received no resolution or accommodations, then complete this form and schedule a meeting with your department chair. This form needs to be shared at the chair meeting. In addition, this form should be sent to the Dean of the College. If you submit electronically you will need sign, scan, and send electronically. If you have any questions feel free to call 304.766.3313.*

Student's Name	Major
WVSU Email address	Cell Number

Complete the following information related to the course where a faculty complaint is being issued:

Class prefix & number: _____ Semester: _____
 Professor: _____ Days/Times class meets: _____

Describe the complaint (including the date situation occurred):

Discuss what you have done to address this situation to date:

What outcome would you like to see as a result of submitting this complaint?

Student's Signature: _____ Date: _____

Department Chair's Signature: _____ Date: _____

Note: If you do not want to meet with the instructor, then schedule an appointment with the chair as the first step in this process.

Appendix R

Online Program Advising Rules

1. No more than 19 hours per term
2. No more than 3 courses in first 8 week term.
3. No more than 3 courses in second 8 week term.
4. 1st 8 weeks: 2 eight-week courses + 1-2 sixteen week courses (9-13 hours)
5. 2nd 8 weeks: 2 eight-week courses + 1-2 sixteen week courses (9-13 hours)
6. 1st 8 weeks: 1 eight-week course + 4-5 sixteen week courses (12-18 hours)
7. 2nd 8 weeks: 1 eight-week course + 4-5 sixteen week courses (12-18 hours)