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WVU Potomac State College

General Information - WVU Potomac State College

WVU Potomac State College (<https://www.potomacstatecollege.edu/>) serves both the residential and commuter student. The College's degree programs include Associate of Arts (A.A.) transfer programs and Associate of Applied Science (A.A.S.) career and technical programs. The College also offers a Bachelor of Applied Science (B.A.S.) degree with emphases in Business Management, Computer Information Systems, Criminal Justice, and Sustainable Agriculture Entrepreneurship. The College offers the Regents Bachelor of Arts (R.B.A.) and Bachelor of Integrated Studies baccalaureate degrees and the West Virginia University Bachelor of Science in Nursing.

West Virginia University is a member of the Higher Learning Commission and the University's educational programs are accredited by the Higher Learning Commission (<https://www.hlcommission.org/>).

The provisions of this catalog are not to be considered an irrevocable contract between the student and the College. The College reserves the right to change any course offerings, fees, requirements and regulations at any time within the student's term of enrollment.

Students are responsible for meeting the requirements for graduation set forth by the College. The student's adviser assists in the planning of a program of study, but the final responsibility for meeting the requirements for graduation rests with the student.

History of WVU Potomac State College

Potomac State College was created in 1901 as the "Keyser Preparatory Branch of the West Virginia University" by an act of the legislature at the urging of Mineral County Delegate Francis M. Reynolds, who was concerned about the quality of secondary education in the area. The bill provided an appropriation of \$20,000 for buildings and empowered the governor to appoint a Board of Regents to govern the school.

Colonel Thomas B. Davis, a local businessman, donated more than 16 acres of land as a site for the new school. That location, formerly Fort Fuller, was a critical fortress in maintaining open roads leading to the South Branch and Shenandoah Valleys and in retaining Union control of the B&O Railroad during the Civil War; the railroad was a major supply route for the Union Army. Two notable figures each served as commander of Fort Fuller, also called Fort Kelly; Major Lew Wallace, who later wrote *Ben Hur*, and Major Benjamin Harrison, future President of the United States. The land on which the school is built came to be known as Fort Hill.

When it opened its doors for classes in October 1902 as West Virginia Preparatory School, the institution consisted of a multi-purpose administration building fronted by a four-sided clock tower. The building housed offices, classrooms, the library, and gymnasium. Lloyd F. Friend was appointed principal and teacher and was joined by four other teachers.

Potomac State continues today as a fully integrated division of West Virginia University enacted under a higher education reform measure, House Bill 2224, passed by the 2003 state legislative session. The integration became official on July 1, 2005.

In fall 2017, the integration of Potomac State College with West Virginia University was taken to another level when the OneWVU concept was implemented. Potomac State College, along with four other campuses across the state of West Virginia — to include the flagship campus at Morgantown, were aligned as one university.

In this section:

- WVU Mission (p. 4)
- WVU Potomac State College Mission (p. 4)
- WVU Vision (p. 5)
- WVU Values (p. 5)
- WVU Potomac State College Philosophy (p. 5)
- Commitment to Diversity, Equity and Inclusion (p. 5)
- Center for Excellence in Disabilities (p. 5)
- Office of Accessibility Services (p. 5)

WVU Mission

As a land-grant institution, the faculty, staff and students at West Virginia University commit to creating a diverse and inclusive culture that advances education, healthcare and prosperity for all by providing access and opportunity; by advancing high-impact research; and by leading transformation in West Virginia and the world through local, state and global engagement.

WVU Potomac State College Mission

To provide access to an enriched life through a high-quality, affordable education.

WVU Vision

As one West Virginia University, we are purposeful in our studies and our work so that we can partner with our communities-both near and far-to bring needed and valued solutions to real-life problems within the pillars of education, healthcare and prosperity.

WVU Values

Service: We seek opportunities to serve others and are committed to providing the highest quality of service.

Curiosity: We ask questions, seek new opportunities and change through innovation.

Respect: We are respectful, transparent and inclusive with each other.

Accountability: We perform at our very best every day to create a University that is responsive, efficient and effective.

Appreciation: We support and value each other's contributions as we build a community that is One WVU.

WVU Potomac State College Purpose

To inspire students to find joy in learning, connecting with others, and growing personally and professionally.

Commitment to Diversity, Equity, and Inclusion

West Virginia University is committed to fostering a diverse and inclusive culture by promoting diversity, inclusion, equality, and intercultural and intercommunity outreach. Accordingly, the University does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression in the administration of any of its educational programs, activities, or with respect to admission or employment.

In keeping with this commitment, members of the academic community are expected to demonstrate civility and mutual respect for all persons as well as understanding and appreciation for all persons, to express that perspective in every dimension of the institution's life and mission, and to work cooperatively, representing not only the interests of their own groups but also those of the wider community.

Individuals believing they may have been illegally discriminated against by any member of the university community at West Virginia University may file a complaint with the Division of Diversity, Equity, and Inclusion (<https://diversity.wvu.edu/>).

Center for Excellence in Disabilities

The mission of the WVU CED (<http://www.cedwvu.org/>) is to improve the lives of West Virginians with disabilities by supporting more diverse, inclusive communities. The WVU CED is a federally-funded center that provides direct clinical and community disability services; training opportunities; a variety of information on best practices, services throughout the state, and policy; and innovative research.

WVU CED is recognized, and trusted, as a leader and innovative agent in a statewide network of individual and community supports that promote respect, inclusiveness, interdependence, and access for everyone.

Office of Accessibility Services

The Office of Accessibility Services (<http://accessibilityservices.wvu.edu/>) is dedicated to enhancing educational opportunities for students with temporary or permanent disabilities at West Virginia University and all of its campuses. Our accessibility specialists work individually with students to achieve success by ensuring access to University programs and by authorizing reasonable and effective accommodations.

Commitment to Assessment

West Virginia University conducts comprehensive and systematic assessment of student learning across all locations and delivery methods. Continuous improvement of student learning is faculty-driven (authentic and embedded), conducted at the course, program, and institutional levels, and grounded in the work of the colleges and individual academic programs, the Provost's Office, the Undergraduate Council, and the Graduate Council.

The Office of Curriculum and Assessment members collaborate with the Faculty Senate's Curriculum Committee to ensure quality and rigor of academic programs and courses, the Teaching and Assessment Committee to ensure quality and rigor across sections of courses regardless of modality of delivery or location, and the General Education Foundations Committee to conduct assessment of the general education program. The Office works to strengthen the effectiveness of assessment across all programs by:

- Serving as an institutional-level resource for assessment best practices.
- Providing sustained attention on centralized, consistent, and systematic processes and policies across the University to reduce variability in assessment quality and engagement.
- Overseeing, reviewing, and commenting upon program review policies, processes, and reports.

- Facilitating faculty professional development in assessment.
- Providing consulting to departments to enhance their assessment planning and reporting.
- Compiling supporting documentation and evidence of the assessment work at WVU.

In this Section:

- Governor of West Virginia (p. 6)
- West Virginia University Board of Governors (p. 6)
- Equal Opportunity/Affirmative Action Institution (p. 6)
- West Virginia University Administration (p. 6)
- WVU Potomac State College Administration (p. 7)

Governor of West Virginia

- Jim Justice, *Governor*

West Virginia University Board of Governors

- Taunja Willis Miller, *Chair, Morgantown*
- Richard A. Pill, *Vice Chair, Martinsburg*
- Dr. Patrice Harris, *Secretary, Atlanta, GA*
- Charles L. Capito, Jr., *Charleston*
- Albert Bray Cary, Jr., *Charleston*
- Elmer F. Coppoolse, *Bethesda, MD*
- Kevin J. Craig, *Huntington, WV*
- Michael D'Annunzio, *Bridgeport, WV*
- J. Thomas Jones, *Chair, Boynton Beach, FL*
- Alan Larrick, *Daniels, WV*
- Susan Lavenski, *Hurricane, WV*
- Paul Mattox, *Hurricane, WV*
- Robert Reynolds, *Concord, MA*
- Dr. Stanley Hileman, *Faculty Representative, Morgantown*
- Frances "Frankie" Tack, *Faculty Representative, Chairperson of the Faculty Senate, Morgantown*
- Shirley D. Robinson, *Classified Staff Representative, Morgantown*
- Madison Santmyer, *Student Representative, Morgantown*

*Committee list is effective through July 1, 2024

The West Virginia University Board of Governors (the "Board") was created by the West Virginia Legislature as the governing body of the West Virginia University System, including West Virginia University, West Virginia University Potomac State College, and West Virginia University Institute of Technology (collectively the "University"). The Board has the mission of general supervision and control over the academic and business affairs of the University.

Equal Opportunity/Affirmative Action Institution

West Virginia University is an Equal Opportunity/Affirmative Action Institution. The University does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, services in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression by the University's non-discrimination policy (BOG Governance Rule 1.6 (<https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-6-rule/>)) in the administration of any of its educational programs or activities or with respect to admission or employment. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the University's Equal Opportunity/Affirmative Action Plan. Inquiries regarding the University's non-discrimination policy may be sent to the Division of Diversity, Equity, and Inclusion (<https://diversity.wvu.edu/>).

West Virginia University Administration

- E. Gordon Gee, *President*
- Maryanne Reed, *Provost and Vice President for Academic Affairs*

WVU Potomac State College Administration

- Dr. Christopher Gilmer, *Campus President*
- Brady Whipkey, *Chief of Staff*
- Phillip Douthitt, *Dean of Academic Affairs*
- Dr. Kimberly Colebank, *Interim Dean of University Relations*
- Scott McVicker, *Executive Director of Finance*
- Micah Pears, *Director of Facilities Management*

Academic Standards

Academic Rights, Penalties, and Appeals

The policies described in this section are based on the Board of Governors Rules and Policies (<https://policies.wvu.edu/finalized-bog-rules/>) Academics Rule 2.5, Student Rights and Responsibilities. This section expands the general policy to include procedures for undergraduate, graduate, and professional students at WVU (including the divisional campuses in Beckley and Keyser, but subject to exclusions as defined in individual policies).

A student, by voluntarily accepting admission to West Virginia University (WVU) or enrolling in a class or course of study offered by WVU, accepts the academic requirements and criteria of the institution. Normally students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time with reasonable notice provided to students. It is the student's responsibility to fulfill coursework and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program. Students are expected to adhere to academic requirements and standards in all academic settings, such as classrooms, laboratories, and clinics, and during any activities that are part of academic requirements. Further, WVU students are citizens of a broader academic community. As such, the University expects that every member of its academic community share its historic and traditional commitment to honesty, integrity, and the search for truth. To meet these standards, academic dishonesty is prohibited and is subject to both academic and disciplinary penalties. Information on these penalties, as well as all associated procedures, are found on the West Virginia University Office of Academic Integrity (<https://academicintegrity.wvu.edu/>) website. Please note that, to the extent there is any inconsistency with the language in the catalog and the BOG Academics Rule 2.5 or the WVU Policy on Student Academic Integrity, the BOG Rule and the WVU Policy govern; please refer to the BOG Rule and WVU Policy for the most current language.

Any question of interpretation regarding student rights and responsibilities, academic penalties, or appeal processes for final grades or other academic penalties shall be referred to the Provost and Vice President of Academic Affairs, the Vice President for Health Sciences, or the divisional campus President, as appropriate, for final determination.

Any behaviors not academic in nature but related to student conduct should be referred to the Campus Student Code as stipulated in Board of Governors Rules and Policies (<https://policies.wvu.edu/finalized-bog-rules/>) Student Life Rule 6.1.

Academic Rights

Each student at West Virginia University has the following academic rights (as well as others; see BOG (<https://policies.wvu.edu/finalized-bog-rules/>) Academics Rule 2.5):

1. Right to have their performance evaluated solely upon performance as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded, nor shall their performance be evaluated on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression (see BOG (<https://policies.wvu.edu/finalized-bog-rules/>) Governance Rule 1.6), or other protected status.
2. Right to appeal any final grade, charge of academic dishonesty, or other academic penalty.
3. Right to access a copy of the University catalog and program documents in which all current program requirements and standards are described (e.g. required courses, total credit requirements, time in residence requirements, special program requirements, minimum grade point average, probation standards, professional standards, etc.).
4. Right to receive course syllabi with descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).
5. Right to assigned grades issued from the instructor of each course to students enrolled in the course consistent with the academic rights set out in the preceding sections.

Academic Dishonesty

Students are expected to adhere to the academic standards set forth by West Virginia University, and to avoid academic dishonesty in all its forms. West Virginia University defines academic dishonesty as follows:

1. Plagiarism means the theft or unauthorized use of work, typically created by another. It includes but is not limited to:
 - a. the use of another's words, ideas, or media – whether published or unpublished, partial or complete, by paraphrase or direct quotation – without complete and accurate acknowledgement;
 - b. the unacknowledged use of materials prepared by another individual, including an individual engaged in the selling of term papers or other academic materials; or
 - c. repeated submission of one's own work, specifically submission of the same material in multiple courses or iterations of a course, without the instructor's express permission.
2. Cheating means reliance on unauthorized resources, in connection with examinations or academic assignments. It includes but is not limited to:
 - a. collaboration with peers beyond that authorized by the instructor in the completion of an examination or academic assignment;
 - b. cheating on an examination or academic assignment, by either (i) utilizing unauthorized physical or technological resources (e.g., cheat sheets, online resources), or (ii) receiving unauthorized personal assistance (e.g., copying from another student); or
 - c. the acquisition or use, without permission, of examinations or other academic material belonging to a member of the University faculty or staff.
3. Fabrication or Falsification means acts of misrepresentation, forgery, or fraud as they relate to academic or educational matters. It includes but is not limited to:
 - a. fabricating or falsifying citations, data, or other records;
 - b. wrongfully fabricating or falsifying attendance or participation records for a University course or in an experiential or clinical setting;
 - c. wrongfully fabricating or altering an educational record (e.g., admission, grade, or attendance record) after it has been created;
 - d. use of University documents or instruments of identification for fraudulent purposes (e.g., impersonation of another student); or
 - e. knowingly furnishing false statements in any University academic proceeding.
4. Other Prohibited Academic Conduct means:
 - a. engaging in behavior specifically prohibited by a faculty member in the course syllabus; or
 - b. violating other departmental, college, or university academic standards, and/or legal or professional standards.
5. Facilitation means:
 - a. providing unauthorized materials or personal assistance to another student when such assistance allows them to commit academic dishonesty; or
 - b. compelling someone else to commit academic dishonesty on one's behalf.

Information on all associated procedures are found in the WVU Policy on Student Academic Integrity (<https://academicintegrity.wvu.edu/policies/student-academic-integrity/>). Please note that, to the extent there is any inconsistency with the language in the catalog and the Board of Governors Rules and Policies (<https://policies.wvu.edu/finalized-bog-rules/>) or the WVU Policy on Student Academic Integrity, the BOG Rule and the WVU Policy govern; please refer to the BOG Rule and WVU Policy for the most current language.

Types of Academic Penalties

In this section:

- Penalties for Failure to Meet Academic Requirements or Standards (p. 8)
- Penalties for Academic Dishonesty (p. 9)

PENALTIES FOR FAILURE TO MEET ACADEMIC REQUIREMENTS OR STANDARDS

A student at West Virginia University who fails to meet academic requirements or standards will be subject to one or more of the following academic penalties:

1. A lower final grade, including failure of a course. A lower grade or failure of the course can be imposed by the course instructor/coordinator. If a student appeals a final grade, the grade shall remain in effect until the appeal is completed.
2. Exclusion of a student from further participation in class prior to any appeal proceedings requires that the course instructor/coordinator obtain approval of the dean of the college or school offering the course.
3. Required repetition or revision of a program requirement, or termination of the student's participation in specific program-related activities.
4. Failure of a program requirement or failure to meet academic standards. Program requirements and standards must be described in the catalog or other program documents provided or available to students. Program requirements may include such items as passing a qualifying exam, maintaining progress on research, developing required technical skills, or meeting professional standards of conduct (including the avoidance of academic dishonesty).
5. Academic probation or suspension at the program, college, or school level for failure to meet program requirements and academic standards, or at the university level for failure to meet grade point average standards. More information concerning probation and suspension of undergraduate students at the university level (<http://catalog.wvu.edu/undergraduate/coursecreditstermsclassification/#probationsuspensioncontext>) is available in

the Academic Standards section of undergraduate catalog. More information about probation and suspension of graduate or professional students at the program, college, or school level (<http://catalog.wvu.edu/graduate/enrollmentandregistration/#probationsuspension>) is in the Academic Standards section of the graduate catalog as well as in program documents. If a graduate or professional student appeals a penalty of program suspension, the dean of the college or school offering the student's program will determine if the student shall be allowed to continue in the program, and the conditions of that continuation, until the case is determined.

6. Dismissal from a program, college, school or the university. Dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from any program and remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution, including other divisional campuses (BOG (<https://policies.wvu.edu/finalized-bog-rules/>) Academics Rule 2.5). If a student appeals a penalty of program dismissal, the dean of the college or school offering the student's program will determine if the student shall be allowed to continue in the program, and the conditions of that continuation, until the case is determined. Dismissal from a program, college, or school must be communicated to the Associate Provost for Undergraduate or Graduate Academic Affairs, the Health Sciences Associate Vice President for Academic Affairs, or the divisional campus President once the time limit for a student appeal has expired or the appeal process has been completed. The Associate Provost, Associate Vice President, or divisional campus President submits a request to the appropriate office to change the student's status to non-degree. Academic dismissal from the university requires consultation and approval from the student's dean, the Associate Vice President for Academic Affairs (Health Sciences students only), and the Provost's or divisional campus President's Office.

PENALTIES FOR ACADEMIC DISHONESTY

Information for both students and faculty on procedures related to the resolution of allegations of academic dishonesty can be found on the Office of Academic Integrity (<https://studentconduct.wvu.edu/>) website. A student at West Virginia University who is found responsible for academic dishonesty will be subject to one or more of the following academic and/or disciplinary penalties:

1. Remedial and/or educational sanctions.
2. Required repetition or revision of the academic assignment at issue.
3. A lower grade on the academic assignment or course at issue.
4. Failure of the academic assignment or course at issue.
5. Unforgivable failure (UF) of the course. When a UF is assigned, a student may repeat the course at issue, but the undergraduate (and where applicable, the graduate or professional school) D/F repeat process will not be applied. A permanent record will appear on the student's transcript, and the F will be permanently factored into the student's GPA.
6. Failure of the course with exclusion from further participation. The student will receive a final grade of an "F" for the course at issue but will be prohibited from continued enrollment or participation in the course for the duration of the semester.
7. Disciplinary probation, deferred suspension, or disciplinary suspension at the university level. More information concerning disciplinary probation, deferred suspension, and disciplinary suspension of students at the university level is available in the West Virginia University Campus Student Code and in the regional campus handbooks (<https://studentconduct.wvu.edu/campus-student-code/>).
8. Dismissal from a program, college, or school. Dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification, from a specific academic program. A student may be academically dismissed from any program and remain eligible to enroll in courses in other programs at the institution.
9. Expulsion. Permanent separation of the student from the University. More information concerning expulsion of students at the university level is available in the West Virginia University Campus Student Code and in the regional campus handbooks (<https://studentconduct.wvu.edu/campus-student-code/>).
10. Other sanctions. Other sanctions may be imposed instead of or in addition to those specified, where those sanctions bear a reasonable relationship to the nature and severity of the violation.

Appeals

In this section:

- General Information about Appeals (p. 9)
- The Appeal Process for Failure to Meet Academic Requirements or Standards (p. 10)
- The Appeal Process for Academic Dishonesty (p. 12)

General Information about Appeals

Students may appeal any final grade, charge of academic dishonesty, or other academic penalty described above and imposed by a course instructor/coordinator, the institution, or its constituent academic units through the procedures described in this section of the catalog with the following exceptions:

- Grades for individual course assignments cannot be appealed except in the context of a final grade appeal or a charge of academic dishonesty.
- University, college/school, or program probation based on failure to meet minimum GPA standards may not be appealed. University suspension of undergraduate students based on GPA may be appealed as described in the Academic Standards section of the undergraduate catalog (<http://catalog.wvu.edu/undergraduate/coursecredittermsclassification/#probationsuspension>).

- When imposed for academic dishonesty, disciplinary penalties imposed by the Office of Academic Integrity (<https://academicintegrity.wvu.edu/policies/student-academic-integrity/>), including but not limited to probation, suspension, or expulsion from the university, are appealed as described here. However, disciplinary penalties imposed by the Office of Student Rights and Responsibilities for any other form of misconduct may not be appealed through these processes, and students should refer to the Campus Student Code for appropriate procedures.

The primary purpose of the appeal procedure is to allow review of a final grade, charge of academic dishonesty, or other academic penalty in cases where a student believes that due process was not followed or that the grade, charge, or penalty was imposed unfairly or inconsistently with course, program, and university standards and regulations.

Students are expected to present written grounds (typically via email) for an appeal. Students have the right to appeal a final grade, charge of academic dishonesty, or academic penalty that they believe reflects a capricious, arbitrary, or prejudiced academic evaluation, or reflects discrimination based on criteria listed in BOG (<https://policies.wvu.edu/finalized-bog-rules/>) Governance Rule 1.6, Section 1.2. Additional grounds for appeal may include: unreasonable severity of the penalty; demonstrable prejudice in the decision-making process; a belief that the evidence does not support the finding of responsibility (in the case of academic dishonesty) or the choice of penalty; or additional evidence or new information that was not considered in determining the penalty. Further guidance for students on preparing an appeal is available on the Academic Standards Resources (<https://provost.wvu.edu/governance/academic-standards-resources/>) webpage.

If a student does not appeal a final grade, charge of academic dishonesty, or other academic penalty, fails to follow the appeal procedures described below, or does not attend a scheduled meeting regarding the appeal, the final grade, charge of academic dishonesty, or other academic penalty will be upheld, regardless of whether or not the student is still enrolled in the course or program.

COMMUNICATION ABOUT APPEALS:

All communication with a student concerning an appeal must come directly from, or be directed to, the student, except in cases of academic dishonesty that proceed through the Office of Academic Integrity (<https://academicintegrity.wvu.edu/policies/student-academic-integrity/>), when communication through attorneys or advisors is explicitly allowed. Otherwise, although students and others involved in the appeal process may consult with third parties, appeals and communication about appeals should be conducted between the student and individuals or committees charged with reviewing the appeal. Communication may take place through written documents, e-mail (using official University e-mail accounts whenever possible), and direct contact (telephone, face-to-face meetings, etc.). Decisions at each level of appeal must be communicated to the student and other individuals involved with the appeal at prior levels in writing transmitted via WVU e-mail.

RESPONSIBILITY FOR APPEAL DECISIONS:

Detailed information about which individuals or committees are responsible for handling different types and levels of appeals is available on the Academic Standards Resources (<https://provost.wvu.edu/governance/academic-standards-resources/>) webpage. These individuals may delegate this responsibility to a designee or to a standing or ad-hoc committee. In some cases, program, college, or school documents may provide additional guidance on who is charged with reviewing specific types of appeals. If an appeal reviewer was involved in the determination of a sanction, or otherwise has a conflict of interest relevant to the appeal, a different appeal reviewer must be identified. When necessary, decisions about who is responsible for appeal decisions will be made by the Associate Vice President for Academic Affairs in Health Sciences, the Provost, or the divisional campus President, or the designee of any of these.

EVIDENCE AND MEETINGS CONCERNING APPEALS:

Individuals and committees reviewing appeals may convene individual or joint meetings or request additional materials to collect further evidence. The student may be accompanied to meetings concerning the grade, charge, penalty, or appeal by a person of his or her choice from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal. Attorneys, operating in that capacity, may only participate in appeals in cases of academic dishonesty through the Office of Academic Integrity (<https://academicintegrity.wvu.edu/policies/student-academic-integrity/>), and are subject to limitations imposed by the WVU Policy on Student Academic Integrity.

The Appeal Process for Failure to Meet Academic Requirements or Standards

STEPS IN THE APPEAL PROCESS:

The following is a summary of the steps in the appeal process for failure to meet academic requirements or standards. In addition, a detailed list of the steps involved in each type of appeal is available on the Academic Standards Resources webpage on the Detailed Appeal Procedures (<https://provost.wvu.edu/governance/academic-standards-resources/detailed-appeal-procedures/>) tab to assist students, instructors, and administrators in managing the appeal process.

- Students are notified of final grades and other academic penalties.
 - Students are informed of final grades for courses at the end of each academic term through the WVU Portal accessible at <https://portal.wvu.edu>.
 - The individual or chair of the committee who imposed an academic penalty must notify the student in writing via WVU e-mail of the academic penalty.

- Prior to filing an appeal, students are strongly encouraged (but not required) to contact the individual or chair of the relevant committee who reported a final grade or imposed an academic penalty to express their concerns and attempt to resolve the issue. The individual or committee chair, or another informed individual, must meet with the student to provide information and evidence forming the basis for the grade or penalty.
- Level 1 appeal (for final grades and other academic penalties):
 - The student may begin an appeal by submitting a written appeal via WVU e-mail to the Level 1 appeal reviewer named on the Academic Standards Resources (<https://provost.wvu.edu/governance/academic-standards-resources/>) webpage within the time limit provided below. The student's appeal must include the documentation and evidence forming the basis of their appeal.
 - The individual or committee that gave the grade or imposed the penalty must provide all relevant documentation (including the criteria for determining the student's final grade in the case of a final grade appeal) to the Level 1 appeal reviewer upon their request.
 - The Level 1 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence. The sanction(s) under review may be upheld, lessened, or dismissed entirely, but not aggravated, by the Level 1 reviewer.
 - The reviewer communicates the decision in writing via WVU e-mail to the student and other individuals or committees that have been involved in the grade, penalty, or appeal to that point. The reviewer retains all documentation related to the appeal for 5 years. In the case of a final grade appeal, the Level 1 appeal reviewer ensures that a grade modification is submitted if necessary.
 - If the student accepts the Level 1 appeal decision, the appeal is concluded.
- Level 2 appeal (for final grades and other academic penalties):
 - If the student does not accept the Level 1 appeal decision, the student may continue their appeal by submitting a written appeal via WVU e-mail to the Level 2 appeal reviewer named on the Academic Standards Resources (<https://provost.wvu.edu/governance/academic-standards-resources/>) webpage within the time limit provided below.
 - The Level 1 appeal reviewer forwards all materials included in the appeal to the Level 2 reviewer and the student upon request from the Level 2 reviewer. Both the student and other individuals or committees may provide additional information if they wish.
 - The Level 2 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence. The sanction(s) under review may be upheld, lessened, or dismissed entirely, but not aggravated, by the Level 2 reviewer.
 - The reviewer communicates the decision in writing via WVU e-mail to the student and other individuals or committees that have been involved in the grade, penalty, or appeal to that point, including the Level 1 appeal reviewer. The reviewer retains all documentation related to the appeal for 5 years. In the case of a final grade appeal, the Level 2 appeal reviewer ensures that a grade modification is submitted if necessary.
 - If the student accepts the Level 2 appeal decision, the appeal is concluded. If the appeal concerned a final grade or an academic penalty other than program dismissal, the appeal is concluded.
- Level 3 appeal (for dismissal from a program):
 - If the penalty is dismissal from a program, the student may continue their appeal by submitting a written appeal via WVU e-mail to the Level 3 appeal reviewer named on the Academic Standards Resources (<https://provost.wvu.edu/governance/academic-standards-resources/>) webpage within the time limit provided below.
 - The Level 2 appeal reviewer forwards all materials included in the appeal to the Level 3 reviewer and the student upon request from the Level 3 reviewer. Both the student and other individuals or committees may provide additional information if they wish.
 - The Level 3 appeal reviewer may (but is not required to) appoint and convene a Student Academic Hearing Committee (SAHC) to hear the case and review the appeal. SAHC procedures follow.
 - Members are appointed to the SAHC at the discretion of the Level 3 appeal reviewer and shall comprise at least three faculty members. At least one SAHC member should be from the program offering the course or the student's program; at least one should be from outside the program offering the course or the student's program.
 - The SAHC holds a joint hearing with the student and any individuals involved in making the academic dishonesty charge or imposing the academic penalty and may also convene additional individual meetings or request additional materials to collect further evidence. The hearing is set outside of the student's scheduled classes; should the student choose not to appear, the meeting will proceed as scheduled.
 - The student may be accompanied to the hearing or meetings or be advised by a person of his or her choice from the institution. Likewise, the faculty member, academic officer, or committee recommending dismissal may have an advisor from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.
 - Witnesses may be called by any of the parties involved.
 - A record of the SAHC hearing shall be prepared in the form of summary minutes or an audio recording. This record and relevant attachments and will be provided to the student upon request.
 - The Level 3 appeal reviewer assesses the available evidence, including the recommendation of the Student Academic Hearing Committee, when available, and makes a decision about the appeal based on the evidence and recommendation. The reviewer communicates the decision in writing via WVU e-mail to the student, and other individuals or committees that have been involved in the penalty or appeal to that point, including the Level 1 and 2 appeal reviewers. The reviewer retains all documentation related to the appeal for 5 years.
 - The appeal is concluded.

TIME LIMITS FOR STEPS IN THE APPEAL PROCESS:

- Level 1:
 - Final Grade Appeal
 - The student files an initial appeal based on the Timeline for Appeals on the Office of the Provost webpage (<https://provost.wvu.edu/governance/academic-standards-resources/detailed-appeal-procedures/appeal-of-a-final-grade/>), after the grade is posted. The timeline on this webpage will indicate the last date the final grade appeals can be filed for each academic term in the current academic year.
 - The decision about the appeal is communicated to the student within 10 academic days* after the student submits the appeal.
 - Academic Penalty
 - The student files an initial appeal within 10 academic days* after the penalty is sent to the student.
 - The decision about the appeal is communicated to the student within 10 academic days* after the student submits the appeal.
- Level 2 (for final grades and other academic penalties):
 - The student files a continuation of the appeal within 10 academic days* after the decision at Level 1 is sent.
 - The decision about the appeal is communicated to the student within 10 academic days* after the student submits the Level 2 appeal.
- Level 3 (appeals of program dismissal only):
 - The student files a continuation of the appeal within 10 academic days* after the decision at Level 2 is sent.
 - The decision about the appeal is communicated to the student at the discretion of the Provost's office.

*Academic days are defined as days during which the University is open and on-campus classes are officially in session. If classes are canceled for the entire campus, for any portion of a day, the day will not be deemed an academic day.

The Appeal Process for Academic Dishonesty

STEPS IN THE APPEAL PROCESS:

The following is a summary of the steps in the appeal process for academic dishonesty. In addition, a detailed list of the steps involved in each type of appeal is available on the Office of Academic Integrity (<https://academicintegrity.wvu.edu/policies/student-academic-integrity/>) webpage.

- A student who has been found responsible for violating the WVU Policy on Student Academic Integrity may initiate an appeal by submitting a written appeal following the instructions provided in the notice of outcome. The student's appeal must include the documentation and evidence forming the basis of their appeal, and must be based on one or more of the recognized grounds for appeal listed in the WVU Policy on Student Academic Integrity. The student may appeal the finding of responsibility, the sanction(s), or both.
- The Office of Academic Integrity must provide all relevant documentation to the Provost upon their request.
- The Provost assesses the available evidence and makes a decision about the appeal based on that evidence. The sanction(s) under review may be upheld, lessened, or dismissed entirely, but not aggravated, by the Provost.
- The Provost communicates the decision in writing via WVU e-mail to the student and other individuals or committees that have been involved in the charge or appeal to that point. The Office of Academic Integrity retains all documentation related to the appeal for 5 years.
- Once the Provost has issued a decision, the matter is final and binding upon all involved.

TIME LIMITS FOR STEPS IN THE APPEAL PROCESS:

The student must file an appeal within 10 academic days* from the date the outcome letter is sent. If no appeal is submitted within that time frame, the sanction(s) will be applied, no appeal will be considered, and the matter will be concluded.

The decision about the appeal is communicated to the student within 30 calendar days after the student submits the appeal.

*Academic days are defined as days during which the University is open and on-campus classes are officially in session. Summer sessions and final exam days are included in this definition. If classes are canceled for the entire campus, for any portion of a day, the day will not be deemed an academic day.

In this section:

- Undergraduate Academic Probation and Suspension Policy (p. 13)
- Probation Procedures (p. 14)
- Suspension Procedures (p. 14)
- Duration of Suspension (p. 13)
- Appeal of Suspension (p. 13)
- Summer Enrollment for Students Suspended for Fall (p. 13)
- Winter Enrollment (p. 13)
- Immediate Reinstatement after Suspension (p. 13)
- Readmission after Serving Suspension (p. 13)

Undergraduate Academic Probation and Suspension Policy

DEFINITIONS

Fall and Spring are regular terms. Winter and Summer are not.

Policy

This policy concerns academic probation and suspension (referred to below as probation and suspension) in the West Virginia University system. It does not apply to the suspension of financial aid eligibility (<https://financialaid.wvu.edu/applying-for-aid/unsatisfied-requirements/>) or suspension due to violation of the student conduct code (<https://studentconduct.wvu.edu/campus-student-code/>).

Probation: At the end of any regular term (Fall and Spring), any student with an overall grade point average (GPA) below a 2.0 will be on Probation.

Suspension: The accumulation of probationary terms may result in suspension at the end of the Fall and Spring term if the student has a GPA below 2.0. Students are suspended only after a regular term.

- First Suspension: students who earn an overall GPA lower than a 2.0 for three regular terms (consecutive or not) will be placed on Academic Suspension for one calendar year.
- Second Suspension: after returning from their first suspension, students who earn an overall GPA lower than a 2.0 for two additional regular terms (consecutive or not) will be placed on Academic Suspension for one calendar year
- Third Suspension: after returning from their second suspension, students who earn an overall GPA lower than a 2.0 for two additional regular terms (consecutive or not) will be placed on Academic Suspension for three calendar years.

Schools, colleges, and programs may dismiss from their programs using criteria that are more rigorous than the university requirements described above.

Appeal

Suspended students have until late December or early June (exact date specified in the emailed notice of suspension) to appeal the suspension by following the appropriate workflow as described in the notice of suspension. Students who appeal their suspension and are denied, or who do not appeal it, will be removed from their Spring or Fall term courses. For more information regarding Academic Probation, Suspension and Suspension Appeals (<https://undergraduate.wvu.edu/strategies/probation-and-suspension/>), please visit the Academic Strategies, Curriculum and Assessment website.

Summer Enrollment

Students who are placed on probation or suspended after a spring term may enroll in summer courses in the WVU system. Suspended students who are enrolled in summer courses as of July 1 will not be removed from their fall classes until summer grades are available. Students placed on probation or suspended who rehabilitate their overall GPA to 2.0 or above in the summer will be permitted to attend the upcoming fall semester, although the probation or suspension will remain on their academic record and will be counted as if it was served. Only summer courses taken in the WVU system (i.e. WVU Morgantown, WVU Online, WVU Potomac State College, and WVU Institute of Technology) are eligible to raise the GPA for determining reinstatement.

Winter Enrollment

Students who are placed on probation or suspended after the Fall term may enroll in winter courses in the WVU system. Students who rehabilitate their overall GPA to 2.0 or above after the winter intersession will be automatically reinstated to good academic standing.

Immediate Reinstatement after Suspension

Students who are suspended and subsequently reinstated following a successful appeal or a successful summer term may be retained in their major for advising. An unserved suspension is recorded as a suspension on the WVU transcript. Students reinstated following a successful academic suspension appeal are placed on contract with their college/school and are required to abide by the terms of an academic contract. For more information to apply for contractual readmission (<https://undergraduate.wvu.edu/strategies/probation-and-suspension/>), please visit the Academic Strategies, Curriculum and Assessment website. Failure to abide by the terms of their contract or to return to good academic standing may result in the enforcement of academic suspension at the end of the term. Suspended students who rehabilitate their overall GPA to 2.0 or above in the summer will be permitted to attend the upcoming fall semester, although the suspension remains on their academic record. Suspended students who rehabilitate their overall GPA to 2.0 or above in the winter term will be automatically reinstated from suspension to good academic standing. Only summer or winter courses taken in the WVU system (i.e. WVU Morgantown, WVU Online, Potomac State College, and WVU Institute of Technology) are eligible to raise the GPA for determining reinstatement.

Readmission after Serving Suspension

Suspended students who wish to be readmitted into the University after their required suspension period must contact the Office of Admissions or appropriate office. Students may or may not be readmitted to their previous major at the discretion of their academic program. Students who are dismissed may transfer to another program if they meet the program's admission requirements and are accepted. Alternatively, they may be advised in

the Center for Learning, Advising and Student Success until they are able to be accepted to a program. All reinstated students whose overall GPA is below 2.0 are given a contract that describes the conditions that must be met to avoid suspension in future terms.

After returning from suspension, students who earn an overall GPA lower than a 2.0 for two additional regular terms (consecutive or not) will be placed on academic suspension (refer to *Policy – Suspension*). Courses taken outside the WVU system will not be reflected in a student's GPA until the overall GPA is 2.0 or above and the courses are approved (see WVU Transient Policy).

Probation Procedures

At the conclusion of the fall or spring term, students with an overall GPA below 2.0 are sent a probation letter from the Office of the University Registrar (OUR) or appropriate office via e-mail to their MIX account. This communication informs the student that they have been placed on probation effective for the end of the current term. Students on academic probation will be placed on contract by their College and required to complete specific academic requirements.

Suspension Procedures

At the conclusion of the Fall or Spring term, suspended students are sent a suspension letter from the Office of the University Registrar or student's individual college via e-mail to their MIX account and by post to their permanent address. The letter informs students that they have been suspended from the West Virginia University system and provides information about appealing the suspension.

The suspension is enforced beginning with the next Fall or Spring term. Successful appeals require strict adherence to the terms of the probation contract provided to the probationary student.

Admissions

In this section:

- Qualifications (p. 14)
- Veterans (p. 14)
- Visiting Students Coming to WVU Potomac State College (p. 15)
- Admission Revocation (p. 15)
- Readmission (p. 15)
- Second Degree Students (p. 15)
- Non-Degree Student (p. 15)
- Academic Forgiveness Policy (p. 15)
- PSC Transient Students (p. 16)
- Immunization Requirements (p. 16)

Qualifications

WVU Potomac State College is an open admissions institution for West Virginia residents. The principal qualifications for admission are graduation from an accredited high school or high school equivalent diploma through the General Equivalency Degree (GED) tests. Applicants are encouraged to submit ACT or SAT scores, which are used for placement purposes. If space is limited, the better prepared students are admitted.

WVU Potomac State College enrolls a diverse student population. While preference is given to West Virginia residents, qualified students from other states and countries are encouraged to apply. The University is committed to the goal of equal educational opportunity for all students: no candidate is denied admission because of race, religion, color, sex, sexual orientation, marital status, age, handicap or disability, veteran status, or national origin.

The primary focus of the admissions review is on academic potential. All of the required materials submitted by the applicant – application and transcripts - are reviewed carefully.

Applications for admission can be found online at the WVU Potomac State College Admissions (<https://admissions.potomacstatecollege.edu/apply/>) webpage.

Veterans

The Office of Academic Affairs offers assistance to veterans who are either enrolled or contemplating college enrollment. Information about the various forms of assistance for veterans is available online at the WVU Potomac State College Admissions (<https://admissions.potomacstatecollege.edu/apply/>) under the Apply tab in the Veterans section (<https://admissions.potomacstatecollege.edu/apply/veterans/>). Veterans may also contact:

Academic Services Coordinator

Administration Building Room 112 (Academic Affairs Suite)

304-788-7115

Veterans who do not meet minimum admission requirements may be reviewed for admission. Contact the Office of Enrollment Services at go2psc@mail.wvu.edu or 304-788-6820.

Visiting Students Coming to WVU Potomac State College

Students who want to take a course at WVU Potomac State College and have the credit transferred to another college or university must complete the application for admission and select "visiting" for student type. The application can be found at Visiting (Transient) Student | WVU Potomac State College | Admissions | West Virginia University (<https://admissions.potomacstatecollege.edu/apply/transient-student/>). A new application must be submitted for each term a student wishes to attend. Students who desire to enroll as a visiting (transient) student may do so upon submission of a letter of good standing from the institution that was last attended or an official transcript from that institution.

Current WVU Morgantown students who wish to enroll in courses at either the Keyser or Beckley campuses may request approval through the Dual Campus/Visiting Student Form. Once completing the form, students will need to submit a ticket and attach the form to their submission. Submissions will then be reviewed and decided upon.

Admission Revocation

An offer of admission can be revoked if an applicant's application materials are found to be falsified or if an admitted student engages in behavior that is not in compliance with the WVU Potomac State College Student Conduct Code (<https://studentconduct.wvu.edu/campus-student-code/>) prior to the first day of classes in the term of admission. If admission is revoked prior to the first day of classes, the admitted student may appeal the action to the Associate Provost for Undergraduate Academic Affairs. An enrolled student may be dismissed from the program or University if the student's application materials are found to be falsified, consistent with applicable policies or procedures in the Academic Standards (<http://catalog.wvu.edu/potomacstatecollegeofwvu/academicstandards/>) section of the catalog.

Readmission

If a student leaves the College for at least one complete fall or spring semester, an application for readmission must be submitted to the Office of Enrollment Services. Decisions on readmission are based on the student's academic standing.

If a student attended another institution(s), readmission will be based on the WVU academic standing along with academic credit earned at any other institution after leaving WVU. In order to be readmitted, a student must obtain an overall grade point average of 2.0 at all institutions attended since leaving WVU or attain a combined overall grade point average of 2.0 from all institutions attended including WVU.

Students who were suspended from WVU Potomac State College, must apply for readmission. Additional information may be found on the Academic Standards website on the Probation and Suspension page.

Second Degree Students

College graduates who want to earn a second associates or bachelor's degree are required to submit an application for admission and official transcripts from all institutions previously attended. The Office of Enrollment Services can only accept transcripts sent directly from the Registrars' Office of these institutions. Transcripts issued to the student, or received via fax, scan or email are not considered official. In general, admission is granted on the basis of a minimum cumulative grade point average of 2.0 in the first associate or bachelor's degree. After admission, the college will evaluate the transcript and apply any appropriate credit from the first bachelor's degree toward completion of the second degree. Students who have earned a bachelor's degree from an accredited college or university will meet all of WVU's General Education Foundation (GEF) requirements. All Credit Residence Requirements (http://catalog.wvu.edu/undergraduate/degree_regulations/#Residency_Requirements) must be met to receive a second bachelor's degree.

Non-Degree Seeking Students

Students with one or more bachelor's degrees from accredited colleges or universities (including WVU) who want to enroll for undergraduate credit may be admitted as non-degree seeking students. Candidates for admission to this classification who are not graduates of WVU must submit an application for admission and an official transcript(s) from the institution(s) granting the undergraduate degree. The Office of Enrollment Services can only accept transcripts sent directly from the Registrars' Office of the institution(s) previously attended. Transcripts issued to the student, or received by fax, scan, or email are not considered official. WVU students need only to apply with an undergraduate application.

WVU Potomac State College may admit students who are not seeking and/or not eligible to pursue a degree. Non-degree students must meet the minimum University admission standards and must follow transfer admission requirements. If students have completed fewer than twelve college-level credits, they should also submit an official high school transcript.

Unless otherwise stated, Students seeking non-degree admission must be academically and otherwise eligible to return to their current or previous institution.

Non-degree students must supply WVU Potomac State College with transcripts reflecting all previous college work prior to admission. Visiting students may provide a Statement of Good Standing in lieu of transcripts.

Academic Forgiveness Policy

WVU Potomac State College may provide Academic Forgiveness to some undergraduate students who were not successful in their first attempt at higher education.

POLICIES GOVERNING ACADEMIC FORGIVENESS:

- For the purposes of admission, the West Virginia University system may honor academic forgiveness granted at a previously attended regionally accredited institution. Students requesting admittance who wish to have a previous grant of academic forgiveness honored must have a GPA of 2.0 or higher in at least 24 earned credit hours after academic forgiveness was applied.
- A student may receive academic forgiveness only once.
- Students requesting academic forgiveness cannot have been enrolled at any higher education institution for at least four calendar years.
- Students who receive academic forgiveness from the West Virginia University system will receive credit for all courses completed with a grade of D- or higher during the forgiven period of enrollment. While all grades and credit hours remain on the student's transcript, grades earned during the forgiven enrollment period will not be counted in the student's GPA.
- After receiving forgiveness, the student must satisfactorily complete all coursework required by the academic unit for graduation and at least 15 credit hours in the WVU system for an associate degree or 30 credit hours for a bachelor's degree.
- Students who receive academic forgiveness are not eligible to graduate with honors.
- Academic forgiveness does not supersede some calculations used to determine eligibility for Satisfactory Academic Progress (<https://financialaid.wvu.edu/home/maintain/academic-progress/>) regarding financial aid, scholarships, and the veterans' benefits.
- Some professional programs and other regionally accredited institutions may not honor academic forgiveness conferred by the West Virginia University system. Students receiving academic forgiveness should consult with an academic advisor in the field they wish to pursue.

PROCEDURE:

- Complete the top half of the Petition for Admission on the Academic Forgiveness form located at Academic Forgiveness (<https://admissions.wvu.edu/forms-and-procedures/academic-forgiveness/>) | WVU Potomac State College | Admissions | West Virginia University (<https://admissions.potomacstatecollege.edu/forms/academic-forgiveness/>), and provide any requested documentation.
- Students applying for financial aid will need to submit a Free Application for Federal Student Aid (FAFSA) at the Federal Student Aid (<https://studentaid.gov/h/apply-for-aid/fafsa/>) webpage and file a Satisfactory Academic Process Appeal (SAP) if necessary.
- Petition is approved by the Dean of Academic Affairs or designee.
- Recommendation for admission under Academic Forgiveness is returned to the Office of Enrollment Services for appropriate processing.

WVU Potomac State Students Seeking Transient Credit

Transient coursework is any coursework taken by a currently enrolled WVU student at another institution.

Students are limited to take a total of 18 credit hours in transient, and only 9 of which may be major specific requirements.

Any coursework taken within one (1) year from a student's last term of enrollment at WVU will be subsequent to university and college specific transient policies.

Once a student knows what courses they want to take, and where they want to take them, the student and their academic advisor can access the transfer credit database (<https://registrar.wvu.edu/transfer/>) to determine how the course(s) will transfer back to WVU (downloading and installing the launcher is required).

If a student wants to take a course that is not listed, the student must request that it be added to the database via the Transfer Equivalency Review Request (<https://www.teamdynamix.com/TDClient/1976/Portal/Requests/ServiceDet/?ID=22958>) (TERR). **In most cases, the review process takes 5 to 10 business days.**

- Courses that are not in the database will not be approved to be taken in transient.
- Courses taken in transient at other institutions without proper approval will transfer in as NOEQ 1NT.

Students must request transient approval (<https://admissions.potomacstatecollege.edu/files/d/e97d3f55-aa92-48c2-a6bb-5bd03e96fc40/transient-app-psc3.pdf>) to take a course(s) at another institution. The student will need to download the PDF, complete and save it, and then email it to the advisor for review and submission to the Dean's Office for approval.

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Immunization Requirements

Requirements for WVU Potomac State College Immunizations (<https://admissions.potomacstatecollege.edu/admitted-students/immunizations/>) are posted on the Admissions website under Admitted Students.

In this section:

- Freshman/Early Admission Requirements (p. 17)
- General Equivalency Diploma (GED)/Test of Assessing Secondary Completion (TASC)/High School Equivalency Test (HiSET) (p. 17)
- Credit for Military Service (p. 17)
- Access/Early Start Program (p. 17)
-

Freshman/Early Admission Requirements

To be considered for freshman admission, a student must:

- Complete an application for admission (<https://admissions.potomacstatecollege.edu/apply/>).
- Submit an official copy of high school transcript. If the applicant is still completing high school, an official high school transcript for the classes completed so far should be submitted. In addition, the final high school transcript verifying graduation must be submitted when available.
- Submit official copies of ACT or SAT scores, if available. ACT/SAT scores are not used for admission but are used for placement into Math and English courses.

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General Equivalency Diploma (GED)/Test of Assessing Secondary Completion (TASC)/High School Equivalency Test (HiSET)

In lieu of a high school diploma, students are eligible for admission consideration having attained any one of the following equivalent credentials.

As of January 1, 2022, the HiSET® exam became the state approved HSE assessment for West Virginia. Examinees who successfully pass the HiSET® exam receive the State of West Virginia High School Equivalency Diploma.

Students passing the High School Equivalency Test (HiSET) will need to submit their State of West Virginia High School Equivalency Diploma. A high school transcript must also be mailed to the PSC Office of Enrollment Services. More information about the HiSET exam can be found on the HiSET (<http://hiset.ets.org/states-policy/>) webpage.

The GED will be accepted for students who took the GED prior to January 2014, or from a state that does not administer the HiSET or TASC exam. Students who have completed a General Equivalency Diploma (GED) with an average standard score of 2250 (450) or above must request that the State Department of Education mail copies of scores to the PSC Office of Enrollment Services. In addition, a high school transcript must also be mailed to the PSC Office of Enrollment Services.

Students who completed the Test Assessing Secondary Completion (TASC) prior to January 1, 2022 will need to submit their State of West Virginia High School Equivalency Diploma. A high school transcript must also be mailed to the PSC Office of Enrollment Services. More information about the TASC exam can be found on the Test Accessing Secondary Completion webpage.

Credit for Military Service

WVU Potomac State College accepts the following military transcripts for all service members and veterans.

- Joint Services Transcript (JST)
- Community College of the Air Force (CCAF)

West Virginia University has an established database for the ACE (American Council on Education) approved postings on the JST (Joint Service Transcript). Veteran students must submit their JST to the WVU Office of Admissions in order for any coursework to be posed.

For more information please contact the Office of Enrollment Services (<https://admissions.wvu.edu/>).

ACCESS (Attaining College Credits and Experience while in Secondary School) Program

High school students with a 3.0 cumulative grade point average may be admitted to enroll in college courses before high school graduation. Students seeking admission into WVU Potomac State College's ACCESS Program must meet the following criteria:

HIGH SCHOOL JUNIORS AND SENIORS:

- Be a high school or home-schooled junior or senior during the semester when the desired course is offered.
- Hold a 3.0 GPA or higher.
- Some courses require students to complete a mathematics or English placement test.

If an application for admission to the ACCESS Program is denied but extenuating circumstances may exist, the principal and/or guidance counselor may request reconsideration. In such cases, the decision to admit will be made by the Dean for Enrollment Management and the Dean for Academic Affairs.

Pre-Collegiate Examinations - Advanced Placement Program (AP)/College Level Examination Program (CLEP)/International Baccalaureate (IB)

POLICY

Equivalencies for pre-collegiate examinations such as Advanced Placement (AP), International Baccalaureate (IB), or College Level Examination Program (CLEP), are established by the academic unit which teaches the subject, based on the following university rules.

- Initially, a maximum of 4 credits is awarded for each single qualifying exam score. In consultation with their Academic Adviser, students may petition for additional credit based on their score and academic circumstances.
- Once an equivalency has been established and a student has requested that a course be recorded on the transcript, it cannot be removed from the student's record.
- Credit is normally awarded at the 100 level. In some circumstances, departments may request the college or school to award credit for a 200-level course. Credit at or above the 300 level is not granted.
- In certain subjects, direct equivalency to a WVU course is awarded. Many course equivalencies will satisfy General Education requirements.
- Individual programs may decide that non-direct equivalencies fulfill major or minor requirements; equivalencies are reflected in the student's Degree Works audit.
- Examination credit equivalencies posted to the student's transcript count as both attempted and earned credits. Although credit is awarded, no grades are recorded.
- Examination credits are awarded at the point of admission for both freshmen and transfer students. For transfer students, WVU articulates credit based on its established equivalencies. WVU does not honor the articulation made by previous institutions.
- Current students may not earn college credit via CLEP, unless a department does not offer credit-by-examination and the student has secured prior approval.

ADVANCED PLACEMENT PROGRAM (AP)

- Score of 3: equivalent to 3-4 credits of a 100-level course, usually a General Education requirement.
- A score of 4 or better: a direct equivalency may be awarded, at the discretion of the appropriate department. Students may request additional credit when applicable.
- The Advanced Placement chart can be found on the AP, CLEP, IB, Cambridge International and Military Service Credit page on the WVU Office of Admissions website.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

- Incoming freshmen may request credit equivalencies for CLEP exams they passed at the time of admission to WVU.
- A minimum score of 55 is required to earn credit equivalencies, although some programs may require a higher score.
- The CLEP chart can be found on the AP, CLEP, IB, Cambridge International and Military Service Credit page on the WVU Office of Admissions website.

INTERNATIONAL BACCALAUREATE (IB)

- Standard Level (SL): no equivalencies
- Higher Level (HL)
 - Score of 4 or 5: equivalent to 3-4 credits of a 100-level course, usually a General Education requirement.
 - Score of 6 or better: a direct equivalency may be awarded, at the discretion of the appropriate department. Students to request additional credit when applicable.
- Diploma (DP): students who earn the diploma with a minimum score of 32/45 (71%) will have fulfilled all general education requirements. Coursework will be posted on the transcript according to the established equivalencies.
- The IB chart can be found on the AP, CLEP, IB, Cambridge International and Military Service Credit (<https://admissions.wvu.edu/how-to-apply/first-time-freshmen/frequently-asked-questions/ap-clep-and-ib-equivalency/>) page on the WVU Office of Admissions website.

PROCESS

- AP and IB credits: upon registration for their first semester at WVU, freshman students will work with their advisers to have the appropriate credits posted to their transcripts. In consultation with their adviser, students may petition to have additional credits recorded by filling out a petition, based on the equivalencies established by the academic units found on the AP, CLEP, IB, Cambridge International and Military Service Credit (<https://admissions.wvu.edu/how-to-apply/first-time-freshmen/frequently-asked-questions/ap-clep-and-ib-equivalency/>) page.

- CLEP exams results must be submitted at the time of admission. If current students wish to earn credits through CLEP because no credit by examination is offered in that subject at WVU, they must secure permission from the chair or director of their academic unit, as well as that of the chair or director of the unit that offers the course, before filling out a petition. Permission is documented by recording a note in Degree Works.

In this section:

- Transfer Students from other WVU campuses (p. 19)
- Transfer Students (p. 19)
- Evaluation of Transfer Credit (p. 19)
- Transfer Credit Appeal Process (p. 19)

Transfer Students from other WVU Campuses

Students enrolled at WVU Morgantown or WVU Institute of Technology must complete a Change of Campus form to transfer to the Keyser campus. The form can be found under the Forms and Procedures section of the WVU Undergraduate Admissions (<https://admissions.wvu.edu/how-to-apply/change-of-campus-students/>) webpage. WVU Potomac State College admission requirements must be met.

Transfer Students

Transfers from Other Accredited Institutions

WVU Potomac State College welcomes transfer students who have completed post-secondary coursework from regionally accredited colleges or universities. Students seeking transfer admission to the University must be academically and otherwise eligible to return to the institution from which they wish to transfer. Students must have at least a cumulative 2.0 grade point average in all college work attempted. Transfer students who have fewer than 12 transferable credit hours must also meet freshman admission standards.

Students with coursework from institutions that lack regional accreditation must request approval to have such coursework articulated as Prior Learning Credit.

Application Materials

To be considered for transfer admissions, the following materials are needed:

1. A completed application for undergraduate admission.
2. Official transcripts of all college work attempted must be sent to the Office of Enrollment Services. Enrollment Services can only accept transcripts sent directly from Registrars' offices. Transcripts issued directly to the student, facsimile (fax), scanned or emailed transcripts are not considered official. Before final admission is granted, an official transcript must be submitted covering all courses taken after application to WVU Potomac State College.
3. Applicants having fewer than 12 transferable credit hours must submit a final high school transcript.
4. ACT or SAT scores may be used for placement purposes into math and English courses.

Evaluation of Transfer Credit

Evaluation of transferable credit will be made after receipt of all final official transcripts and admission to WVU Potomac State College. All college level credits and grades accepted as transfer credit will be used in the calculation of the cumulative grade point average and total attempted and earned credits.

In all cases, the application of transfer credit toward completion of an associate's or bachelor's degree is determined by the college upon enrollment. The college will determine which credits will be used to meet degree requirements.

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Transfer Credit Appeal Process

Students who transfer credits to WVU Potomac State College may appeal decisions on how credits were evaluated. Students opting to appeal a transfer evaluation must appeal to the Office of Enrollment Services within one semester of the transfer. Appeals should be made in writing and provide syllabi or other supporting documents. The Office of Enrollment Services will review the appeal and make any technical corrections to work evaluated as needed. If the Office of Enrollment Services finds no technical error in how the credit was evaluated, the student's appeal and syllabi will be forwarded to the respective division chair through which the course or similar course is offered and reviewed by the division chair or the chair's designee for a determination. If it is determined the course in question is not equivalent to an existing course, the appeal will be denied. If the appeal is denied, the student may appeal to the Dean of Academic Affairs. The Dean will convene a panel of faculty members to review the appeal. This panel will decide to either uphold the transfer evaluation as it stands or direct that the evaluation be changed. The Dean will notify all parties to the outcome of the process within 60 days of receipt of the appeal by the Office of Enrollment Services.

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In this section:

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- [Required Academic Credentials \(p. 21\)](#)
- [English Language Proficiency \(p. 21\)](#)
- [Financial Documents and Student Visa \(p. 21\)](#)

International Student Admission

WVU Potomac State College is authorized under federal law to enroll non-immigrant foreign nationals as international students. International students who wish to enroll as undergraduate students at WVU Potomac State College must comply with the stated academic requirements for admission and with certain additional academic and non-academic requirements.

APPLICATION DEADLINES ARE AS FOLLOWS:

- Fall Semester – July 1
- Spring Semester – November 1

APPLICANTS MUST SUBMIT THE FOLLOWING:

- Completed application for admission.
- Results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). TOEFL results must be sent to WVU Potomac State College directly from the Educational Testing Service (ETS) and the IELTS results must be sent directly from the University of Cambridge Local Examinations Syndicate.
- Original or certified copies of an official academic record in original language of issue.
- Original or certified copies of all certificates or diplomas in original language of issue.
- Official English translations of academic record and certificates/diplomas.
- Copy of current passport or visa for visa status.

NOTE: Copies of academic records/transcripts, certificates or diplomas from international institutions may be sent by email for review purposes after application. However, original or certified copies of all official records/transcripts, certificates and diplomas must be submitted after admission or as soon as possible prior to registration.

Transcripts from US institutions must be sent directly from the US institution to WVU Potomac State College.

Applicants must submit all secondary school records as well as all university-level records. Transfer applicants should submit course descriptions or syllabi for all courses completed at the university level.

International applicants who have completed high school in the United States will also be required to submit ACT or SAT results.

The above items should be sent to the following address by the application deadline: Office of Enrollment Services, 75 Arnold Street, Keyser, WV 26726.

If possible, all application material should be submitted at one time. (TOEFL/IELTS scores and official transcripts from United States institutions should be requested so that all material arrives at WVU Potomac State College close to the same date.) Incomplete applications cannot be guaranteed consideration for the desired semester.

Please note: Documents received by WVU Potomac State College, including original documents, become the property of WVU and cannot be returned to or copied for the applicant. Students who have only one original copy of their credentials should submit certified copies.

CHINA HIGHER EDUCATION STUDENT INFORMATION AND CAREER CENTER (CHESICC)

Applicants from Chinese institutions should request and submit official transcripts directly through CHESICC. Requests are processed by CHESICC and will be sent electronically to the WVU Potomac State College Office of Enrollment Services. Applicants do not need to submit a paper copy of their transcript. Visit CHESICC (<https://www.chsi.com.cn/en/>) to get started.

WORLD EDUCATION SERVICES (WES)

To expedite the application process, it is recommended, but not required, that all undergraduate students (both freshmen and transfer) who have attended high school, post-secondary educational institutions and colleges or universities outside the United States use World Education Services to complete professional credential evaluation of all academic work completed. Transfer applicants should request a "course-by-course" International Credential Advantage Package (ICAP). Freshman applicants should request a "document-by-document" International Credential Advantage Package (ICAP). ICAP evaluations include WES certified copies of official documents.

IMPORTANT NOTE ABOUT NAMES ON SUBMITTED DOCUMENTS

Materials from applicants are retained alphabetically, under the family name, as indicated by the applicant on the application for admission. It is important that all forms, records and correspondence use the same name and spelling. Your name must be as it appears or will appear in your passport. Materials often cannot be matched to files when papers arrive with different names.

INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE) AND GENERAL CERTIFICATE OF SECONDARY EDUCATION (GCSE)

WVU Potomac State College welcomes applications from students with IGCSE and GCSE Level Certificates from Cambridge International for admissions consideration. We require a minimum of 5 subject passes with two must be English and Mathematics. The average of the grades must be at least a 2.0 (on a 4.0 scale). A passing grade in the subject of English will be accepted as evidence of sufficient English ability.

ADMISSION REQUIREMENTS

The following are the minimum admissions requirements for international students applying as freshman or undergraduate transfer students.

Freshman

- Must have at least a 2.0 grade-point average on a 4.0 scale for general admission.
- Must meet English proficiency or request conditional admission.
- International students are encouraged, but not required, to submit SAT or ACT scores. SAT or ACT scores are useful for determining scholarship eligibility and placement into math and English courses.

Transfer

- Must have at least a 2.0 grade-point average on a 4.0 scale for general admission.
- Must meet English proficiency or request conditional admission.
- In addition, transfer students who have fewer than 12 transferable credit hours, must also meet freshman admission standards and submit secondary school/high school transcripts.
- Grades and credits are transferable for college-level courses from regionally accredited U.S. institutions.

Applicants must submit academic records from all secondary and post-secondary institutions attended regardless of whether grades were issued or credit was received. WVU Potomac State College requires that original or certified copies of the original academic documents from non-US institutions be submitted. The required documents include the official academic record (showing course titles, dates taken, and grades received) and diploma(s) or certificate(s) showing degree awarded. These documents must be in the original language of issue; official English translations must be included. Translations must be literal, word-for-word translations and must indicate actual grades received to have the institution(s) in the U.S. send the official transcript directly to the WVU Potomac State College Office of Enrollment Services.

ENGLISH LANGUAGE PROFICIENCY

All applicants whose **native** language is not English must provide proof of English language proficiency. WVU Potomac State College uses the Test of English as a Foreign Language (TOEFL) the Academic International English Language Testing System (Academic IELTS), Pearson Test of English Academic (PTE), and Duolingo as the measure of English language proficiency. The minimum scores required from such undergraduates are 61 on the internet-based TOEFL; a 6.0 on the Academic IELTS; a 44 on the PTE Academic; or a 90 on Duolingo. Information about registration for the TOEFL can be found at <https://www.ets.org/toefl> (<https://www.ets.org/toefl/>). Information about registration for IELTS can be found at <http://www.ielts.org>. Information about registration for the Pearson Test of English can be found at <https://pearsonpte.com/>. And information about registration for the Duolingo English Test can be found at <https://englishtest.duolingo.com/applicants> (<https://englishtest.duolingo.com/applicants/>).

TOEFL/IELTS/PTE/Duolingo results are not required for applicants who have received a high school diploma and have obtained the required ACT/SAT test scores or a bachelor's degree from a school in the United States.

In some cases, SAT Reading or ACT English test scores may be used to meet English proficiency. A passing grade in the subject of English on the IGCSE or GCSE certificates from Cambridge International will be accepted for English proficiency.

Transfer applicants who have completed English composition courses that WVU determines are equivalent to WVU's ENGL 101 and ENGL 102 with a "B" average at a U.S. institution are not required to submit TOEFL/IELTS/PE/Duolingo scores. Many online English composition courses are not considered equivalent and will require review and approval from the English department.

FINANCIAL DOCUMENTS AND STUDENT VISA

Before WVU Potomac State College can issue the document necessary to apply for a student visa (Form I-20 or Form DS-2019), students must provide proof that they have the adequate financial resources to provide for their expenses incurred while studying at the college. All financial documents and a copy of the visa or passport must be submitted to the WVU Potomac State College of Enrollment Services.

Advising, Enrollment & Grades

In this section:

- Advisory System/Academic Advisers (p. 22)
- Academic Success Center (p. 22)
- Degree Works (p. 22)

Advisory System/Academic Advisers

The Dean of Academic Affairs exercises general oversight of the academic work of the students. Each student will be assigned an adviser whose duty is to assist students in preparing schedules and to be available for consultation throughout the semester. Students are required to meet with their academic advisers prior to registering for classes each semester. Students are responsible for their own academic well-being, including knowing their scholastic standing as it relates to the published regulations and standards of WVU Potomac State College. Students are responsible for their college plan, especially preparation for transfer or preparation for migration to the Morgantown campus. Students are encouraged to meet with their academic adviser when questions arise. Students are expected to become familiar with the College Catalog and DegreeWorks.

Academic Success Center

The Academic Success Center is located on the ground floor of the Mary F. Shipper Library. Professional tutoring and peer tutoring services are available. The center also includes a computer lab and study areas.

Degree Works

Degree Works is the online advising and degree auditing tool at WVU. All students are required to have a completed audit for graduation. Students can access Degree Works through the WVU Portal accessible at <https://portal.wvu.edu>. More information is available in the Degree Works section of the Academic Records tab on the Office of the University Registrar website (<https://registrar.wvu.edu/academic-records/degreeworks/>).

All degree requirements must be verified by a student's college prior to graduation. Students are responsible for complying with all academic policies published in the University catalog and relevant program documents. If students have any questions about the information presented in the Degree Works audit, they are encouraged to contact their advisor.

In this section:

- Attendance Policy (p. 22)
- Emergency Leave Policy (p. 23)
- Military Leave Policy (p. 24)
- Auditors (p. 25)
- Registration (p. 25)
- Course Withdrawal and University Withdrawal Policy (p. 25)

Attendance Policy

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

UNIVERSITY SANCTIONED ABSENCES

University sanctioned absences are absences in which instructors provide opportunities to make up missed substantial class work or activities (e.g., assignments, exams) and will not penalize students for those absences. University sanctioned absences include mandatory military obligation, mandatory court appearances, and participation in university activities at the request of university authorities. Instructors are expected to be flexible in allowing students to make up work missed due to university sanctioned absences. Instructors and students may consult with their Dean's Office on events that constitute official university sanctioned events.

WVU supports its students who are also members of the United States armed forces, reserve units, and National Guard. Absences of less than three weeks of course work for military obligation (i.e., drill or training) are university sanctioned absences. WVU's Center for Veteran, Military, and Family Programs website (<https://wvuveterans.wvu.edu/>) has additional information on the drill schedule for the West Virginia National Guard and can provide official verification of a student's military orders upon request.

For university sanctioned absences totaling more than three weeks of course work resulting from military obligation, see WVU's Military Leave section of the undergraduate catalog (http://catalog.wvu.edu/undergraduate/enrollmentandregistration/#Military_Credit).

Students who will miss more than a week of course work due to health condition or personal trauma should refer to WVU's Emergency Leave Policy (p. 23).

Students wishing to appeal an instructor decision regarding an absence for a university sanctioned event may appeal to the Dean of the college/school for the relevant course.

Final course grades affected by attendance in an individual course may be appealed using the normal course grade appeal process located on the Appeals tab of the Academic Standards section of this catalog (<http://catalog.wvu.edu/graduate/enrollmentandregistration/#appealstext>).

EXCUSED ABSENCES

Other events may justify an excused absence at the discretion of the instructor or program, school, or college. Instructors appropriately notified regarding anticipated absences that are not university sanctioned may use their judgment as to whether to allow make-up work.

Examples of events that may justify an excused absence include religious observances, illness of the student including Covid-19 related absence, illness of an immediate family member, death of an immediate family member, or extreme weather. Quarantined students are expected to complete class work and activities as assigned.

Students may miss class or assignments due to a variety of medical and health-related issues. There are two broad categories for such absences: those resulting from unexpected injuries and illnesses, and those related to a disability(ies) and/or chronic condition. When a student must be absent from class due to an unexpected and medical illness they should contact their instructors directly. For an extended illness the WVU Division of Student Life can assist the student in notifying his or her instructors. Students missing class due to a disability should contact the Office of Accessibility Services for assistance.

Students who will miss more than a week of course work due to health condition or personal trauma should refer to WVU's Emergency Leave Policy (p. 23).

Several high holy days have been added to the academic calendar for instructors to reference in their academic planning. Instructors may consult the Division of Diversity, Equity, and Inclusion website (<https://diversity.wvu.edu/about/staff/>) for support regarding religious observances.

The Office of Accessibility Services can serve as a resource to discuss student absences related to accommodations. Contact Information can be found on the About Us tab of the Office of Accessibility Services website (<https://accessibilityservices.wvu.edu/about/>).

Absences stemming from work duties other than military obligation (e.g., unexpected changes in shift assignments) and traffic/transit problems are not university sanctioned and should not typically qualify for excused absences.

If an instructor chooses to allow excused absences for these other events, the stated attendance policy for the course should specify the number of days that may be missed and instructions for contacting the instructor for the excused absence.

Instructors may request third party documentation.

PROCEDURES

All attendance policies must be made available to students in writing (typically within the course syllabus) within the first week of class.

Students are responsible for notifying their instructors of expected university sanctioned absences within two weeks of the event or as soon as possible. Instructors may require written documentation in advance of the university sanctioned absence from the academic or athletic unit sponsoring the activity for students participating in official activities. Instructors may request additional verification from the Center for Veteran, Military, and Family Programs website (<https://wvuveterans.wvu.edu/>) for students serving military obligation.

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

Students wishing to appeal an instructor decision regarding an absence for a university sanctioned event may appeal using the final grade appeal process (<https://provost.wvu.edu/governance/academic-standards-resources/detailed-appeal-procedures/appeal-of-a-final-grade/>) for the relevant course.

Final course grades affected by attendance in an individual course may be appealed using the normal course grade appeal process located on the Appeals tab of the Academic Standards section of this catalog (<http://catalog.wvu.edu/graduate/enrollmentandregistration/#appealstext>).

Emergency Leave Policy

During any semester, students may experience serious emergencies that will prevent them to be present in class or participate in a course for more than a week.

SHORT TERM LEAVE

Upon presentation of documentation, students who will miss between one and three weeks of classes will work with their instructor to develop a plan to catch up on the work that they have missed.

1. Up to the 13th week of instruction, students have the ability to withdraw from one or several classes.
2. If the event and its subsequent related absences takes place after the 13th week of instruction, students may petition the Dean of the College, found on the Office of the Provost website under the Level 2 Reviewers webpage, (<https://provost.wvu.edu/governance/academic-standards-resources/detailed-appeal-procedures/appeal-of-a-final-grade/level-2-reviewers/>) where the course is housed to obtain a late withdrawal from a single class. Students who wish to withdraw from all their classes can petition the Dean of the College where their major is housed for a full, retroactive withdrawal. Students unable to attend or participate after the 13th week for a relatively short duration (which may include exam week) may arrange for an Incomplete with provision to make up the final exam.

LONG TERM LEAVE

Students who will miss more than three weeks of course work due to a health condition or personal trauma should notify the appropriate Dean of the College, found on the Office of the Provost website under the Level 2 Reviewers webpage (<https://provost.wvu.edu/governance/academic-standards-resources/detailed-appeal-procedures/appeal-of-a-final-grade/level-2-reviewers/>), where their major is housed. The student should explain the circumstances of their absence and, with the assistance of the Dean, work with each of faculty members to agree upon a plan of action. In most cases, students will be asked to provide documentation or other evidence.

If necessary, these students may withdraw from the university and will go through one of the two following processes depending upon when the student withdraws.

1. Withdraw from the University up to and including the 13th week of instruction. Students who withdraw before the end of the 13th week of instruction may need to return portions of their financial aid award. A W will be placed on all courses.
2. Withdraw from the University after the 13th week of instruction. Students who leave the University after the 13th week of instruction should work with their home college/school's Dean's Office.

The relevant Dean's Office will assist the student in reviewing the student's eligibility for credit for their courses on a course-by course basis with the instructors.

- If the course is substantially complete and the student has done passing work, the student should receive the grade earned at that time.
- If the instructor establishes that the course is not quite substantially complete and the student requests it, the instructor can follow the procedure for an Incomplete, with the agreement of the department chair and the Dean of the College where the course is housed.
- When it is deemed that no credit can be awarded, the student can be administratively withdrawn from the course.

Military Leave Policy

WVU supports its students who are also members of the United States armed forces, reserve units, and National Guard. The Military Leave Policy applies specifically to students who have begun attending classes but are called away after the beginning of the semester. For unavoidable absences at the beginning of the term, students may be better served by delaying attendance until the next academic term. All students considering taking military leave are urged to contact WVU's Center for Veteran, Military, and Family Programs (<https://veterans.wvu.edu/>) to discuss their best academic options.

Absences of less than three weeks of course work for military obligation (e.g., drill or training) are university sanctioned absences. WVU's Center for Veteran, Military, and Family Programs (<https://wvuveterans.wvu.edu/>) has additional information on the drill schedule for the West Virginia National Guard and can provide official verification of student's military orders upon request.

Students who will miss more than three weeks of course work due to military obligation should notify faculty members of the circumstances of their absence as far in advance as possible and work with faculty members to agree upon a plan of action. If necessary, these students may withdraw from the university and will go through one of the following processes depending upon when the student withdraws.

1. Withdraw from the University up to and including the 13th week of instruction.
 - a. Students who withdraw before the end of the 13th week of instruction will be processed for a full refund of their tuition and fees and be administratively removed from their classes. No course grades or credit will be awarded.
2. Withdraw from the University after the 13th week of instruction.
 - a. Students who leave the University for military service after the 13th week of instruction should work with their home college/school's Dean's Office and the Center for Veteran, Military and Family Programs (<https://wvuveterans.wvu.edu/>). The student may also contact the Office of the University Registrar. The Dean's Office will assist the student in reviewing the student's eligibility for credit for their courses on a course-by course basis with the instructors. If the course is substantially complete and the student has done passing work, the student should receive the grade earned at that time. It is anticipated that this would be the outcome in the majority of the courses.

- When it is deemed that no credit can be awarded, the student can be administratively withdrawn from the course or, when possible, given a grade of Incomplete.

3. Students called to service after the 13th week but for a relatively short duration (which may include exam week) may arrange for an Incomplete with provision to make up the final exam after completing the period of service.

Students who expect to be separated from the institution for more than three weeks during a particular semester may apply for a Military Leave of Absence. Students granted a Military Leave of Absence will not need to apply for readmission nor pay any readmission fees.

PROCEDURES

- Students who receive orders with sufficient advance notice are expected to notify their professors of their upcoming deployment date and meet with their professors to come to an agreement on what regular course assignments they can reasonably complete prior to the deployment date. The details of this arrangement should be included in a contract initialed by both the instructor and the student and kept on file in the Dean's Office. Students should not be penalized for not completing assignments, quizzes, tests, or exams due after their deployment date.
- No advance notice is required if the giving of such notice is precluded by military necessity (as per regulations prescribed by the Secretary of Defense). Instructors may contact the Center for Veteran, Military, and Family Programs (<https://wvuveterans.wvu.edu/>) if they have questions about determining advance notice.

Auditors

A student who audits a course must register and pay full fees for the course but does not receive credit for the course. A student who audits a course must let one semester pass before enrolling in the same course for credit. A student may only change their status from audit to grade or grade to audit through their advisor, during the registration period. Advisors will notify the Office of the University Registrar or Enrollment Services at the Keyser location of the student's intention prior to the end of the drop/add period. Attendance requirements for auditors are determined by the instructor of the course. The instructor may direct the Office of the University Registrar or Enrollment Services at the Keyser location to remove an auditor from a class list or grade report if attendance requirements are not met.

Registration

Students must use STAR to register for each course they attend in person or online.

West Virginia University offers priority registration to veterans as part of the Forever GI Bill - Harry W. Colmery Veterans Educational Assistance Act. Registration dates for other students are posted on the Office of the University Registrar's (<https://registrar.wvu.edu/calendars/pre-registration-priority-dates/>) website.

Course Withdrawal and University Withdrawal Policy

There are three time periods during which students may withdraw from courses. The tuition refund policy can be reviewed on the Refunds tab on the Student Accounts website (<https://studentaccounts.wvu.edu/refunds/>). The specific term deadlines can be found on the Withdrawal section of the Refunds tab on the Student Accounts website (<https://studentaccounts.wvu.edu/refunds/withdrawal/>).

WITHDRAWAL DURING THE DROP/ADD PERIOD

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

WITHDRAWAL BY THE WITHDRAWAL DEADLINE

Generally, students can withdraw from one or more courses after the Drop/Add period but prior to the withdrawal deadline published in the University Calendar (during the 13th week of instruction for 16-week courses during the spring and fall terms). A grade of W will be recorded on the transcript, indicating the student withdrew from the course. The grade point average is not affected, but student progress within an identified major may be impacted, as well as the ability to retain financial aid. Additional information can be found about Withdrawing from Courses in the Maintaining Your Aid section of the Home tab on the Student Financial Services website (<https://financialaid.wvu.edu/home/maintain/withdrawing/>). "Attempted Hours" on the transcript include all courses for which a W is recorded. If a student does not follow the university's withdrawal procedures, the final grades earned by the student will be recorded on the transcript.

NOTE: No longer attending a course does not constitute withdrawal. Students who do not formally drop or withdrawal from a course they are no longer attending will receive a failing grade for the course.

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

Withdrawing from all courses after the withdrawal deadline is considered a retroactive withdrawal from the University for the approved term. A retroactive withdrawal must be requested within 12 months after grades have posted for the term in question. If the withdrawal is granted, a grade of W will be recorded on the transcript for each course. Retroactive withdrawals may not be requested for coursework in a degree that has already been awarded. Students may not request a withdrawal from a specific course or courses after the deadline for withdrawing from that term.

A retroactive withdrawal may be approved in one of two ways: contractual or non-contractual. The student's current college or school determines if a student qualifies for a retroactive withdrawal and then determines the type of withdrawal.

- Contractual retroactive withdrawal: students may request a contractual withdrawal for one semester only. Students will be approved by their current college or school and will receive a contract. If they fulfill all the terms of the contract, the withdrawal will be granted.
 - To qualify for a request for a contractual withdrawal, students must be able to demonstrate the following:
 - Unusually poor academic performance
 - An identifiable event or circumstances that explains the academic performance
 - Demonstrated evidence that corrective steps have been undertaken
- Non-contractual retroactive withdrawal: students may request a non-contractual withdrawal for up to one academic year. Non-contractual withdrawals are granted for extreme circumstances and require the approval of the student's current academic college or school.

IMPORTANT NOTICE: A retroactive withdrawal does not carry a tuition refund and may result in the recalculation of aid or other educational benefits received. Granted retroactive withdrawals may change a student's probation or suspension status. Financial aid recipients who withdraw from all courses before sixty percent of the term is completed may be required to return a portion of any financial aid disbursed for the term. Grades of W are counted in Attempted Hours and affect student completion rate, one of the standards for determining financial aid satisfactory academic progress. Students who do not receive at least one passing grade in a term may be required to return a portion of any financial aid disbursed for that term according to their last date of attendance or participation on record. If a student, whose financial aid has been impacted, believes this date is incorrect, they may provide documentation that supports attendance or participation beyond the last date of attendance or participation on record.

MILITARY NOTE: Students who are called to active military service during a term must submit a copy of their deployment orders to the appropriate institutional officer. For additional information relative to military withdrawals, or if students are being deployed after the 13th week of instruction of the fall or spring terms and want to keep their grades earned at the time of deployment, please refer to the Military Leave section of the undergraduate catalog.

PROCEDURES

Withdrawal during Drop/Add period or by the Withdrawal Deadline

To withdraw from one or more courses by the withdrawal deadline, students should log on to the WVU Portal accessible at <https://portal.wvu.edu> and drop their courses through STAR.

Retroactive Withdrawal

To withdraw from the term after the withdrawal deadline, a student must request the retroactive withdrawal in writing from the dean (or designee) of the college of the student's current major. A successful petition should demonstrate that the student's performance was uncharacteristic and that the atypical circumstances interfered with the student's ability to withdraw. Students who are considered for a contractual retroactive withdrawal will need to demonstrate that they can now make satisfactory degree progress. Students may be required to present third party documentation of the qualifying event and/or evidence of corrective steps. If the petition is granted, the dean or designee will request the withdrawal from all courses for the approved term at the appropriate time directly to the designated institutional officer.

GENERAL CONSIDERATIONS WHEN WITHDRAWING FROM COURSES

- Students who wish to withdraw from one or more courses are encouraged to meet with their academic adviser.
- Students should determine if their course load would be reduced below the minimum requirement set by their program.
- Students should contact the appropriate office to determine if their course load might be reduced below the minimum hours required to qualify for financial aid, scholarships, international full-time student status, or a graduate assistantship or fellowship..
- If a student is enrolled in two co-requisite courses (courses that must be taken and completed simultaneously) and withdraws from one of those courses, the student will be automatically withdrawn from the other co-requisite course as well.
- If withdrawal from the University for a semester would jeopardize the student's standing in a particular program or major.
- Students who receive financial aid, veteran benefits, or scholarships should consult with the appropriate unit to see if the withdrawal will affect their status for the current or subsequent terms.
- It is the student's responsibility to ensure that all outstanding financial obligations to the University are satisfied and all required forms are received and processed. The withdrawal becomes official only after the request is received and processed by the appropriate institutional officer.
- Students withdrawing from all of their courses in a term who are living in university residential housing should vacate housing and turn in keys via the proper procedure. Check with the main desk at the residential hall for procedural details.

In this section:

- Grading System (p. 27)
- Pass/Fail Grading (p. 27)
- Incomplete Grade Policy (p. 28)
- Grade Point Average (p. 28)
- Repeat Policy (p. 29)
- Grade Reports (p. 30)
- Honors (p. 30)
- Transcripts (p. 31)

Grading System

Grade	Description
A	Excellent (Given only to students of superior ability and attainment)
B	Good (Given only to students who are well above average but not in the highest group)
C	Fair (Average for undergraduate students)
D	Poor but passing (Cannot be counted for graduate credit)
F	Failure
I	Incomplete
W	Withdrawal from a course before the date specified in the University calendar.
P	Pass (See Pass/Fail grading below)
X	Auditor, no grade and no credit.
CR	Credit but no grade
PR	Progress; final grade to be issued at end of second semester (HSC)
S	Satisfactory
U	Unsatisfactory
H	Honors course (Professional school courses only)
IF	Incomplete grade not removed by next regular term (Computed as an F)
UF	Unforgivable F (Not eligible for D/F repeat policy)
FNA	Failure Never Attended
FSA	Failure Stopped Attending (Last date of attendance required)

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

Pass/Fail Grading

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

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

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

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

PROCEDURES

- Before being allowed to register P/F for a course offered for regular grading, students will need to meet with their academic advisor to discuss possible effect on graduation. If the adviser agrees, the student will contact the Office of the University Registrar (registrar@mail.wvu.edu)

subject=P/F%20Registration) and will have to provide an email from the adviser. Once the registration period has ended, he or she may not revert to a regularly graded course.

- The grade of P does not affect the student's grade point average. However, a grade of F will lower the student's grade point average.
- A course taken P/F may be repeated later for a grade.

Incomplete Grade Policy

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

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

PROCEDURES

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

Grade Point Average (GPA)

GRADE POINTS

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

- A = 4
- B = 3
- C = 2
- D = 1
- F/FNA/FSA/IF/UF- 0

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

- Courses with a grade of CR, H, PR, P, S, W, I, U, and X carry no grade value.
- When a student receives the grade of "I" and the incomplete grade is replaced, the grade point average is calculated on the basis of the replacement grade. If the "I" grade is not changed within the next semester, the grade is replaced with a grade of IF, which is included in the grade point average.

GRADE POINT AVERAGE

- The institutional GPA is computed based on all work taken in the West Virginia University system for which a student received a letter grade (A-F) except for grades excluded under the provisions of the D/F Repeat Policy.

- The transfer GPA is computed for all domestic and international transfer work from properly accredited institutions.
- The overall GPA is calculated from the combined institutional and transfer GPA.

GPA POLICIES

- The overall GPA is used for graduation status, programmatic standards, academic awards, Latin honors, probation and suspension, and state and federal financial aid eligibility. Please review information on the Student Financial Support and Services (<https://financialaid.wvu.edu/>) page for detailed information regarding financial aid eligibility.
- The transfer GPA is used to decide eligibility for admission to the WVU system and individual majors. Please review Rules Governing Transfer Work in the Coursework Done Out of Residence (http://catalog.wvu.edu/undergraduate/degree_regulations/#Out_of_Residence) Policy.
- To be eligible to receive an undergraduate degree, a student must have an overall GPA of at least 2.0 at the time of graduation. Some degree or certificate programs require an overall GPA higher than a 2.0.
- Certificate or degree programs may require higher and/or specifically defined grade point averages. Please refer to the specific program for more information.

GPA CALCULATION

The example below illustrates how to calculate a GPA.

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

- MATH 126 (3 credits) - A
- ENGL 101 (3 credits) - B
- POLS 102 (3 credits) - D
- SPAN 101 (3 credits) - F
- CHEM 111 (4 credits) - C

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

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

- MATH 126 with a grade of A **(3 credits) * (Letter Grade Value for an A) (4 points) = 12 Quality Points**
- ENGL 101 with a grade of B **(3 credits) * (Letter Grade Value for a B) (3 points) = 9 Quality Points**
- POLS 102 with a grade of D **(3 credits) * (Letter Grade Value for a D) = (1 point) = 3 Quality Points**
- SPAN 101 with a grade of F **(3 credits) * (Letter Grade Value for an F) = (0 points) = 0 Quality Points**
- CHEM 111 with a grade of C **(4 credits) * (Letter Grade Value for a C) = (2 points) = 8 Quality Points**

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

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

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

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

Students may also login to Degree Works to utilize the GPA Calculator.

Repeat Policy

D/F REPEAT

WVU has a D/F repeat policy for undergraduate students taking undergraduate courses at WVU locations or at other regionally accredited institutions. For transfer students, accepted coursework taken prior to enrollment at WVU from another institution, may be repeated under D/F guidelines at WVU. Coursework taken at WVU locations, may only be repeated **at a WVU location** to obtain D/F repeat calculations. Only the first graded attempt at a course is eligible to be D/F repeated.

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

1. The original grade is disregarded for the purpose of determining the institutional GPA. It is marked as excluded (E) on the transcript in the semester that the student originally took the course, but it is not deleted from the student's record.
2. The second grade is entered on the student's transcript, included in the institutional GPA, and marked as included (I) in the semester that the course was repeated.
3. Grades of Unforgivable F (UF) are not eligible for D/F repeat.

OTHER REPEATED COURSES

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

1. A course is attempted when a grade is recorded on the transcript. Students who have already completed two or more attempts at a course may be required to meet with their academic adviser and complete a Course Attempt Appeal Form (https://salesforceintegration.na1.echosign.com/public/esignWidget/?wid=CBFCIBAA3AAABLbqZhDtHQ3h2_iFUGQ8L1GRZutdtJN6LbtJUmd6MmKkycrCY2PP9Z1xU6XsiRUBuJQExTM*) to determine if they will be permitted an additional attempt and what, if any, performance expectations there will be in order to remain in their current major. Some academic units may also count withdrawals as a course attempt.
2. No course may be attempted more than three times unless approved by the dean of the student's major program. A course is attempted when a grade is recorded on the transcript. Some academic units may also count withdrawals as a course attempt.
3. Students who have already completed three or more attempts at a course must meet with their academic adviser and complete a Course Attempt Appeal Form (https://salesforceintegration.na1.echosign.com/public/esignWidget/?wid=CBFCIBAA3AAABLbqZhDtHQ3h2_iFUGQ8L1GRZutdtJN6LbtJUmd6MmKkycrCY2PP9Z1xU6XsiRUBuJQExTM*) to determine if they will be permitted an additional attempt and what, if any, performance expectations there will be in order to remain in their current major.
4. The original grade is included in determining the institutional GPA. It is excluded from earned or degree hours and is marked with an (A).
5. The original grade is not deleted from the student's permanent record.
6. The second grade is entered on the student's transcript and marked as included (I) in the semester that the course was repeated.
7. At the discretion of the dean of the student's major college, a prior course attempt with a passing grade may fulfill a program requirement.
8. When courses are repeated more than once (including courses originally D/F repeated) the final attempt carries the earned hours. All attempts (excluding an original D/F repeat) are used for determining the institutional GPA.

Grade Reports

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

Final grades are normally due 48 hours after the completion of each final exam. Grades are viewable to students no later than one week after final exam week concludes. The final grades of all seniors provisionally approved for graduation at the close of each semester or summer term are reported to the deans of the students' colleges or schools or the Office of Enrollment Services. Special report forms for this purpose are supplied by the student's dean.

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

Honors

SIGMA PHI OMEGA HONOR SOCIETY

The Sigma Phi Omega Honor Society was established in 1923. Membership in the society is considered to be a high distinction. It is restricted to students who earn a GPA of 3.0 or better with no failing grades during the grading periods and be actively involved in two campus organizations.

PHI THETA KAPPA HONOR SOCIETY

Phi Theta Kappa is a national honor society that recognizes the academic achievement of college students and provides opportunities for its members to grow as scholars and leaders using the society's robust resources including scholarship opportunities. Phi Theta Kappa has been recognized as the official honor society for two-year colleges since 1929. Membership in the Beta Psi Chi Chapter of Phi Theta Kappa is by invitation after a student has completed a minimum of 12 credit hours of college credit with a minimum GPA of 3.5.

POTOMAC STATE COLLEGE HONORS PROGRAM

The WVU-Potomac State Honors Program provides a program of honors courses that will apply toward specific degree requirements, including degree specific courses and general education foundation courses (GEF). The Honors Program includes two separate programs: Honors Foundations program and Experiential and Community Engagement (EXCEL) program. Enrollment in the Honors Program is by invitation only, and requirements are available on the college website.

Successful Completion of AA/AAS Honors Foundation

Upon graduation, to be declared an Honor Scholar obtaining an Associate Degree, students must complete a minimum of five honor courses (at least 13 honors credit hours), including an Honors Orientation course, and obtain at least a 3.0 cumulative GPA and 3.5 honors credit GPA

Successful Completion of Honors Experiential and Community Engaged Learning (EXCEL)

Upon graduation, to be declared an Honor Scholar obtaining a Bachelor of Applied Science (BAS) degree or Bachelor of Science (BIS or BSN) degree, students must meet the following requirements:

- Complete two contracted courses for a minimum total of 6 credits in their major at the 300 or 400 level or NSG 495; Independent Study (BSN),
- Complete HONR 450: EXCEL Project Development,
- Complete HONR 451: EXCEL Summative Experience,
- Perform a minimum of 15 hours of documented community experience,
- Create an Honors Portfolio,
- Participate in an Honors Exit Interview and
- Maintain a cumulative GPA of 3.0 and an Honors GPA of 3.5

Students in the WVU-Potomac State College Honors program may transfer to the Morgantown campus into either the Honors Foundations or EXCEL Honors Programs if they meet the requirements.

PRESIDENT'S AND DEAN'S LISTS

Full-time students whose academic accomplishments are of significant quality to merit special recognition are placed on either the President's List or Dean's List. To be placed on the President's List, a student must be enrolled for at least 12 credit hours of graded courses, excluding courses in which any grade of Audit, Pass or Incomplete is recorded, and must earn a grade-point average of 3.700 or higher. To be placed on the Dean's List, a student must be enrolled for at least 12 credit hours of graded courses, and must maintain a grade-point average of 3.000 to 3.699 for the semester which the student is enrolled. A student is not eligible for either list if the grade recorded for a course is D, F, I, or NR. Courses completed with a grade of P, S, or X are excluded from the calculation of credit hours for President's List and Dean's List.

Official Transcripts

A West Virginia University transcript is a complete record of a student's enrollment at WVU that includes all undergraduate, graduate, and professional courses. A WVU Potomac State College transcript is a complete record of a student's enrollment at Potomac State College. A WVU Institute of Technology College transcript is a complete record of a student's enrollment at WVU Tech.

Students can order official transcripts through the Request Transcript webpage (<https://registrar.wvu.edu/academic-records/request-transcript/>) for students at the Morgantown campus location, Transcript Request Procedures webpage (<https://admissions.potomacstatecollege.edu/forms/transcript-request-procedures/>) for students at the Keyser campus location, or the Transcript Request webpage (<https://techregistrar.wvutech.edu/academic-records/transcript-request/>) for students at the Beckley campus location. Before ordering transcripts, students should ensure that all grades and degrees have been posted. Transcript requests are processed immediately on the Morgantown Campus. All financial obligations to West Virginia University must be cleared before transcripts can be released.

Degree Regulations

In this section:

- General Requirements for Graduation (p. 31)
- First-Year Seminar (FYS) Waiver and Exemption Policy (p. 32)
- Credit Residence Requirements (p. 32)
- Coursework Done Out of Residence (p. 32)
- Credit Validation (p. 33)

General Requirements for Graduation

All students must meet the following general requirements to graduate from WVU Potomac State College, regardless of the program of study selected:

1. Complete a specified minimum of 60 semester hours of college credit for two-year associate degree programs and a specified minimum of 120 semester hours of college credit for four-year BAS programs. Some majors require more than the minimum number of hours;
2. Complete all required courses outlined in the degree program;
3. Earn an institutional grade-point average of 2.0;
4. Satisfy the General Education Foundations (GEF) requirements as applicable to specific degree programs of study;
5. Submit an application for graduation to the Office of Academic Affairs on or before the announced deadline for submission of graduation applications during the first month of the semester or term in which the student expects to graduate.

Students are advised that to depart from the prescribed program outline of study might delay graduation. Any departure from an outlined program of study or change in major field of study must have prior written approval of the Dean or Associate Dean of Academic Affairs. Students may request waiver of a graduation requirement under provisions of the current catalog and with consent of the Dean or Associate Dean of Academic Affairs.

FIRST-YEAR SEMINAR (FYS) WAIVER AND EXCEPTION POLICY

TRANSFER AND NON-TRADITIONAL STUDENTS:

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

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

DUAL ENROLLED HIGH SCHOOL STUDENTS:

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

RESIDENCE REQUIREMENTS

Transfer students who have completed all undergraduate work in another school in the West Virginia system of higher education must complete either the last 15 hours of work at WVU Potomac State College or at least 18 hours of work at PSC of which 8 of the last 16 hours must be on campus. Transfer students whose undergraduate work has been completed outside of the West Virginia system of higher education must complete a total of 45 hours or at least the last 15 hours of work in residence at PSC. Student's may also be required to earn up to 8 hours in your major field regardless of the number of hours or the nature of the course transferred.

Coursework Done Out of Residence Policy

DEFINITIONS

Transfer students are West Virginia University students who have completed post-secondary coursework at a regionally accredited college or university after graduation from high school, but before registering at WVU. Courses brought to WVU upon original matriculation are called transfer work.

Transient students are current West Virginia University students who temporarily matriculate at another accredited institution to take courses to be recorded on their WVU transcript or who return to the University after an absence of one calendar year or less. Courses brought in to WVU from another institution are called transient work. Transient work includes:

- Military credit validated by the American Council on Education (ACE).
- Collegiate work approved through the appropriate workflow and completed at another regionally accredited institution in the United States.
- Collegiate work approved through the appropriate workflow and completed at colleges and universities outside of the United States which are accredited or approved by the Ministry of Education (or other appropriate governmental agency) of the country in which they are located.

RULES GOVERNING TRANSFER WORK

- Transfer students must have earned a 2.0 GPA in baccalaureate-level work at their institution of origin to be eligible for admission to the West Virginia University system. Individual programs may require a higher transfer GPA and/or other prerequisites for admittance as noted in the University catalog. More information can be found on the [WVU Undergraduate Admissions website \(https://admissions.wvu.edu/\)](https://admissions.wvu.edu/).
- Any remedial courses, or courses taken from a non-regionally accredited institution, that have been included in the grade point average of the institution of origin will be removed before consideration for admission to the West Virginia University system.
- Transfer students who have fewer than twenty-four transferable credit hours must also meet freshman admission standards.
- Upon matriculation to WVU, transfer students holding an Associate of Arts (A.A.) or Associate of Science (A.S.) degree from a regionally accredited institution shall be deemed as having satisfied the WVU general education requirement.
- When applying transfer coursework to the WVU system transcript, all credit and grades earned at a regionally or internationally accredited institution will transfer to West Virginia University.
- Transfer credit is adherent to WVU policies. This includes, but is not limited to, repeated coursework policies and D/F repeat calculations (<http://catalog.wvu.edu/undergraduate/enrollmentandregistration/#Repeat>). If you have questions on how this will impact your standing at WVU, please contact transfercredit@mail.wvu.edu.

RULES GOVERNING TRANSIENT WORK

- Approved transient courses will be assigned a WVU subject code, course number, grade, and credits and will be recorded on the student's transcript. Unapproved transient courses will be assigned credits and a grade of CR, but will not be translated into an equivalent WVU course. These courses will be designated as NOEQ 1NT and will not fulfill any requirements.
- Only students with a 2.0 GPA will be approved to take course(s) in transient. Students who have matriculated at WVU may take a maximum of eighteen (18) credit hours in transient, no more than nine (9) hours of which may be used to fulfill the major requirements indicated in the university catalog. Transient courses taken prior to fall of 2019 are exempt from the 18/9 restriction, as are courses taken through education abroad, the military, or at other WVU system campuses.

- Students who are advised by the Center for Learning, Advising, and Student Services (CLASS), may take up to the maximum allowable hours in transient. Once a major is declared, the new college can decide to allow or deny further transient work at the Dean's discretion.
- Courses taken in transient and approved by the student's college are recorded on the transcript and must be accepted by all WVU degree programs.
- Transient work may violate the Credit Residency Requirement (http://catalog.wvu.edu/undergraduate/degree_regulations/#Residency_Requirements) and render the student ineligible for graduation.
- Courses completed for a grade other than W (Withdraw) in residence may not be repeated at another school for degree credit via the transient process.
- Students must have completed the required WVU prerequisites to take a course for transient credit or receive WVU credit for a course.
- Undergraduate transfer/transient coursework taken prior to the completion of a baccalaureate degree will not be posted to the student's academic record towards another degree in the WVU system. Undergraduate transfer/transient work taken after completion of a baccalaureate degree may be posted to the academic record towards a second degree in the WVU system.
- A student with extraordinary documented circumstances may appeal a decision regarding transfer or transient credit to the appropriate dean.

PROCEDURES

- Prospective domestic and international transfer students will work through the TERR system to have their coursework reviewed and evaluated. Determining course equivalencies, retroactive evaluation of NOEQ courses, and requesting an appeal will follow the appropriate workflow. Once transfer coursework has posted to the WVU transcript, students will work with their departmental adviser to select courses for their first semester at West Virginia University and have their advising hold lifted.
- Transient students should work closely with their adviser before they take a course at another institution with the intent of posting the course to their WVU transcript. Detailed instructions for initiating the transient request process can be found on the transfer and transient resource page (<https://registrar.wvu.edu/transfer/>).
 - The transient process should be completed before registering and paying tuition at another institution. Requesting approval for retroactive transient work is strongly discouraged and is done at the student's own risk.
 - Students should meet with their adviser to discuss the appropriateness of the courses they are planning to transfer and to be informed of the policies governing transient credits.
 - Requests for transient credit must be submitted through the transient application, found on the transfer and transient resource page (<https://registrar.wvu.edu/transfer/>), and approved by the advisor and appropriate dean.
 - If the course(s) a student plans to take at another domestic or international institution is not already articulated in the TESS system, the student is responsible for submitting all necessary information required for review through the TERR portal accessible via the transfer and transient resource page (<https://registrar.wvu.edu/transfer/>).

Credit Residence Requirements

In order to meet residency requirements at West Virginia University locations for a bachelor's degree, students must complete a minimum of 90 total credit hours in residence or 30 of the final 36 credit hours in residence to earn a WVU degree. Individual colleges, schools, or departments may have additional residence requirements as part of their degree or major requirements. Students should consult their respective academic unit with questions regarding specific degree or major residence requirements. Coursework taken at other WVU system campuses, WVU administered credit by examination, placement credit, study abroad credit, military credit and experiential learning credit will not interrupt the final 30 credit hours in residence if earned during this period.

Academic units have discretion to require that up to 9 credits of upper-division coursework in the major, including the Capstone course, be taken in residence in the WVU system. Accredited programs may have higher residency requirements.

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

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

Credit Validation

Students seeking to complete an undergraduate degree after a significant break in enrollment may be asked to retake certain upper-division courses in their major to validate their subject knowledge (or otherwise demonstrate mastery). This requirement to re-enroll or demonstrate subject mastery in a course is at the discretion of the department chair and dean.

Courses completed in or articulated by the West Virginia University system up to seven years previous must be accepted by the student's program unless a specific accreditation policy invalidates the course. Courses completed more than seven years previous may be excluded from the major at the discretion of the program.

All prior coursework completed at WVU will be factored into the student's institutional GPA. Coursework deemed to be insufficient to meet current course standards may be treated as elective credit but will not satisfy major requirements (as allowed by the student's academic major). Transfer coursework will be evaluated per the University's Transfer Policy.

In this section:

- West Virginia Reverse Transfer Program (p. 34)
- Honorary Diplomas Awarded Posthumously (p. 34)
- Second Associate Degree (p. 34)
- Withholding Information (p. 34)

West Virginia Reverse Transfer Program

Students who have completed 15 college credits or more at Potomac State College may apply college - level, degree- applicable, transferable credits subsequently earned at any West Virginia public institution toward an Associate Degree at Potomac State College. All General Requirements for Graduation at Potomac State College must be met. Students are not eligible for participation in WVRT if they currently possess an associate degree or higher, however, a student may be simultaneously awarded an associate degree through WVRT and a baccalaureate degree.

Honorary Diplomas Awarded Posthumously

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

Second Associate Degree

A student who has received one associate degree and wishes to receive a second associate degree must satisfactorily complete enough additional credits so that the total, including all acceptable credits earned at WVU Potomac State College and elsewhere, is at least 15 unique semester hours more than the number required for the first associate degree. All requirements, core and otherwise, of the second associate degree program must be satisfied. A second associate degree cannot be awarded to a student who has not met the WVU Potomac State College residency requirements.

Withholding Information

It is the policy of WVU Potomac State College to place restriction on students who have outstanding debts to a unit or units of the College. The restriction may include, but is not limited to, the withholding of a student's registration, diploma, or transcript.

WVU Potomac State College will not issue a diploma or a transcript to any student until payment of all tuition, fees, and other indebtedness to any unit of the College is made.

FERPA

In this section:

- Notice to Students Regarding FERPA (p. 34)
- Designation of Directory Information (p. 34)
- Designation of Limited Use Directory Information (p. 35)
- Withholding Directory Information (p. 35)
- Parent/Guest Access to Online Student Records (p. 35)

Notice to Students Regarding FERPA

Students at West Virginia University (WVU) have rights according to the Family Educational Rights and Privacy Act (FERPA) of 1974. This Act, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data. A more detailed explanation of rights afforded to students by FERPA can be found at the WVU FERPA (<http://ferpa.wvu.edu/home/>) website.

Designation of Directory Information

Directory Information is public and may be disclosed at West Virginia University's discretion for any purpose. WVU designates the following categories of student information as "Directory Information".

- Name of Student
- Official Address
- Telephone Number

- Place of Birth
- Age of Student
- Names and Addresses of Parents
- Major and Minor Fields of Study
- Class Status (e.g., freshman)
- Enrollment Status (e.g., full time or part time)
- Dates of Attendance
- Previous Educational Institution(s) Attended
- Degree(s) and Date(s) Conferred, including anticipated graduation dates
- Awards
- Honors
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Duties and Responsibilities, including Dates of Service, of Graduate Assistants, Student Workers, Interns, or Student Volunteers

Designation of Limited Use Directory Information

WVU designates the following categories of student information as "Limited Use Directory Information":

- University issued student electronic mail addresses ("Email Addresses")
- Photographs, videos or other media containing a student's image or likeness (collectively "Student Images")

Use and disclosure of this information shall be limited to (1) those officials within the University who have access, consistent with FERPA, to such information and only in conjunction with an official institutional purpose; and (2) publication on websites hosted by, on behalf of, or for the benefit of the University, including the online directory available at: <http://directory.wvu.edu>.

Limited Use Directory Information may only be provided to external parties that are contractually affiliated with the University.

Withholding Directory Information

Students who do not request withholding of Directory Information are assumed to have approved disclosure of this information. Currently enrolled students, using the official West Virginia University Student Confidentiality Form, (listed under Records of the Forms tab), may withhold disclosure of Directory Information under the FERPA. To withhold disclosure, completed forms must be submitted in the Mountaineer Hub or mailed or emailed to the Office of the University Registrar.

A request to withhold Directory Information shall have no effect on disclosures made prior to receipt of the Student Confidentiality Form, and will not revoke third-party access to student records granted through the Parent/Guest Portal. Students may reinstate disclosure of Directory Information by completing the Release Confidentiality (Reinstate Directory Information) form.

Parent/Guest Access to Online Student Records

The Parent/Guest Portal (<https://parent-guest.portal.wvu.edu/>) is the exclusive method by which a University student may grant third-party access to their records. Information that is protected from disclosure pursuant to FERPA, such as grades, financial aid details, and student account/billing information is maintained in a secure online environment. A student may grant permission to a parent or guest to access this information and make payments through this portal. A student may restrict the information that a parent or guest is able to access or may revoke access at any time.

For FERPA updates and more information on West Virginia University's FERPA policy, please visit the WVU FERPA (<http://ferpa.wvu.edu/home/>) website, or contact the applicable office:

- Office of the University Registrar for the Morgantown location
- Office of Enrollment Services for the Keyser location
- Office of Enrollment Services for the Beckley location

Financial Aid

In this section:

- Application Process (p. 36)
- Aid Offer Notification (p. 36)
- Employment Opportunities (p. 36)

To receive an aid offer, a student must be admitted as a degree-seeking student within the WVU System. Students who take courses at a WVU campus but who are not pursuing a degree may be eligible for limited Federal Direct Loans if they meet certain criteria (<https://financialaid.wvu.edu/students/non-degree-student/>). Students with financial needs should apply as early as possible.

APPLICATION PROCESS

To apply for federal and some state and institutional aid, students must submit the Free Application for Federal Student Aid (FAFSA). For steps that need taken in preparation, see our Preparing for the FAFSA (<https://financialaid.wvu.edu/applying-for-aid/preparing-for-fafsa/>). See our Complete the FAFSA (<https://financialaid.wvu.edu/applying-for-aid/fafsa/>) webpage for information on how to submit the FAFSA and priority deadlines. WVU will only receive students' FAFSA information electronically, if students include the WVU System school code (003827) on the FAFSA.

AID OFFER NOTIFICATION

WVU will receive students' FAFSA information electronically if students include the WVU System's school code (003827) on the FAFSA when they submit. Students should monitor their MIX email account after submitting the FAFSA - that is where they will be notified of any additional tasks they may need to complete and also where financial aid offers will be sent once available.

EMPLOYMENT OPPORTUNITIES

Students are encouraged to use the job search database (<https://studentemployment.wvu.edu/>) on the WVU Career Services Center (<https://careerservices.wvu.edu/>) website to search for on- and off-campus part-time employment opportunities.

In this section:

- Satisfactory Academic Progress (p. 36)
- Consequences of Withdrawal (p. 36)

Satisfactory Academic Progress

Students must make measurable academic progress toward degree completion to remain eligible for most financial aid programs. Federal regulations require that students meet minimum standards for grade point average, successfully complete a minimum percentage of attempted credit hours, and complete their degree within a certain amount of attempted credit hours. The complete Satisfactory Academic Progress Policy (<https://financialaid.wvu.edu/home/maintain/academic-progress/>) is available online.

Consequences of Withdrawal

If a student receives federal, state, or institutional financial aid and withdraws from all classes during the semester, the student may be required to return all or a portion of their financial aid even if it has already disbursed as payment on the student's account. Refer to our Withdrawing from Courses (<https://financialaid.wvu.edu/home/maintain/withdrawing/>) webpage for more information. Withdrawing from one or more classes may also impact future financial aid eligibility per the Satisfactory Academic Progress Policy (<http://financialaid.wvu.edu/home/maintain/academic-progress/>).

Additional Information

For more information on applying for financial aid and maintaining aid eligibility, visit the Financial Aid website (<https://financialaid.wvu.edu/>).

Programs, Courses & Credits

In this section:

- Academic Definitions (p. 36)
- Rules for Attaining Multiple Credentials (p. 37)
- Modality Definitions (p. 38)

Academic Definitions

The following definitions are applicable to West Virginia University, WVU Potomac State College, and WVU Institute of Technology.

DEGREE DESIGNATION

A degree, which is an award signifying a rank or level of educational attainment and which is conferred on students who have successfully completed a degree program. The degree is represented by the official degree designation, e.g. B.A. - Bachelor of Arts, B.S. - Bachelor of Science, A.A. - Associate of Arts, etc. The degree designation is noted on the student's diploma and transcript.

DEGREE PROGRAM

A degree program is defined by the combination of its degree designation (e.g., Bachelor of Science) and a program title that represents the overarching content areas the program's major or majors covers (e.g., Chemistry). Degree programs are approved by the institution and the Board of Governors

(BOG) and listed on the official inventory of degree programs. An associate's degree program requires a minimum of 60 credits. A bachelor's degree program requires a minimum of 120 credits. A master's degree program requires a minimum of 30 credits. For a doctoral degree, the minimum number of required graduate credits is set by the program. A degree program must include at least one major.

MAJOR

A major is a field of study within an approved degree program with its own curriculum. Typically, an undergraduate baccalaureate major requires a minimum of 30 credits with the majority of credits at the upper-division level. WVU includes major(s) on the students' diplomas and transcripts.

MINOR

Minors are only available at the undergraduate level. A baccalaureate minor is an area of study outside of the major that encourages students to pursue a secondary field. A minor comprises at least 15 credits, 9 of which must be upper-division level. Minors are noted on the transcript but not on students' diplomas.

AREA OF EMPHASIS

An area of emphasis (AoE) is a focused curriculum within an approved major. An area of emphasis adds a specialization within a major area of study. Undergraduate areas of emphasis comprise 12-18 credits, 9 of which must be upper-division level. Graduate areas of emphasis comprise 6-15 credits. If a course is used by all required Areas of Emphasis offered in a major, that course is part of the major's core requirements and cannot be included in the Areas of Emphasis. Areas of emphasis associated with certification or licensure requirements may exceed the credit limit. Areas of emphasis are noted on the transcript but not on the students' diplomas.

TRACK

A track serves the purpose of allowing students to select among different pathways to complete their major. Tracks are not included on the transcript or on the students' diplomas.

UNDERGRADUATE CERTIFICATE PROGRAM

An undergraduate certificate program is a specialized curriculum designed for students seeking expertise in a specific area for personal or career development. A certificate is awarded with or without an undergraduate degree and comprises 12 to 18 credits of course work, with a minimum of nine hours at the upper-division level (courses numbered 300 or above). Each certificate must have a minimum of 9 unique credit hours, distinct from any other academic credential. The certificate appears on the student's transcript and the institution issues an official certificate of completion. Students who are pursuing an undergraduate certificate without also being enrolled in a bachelor's degree program will not be eligible to receive Title IV federal financial aid.

GRADUATE CERTIFICATE PROGRAM

A graduate certificate program is a specialized curriculum designed for students who have previously earned a baccalaureate degree or who are enrolled in a WVU graduate or professional program and who are seeking a specific body of knowledge for personal/career development. A graduate certificate program can be completed either independently or along with a degree program and comprises 12 to 21 credits. See the Academic Certificate Policies (<http://catalog.wvu.edu/graduate/graduatecertificates/>) page for credit limitations applicable to earning a certificate. The certificate appears on the student's transcript and the institution issues an official certificate of completion.

TEACHER SPECIALIZATION

Teacher specialization is a state-approved curriculum that prepares students to meet teaching certification standards in a specialized content area and at a specific programmatic level. Teacher specializations may be a major, minor or area of emphasis. Teacher specializations are added to a student's transcript only at the time of graduation.

BACHELOR'S TO JURIS DOCTOR (JD)

Students accepted into an approved 3+3 Program will start the JD at the beginning of what would have been their fourth year of undergraduate studies. By coordinating the plan of study for both degrees via the 3+3 Program, students who successfully complete the program obtain both their bachelor's and JD degrees in 181 credit hours and six years, instead of the 211 credit hours and seven years that a student normally must complete to receive both degrees.

Rules for Attaining Multiple Credentials

UNDERGRADUATE MULTIPLE CURRICULA

Multiple curricula refers to the completion of minors, areas of emphasis, or majors in addition to the primary major. If these areas of study are related, some of the credit hours must be unique to each major or minor.

Requirements for multiple curricula include:

- Each baccalaureate major must have a minimum of 50% unique credit hours. Students pursuing a second bachelor's degree after the conferral of a first bachelor's degree must complete a minimum of 30 additional credits.
- Each associate major must have 15 unique credit hours.
- A maximum of 6 credits may be shared between multiple areas of emphasis.
- Each minor must have a minimum of 9 unique credit hours distinct from any other academic credential.

GRADUATE MULTIPLE CURRICULA

Graduate and professional students may simultaneously or sequentially pursue more than one degree or major (although no more than one PhD degree), one or more certificates in addition to degrees or majors, or more than one area of emphasis within their major(s) according to rules specified below and elsewhere in the Graduate/Professional Catalog. Applicability of courses and credits to degree, major, certificate, or area of emphasis requirements is the decision of the program offering the curriculum. Individual course credits may be applied to no more than two degrees, majors, or certificates.

Students pursuing multiple curricula are urged to consult with their advisor(s) to ensure adherence to credit sharing limitations.

Credit Sharing Limitations for Graduate Degrees and Majors

No more than a total of 12 of the credits required for a graduate degree (other than PhD degrees, which are not dependent on credit accumulation) can be:

- earned prior to admission to the degree program,
- earned prior to graduation with another WVU degree,
- earned at another institute, OR
- simultaneously applied to other degree programs or certificates (e.g., while enrolled in the degree program).

Students who simultaneously earn credits toward two or more WVU degrees must, in most cases, graduate with all degrees in the same term to ensure that all credits, including up to 12 credits shared by the degrees, can be applied. Once a student is awarded a graduate degree, only 12 credits earned to that point in time can be applied to a subsequent degree or major.

Exceptions: Doctoral programs that require or allow students to earn a master's degree in the same discipline may count the courses earned in the master's degree program toward the doctoral program without credit limitations. In addition, some approved dual degree programs (<http://catalog.wvu.edu/graduate/advisingcoursesdegrees/#programtext>) are allowed to share more than 12 credits.

Credit Sharing Limitations for Graduate Certificates

See Academic Certificate Policies (<http://catalog.wvu.edu/graduate/graduatecertificates/>) for credit limitations applicable to earning a certificate. See Credit Sharing Limitations for Graduate Degrees and Majors (p. 38) for limitations on applying credits earned as part of a completed certificate to a graduate degree or major.

Credit Sharing Limitations for Areas of Emphasis

Normally, students may share a maximum of 3 credits between areas of emphasis with the same major.

Modality Definitions

Contingent upon the needs of the unit, faculty/instructors must consult with their respective departmental chairs/college to select the most appropriate instructional delivery modality for their specific course section(s) as noted below. Distance Education Courses are credit-bearing courses in which 50% or more of the course is delivered through distance learning technologies.

All courses should be taught in the modality indicated in the schedule of courses at the time of student registration. In the case of instructor illness or other emergency a course may shift to online instruction with the approval of the appropriate Dean.

COURSE DELIVERY OPTIONS

- **Asynchronous Online:** (100% online + asynchronous only) 100% of class sessions are delivered via distance education technologies. There are no campus visits or visits to designated sites. No synchronous events, including lectures, examinations, etc. can be required, as all students must have the same access to key components of the course. If synchronous events are offered, they must be optional and for enrichment purposes only (guest speakers, office hours, etc.), the core benefits of which must also be offered in an asynchronous format. Cannot be self-paced. Substantive instructor-initiated interaction is present.

Examinations in undergraduate courses are administered fully online asynchronously.

- **Synchronous Online:** (100% online + synchronous events) 100% of class sessions are delivered via distance education technologies. There are no campus visits or visits to designated sites. May have *both* synchronous and asynchronous elements. Synchronous learning events may be required throughout the course. Cannot be self-paced. Substantive instructor-initiated interaction is present.

Examinations in undergraduate courses are fully online, either synchronously (at the regularly scheduled class time) or asynchronously.

- **Arranged Low Residency Online:** (75-99% online*) At least 75% of class sessions are delivered via distance education technologies. This type of course may require students to travel to attend an orientation, take exams, or participate in other on-site experiences. May have *both* synchronous and asynchronous elements. Substantive instructor-initiated interaction is present.

Examinations in undergraduate courses can be offered online or face-to-face.

- **Correspondence:** (100% online) Course content and exams are usually delivered via distance education technologies. Interaction between the instructor and the student is limited, is not regular, or is not substantive, or is primarily initiated by the student. Can be self-paced.

Examinations in undergraduate courses are administered fully online asynchronously.

- **Hybrid:** (50-74% online*) At least 50% but less than 75% of instruction is delivered via distance education technologies, but some visits to a classroom or designated instructional site are required. The instructor decides which portions of the class are offered in person vs. online.

Examinations in undergraduate courses may be administered face-to-face or online at the discretion of the instructor.

- **HyFlex:** All core class content is available both face-to-face and online. Students can choose to attend on campus, online, or move back and forth between the two based on their preference. May have both synchronous and asynchronous online elements.

Examinations in undergraduate courses must be made available to students online, but a face-to-face option may also be offered at the discretion of the instructor.

- **Traditional/ On-Campus:** (less than 50% online*) The majority of instruction is provided in a face-to-face classroom setting and physical attendance is expected. However, students may be expected to regularly supplement their learning through the use of distance learning technology.

Examinations in undergraduate courses are available either synchronously and in-person at the regularly scheduled class time or asynchronously online.

*Percentage is provided as a general guideline and is not intended to be a precise measurement.

DISTANCE AND EXTENDED EDUCATION PROGRAM DEFINITIONS

<https://online.wvu.edu/>

At WVU, Distance Programs are categorized in one of the following three ways:

- **Fully Online – (100% distant) – No residency requirement** - All required credit-bearing and any non-credit bearing courses and activities are conducted at a distance with NO required campus attendance and/or visits to designated locations. Optional campus visits and/or visits to designated locations are permissible.
- **Low residency (75-99% distant) – Limited residency requirement** - A majority of the credit-bearing and non-credit bearing courses and activities are either entirely online or mostly online. Some credit- or non-credit-bearing activities may require campus visits and/or visits to designated locations. Example activities could be program orientations or cohort-based site visits.
- **Blended (50-74% distant) - Extensive residency requirement** – At least 50% of the credit-bearing and non-credit bearing courses or activities are delivered entirely online. The remaining credit-bearing courses may be offered as face-to-face, partially at a distance, or as distance delivery courses.

In this section:

- Degree Programs (p. 39)
- Honors Programs (p. 40)

Degree Programs

The **Associate of Arts (A.A.)** degree/transfer program is designed to parallel the first two years of a liberal arts education at a four-year college. Credits earned usually can be transferred to West Virginia University or another four-year school granting the baccalaureate degree. The degree encourages students to:

- explore, discover and develop their special aptitudes and interests and to reach beyond their own perceived limitations;
- acquire the knowledge, critical thinking, problem solving, communication, teamwork, ethical, and social skills needed to support their immediate educational goals, as well as life-long learning in a world characterized by change;
- nurture social responsibility and receptive attitudes compatible with citizenship within a global society.

The **Associate of Applied Science (A.A.S.)** degree/career and technical program offers students the opportunity to gain the technical and occupational skills needed for employment. Some four-year colleges accept a portion of A.A.S. degree credits as part of a bachelor's degree. The degree encourages students to:

- explore, discover and develop their special aptitudes and interests and to reach beyond their own perceived limitations;
- acquire the knowledge, critical thinking, problem solving, communication, teamwork, ethical, and social skills needed to support their immediate educational goals, as well as life-long learning in a world characterized by change;
- nurture social responsibility and receptive attitudes compatible with citizenship within a global society;
- acquire and develop skills necessary to enter the workforce.

Bachelor of Applied Science (B.A.S.)

This baccalaureate completion degree allows students holding an Associate of Applied Science (A.A.S.) degree to earn a bachelor's degree upon completion of a prescribed curriculum of 60 credits. Emphases are currently offered in Business Management, Computer Information Systems, Criminal Justice, and Sustainable Agriculture Entrepreneurship (SAGE). The degree encourages students to:

- explore, discover and develop their special aptitudes and interests and to reach beyond their own perceived limitations;
- acquire the knowledge, critical thinking, problem solving, communication, teamwork, ethical, and social skills needed to support their immediate educational goals, as well as life-long learning in a world characterized by change;
- nurture social responsibility and receptive attitudes compatible with citizenship within a global society;
- acquire skills necessary to enter the workforce;
- experience leadership;
- experience opportunities for defining relationships between the student's degree program and post- baccalaureate goals;
- apply acquired skills and knowledge in a capstone experience involving a simulated business (Business Management) or in discipline-related research (Criminal Justice).

The **Bachelor of Science in Nursing (BSN)** degree program is a 122-credit program designed to prepare students for practice as a registered professional nurse. All courses are completed on the Potomac State (Keyser) campus. The BSN program outcomes are:

- **CRITICAL THINKING:** Employ scholarly inquiry and evidence-based reasoning and creativity in the process of assessment, interpretation, analysis, synthesis, evaluation, and inference as a basis for professional nursing practice.
- **NURSING INTERVENTIONS:** Ensure quality care by applying theory, evidence-based clinical judgment and decision-making, and patient care technology in the delivery of safe and skilled nursing therapeutics with individuals, families, communities, and populations across the health-illness continuum.
- **PROFESSIONAL ROLE:** Demonstrate knowledge, attitudes, professional values, personal qualities, and behaviors consistent with the nursing roles of health care designer and coordinator, organization and system leader, and advocate for consumers and the nursing profession.
- **CARING:** Provide empathetic, culturally sensitive, and compassionate care for individuals, families, communities, and populations that upholds moral, legal, and ethical humanistic principles.
- **COMMUNICATION:** Integrate therapeutic, interpersonal, intraprofessional, interprofessional, and informatics communication processes in professional nursing practice.

Regents Bachelor of Arts Degree (RBA)

The Regents Bachelor of Arts (RBA) degree is an innovative baccalaureate designed to be a foundational bachelor's degree for adult students. It makes use of flexible methods of degree completion including the use of prior learning as credit. The RBA is designed to provide a broad set of core competencies that support general education while allowing students to develop skills and knowledge for the next step in their career, education, or life. Through the guidance of their academic advisor, RBA students design a curriculum that meets their current and future academic and life needs.

The Regents Bachelor of Arts (RBA) degree program will;

- provide ability to communicate effectively in various contexts;
- build on past life experiences for a well-rounded curriculum of knowledge;
- promote development of core competencies;
- demonstrate connections between general education courses and career goals;
- provide a flexible path to an undergraduate degree;
- serve as a foundation to graduation education.

Honors Programs

There are two honors programs available at Potomac State College. The AA/AAS Honors Program is for students completing an Associate of Arts (AA) or Associate of Applied Arts (AAS) degree. The AA/AAS Honors Program involves completing honors courses while obtaining an AA or AAS degree. The BAS Honors Program is for students completing a Bachelor of Applied Science (BAS) degree. The two programs are separate, and students can

complete either one of the programs or both. Students do not have to complete or be in the AA/AAS Honors Program to be eligible for the BAS Honors Program. Enrollment in the Honors Program is by invitation only.

To be declared an Honors Scholar obtaining an Associate's Degree, students must complete a minimum of five honors courses (at least 13 honors credit hours), including an Honors Orientation course, and obtain at least a 3.0 cumulative GPA and 3.5 honors credit GPA. To be declared an Honors Scholar obtaining a Bachelor of Applied Science (BAS) Degree, students must complete two honors contract courses of 300 or 400 level courses, an honors project, 30 hours of community services and obtain at least a 3.2 GPA.

In this section:

- Abbreviations Used in Course Listings (p. 41)
- Schedule Type Definitions (p. 41)
- Course Number Guide (p. 42)
- Common Course Numbers and Descriptions (p. 42)
- Independent and Directed Study Classes (p. 42)
- Finals and Last Week of Classes (p. 43)

Abbreviations Used in Course Listings

Abbreviation	Description
HR	credit hours per course
Lec	lecture period
Rec	recitation period
Lab	laboratory period
GLAB	graded lab
WEB	web-based course
CONC	concurrent - listed with PR meaning the course may be completed at the same time as enrollment in the course for which it is listed
PR	prerequisite - course must be completed in a term prior to enrollment in the course for which it is listed
Coreq	co-requisite - courses must be taken in the same term
Consent	consent of instructor required
CR	credit but no grade

Schedule Type Definitions

- Lectures are taught by faculty, can be taught in small or large sections and through various pedagogical strategies. Typical lecture courses award 3 credit hours and thus meet either three times a week for 50 minutes or twice a week for 75 minutes with *twice* that amount of time expected for weekly homework.
- Laboratory courses provide students with experience in manipulating specialized instrumentation, chemicals, other required physical materials, or occur at specific sites. Laboratories are typically attached to a lecture, both of which must be completed at the same time. Typical laboratories meet once a week for two hours. Laboratories may be taught by teaching assistants under the direct supervision of a faculty member. Labs may award credit in which case students will receive a separate grade. When labs do not award separate credit from the lecture, they are calculated as part of the lecture course's grade.
- Studios are taught by faculty, can be taught in small or large sections and have a lecture component that is taught through various pedagogical strategies. Like laboratories, these also provide students with experience in manipulating specialized equipment, other required physical materials, or occur at specific sites. Typical studio courses award 3 credit hours and meet multiple times each week but, like laboratories, may meet for more time than 150 minutes a week. Total meeting time plus expected weekly homework should not exceed 450 total minutes of *combined* time, excepting programs otherwise directed by their accrediting body.
- Recitations accompany large lecture courses and are composed of smaller groups of students from those lecture courses. Recitations award no credit though lectures may require participation in a recitation and use that as part of the lecture course's grade. Recitations meet once a week for 50 minutes but are not directly attached to a particular lecture section. Recitations may be taught by teaching assistants.
- Practicum: Experiential credits to be earned in a supervised setting by an appropriately licensed or credentialed professional or a faculty member typically involving interactions with clients. The practicum experiences are mapped to the program learning goals. On campus practicum will follow the appropriate scheduling guidelines, depending the length and timing of the experience. Off campus courses will meet on a schedule that reflects the professional setting and may include requirements for specific on-site hours based on the program's accreditation requirements or programmatic learning outcomes.
- Clinical: Experiential credits to be earned in a supervised clinical setting by an appropriately licensed or credentialed professional, typically involving interactions with patients/clients. The clinical experiences are mapped to the program learning goals. Typically, clinical courses will meet on a schedule that reflects the working environment of clinical setting and may include requirements for specific on-site hours based on the program's accreditation requirements or programmatic learning outcomes.

Course Number Guide

For convenience, each course of study is designated by the name of the department in which it is given and by the number of that course. The plan for numbering courses is as follows:

Courses 100 Freshman/Underclassmen: Intended primarily for freshmen, although upper-division students may take them if needed to complete degree requirements.

Courses 200 Sophomore/Underclassmen: Intended primarily for sophomores. These courses may have 100 or 200-level prerequisites.

Courses 300 Juniors/Upperclassmen: Intended primarily for juniors. These courses may have extensive prerequisites or be limited to specific majors.

Courses 400 Seniors/Upperclassmen: Intended primarily for seniors and selected graduate students. These courses are typically limited to advanced undergraduates within a particular major or degree program and selected graduate students.

Undergraduate Common Course Numbers & Descriptions

199. Orientation to [subject/field]. 1-2 Hr. Orientation to degree programs and requirements, departmental resources, curriculum options, student responsibilities, and opportunities.

293. Special Topics. 1-6 Hr. PR: Consent. Investigation of topics not covered in regularly scheduled courses.

298. Honors. 1-3 Hr. PR: Students in Honors Program and consent by the honors director. Independent reading, study, or research.

393. Special Topics. 1-6 Hr. PR: Consent. Investigation of topics not covered in regularly scheduled courses.

490. Teaching Practicum. 1-3 Hr. PR: Consent. Teaching practice such as a tutor or assistant.

491. Professional Field Experience. 1-18 Hr. PR: Consent. (May be repeated up to a maximum of 18 hours.) Prearranged experiential learning program to be planned, supervised, and evaluated for credit by faculty and field supervisors. Involves temporary placement with public or private enterprise for professional competence development.

492. Directed Study. 1-3 Hr. Directed study, reading, and/or research.

493. Special Topics. 1-6 Hr. PR: Consent. Investigation of topics not covered in regularly scheduled courses.

494. Seminar. 1-3 Hr. PR: Consent. Presentation and discussion of topics of mutual concern to students and faculty.

495. Independent Study. 1-6 Hr. Faculty-supervised study of topics not available through regular course offerings.

496. Senior Thesis. 1-3 Hr. PR: Consent.

497. Research. 1-6 Hr. Independent research projects.

498. Honors, 1-3 Hr. PR: Students in Honors Program with consent by the honors director. Independent reading, study, or research.

499. Global Service Learning. 1-3 Hr. PR: Consent. Theory and practice of global service-learning. The main objective will be to pair the experiential aspects of meaningful and sustained service in the host community with work from the student's anchor course by offering a methodological framework for cultural immersion and community service as well as adding to the content of the anchor course.

INDEPENDENT STUDY CLASSES

Independent study classes are offered to students in order to provide opportunities for content exploration not typically offered via the normal course rotation.

Students interested in pursuing independent study should contact their academic advisers to determine if independent study is a viable option for them and to identify the process specific to their college and major.

DIRECTED STUDY CLASSES

Directed study classes may occasionally be contracted when:

1. The student has achieved a GPA of 2.0 or higher,
2. The course requested for directed study is a requirement for graduation under the student's major, and
 1. There is no possibility of taking the course by the expected graduation date, or
 2. Unavoidable schedule conflict between required courses that are part of a sequence for which a real hardship would occur for the student to be able to complete their program within the expected time frame.

Students should consult with their academic advisers to see if directed study is a viable option for them. All requests for directed study classes require official approval.

Finals and Last Week of Classes

- Examinations (p. 43)
- Final Examination Policy (p. 43)
- Multiple Examinations on the Same Day (p. 43)
- Evening Classes (p. 44)
- Two-Semester Courses (p. 44)
- Examinations (p. 44)
- Common Examinations (p. 44)
- Last Week of Classes and Preparation Days (p. 44)

EXAMINATIONS

The modality of examinations in a course is dependent on the modality of the section of the course. Please refer to the appropriate section of the catalog for more details.

In undergraduate synchronous courses, whether delivered online or face-to-face, regular examinations take place during set class time, unless the course has been approved for common exams (see below), or in case of courses where a professional program requires a specific testing mode.

Regular Exams and Final Exams are held in the location of the regularly scheduled class meeting unless students are otherwise notified.

FINAL EXAMINATION POLICY

The last week of each semester of the academic year is designated as finals week. Final examinations for the summer term are given on the last day of classes. The undergraduate final examination schedule for each academic term is determined by the Office of the University Registrar (<https://registrar.wvu.edu/>) at the Morgantown location, the Office of Academic Affairs (<https://academics.potomacstatecollege.edu/>) at the WVU Potomac State College, and the Office of the Registrar (<https://techregistrar.wvutech.edu/>) at WVU Institute of Technology. The final examination date and time for a class is determined by the class meeting time; except for online asynchronous courses, which do not have a set class time..

No change in time from the published official examination schedule is permitted without approval of the dean of the college or school and the Provost's designee at the Morgantown location, Dean of Academic Affairs at the WVU Potomac State College, or the Campus Provost at WVU Institute of Technology. Face-to-face finals are held in the location of the regularly scheduled class meeting unless students are otherwise notified.

Except for evening and asynchronous online classes, no final examinations may be given before the examination period begins, and no change in time from that published in the official examination schedule is permitted without approval, excepting classes testing in the University Testing Center in Hodges Hall. An instructor with a compelling reason to change the time of an examination must obtain the approval of the dean of the college or school and the Provost's designee at the Morgantown location, Dean of Academic Affairs at WVU Potomac State College location, or the Campus Provost at WVU Institute of Technology location. The instructor must then announce the alternative examination procedure to the students via their official institutional email address. Final examinations delivered in the University Testing Center will be made available to students for a minimum of three consecutive days during finals week (the initial scheduled date plus two more consecutive days before or after that date). Students will schedule their own time to take these exams in the University Testing Center.

During regular terms, asynchronous final examinations made available before the beginning of finals week must also be available for a minimum of three consecutive days during finals week.

For all modes of delivery, no class-related activity, except for office hours, may be scheduled during the finals week.

Assignments given in place of a final exam or "take-home" final examinations, excluding projects or assignments that are intended to be completed across the entire semester, may not be due before the final examination date and time for that class.

A student may address complaints related to the final examination procedures in a course to the dean of the college or school in which the course is offered.

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MULTIPLE EXAMINATIONS ON THE SAME DAY

If a student has more than three final examinations on a single day, they may contact one of their instructors to schedule a make-up examination. If an arrangement cannot be made, the student should contact an associate dean's office.

If students have two final examinations scheduled during the same common examination time period, they must contact the departments administering the common examinations to make arrangements for a make-up examination.

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EVENING CLASSES

Final examinations for evening classes (classes meeting at 6 p.m. or later, or classes meeting at 4 p.m. or later if the class meets once a week) are scheduled during the last week of class. Final examinations for evening classes at WVU Institute of Technology occur during finals week and are on the undergraduate final examination schedule from the Office of the Registrar (<https://techregistrar.wvutech.edu/>) at WVU Institute of Technology.

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TWO SEMESTER COURSES

In a course extending over two semesters with continuous subject matter, the second-semester final examination may include content from the first semester.

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EXAMINATIONS

The modality of examinations in a course is dependent on the modality of the section of the course. Please refer to the appropriate section of the catalog for more details.

In synchronous courses, whether delivered online or face-to-face, regular examinations take place during the set class time, unless the course has been approved for common exams (see below), or in case of professional-level courses where a specific testing mode is required by an outside agency.

Regular Exams and Final Exams are held in the location of the regularly scheduled class meeting unless students are otherwise notified.

COMMON EXAMINATIONS

Some face-to-face and hybrid multi-section courses use a common examination time, as indicated on the Schedule of Courses (Regular Exams) and on the Schedule of Final Exams.

Only approved courses (with days and times listed on the Schedule of Courses or listed on the final examination schedule) may use a common examination time. On the Morgantown location, common examinations may only be administered for courses in which the total course enrollment exceeds 500 students or there are more than 20 sections of the course.

Students will be notified of their assigned location for the common exam.

If a department wants a course to be considered for a common final examination, the unit will need to demonstrate that it is not possible to generate multiple equivalent exams from a test bank, or that, because of documented issues of academic dishonesty, a common examination is required to ensure the integrity of the test. Common examinations are approved at the course level, so all sections of a course must follow the common examination schedule. Requests for a common final examination must be reviewed by the Academic Policy Committee, which will make a recommendation to the appropriate provost.

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LAST WEEK OF CLASSES AND PREPARATION DAYS

When the calendar permits, a preparation day for finals will be added to the academic calendar. Preparation days for finals are free days on which no papers are due, no quizzes or examinations are administered, and there are no class-related activities other than office hours.

In undergraduate courses of 16 weeks duration, no substantial examinations or quizzes may be given during the last week of classes preceding finals except for practical laboratory tests and make-up examinations. An examination or quiz is considered substantial if it covers 20% percent or more of the course content, or represents more than 20% of the final grade. Exceptions to this policy must be approved by the dean of the college or school.

Additionally, as per Board of Governor's Academic Rule 2.5, instructors who administer such assessments must provide meaningful feedback to students prior to the final examination for the course.

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In this section:

- [Classification of Students \(p. 45\)](#)
- [Course Overload \(p. 45\)](#)
- [Credit Hour Definition \(p. 45\)](#)
- [Credit by Examination \(p. 46\)](#)

Classification of Students

Students are classified as freshmen, sophomores, juniors, or seniors. These classifications are based upon the number of hours completed. The classifications are as follows:

Classification	Hours
Freshman	1-29 Earned Credit Hours, Inclusive
Sophomore	30-59 Earned Credit Hours, Inclusive
Junior	60-89 Earned Credit Hours, Inclusive
Senior	90 or More Earned Hours

Course Overload

Students may not enroll for more than 18 credit-hours of course work in a fall or spring semester or 14 credits in a summer semester without first receiving permission from the Dean of Academic Affairs.

Credit Hour Definition

WVU Potomac State College courses offered for credit are based on semester hours. Semesters are fifteen weeks long plus one week for final exams. A single credit hour is equivalent to fifty minutes of guided instruction within the classroom. An hour of preparation, or related activity outside of the classroom, is equivalent to sixty minutes.

- **Full semester lecture:** Fifty minutes (~one hour) of classroom or direct faculty instruction and a minimum of 120 minutes of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit.
 - 1 credit over 15 weeks = (1 hour in class per week x 15 weeks) + (2 hours of homework per week x 15 weeks) = 45 hours of coursework
 - 3 credits over 15 weeks = (3x15) + (6x15) = 135 hours of coursework
- **Part Semester Courses:**
 - Courses delivered in a part of term no shorter than 5 weeks long should require an equivalent amount of work
 - 3 credits over 8 weeks = (6 in class per week x 8 weeks) + (11 hours of homework per week x 8 weeks) = 136 hours of coursework
 - Courses delivered in a compressed format (typically 4 weeks or less) need not adhere to the definition above but, instead, demonstrate equivalent student outcomes via assessment.
- **Full semester non-lecture courses:** For other activities as established by an institution, including laboratory work, practica, studio work, and other academic work leading to the award of credit hours, where outside of class work is very limited, the calculation typically should still reflect the overall hours of coursework for the length of the semester
 - A lab that meets twice a week for 4 hours would have the following calculation:
3 credits over 15 weeks = (8 hours in lab per week x 15 weeks) + (1 hour outside of class per week x 15 weeks) = 135 hours of coursework

FACE-TO-FACE CLASSROOM LEARNING

One credit hour is equivalent to one hour of guided instruction (fifty minute class) and a minimum of two hours of out -of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time such as during the summer sessions, which may vary in duration. One credit hour in other academic activities, as established by the institution, including laboratory work, internships, practicums, studio work, study abroad, experiential learning opportunities, online learning, and other academic work must include an equivalent amount of required work listed in the preceding paragraph and is outlined in more detail below.

ONLINE CLASSROOM LEARNING

One credit hour of online learning is equivalent to fifteen hours of direct instruction and thirty hours of student work. Direct instruction can occur via computer -assisted (modules), multi -media interaction, discussions, and/or completion of exams/quizzes/assessments as documented in the course syllabus and approved to meet best practices in online learning. Student work includes activities like readings and supplemental assignments. Students must fulfill these hours to complete the course requirements as set forth by the course instructor. Online courses developed from existing face -to-face instruction adhere to the defined learning outcomes and assessments of the original face -to-face format for the course.

AWARDING MILITARY CREDIT

West Virginia University awards college credit for military service listed on a student's Joint Services Transcript (JST). Veterans and current student service members may request credits be articulated in coordination with guidance from their academic advisor and the approval of the Dean of their academic college. Care will be taken to ensure that articulating JST credits is in the student's best academic interest. When approved, WVU will award equivalent course credit. Otherwise, elective credit at the lower (100 level) and upper (300 level) division may be awarded based on the American Council on Education (ACE) recommended credit totals for each ACE ID on a student's JST.

EXPERIENTIAL LEARNING

Experiential learning, includes opportunities associated with laboratory/lecture courses, undergraduate research (with or without laboratory), professional development internships, clinical experiences, and service learning. Three hours of experiential learning per week over a period of fifteen weeks receives one credit hour. Students are required to document progress during the course and completion of the stated learning objectives for each experience. Experiential learning courses are expected to adhere to and follow the institutional policy for reporting midterm and final grades. All credit-bearing courses require a syllabus.

STUDY ABROAD

One credit hour is equivalent to fifteen hours of guided instruction and thirty hours of cultural, linguistic or other types of engagements as described by the syllabus and approved by the faculty, Division Chair, Dean, and President. Exceptions to this general rule would need to be justified and approved on an individual basis.

Credit by Examination

After admission to WVU Potomac State College, students may elect to take examinations demonstrating competence in specific coursework. While PSC administered credit by examination and placement credit will be excluded from PSC residence credit, it does not interrupt the final fifteen credit hours in residence if earned during this period.

GUIDELINES

1. The student must be enrolled at Potomac State College during the semester that the credit is being sought.
2. The student must never have been enrolled in the class after the first week of the semester. Under unusual circumstances, this requirement may be waived by the Dean of Academic Affairs in consultation with the appropriate Division Chair.
3. No student may attempt institutional credit by examination more than once for the same course.
4. The student must demonstrate a background sufficient to warrant an exam.
5. The student must attempt institutional credit by examination prior to the last day to withdraw from a class.

COURSES NOT ELIGIBLE FOR CREDIT BY EXAMINATION

Due to their particular purposes and content, some courses may not be eligible for credit by examination at Potomac State College. These include ENGL 101 and ENGL 102.

PROCEDURE

1. The student must submit in writing to the appropriate Division Chair an explanation of how the competency was achieved. The Division Chair will determine if the student is eligible and whether the course is appropriate for institutional credit by examination. The Chair's decision can be appealed in writing within five working days to the Dean of Academic Affairs.
2. The Division Chair will procure an appropriate faculty member to develop, administer, and evaluate the exam. The Chair and the faculty member share responsibility for assuring the appropriate level of difficulty of the exam. In order to pass the exam, the student must show proficiency at a level comparable to that of a student receiving a grade of C in the course.
3. Upon successful completion, the student will receive credit for the course with no letter grade designated. Institutional credit will not affect the grade point average of the student.
4. A student who believes that a non-passing grade on the exam was due to capricious, arbitrary, or prejudiced academic evaluation or reflects discrimination based on race, color, creed, sex or national origin, may appeal the decision. The appeal will follow the same procedure as used for the appeal of a grade.

Tuition, Fees & Residency

In this section:

- Cost of an Academic Year's Work (p. 46)
- Identification Card (p. 47)

Cost of an Academic Year's Work

Tuition and fees structures vary by residency classification and academic program at WVU locations. Students are charged for University tuition, college tuition and University fees. Some programs may require additional charges. Students may also be charged an additional fee for WVU Online courses or programs. Senior citizens (<https://admissions.wvu.edu/how-to-apply/senior-citizen-students/>) of West Virginia (age 65 and older) may take courses at WVU for reduced tuition and fees. Additional cost may include room and board, books and supplies, transportation, and personal expenses.

Identification Card

Registered students are eligible for an identification card (called the Catamount Card or Mountaineer Card (<https://mymountaineercard.wvu.edu>) at the Morgantown location). The Mountaineer Card gives access to certain activities and privileges at the Morgantown location. At the Keyser location, students have free access to the Student Union and athletic events by using their ID card.

WVU reserves the right to refuse issuance of an identification card and misuse may result in confiscation of the card. Lost or broken cards can be replaced for a fee.

Residency Status

The Residency Policy is established by BOG (<https://policies.wvu.edu/finalized-bog-rules/>) Academics Rule 2.4, Residency Status for Admission, Tuition, and Fee Purposes. The Office of Enrollment Services assigns students a residency status for admission, tuition, and fee purposes. Students who are determined to be residents of West Virginia pay "resident" tuition and fees at WVU; students who are residents of other states and nations pay "non-resident" tuition and fees. Students who are residents of identified metro counties pay "metro" tuition and fees. The metro counties are Allegany County, MD; Garrett County, MD; Bedford County, PA; Fayette County, PA; Somerset County, PA; Frederick County, VA.

Tuition and Fee Regulations

Policies concerning late fees, financial holds, removal from classes, and collections can be found on the Student Accounts Financial Responsibilities (<https://studentaccounts.wvu.edu/policies/>) page. Students can review their charges, waivers (university tuition, housing, or dining), scholarships, and payments online through the WVU MyAccount, which can be accessed through the WVU Portal at portal.wvu.edu (<https://portal.wvu.edu>). Payments of tuition and fees and other charges can be made through the WVU Portal. A processing fee is added to credit card payments. Excess payments or financial aid remaining in a student's account after all University charges are paid are returned to the student via a refund (<https://studentaccounts.wvu.edu/refunds/>).

WVU places restrictions on students who have outstanding debts to the University. Restrictions may include, but are not limited to, the withholding of a student's registration, diploma, or transcript. Transcripts will not be issued to any student before payment is made for all tuition, fees, and other indebtedness to any unit of the University.

Students who fail to drop courses prior to the end of the add/drop period are responsible for tuition and fees whether or not they attend those courses. Withdrawal Policies (<https://registrar.wvu.edu/registration/withdrawal-policies/>) are explained on the Office of the University Registrar website.

SECTION 103 INFORMATION FOR STUDENTS USING U.S. DEPARTMENT OF VETERAN AFFAIRS BENEFITS

On December 31, 2018, the President signed into law the Veterans Benefits and Transition Act of 2018. It contains a provision (Section 103) that took effect on August 1, 2019. Therefore, despite any policy to the contrary, for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, WVU will not:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

Veterans

In this section:

- Center for Veteran, Military and Family Programs (p. 48)
- Credit Hours for Full Time Status (p. 48)
- Registration for Veterans (p. 48)
- Student Account Policies (p. 49)

Center for Veteran, Military and Family Programs

The Center for Veteran, Military and Family Programs (<https://wvuveterans.wvu.edu/home/>) (CVMF) at WVU assists in providing academic, personal and professional support for all military connected students in a safe and welcoming environment. The center is open to all veterans, armed forces personnel and dependents of current and former military service members.

For information on how to start your VA benefits:

U.S. Department of Veteran Affairs (<https://www.va.gov/>)

WV Educational Encouragement Program (<https://apps.wv.gov/WVEEP/>)

FEDERAL TUITION ASSISTANCE

VETERANS

All students receiving VA benefits for the first time will need to apply by going to U.S. Department of Veteran Affairs (<https://www.va.gov/>). If you are approved, you will be sent a Certificate of Eligibility (CoE) in the mail. Please note this process may take 30-45 days. Visit the Center for Veteran, Military and Family Programs (<https://wvuveterans.wvu.edu/home/>) to view additional documentation needed for benefit certification.

Undergraduate students who wish to receive the full stipend of VA Educational benefits in the fall and spring semesters, must maintain a minimum of 12-degree pursuant credit hours for the full semester. Degree pursuant coursework can be defined as courses recorded as degree requirements, degree electives, course prerequisites, required general education courses, military science credit for ROTC and minors **required** by a chosen major as stated in the WVU Catalog (<http://catalog.wvu.edu/>). Students must request to be certified for terms other than fall/spring by contacting the Center for Veteran, Military and Family Programs (<https://wvuveterans.wvu.edu/>).

Students receiving Chapter 33 (Post 9/11) benefits need to be aware that charges for housing and meal plans will be the student's responsibility to pay up front.

Undergraduate students receiving benefits must declare a major or non-exploratory pathway by the time they reach 29 earned hours. Students must matriculate into their intended degree program by 59 earned hours. If this does not happen, the student cannot be certified for benefits.

For VA purposes, students receiving benefits will be certified as on-campus, hybrid (low-modality) or online. On-campus and hybrid programs receive a higher rate for Monthly Housing Allowance (MHA) than online. Visit the GI Bill Comparison Tool (<https://www.va.gov/education/gi-bill-comparison-tool/>) to compare rates. Hybrid programs are those in which on-campus student attendance is required at least one time per term. Students must sign in for the academic session and inform the professor to send proof of attendance to the certifying official on campus. The certifying official will recertify benefits at the higher MHA rate. Meetings that take place before or after the class begins or ends (such as orientations), will not count toward hybrid certification. *MHA will not be affected for active duty students receiving Federal Tuition Assistance.

For more information on modality definitions, visit WVU Catalog (http://catalog.wvu.edu/undergraduate/programs_courses__enrollment/#Modality).

Credit Hours for Full Time Status

For information concerning full time status, eligibility of benefits, book stipends, and housing rates for WVU, call the VA Education Hotline at 888-442-4551 or visit the GI Bill Comparison Tool. (<https://www.va.gov/education/gi-bill-comparison-tool/>)

*Graduate hours needed for full time status may change depending on how many weeks the class is in session.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill> (<https://www.benefits.va.gov/gibill/>).

Registration for Veterans

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

Additional information regarding attendance, leave policies for activations and withdrawal policies can be found under the Enrollment tab of the Advising, Enrollment and Grades (<http://catalog.wvu.edu/undergraduate/enrollmentandregistration/>) section of the catalog.

Contact Information:

The Center for Veteran, Military, and Family Programs (CVMF)

Aka "Mountaineer Bunker"

WVU Mountainlair, Room 214

Email: veterans@mail.wvu.edu

Phone: 304-293-8825

Website: <https://veterans.wvu.edu/>

Facebook: [WVUVeteransHQ](https://www.facebook.com/WVUVeteransHQ)

Twitter: [@WVUVeterans](https://twitter.com/WVUVeterans)

Student Account Policies

Policies are in place concerning late fees, financial holds, removal from class and collections. Students should review the Student Accounts Financial Responsibility (<https://studentaccounts.wvu.edu/policies/>) page for the most up to date information about Payment Due Dates, Late Payment Fees, Financial Holds and the Collection Policy.

SECTION 103

On December 31, 2018, the President signed into law the Veterans Benefits and Transition Act of 2018. It contains a provision (Section 103) that took effect on August 1, 2019. Therefore, despite any policy to the contrary, for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, WVU will not:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

Applied Sciences

General Information

The Division of Applied Sciences is one of three academic divisions at WVU-Potomac State College. It is the home of multiple majors in Agriculture, Business, Computer Information Systems, Criminal Justice, Forestry, Horticulture, and Sustainable Agriculture Entrepreneurship. This Division houses the majority of the four-year degrees offered at WVU Potomac State College and also offers Associate of Arts, Associate of Science, and Associate of Applied Science degrees. The Associate of Arts and Associate of Science degrees are designed to prepare students for transfer to other institutions, including the Morgantown campus of WVU. The Associate of Applied Science degrees are programs in and of themselves that prepare students for entry into the workforce, and also serve as the first two years of the B.A.S. (baccalaureate) degrees offered at WVU Potomac State College.

ADMINISTRATION

DIVISION CHAIR

- Dr. Heidi Samuels - Ed.D. Educational Leadership (West Virginia University)
Year @ PSC (2006)

Degree Options

The Applied Sciences Division offers the following degrees:

- Associate of Arts
- Associate of Applied Science
- Bachelor of Applied Science

Associate Degree Programs

For each major, a recommended two-year sequence of courses is provided. Students who follow this plan will complete the major in the traditional time frame; i.e., two years. The curriculum sequence is designed to permit the completion of course prerequisites and to ensure access to courses not available every semester.

Baccalaureate Degree Programs

For each major, a recommended two-year sequence of courses is provided for students who have already completed the associated Associate of Applied Science degree. The curriculum sequence is designed to permit the completion of course prerequisites and to ensure access to courses not available every semester.

Agribusiness Management, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

This curriculum includes five areas of concentration: general agricultural economics, agribusiness management, farm management, rural development, and resource economics. The general agricultural economics area of concentration provides a basic background for a variety of agriculturally-related careers.

Career Opportunities

Agribusiness and farm management areas provide specialized training for careers in agribusiness, credit, government and farming. Rural development and resource economics areas of concentration provide training for careers in community development, rural planning and management of natural resources. Employment opportunities exist with agribusiness firms, extensions, local, state, and national and international agencies.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D Educational Leadership
Year @ PSC (2006)

ASSOCIATE PROFESSOR

- Robert Cheves - M.S. Agriculture Education
Year @ PSC (2007)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (5, 6 and 8)		12
AGRL 191	First-Year Seminar	1
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
STAT 111	Understanding Statistics (GEF 3)	3
ECON 202	Principles of Macroeconomics (GEF 8)	3
A&VS 251 & 251L	Principles of Animal Science and Principles of Animal Science Laboratory	4
AGEE 101	Global Food and Agricultural Industry (GEF 7)	3
AGEE 110 or CS 101	Microcomputer Applications in Agricultural Education Intro to Computer Applications	3
ARE 110 or ACCT 201	Agribusiness Accounting Principles of Accounting 1	3
ARE 150	Introductory Agricultural and Agribusiness Economics (GEF 4)	3
ARE 204	Agribusiness Management	3
ESWS 202 & 202L	Principles of Soil Science and Principles of Soil Science Laboratory	4
HORT 220 & 220L	General Horticulture and General Horticulture Laboratory	3
PLSC 206 & 206L	Principles of Plant Science and Principles of Plant Science Laboratory (GEF 2)	4

Electives	5
Total Hours	60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ARE 150 (GEF 4)		3 ENGL 102 (GEF 1)	3
ENGL 101 (GEF 1)		3 ARE 204	3
PLSC 206 & 206L (GEF 2)		4 ECON 202 (GEF 8)	3
GEF 8		3 HORT 220 & 220L	3
AGRL 191		1 GEF 5	3
Elective		1	
	15		15

Second Year

Fall	Hours	Spring	Hours
STAT 111 (GEF 3)		3 A&VS 251 & 251L	4
AGEE 101 (GEF 7)		3 AGEE 110 or CS 101	3
ARE 110 or ACCT 201		3 ESWS 202 & 202L	4
GEF 8		3 GEF 6	3
Elective		3 Elective	1
	15		15

Total credit hours: 60

Major Learning Outcomes

AGRIBUSINESS MANAGEMENT

1. Demonstrate an understanding of basic knowledge and skills in business management for agricultural businesses.
2. Utilize basic oral, written and computer knowledge and skills in agricultural business management for clear and precise communication.
3. Develop effective solutions to problems or issues in agricultural business management using theories and skills.

Agricultural and Extension Education, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

The agricultural and extension education major is designed to prepare students for agricultural teaching, extension, and environmental technology employment positions. The curriculum provides flexibility in emphasizing teacher preparation, environmental technology, or communications and leadership.

Career Opportunities

Graduates have entered positions in teaching, extension work, waste management, human resource management, municipal environmental management, and federal and state agencies.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed. D. Educational Leadership
Year @ PSC (2006)

ASSOCIATE PROFESSOR

- Robert Cheves - MS Agriculture Education
Year @ PSC (2007)

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General Education Foundations		
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ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (5 or 6)		3
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
BIOL 101 & 101L	General Biology 1 and General Biology 1 Laboratory (GEF 2)	4
CHEM 111 & 111L	Survey of Chemistry 1 and Survey of Chemistry 1 Laboratory (GEF 8)	4
MATH 124	Algebra with Applications (GEF 3)	3
PSYC 101	Introduction to Psychology (GEF 8)	3
PSYC 241	Introduction to Human Development	3
A&VS 251 & 251L	Principles of Animal Science and Principles of Animal Science Laboratory	4
AGEE 101	Global Food and Agricultural Industry (GEF 7)	3
AGEE 103S	Basics of Agricultural Mechanization	3
AGEE 110 or CS 101	Microcomputer Applications in Agricultural Education Intro to Computer Applications	3
AGEE 203	Agriculture Mechanics Practica	3
AGEE 220	Group Organization and Leadership (GEF 4)	3
AGRL 191	First-Year Seminar	1
ESWS 202 & 202L	Principles of Soil Science and Principles of Soil Science Laboratory	4
ARE 204	Agribusiness Management	3

HORT 220 & 220L	General Horticulture and General Horticulture Laboratory	3
PLSC 206 & 206L	Principles of Plant Science and Principles of Plant Science Laboratory (GEF 8)	4
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
MATH 124 (GEF 3)		3 ARE 204	3
BIOL 101 & 101L (GEF 2)		4 PSYC 101 (GEF 8)	3
AGEE 101 (GEF 7)		3 HORT 220 & 220L	3
AGEE 103S		3	
AGRL 191		1	
		17	12

Second Year

Fall	Hours	Spring	Hours
AGEE 110 or CS 101		3 A&VS 251 & 251L	4
AGEE 203		3 AGE 220 (GEF 4)	3
CHEM 111 & 111L (GEF 8)		4 ESWS 202 & 202L	4
PLSC 206 & 206L (GEF 8)		4 PSYC 241	3
GEF 5 or 6		3	
		17	14

Total credit hours: 60

Major Learning Outcomes

AGRICULTURAL AND EXTENSION EDUCATION

- Complete a core curriculum in general education foundations.
- Complete a core curriculum in basic agricultural knowledge.
- Complete a core curriculum in technology, leadership, and communication.

Animal Science, A.S.

Degree Offered

- Associate of Science

Nature of the Program

This curriculum provides an opportunity to acquire the necessary background in agricultural economics, agronomy, breeding, nutrition, pathology, and physiology for careers in animal, dairy, or poultry production and management.

Career Opportunities

Employment is available in private industry, education, and federal and state agencies. Career opportunities include: animal, dairy, and poultry production and meat processing; testing and inspecting; technical sales; and basic research.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership
Year @ PSC (2006)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 124	Algebra with Applications (GEF 3)	3
BIOL 101 & 101L	General Biology 1 and General Biology 1 Laboratory (GEF 2)	4
BIOL 102 & 102L	General Biology 2 and General Biology 2 Laboratory	4
CHEM 111 & 111L	Survey of Chemistry 1 and Survey of Chemistry 1 Laboratory	4
CHEM 112 & 112L	Survey of Chemistry 2 and Survey of Chemistry 2 Laboratory	4
A&VS 150	Introduction to Animal Science	2
A&VS 251 & 251L	Principles of Animal Science and Principles of Animal Science Laboratory	4
AGEE 101	Global Food and Agricultural Industry	3
AGEE 110 or CS 101	Microcomputer Applications in Agricultural Education Intro to Computer Applications	3
AGEE 220	Group Organization and Leadership	3
ARE 150	Introductory Agricultural and Agribusiness Economics (GEF 4)	3
AGRL 191	First-Year Seminar	1

ESWS 202 & 202L	Principles of Soil Science and Principles of Soil Science Laboratory	4
PLSC 206 & 206L	Principles of Plant Science and Principles of Plant Science Laboratory	4
WMAN 150	Principles of Conservation Ecology (GEF 7)	3
Elective (AGEE, AGRL, AGRN, ARE, CDFS, ENVP, EQST, FMAN, FOR, HN&F, HORT, LARC, PLSC, SAGE, WDSC, and WMAN)		3
Elective		2
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
BIOL 101 & 101L (GEF 2)		4 BIOL 102 & 102L	4
MATH 124 (GEF 3)		3 WMAN 150 (GEF 7)	3
ARE 150 (GEF 4)		3 ARGL Elective	3
A&VS 150		2 Elective	1
AGRL 191		1	
		16	14

Second Year

Fall	Hours	Spring	Hours
CHEM 111 & 111L		4 CHEM 112 & 112L	4
AGEE 101		3 ESWS 202 & 202L	4
AGEE 110 or CS 101		3 A&VS 251 & 251L	4
PLSC 206 & 206L		4 AGE 220	3
Elective		1	
		15	15

Total credit hours: 60

Major Learning Outcomes

ANIMAL SCIENCE

1. Demonstrate an understanding of basic knowledge and skills in animal production, management and marketing.
2. Utilize basic oral, written and computer knowledge and skills in animal production, management and marketing for clear and precise communication.
3. Develop effective solutions to problems or issues in animal production, management and marketing using theories and skills.

Business Administration, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

This program is for students who expect to complete a degree in the Chambers College of Business and Economics of West Virginia University at the WVU Morgantown campus in one of the following baccalaureate degree programs including: Accounting, Economics, Entrepreneurship and Innovation, Finance, General Business, Global Supply Chain Management, Hospitality and Tourism Management, Management, Management Information Systems, Marketing, and Organizational Leadership. To be accepted into the College of Business and Economics at WVU, specific courses require a grade of C- or better based on the intended field. Students should check the WVU website for current information. Students may review <https://business.wvu.edu/academics> for additional information regarding courses on the WVU Morgantown campus.

Career Opportunities

A Business Administration degree is the best investment for the student who wishes to choose from a variety of careers upon graduation. The global environment of business is changing rapidly, and a broad knowledge of business combined with skills in technology is necessary to succeed.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed. D. Educational Leadership
year @ PSC (2006)

PROFESSOR

- John Stone, CPA - MSM, Management
Year @ PSC (1972)

ASSISTANT PROFESSORS

- Dr. Leo Johnson - D.B.A. Business Administration
Years @ PSC (2022)
- Amy Weaver - MBA & MAT
Year @ PSC (2014)

INSTRUCTOR

- JoAnn Burnett - M.S. IMC
Years @ PSC (2018)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (2, 5, 6, and 7)		12
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
Select one of the following (GEF 3):		3
MATH 124	Algebra with Applications	
MATH 126	College Algebra	
Select one of the following (GEF 8):		3
MATH 150	Applied Calculus	
MATH 155	Calculus 1	
STAT 211	Elementary Statistical Inference	3
CS 101	Intro to Computer Applications (GEF 2)	4
PSYC 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology (GEF 8)	3
ACCT 201	Principles of Accounting 1	3
ACCT 202	Principles of Accounting 2	3
ECON 201	Principles of Microeconomics (GEF 4)	3
ECON 202	Principles of Macroeconomics (GEF 8)	3
BCOR 199	Introduction to Business	3
BCOR 299	Business Communication	3
WVUE 191	First Year Seminar	1
Unrestricted Elective		4
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
ECON 201 (GEF 4)		3 ECON 202 (GEF 8)	3
MATH 124 or 126 (GEF 3)		3 MATH 150 or 155 (GEF 8)	3
SOC 101 (GEF 8)		3 CS 101 (GEF 2)	4
BCOR 199		3 Unrestricted Elective	1
WVUE 191		1	
		16	14

Second Year

Fall	Hours	Spring	Hours
ACCT 201		3 ACCT 202	3
BCOR 299		3 STAT 211	3
PSYC 101		3 GEF Elective (GEF 5)	3
GEF Elective (GEF 2)		3 GEF Elective (GEF 7)	3
GEF Elective (GEF 6)		3 Unrestricted Elective	3
		15	15

Total credit hours: 60

Major Learning Outcomes

BUSINESS ADMINISTRATION, A.A.

Graduates will be able to:

- Apply basic accounting principles in the preparation of financial statements.
- demonstrate effective writing skills that are necessary for success in business.

- Formulate professional oral communication presentations.
- Utilize technology which includes industry-recognized software packages and social media.

Business Technology, A.A.S.

Degree Offered

- Associate of Applied Science

Nature of the Program

The PSC Baccalaureate in business management prepares students for viable employment and entrepreneurial ventures by providing important lessons about accounting, economics, market research, human resources, marketing, finances, forecasting, expansion, business law and much more. These skills are useful in a wide array of industries from health care to retail. The basics of business success are the same whether a person wants to start a company that sells medical devices or makes arrangements for travelers. Entrepreneurs must be self-starting professionals, and a deep understanding of business gives them the confidence and knowledge necessary to make critical predictions and handle every business operation function smoothly. With a business degree, entrepreneurs are prepared to solve complex problems with innovative and insightful solutions.

Graduates of this program may apply for admission to the Bachelor of Applied Science (B.A.S.) in Business Management.

Career Opportunities

This degree provides useful preparation for a variety of entry-level business-related opportunities.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership
Year @ PSC (2006)

PROFESSOR

- John Stone - MSM, Management
Year @ PSC (1972)

ASSISTANT PROFESSORS

- Dr. Leo Johnson - D.B.A. Business Administration
Years @ PSC (2022)
- Amy Weaver - MBA & MAT
Year @ PSC (2014)

INSTRUCTOR

- JoAnn Burnett - MS, IMC
Years @ PSC (2018)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6

F3 - Math & Quantitative Reasoning	3-4
F4 - Society & Connections	3
F5 - Human Inquiry & the Past	3
F6 - The Arts & Creativity	3
F7 - Global Studies & Diversity	3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)	9
Total Hours	31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Requirement (GEF 2B)		4
ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
MATH 124	Algebra with Applications (or higher; GEF 3)	3
WVUE 270	Effective Public Speaking (GEF 4)	3
ACCT 201	Principles of Accounting 1	3
ACCT 202	Principles of Accounting 2	3
ECON 201	Principles of Microeconomics (GEF 8)	3
or ECON 202	Principles of Macroeconomics	
BCOR 199	Introduction to Business	3
BCOR 299	Business Communication	3
WVUE 191	First Year Seminar	1
BTEC 103	Personnel Management	3
BTEC 109	Business Mathematics	3
BTEC 113	Spreadsheet Applications	3
BTEC 225	Directed Experience	3
CS 101	Intro to Computer Applications	4
Lower Level Major Electives		12
BTEC 106	Document Solutions	
BTEC 200	Customer Service Relations	
BTEC 202	Professionalism	
BTEC 205	Introduction to Online Marketing	
BTEC 211	Introduction to Event Logistics	
BTEC 260	Computerized Accounting	
CIS 112	Intro to Networking and Security	
CIS 118	Web Page Design	
PALM 200	Medical Terminology	
SAGE 280	Principles of Ag Entrepreneurship	
Electives		3
Total Hours		60

Suggested Plan of Study

First Year			
Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 WVUE 270 (GEF 4)	3
BTEC 109		3 MATH 124 (or higher - GEF 3)	3
BCOR 199		3 BTEC 113	3
CS 101		4 BTEC 103	3
WVUE 191		1 Lower Level Major Elective	3
	14		15

Second Year

Fall	Hours	Spring	Hours
ACCT 201		3 ACCT 202	3
Lab Science (GEF 2B)		4 ECON 201 or 202 (GEF 8)	3
BCOR 299		3 BTEC 225	3
Elective		3 Lower Level Major Elective	3
Lower Level Major Elective		3 Lower Level Major Elective	3
	16		15

Total credit hours: 60

Major Learning Outcomes**BUSINESS TECHNOLOGY, A.A.S.**

Graduates will be able to:

- apply the fundamental principles of business.
- demonstrate effective writing skills by generating business messages.
- employ professional oral business communication skills.
- use technology which includes industry-recognized software packages and social media.

Business Management, B.A.S.**Degree Offered**

- Bachelor of Applied Science

Nature of the Program

The PSC Baccalaureate in business management prepares students for viable employment and entrepreneurial ventures by providing important lessons about accounting, economics, market research, human resources, marketing, finances, forecasting, expansion, business law and much more. These skills are useful in a wide array of industries from health care to retail. The basics of business success are the same whether a person wants to start a company that sells medical devices or makes arrangements for travelers. Entrepreneurs must be self-starting professionals, and a deep understanding of business gives them the confidence and knowledge necessary to make critical predictions and handle every business operation function smoothly. With a business degree, entrepreneurs are prepared to solve complex problems with innovative and insightful solutions.

FACULTY**CHAIR**

- Dr. Heidi B. Samuels - Ed. D. Educational Leadership
Year @ PSC (2006)

PROFESSOR

- John Stone - MSM, Management
Year @ PSC (1972)

ASSISTANT PROFESSORS

- Dr. Leo Johnson - D.B.A. Business Administration
Years @ PSC (2022)
- Amy Weaver - MBA & MAT
Year @ PSC (2014)

INSTRUCTOR

- JoAnn Burnett - M.S. IMC
Years @ PSC (2018)

Admissions

Graduates of the Business Technology A.A.S. degree are eligible to apply to this major. Other junior level students may be admitted and should work with a Business Management adviser.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
Applicable AAS Degree Hours		60
GEF Elective Requirements (5, 6, 7 and 8)		12
ENGL 102	Composition, Rhetoric, and Research (GEF 1)	3
STAT 111	Understanding Statistics (GEF 8)	3
BUSA 310	Survey of Business Law	3
BUSA 320	Survey of Management	3
BUSA 330	Survey of Marketing	3
BUSA 340	Survey of Finance	3
BTEC 350	Advanced Computer Applications in Business	4
BTEC 360	Leadership and Human Behavior	3
BTEC 370	Intermediate Accounting	3
BTEC 380	Business Ethics	3
BTEC 485	Senior Seminar	4
Upper Level Elective (300+ level or above)		12
Electives		1
Total Hours		120

Suggested Plan of Study

Third Year

Fall	Hours	Spring	Hours
ENGL 102 (GEF 1)		3 STAT 111 (GEF 8)	3
BUSA 320		3 BUSA 310	3
BUSA 330		3 BUSA 340	3

GEF 5		3 BTEC 370	3
GEF 8		3 Elective	1
		15	13
Fourth Year			
Fall	Hours	Spring	Hours
BTEC 350		4 BTEC 380	3
BTEC 360		3 BTEC 485	4
Upper Level Elective		3 Upper Level Elective	3
Upper Level Elective		3 Upper Level Elective	3
GEF 6		3 GEF 7	3
		16	16

Total credit hours: 60

Major Learning Outcomes

BUSINESS MANAGEMENT, B.A.S.

Upon successful completion of the Bachelor of Applied Science in Business Management, the student will be able to:

1. Apply project management concepts in a capstone experience
2. Demonstrate effective communication skills
3. Use technology effectively to support professional level experience
4. Apply ethical decision-making skills

Computer Information Systems, A.A.S.

Degree Offered

- Associate of Applied Science

Nature of the Program

This program provides the knowledge and skills necessary to manage and support computer hardware, software applications, operating systems, networking, and security of computers. Students will gain the knowledge and skills necessary to earn various industry-recognized entry-level certifications. The program is designed to prepare students for viable employment. The AAS in CIS also serves as the first two years of the Bachelor of Applied Science (BAS) degree.

Career Opportunities

Careers are available in small to medium-sized businesses' Information Technology departments with job titles such as Call Center Technician, Technical Support Specialist, Junior Network Administrator, Junior Manager of Information Systems, Computer Repair Technician, Computer Systems Technician.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed. D. Educational Leadership
Year @ PSC (2006)

ASSISTANT PROFESSOR

- Mary Beth Moore - M.S. Applied Computer Science
Year @ PSC (2017)

INSTRUCTOR

- Dr. Christopher Bilitsky - Ed. D. Organizational Leadership
Year @ PSC (2022)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
MATH 124	Algebra with Applications (GEF 3)	3
CS 101	Intro to Computer Applications (GEF 2)	4
COMM 104	Fundamentals of Public Communication (GEF 5)	3
PSYC 101	Introduction to Psychology (GEF 4)	3
ACCT 201	Principles of Accounting 1	3
ECON 201 or ECON 202	Principles of Microeconomics (GEF 8) Principles of Macroeconomics	3
CIS 100	Introduction to Computer Information Systems	3
CIS 112	Intro to Networking and Security	3
CIS 236	Introduction to Cyber Security	3
CIS 245	Applied Programming	3
CIS 248	System Analysis and Design	3
CIS 252	Database Design 1	3
WVUE 191	First Year Seminar	1
Lower Level Major Elective (Select four of the following):		12
CIS 106	PC Hardware Concepts	
CIS 107	Operating Systems Concepts	
CIS 118	Web Page Design	
CIS 237	Linux Operating Systems	
CIS 241	Networking Fundamentals	
CIS 250	Directed Computer Experience 1	
Electives		7
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 COMM 104 (GEF 5)	3
CS 101 (GEF 2)		4 CIS 112	3
CIS 100		3 CIS 245	3
PSYC 101 (GEF 4)		3 MATH 124 (GEF 3)	3
WVUE 191		1 Lower Level Major Elective	3
Elective		1	
		15	15

Second Year

Fall	Hours	Spring	Hours
ACCT 201		3 ECON 201 or 202 (GEF 8)	3
CIS 236		3 Lower Level Major Elective	3
CIS 248		3 Lower Level Major Elective	3
CIS 252		3 Elective	3
Lower Level Major Elective		3 Elective	3
		15	15

Total credit hours: 60

Major Learning Outcomes

COMPUTER INFORMATION SYSTEMS, A.A.S.

Explain best practices in cybersecurity

Describe the functions of computer networks

Create a computer program relevant to the workforce

Design a database appropriate for business purposes

Exhibit effective communication skills necessary to obtain viable employment in the Computer Information Systems field

Computer Information Systems, B.A.S.

Degree Offered

- Bachelor of Applied Science

Nature of the Program

The Bachelor of Applied Science (B.A.S.) degree provides students who have completed an Associate of Applied Science (A.A.S.) degree program with an opportunity to continue their education to the baccalaureate level, acquiring additional skills, knowledge, and aptitude, furthering their professional advancement. This statewide degree program requires 39 credit hours of upper-division course work and 30 credit hours in the Computer Information Systems area of emphasis.

Career Opportunities

An applied bachelor's degree in computer information systems prepares students for careers such as network and computer systems administrators, computer support specialists or information security analysts.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership
Year @ PSC (2006)

ASSISTANT PROFESSOR

- Mary Beth Moore - M.S. Applied Computer Science
Year @ PSC (2017)

INSTRUCTOR

- Dr. Christopher Bilitsky - Ed. D. Organizational Leadership
Year @ PSC (2022)

Admissions

Graduates of the Computer Information Systems A.A.S. degree are eligible to apply to this major. Other junior level students may be admitted and should work with a CIS adviser.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
Applicable AAS Degree Hours		60
GEF Elective Requirements (2, 6, and 7)		9
ENGL 102	Composition, Rhetoric, and Research (GEF 1)	3
STAT 111	Understanding Statistics (GEF 8)	3
SOC 101	Introduction to Sociology (GEF 8)	3
BUSA 310	Survey of Business Law	3
BUSA 320	Survey of Management	3
BUSA 330	Survey of Marketing	3
BUSA 340	Survey of Finance	3
CIS 318	Project Management	3
CIS 367	Applied Programming 2	3
CIS 417	Database Design 2	3
CIS 488	BAS CIS Capstone	3
CIS 489	System Analysis & Design 2	3
BAS Major Elective (Select four of the following):		12
CIS 327	Cloud Computing	

CIS 338	Computer and Network Forensics	
CIS 438	Network Defense	
CIS 440	Cyber Ethics	
CIS 491	Professional Field Experience	
Elective		3
Total Hours		120

Suggested Plan of Study

Third Year

Fall	Hours	Spring	Hours
BUSA 330		3 ENGL 102 (GEF 1)	3
CIS 367		3 SOC 101 (GEF 8)	3
STAT 111 (GEF 8)		3 BUSA 340	3
Elective		3 CIS 318	3
GEF 2		3 BAS Major Elective	3
		15	15

Fourth Year

Fall	Hours	Spring	Hours
BUSA 320		3 BUSA 310	3
CIS 417		3 CIS 488	3
CIS 489		3 BAS Major Elective	3
BAS Major Elective		3 BAS Major Elective	3
GEF 6		3 GEF 7	3
		15	15

Total credit hours: 60

Major Learning Outcomes

COMPUTER INFORMATION SYSTEMS, B.A.S.

Upon successful completion of the Bachelor of Applied Science in Computer Information Systems, the student shall be able to:

1. Apply project management concepts in a capstone experience
2. Demonstrate effective communication skills
3. Use technology effectively to support professional level experience
4. Apply ethical decision-making skills

Criminal Justice Studies, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

The Associate of Arts Degree in Criminal Justice Studies Program provides students with the opportunity to complete the first two years of a criminal justice program and to transfer those credits into a four-year program. The program also allows students to earn a degree that will improve their employability in the law enforcement and corrections areas of criminal justice. The program can also be used by existing law enforcement and corrections personnel for the purpose of job enhancement.

Career Opportunities

Students with this degree often secure positions in municipal, county, or state law enforcement; and in institutional (jails and prisons) and community corrections. Entry-level federal law enforcement positions can be secured with completion of a bachelor's degree.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership
Year @ PSC (2006)

PROFESSOR

- Dr. Heidi B. Samuels - Ed.D Educational Leadership & M.S. Criminal Justice
Year @ PSC (2006)

ASSISTANT PROFESSOR

- Danielle Lessard - Ph.D., Criminal Justice
Year @ PSC (2018)

INSTRUCTOR

- John Rohrbaugh - M.A. Criminal Justice
Year @ PSC (2022)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (2 and 6)		
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
Select one of the following (GEF 3):		3
MATH 121	Intro Concepts Of Mathematics	
MATH 124	Algebra with Applications	
MATH 126	College Algebra	
COMM 104	Fundamentals of Public Communication (GEF 5)	3
CS 101	Intro to Computer Applications (GEF 2)	4

HIST 101 or HIST 152	European History: Antiquity to 1600 (GEF 8) Growth of the American Nation to 1865	3
HIST 102 or HIST 153	European History since 1600 (GEF 8) Making of Modern America: 1865 to the Present	3
PSYC 101	Introduction to Psychology (GEF 8)	3
PSYC 281	Introduction to Abnormal Psychology (GEF 7)	3
SOC 101	Introduction to Sociology (GEF 4)	3
WVUE 191	First Year Seminar	1
CJ 101	Introduction to Criminal Justice	3
Select one of the following:		3
CJ 111	Police Operations	
CJ 206	Introduction to Corrections	
CJ 245	Adjudication Process	
Elective		16
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
CJ 101		3 COMM 104 (GEF 5)	3
Select one of the following (GEF 3):		3 CS 101 (GEF 2)	4
MATH 121		PSYC 101 (GEF 8)	3
MATH 124		Elective	3
MATH 126			
SOC 101 (GEF 4)	3		
Elective	3		
WVUE 191	1		
	16		16

Second Year

Fall	Hours	Spring	Hours
Select one of the following:		3 HIST 102 or 153 (GEF 8)	3
CJ 111		GEF Elective (GEF 6)	3
CJ 206		Elective	3
CJ 245		Elective	3
HIST 101 or 152 (GEF 8)		3 Elective	1
PSYC 281 (GEF 7)	3		
GEF Elective (GEF 2A)	3		
Elective	3		
	15		13

Total credit hours: 60

Major Learning Outcomes

CRIMINAL JUSTICE, A.A.

- The student will be able to identify the role and responsibilities of a criminal justice professional in all areas of criminal justice.
- The student will be able to identify the basic components of the criminal justice system.
- The student will be able to identify behaviors which violate the criminal code.
- The student will be able to communicate clearly and effectively in both written and verbal formats.
- The student will be able to perform individually and within groups
- The student will be able to identify and evaluate the theories of criminal behavior in both adult and juvenile criminal arenas.
- The student will be able to demonstrate the investigative techniques.

- The student will be able to work well with others and be understanding of personal differences.
- The student will be able to analyze and explain the adjudicatory process.
- The student will be able to evaluate issues of Constitutional law and identify individual rights.
- The student will be able to demonstrate an understanding of criminal procedures.

Criminal Justice Studies, A.A.S.

Degree Offered

- Associate of Applied Science

Nature of the Program

The Associate of Applied Science In Criminal Justice Studies Degree provides students—both traditional and non-traditional—with the opportunity to complete a marketable two-year degree in criminal justice. The program is designed to prepare men and women for positions in law enforcement, the courts, community corrections, and institutional corrections. This program is also designed for those people currently working in the criminal justice system.

Graduates of this program may apply for admission to the Bachelor of Applied Science (B.A.S.) in Criminal Justice.

Career Opportunities

Students with this degree can secure entry-level positions in municipal, county, state, and some federal law enforcement agencies, private investigations, private security, and corrections.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership
Year @ PSC (2006)

PROFESSOR

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership & M.S. Criminal Justice
Year @ PSC (2006)

ASSISTANT PROFESSOR

- Danielle Lessard - Ph.D. Criminal Justice
Year @ PSC (2018)

INSTRUCTOR

- John Rohrbaugh - M.A. Criminal Justice
Year @ PSC (2022)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6

F3 - Math & Quantitative Reasoning	3-4
F4 - Society & Connections	3
F5 - Human Inquiry & the Past	3
F6 - The Arts & Creativity	3
F7 - Global Studies & Diversity	3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)	9
Total Hours	31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirement (GEF 8)		3
ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
MATH 121	Intro Concepts Of Mathematics (GEF 3)	3
COMM 104	Fundamentals of Public Communication (GEF 5)	3
CS 101	Intro to Computer Applications (GEF 2)	4
PSYC 101	Introduction to Psychology (GEF 4)	3
PSYC 281	Introduction to Abnormal Psychology (GEF 7)	3
WVUE 191	First Year Seminar	1
CJ 101	Introduction to Criminal Justice	3
CJ 202	Principles of Criminal Law	3
CJ 225	Criminal Procedure and Constitutional Law	3
CJ 230	Probation and Parole Operations	3
CJ 285	Criminal Justice Technical Writing	3
Select one of the following:		3
CJ 111	Police Operations	
CJ 206	Introduction to Corrections	
Lower Level Major Elective (Select five of the following):		15
CJ 111	Police Operations	
CJ 204	Police Defense Tactics	
CJ 206	Introduction to Corrections	
CJ 233	Juvenile Justice	
CJ 236	Criminal Investigation	
CJ 242	Contemporary Policing	
CJ 245	Adjudication Process	
CJ 255	Analysis of Correctional Operations	
CJ 293	Special Topics	
CJ 295	Field Practicum	
Elective		4
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 CJ 202	3
CJ 101		3 CS 101 (GEF 2)	4
CJ 111 or 206		3 MATH 121 (or higher: GEF 3)	3
WVUE 191		1 PSYC 101 (GEF 4)	3
Elective		3 Lower Level Major Elective *	3

Elective	1		
	14		16
Second Year			
Fall	Hours	Spring	Hours
CJ 230		3 CJ 225	3
COMM 104 (GEF 5)		3 CJ 285	3
PSYC 281 (GEF 7)		3 Lower Level Major Elective	3
Lower Level Major Elective *		3 Lower Level Major Elective	3
Lower Level Major Elective *		3 GEF Elective (GEF 8)	3
	15		15

Total credit hours: 60

Major Learning Outcomes

CRIMINAL JUSTICE STUDIES, A.A.S.

- The student will be able to identify the role and responsibilities of a criminal justice professional in all areas of criminal justice.
- The student will be able to identify the basic components of the criminal justice system.
- The student will be able to identify behaviors which violate the criminal code.
- The student will be able to communicate clearly and effectively in both written and verbal formats.
- The student will be able to perform individually and within groups
- The student will be able to identify and evaluate the theories of criminal behavior in both adult and juvenile criminal arenas.
- The student will be able to demonstrate the investigative techniques.
- The student will be able to work well with others and be understanding of personal differences.
- The student will be able to analyze and explain the adjudicatory process.
- The student will be able to evaluate issues of Constitutional law and identify individual rights.
- The student will be able to demonstrate an understanding of criminal procedures.

Criminal Justice, B.A.S.

Degree Offered

- Bachelor of Applied Science

Nature of the Program

The Bachelor of Applied Science (B.A.S.) degree provides students who have completed an Associate of Applied Science (A.A.S.) degree with an opportunity to continue their education to the baccalaureate level. Both a traditional and an online option are available to students in this B.A.S. program. Students acquire additional skills, knowledge, and aptitude, thereby furthering their professional advancement and the prospect of enrolling into a graduate program.

Career Opportunities

With a B.A.S. degree in Criminal Justice, students can then enter the professional world of criminal justice or continue their education at the graduate level in law, business administration, criminal justice, counseling, or social work.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership
Year @ PSC (2006)

PROFESSOR

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership, MS Criminal Justice
Year @ PSC (2006)

ASSISTANT PROFESSOR

- Danielle Lessard - Ph.D. Criminal Justice
Year @ PSC (2018)

INSTRUCTOR

- John Rohrbaugh - M.A. Criminal Justice
Year @ PSC (2022)

Admissions

Graduates of the Criminal Justice A.A.S. degree are eligible to apply to this major. Other junior level students may be admitted and should work with a Criminal Justice adviser.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
Applicable AAS Degree Hours		60
GEF Elective Requirements (2, 6, and 8)		9
ENGL 102	Composition, Rhetoric, and Research (GEF 1)	3
STAT 111	Understanding Statistics (GEF 8)	3
CJ 315	Criminal Evidence	3
CJ 380	Victimology	3
CJ 401	Research Methods in Criminal Justice	3
CJ 455	Ethics/Criminal Justice System	3
CJ 485	Senior Seminar-Capstone	3
BAS Track (Select one of the following tracks):		18
Track 1:		
Any 12 credit hours of criminal justice 300 or 400 level courses not used to meet another requirement.		
Open Electives (6 credit hours)		
Track 2:		
Any 12 credit hours of BUSA or BTEC 300 or 400 level courses.		
Open Electives (6 credit hours)		

Track 3:

Any 12 credit hours of 300 or 400 level courses

Open Electives (6 credit hours)

Track 4:**Select four of the following:**

BUSA 310 Survey of Business Law

BUSA 320 Survey of Management

BUSA 330 Survey of Marketing

BUSA 340 Survey of Finance

BTEC 380 Business Ethics

Select two of the following:

ACCT 201 Principles of Accounting 1

ECON 201 Principles of Microeconomics

or ECON 202 Principles of Macroeconomics

Upper Level Major Elective (Select four of the following):**12**

CJ 301 White Collar and Economic Crime (Fall Semester Only)

CJ 316 Community Based Corrections (Fall Semester Only)

CJ 324 Drugs, Crime and Society (Fall Semester Only)

CJ 415 Forensic Techniques (Fall Semester Only)

CJ 302 Terrorism (Spring Semester Only)

CJ 325 The Role of Women in Criminal Justice (Spring Semester Only)

CJ 461 Current Issues/Criminal Justice (Spring Semester Only)

CJ 493 Special Topics (Hate Crime: A System's Approach - Spring Semester Only)

Total Hours

120

Suggested Plan of Study

Third Year

Fall	Hours	Spring	Hours
ENGL 102 (GEF 1)		3 CJ 380	3
CJ 315		3 STAT 111 (GEF 8)	3
BAS Track Elective		3 BAS Track Elective	3
Upper Level Major Elective		3 Upper Level Major Elective	3
GEF 2		3 Open Elective	3
		15	15

Fourth Year

Fall	Hours	Spring	Hours
CJ 401		3 CJ 455	3
BAS Track Elective		3 CJ 485	3
Upper Level Major Elective		3 BAS Track Elective	3
Open Elective		3 Upper Level Major Elective	3
GEF 6		3 GEF 8	3
		15	15

Total credit hours: 60

Major Learning Outcomes

CRIMINAL JUSTICE, B.A.S.

Upon successful completion of the Bachelor of Applied Science in Criminal Justice, the student will be able to:

1. Apply project management concepts in a capstone experience
2. Demonstrate effective communication skills

3. Use technology effectively to support professional level experience
4. Apply ethical decision-making skills

Economics, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

This program is designed for students who expect to complete a Bachelor of Science in Economics degree in the Chambers College of Business and Economics of West Virginia University. To be accepted into the Chambers College of Business and Economics at WVU, specific courses require a grade of C- or better based into the intended field. Students should check the WVU website for current information.

Career Opportunities

The analytical nature of economics makes the major a very useful background for general management positions, as well as for general management and marketing consulting.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership
Year @ PSC (2006)

PROFESSOR

- John Stone - M.S.M. Management
Year @ PSC (1972)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (2, 5, 6, and 7)		12
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 124 or MATH 126	Algebra with Applications (GEF 3) College Algebra	3
MATH 150 or MATH 155	Applied Calculus (GEF 8) Calculus 1	3
SOC 101	Introduction to Sociology	3
BCOR 199	Introduction to Business	3
STAT 211	Elementary Statistical Inference (GEF 8)	3
CS 101	Intro to Computer Applications (GEF 2)	4
PSYC 101	Introduction to Psychology (GEF 4)	3
ACCT 201	Principles of Accounting 1	3
ECON 201	Principles of Microeconomics	3
ECON 202	Principles of Macroeconomics	3
WVUE 191	First Year Seminar	1
BCOR 299	Business Communication	3
Elective		7
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
ECON 201		3 ECON 202	3
MATH 124 or 126 (GEF 3)		3 MATH 150 or 155 (GEF 8)	3
SOC 101 (GEF 8)		3 CS 101 (GEF 2)	4
BCOR 199		3 Unrestricted Elective	1
WVUE 191		1	
		16	14

Second Year

Fall	Hours	Spring	Hours
ACCT 201		3 BCOR 299	3
PSYC 101 (GEF 4)		3 STAT 211 (GEF 8)	3
GEF 2		3 GEF 5	3
GEF 6		3 GEF 7	3
Elective		3 Elective	3
		15	15

Total credit hours: 60

Major Learning Outcomes

ECONOMICS

- Graduates will be able to think critically and solve problems in business settings.
- Graduates will be able to deal with the dynamics of individuals and teams within organizations and to motivate, lead, and inspire employees toward achieving organizational goals.
- Graduates will be able to use computer and information technology in solving problems and perform functions commonly seen in managing businesses and other organizations.
- Graduates will recognize the opportunities and challenges associated with the global marketplace.

- Graduates will have an appreciation of the ethical, legal, and regulatory issues impacting the decision-making process.
- Graduates will be able to communicate recommendations to management and other constituencies, orally and in writing.

Forest Resource Management, A.S.

Degree Offered

- Associate of Science

Career Opportunities

Upon completion of the two-year program, and ultimately a four-year program at another institution, the student will be trained in a balanced approach to forest management. Graduates will have a wide range of employment opportunities with state and federal agencies as well as with private industry.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership
Year @ PSC (2006)

PROFESSOR

- Jeff Jones - M.S.F. Forestry
Year @ PSC (2003)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
A minimum grade of C- or better is required in FOR and FMAN courses.		
GEF Elective Requirements (6 and 7)		6
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6

MATH 124	Algebra with Applications (GEF 3)	3
MATH 150	Applied Calculus (GEF 8)	3
STAT 211	Elementary Statistical Inference (GEF 8)	3
BIOL 101 & 101L	General Biology 1 and General Biology 1 Laboratory (GEF 2)	4
CHEM 111 & 111L	Survey of Chemistry 1 and Survey of Chemistry 1 Laboratory (GEF 8)	4
COMM 104	Fundamentals of Public Communication (GEF 5)	3
ECON 201	Principles of Microeconomics (GEF 4)	3
AGEE 110	Microcomputer Applications in Agricultural Education	3
ESWS 202 & 202L	Principles of Soil Science and Principles of Soil Science Laboratory	4
FNRS 191	First-Year Seminar	1
FNRS 203	Careers in Natural Resources Management 2	1
FNRS 205 & 205L	Dendrology and Dendrology Laboratory	3
FNRS 212 & 212L	Forest Ecology and Forest Ecology Laboratory	3
FNRS 222 & 222L	Forest Mensuration and Forest Mensuration Laboratory	4
PLSC 206 & 206L	Principles of Plant Science and Principles of Plant Science Laboratory	4
Elective		2
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
MATH 124 (GEF 3)		3 MATH 150 (GEF 8)	3
BIOL 101 & 101L (GEF 2)		4 COMM 104 (GEF 5)	3
CHEM 111 & 111L (GEF 8)		4 AGEE 110	3
FNRS 191		1 GEF 6	3
		15	15

Second Year

Fall	Hours	Spring	Hours
ECON 201 (GEF 4)		3 ESWS 202 & 202L	4
STAT 211 (GEF 8)		3 FNRS 212 & 212L	4
FNRS 203		1 FNRS 222 & 222L	4
FNRS 205 & 205L		3 GEF 7	3
PLSC 206 & 206L		4 Elective	1
Elective		1	
		15	16

Total credit hours: 61

Major Learning Outcomes

FOREST RESOURCE MANAGEMENT

1. The student will be able to solve mathematical problems that may include statistics, and accurately interpret information contained in graphs, tables, and diagrams appropriate to forestry.
2. The student will be able to distinguish and describe common tree species at the Family, Genus, and Species taxonomic levels.
3. The student will demonstrate the ability to effectively communicate with a variety of audiences, including professional and lay persons.
4. The student demonstrates professionalism and a strong work ethic.

General Agriculture, A.S.

Degree Offered

- Associate of Science

Nature of the Program

Upon completion of the two-year program at WVU Potomac State College, and ultimately a four-year degree at another institution, students in the general agricultural program will have completed the courses necessary for career opportunities.

Career Opportunities

Employment for graduates includes owning a farm business, the private sector of agriculture business, and a wide range of public employment.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership
Year @ PSC (2006)

ASSOCIATE PROFESSOR

- Robert Cheves - M.S. Agriculture Education
Year @ PSC (2007)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (4, 5, 6, 7)		9
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 124	Algebra with Applications (GEF 3)	3
BIOL 101 & 101L	General Biology 1 and General Biology 1 Laboratory (GEF 2)	4
BIOL 102 & 102L	General Biology 2 and General Biology 2 Laboratory (GEF 8)	4
CHEM 111 & 111L	Survey of Chemistry 1 and Survey of Chemistry 1 Laboratory (GEF 8)	4
CHEM 112 & 112L	Survey of Chemistry 2 and Survey of Chemistry 2 Laboratory	4
AGEE 103S	Basics of Agricultural Mechanization	3
ESWS 202 & 202L	Principles of Soil Science and Principles of Soil Science Laboratory	4
AGRL 191	First-Year Seminar	1
A&VS 251 & 251L	Principles of Animal Science and Principles of Animal Science Laboratory	4
PLSC 206 & 206L	Principles of Plant Science and Principles of Plant Science Laboratory (GEF 8)	4
AGRL/FOR/HORT Electives		10
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
BIOL 101 & 101L (GEF 2)		4 BIOL 102 & 102L (GEF 8)	4
MATH 124 (GEF 3)		3 AGRL/FOR/HORT Elective (ANPR 338 Recommended)	3
AGEE 103S		3 AGRL/FOR/HORT Elective	1
AGRL 191		1 GEF 5 or 6	3
GEF 4 (ARE 150 Recommended)		3	
		17	14

Second Year

Fall	Hours	Spring	Hours
CHEM 111 & 111L (GEF 8)		4 CHEM 112 & 112L	4
PLSC 206 & 206L (GEF 8)		4 ESWS 202 & 202L	4
AGRL/FOR/HORT Elective (AGEE 203 Recommended)		3 A&VS 251 & 251L	4
GEF 7 (AGEE 101 Recommended)		3 AGRL/FOR/HORT Elective (AGEE 110 Recommended)	3
		14	15

Total credit hours: 60

Major Learning Outcomes

GENERAL AGRICULTURE

1. Demonstrate an understanding of basic knowledge and skills in for agricultural science and businesses.
2. Utilize basic oral, written and computer knowledge and skills in agricultural business for clear and precise communication.
3. Develop effective solutions to problems or issues in agricultural using theories and skills.

General Technical Studies, A.A.S.

Degree Offered

- Associate of Applied Science

Nature of the Program

The general technical studies degree is designed to be versatile. It is intended to assist citizens of West Virginia and other states who have earned credits, often from a variety of sources, to apply those credits toward an associate degree. The degree is nontraditional in that it provides opportunities for verifying competencies as a means for recognizing and awarding credits for learning through life experiences, e.g. credits awarded through College Level Examination Program (CLEP) and DEFENSE Activity for Non-Traditional Education Support (DANTES) testing; credits for training in the Military, business, industry, etc. as recognized by the American Council on Education (ACE); credits for Prior Learning Assessment (PLA); credits earned through nationally recognized certifications and licenses; or credits earned by challenging courses offered by Potomac State College of WVU.

Career Opportunities

The degree provides opportunities for establishing professional credentials to meet occupational requirements, employment and personal educational goals.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership
Year @ PSC (2006)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective 2, 5, 6, 7		3
ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
Select one of the following (GEF 3):		3
MATH 121	Intro Concepts Of Mathematics	
MATH 124	Algebra with Applications	
CS 101	Intro to Computer Applications (GEF 2)	4
WVUE 191	First Year Seminar	1
Area of Concentration		18
Social Science Elective (GEF 4)		3
Elective		25
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 CS 101 (GEF 2)	4
Social Science Elective (GEF 4)		3 Area of Concentration	3
Select one of the following (GEF 3):		3 Elective	7
MATH 121			
MATH 124			
WVUE 191		1	
Area of Concentration		3	
Elective		3	
	16		14

Second Year

Fall	Hours	Spring	Hours
Area of Concentration		3 Area of Concentration	3
GEF Elective (2, 5, 6, or 7)		3 Area of Concentration	3
Elective		3 Area of Concentration	3
Elective		3 Elective	3
Elective		3 Elective	3
	15		15

Total credit hours: 60

Major Learning Outcomes

GENERAL TECHNICAL STUDIES

- Explore, discover and develop their special aptitudes and interests and to reach beyond their own perceived limitations;
- Acquire the knowledge, critical thinking, problem solving, communication, teamwork, ethical, and social skills needed to support their immediate educational goals, as well as life -long learning in a world characterized by change;
- Nurture social responsibility and receptive attitudes compatible with citizenship within a global society;
- Acquire and develop skills necessary to enter the workforce.

Horticulture, A.S.

Degree Offered

- Associate of Science

Nature of the Program

Horticulture is the science of production, processing, and marketing of fruit, vegetable, greenhouse and nursery crops. Students will study physiology, culture, harvest, quality control, sales and utilization of horticulture crops.

Career Opportunities

The program prepares students to become employed as orchard managers, vegetable farmers, greenhouse managers, landscape contractors, golf course managers, park horticulturists, seed and supply representatives, and state and federal nursery inspectors.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership
Year @ PSC (2006)

PROFESSOR

- Dr. Donna Ballard - Ph.D. Horticulture, Plant Science, Soil Science & Crop Production
Year @ PSC (2007)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (5, 6, or 7)		
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 124	Algebra with Applications (GEF 3)	3
BIOL 101 & 101L	General Biology 1 and General Biology 1 Laboratory (GEF 8)	4
BIOL 102 & 102L	General Biology 2 and General Biology 2 Laboratory (GEF 8)	4

CHEM 111 & 111L	Survey of Chemistry 1 and Survey of Chemistry 1 Laboratory (GEF 2)	4
CHEM 112 & 112L	Survey of Chemistry 2 and Survey of Chemistry 2 Laboratory (GEF 8)	4
A&VS 251 & 251L	Principles of Animal Science and Principles of Animal Science Laboratory	4
AGRL 191	First-Year Seminar	1
ARE 150	Introductory Agricultural and Agribusiness Economics (GEF 4)	3
ESWS 202 & 202L	Principles of Soil Science and Principles of Soil Science Laboratory	4
ARE 204	Agribusiness Management	3
HORT 220 & 220L	General Horticulture and General Horticulture Laboratory	3
PLSC 206 & 206L	Principles of Plant Science and Principles of Plant Science Laboratory (GEF 8)	4
HORT 262	Herbaceous Plant Materials	3
General Electives		4
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
BIOL 101 & 101L (GEF 8)		4 BIOL 102 & 102L (GEF 8)	4
MATH 124 (GEF 3)		3 ARE 204	3
AGRL 191		1 HORT 220 & 220L	3
HORT 262		3 GEF 5, 6, or 7	3
		14	16

Second Year

Fall	Hours	Spring	Hours
CHEM 111 & 111L (GEF 2)		4 CHEM 112 & 112L (GEF 8)	4
PLSC 206 & 206L (GEF 8)		4 ESWS 202 & 202L	4
ARE 150 (GEF 4)		3 A&VS 251 & 251L	4
GEF Elective (5, 6 or 7)		3 Elective	3
Elective		1	
		15	15

Total credit hours: 60

Major Learning Outcomes

HORTICULTURE

1. Demonstrate an understanding of basic knowledge and skills in horticulture and related fields.
2. Utilize basic oral, written and computer knowledge and skills in horticulture and related fields for clear and precise communication.
3. Develop effective solutions to problems or issues in horticulture and related fields using theories and skills.

Hospitality, A.A.S.

Degree Offered

- Associate of Applied Science

Nature of the Program

This program is offered through WVU Potomac State on the WVU-Institute of Technology campus in Beckley, WV. It provides students—both traditional and non-traditional—with the opportunity to complete a marketable two-year degree in tourism and hospitality with a culinary emphasis. Through required coursework and hands-on training in a modern commercial culinary kitchen with accompanying classrooms, students will gain an in-depth knowledge of the job opportunities, key concepts, and skills related to culinary aspects of hospitality and tourism businesses. A required internship will assist students with employment training in a variety of areas relevant to the culinary aspects of the industry.

Career Opportunities

Students will be prepared to obtain employment in the tourism, hospitality, and culinary industries. Additionally, the program will provide the graduate with the knowledge, skills, and entrepreneurial abilities necessary for self-employment.

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective		3
WVUE 191	First Year Seminar	1
ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
CS 101	Intro to Computer Applications (GEF 2A)	4
HN&F 171	Introduction to Human Nutrition (GEF 2A)	3
MATH 121	Intro Concepts Of Mathematics (or higher, GEF 3)	3
ACCT 201	Principles of Accounting 1	3
BTEC 101 or BTEC 103	Introduction to Management Personnel Management	3

BTEC 107	Business Communications	3
HLSC 172	First Aid and Emergency Care	2
HTOR 110	Food Production 1	6
HTOR 111	Food Production 2	6
HTOR 120	Sanitation	2
HTOR 130	Inventory, Labor, and Cost Control	3
HTOR 140	Restaurant Management	6
HTOR 141	Kitchen Layout	3
HTOR 150	Fine Dining	3
Internship		3
HTOR 295	Internship	
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 HTOR 111	6
HTOR 110		6 CS 101 (GEF 2A)	4
HTOR 120		2 BTEC 107	3
MATH 121 (or higher, GEF 3)		3 HTOR 130	3
WVUE 191		1	
		15	16

Second Year

Fall	Hours	Spring	Hours
HTOR 140		6 HTOR 141	3
BTEC 101 or 103		3 HTOR 150	3
ACCT 201		3 Internship	3
HLSC 172		2 HTOR 295	
		HN&F 171 (GEF 2A)	3
		GEF Elective	3
		14	15

Total credit hours: 60

Major Learning Outcomes

HOSPITALITY, A.A.S.

Upon completion of the AAS Hospitality Degree (Culinary) graduates will:

1. Apply appropriate techniques in food preparation, sanitation and safety measures, and the use of kitchen equipment.
2. Plan effective budgets, labor, and customer service.
3. Model professionalism and leadership in current practices, accountability, and in working with diverse others.
4. Communicate clearly and effectively in written and oral forms.
5. Apply critical thinking skills to solve industry challenges.

Pre-Veterinary Medicine, A.S.

Degree Offered

- Associate of Science

Nature of the Program

This major has a flexible design allowing students to acquire the necessary first two years of study in agricultural biochemistry, chemistry, mathematics, physics, and modern concepts of biology. Students begin preparation for entrance to professional schools of veterinary medicine, human medicine, dentistry, optometry, pharmacy or graduate study in the fields of agricultural biochemistry, animal breeding, animal physiology and nutrition.

Career Opportunities

Professional positions are available as veterinarians, human medical doctors, dentists, optometrists and pharmacists. Other career opportunities include: federal or state agencies, food and animal production and processing, research, and agricultural sales.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed. D. Educational Leadership
Year @ PSC (2006)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (5, 6, and 7)		9
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
Select one of the following (GEF 3):		3
MATH 124	Algebra with Applications	
MATH 126	College Algebra	
MATH 128	Plane Trigonometry (if needed, or GEF 8)	3
BIOL 115 & 115L	Principles of Biology and Principles of Biology Laboratory	4
BIOL 117 & 117L	Introductory Physiology and Introductory Physiology Laboratory	4

CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory	4
CHEM 116 & 116L	Fundamentals of Chemistry 2 and Fundamentals of Chemistry 2 Laboratory	4
CHEM 233 & 233L	Organic Chemistry 1 and Organic Chemistry 1 Laboratory	4
CHEM 234 & 234L	Organic Chemistry 2 and Organic Chemistry 2 Laboratory	4
PHYS 101 & 101L	Introductory Physics 1 and Introductory Physics 1 Laboratory (GEF 2)	4
PHYS 102 & 102L	Introductory Physics 2 and Introductory Physics 2 Laboratory (GEF 8)	4
A&VS 150	Introduction to Animal Science	2
A&VS 251 & 251L	Principles of Animal Science and Principles of Animal Science Laboratory	4
AGRL 191	First-Year Seminar	1
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
BIOL 115 & 115L		4 BIOL 117 & 117L	4
CHEM 115 & 115L		4 CHEM 116 & 116L	4
A&VS 150		2 MATH 128	3
Select one of the following (or higher, GEF 3):		3	
MATH 124			
MATH 126			
AGRL 191		1	
		17	14

Second Year

Fall	Hours	Spring	Hours
PHYS 101 & 101L (GEF 2)		4 PHYS 102 & 102L (GEF 8)	4
CHEM 233 & 233L		4 CHEM 234 & 234L	4
GEF 5		3 A&VS 251 & 251L	4
GEF 6		3 GEF 7	3
		14	15

Total credit hours: 60

Major Learning Outcomes

PRE-VETERINARY MEDICINE

1. Graduates will acquire a high level of competency in the basic sciences required for disciplinary competency.
2. Graduates will integrate basic knowledge and managerial skills related to the animal, nutritional and food sciences disciplines.
3. Graduates will acquire sufficient written and oral communication skills, problem solving and critical thinking skills to effectively impact lifelong societal and professional developments critical to their respective discipline of interest.

Recreation, Parks, & Tourism Resources, A.A.

Degree Offered

- Associate of Arts

Career Opportunities

Upon completion of the two-year program, and ultimately a four-year program at another institution, students are prepared for a wide variety of professional recreation and parks responsibilities with local, state and federal government agencies, land managing agencies, private and commercial recreational organizations, and agencies serving special populations.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed. D. Educational Leadership
Year @ PSC (2006)

PROFESSOR

- Jeff Jones - M.S.F. Forestry
Year @ PSC (2003)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (6)		3
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 124	Algebra with Applications (GEF 3)	3
STAT 211	Elementary Statistical Inference (GEF 8)	3

BIOL 101 & 101L	General Biology 1 and General Biology 1 Laboratory (GEF 2)	4
CHEM 111 & 111L	Survey of Chemistry 1 and Survey of Chemistry 1 Laboratory	4
MDS 270	Effective Public Speaking	3
PSYC 101	Introduction to Psychology (GEF 4)	3
SOC 101 or ANTH 105	Introduction to Sociology Introduction to Anthropology	3
AGEE 110	Microcomputer Applications in Agricultural Education	3
FNRS 191	First-Year Seminar	1
FNRS 100	Forest Resources in United States History (GEF 5)	3
FNRS 140	West Virginia's Natural Resources (GEF 8)	3
FNRS 203	Careers in Natural Resources Management 2	1
FNRS 205 & 205L	Dendrology and Dendrology Laboratory	3
FNRS 212 & 212L	Forest Ecology and Forest Ecology Laboratory	3
ARE 220	Introductory Environmental and Resource Economics (or any BUSA course)	3
PLSC 206 & 206L	Principles of Plant Science and Principles of Plant Science Laboratory	4
WMAN 150	Principles of Conservation Ecology (GEF 7)	3
Elective		1
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
BIOL 101 & 101L (GEF 2)		4 MDS 270 (GEF 8)	3
MATH 124 (GEF 3)		3 WMAN 150 (GEF 7)	3
FNRS 100 (GEF 5)		3 AGEE 110	3
FNRS 191		1 SOC 101 or ANTH 105	3
		14	15

Second Year

Fall	Hours	Spring	Hours
CHEM 111 & 111L		4 ARE 220 (or any BUSA course)	3
FNRS 140		3 PSYC 101 (GEF 4)	3
FNRS 203		1 STAT 211	3
FNRS 205 & 205L		3 FNRS 212 & 212L	4
PLSC 206 & 206L		4 GEF 6	3
		Elective	1
		15	17

Total credit hours: 61

Major Learning Outcomes

RECREATION, PARKS, & TOURISM RESOURCES

1. The student will be able to solve mathematical problems that may include statistics, and accurately interpret information contained in graphs, tables, and diagrams appropriate to forestry.
2. The student will be able to distinguish and describe common tree species at the Family, Genus, and Species taxonomic levels.

3. The student will demonstrate the ability to effectively communicate with a variety of audiences, including professional and lay persons.
4. The student demonstrates professionalism and a strong work ethic.

Sustainable Agriculture Entrepreneurship, A.A.S.

Degree Offered

- Associate of Applied Science

Nature of the Program

Graduates of the AAS Sustainable Agriculture Entrepreneurship (SAGE) degree will be able to develop enterprises to address the expanding micro-scale production of wine/beer, craft food industries, food desert concerns within our region, the farm to school, and farm to table movements. The level of regional production for all agricultural and forestry crops will need to increase to meet these changing markets. The SAGE degree is aimed at those who are driven to learn the production and business skills to successfully meet this demand with safe and healthy products

Potomac State College was the first college in West Virginia to offer a two-year associate of applied science degree in sustainable agriculture entrepreneurship. There are a limited number of similar programs within the neighboring states of Maryland, Virginia, and Pennsylvania. The AAS in SAGE will provide the basic education and training workers need to enter various production-related industries in positions ranging from support personnel to private producers.

Graduates of this program may apply for admission to the Bachelor of Applied Science (BAS) in SAGE or in Business Management. The program requirements of the AAS in SAGE align with the first two years of the bachelor's degree.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership
Year @ PSC (2006)

PROFESSOR

- Dr. Donna Ballard - Ph.D. Horticulture, Plant Science, Soil Science & Crop Production
Year @ PSC (2007)

ASSOCIATE PROFESSOR

- Robert Cheves - M.S. Agriculture Education
Year @ PSC (2007)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3

F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)	9
Total Hours	31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
MATH 121	Intro Concepts Of Mathematics (or higher: GEF 3)	3
BCOR 299	Business Communication	3
BTEC 109	Business Mathematics	3
AGRL 191	First-Year Seminar	1
A&VS 251 & 251L	Principles of Animal Science and Principles of Animal Science Laboratory	4
AGEE 101	Global Food and Agricultural Industry (GEF 7)	3
AGEE 110	Microcomputer Applications in Agricultural Education	3
AGEE 203	Agriculture Mechanics Practica	3
ARE 150	Introductory Agricultural and Agribusiness Economics (GEF 4)	3
PLSC 206 & 206L	Principles of Plant Science and Principles of Plant Science Laboratory (GEF 2)	4
SAGE 141	Introduction to Horticulture and Agronomy	3
SAGE 215	Agricultural Marketing	3
SAGE 231	Innovation Exploration Seminar	1
SAGE 280	Principles of Ag Entrepreneurship	3
Major Electives (Select four of the following):		12
BTEC 200	Customer Service Relations	
BTEC 211	Introduction to Event Logistics	
CIS 112	Intro to Networking and Security	
EQST 105	Equine Safety and Behavior	
EQST 120	Introduction to Horsemanship and Training	
EQST 230	Advanced Horsemanship and Training	
EQST 240	Equine Facilities and Stable Management	
HTOR 110	Food Production 1	
HTOR 120	Sanitation	
SAGE 240	Applied Horticulture and Agronomy	
SAGE 260	Applied Animal Husbandry	
SAGE 270	Woodlot Management	
Open Electives (Additional courses from the Major Electives list may be used as Open Electives)		5
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 BCOR 299	3
BTEC 109		3 MATH 121 (or higher: GEF 3)	3
AGEE 101 (GEF 7)		3 A&VS 251 & 251L	4
ARE 150 (GEF 4)		3 AGE 110	3
AGRL 191		1 SAGE 141	3
		13	16

Second Year

Fall	Hours	Spring	Hours
AGEE 203		3 SAGE 215	3
PLSC 206 & 206L (GEF 2)		4 SAGE 231	1
SAGE 280		3 Major Elective	3
Major Elective		3 Major Elective	3
Major Elective		3 Open Elective	3
		Open Elective	2
		16	15

Total credit hours: 60

Major Learning Outcomes**SUSTAINABLE AGRICULTURE ENTREPRENEURSHIP, A.A.S.**

Graduates will be able to:

- Effectively use technical and learned knowledge to collaborate and develop team-based problem solving proficiency to be a productive worker.
- Demonstrate appropriate soil, water, and crop management plans that follow sustainable agricultural practices.
- Demonstrate marketing skills for sustainable agricultural commodities.
- Apply the foundational skills for developing a small-scale sustainable farm or agricultural business.
- Use appropriate state of the art technology and software applications for record keeping and accounting to support a successful farming enterprise.
- Communicate effectively to a variety of audiences.
- Work effectively on teams and competently apply teamwork skills in management groups.

Sustainable Agriculture Entrepreneurship, B.A.S.**Degree Offered**

- Bachelor of Applied Science

Nature of the Program

The Sustainable Agriculture Entrepreneurship major is designed to facilitate student development in technical production skills with sound business practices. The curriculum combines existing courses in business with new courses to address applied agriculture production issues and techniques. Students receive appropriate training to execute an entrepreneurial enterprise plan developed during coursework, or matriculate into an existing agriculture food production position.

FACULTY**CHAIR**

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership
Year @ PSC (2006)

PROFESSOR

- Dr. Donna Ballard - Ph.D Horticulture
Year @ PSC (2007)

ASSOCIATE PROFESSOR

- Robert Cheves - M.S. Agriculture Education
Year @ PSC (2007)

Admissions

Graduates of the Sustainable Agriculture Entrepreneurship A.A.S. degree are eligible to apply to this major. Other junior level students may be admitted and should work with a SAGE adviser.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
Applicable AAS Degree Hours		60
GEF Requirements (5, 6, and 8)		12
ENGL 102	Composition, Rhetoric, and Research (GEF 1)	3
ACCT 201	Principles of Accounting 1	3
BUSA 310	Survey of Business Law	3
BUSA 330	Survey of Marketing	3
ECON 201 or ECON 202	Principles of Microeconomics (GEF 8) Principles of Macroeconomics	3
SAGE 312	Integrated Pest Management	3
SAGE 318	Agricultural Project Management	3
SAGE 386	Junior Farm Work Experience 1	3
SAGE 387	Junior Farm Work Experience 2	3
SAGE 446	Advanced Agriculture & Forestry Entrepreneurship	3
SAGE 451	Value-added Agriculture/Forestry Enterprises	3
SAGE 486	Senior Farm Work Experience 1	3
SAGE 487	Senior Farm Work Experience 2	3
Electives		9
Total Hours		120

Suggested Plan of Study

Third Year

Fall	Hours	Spring	Hours
SAGE 312		3 SAGE 318	3
SAGE 386		3 SAGE 387	3
ACCT 201		3 BUSA 310	3
ECON 201 or 202 (GEF 8)		3 GEF	3

ENGL 102 (GEF 1)		3 GEF	3
		15	15
Fourth Year			
Fall	Hours	Spring	Hours
SAGE 446		3 SAGE 451	3
SAGE 486		3 SAGE 487	3
BUSA 330		3 GEF	3
GEF		3 Elective	3
Elective		3 Elective	3
		15	15

Total credit hours: 60

Major Learning Outcomes

SUSTAINABLE AGRICULTURE ENTREPRENEURSHIP, B.A.S.

Upon successful completion of a B.A.S. in Sustainable Agriculture Entrepreneurship (SAGE), students will be able to:

1. Apply project management concepts in a capstone experience
2. Demonstrate effective communication skills
3. Use technology effectively to support professional level experience
4. Apply ethical decision-making skills

Technical Studies: Carpentry Technology, A.A.S.

As of Fall 2022, this program is on hiatus.

Degree Offered

- Associate of Applied Science

Nature of the Program

The technical studies carpentry technology degree is offered through an agreement between WVU Potomac State College and the West Virginia State Building and Construction Trades Council and the Eastern Atlantic States Regional Council of Carpenters. PSC students will earn an Associate of Applied Science in Technical Studies with a major in Carpentry Technology, by completing General Education requirements taught by PSC faculty and technical courses taught by instructors of the West Virginia Apprenticeship Training Programs.

Career Opportunities

Graduates will be prepared for jobs as framers, floor layers, commercial, industrial, and residential carpenters, pile drivers, sheet rockers, and many other specialties.

Program completers in this subject area can expect a starting salary at a whopping \$55,900 on average—even with no work experience—followed by electrical engineering at \$52,899, according to a new salary survey conducted by the National Association of Colleges & Employers.

Admissions

As of Fall 2022, this program is on hiatus.

Students should first apply to the West Virginia Carpenters apprenticeship program if they are interested in pursuing the degree, <https://www.wvcarpenter.com/application-for-apprenticeship/>. If accepted, students will complete the process for admission to WVU Potomac State College.

Curriculum Requirements

Code	Title	Hours
WVUE 191	First Year Seminar	1
TSCT 110	Formwork	1
TSCT 111	Safety in Construction Trade	2
TSCT 112	Framing and Installation	2
TSCT 113	Aerial Lifts and Rigging	1

TSCT 114	Drawings & Blueprint Reading	1
TSCT 120	Construction Internship	12
TSCT 115	Scaffolding Qualification	2
TSCT 116	Introduction to Welding	2
TSCT 117	Flooring 1	1
TSCT 118	Advanced Framing	1
TSCT 214	Optics	2
HIST 293	Special Topics	3
TSCT 119	Heavy Highway	2
TSCT 210	Interior Stair Framing	1
TSCT 211	Advanced Drawings & Blueprints	1
TSCT 212	Ceilings	2
TSCT 213	Pile Driving	2
TSCT 215	Doors and Hardware	1
TSCT 216	Flooring 2	2
TSCT 217	Rigging Qualification	2
TSCT 218	Healthcare Construction	1
TSCT 219	Fire Stopping	1
TSCT 220	Fall Protection	1
CS 101	Intro to Computer Applications	4
ENGL 101	Introduction to Composition and Rhetoric	3
MATH 121	Intro Concepts Of Mathematics	3
MDS 270	Effective Public Speaking	3
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
WVUE 191		1 MDS 270	3
TSCT 110		1 TSCT 115	2
TSCT 111		2 TSCT 120	2
TSCT 112		2	
TSCT 113		1	
TSCT 114		1	
TSCT 120		1	
		9	7

Second Year

Fall	Hours	Spring	Hours
TSCT 116		2 HIST 293 (GEF 5)	3
TSCT 117		1 TSCT 119	2
TSCT 118		1 TSCT 120	2
TSCT 214		2	
TSCT 120		1	
		7	7

Third Year

Fall	Hours	Spring	Hours
TSCT 210		1 ENGL 101 (GEF 1)	3
TSCT 211		1 MATH 121 (GEF 3)	3
TSCT 212		2 TSCT 215	1
TSCT 213		2 TSCT 120	1
TSCT 120		2	
		8	8

Fourth Year

Fall	Hours	Spring	Hours
TSCT 216		2 CS 101	4
TSCT 217		2 TSCT 220	1
TSCT 218		1 TSCT 120	2
TSCT 219		1	
TSCT 120		1	
		7	7

Total credit hours: 60

Major Learning Outcomes**TECHNICAL STUDIES: CARPENTRY TECHNOLOGY**

- Communicate effectively in written and oral forms.
- Apply critical thinking to solve discipline-specific problems.
- Model social responsibility and receptive attitudes compatible with citizenship within a global society.
- Demonstrate the specific skills necessary to enter the workforce.

Wildlife and Fisheries Resources, A.S.**Degree Offered**

- Associate of Science

Career Opportunities

Upon completion of the two-year program, and ultimately a four-year program at another institution, the student is prepared for professional positions such as wildlife and fish biologists, wildlife managers, planners of wildlife conservation programs, and wildlife communication specialists. Students obtain a diverse background in biology, ecology, and natural resource management.

FACULTY**CHAIR**

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership
Year @ PSC (2006)

PROFESSOR

- Jeff Jones - M.S.F. Forestry
Year @ PSC (2003)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4

F4 - Society & Connections	3
F5 - Human Inquiry & the Past	3
F6 - The Arts & Creativity	3
F7 - Global Studies & Diversity	3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)	9
Total Hours	31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (6)		3
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 124	Algebra with Applications (GEF 3)	3
STAT 211	Elementary Statistical Inference	3
Select one of the following groups (GEF 2):		4
BIOL 115 & 115L	Principles of Biology and Principles of Biology Laboratory (GEF 2)	
BIOL 101 & 101L	General Biology 1 and General Biology 1 Laboratory	
Select one of the following groups:		4
BIOL 117 & 117L	Introductory Physiology and Introductory Physiology Laboratory	
BIOL 102 & 102L	General Biology 2 and General Biology 2 Laboratory	
Select one of the following groups:		4
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 8)	
CHEM 111 & 111L	Survey of Chemistry 1 and Survey of Chemistry 1 Laboratory	
FNRS 191	First-Year Seminar	1
MDS 270	Effective Public Speaking (GEF 4)	3
AGEE 110	Microcomputer Applications in Agricultural Education	3
ESWS 202 & 202L	Principles of Soil Science and Principles of Soil Science Laboratory	4
FNRS 140	West Virginia's Natural Resources	3
FNRS 203	Careers in Natural Resources Management 2	1
FNRS 205 & 205L	Dendrology and Dendrology Laboratory	3
FNRS 212 & 212L	Forest Ecology and Forest Ecology Laboratory	4
WMAN 150	Principles of Conservation Ecology (GEF 7)	3
Select one of the following:		4
PLSC 206 & 206L	Principles of Plant Science and Principles of Plant Science Laboratory	
MATH 150	Applied Calculus	
Physical Science Elective		4
CHEM 112 & 112L	Survey of Chemistry 2 and Survey of Chemistry 2 Laboratory	
CHEM 116 & 116L	Fundamentals of Chemistry 2 and Fundamentals of Chemistry 2 Laboratory	
GEOL 101 & 101L	Planet Earth and Planet Earth Laboratory	

PHYS 101 & 101L	Introductory Physics 1 and Introductory Physics 1 Laboratory	
Elective		1
Total Hours		61

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
MATH 124 (GEF 3)		3 Select one of the following groups:	4
Select one of the following groups (GEF 2):		4 BIOL 117 & 117L	
BIOL 115 & 115L		BIOL 102 & 102L	
BIOL 101 & 101L		MDS 270 (GEF 4)	3
Select one of the following groups (GEF 8):		4 WMAN 150 (GEF 7)	3
CHEM 115 & 115L		Physical Science Elective	4
CHEM 111 & 111L			
FNRS 191	1		
	15		17

Second Year

Fall	Hours	Spring	Hours
FNRS 140		3 ESWS 202 & 202L	4
FNRS 203		1 AGEE 110	3
FNRS 205 & 205L		3 FNRS 212 & 212L	4
PLSC 206 & 206L		4 GEF 6 (LARC 212 Recommended)	3
STAT 211 (GEF 8)	3		
Elective	1		
	15		14

Total credit hours: 61

Major Learning Outcomes

WILDLIFE AND FISHERIES RESOURCES

1. The student will be able to solve mathematical problems that may include statistics, and accurately interpret information contained in graphs, tables, and diagrams appropriate to forestry.
2. The student will be able to distinguish and describe common tree species at the Family, Genus, and Species taxonomic levels.
3. The student will demonstrate the ability to effectively communicate with a variety of audiences, including professional and lay persons.
4. The student demonstrates professionalism and a strong work ethic.

Wood Science and Technology, A.S.

Degree Offered

- Associate of Science

Career Opportunities

Upon completion of the two-year program at WVU Potomac State College, and ultimately a four-year program at another institution, students will find that employment opportunities are available in procurement, management, production, marketing, research and development with both primary and secondary wood product industries.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D. Educational Leadership
Year @ PSC (2006)

PROFESSOR

- Jeff Jones - M.S.F. Forestry
Year @ PSC (2003)

Admissions

Entering freshmen are admitted directly into the major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (6 and 7)		6
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 124	Algebra with Applications (GEF 3)	3
MATH 150	Applied Calculus	3
ECON 201	Principles of Microeconomics (GEF 4)	3
STAT 211	Elementary Statistical Inference (GEF 8)	3
BIOL 101 & 101L	General Biology 1 and General Biology 1 Laboratory (GEF 2)	4
Select one of the following:		4

CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 8)	
CHEM 111 & 111L	Survey of Chemistry 1 and Survey of Chemistry 1 Laboratory	
PHYS 101 & 101L	Introductory Physics 1 and Introductory Physics 1 Laboratory (GEF 8)	4
AGEE 110	Microcomputer Applications in Agricultural Education	3
FNRS 191	First-Year Seminar	1
FNRS 100	Forest Resources in United States History	3
FNRS 140	West Virginia's Natural Resources	3
FNRS 203	Careers in Natural Resources Management 2	1
FNRS 205 & 205L	Dendrology and Dendrology Laboratory	3
FNRS 212 & 212L	Forest Ecology and Forest Ecology Laboratory	3
FNRS 222 & 222L	Forest Mensuration and Forest Mensuration Laboratory	4
Select one of the following:		3
ARE 204	Agribusiness Management	
PLSC 206 & 206L	Principles of Plant Science and Principles of Plant Science Laboratory	
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
MATH 124 (GEF 3)		3 MATH 150 (GEF 3)	3
BIOL 101 & 101L (GEF 2)		4 AGEE 110	3
FNRS 100 (GEF 5)		3 FNRS 140	3
FNRS 191		1 GEF 7	3
		14	15

Second Year

Fall	Hours	Spring	Hours
CHEM 115 & 115L		4 ECON 201 or ARE 204 (GEF 4)	3
ECON 201 or PLSC 206 (GEF 4)		3 STAT 211	3
PHYS 101 & 101L		4 FNRS 212 & 212L	4
FNRS 203		1 FNRS 222 & 222L	4
FNRS 205 & 205L		3 GEF 6 (LARC 212 Recommended)	3
		15	17

Total credit hours: 61

Major Learning Outcomes

WOOD SCIENCE AND TECHNOLOGY

1. The student will be able to solve mathematical problems that may include statistics, and accurately interpret information contained in graphs, tables, and diagrams appropriate to forestry.
2. The student will be able to distinguish and describe common tree species at the Family, Genus, and Species taxonomic levels.

3. The student will demonstrate the ability to effectively communicate with a variety of audiences, including professional and lay persons.
4. The student demonstrates professionalism and a strong work ethic.

Liberal Arts

General Information

The Division of Liberal Arts is one of three academic divisions at WVU-Potomac State College. It includes eighteen majors in the humanities, social sciences, education, physical activity and sport sciences, journalism and strategic communication. These majors are designed to transfer into bachelor degree programs on the Morgantown campus of West Virginia University, though many of our courses are also transferable to other institutions.

The division also offers courses necessary for five of the seven General Education Foundation (GEF) areas across twenty-nine academic disciplines. These programs and courses make important contributions to the broad purposes of the college's mission and philosophy (p. 4).

College Requirements

Individual department requirements may be more directive than the College's core A.A. requirements, so long as those requirements are met.

GRADE POINT AVERAGE

A cumulative GPA of 2.0 is required for graduation. All departments and degree programs in the College require a minimum cumulative grade point average of 2.0 (C) for graduation; some departments or programs require a higher grade point average (overall or in the discipline). See specific departments for requirements.

WRITING AND COMMUNICATION SKILLS

The Division of Liberal Arts is committed to fostering students' abilities in writing, speaking, visual presentations, and multimedia communication. The SpeakWrite initiative helps students approach writing and speaking situations they encounter in their classes, in their work, and in their community by assessing:

1. **Purpose:** What exactly do I want to happen?
2. **Audience:** Who is reading, listening, or viewing?
3. **Conventions:** What is expected in this context?
4. **Trouble spots:** What could get in the way of my goals?

SPEAKWRITE PRINCIPLES:

- **Engagement.** When students speak and write purposefully and thoughtfully in their classes, they're engaged. They are ready to enter conversations in their fields and in their communities. They are developing a critical skill, valued by employers and society, that is a hallmark of an Arts and Sciences education.
- **Practice.** Effective communication is a complex activity that cannot be mastered in a single course. It is the responsibility of the entire academic community. Students need practice conveying the knowledge they gain as they complete their majors.
- **Discipline-Specific Knowledge and Abilities.** People write and speak with a particular *purpose*, to a particular *audience*, in a particular context defined by particular *conventions*. Speaking and writing in the majors is most effectively guided by those with discipline-specific expertise.

FOREIGN LANGUAGE

Most majors require completion of level 204 (fourth semester). Students with no prior instruction in a language will satisfy this requirement by successful completion of courses 101, 102, 203, and 204 (or other approved courses) in that language. Students with prior instruction in a language must take the placement test in that language and begin at the level they are placed and complete 204.

FINE ARTS

Students must satisfactorily complete a minimum of three semester hours focused on the fine arts. Completion of a course that meets GEF Area 6 (The Arts and Creativity) will fulfill this requirement.

GLOBAL CULTURES AND DIVERSITY

Students must satisfactorily complete three semester hours of study of global issues and/or the role of diverse perspectives within contemporary society. Completion of a course that meets GEF Area 7 (Global Studies & Diversity) will fulfill this requirement.

ADMINISTRATION

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

Minors Offered

- Esports Management (p. 104)

Minor Code - UP01

Code	Title	Hours
Required Coursework		
SM 321	Esports Governance	3
SM 322	Esports Marketing	3
BCOR 310	Esports Business	3
Electives		6
Select two of the following:		
ADPR 215	Introduction to Advertising and Public Relations	
BCOR 199	Introduction to Business	
BCOR 299	Business Communication	
BTEC 103	Personnel Management	
BTEC 200	Customer Service Relations	
BTEC 211	Introduction to Event Logistics	
BTEC 205	Introduction to Online Marketing	
BTEC 405	Inbound Marketing	
COMM 104	Fundamentals of Public Communication	
COMM 306	Organizational Communication	
MDIA 101	Media and Society	
MDIA 215S	Media Writing	
MDS 270	Effective Public Speaking	
Total Hours		15

Child Development and Family Studies, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

The Child Development and Family Studies major (formerly titled Early Childhood Education) focuses on the social, emotional, intellectual, and physical development of children. This program will prepare students to plan programs and interact with young children in developmentally appropriate settings and to work with infants and toddlers in child care placements.

Career Opportunities

Positions may be found in a variety of settings including child care centers, Head Start, nursery schools, hospitals, and human service agencies. Graduates with a bachelor's degree also work with parents in educational settings.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

ASSISTANT PROFESSOR

- Andrea Schafer - M.A. Elementary Education (West Virginia University)
Year @ PSC (2014)

Admissions

Entering freshmen are admitted directly into the major.

Benchmark Expectations

A minimum grade of C- is required for all CDFS courses. All majors must meet with their advisor every semester. Students who do not meet these benchmarks may be removed from their major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
A minimum grade of C- is required for all CDFS courses.		
GEF Requirements (2, 6, 7 and 8)		13
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
WVUE 191	First Year Seminar	1
MATH 121	Intro Concepts Of Mathematics (GEF 3)	3
CDFS 110	Families Across the Life Span (GEF 4)	3
CDFS 112	Introduction to Family Processes and Dynamics	3
CDFS 210	Introduction to Parenting	3
CDFS 211	Infant Development	4
CDFS 212	Development in Early and Middle Childhood	3
HLSC 172	First Aid and Emergency Care	2
PSYC 101	Introduction to Psychology (GEF 8)	3
SOC 101	Introduction to Sociology (GEF 8)	3
COMM 104	Fundamentals of Public Communication (GEF 5)	3
Elective		10
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
CDFS 110 (GEF 4)		3 CDFS 112	3
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
MATH 121 (GEF 3)		3 PSYC 101 (GEF 8)	3
WVUE 191		1 Elective	3
SOC 101 (GEF 8)		3 GEF 6	3
GEF 7		3	
		16	15

Second Year

Fall	Hours	Spring	Hours
CDFS 211		4 CDFS 210	3
HLSC 172		2 CDFS 212	3
COMM 104 (GEF 5)		3 GEF 8	3
GEF 2		4 Elective	3
Elective		3 Elective	1
		16	13

Total credit hours: 60

Major Learning Outcomes

CHILD DEVELOPMENT AND FAMILY STUDIES

Upon successful completion of the A.A. degree, students in the **Child Development and Family Studies major** will be able to demonstrate:

1. Knowledge of the social, emotional, intellectual, and physical development of young children in the family and preschool contexts.
2. The ability to construct positive and enriched early childhood environments where the young have the opportunity to develop skills for lifelong learning.
3. Knowledge of current best practices that prepare young children to be competent, independent learners.
4. The ability to reflect on one's knowledge and skills of teaching and interacting with young children.
5. Knowledge of how young children learn in order to prepare educational activities in inclusive environments.

Communication Studies, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

The communication studies major will develop critical thinking, reasoning, and decision-making skills with the intent of empowering students to craft and deliver effective messages in their careers and their communities. Students are encouraged to produce segments for the Mountain Streams Radio station located on campus.

The major will prepare students for admission to the B.A. in Communication Studies program offered by the Eberly College of Arts & Sciences in Morgantown where students can choose one of five areas of emphasis: Health Communication, Integrated Communication, Interpersonal Communication, Social Media and Communication Technology, and Strategic and Organizational Communication.

Career Opportunities

A degree in communication studies helps students be successful in many careers: from healthcare to human resources, from sales to social media, from image management to promotions.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

Admissions

Entering freshmen are admitted directly into the major.

Benchmark Expectations

Minimum GPA of 2.5 in COMM 104 and COMM 306 is required for graduation. All majors must meet with their advisor every semester. Students who do not meet these benchmarks may be removed from their major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
Minimum GPA of 2.5 in COMM 104 and COMM 306 is required.		
GEF Requirements (2, 4, and 8)		9
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
WVUE 191	First Year Seminar	1
ECAS Fine Arts Requirement (GEF 6)		3
ECAS Global Studies and Diversity Requirement (GEF 7)		3
Foreign Language		12
Select one of the following (GEF 3):		3
STAT 111	Understanding Statistics	
STAT 211	Elementary Statistical Inference	
COMM 104	Fundamentals of Public Communication (GEF 5)	3
COMM 306	Organizational Communication (GEF 8)	3
CS 101	Intro to Computer Applications (GEF 2)	4

Elective	13
Total Hours	60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
COMM 104 (GEF 5)		3 ENGL 101 (GEF 1)	3
CS 101 (GEF 2)		4 Select one of the following (GEF 3):	3
WVUE 191		1 STAT 111	
Foreign Language		3 STAT 211	
Elective		3 Foreign Language	3
Elective		1 GEF 4	3
		ECAS Fine Arts Requirement (GEF 6)	3
	15		15

Second Year

Fall	Hours	Spring	Hours
ENGL 102 (GEF 1)		3 COMM 306 (GEF 8)	3
ECAS Global Studies and Diversity Requirement (GEF 7)		3 Foreign Language	3
Foreign Language		3 GEF 8	3
GEF 2		3 Elective	3
Elective		3 Elective	3
	15		15

Total credit hours: 60

Major Learning Outcomes

COMMUNICATION STUDIES

Upon successful completion of the A.A. degree, **Communication Studies** majors will be able to:

1. Describe the major theories of human communication and apply them to various contexts.
2. Critique communication messages from a social science perspective.
3. Cite evidence of the impact of communication on human behavior in interpersonal and/or organizational contexts.
4. Identify and describe the functions of media in a democratic society.
5. Investigate the role of verbal and nonverbal messages in the human communication process.
6. Examine the relationship between communication and culture.
7. Design and evaluate effective strategies for social influence.
8. Examine ethical issues in various communication contexts.
9. Analyze the role of communication in conflict and conflict management.

Criminology, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

Do you have a passion to study crime and its impact on communities? Go beyond the legal definitions of criminality with a major in criminology. The understanding of criminal activity changes as society continues to change, and the need to understand how and why such behavior occurs will continue to grow.

Criminology treats crime as the product of complex social forces, seeking to understand its nature and causes as well as the successes and failures/limitations of criminal justice approaches and processes. Students acquire knowledge of social structure and culture along with analytical tools that are highly valued in careers in criminal justice, social services, and business. The major also provides an excellent foundation for those who wish to pursue graduate or professional study, such as law.

Career Opportunities

The holistic societal perspective prepares graduates to pursue a broad range of careers such as policing, security, corrections, law, social services, and business. The major also prepares students for graduate studies in the social sciences in pursuit of academic or applied research careers or for professional training in law, public administration, social work, and related fields.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

ASSISTANT PROFESSOR

- Catie Snider - M.A. Biological Anthropology (University of Montana)
Year @ PSC (2014)

INSTRUCTOR

- Kristin Smouse - MSW (West Virginia University)
Year @ PSC (2019)

Admissions

Entering freshmen are admitted directly into the major.

Benchmark Expectations

Students must maintain a GPA of 2.0 overall and a minimum GPA of 2.0 in all SOCA and CJ courses counting toward major requirements. All majors must meet with their adviser every semester. Students who do not meet these benchmarks may be removed from their major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
A minimum GPA of 2.0 is required for all SOCA and CJ courses required in the major.		
GEF Elective Requirements (2, 5, and 8)		15

ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 124	Algebra with Applications (GEF 3)	3
ANTH 105	Introduction to Anthropology (GEF 7)	3
CJ 101	Introduction to Criminal Justice	3
CRIM 232	Criminology	3
SOC 101	Introduction to Sociology (GEF 4)	3
STAT 211	Elementary Statistical Inference (GEF 8)	3
WVUE 191	First Year Seminar	1
ANTH/SOC 200-level Elective		3
ECAS Fine Arts Requirement (GEF 6)		3
Foreign Language		12
Elective		2
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
SOC 101 (GEF 4)		3 ENGL 101 (GEF 1)	3
MATH 124 (GEF 3)		3 ANTH 105 (GEF 7)	3
WVUE 191		1 Foreign Language	3
ECAS Fine Arts Requirement (GEF 6)		3 GEF 2	3
Foreign Language		3 GEF 5	3
Elective		2	
		15	15

Second Year

Fall	Hours	Spring	Hours
CRIM 232		3 ENGL 102 (GEF 1)	3
STAT 211 (GEF 8)		3 CJ 101	3
Foreign Language		3 ANTH/SOC 200-level Elective	3
GEF 2		3 Foreign Language	3
GEF 8		3 GEF 8	3
		15	15

Total credit hours: 60

Major Learning Outcomes

CRIMINOLOGY

Upon successful completion of the A.A. degree, **Criminology** majors will be able to:

1. Describe the social roots and implications of criminal behavior and the operation of the criminal justice system.
2. Apply the theoretical and methodological tools of sociology to make sense of crime and social control in modern society.
3. Distinguish between criminology's sociological approach to crime and the related field of criminal justice, which emphasizes the procedural activities of criminal justice agencies.

Elementary Education, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

Elementary Education students complete the initial phases of degree work required to become a certified teacher. Future teachers naturally expect to be responsible for lesson planning, instruction, and assessment in their future classrooms; however, with society's demands for critical thinkers and citizens

committed to life-long learning, it is crucial that future educators experience teacher-preparation rich in opportunities to discover the impact of culturally relevant teaching, learner centered classrooms, and integrated curriculum as well as solid communication, management, and organizational classroom skills.

WVU Potomac State College offers direct classroom experience for prospective elementary educators as early as the first semester of study and a rigorous two-year approach designed to provide an interdisciplinary background for prospective teachers.

Graduates should expect to continue course work in Elementary Education at an accredited baccalaureate granting institution to become certified teachers.

Career Opportunities

Many Elementary Education majors expect to become elementary teachers. Other career options (some requiring advanced degrees) include teaching in a private school or charter school; curriculum design and development; curriculum sales; educational support services; child care administration; educationally focused government work; administration; educational psychology; and higher education support or teaching. Four-year graduates can begin working as a classroom teacher while simultaneously earning their graduate degree.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

ASSISTANT PROFESSOR

- Andrea Schafer - M.A. Elementary Education (West Virginia University)
Year @ PSC (2014)

Admissions

Entering freshmen are admitted directly into the major.

Benchmark Expectations

Elementary Education majors must earn a C- or better in EDUC 100, EDUC 200, and EDUC 301 for graduation. Students must demonstrate competence and professionalism, following all College and school district guidelines and policies, in their school-based placement(s). Students must meet with their education adviser each semester. Students who do not meet these benchmarks may be removed from their major.

Students who plan to continue at WVU-Morgantown must earn a C- or better in all professional education courses and will need to maintain a minimum GPA of 2.5. Major transfers from within WVU, including from Potomac State, must follow the elementary education program's admission requirements (<http://catalog.wvu.edu/undergraduate/collegeofappliedhumansciences/schoolofeducation/elementaryed/#admissionsrequirements>) for transfer students.

Testing Requirements

In West Virginia, Praxis Core tests are waived if you have already completed a master's degree OR if you scored 26 on the ACT OR if you scored 1170 on the SAT (Math and Verbal, pre-March 2016 sitting) OR SAT Evidence Based Reading/Writing and Math Section 1240 (post-March 2016 sitting). All other students must earn passing scores (based on score benchmarks for the intended transfer institution) on all subsections of the Praxis Core by the application or transfer deadline set by the intended transfer institution. More information about the Praxis CORE can be found at <https://www.ets.org/praxis/site.html>.

Disclaimer: State Board of Education requirements may change testing and program requirements.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research	3-6

or ENGL 103	Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
WVUE 191	First Year Seminar	1
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
BIOL 101 & 101L	General Biology 1 and General Biology 1 Laboratory (GEF 2)	4
MATH 126	College Algebra (GEF 3)	3
PSYC 101	Introduction to Psychology (GEF 4)	3
Select one of the following (GEF 5):		3
HIST 152	Growth of the American Nation to 1865	
HIST 153	Making of Modern America: 1865 to the Present	
GEF 6 ENGL course in World Literature		3
Select one of the following (GEF 7):		3
ANTH 105	Introduction to Anthropology	
POLS 103	Global Political Issues	
Select one of the following (GEF 8):		3
HIST 179	World History to 1500	
HIST 180	World History Since 1500	
Science Electives (ASTR, CHEM, GEOL, PHYS - GEF 8)		6
Select one of the following:		3
CDFS 110	Families Across the Life Span	
PSYC 241	Introduction to Human Development	
GEOG 102	World Regions	3
Select two of the following: *		6
ART 103	Materials and Procedures	
MUSC 182	Music in the Elementary School	
C&I 365	Dance and Movement in PK-12 Schools	
EDUC 100	Education Colloquium	1
EDUC 200	Professional Inquiry in Education *	3
EDUC 301	Learning in Educational Settings *	3
C&I 230 or C&I 231	Mathematics for Elementary Teachers 1 Mathematics for Elementary Teachers 2	3
Electives		3
Total Hours		60

*

Courses only available on the WVU-Morgantown Campus.

**

Students pursuing the BA in Elementary Education will complete one year on the PSC Campus before making application to the BA program and continuing program requirements on the Morgantown Campus. Students are encouraged to meet all recommended requirements listed in year one before continuing on to the Morgantown Campus. Not completing all listed requirements may influence program completion timeline. These students must make application to the program and meet all program admission requirements, including passing scores for appropriate PRAXIS examination and specified GPA, by the spring application deadline. Consult BA Elementary Education Program Website at <https://www.wvu.edu/academics/programs/elementary-education-ba> (<https://www.wvu.edu/academics/programs/elementary-education-ba>).

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
WVUE 191		1 ENGL 102 (GEF 1)	3
ENGL 101 (GEF 1)		3 Select one of the following (GEF 5):	3
EDUC 100		1 HIST 152	
PSYC 101 (GEF 4)		3 HIST 153	
GEOG 102		3 Science Elective (ASTR, CHEM, GEOL, PHYS - GEF 8)	3
BIOL 101		4 MATH 126 (GEF 3)	3
& 101L (GEF 2)		Select one of the following:	3
		PSYC 241	
		CDFS 110	
	15		15

Second Year

Fall	Hours	Spring	Hours
Science Elective (ASTR, CHEM, GEOL, PHYS - GEF 8)		3 EDUC 200	3
EDUC 301		3 GEF 6 ENGL course in World Literature	3
C&I 230 or 231		3 Select one of the following (GEF 8):	3
Select one of the following:		3 HIST 179	
ART 103		HIST 180	
MUSC 182		Select one of the following:	3
C&I 365		ART 103	
Select one of the following (GEF 7):		3 MUSC 182	
POLS 103		C&I 365	
ANTH 105		Elective	3
	15		15

Total credit hours: 60

*

Students may satisfy requirements to earn an Associate's Degree in Elementary Education by completing the additional courses listed in Second Year, First and Second semester on the Morgantown Campus.

Major Learning Outcomes

ELEMENTARY EDUCATION

A primary mission of the AA in Elementary Education at Potomac State College is to prepare individuals for a changing teaching profession. Teachers influence many facets of education including students, parents, school policies and procedures, curriculum design, instructional materials, and classroom environment. Educational issues must be grounded in current research on best practices and deep reflection on ways to implement them in teaching practice.

Upon successful completion of the A.A. degree, **Elementary Education** majors will be able to:

- Utilize commitment and skills to engage in life-long learning, including research skills applied to the discipline;
- Practice effective communication; both oral and written;
- Recognize that teaching is a professional, moral, and ethical enterprise with well-developed ethical frameworks which facilitate effective teaching;
- Serve as facilitators of learning for all students;

- Apply in-depth knowledge of both pedagogy and content, and the relationship between them
- Be reflective practitioners;
- Be aware of, and have respect, human diversity;
- Value and integrate knowledge from a wide variety of fields, be creative and open to new ideas, and be able to act constructively in a world characterized by technological, cultural, and societal diversity and change.

English, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

Why Study English? To Major in Versatility.

It's an excellent liberal arts degree. You'll become a more proficient and intelligent reader and writer, and develop a deeper, broader understanding of cultures. Majoring in English will enable you to develop skills in writing, analytical reading, and critical thinking, communication, and focused creativity in preparation for numerous career paths.

Many students are finding it valuable to earn two certified majors or to "double major." An English degree, when combined with certain other majors, is exceptional preparation for the job market. It is unlikely that you'll hold a single job from graduation until retirement. Rather graduates are likely to find employment in four to six different fields before retirement. Majoring in English will provide the foundation for a lifetime's education.

Career Opportunities

A degree in English offers many opportunities. Four-year graduates continue their education by attending graduate school or use their English degree as a pre-professional degree for medical or law school. Still others become associated with writing in media-related fields, creative writing, or management positions. Business and industry leaders consistently call for applicants with a solid command of written and spoken English.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

PROFESSORS

- Deanna Armentrout - M.A. English (University of South Dakota)
Year @ PSC (1998)
- Tom Sydow - M.F.A. Creative Writing (California State University - Long Beach) University)
Year @ PSC (2007)

ASSOCIATE PROFESSOR

- Steve Oberlechner - M.F.A. Creative Writing (West Virginia University)
Year @ PSC (2008)

ASSISTANT PROFESSORS

- Caitlin Hudgins - Ph.D. English (Temple University)
Year @ PSC (2017)
- Mia Martini - Ph.D. English (Purdue University)
Year @ PSC (2017)

INSTRUCTOR

- Rachel Del Signore - M.A. English (West Virginia University)
Year @ PSC (2022)

Admissions

Entering freshmen are admitted directly into the major.

Benchmark Expectations

Students in the English major must maintain a 2.0 GPA overall and a 2.0 in the major. Students must earn a C- or better in all required English courses for graduation. All majors must meet with an English department adviser each semester. Students who do not meet these benchmarks may be removed from their major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
A minimum GPA of 2.0 in all English courses is required.		
GEF Elective Requirements (2, 3, 4, 5, and 8)		21
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1 - Minimum grade of C- is required)	6
WVUE 191	First Year Seminar	1
ENGL 200	Foundations of Literary Study	3
Select three of the following ENGL Historical Breadth courses (GEF 6 - Minimum grade of C- is required):		9
ENGL 241	American Literature 1	
ENGL 242	American Literature 2	
ENGL 261	British Literature before 1800	
ENGL 262	British Literature 2	
ECAS International Requirement (GEF 7)		3
Foreign Language		12
Elective		5
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
WVUE 191		1 ENGL Historical Breadth Course (GEF 6)	3
Foreign Language		3 Foreign Language	3
Elective		2 GEF 2	3

GEF 2		3 ENGL 200	3
GEF 4		3	
		15	15
Second Year			
Fall	Hours	Spring	Hours
ENGL Historical Breadth Course		3 ECAS International Requirement (GEF 7)	3
Foreign Language		3 ENGL Historical Breadth Course	3
GEF 3		3 Foreign Language	3
GEF 5		3 Elective	3
GEF 8		3 GEF 8	3
		15	15

Total credit hours: 60

Major Learning Outcomes

ENGLISH

Upon successful completion of the A.A. degree, **English** majors will be able to:

1. Locate and interpret texts within diverse literary, cultural, and historical contexts.
 - Identify genre conventions and analyze their effects;
 - Identify and analyze effects of complexity or ambiguity in texts, culture, and discourse;
 - Situate texts in social, economic, political, and literary histories;
 - Connect texts to other literary or cultural texts.
2. Demonstrate a general knowledge of the social and structural aspects of the English language.
 - Articulate the role of social forces on language variation;
 - Analyze natural language, predominantly English.
3. Demonstrate a range of contextually effective writing and communication strategies.

General Studies, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

This major serves a three-fold function: (1) to provide an opportunity to examine the general areas of higher education and assist in choosing a major field of concentration; (2) to serve as a program that, through appropriate elective courses, can be adapted for the specific requirements of any four-year college to which a student transfers; and (3) to provide a career curriculum for a student who does not plan to continue in a four-year program. Students in category 1 should select the Exploratory major within the General Studies program. The degree requirements are the same for General Studies and Exploratory and the distinction is used for advising purposes to best assist students in this program.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

Admissions

Entering freshmen are admitted directly into the major.

Benchmark Requirements

A minimum 2.0 GPA is required for graduation.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Requirements		28
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
WVUE 191	First Year Seminar	1
Electives		25
Total Hours		60

Major Learning Outcomes

GENERAL STUDIES & LEAP ESSENTIAL LEARNING OUTCOMES

Upon successful completion of the A.A. degree, General Studies majors will have completed all general education program requirements.

The General Education Foundations (GEF) provides students with academic and intellectual breadth to appreciate the broad context of their actions, their choices, and their world, beyond their major field(s) of study. WVU aims to help students build the foundational skills and knowledge necessary to reason clearly, communicate effectively, think critically, and contribute to society.

The GEF works to fulfill the University's goals of (1) creating well-rounded students with a broad base of skills and knowledge, (2) linking together the courses that students take at WVU, and (3) instilling in students a permanent connection to learning and education, giving them the skills to learn what they need outside a formal educational environment. The GEF strives to help students be thoughtful participants in a democratic society, and to achieve the intellectual integration and awareness they will need to adapt to changes and meet challenges in their personal, social, and professional lives.

In the interest of giving every WVU student a liberal education as defined by the AACU's Liberal Education & America's Promise (LEAP) initiative, WVU will apply the AACU LEAP Essential Learning Outcomes as part of the General Education Foundations (GEF). All GEF courses will incorporate at least one of the AACU LEAP Essential Learning Outcomes.

LEAP ESSENTIAL LEARNING OUTCOME 1: KNOWLEDGE OF HUMAN CULTURES AND THE PHYSICAL AND NATURAL WORLD

- Through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

Focused by engagement with big questions, both contemporary and enduring.

WVU GEF courses incorporating LEAP Essential Learning Outcome 1 tie some aspect of course outcomes to problems and issues that students recognize in today's world.

LEAP ESSENTIAL LEARNING OUTCOME 2: INTELLECTUAL AND PRACTICAL SKILLS, INCLUDING

- Inquiry and analysis
- Critical and creative thinking
- Written and oral communication
- Quantitative literacy
- Information literacy
- Teamwork and problem solving

Practiced extensively, across the curriculum, in the context of progressively more challenging problems, projects, and standards for performance.

WVU GEF courses incorporating LEAP Essential Learning Outcome 2 teach at least one intellectual or practical skill relevant for modern life, and explicitly describe to students what it is and where it is applicable.

LEAP ESSENTIAL LEARNING OUTCOME 3: PERSONAL AND SOCIAL RESPONSIBILITY INCLUDING

- Civic knowledge and engagement—local and global
- Intercultural knowledge and competence
- Ethical reasoning and action
- Foundations and skills for lifelong learning

Anchored through active involvement with diverse communities and real-world challenges.

WVU GEF courses incorporating LEAP Essential Learning Outcome 3 engage the personal or social responsibility of students, and discuss personal, local, national, and/or international situations and problems.

LEAP ESSENTIAL LEARNING OUTCOME 4: INTEGRATIVE AND APPLIED LEARNING INCLUDING

- Synthesis and advanced accomplishment across general and specialized studies.

Demonstrated through the application of knowledge, skills, and responsibilities to new settings and complex problems.

WVU GEF courses incorporating LEAP Essential Learning Outcome 4 allow for the integration and synthesis of knowledge across the disciplines, and explicitly explain the connection of knowledge across the disciplines.

History, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

Why Study History? To Major in Versatility.

History is more than names and dates. It's about learning how we have been shaped by the past and how to apply historical knowledge and analysis to issues facing contemporary societies.

A history degree prepares you for a modern economy with analytical skills and a deeper understanding of how the world works.

History majors learn to take nothing for granted, and the historical perspective that they acquire enables them to position themselves (professionally and in private life) in ways that enable them to use their acquired skills effectively.

Historians ask: What are the causes of today's global conflicts? How does technological and economic change affect the lives of ordinary people? How have our institutions and ideas developed over time? By studying history, you'll probe the how and why of events, and above all ask "so what?" You'll examine a range of historical perspectives that will help you develop the essential tools for being an effective and engaged citizen of the world.

Dean Frank Mauzy-Sydney Harris History Award

History majors have the opportunity to win the Mauzy-Harris History Award. Mr. Sydney Harris is a Pittsburgh businessman who founded the award to honor his history professor and former Dean of Potomac State College, Frank Mauzy. The award is given to the student who has earned the highest "A" grades in the most history courses, and the winner receives a cash award through their Banner account.

Career Opportunities

A history degree trains you to analyze evidence, develop conclusions based on that evidence, and communicate those conclusions clearly in both written and oral form. These skills (critical analysis, organizing bodies of information, writing succinctly, and effective oral expression) provide a foundation for a variety of public and private sector jobs that value clear thinking and effective communication.

The federal government employs historians in the National Archives, Smithsonian Institution, and the U.S. Departments of Defense, the Interior and State. Many history majors also go into teaching, law, politics, business, journalism, public administration, nonprofit management, or graduate study, but a range of opportunities exist. Visit the history website for more information.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

ASSOCIATE PROFESSOR

- Cassandra Pritts - M.A. History
Year @ PSC (2011)

Admissions

Entering freshmen are admitted directly into the major.

Benchmark Expectations

History majors must earn a C- or better in all required History courses for graduation. All majors must meet with their advisor every semester. Students who do not meet these benchmarks may be removed from their major.

Students planning to continue at WVU-Morgantown must have a 2.2 GPA in History.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
A minimum grade of C- is required in all HIST courses.		
GEF Elective Requirements (2, 3, 4, and 5)		13
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
WVUE 191	First Year Seminar	1
HIST 302	Practicing History	3
Select three of the following HIST Introductory courses:		9
HIST 101	European History: Antiquity to 1600	
HIST 102	European History since 1600	
HIST 152	Growth of the American Nation to 1865	
HIST 153	Making of Modern America: 1865 to the Present	
HIST 179	World History to 1500	
HIST 180	World History Since 1500	
Select one of the following HIST Concentration Area courses:		3
HIST 209	Twentieth Century Europe	
HIST 250	West Virginia	
HIST 261	Recent America: The United States since 1918	
ECAS Fine Arts Requirement (GEF 6)		3
ECAS International Requirement (GEF 7)		3
Foreign Language		12
Elective		7
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
HIST 302		3 ENGL 101 (GEF 1)	3
WVUE 191		1 HIST Introductory Course	3
HIST Introductory Course		3 Foreign Language	3
Foreign Language		3 GEF 3	3
Elective		1 GEF 4	3
GEF 2		4	
		15	15

Second Year

Fall	Hours	Spring	Hours
ENGL 102 (GEF 1)		3 HIST Concentration Area Course	3
HIST Introductory Course		3 ECAS Fine Arts Requirement (GEF 6)	3
ECAS International Requirement (GEF 7)		3 Foreign Language	3
Foreign Language		3 Elective	3
GEF 5		3 Elective	3
		15	15

Total credit hours: 60

Major Learning Outcomes

HISTORY

Upon successful completion of the A.A. degree, **History** majors will be able to:

1. Demonstrate general knowledge of the facts, concepts, and approaches of history;
2. Critically analyze and assess primary sources;

3. Critically analyze and assess secondary sources;
4. Conduct original historical research and report results orally and in writing;
5. Produce historical essays that are coherent, grammatically correct, and use proper historical documentation.

Integrated Studies, B.I.S.

Degree Offered

- Bachelor of Integrated Studies

Nature of the Program

The Bachelor of Integrated Studies allows flexible learning options with the integrative coursework, aligned with a student's future professional and academic goals and interests. It may also utilize credit for prior learning. The major focuses on communications and integrative skills that prepare graduates for future employment or continuing education.

Career Opportunities

Rapidly advancing technologies continue to change the skillset a student needs in order to succeed in the future workplace. Many employers desire graduates who have the skills of communication, problem-solving, critical thinking, creativity and collaboration. These skills are reinforced by the BIS degree and integrative and interdisciplinary curriculum. Not only does the interdisciplinary underpinning the BIS help foster the ability to deal with the complexity and ambiguity inherent in an ever-changing work environment, it can also orient the students towards the lifelong learning that will allow them to continue to be agile in evolving work environments. The BIS also addresses the immediate needs exposed by the COVID-19 epidemic by helping students foster a sense of purpose that can leverage technological transformation to address societal changes. Students will need to be better aligned with the human needs that attend technological disruption, and using the core of flexible communication skills and interdisciplinary approaches, BIS students can be better prepared to enter a digital workplace with an increasing imperative to be one of purpose.

Bachelor of Integrative Studies graduates are prepared for occupations ranging from customer-related area business, Human Resources and similar fields, education, healthcare, government, and other careers, as well as moving on to graduate school.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

PROFESSOR

- Tom Sydow - M.F.A. Creative Writing (California State University - Long Beach)
Year @ PSC (2007)

Admissions

Students must have 12 in-process credits at WVU, WVU Potomac State, or WVU Tech, or can be directly admitted two years out of high school, or two years from when the student's high school class would have graduated (to accommodate GED applicants).

- First time students are not admitted directly to the major unless they are at least two years beyond high school graduation.
- Students who wish to transfer from another WVU major must have a minimum of 12 in process credit hours at WVU or be at least two years beyond high school graduation. Students should have a GPA of at least 2.0 after F-Forgiveness has been applied. If you think you are qualified for F-Forgiveness, please meet with an adviser.
- Students wishing to transfer from outside of WVU must have a minimum cumulative GPA of at least 2.0 after F-Forgiveness has been applied. They must also have 12 college credits or be at least two years beyond high school graduation. If you think you are qualified for F-Forgiveness, please meet with an adviser.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Degree Requirements

Student must complete the WVU General Education Foundations requirements, major requirements, and electives to total a minimum of 120 hours.

Departmental Requirements for the Bachelor of Integrated Studies

- **Capstone Requirement:** The university requires the successful completion of a Capstone course. BIS majors must complete MDS 401.
- **Calculation of the GPA in the Major:** A minimum GPA of a 2.0 is required in all courses applied to major requirements. If a course is repeated, all attempts will be included in the calculation of the GPA, unless the course is eligible for a D/F repeat.
- **Academic Policies:** The BIS degree offers special academic policies, as approved by the University. Please see the Admissions and Performance Standards tabs.
- **Credit for Prior Learning:** Eligible students may acquire college credit for professional, volunteer, and military experiences in select areas via the many credit for prior learning options available to BIS majors. These opportunities provide many students with a time efficient and cost effective avenue to obtain a degree. The BIS program allows adult learners to earn College Equivalent Credits (CECs) for work/career, life, and other academic experiences. If successful, awarded credits could help meet graduation requirements while reducing the overall costs of their college experience. Students are not being given credits for the years of service in their respective fields. Rather, they are being given credits based on their ability to articulate how their varied career experiences may have helped them to acquire equivalent or similar knowledge that they would have otherwise acquired in the classroom.
- **Second Degree:** Students who are completing another degree may not complete the BIS. Similarly, second-degree seeking students will not be accepted in the BIS program.
- **Minors:** Although the completion of a minor is not required, students may use their General Elective hours to complete one or more minors.

Curriculum Requirements

Code	Title	Hours
GEF Requirements		37
GEF Requirements: credits may vary depending on overlap		
Core Coursework		6
MDS 289	Foundations of Interdisciplinary Studies	
MDS 301	Integrative Writing	
Additional Upper-Division Courses		21
Select any courses at the 300 or 400 level.		
Capstone		3
MDS 401	Capstone	
General Electives		53
Number of electives will vary based on GEF.		
Total Hours		120

Areas of Emphasis

- Business Administration (p. 123)
- Criminal Justice (p. 123)

Business Administration Area of Emphasis

Code	Title	Hours
15 credits of upper-level (300 and 400-level) BUSA and/or BTEC coursework.		15
Total Hours		15

Criminal Justice Area of Emphasis

Code	Title	Hours
15 credits of upper-level (300 and 400-level) CJ courses required.		15
Total Hours		15

POLICIES

F forgiveness: Any F earned prior to admission to the BIS degree may be excluded from GPA calculation. Students can apply for Academic Forgiveness to the Program Director; final approval from the Dean is necessary. Once the Academic Forgiveness has been applied, students must graduate from the BIS.

Residence rule: A minimum of 12 credits must be taken in residence at WVU (face-to-face or online), to include RBA 401 (Capstone), for completion of the BIS.

Credit for prior learning: Eligible students may acquire college credit for professional, volunteer, and military experiences in select areas via the many credit for prior learning options available through the BIS major. These opportunities provide many students with a time efficient and cost-effective avenue to obtain an undergraduate degree. Students who qualify should discuss this option with their academic advisor.

Major Learning Outcomes

INTEGRATED STUDIES

As a result of completing the Bachelor of Integrated Studies students will be able to:

1. Connect experience that occurs outside the classroom with academic studies to explain, present, and write about complex issues.
2. Ask meaningful questions about complex topics, as well as evaluate multiple sources of knowledge relevant to complex topics.
3. Develop intellectual and practical skills, including inquiry and analysis as well as critical and creative thinking, to develop foundations and skills for employment, graduate-level coursework and lifelong learning.
4. Write and present orally adaptable to a variety of contexts with a clear sense of purpose, audience, and conventions.
5. Engage in reflection and self-assessment by building on prior experiences to respond to new and challenging contexts.

Mental Health and Addiction Studies, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

The Mental Health and Addiction Studies major provides a broad knowledge base in mental health prevention, intervention and community impacts, with an in-depth focus on addiction treatment and recovery. Students in the major also take a variety of elective courses in diversity, aging, disabilities and wellness.

With its well-rounded curriculum, the major prepares students for fulfilling careers that lead to individual, family and community transformation.

CAREER OPPORTUNITIES

Possible careers for a four-year graduate in mental health and addiction studies include child, family and school social workers; mental health counselors; mental health and substance abuse social workers; psychiatric aides; social and human service assistants.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

INSTRUCTOR

- Kristin Smouse - MSW (West Virginia University)
Year @ PSC (2019)

Admissions

Entering freshmen are admitted directly into the major.

BENCHMARK REQUIREMENTS

Students who plan to continue their studies at WVU-Morgantown will need to maintain a minimum 2.0 GPA in all courses with the COUN and CDFS designator required in the major and a 2.0 overall GPA. If a student's overall GPA drops below 2.0, he or she may be subject to academic probation and potentially dismissal from the program.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Requirements (2A, 3, 5, and 6)		15
ENGL 101	Introduction to Composition and Rhetoric	3
ENGL 102	Composition, Rhetoric, and Research	3
COUN 201	Foundations of Mental Health Intervention	3
COUN 230	Life Choices	3
COUN 240	Introduction to Addiction Studies	3
COUN 340	Counseling Techniques	3
CDFS 110	Families Across the Life Span	3
CDFS 112	Introduction to Family Processes and Dynamics	3
CDFS 210	Introduction to Parenting	3
SOC 101	Introduction to Sociology	3

PSYC 101	Introduction to Psychology	3
PSYC 241	Introduction to Human Development	3
PSYC 281	Introduction to Abnormal Psychology	3
WGST 170	Introduction to Women's and Gender Studies	3
WVUE 191	First Year Seminar	1
General Electives		2
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101		3 ENGL 102	3
MATH 121 (or higher)		3 COUN 240	3
COUN 201		3 PSYC 101	3
CDFS 110		3 GEF 2A	3
SOC 101		3 WGST 170	3
WVUE 191		1	
		16	15

Second Year

Fall	Hours	Spring	Hours
COUN 230		3 COUN 340	3
CDFS 112		3 CDFS 210	3
PSYC 241		3 PSYC 281	3
GEF 5		3 GEF 2A	3
General Elective		2 GEF 6	3
		14	15

Total credit hours: 60

Major Learning Outcomes

MENTAL HEALTH AND ADDICTION STUDIES

Upon successful completion of the A.A. degree, **Mental Health and Addiction Studies** majors will be able to:

1. Apply appropriate communication skills across settings, purposes, and audiences.
2. Analyze resources in order to critically examine information.
3. Examine the connections among self, society and the environment.
4. Evaluate the role of art in society.

Physical Education-Coaching and Performance Science, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

Athletes aim to maximize their potential both on and off the field/court. Athletic coaches help guide them on their paths to success. The undergraduate Coaching and Performance Science program primes students for a variety of roles in the coaching profession. The program equips students to teach, motivate, and properly structure sports environments.

The Coaching and Performance Science program helps prepare students for coaching certifications. Students graduate with key knowledge in philosophy and ethics, safety and injury prevention, physical conditioning, growth and development, teaching and communication, sport skills and tactics, organization, administration, and evaluation.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

ASSOCIATE PROFESSOR

- Doug Little - M.S. - Physical Education; MEd - Education
Year @ PSC (1999)

ASSISTANT PROFESSOR

- Donald Schafer - M.S. - Physical Education
Year @ PSC (2017)

Admissions

Entering freshmen are admitted directly into the major.

Benchmark Requirements

Students who plan to continue at WVU-Morgantown will need to maintain a GPA of 2.5 or better and meet all other admission requirements and deadlines (<http://catalog.wvu.edu/undergraduate/collegeofappliedhumansciences/schoolofsportssciences/cps/#admissionsrequirements>text).

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Requirements (2, 3, 5, and 6)		13
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
WVUE 191	First Year Seminar	1
CDFS 110	Families Across the Life Span (GEF 8)	3
HN&F 171	Introduction to Human Nutrition (GEF 8)	3
ACE 106	Athletic Coaching Education	3
HLSC 172	First Aid and Emergency Care	2
ACE 215	Sport for the Exceptional Athlete	3

ACE 256	Principles and Problems of Coaching	3
ACE 305	Diversity and Sport	3
PET 124	Human Body: Structure and Function	2
PET 125	Principles of Human Movement	2
PET 175	Motor Development	2
PET 244	Motor Learning and Performance	2
PET 276	Special Physical Education	2
SEP 271	Sport in American Society (GEF 8)	3
SEP 272	Psychological Perspectives of Sport (GEF 4)	3
Electives		4
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
ACE 106		3 PET 125	2
ACE 215		3 SEP 272 (GEF 4)	3
PET 124		2 GEF 2	4
PET 175		2 HN&F 171 (GEF 8)	3
Elective		1	
WVUE 191		1	
		15	15

Second Year

Fall	Hours	Spring	Hours
ACE 256		3 ACE 305	3
PET 276		2 CDFS 110 (GEF 8)	3
SEP 271 (GEF 8)		3 PET 244	2
HLSC 172		2 GEF 6	3
GEF 3		3 Elective	3
GEF 5		3	
		16	14

Total credit hours: 60

Major Learning Outcomes

PE - COACHING AND PERFORMANCE SCIENCE EMPHASIS

The goal of the program is for students to graduate with the essential skills and knowledge to work with athletes in a variety of contexts across their lifetime.

- Content Knowledge – Students will demonstrate technical and tactical knowledge and concepts related to the pedagogy of coaching a variety of sports.
- Reflection and Critical Thinking – Students will demonstrate reflection and critical thinking in order to refine professional practice.
- Programming and Assessment – Students will demonstrate evidence-based knowledge for designing, implementing and evaluating practice plans that address individual student's needs determined by various forms of assessment.
- Professionalism and Ethics – Students will demonstrate professional behaviors, including commitment to excellence, valuing diversity and collaboration, service to others, and techniques for lifelong learning.
- Technology – Students will be able to demonstrate the use of different forms of technology to assess skills and provide meaningful feedback.

Physical Education-Physical Education Teacher Emphasis, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

Physical educators make an impact on the health, well-being, and quality of life of future generations. The Physical Education Teacher Education program at Potomac State College prepares students to teach, motivate, and shape the lives of Pre-K through adult learners in physical education, movement, wellness, and sport-based environments.

Students in the PETE program learn to use and integrate technology into their classwork, as well as how to design and deliver physical education programs. Upon program completion, graduates are prepared to apply to four-year PETE programs to pursue their bachelor's degree.

Career Opportunities

Program graduates are physical activity and wellness leaders in their schools, communities, and states who promote healthy, active lifestyles for children and adults alike. The program has high expectations for our students and expects them to be engaged in the major while becoming proficient teachers at all levels and in all contexts.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

ASSOCIATE PROFESSOR

- Doug Little - M.S. (Eastern Kentucky University)
Year @ PSC (1999)

ASSISTANT PROFESSOR

- Donald Schafer - M.S. (West Virginia University)
Year @ PSC (2017)

Admissions

Entering freshmen are admitted directly into the major.

Benchmark Requirements

Students planning to continue at WVU-Morgantown must earn a grade of C- or higher in all courses, have at least a 2.5 overall GPA, and meet all other PETE admission requirements and deadlines (<http://catalog.wvu.edu/undergraduate/collegeofappliedhumansciences/schoolofcounselingandwellbeing/physicaleducationkinesiology/#admissionsrequirementstext>). Admission is competitive.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Requirements (2, 3, 5, 6, and 8)		19
WVUE 191	First Year Seminar	1
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
PET 101	Games in American Culture (GEF 4)	3
PET 124	Human Body: Structure and Function	2
PET 125	Principles of Human Movement	2
PET 167	Introduction to Physical Education	3
PET 175	Motor Development	2
PET 244	Motor Learning and Performance	2
PET 276	Special Physical Education	2
Select one of the following tracks:		9
Track 1:		
SEP 271	Sport in American Society	
SEP 272	Psychological Perspectives of Sport	
SEP 373	African Americans in Sports	
Track 2:		
CDFS 110	Families Across the Life Span	
Select two of the following:		
CDFS 112	Introduction to Family Processes and Dynamics	
CDFS 210	Introduction to Parenting	
CDFS 212	Development in Early and Middle Childhood	
Track 3:		
CDFS 110	Families Across the Life Span	
Select two of the following:		
CDFS 210	Introduction to Parenting	
CDFS 211	Infant Development	
CDFS 212	Development in Early and Middle Childhood	
Electives		9
Total Hours		60

*

Students planning to continue at WVU-Morgantown must earn a grade of C- or higher in all courses and have at least a 2.5 overall GPA.

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
PET 124		2 PET 125	2
PET 167		3 ENGL 102 (GEF 1)	3
PET 175		2 GEF 3	3
ENGL 101 (GEF 1)		3 Elective	3
WVUE 191		1 GEF 5	3
GEF 6		3 Track Elective	3
		14	17

Second Year

Fall	Hours	Spring	Hours
PET 101 (GEF 4)		3 GEF 8	3
PET 244		2 GEF 8	3

PET 276	2 Track Elective	3
GEF 2	4 Elective	3
Track Elective	3 Elective	3
		<hr/>
		14
		<hr/>
		15

Total credit hours: 60

Major Learning Outcomes

PE - TEACHER EDUCATION

The goal of the program is for students to possess the skills to teach, motivate, and shape the lives of Pre-K to adult learners in physical education, movement, wellness, and sport-based environments.

- Content Knowledge – Students will demonstrate knowledge and disciplinary concepts related to the promotion of physical education and physical activity.
- Reflection and Critical Thinking – Students will demonstrate reflection and critical thinking in order to refine professional practice.
- Programming and Assessment – Students will demonstrate evidence-based knowledge and skills (and best practices) for assessing student needs and for designing, implementing and evaluating lesson plans and programs.
- Professionalism and Ethics – Students will demonstrate professional behaviors, including commitment to excellence, valuing diversity and collaboration, service to others, and techniques for lifelong learning.
- Technology – Students will be able to demonstrate the use of different forms of technology to enhance and assess student learning.

Physical Education-Sport Management Emphasis, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

The Sport Management major is designed to prepare students for a dynamic career in the rapidly changing sports industry. Opportunities related to this major extend far beyond the scope of professional sports. The program helps students develop critical and ethical awareness, and a better understanding of the commercial, economic, political, and social issues related to sport.

Graduates will be equipped with skills like management and leadership, sport marketing and finance, and specialized problem solving abilities that will help them have a positive impact on outcomes in their sport organizations. By melding innovative courses with expert instruction, the Potomac State College Sport Management program trains and prepares students for one of the fastest growing industries in the U.S.

Career Opportunities

Four-year graduates are prepared to pursue careers in a variety of areas: sport marketing, fan relations, sponsorship, intercollegiate & interscholastic athletics, community recreation & sport centers, city parks & recreation departments, sport goods & marketing companies, sport communication, facility operation & management, event management, compliance, fundraising.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

ASSOCIATE PROFESSOR

- Doug Little - M.S.- Physical Education; MEd - Education
Year @ PSC (1999)

ASSISTANT PROFESSOR

- Donald Schafer - M.S. - Physical Education
Year @ PSC (2017)

Admissions

Entering freshmen are admitted directly into the major.

Benchmark Expectations

Sport Management majors must earn a B- or better in SM 167 and a C- or better in all other courses for graduation. All majors must meet with their advisor every semester. Students who do not meet these benchmarks may be removed from their major.

Students planning to continue at WVU-Morgantown will also need to maintain a minimum GPA of 2.5.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
A grade of C- or higher must be earned in all courses unless otherwise noted.		
GEF Requirements (2, 6, and 7)		9
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
Select one of the following (GEF 3):		3
MATH 121	Intro Concepts Of Mathematics	
MATH 124	Algebra with Applications	
ACCT 201	Principles of Accounting 1	3
BUSA 320	Survey of Management	3
COMM 104	Fundamentals of Public Communication (GEF 5)	3
COMM 306	Organizational Communication	3
CS 101	Intro to Computer Applications (GEF 2)	4
ECON 201	Principles of Microeconomics (GEF 4)	3
MDIA 101	Media and Society (GEF 8)	3
SEP 271	Sport in American Society (GEF 8)	3
SEP 272	Psychological Perspectives of Sport (GEF 8)	3
SM 167	Introduction to Sport Management (minimum grade of B-) *	3
Select one of the following:		3
ACE 256	Principles and Problems of Coaching	
BUSA 310	Survey of Business Law	
BUSA 340	Survey of Finance	
ECON 202	Principles of Macroeconomics	

MDIA 225S	Media Tools & Applications	
SOWK 147	Human Diversity	
WVUE 191	First Year Seminar	1
Electives		7
Total Hours		60

*

Students who plan to continue at WVU-Morgantown will need to maintain a B- or higher in SM 167 and a c- or higher in all other courses with a minimum GPA of 2.5.

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
SM 167		3 SEP 271 (GEF 8)	3
ENGL 101 (GEF 1)		3 Select one of the following (GEF 3):	3
COMM 104 (GEF 5)		3 MATH 121	
MDIA 101 (GEF 8)		3 MATH 124	
WVUE 191		1 CS 101 (GEF 2)	4
Elective		2 GEF 7	3
		Elective	2
		15	15

Second Year

Fall	Hours	Spring	Hours
SEP 272 (GEF 8)		3 ECON 201 (GEF 4)	3
ENGL 102 (GEF 1)		3 COMM 306	3
ACCT 201		3 GEF 6	3
BUSA 320		3 Advisor-Approved Elective:	3
GEF 2		3 ACE 256	
		BUSA 310	
		BUSA 340	
		ECON 202	
		MDIA 225S	
		SOWK 147	
		Elective	3
		15	15

Total credit hours: 60

Major Learning Outcomes

PE - SPORT MANAGEMENT

The goal of the program is for students to graduate with the essential skills and knowledge necessary to prepare them for a career in the field of sport management at the post-baccalaureate level or for continued studies at the graduate level.

- Content Knowledge - Students will demonstrate knowledge and disciplinary concepts related to sport management.
- Reflection and Critical Thinking - Students will demonstrate reflection and critical thinking in order to refine professional knowledge and practice.
- Programming and Assessment - Students will demonstrate evidence-based knowledge and skills (and best practices) for assessing needs and for designing, implementing and evaluating sport related settings/organizations.
- Professionalism and Ethics - Students will demonstrate professional behaviors, including commitment to excellence, valuing diversity and collaboration, service to others, techniques for lifelong learning.
- Technology - Students will be able to demonstrate the use of different forms of technology to allow them to function effectively within a sport management setting.

Political Science, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

Why Study Political Science?

Political Science offers students a chance to explore the dynamics of control that shape our world, here in America and internationally. What leads people to take political action? Why do political events unfold a certain way? What are the moral and ethical questions that surround politics? When it comes to answering these questions, Political Science is built on the core aspects of the great liberal arts tradition. Our strengths are logic, appropriate data, analysis, and communication. Explaining the outcomes of political processes and events involves developing theories, using scientific methods to gather relevant evidence and test those theories, and then using strong communications skills to explain the research. Honing these skills and learning the knowledge that is shared in our classes prepares students for careers in law, politics, government, the military, academia, private enterprise, and non-profit service.

Career Opportunities

Career opportunities for a four-year graduate in political science include: city manager, lawyer, diplomat, educator, labor relations specialist, political consultant, public recreation director, public health official, urban planner, journalist, law enforcement officer, and lobbyist.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

Admissions

Entering freshmen are admitted directly into the major.

Benchmark Requirements

Students must maintain a 2.0 GPA overall and in the major. If a course is repeated, all attempts will be included in the calculation of the GPA unless the course is eligible for a D/F repeat. Students must meet with their POLS adviser each semester. Students who do not meet these benchmarks may be removed from their major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
Cumulative GPA of 2.0 is required in all POLS courses.		
GEF Elective Requirements (2, 5, and 6)		12
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
Select one of the following (GEF 3):		3
MATH 121	Intro Concepts Of Mathematics	
MATH 124	Algebra with Applications	
POLS 102	Introduction to American Government (GEF 4)	3
POLS 103 or POLS 260	Global Political Issues Introduction to International Relations	3
POLS 210 or POLS 220	Law and the Legal System State and Local Government	3
POLS 250	Introduction to Comparative Politics	3
WVUE 191	First Year Seminar	1
ECAS International Requirement (GEF 7)		3
Foreign Language		12
Elective		11
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
POLS 102 (GEF 4)		3 POLS 103 or 260 (GEF 7)	3
ENGL 101 (GEF 1)		3 Foreign Language	3
Foreign Language		3 GEF 2	3
GEF 2		3 Select one of the following (GEF 3):	3
WVUE 191		1 MATH 121	
Elective		2 MATH 124	
		Elective	3
		15	15

Second Year

Fall	Hours	Spring	Hours
POLS 210 or 220		3 POLS 250	3
ENGL 102 (GEF 1)		3 GEF 6	3
GEF 5		3 Foreign Language	3
Foreign Language		3 Elective	3
Elective		3 Elective	3
		15	15

Total credit hours: 60

Major Learning Outcomes

POLITICAL SCIENCE

Upon successful completion of the A.A. degree, **Political Science** majors will be able to:

1. Demonstrate a command of basic substantive knowledge about the basic institutions, political actors, and relevant processes in state, national, and international political systems.

2. Demonstrate knowledge of major policy issues in state, national, and international affairs and an appreciation of the complexity reflective of the uncertainties, trade-offs, and institutional/bureaucratic context of problems confronting governments.
3. Think critically about political phenomena in a way that applies alternative explanatory perspectives across the major theoretical schools of thought in the political science literature.
4. Demonstrate an appreciation of the policy implications of different theoretical approaches and, more generally, how they relate to the larger ethical issues facing the West Virginia, national, and international communities.

Psychology

Degrees Offered

- Associate of Arts
- Associate of Science

Nature of the Program

The psychology curriculum prepares students to transfer as psychology majors to the baccalaureate program at West Virginia University and can be adapted to the needs of those planning to transfer to other institutions. In addition, courses in psychology are part of the liberal arts education. They convey principles and methods that are necessary for a better understanding of behavior and personality. Courses in psychology are often of interest and value to students in other social and life sciences, such as sociology, social work, political science, education, nursing, or medicine.

The associate of arts degree is intended to transfer into a bachelor of arts degree, while the associate of science degree is intended to transfer into a bachelor of science degree. At the associate's level, the two degrees primarily vary in the foreign language and math requirements. Students should discuss the differences between the degrees with their academic advisor.

Career Opportunities

A bachelor's degree in psychology qualifies a person to assist professionals in community mental health centers, vocational rehabilitation offices, and correctional programs; to work as research or administrative assistants; and to take jobs as trainees in government or business. Persons with a master's degree in psychology can administer tests as psychological assistants, and, under supervision, can conduct research, perform psychological evaluations, or counsel clients. Psychologists with a doctoral degree qualify for a wide range of teaching, research, clinical, and counseling positions in universities, elementary and secondary schools, private industry, and government.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

ASSISTANT PROFESSOR

- Bruce Liller - M.S. Counseling Psychology
Year @ PSC (2018)

INSTRUCTOR

- Molly Alvaro - M.A. Counseling
Year @ PSC (2020)

Admissions

Entering freshmen are admitted directly into the major.

Benchmark Expectations

Students should have completed PSYC 101, with a C- or better, and MATH 126 by the end of the second semester in the program. PSYC 202, or PSYC 203 and PSYC 204, with a C- in PSYC 203 by the end of the 4th semester. Students must maintain a GPA of at least 2.0 in the major and overall for graduation. All majors must meet with their advisor every semester. Students who fail to meet these benchmarks may be removed from their major.

Psychology, A.A.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
Students must maintain a minimum 2.0 GPA in all PSYC courses.		
GEF Elective Requirements (2, 5, 6, and 8)		16
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 124	Algebra with Applications (GEF 3)	3
PSYC 101	Introduction to Psychology (GEF 4 - minimum grade of C-)	3
PSYC 203 & 203L	Research Methods and Analysis 1 and Research Methods and Analysis 1 Laboratory	3
PSYC 204 & 204L	Research Methods and Analysis 2 and Research Methods and Analysis 2 Laboratory	3
PSYC 232 or PSYC 251	Sex Roles and Behavior Introduction to Social Psychology	3
PSYC 241	Introduction to Human Development	3
PSYC 281	Introduction to Abnormal Psychology	3
WVUE 191	First Year Seminar	1
Foreign Language		12
Elective		4
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 PSYC 241	3
PSYC 101 (GEF 4)		3 ENGL 102 (GEF 1)	3
MATH 124 (GEF 3)		3 Foreign Language 102	3

Foreign Language 101	3 PSYC 203 & 203L	3
WVUE 191 Elective	1 GEF Elective (GEF 5) 1	3
	14	15

Second Year

Fall	Hours	Spring	Hours
PSYC 232 or 251		3 PSYC 204 & 204L	3
Foreign Language 203		3 PSYC 281	3
GEF Elective (GEF 8)		3 GEF Elective (GEF 6)	3
GEF Elective (GEF 2B)		4 GEF Elective (GEF 8)	3
Elective		3 Foreign Language 204	3
	16		15

Total credit hours: 60

Major Learning Outcomes

PSYCHOLOGY

Upon successful completion of the A.A. degree, **Psychology** majors will be able to:

1. Describe the central principles, facts, concepts, and theories of major areas of psychology (i.e., Gender, Social, Clinical, Developmental) including: Theory, Content, and Research Methods.
2. Apply scientific principles of psychology to analyze basic and applied problems.
3. Create, evaluate, and revise text (oral, written) that effectively communicates information using APA format.
4. Demonstrate critical thinking, information and technology literacy, and communication skills, areas specifically identified by the American Psychological Association.

Psychology, A.S.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
Students must maintain a minimum 2.0 GPA in all PSYC courses.		
GEF Elective Requirements (2, 5, 6, 7 and 8)		25
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
PSYC 101	Introduction to Psychology (GEF 4 - minimum grade of C-)	3
MATH 150	Applied Calculus	3
PSYC 203 & 203L	Research Methods and Analysis 1 and Research Methods and Analysis 1 Laboratory	3
PSYC 204 & 204L	Research Methods and Analysis 2 and Research Methods and Analysis 2 Laboratory	3
PSYC 232 or PSYC 251	Sex Roles and Behavior Introduction to Social Psychology	3
PSYC 241	Introduction to Human Development	3
PSYC 281	Introduction to Abnormal Psychology	3
WVUE 191	First Year Seminar	1
Elective		7
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
PSYC 101 (GEF 4)		3 PSYC 241	3
MATH 150		3 ENGL 101	3
GEF Elective (BIOL 115/115L recommended)		4 GEF Elective (BIOL 117/117L recommended)	4
GEF Elective (GEF 5)		3 Elective	5
Elective		1	
WVUE 191		1	
		15	15

Second Year

Fall	Hours	Spring	Hours
PSYC 203 & 203L		3 PSYC 204 & 204L	3
PSYC 232 or 251		3 PSYC 281	3
ENGL 102		3 GEF Elective (CHEM 112/112L recommended)	4
GEF Elective (CHEM 111/111L recommended)		4 GEF Elective (GEF 6)	3
Elective		1 GEF Elective (GEF 7)	3
		14	16

Total credit hours: 60

Major Learning Outcomes

PSYCHOLOGY

Upon successful completion of the A.S. degree, **Psychology** majors will be able to:

1. Describe the central principles, facts, concepts, and theories of major areas of psychology (i.e., Gender, Social, Clinical, Developmental) including: Theory, Content, and Research Methods.
2. Apply scientific principles of psychology to analyze basic and applied problems.
3. Create, evaluate, and revise text (oral, written) that effectively communicates information using APA format.
4. Demonstrate critical thinking, information and technology literacy, and communication skills, areas specifically identified by the American Psychological Association.

Secondary Education, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

Secondary Education majors complete the initial course work required to become a certified teacher. Future teachers naturally expect to be responsible for lesson planning, instruction, and assessment in their future classrooms; however, with society's demands for critical thinkers and citizens committed to life-long learning, it is crucial that future educators experience teacher-preparation rich in opportunities to discover the impact of culturally relevant teaching, learner centered classrooms, and integrated curriculum as well as solid communication, management, and organizational classroom skills.

WVU Potomac State College offers direct classroom experience for prospective secondary educators as early as the first semester of study.

Secondary Education teacher education has a two-part focus: the content area (English or Social Studies) and educational design and delivery.

Secondary Education majors who wish to pursue a four-year degree in other content areas (biology, chemistry, math, or physics) should pursue an AA in the content area, complete EDUC 100 their first semester and EDUC 200 their fourth semester, and meet with their secondary education advisor every semester.

Career Opportunities

Four-year graduates teach students from 5th through 12th grades. They usually specialize in one subject area and may teach several different classes within that subject area. Some teachers continue course work in their specific discipline, earning a graduate degree leading to careers in research, higher education, or curriculum development. Others pursue graduate degrees in school administration.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

ASSISTANT PROFESSOR

- Andrea Schafer - M.A. Elementary Education (West Virginia University)
Year @ PSC (2014)

Admissions

Entering freshmen are admitted directly into the major.

Benchmark Expectations

Secondary Education majors should earn a C- or better in EDUC 100 and EDUC 200 to meet degree requirements. Students must demonstrate competence and professionalism, following all College and school district guidelines and policies, in their school-based placement(s). Students must meet with their education adviser each semester. Students who do not meet these benchmarks may be removed from their major.

Testing Requirements

In West Virginia, Praxis Core tests are waived if you have already completed a master's degree OR if you scored 26 on the ACT OR if you scored 1170 on the SAT (Math and Verbal, pre-March 2016 sitting) OR SAT Evidence Based Reading/Writing and Math Section 1240 (post-March 2016 sitting). All other students must earn passing scores (based on score benchmarks for the intended transfer institution) on all subsections of the Praxis Core by the application or transfer deadline set by the intended transfer institution. More information about the Praxis CORE can be found at <https://www.ets.org/praxis/site.html>.

Disclaimer: State Board of Education requirements may change testing and program requirements.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
WVUE 191	First Year Seminar	1
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
EDUC 100	Education Colloquium	1
EDUC 200	Professional Inquiry in Education	3
Foreign Language		12
MATH 121	Intro Concepts Of Mathematics (or higher - GEF 3)	3
Select one of the following tracks:		34
English Track (34 credit hours)		
GEF 2A		
GEF 4		
GEF 5		
GEF 7		
ENGL 200	Foundations of Literary Study	
ENGL 226	World Literature	
ENGL 241	American Literature 1 (GEF 6)	
ENGL 242	American Literature 2 (GEF 8)	
ENGL 262	British Literature 2	
ENGL 263	Shakespeare 1 (GEF 8)	
Elective		
Social Studies Track (34 credit hours)		
HIST 152	Growth of the American Nation to 1865 (GEF 5)	
HIST 153	Making of Modern America: 1865 to the Present	
HIST 179	World History to 1500 (GEF 8)	
HIST 180	World History Since 1500 (or HIST 250)	
ECON 201	Principles of Microeconomics (GEF 8)	
ECON 202	Principles of Macroeconomics (GEF 8)	
GEOG 102	World Regions	
GEOG 107 & 107L	Global Climate System and Global Climate System Laboratory (GEF 2B)	
POLS 102	Introduction to American Government	
PSYC 101	Introduction to Psychology (GEF 4)	

ANTH 105

Introduction to Anthropology (GEF 7)

Total Hours

60

Suggested Plan of Study for English Track

First Year

Fall	Hours	Spring	Hours
EDUC 100		1 ENGL 102 (GEF 1)	3
ENGL 101 (GEF 1)		3 ENGL 200	3
ENGL 241 (GEF 6)		3 ENGL 242 (GEF 8)	3
ENGL 263 (GEF 8)		3 MATH 121 (or higher - GEF 3)	3
Foreign Language		3 Foreign Language	3
WVUE 191		1	
Elective		1	
		15	15

Second Year

Fall	Hours	Spring	Hours
ENGL 226		3 EDUC 200	3
Foreign Language		3 ENGL 262	3
GEF 2A		3 Foreign Language	3
GEF 4		3 GEF 2A	3
GEF 5		3 GEF 7	3
		15	15

Total credit hours: 60

Suggested Plan of Study for Social Studies Track

First Year

Fall	Hours	Spring	Hours
EDUC 100		1 ENGL 102 (GEF 1)	3
ENGL 101 (GEF 1)		3 HIST 152 (GEF 5)	3
GEOG 102		3 HIST 179 (GEF 8)	3
MATH 121 (or higher - GEF 3)		3 PSYC 101 (GEF 4)	3
Foreign Language		3 Foreign Language	3
WVUE 191		1	
		14	15

Second Year

Fall	Hours	Spring	Hours
ECON 201 (GEF 8)		3 ECON 202 (GEF 8)	3
GEOG 107 & 107L (GEF 2B)		4 EDUC 200	3
POLS 102		3 HIST 153	3
ANTH 105 (GEF 7)		3 HIST 180	3
Foreign Language		3 Foreign Language	3
		16	15

Total credit hours: 60

Major Learning Outcomes

SECONDARY EDUCATION

A primary mission of the AA in Secondary Education at Potomac State College is to prepare individuals for a changing teaching profession. Teachers influence many facets of education including students, parents, school policies and procedures, curriculum design, instructional materials, and classroom environment. Educational issues must be grounded in current research on best practices and deep reflection on ways to implement them in teaching practice.

Upon successful completion of the A.A. degree, **Secondary Education** majors will be able to:

- Utilize commitment and skills to engage in life-long learning, including research skills applied to the discipline;
- Practice effective communication; both oral and written;
- Recognize that teaching is a professional, moral, and ethical enterprise with well-developed ethical frameworks which facilitate effective teaching;
- Serve as facilitators of learning for all students;
- Apply in-depth knowledge of both pedagogy and content, and the relationship between them
- Be reflective practitioners;
- Be aware of, and have respect, human diversity;
- Value and integrate knowledge from a wide variety of fields, be creative and open to new ideas, and be able to act constructively in a world characterized by technological, cultural, and societal diversity and change.

Sociology, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

Want to explore societies from the past to the present? We'll teach you about that and more through the lens of social class, poverty, race and ethnicity, and gender.

A degree in sociology and anthropology prepares you for a career in the public or private sector. What's more, your courses help you to better understand human behavior and how to improve quality of life.

Sociologists and anthropologists use their uniquely creative perspective to help make a difference in the world. Sociology and anthropology examine the structure of human societies and of the social processes that operate in all groups, organizations, and institutions. Students learn about how past issues affect the present and how social change can occur.

Career Opportunities

The skills and knowledge you can build with a degree in sociology or anthropology will be in high demand. For the student who earns a bachelor's or master's degree in sociology, jobs often are in government agencies that employ sociologists dealing with subjects such as poverty, crime, public assistance, population growth, education, social rehabilitation, community development, mental health, racial and ethnic relations, drug abuse, school dropouts, and environmental impact studies. Sociologists in the federal government work primarily for the Departments of Health and Human Services, Agriculture, Education, Commerce (Bureau of the Census), Defense, and the General Accounting Office. Graduates also find careers assisting in community development and planning, or using knowledge of social organization and social process in a variety of settings within the United States or abroad.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

ASSISTANT PROFESSOR

- Catie Bridges - M.A. Biological Anthropology (University of Montana)
Year @ PSC (2014)

INSTRUCTOR

- Kristin Smouse - MSW (West Virginia University)
Year @ PSC (2019)

Admissions

Entering freshmen are admitted directly into the major.

Benchmark Expectations

Students who start as freshmen are expected to complete SOC 101 and ANTH 105 with grades of C- or higher by the end of freshman year. Students must maintain a GPA of 2.0 overall and a minimum GPA of 2.0 in all SOC courses counting toward major requirements for graduation. All majors must meet with their adviser every semester. Students who do not meet these benchmarks may be removed from their major.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
Students must maintain a minimum 2.0 GPA in all SOCA courses.		
GEF Elective Requirements (2, 5, and 8)		15
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 124	Algebra with Applications (GEF 3)	3
SOC 101	Introduction to Sociology (GEF 4)	3
ANTH 105	Introduction to Anthropology (GEF 7)	3
STAT 211	Elementary Statistical Inference (GEF 8)	3
WVUE 191	First Year Seminar	1
SOC 200-level Elective		6
ECAS Fine Arts Requirement (GEF 6)		3
Foreign Language		12
Elective		5
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
SOC 101 (GEF 4)		3 ENGL 101 (GEF 1)	3
MATH 124 (GEF 3)		3 ANTH 105 (GEF 7)	3
WVUE 191		1 ECAS Fine Arts Requirement (GEF 6)	3
Foreign Language		3 Foreign Language	3
Elective		2 GEF 2	3

GEF 5	3		
	15		15
Second Year			
Fall	Hours	Spring	Hours
ENGL 102		3 SOC 200-level Elective	3
SOC 200-level Elective		3 Foreign Language	3
Foreign Language		3 Elective	3
GEF 8		3 GEF 2	3
STAT 211 (GEF 8)		3 GEF 8	3
	15		15

Total credit hours: 60

Major Learning Outcomes

SOCIOLOGY

Upon successful completion of the A.A. degree, **Sociology** majors will be able to:

1. Describe sociology's core concepts and approaches to the study of social structures, social dynamics, and social issues, and how it is similar to and different from other social sciences.
2. Demonstrate the sociological imagination by describing how culture and social structure operate, how society shapes individuals and individuals shape society, and the intersectionality of race/ethnicity, gender, class, or other bases of inequality.
3. Identify and compare sociology's core theoretical and methodological approaches and discuss their role in building knowledge about society.

Pre-Social Work, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

The Pre-Social Work curriculum prepares students for transfer to the Division of Social Work at West Virginia University and can be adapted to the needs of those planning to transfer to other institutions. The Pre-Social Work student at WVU Potomac State College is automatically under the Social Work standards of the West Virginia University Division of Social Work. After two years at WVU Potomac State students can transfer to West Virginia University and apply to the professional social work major. The WVU Division of Social Work is accredited by the Council on Social Work Education.

Career Opportunities

Completing a BSW degree allows for immediate access to employment opportunities. A wide variety of employment settings are available for professional social workers, including foster care, adoption, probation and parole, public assistance, day care services, school social services, services to veterans, social services in a medical or mental hospital, drug and alcohol programs, recreational services such as Boy Scouts, YWCA, rehabilitation centers, state and local government agencies, nursing homes, research, social action, and fundraising.

FACULTY

CHAIR

- Cassandra Pritts - M.A. History (Duquesne University)
Year @ PSC (2011)

INSTRUCTOR

- Kristin Smouse - MSW (West Virginia University)
Year @ PSC (2019)

Admissions

Students are admitted directly into the **Pre-Social Work** major. During their fourth semester, students apply to be admitted to the professional level of the Social Work major.

Benchmark Expectations

Pre-Social Work majors must maintain a 2.00 GPA in their major courses; students must complete all required SOWK courses—in their proper sequence—with grades of C- or higher. If a course is repeated, all attempts will be included in the calculation of the GPA. Students who are unable to meet the performance standards for social work courses are permitted to repeat a course once. Students who are unsuccessful in the second attempt will be counseled out of the program.

Admission to the professional Social Work major at WVU

In order for social work majors at WVU, its branch campuses (including Potomac State), or 2+2 program students to attain *professional* social work status, they must meet the B.S.W. program's admission criteria (<http://catalog.wvu.edu/undergraduate/everlycollegeofartsandsciences/socialwork/#admissiontext>), complete a formal application for admission, and have their application approved by the School of Social Work B.S.W. Admission Committee. The process is competitive, and students are selectively admitted to the advanced level of the program for their final two years of education, which includes the upper-division courses in social work.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (2, 5, 6 and 8)		15
WVUE 191	First Year Seminar	1
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 121	Intro Concepts Of Mathematics (GEF 3)	3
The following courses require a minimum GPA of 2.0:		
POLS 220	State and Local Government (GEF 4)	3
PSYC 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
SOC 221	Families and Society (GEF 8)	3
SOWK 147	Human Diversity (GEF 7 - minimum grade of C-)	3
SOWK 151	Introduction to Social Work (minimum grade of C-)	3
PSYC 200-level Elective		3
SOC or ANTH 200-level Elective		3
Minority Content Course (Select one of the following):		3
ENGL 154	African American Literature	

ENGL 254	African American Literature	
ENGL 285	Images of Women in Literature	
HIST 250	West Virginia	
PSYC 232	Sex Roles and Behavior	
PSYC 345	Adulthood and Aging	
SOC 235	Race and Ethnic Relations	
WGST 170	Introduction to Women's and Gender Studies	
Elective		8
Total Hours		60

*

Students who continue at WVU-Morgantown must maintain 2.5 cumulative GPA and complete 100 hours of verified Human Service Activity (paid or volunteer) by January of sophomore year.

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
MATH 121 (GEF 3)		3 SOC 101	3
SOWK 151		3 SOWK 147 (GEF 7)	3
WVUE 191		1 GEF 2	3
GEF 6		3 GEF 5	3
Elective		2	
		15	15

Second Year

Fall	Hours	Spring	Hours
POLS 220 (GEF 4)		3 SOC 221 (GEF 8)	3
PSYC 101		3 PSYC 200-level Elective	3
SOC or ANTH 200-level Elective		3 Minority Content Course	3
GEF 2		3 GEF 8	3
Elective		3 Elective	3
		15	15

Total credit hours: 60

Major Learning Outcomes

PRE-SOCIAL WORK

Upon successful completion of the A.A. degree, **Pre-Social Work** majors will be able to:

1. Identify as a professional social worker and conduct oneself accordingly.
2. Apply social work ethical principles to guide professional practice.
3. Apply critical thinking to inform and communicate professional judgments.
4. Engage diversity and difference in practice.
5. Advance human rights and social and economic justice.
6. Engage in research-informed practice and practice-informed research.
7. Apply knowledge of human behavior and the social environment.
8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services.

STEM

General Information

The STEM Division is one of three academic divisions at WVU Potomac State College. The STEM Division offers a variety of majors in the areas of science, engineering, and mathematics that lead to an associate of arts, an associate of science, or an associate of applied science degree. These majors are primarily designed to transfer into bachelor degree programs on the Morgantown campus of West Virginia University; however, many of our courses are also transferable to other institutions. We also have two majors, health sciences and surgical technology, that can lead to employment upon completion of the degree. Some of our majors, like pre-nursing, pre-occupational therapy and pre-pharmacy, provide all the prerequisite courses needed to apply directly to their associated programs. In addition to the various majors we offer, the STEM Division also provides support courses, like math and biology, for other majors. Courses offered within the STEM Division provide an excellent foundation needed to be successful in more advanced science, engineering and math courses required for various bachelor degrees.

ADMINISTRATION

CHAIR

- Erin Cunningham - M.S. Biology (Duquesne University)
Year @ PSC (2007)

Aerospace Engineering, A.S.

Degree Offered

- Associate of Science

Nature of the Program

Aerospace travel, space exploration, and flight of manned or unmanned vehicles continue to gain significance. Aerospace engineering is involved with the science and technology of advanced vehicles, including aircraft, rockets, missiles, and spacecraft. Although a specialized branch of engineering, it is also diverse. Aerospace technology has expanded to include the design and development of new earthbound vehicles such as ground effect machines, hydrofoil ships, and high-speed rail-type systems. Aerospace engineers are mainly involved in designing missiles, satellites, aircraft, and spacecraft; and they also test prototypes to ensure that they function properly.

The associate degree program provides the foundation courses required to complete a bachelor program in aerospace engineering at West Virginia University. Students planning to enter a bachelor program at another institution should determine the transfer equivalencies for the courses offered at Potomac State College of WVU and the institution they plan to attend following completion of the associate degree program.

Career Opportunities

A bachelor degree in aerospace engineering prepares students for a career in aerospace industries and in government research and development centers and laboratories, as well as in military mission-oriented agencies.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

PROFESSORS

- Mohammad Saifi - M.S. Electrical Engineering
Year @ PSC (1983)
- Joan Vogtman - M.S. Applied Physics
Year @ PSC (2008)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective (5, 6 or 7)		3
ENGR 191	First-Year Seminar	1
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 155	Calculus 1 (GEF 3 - Minimum grade of C-)	4
MATH 156	Calculus 2 (GEF 8 - Minimum grade of C-)	4
MATH 251	Multivariable Calculus (Minimum grade of C-)	4
MATH 261	Elementary Differential Equations (Minimum grade of C-)	4
PHYS 111 & 111L	General Physics 1 and General Physics 1 Laboratory (GEF 8 - Minimum grade of C-)	4
PHYS 112 & 112L	General Physics 2 and General Physics 2 Laboratory (GEF 8)	4
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 2)	4
ECON 201	Principles of Microeconomics	3
EE 221	Introduction to Electrical Engineering	3
EE 221L	Introduction to Electrical Engineering Laboratory	1
ENGR 101	Engineering Problem Solving 1	2
ENGR 102	Engineering Problem-Solving 2	3
A minimum cumulative GPA of 2.0 is required in all MAE courses		
MAE 241	Statics	3
MAE 242	Dynamics	3
MAE 243	Mechanics of Materials	3
Elective		1
Total Hours		60

Suggested Plan of Study

First Year			
Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
ENGR 101		2 ENGR 102	3
MATH 155 (GEF 3)		4 MATH 156 (GEF 8)	4

CHEM 115 & 115L (GEF 2)		4 PHYS 111 & 111L (GEF 8)	4
ENGR 191		1 Elective	1
		14	15
Second Year			
Fall	Hours	Spring	Hours
MATH 251		4 MATH 261	4
PHYS 112 & 112L (GEF 8)		4 MAE 242	3
MAE 241		3 MAE 243	3
EE 221		3 ECON 201 (GEF 4)	3
EE 221L		1 GEF Elective (5, 6 or 7)	3
		15	16

Total credit hours: 60

Major Learning Outcomes

AEROSPACE ENGINEERING

Upon completion of the associates in aerospace engineering program, students will be able to:

1. Explain the basics concepts of electrical engineering, statics, dynamics, mechanics or materials and thermodynamics.
2. Use mathematical, chemical and physical concepts to solve engineering-related problems.
3. Transfer into a bachelor degree program in aerospace engineering.

Biology

Degrees Offered

- Associate of Arts
- Associate of Science

Nature of the Program

The associate degrees in biology are intended to provide students with a core foundation in biology, chemistry and math so they can be successful in a bachelor's degree program. The associate of arts degree is intended to transfer into a bachelor of arts in biology program. An associate of science in biology is also available, which is intended to transfer into a bachelor of science in biology program. The degrees vary predominately in their foreign language. If pursuing a associate of arts degree, six credit hours of a foreign language at the intermediate level are required. If pursuing an associate of science degree, foreign language is not required. Students should discuss the differences with their academic advisor.

The associate degree program provides the initial four-semester core sequence in the biological sciences required to complete a bachelor program in biology at West Virginia University. Students planning to enter a bachelor program at another institution should determine the transfer equivalencies for the courses offered at WVU Potomac State College and the institution they plan to attend following completion of the associate degree program.

Career Opportunities

An associate degree followed by a bachelor degree in biology provides excellent preparation for students planning to apply to graduate programs in the biological sciences or to professional schools/programs, such as medical, osteopathic, dental, physical or occupational therapy, optometry, pharmacy, veterinary medicine, physician assistant, and chiropractic. In addition, a bachelor degree in biology prepares students for a variety of careers including medicine, biotechnology, genetics, forensics, ecology, environmental biology, and other biologically-related technical fields in government and private industry. Furthermore, with the appropriate electives, a student with a bachelor degree in biology may also choose to enter the fields of law, journalism, education, business, health care administration, pharmaceutical sales, or work for a variety of federal agencies. Due to the variety of careers and opportunities available with a degree in biology, students should discuss their interests with their academic advisor, who can help advise them in selecting appropriate elective courses.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC 2007

ASSOCIATE PROFESSORS

- Sheri Chisholm - Ph.D. Institutional Leadership and Biology Education
Year @ PSC (2009)
- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

ASSISTANT PROFESSOR

- Joel Bostic - Ph.D. Environmental Science
Year @ PSC 2022

INSTRUCTOR

- Farren Smith - MS Biology
Year @ PSC 2022

Biology, A.A.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
A GPA of 2.0 in Biology course work is required for graduation.		
GEF Requirements (4, 5, or 6)		6
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
BIOL 115 & 115L	Principles of Biology and Principles of Biology Laboratory (GEF 2 - Minimum grade of C-)	4
BIOL 117 & 117L	Introductory Physiology and Introductory Physiology Laboratory (GEF 8 - Minimum grade of C-)	4
BIOL 219 & 219L	The Living Cell and The Living Cell Laboratory	4
BIOL 221	Ecology and Evolution	3
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 8)	4

CHEM 116 & 116L	Fundamentals of Chemistry 2 and Fundamentals of Chemistry 2 Laboratory (GEF 8)	4
CHEM 233 & 233L	Organic Chemistry 1 and Organic Chemistry 1 Laboratory	4
CHEM 234 & 234L	Organic Chemistry 2 and Organic Chemistry 2 Laboratory	4
WVUE 191	First Year Seminar	1
MATH 150 or MATH 155	Applied Calculus (GEF 3) Calculus 1	3
Foreign Language (12 credit hours required)		12
Elective		1
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
BIOL 115 & 115L (GEF 2)		4 ENGL 101 (GEF 1)	3
CHEM 115 & 115L (GEF 8)		4 BIOL 117 & 117L (GEF 8)	4
MATH 150 or 155 (GEF 3)		3 CHEM 116 & 116L (GEF 8)	4
WVUE 191		1 Foreign Language	3
Foreign Language		3 HLSC 270 (or Elective)	1
		15	15

Second Year

Fall	Hours	Spring	Hours
ENGL 102 (GEF 1)		3 BIOL 221	3
BIOL 219 & 219L		4 CHEM 234 & 234L	4
CHEM 233 & 233L		4 GEF Elective (4, 5, or 6)	3
Foreign Language or Elective		3 GEF Elective (4, 5, or 6)	3
		Foreign Language or Elective	3
		14	16

Total credit hours: 60

Major Learning Outcomes

BIOLOGY

Upon completion of the associates in biology program, students will be able to:

1. Explain how information is stored, processed and used within cells and organisms.
2. Analyze how organisms obtain and process energy and matter.
3. Explain the primary forces of evolution, including how these forces lead to genetic differentiation and speciation.
4. Describe how biological structures dictate their function.
5. Explain how organisms, populations, communities and ecosystems are structured and function.
6. Transfer into a bachelor degree program in biology.

Biology, A.S.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
A GPA of 2.0 in Biology course work is required for graduation.		
GEF Requirements (4, 5, or 6)		6
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
BIOL 115 & 115L	Principles of Biology and Principles of Biology Laboratory (GEF 2 - Minimum grade of C-)	4
BIOL 117 & 117L	Introductory Physiology and Introductory Physiology Laboratory (GEF 8 - Minimum grade of C-)	4
BIOL 219 & 219L	The Living Cell and The Living Cell Laboratory	4
BIOL 221	Ecology and Evolution	3
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 8)	4
CHEM 116 & 116L	Fundamentals of Chemistry 2 and Fundamentals of Chemistry 2 Laboratory (GEF 8)	4
CHEM 233 & 233L	Organic Chemistry 1 and Organic Chemistry 1 Laboratory	4
CHEM 234 & 234L	Organic Chemistry 2 and Organic Chemistry 2 Laboratory	4
WVUE 191	First Year Seminar	1
MATH 150 or MATH 155	Applied Calculus (GEF 3) Calculus 1	3
STAT 211	Elementary Statistical Inference	3
PHYS 101 & 101L	Introductory Physics 1 and Introductory Physics 1 Laboratory	4
PHYS 102 & 102L	Introductory Physics 2 and Introductory Physics 2 Laboratory	4
Elective		2
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101		3 ENGL 102	3
BIOL 115 & 115L (GEF 2)		4 BIOL 117 & 117L (GEF 8)	4
CHEM 115 & 115L (GEF 8)		4 CHEM 116 & 116L (GEF 8)	4
MATH 150 or 155 (GEF 3)		3 STAT 211	3
WVUE 191		1 HLSC 270 (or Elective)	1
		15	15

Second Year

Fall	Hours	Spring	Hours
BIOL 219 & 219L		4 BIOL 221	3
CHEM 233 & 233L		4 CHEM 234 & 234L	4
PHYS 101 & 101L		4 PHYS 102 & 102L	4
GEF Elective (4, 5 or 6)		3 GEF Elective (4, 5, or 6)	3
		Elective	1
		15	15

Total credit hours: 60

Major Learning Outcomes

BIOLOGY

Upon completion of the associates in biology program, students will be able to:

1. Explain how information is stored, processed and used within cells and organisms.
2. Analyze how organisms obtain and process energy and matter.
3. Explain the primary forces of evolution, including how these forces lead to genetic differentiation and speciation.
4. Describe how biological structures dictate their function.
5. Explain how organisms, populations, communities and ecosystems are structured and function.
6. Transfer into a bachelor degree program in biology.

Biometric Systems, A.S.

Degree Offered

- Associate of Science

Nature of the Program

Biometric systems use specific traits about an organism to identify it. Biometric systems engineers design hardware and software to measure a signature trait of the human body, compare that signature to a database, and then render a decision from a matching process. Biometric systems are being used in positive personal identification in law enforcement, access control, banking and a wide range of business and administrative systems. Biometric systems can also be used in health care for identification of specific human conditions via implantable devices and the automated administration of life-saving medical therapies. Biometric systems can also impact our daily lives with advances in integrated sensors, signal/image processing, computer and mass storage technology that allow inanimate objects to identify, interact with and assist their users.

The associate degree program provides the foundation to complete a bachelor program in biometric systems at West Virginia University. Students planning to enter a bachelor program at another institution should determine the transfer equivalencies for the courses offered at Potomac State College of WVU and the institution they plan to attend following completion of the associate degree program

Career Opportunities

Biometric system engineers typically work in the IT security industry for businesses and other organizations that design and use data defense methods. Employment can also be found at firms specializing in forestry, forensics, and health care.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

PROFESSORS

- Mohammad Saifi - M.S. Electrical Engineering
Year @ PSC (1983)
- Joan Vogtman - M.S. Applied Physics
Year @ PSC (2008)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Requirements (5)		3
ENGR 191	First-Year Seminar	1
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 155	Calculus 1 (GEF 3)	4
MATH 156	Calculus 2 (GEF 8)	4
MATH 251	Multivariable Calculus	4
MATH 261	Elementary Differential Equations	4
BIOL 115 & 115L	Principles of Biology and Principles of Biology Laboratory (GEF 8)	4
PHYS 111 & 111L	General Physics 1 and General Physics 1 Laboratory (GEF 8)	4

PHYS 112 & 112L	General Physics 2 and General Physics 2 Laboratory	4
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 2)	4
ENGR 101	Engineering Problem Solving 1	2
ENGR 102	Engineering Problem-Solving 2	3
Minimum 2.0 GPA is required in all of the following courses:		
CPE 271	Introduction to Digital Logic Design	3
EE 221	Introduction to Electrical Engineering	3
EE 221L	Introduction to Electrical Engineering Laboratory	1
EE 223	Electrical Circuits	3
EE 223L	Electrical Circuits Laboratory	1
Elective		2
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGR 101		2 ENGR 102	3
BIOL 115 & 115L (GEF 8)		4 MATH 156 (GEF 8)	4
MATH 155 (GEF 3)		4 PHYS 111 & 111L (GEF 8)	4
CHEM 115 & 115L (GEF 2)		4 ENGL 101 (GEF 1)	3
ENGR 191		1 Elective	2
		15	16

Second Year

Fall	Hours	Spring	Hours
MATH 251		4 MATH 261	4
PHYS 112 & 112L		4 EE 223	3
CPE 271		3 EE 223L	1
EE 221		3 ENGL 102 (GEF 1)	3
EE 221L		1 GEF Elective (GEF 5)	3
		15	14

Total credit hours: 60

Major Learning Outcomes

BIOMETRIC SYSTEMS

Upon completion of the associate degree in biometric systems, students will be able to

1. Apply knowledge of mathematics, science, and engineering
2. Analyze and interpret data
3. Use mathematical, chemical and physical concepts to solve engineering-related problems.
4. Transfer into a bachelor degree program in biometric systems.

Chemistry

Degrees Offered

- Associate of Arts
- Associate of Science

Nature of the Program

The chemistry program at WVU Potomac State College includes the first two years of courses toward a bachelors degree in chemistry. Courses provide a strong foundation in general and organic chemistry. Laboratory work includes classical wet chemistry, volumetric and instrumental analysis as well as the applications of computers to analysis of data collected in laboratory experiments. The goal of the program is to prepare students to transfer to the Morgantown campus to complete a bachelor of arts degree in chemistry. Students planning to transfer to another institution should discuss their plans with their advisor to determine the requirements of that program. An associate of science in chemistry is also available, which is intended to transfer into a bachelor of science degree. The associate of arts degree requires six credit hours of a foreign language at the intermediate level, which is not required for the associate of science degree. Students should discuss the differences between a bachelor of arts and bachelor of science degree with their academic advisor.

Career Opportunities

Upon completion of the B.S. in chemistry, a student can secure employment as a chemist in various chemical industries such as iron and steel, petrochemical, or paper industries. Another option is to pursue an advanced degree in chemistry such as a Master's or Doctorate degree.

The B.A. program allows students to pursue an advanced degree in chemistry or to apply for admission to professional schools such as medicine, pharmacy, or dentistry. Admission requirements for these professional schools are easily accomplished by adjustments to specific courses taken within the B.A. program.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

PROFESSOR

- Jay Badenhoop - Ph.D. Chemistry
Year @ PSC (1997)

ASSISTANT PROFESSORS

- Ganesh Ghimire - Ph.D. Organic Chemistry
Year @ PSC (2018)
- Roshan Lamichhane - Ph.D. Curriculum and Instruction; M.S. Chemistry
Year @ PSC (2020)

Chemistry, A.A.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 2 - minimum grade of C-)	4
CHEM 116 & 116L	Fundamentals of Chemistry 2 and Fundamentals of Chemistry 2 Laboratory (GEF 8 - minimum grade of C-)	4
CHEM 233 & 233L	Organic Chemistry 1 and Organic Chemistry 1 Laboratory (minimum grade of C-)	4
CHEM 234 & 234L	Organic Chemistry 2 and Organic Chemistry 2 Laboratory (minimum grade of C-)	4
MATH 155	Calculus 1 (GEF 3)	4
MATH 156	Calculus 2 (GEF 8)	4
Select one of the following groups:		8
PHYS 101 & 101L & PHYS 102 & PHYS 102L	Introductory Physics 1 and Introductory Physics 1 Laboratory and Introductory Physics 2 and Introductory Physics 2 Laboratory (GEF 8)	
PHYS 111 & 111L & PHYS 112 & PHYS 112L	General Physics 1 and General Physics 1 Laboratory and General Physics 2 and General Physics 2 Laboratory	
WVUE 191	First Year Seminar	1
GEF Elective Requirements - 4, 5, or 6		3
Foreign Language		12
Elective		6
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
CHEM 115 & 115L (GEF 2)		4 CHEM 116 & 116L (GEF 8)	4
MATH 155 (GEF 3)		4 MATH 156 (GEF 8)	4
WVUE 191		1 Foreign Language 102	3
Foreign Language 101		3 Elective	1
		15	15

Second Year

Fall	Hours	Spring	Hours
CHEM 233 & 233L		4 CHEM 234 & 234L	4
PHYS 101 & 101L (GEF 8)		4 PHYS 102 & 102L	4
GEF Elective (4, 5, or 6)		3 Foreign Language 204	3
Foreign Language 203		3 Elective	4
Elective		1	
		15	15

Total credit hours: 60

Major Learning Outcomes

CHEMISTRY

Upon completion of the associates in chemistry program, students will be able to:

1. Explain fundamental chemical principles related to general and organic chemistry.
2. Perform accurate and precise quantitative analyses, to utilize modern instrumental methods of analysis, to analyze and report the results of chemical experimentation, to work safely with chemicals, and to work effectively both as an individual and in a small group.
3. Retrieve information from chemical literature and organize and communicate chemical information effectively in written reports and laboratory note books.
4. Transfer to a four year institution for completion of a bachelor degree.

Chemistry, A.S.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 2 - minimum grade of C-)	4
CHEM 116 & 116L	Fundamentals of Chemistry 2 and Fundamentals of Chemistry 2 Laboratory (GEF 8 - minimum grade of C-)	4
CHEM 233 & 233L	Organic Chemistry 1 and Organic Chemistry 1 Laboratory (minimum grade of C-)	4
CHEM 234 & 234L	Organic Chemistry 2 and Organic Chemistry 2 Laboratory (minimum grade of C-)	4
MATH 155	Calculus 1 (GEF 3)	4
MATH 156	Calculus 2 (GEF 8)	4
MATH 251	Multivariable Calculus	4
PHYS 111 & 111L	General Physics 1 and General Physics 1 Laboratory	4

PHYS 112 & 112L	General Physics 2 and General Physics 2 Laboratory	4
WVUE 191	First Year Seminar	1
GEF Elective Requirements - 4, 5, 6 and 7		12
Elective		5
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
CHEM 115 & 115L (GEF 2)		4 MATH 156 (GEF 8)	4
MATH 155 (GEF 3)		4 CHEM 116 & 116L (GEF 8)	4
GEF Elective (GEF 4)		3 PHYS 111 & 111L	4
WVUE 191		1	
		15	15

Second Year

Fall	Hours	Spring	Hours
CHEM 233 & 233L		4 CHEM 234 & 234L	4
MATH 251		4 Elective	5
PHYS 112 & 112L		4 GEF Elective (GEF 6)	3
GEF Elective (GEF 5)		3 GEF Elective (GEF 7)	3
		15	15

Total credit hours: 60

Major Learning Outcomes

CHEMISTRY

Upon completion of the associates in chemistry program, students will be able to:

1. Explain fundamental chemical principles related to general and organic chemistry.
2. Perform accurate and precise quantitative analyses, to utilize modern instrumental methods of analysis, to analyze and report the results of chemical experimentation, to work safely with chemicals, and to work effectively both as an individual and in a small group.
3. Retrieve information from chemical literature and organize and communicate chemical information effectively in written reports and laboratory note books.
4. Transfer to a four year institution for completion of a bachelors degree.

Civil Engineering, A.S.

Degree Offered

- Associate of Science

Nature of the Program

Civil engineering includes a wide variety of technological areas, including construction, geotechnical, hydro-technical, structural, transportation, and water and environmental engineering. Civil engineers work with problems that directly impact the health and economic vitality of people and communities. These problems include waste disposal, environmental pollution, transportation systems analysis and design, water resource development, and the design, construction, and rehabilitation of constructed facilities such as dams, bridges, buildings, and highways.

The goal of the undergraduate curriculum in civil engineering is to prepare graduate civil engineers to meet the present and the future infrastructural and environmental needs of society. This requires an education based on scientific and engineering fundamentals as well as one that incorporates

experience in engineering design using modern technology. Because the systems they design impact the public directly, civil engineers must be aware of the social and environmental consequences of their designs. Graduates must be prepared to work and communicate with other professionals in a variety of associations and organizations. Ethics and life-long learning are essential components in the education of civil engineers.

The associate degree program provides the foundation courses required to complete a bachelor program in civil engineering at West Virginia University. Students planning to enter a bachelor program at another institution should determine the transfer equivalencies for the courses offered at WVU Potomac State College and the institution they plan to attend following completion of the associate degree program

Career Opportunities

Civil engineers can gain employment in the public or private sectors involved in design, construction, research, and education, as well for state or local government. Civil engineers commonly work on the design and construction of roads, buildings, airports, tunnels, dams, bridges, and systems for water supply and sewage treatment.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

PROFESSORS

- Mohammad Saifi - M.S. Electrical Engineering
Year @ PSC (1983)
- Joan Vogtman - M.S. Applied Physics
Year @ PSC (2008)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
A minimum GPA of 2.0 is required in all MAE courses.		
GEF Requirements (5, 6, or 7)		6
ENGR 191	First-Year Seminar	1
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6

MATH 155	Calculus 1 (GEF 3)	4
MATH 156	Calculus 2 (GEF 8)	4
MATH 251	Multivariable Calculus	4
MATH 261	Elementary Differential Equations	4
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 2)	4
PHYS 111 & 111L	General Physics 1 and General Physics 1 Laboratory (GEF 8)	4
Select one of the following (GEF 8):		4
BIOL 115 & 115L	Principles of Biology and Principles of Biology Laboratory	
CHEM 116 & 116L	Fundamentals of Chemistry 2 and Fundamentals of Chemistry 2 Laboratory	
PHYS 112 & 112L	General Physics 2 and General Physics 2 Laboratory	
ECON 201	Principles of Microeconomics (GEF 4)	3
ENGR 101	Engineering Problem Solving 1	2
ENGR 102	Engineering Problem-Solving 2	3
MAE 241	Statics	3
MAE 242	Dynamics	3
MAE 243	Mechanics of Materials	3
Elective		2
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGR 101		2 MATH 156 (GEF 8)	4
MATH 155 (GEF 3)		4 ENGR 102	3
CHEM 115 & 115L (GEF 2)		4 PHYS 111 & 111L (GEF 8)	4
ECON 201 (GEF 4)		3 ENGL 101 (GEF 1)	3
ENGR 191		1	
		14	14

Second Year

Fall	Hours	Spring	Hours
MATH 251		4 MATH 261	4
ENGL 102 (GEF 1)		3 MAE 242	3
MAE 241		3 MAE 243	3
Select one of the following (GEF 8):		4 GEF Elective (5, 6, or 7)	6
PHYS 112 & 112L			
BIOL 115 & 115L			
CHEM 116 & 116L			
Elective		2	
		16	16

Total credit hours: 60

Major Learning Outcomes

CIVIL ENGINEERING

Upon completion of the associate degree in civil engineering, students will be able to

1. Apply knowledge of mathematics, science, and engineering
2. Analyze and interpret data
3. Use mathematical, chemical and physical concepts to solve engineering-related problems.
4. Transfer into a bachelor degree program in civil engineering.

Computer Engineering, A.S.

Degree Offered

- Associate of Science

Nature of the Program

Computer engineers design, develop, test, manufacture, and maintain complex systems including digital communications systems such as cell phone networks, computer networks such as the Internet, and system-level software such as operating systems and applications software. Computer engineers also embed computers in other machines and systems, build networks to transfer data, and develop ways to make computers, faster, smaller, and more capable. Thus, a computer engineer is part electrical engineer and part computer scientist. It is also important the computer engineers understand both the hardware and software of computers.

The associate degree program provides the foundation to complete a bachelor program in computer engineering at West Virginia University. Students planning to enter a bachelor program at another institution should determine the transfer equivalencies for the courses offered at WVU Potomac State College and the institution they plan to attend following completion of the associate degree program

Career Opportunities

A bachelor's degree in computer engineering provides many various opportunities because computer systems are embedded in a variety of industries including, automotive, communications, radio and television, consumer electronics, aircraft, robotics, and health-care industries. Computer engineers are also hired by financial services, computer manufacturers, chemical companies, defense contractors, consulting, transportation, manufacturing, and consumer goods.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

PROFESSORS

- Mohammad Saifi - M.S. Electrical Engineering
Year @ PSC (1983)
- Joan Vogtman - M.S. Applied Physics
Year @ PSC (2008)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6

F3 - Math & Quantitative Reasoning	3-4
F4 - Society & Connections	3
F5 - Human Inquiry & the Past	3
F6 - The Arts & Creativity	3
F7 - Global Studies & Diversity	3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)	9
Total Hours	31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (5, 6, 7)		6
ENGR 191	First-Year Seminar	1
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 155	Calculus 1 (GEF 3 - minimum grade of C-)	4
MATH 156	Calculus 2 (GEF 8- minimum grade of C-)	4
MATH 251	Multivariable Calculus (minimum grade of C-)	4
MATH 261	Elementary Differential Equations	4
PHYS 111 & 111L	General Physics 1 and General Physics 1 Laboratory (GEF 8)	4
PHYS 112 & 112L	General Physics 2 and General Physics 2 Laboratory (GEF 8)	4
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 2)	4
ECON 201	Principles of Microeconomics (GEF 4)	3
ENGR 101	Engineering Problem Solving 1	2
ENGR 102	Engineering Problem-Solving 2	3
A minimum GPA of 2.0 is required in the following courses:		
CPE 271	Introduction to Digital Logic Design	3
EE 221 & 221L	Introduction to Electrical Engineering and Introduction to Electrical Engineering Laboratory	4
EE 223 & 223L	Electrical Circuits and Electrical Circuits Laboratory	4
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
MATH 155 (GEF 3)		4 MATH 156 (GEF 8)	4
CHEM 115 & 115L (GEF 2)		4 PHYS 111 & 111L (GEF 8)	4
ENGR 101		2 ENGR 102	3
ENGR 191		1 GEF Elective (GEF 5, 6, 7)	3
		14	17

Second Year

Fall	Hours	Spring	Hours
MATH 251		4 MATH 261	4
PHYS 112 & 112L (GEF 8)		4 ECON 201 (GEF 4)	3

CPE 271	3 EE 223 & 223L	4
EE 221 & 221L	4 GEF Elective (GEF 5, 6, 7)	3
15		14

Total credit hours: 60

Major Learning Outcomes

COMPUTER ENGINEERING

Upon completion of the associate degree in civil engineering, students will be able to

1. Apply knowledge of mathematics, science, and engineering
2. Explain the basic concepts of electrical engineering and electrical circuits.
3. Use mathematical, chemical and physical concepts to solve engineering-related problems.
4. Transfer into a bachelor degree program in computer engineering.

Electrical Engineering, A.S.

Degree Offered

- Associate of Science

Nature of the Program

Electrical engineering is the largest branch of engineering. Electrical engineers design, develop, test, and oversee the manufacture and maintenance of equipment that uses electricity. Electrical equipment includes power generating and transmission equipment, motors, machinery controls, instrumentation in cars and aircraft, robots, computers, communications equipment, and health-care equipment.

Electrical engineers study and apply the physics and mathematics of electricity, electronics, and electromagnetism to both large and small scale systems to process information and transmit energy. To do this, electrical engineers design computers, electronic devices, communication systems, test equipment, electric power networks, and improve systems through problem-solving techniques.

The associate degree program provides a foundation in the physics and mathematics of electricity, electronics, and electromagnetism that can be applied in a bachelor program. The curriculum is designed to transfer into the bachelor program in electrical engineering at West Virginia University. Students planning to enter a bachelor program at another institution should determine the transfer equivalencies for the courses offered at WVU Potomac State College and the institution they plan to attend following completion of the associate degree program.

Career Opportunities

Electrical engineers predominately work in firms that manufacture computers, communication equipment, electrical and electronic equipment, business machines, professional and scientific equipment, and aircraft and aircraft parts. Electrical engineers are often employed by oil and gas, movie and video, and mining and mining support industries.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

PROFESSORS

- Mohammad Saifi - M.S. Electrical Engineering
Year @ PSC (1983)
- Joan Vogtman - M.S. Applied Physics
Year @ PSC (2008)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (5, 6, or 7)		3
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 155	Calculus 1 (GEF 3 - minimum grade of C-)	4
MATH 156	Calculus 2 (GEF 8- minimum grade of C-)	4
MATH 251	Multivariable Calculus (minimum grade of C-)	4
MATH 261	Elementary Differential Equations	4
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 2)	4
PHYS 111 & 111L	General Physics 1 and General Physics 1 Laboratory (GEF 8)	4
PHYS 112 & 112L	General Physics 2 and General Physics 2 Laboratory (GEF 8)	4
ECON 201	Principles of Microeconomics (GEF 5)	3
ENGR 101	Engineering Problem Solving 1	2
ENGR 102	Engineering Problem-Solving 2	3
MAE 241	Statics	3
ENGR 191	First-Year Seminar	1
A minimum GPA of 2.0 is required in the following courses:		
CPE 271	Introduction to Digital Logic Design	3
EE 221	Introduction to Electrical Engineering	3
EE 221L	Introduction to Electrical Engineering Laboratory	1
EE 223	Electrical Circuits	3
EE 223L	Electrical Circuits Laboratory	1
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGR 101		2 ENGR 102	3
MATH 155 (GEF 3)		4 MATH 156 (GEF 8)	4

CHEM 115 & 115L (GEF 2)	4	PHYS 111 & 111L (GEF 8)	4
ENGR 191		1 ENGL 101 (GEF 1)	3
ECON 201 (GEF 4)	3		
	14		14
Second Year			
Fall	Hours	Spring	Hours
MATH 251		4 ENGL 102 (GEF 1)	3
PHYS 112 & 112L (GEF 8)		4 MATH 261	4
CPE 271		3 EE 223	3
EE 221		3 EE 223L	1
EE 221L		1 GEF Elective (GEF 5, 6, or 7)	3
MAE 241	3		
	18		14

Total credit hours: 60

Major Learning Outcomes

ELECTRICAL ENGINEERING

Upon completion of the associates in electrical engineering program, students will be able to:

1. Explain the basics concepts of electrical engineering, statics, dynamics, mechanics or materials and thermodynamics.
2. Use mathematical, chemical and physical concepts to solve engineering-related problems.
3. Transfer into a bachelor degree program in electrical engineering.

Exercise Physiology, A.S.

Degree Offered

- Associate of Science

Nature of the Program

The associate of science degree in exercise physiology program provides the first two years of the bachelors degree program. Exercise physiology is the study of biological and biochemical processes associated with exercise and overload that affects the underlying function of cells and organ systems in the human body. Upon transfer into and completion of a bachelors program in exercise physiology, students can enter the workforce or apply to various graduate programs.

The associates degree program in exercise physiology provides a foundation in biology, math, physics, physiology, and psychology required for admission into and success in the exercise physiology bachelors program within the WVU School of Medicine. Students planning to apply to other exercise physiology programs should determine admission requirements and transfer equivalencies for the courses offered at WVU Potomac State College and the institution they plan to attend.

The bachelors degree program in exercise physiology at WVU has 3 areas of emphasis: aquatic therapy, dance science, and health professions that students can choose to select from. The health profession emphasis helps prepare students to apply to a Doctorate in Physical Therapy (DPT) program, a Doctorate of Occupational Therapy (DOT) program, medical school, dental school, and/or a physicians assistant program.

Career Opportunities

Exercise physiologists work to prevent or delay the onset of chronic disease in healthy participants or to provide therapeutic or functional benefits to patients with known disease. Services may be offered in a variety of medical settings such as hospitals, rehabilitation centers, and out-patient clinics; in community, corporate, commercial, and university fitness and wellness centers; in nursing homes and senior citizens centers; as well as in research and academic settings.

Exercise physiologists are trained to evaluate people in the areas of cardiovascular fitness, muscular strength and endurance, flexibility, neuromuscular integration, and body composition. They are also trained to provide exercise programs based on the results of these evaluations that are designed to increase the functional capacity of the participants.

Exercise physiologists work with athletes, patients, and healthy participants in the areas of disease prevention in wellness programs or rehabilitation in hospital settings. The bachelor of science program is a preparatory program for graduate school. Graduates of this program continue their studies

in exercise physiology, physical therapy, medicine, or other health-related careers. Graduates of the master of science or doctoral program find employment in corporate wellness, hospital rehabilitation, higher education, or other research settings.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

ADVISORS

- Candace Lawrence - M.A. Math
Year @ PSC (2017)
- Sandra Mitchell - M.A. Mathematics
Year @ PSC (2020)
- Jessie O'Quinn - M.S. Mathematics
Year @ PSC (2019)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
EXPH 101	Introduction to Exercise Physiology	1
EXPH 240	Medical Terminology	1
EXPH 364	Kinesiology	3
MATH 124 or MATH 155	Algebra with Applications (or higher - GEF 3) Calculus 1	3
MATH 128 or MATH 129 or MATH 155	Plane Trigonometry Pre-Calculus Mathematics Calculus 1	3
STAT 211	Elementary Statistical Inference	3

CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 8)	4
CHEM 116 & 116L	Fundamentals of Chemistry 2 and Fundamentals of Chemistry 2 Laboratory (GEF 8)	4
PHYS 101 & 101L	Introductory Physics 1 and Introductory Physics 1 Laboratory	4
PHYS 102 & 102L	Introductory Physics 2 and Introductory Physics 2 Laboratory	4
PSIO 241	Elementary Physiology	4
PSYC 101	Introduction to Psychology (GEF 4)	3
PSYC 241	Introduction to Human Development	3
WVUE 191	First Year Seminar	1
Select one of the following tracks:		12
General Track:		
BIOL 101 & 101L	General Biology 1 and General Biology 1 Laboratory	
BIOL 102 & 102L	General Biology 2 and General Biology 2 Laboratory	
General Elective		
Health Professions Track:		
BIOL 115 & 115L	Principles of Biology and Principles of Biology Laboratory	
BIOL 117 & 117L	Introductory Physiology and Introductory Physiology Laboratory	
BIOL 219 & 219L	The Living Cell and The Living Cell Laboratory	
General Elective		1
Total Hours		60

*

If students choose to take EXPH 240, they will need to take an additional 2 credit hours of electives in order to meet the total 60 credit hour program requirement.

Suggested Plan of Study for General Track

First Year

Fall	Hours	Spring	Hours
BIOL 101 & 101L (GEF 2)		4 ENGL 102 (GEF 1)	3
ENGL 101 (GEF 1)		3 BIOL 102 & 102L	4
PSYC 101 (GEF 4)		3 EXPH 101	1
MATH 124 (GEF 3)		3 MATH 128	3
EXPH 240		1 PSYC 241	3
WVUE 191		1 Elective	1
		15	15

Second Year

Fall	Hours	Spring	Hours
PHYS 101 & 101L (GEF 8)		4 PHYS 102 & 102L	4
EXPH 364		3 CHEM 116 & 116L (GEF 8)	4
CHEM 115 & 115L (GEF 8)		4 PSIO 241	4

Elective	4 STAT 211	3
	15	15

Total credit hours: 60

Suggested Plan of Study for Health Professions Track

First Year

Fall	Hours	Spring	Hours
BIOL 115 & 115L (GEF 2)		4 ENGL 102 (GEF 1)	3
ENGL 101 (GEF 1)		3 BIOL 117 & 117L	4
PSYC 101 (GEF 4)		3 EXPH 101	1
MATH 124 (GEF 3)		3 MATH 128	3
EXPH 240		1 PSYC 241	3
WVUE 191		1 Elective	1
	15		15

Second Year

Fall	Hours	Spring	Hours
PHYS 101 & 101L (GEF 8)		4 PHYS 102 & 102L	4
EXPH 364		3 CHEM 116 & 116L (GEF 8)	4
CHEM 115 & 115L (GEF 8)		4 PSIO 241	4
BIOL 219 & 219L		4 STAT 211	3
	15		15

Total credit hours: 60

Major Learning Outcomes

EXERCISE PHYSIOLOGY

Upon completion of the associates in exercise physiology program, students will be able to:

1. Identify physiological, molecular, cellular and integrative systems concepts in exercise physiology.
2. Relate and apply mathematical and physics concepts to how the body moves and functions.
3. Use chemical principles and laboratory techniques to describe and analyze the chemical structure.
4. Transfer into a bachelor degree program in exercise physiology.

Health Sciences, A.A.S.

Degree Offered

- Associate of Applied Science

Nature of the Program

An associate in applied science degree in health science prepares students to either enter the workforce in an entry-level position in a hospital, a doctor's office or other health care facility or to enter a bachelor degree program in health science. Three tracks are available: one in healthcare administration, one in science and one in social science. The tracks allow students to specialize in a more specific healthcare field. All the tracks require general science, ethics, communication and social science courses that provide a foundation for any career in health science. The healthcare administration track primarily focuses on business elective courses in subjects like business technology, accounting, and computer information systems.

The science track primarily focuses on additional science course electives in subjects such as anatomy, physiology, chemistry, and microbiology. The social science track requires electives in subjects like sociology, social work, and psychology.

Career Opportunities

The healthcare administration track prepares students for entry-level administrative jobs, in areas such as billing, coding, and scheduling. The science track can be used to transfer into a bachelors degree and/or begin to complete requirements for professional health science careers, like medicine, physicians assistant, and dentistry. The social science track allows students to work in social service departments to assist social workers and other positions.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

ADVISOR

- Sheri Chisholm - Ph.D. Institutional Leadership and Biology Education
Year @ PSC (2009)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
A minimum grade of C- is required in all coursework.		
Core Coursework		
WVUE 191 or BCOR 191	First Year Seminar First-Year Seminar	1
ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
MATH 124	Algebra with Applications (or higher; GEF 3)	3
CS 101	Intro to Computer Applications (GEF 8)	4
HIIM 110	Introduction to U.S. Healthcare Delivery System	3
MDS 270	Effective Public Speaking (GEF 4)	3
PALM 200	Medical Terminology	3
PHIL 331	Health Care Ethics (GEF 5)	3
Track Coursework		37
Health Care Administration Track		

ACCT 201	Principles of Accounting 1
BCOR 199	Introduction to Business
BIOL 108	Drugs and the Body
BTEC 107	Business Communications
BTEC 109	Business Mathematics
BTEC 113	Spreadsheet Applications
BTEC 200	Customer Service Relations
ECON 201 or ECON 202	Principles of Microeconomics Principles of Macroeconomics
HN&F 171	Introduction to Human Nutrition
Electives (10 Hours) *	
Science Track	
BIOL 102 & 102L	General Biology 2 and General Biology 2 Laboratory
STAT 211	Elementary Statistical Inference
SOC 101 or ANTH 105	Introduction to Sociology Introduction to Anthropology
HLSC 270	Introduction To Health Careers
ENGL 102	Composition, Rhetoric, and Research
PSYC 101	Introduction to Psychology
PSYC 241	Introduction to Human Development
Electives (17 Hours) **	
Social Science Track	
SOC 101 or ANTH 105	Introduction to Sociology Introduction to Anthropology
BIOL 108	Drugs and the Body
PSYC 101	Introduction to Psychology
HN&F 171	Introduction to Human Nutrition
HLSC 270	Introduction To Health Careers
ENGL 102	Composition, Rhetoric, and Research
STAT 111	Understanding Statistics
PSYC 241	Introduction to Human Development
Electives (15 Hours) ***	
Total Hours	
60	

*

Choose electives from the following for the Health Care Administration Track: BTEC 103, BTEC 106, BTEC 205, BTEC 211, BTEC 225, BTEC 260, BTEC 295, CIS 112, CIS 118, CIS 152, ACCT 202, ENGL 102.

**

Choose electives from the following for the Science Track: HN&F 171, CHEM 111 and CHEM 112, CHEM 115 and CHEM 116, BIOL 108, BIOL 230 and BIOL 231, MICB 200.

Choose electives from the following for the Social Science Track: PSYC 232, PSYC 251, PSYC 281, SOC 207, SOC 221, CRIM 232, ANTH 254, SOWK 151.

Students in the Health Care Administration Track have the option of completing BCOR 191 or WVUe 191 as their First-Year Seminar requirement.

Suggested Plan of Study (Health Care Administration Track)

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 MATH 124 (GEF 3)	3
HN&F 171 (GEF 2)		3 PALM 200	3
BTEC 109		3 CS 101 (GEF 2)	4

HIIM 110	3 BTEC 113	3
BCOR 199	3 BIOL 108	3
BCOR 191 or WVUE 191	1	
	16	16

Second Year

Fall	Hours	Spring	Hours
ACCT 201		3 ECON 201 or 202	3
BTEC 107		3 BTEC 200	3
MDS 270 (GEF 4)		3 PHIL 331	3
Health Care Administration Track Elective		3 Health Care Administration Track Elective	3
Health Care Administration Track Elective		2 Health Care Administration Track Elective	2
	14		14

Total credit hours: 60

Suggested Plan of Study (Science Track)**First Year**

Fall	Hours	Spring	Hours
HIIM 110		3 ENGL 101 (GEF 1)	3
BIOL 102 & 102L (GEF 2)		4 PALM 200	3
MATH 124 (GEF 3)		3 STAT 211 (GEF 8)	3
CS 101 (GEF 8)		4 SOC 101 or ANTH 105 (GEF 4/7)	3
WVUE 191		1 HLSC 270	1
		MDS 270 (GEF 4)	3
	15		16

Second Year

Fall	Hours	Spring	Hours
ENGL 102 (GEF 1)		3 PSYC 241 (GEF 8)	3
PSYC 101		3 PHIL 331	3
Science Track Elective		3 Science Track Elective	3
Science Track Elective		3 Science Track Elective	3
Science Track Elective		3 Science Track Elective	2
	15		14

Total credit hours: 60

Suggested Plan of Study (Social Science Track)**First Year**

Fall	Hours	Spring	Hours
CS 101 (GEF 2)		4 ENGL 101 (GEF 1)	3
HIIM 110		3 PALM 200	3
MATH 124 (GEF 3)		3 BIOL 108	3
SOC 101 or ANTH 105 (GEF 4/7)		3 PSYC 101 (GEF 8)	3
WVUE 191		1 HN&F 171 (GEF 8)	3
		HLSC 270	1
	14		16

Second Year

Fall	Hours	Spring	Hours
ENGL 102 (GEF 1)		3 PHIL 331	3
STAT 111		3 Social Science Track Elective	3
PSYC 241 (GEF 8)		3 Social Science Track Elective	3
MDS 270 (GEF 4)		3 Social Science Track Elective	3

Social Science Track Elective	3 Social Science Track Elective	3
	15	15

Total credit hours: 60

Major Learning Outcomes

HEALTH SCIENCES

Graduates of the associate degree program will be able to:

1. Apply problem solving skills in relation to health
2. Use core terminology utilized in community health and medicine effectively
3. Describe the components and functions of the United States health care system
4. Demonstrate acceptable oral and written communication skills

Human Nutrition and Food, A.S.

Degree Offered

- Associate in Science

Nature of Program

The associate's program in human nutrition and food provides the first two years of a bachelor's degree program which is a pathway to becoming a registered dietitian nutritionist. Upon transfer to complete the Morgantown bachelor's program, students also complete the Didactic Program in Dietetics. In addition to the bachelor's degree, students must also complete a dietetic internship from an ACEND-accredited program and pass the national registration exam.

Alternatively, the associate's followed by the bachelor's degree can provide a pathway to various pre-professional programs, including medical school and other allied health professions.

The associate's program provides a foundation in biology, chemistry, math, psychology, and other disciplines needed to be successful in a bachelor's program.

Career Opportunities

Dietitians and nutritionists promote health and manage disease to help people lead healthy lives. They can also play a role in planning and conducting food service or nutritional programs. They perform nutrition assessments and diagnostic laboratory testing to evaluate their clients' health and then advise their clients on ways to improve their health. They also help prevent and support the treatment of health conditions, like diabetes, by teaching meal planning and other skills to supplement their treatment. Dietitians and nutritionists can be self-employed or work as consultants for various organizations.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

ADVISOR

- Sheri Chisholm - Ph.D. Institutional Leadership and Biology Education
Year @ PSC (2009)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6

ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (6)		3
WVUE 191	First Year Seminar	1
ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
ENGL 102	Composition, Rhetoric, and Research (GEF 1)	3
BIOL 101 & 101L	General Biology 1 and General Biology 1 Laboratory (GEF 2)	4
MATH 124	Algebra with Applications (GEF 3)	3
PSYC 101	Introduction to Psychology (GEF 4)	3
BIOL 102 & 102L	General Biology 2 and General Biology 2 Laboratory	4
HN&F 171	Introduction to Human Nutrition	3
HN&F 271	Fundamentals of Nutrition	3
STAT 211	Elementary Statistical Inference	3
PSYC 241 or PSYC 251	Introduction to Human Development Introduction to Social Psychology	3
MICB 200	Medical Microbiology	3
ARE 110	Agribusiness Accounting	3
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory	4
SOC 101 or ANTH 105	Introduction to Sociology Introduction to Anthropology	3
MDS 270	Effective Public Speaking	3
CHEM 116 & 116L	Fundamentals of Chemistry 2 and Fundamentals of Chemistry 2 Laboratory	4
PSIO 241	Elementary Physiology	4
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
BIOL 101 & 101L		4 ENGL 101	3
HN&F 171		3 BIOL 102 & 102L	4
PSYC 101		3 STAT 211	3
MATH 124		3 PSYC 241 or 251	3

WVUE 191	1 GEF 6	3
	14	16
Second Year		
Fall	Hours	Spring
ENGL 102		3 MDS 270
MICB 200		3 CHEM 116 & 116L
ARE 110		3 PSIO 241
CHEM 115 & 115L		4 HN&F 271
SOC 101 or ANTH 105	3	
	16	14

Total credit hours: 60

Major Learning Outcomes

HUMAN NUTRITION AND FOOD

Upon completion of an AA in Arts and Science, students will be able to:

1. Apply appropriate communication skills across settings, purposes, and audiences
2. Analyze resources in order to critically examine information
3. Examine the connections among self, society and the environment
4. Evaluate the role of art in society

Industrial Engineering, A.S.

Degree Offered

- Associate of Science

Nature of the Program

What sets industrial engineering apart from other engineering disciplines is its broader scope. An industrial engineer deals with people as well as things, relating to the total picture of productivity and quality improvement. Productivity in its simplest terms means producing the most for the least input at the best quality.

An industrial engineer looks at the "big picture" of what makes society perform best - the right combination of human resources, natural resources, and man-made structures and equipment. Professionals in this field bridge the gap between management and operations, motivating people in addition to determining what equipment, computers, etc., should be used and how they should be used.

The associate degree program provides the foundation to complete a bachelor's program in industrial engineering at West Virginia University. Students planning to enter a bachelor program at another institution should determine the transfer equivalencies for the courses offered at Potomac State College of WVU and the institution they plan to attend following completion of the associate degree program

Career Opportunities

Industrial engineers have a broad array of opportunities in the marketplace. Traditionally, most industrial engineers started their careers in manufacturing facilities, but this trend has been changing. Today about half of the industrial engineers are employed in the service sector while the other half begin their careers in manufacturing.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

PROFESSORS

- Mohammad Saifi - M.S. Electrical Engineering
Year @ PSC (1983)

- Joan Vogtman - M.S. Applied Physics
Year @ PSC (2008)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective (5, 6 or 7)		3
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 155	Calculus 1 (GEF 3 - minimum grade of C-)	4
MATH 156	Calculus 2 (GEF 8- minimum grade of C-)	4
MATH 251	Multivariable Calculus (minimum grade of C-)	4
MATH 261	Elementary Differential Equations	4
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 2)	4
PHYS 111 & 111L	General Physics 1 and General Physics 1 Laboratory (GEF 8)	4
PHYS 112 & 112L	General Physics 2 and General Physics 2 Laboratory (GEF 8)	4
ECON 201	Principles of Microeconomics (GEF 4)	3
ENGR 101	Engineering Problem Solving 1	2
ENGR 102	Engineering Problem-Solving 2	3
ENGR 191	First-Year Seminar	1
Elective		1
A minimum GPA of 2.0 is required in the following courses:		
EE 221	Introduction to Electrical Engineering	3
EE 221L	Introduction to Electrical Engineering Laboratory	1
MAE 241	Statics	3
MAE 242	Dynamics	3
MAE 243	Mechanics of Materials	3
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
ENGR 101		2 ENGR 102	3
MATH 155 (GEF 3)		4 MATH 156 (GEF 8)	4
CHEM 115 & 115L (GEF 2)		4 PHYS 111 & 111L (GEF 8)	4
ENGR 191		1 Elective	1
		14	15

Second Year

Fall	Hours	Spring	Hours
MATH 251		4 MATH 261	4
PHYS 112 & 112L (GEF 8)		4 ECON 201 (GEF 4)	3
MAE 241		3 MAE 242	3
EE 221		3 MAE 243	3
EE 221L		1 GEF Elective (5, 6 or 7)	3
		15	16

Total credit hours: 60

Major Learning Outcomes

INDUSTRIAL ENGINEERING

Upon completion of the associate degree in industrial engineering, students will be able to:

1. Apply knowledge of mathematics, science, and engineering
2. Analyze and interpret data
3. Use mathematical, chemical and physical concepts to solve engineering-related problems.
4. Transfer into a bachelor degree program in industrial engineering.

Mathematics

Degrees Offered

- Associate of Arts
- Associate of Science

Nature of the Program

The associate's program provides the foundations of mathematics through our calculus series needed to transfer into a bachelor program in mathematics. The field of mathematics provides courses for education; computer science and technology; physical, natural, and social sciences; and business and economics. The associate of arts degree is intended to transfer into a bachelor of arts degree. An associate of science degree in mathematics is also available, which is intended to transfer into a bachelor of science degree. The associate of arts program requires six credit hours of a foreign language at the intermediate level, which is not required for the associate of science degree. Students should discuss the differences between the programs with their academic advisor.

Career Opportunities

Many mathematicians obtain faculty positions upon completion of graduate degrees. Non-faculty mathematicians work in the government and in service and manufacturing industries. The Department of Defense is the primary federal employer of mathematicians. In the private sector, major employers within services industries include research and testing services, educational services, and computer and data processing services. Some mathematicians also work for banks, insurance companies, and public utilities.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

PROFESSOR

- Richard Petersen - Ph.D Mathematics
Year @ PSC (2008)

ASSISTANT PROFESSOR

- Candace Lawrence - M.A. Mathematics
Year @ PSC (2017)

INSTRUCTOR

- Sandra Mitchell - M.A. Mathematics
Year @ PSC (2020)
- Jessie O'Quinn - M.S. Mathematics
Year @ PSC (2019)
- Lisa Zyga - M.S. Mathematics
Year @ PSC (2022)

Mathematics, A.A.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (2, 4, 5, 6, 7, and 8)		22
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 155	Calculus 1 (GEF 3)	4
MATH 156	Calculus 2 (GEF 8)	4
MATH 251	Multivariable Calculus	4

MATH 261	Elementary Differential Equations	4
WVUE 191	First Year Seminar	1
Foreign Language		12
Elective		3
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
MATH 155 (GEF 3)		4 ENGL 101 (GEF 1)	3
WVUE 191		1 MATH 156 (GEF 8)	4
GEF Elective (GEF 4)		3 GEF Elective (GEF 6)	3
GEF Elective (GEF 5)		3 GEF Elective (GEF 7)	3
Foreign Language 101		3 Foreign Language 102	3
		14	16

Second Year

Fall	Hours	Spring	Hours
ENGL 102 (GEF 1)		3 MATH 261	4
MATH 251		4 GEF Elective (GEF 8)	3
GEF Elective (GEF 2)		4 GEF Elective (GEF 8)	3
Foreign Language 203		3 Foreign Language 204	3
		Elective	3
		14	16

Total credit hours: 60

Major Learning Outcomes

MATHEMATICS

Upon successful completion of the A.A. degree, Mathematics majors will be able to:

1. Describe the fundamental concepts in a breadth of topics in mathematics.
2. Use basic skills in specific mathematics topics (Algebra, Trigonometry, Calculus, and Differential Equations).
3. Apply mathematical knowledge to a variety of areas and professions.
4. Construct mathematical models to solve problems.
5. Transfer into a bachelor degree program in mathematics.

Mathematics, A.S.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3

F6 - The Arts & Creativity	3
F7 - Global Studies & Diversity	3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)	9
Total Hours	31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (2, 4, 5, 6, 7, and 8)		22
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 155	Calculus 1 (GEF 3)	4
MATH 156	Calculus 2 (GEF 8)	4
MATH 251	Multivariable Calculus	4
MATH 261	Elementary Differential Equations	4
WVUE 191	First Year Seminar	1
Elective		15
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
MATH 155 (GEF 3)		4 ENGL 101 (GEF 1)	3
WVUE 191		1 MATH 156 (GEF 8)	4
GEF Elective (GEF 4)		3 GEF Elective (GEF 6)	3
GEF Elective (GEF 5)		3 Elective	6
Elective		3	
		14	16

Second Year

Fall	Hours	Spring	Hours
ENGL 102 (GEF 1)		3 MATH 261	4
MATH 251		4 GEF Elective (GEF 8)	3
GEF Elective (GEF 2)		4 GEF Elective (GEF 8)	3
GEF Elective (GEF 7)		3 Elective	6
		14	16

Total credit hours: 60

Major Learning Outcomes

MATHEMATICS

Upon successful completion of the A.S. degree, Mathematics majors will be able to:

1. Describe the fundamental concepts in a breadth of topics in mathematics.
2. Use basic skills in specific mathematics topics (Algebra, Trigonometry, Calculus, and Differential Equations).
3. Apply mathematical knowledge to a variety of areas and professions.
4. Construct mathematical models to solve problems.
5. Transfer into a bachelor degree program in mathematics.

Mechanical Engineering, A.S.

Degree Offered

- Associate of Science

Nature of the Program

Mechanical engineering is a broad technical discipline. It integrates knowledge of the physical sciences and mathematics for the design, construction, and manufacture, testing, analysis, use, and operation of a device, structure, a machine, a process, or a system in service to humanity. Its development parallels the growth of industry. Modern society needs mechanical engineers who have broad and deep training in the fundamentals of engineering and related sciences and who have developed versatility in analyzing and solving complex problems. Mechanical engineers must not only possess a high level of professional expertise but also have an appreciation for the impact of engineering solutions in a societal context, including ethical and economic considerations.

The associate degree program provides the foundation to complete a bachelor's program in mechanical engineering at West Virginia University. Students planning to enter a bachelor program at another institution should determine the transfer equivalencies for the courses offered at WVU Potomac State College and the institution they plan to attend following completion of the associate degree program

Career Opportunities

Mechanical engineers can find employment in a wide range of industries, government agencies, and educational institutions where they are concerned with many functions. Mechanical engineers can be employed to determine economical conversions of energy from natural sources into useful energy for power, light, heating, cooling, and transportation; design and production of machines to lighten the burden of human work. Others plan and develop systems for using energy machines and resources. Mechanical engineers can also be hired to process materials into products useful to mankind and to educate and train specialists who deal with mechanical systems.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

PROFESSORS

- Mohammad Saifi - M.S. Electrical Engineering
Year @ PSC (1983)
- Joan Vogtman - M.S. Applied Physics
Year @ PSC (2008)

ADVISOR

- Richard Peterson - Ph.D Mathematics
Year @ PSC (2008)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3

F6 - The Arts & Creativity	3
F7 - Global Studies & Diversity	3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)	9
Total Hours	31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective (5, 6 or 7)		3
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 155	Calculus 1 (GEF 3 - minimum grade of C-)	4
MATH 156	Calculus 2 (GEF 8 - minimum grade of C-)	4
MATH 251	Multivariable Calculus (minimum grade of C-)	4
MATH 261	Elementary Differential Equations (minimum grade of C-)	4
PHYS 111 & 111L	General Physics 1 and General Physics 1 Laboratory (GEF 8 - minimum grade of C-)	4
PHYS 112 & 112L	General Physics 2 and General Physics 2 Laboratory (GEF 8)	4
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 2)	4
ECON 201	Principles of Microeconomics (GEF 4)	3
ENGR 101	Engineering Problem Solving 1	2
EE 221	Introduction to Electrical Engineering	3
EE 221L	Introduction to Electrical Engineering Laboratory	1
ENGR 102	Engineering Problem-Solving 2	3
ENGR 191	First-Year Seminar	1
A minimum GPA of 2.0 is required for the following courses:		
MAE 241	Statics	3
MAE 242	Dynamics	3
MAE 243	Mechanics of Materials	3
Elective		1
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
MATH 155 (GEF 3)		4 MATH 156 (GEF 8)	4
CHEM 115 & 115L (GEF 2)		4 PHYS 111 & 111L (GEF 8)	4
ENGR 101		2 ENGR 102	3
ENGR 191		1	
Elective		1	
		15	14

Second Year

Fall	Hours	Spring	Hours
MATH 251		4 ECON 201 (GEF 4)	3
PHYS 112 & 112L (GEF 8)		4 MATH 261	4
MAE 241		3 MAE 242	3

EE 221	3 MAE 243	3
EE 221L	1 GEF Elective (5, 6 or 7)	3
15		16

Total credit hours: 60

Major Learning Outcomes

MECHANICAL ENGINEERING

Upon completion of the associates in mechanical engineering program, students will be able to:

1. Explain the basics concepts of electrical engineering, statics, dynamics, mechanics or materials and thermodynamics.
2. Use mathematical, chemical and physical concepts to solve engineering-related problems.
3. Transfer into a bachelor degree program in mechanical engineering.

Multidisciplinary Studies, A.A.

Degree Offered

- Associate of Arts

Nature of the Program

The associate of arts degree in multidisciplinary studies (MDS) provides the first two years of the four-year bachelor's program. The goal of the program is to prepare students to transfer into the four-year program on the Morgantown campus or to gain entry-level positions within the workforce. The program provides the opportunity for students to choose three focus areas, in areas such as psychology, sociology, english, business, biology, and many more. Choosing three focus areas allows students to gain knowledge and skills in multiple related fields that will allow them to create a unique and individualized degree. The focus areas provide the foundation courses required to complete three minors on the Morgantown campus upon transfer into the multidisciplinary studies bachelor's degree program. Students can also transfer into a bachelor's program in one of their focus areas or enter the workforce.

Career Opportunities

MDS degree holders are flourishing in business, teaching, entrepreneurial endeavors, health professions, and public health administration. They are earning advanced degrees in health professions, social work, business administration, psychology, and law. The flexibility of the MDS degree ensures that students are prepared for success in today's rapidly changing workforce. Continuing in a bachelor's program will only serve to increase the student's marketability for positions in the workforce that require or seek bachelor's degrees.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

ADVISOR

- Sheri Chisholm - Ph.D. Institutional Leadership and Biology Education
Year @ PSC (2009)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	

F2A/F2B - Science & Technology	4-6
F3 - Math & Quantitative Reasoning	3-4
F4 - Society & Connections	3
F5 - Human Inquiry & the Past	3
F6 - The Arts & Creativity	3
F7 - Global Studies & Diversity	3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)	9
Total Hours	31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
Students must achieve a minimum 2.0 GPA for graduation.		
Students must earn a C- or higher in all courses required for the major.		
General Education Foundation Requirements		36
Select one of the following:		1
MDS 191	First-Year Seminar	
WVUE 191	First Year Seminar	
Focus Area One		6
Focus Area Two		6
Focus Area Three		6
General Electives (may vary depending on options selected and AP credits)		5
Total Hours		60

SUGGESTED PLAN OF STUDY

First Year

Fall	Hours	Spring	Hours
MDS 191		1 ENGL 102 (GEF 1)	3
ENGL 101 (GEF 1)		3 GEF 5	3
GEF 3		3 GEF 6	3
GEF 4		3 GEF 7	3
Focus Area I - 1		3 Focus Area I - 2	3
Elective		2	
		15	15

Second Year

Fall	Hours	Spring	Hours
GEF 8		3 GEF 2	3
GEF 8		3 GEF 8	3
GEF 2		3 Focus Area II - 2	3
Focus Area II - 1		3 Focus Area III - 2	3
Focus Area III - 1		3 Elective	3
		15	15

Total credit hours: 60

Major Learning Outcomes

MULTIDISCIPLINARY STUDIES

Graduates of the associate's degree program should be able to:

Knowledge:

- Beginning of the broad-based knowledge of three discrete areas of study
- Understanding of synergistic advantage of multidisciplinary curriculum

Skills:

- Ability to begin thinking critically in each of three disciplines
- Ability to partition and interpret information or events using the most appropriate discipline's toolset
- Ability to write a professional resume and apply to bachelor's degree programs
- Ability to research and write a research paper

Attitudes:

- Positive attitude towards civic action, nonprofit organizations, and community engagement

Integrative Learning:

- Ability to explain Multidisciplinary Studies and its advantages to others
- Ability to apply academic knowledge to contemporary political, social, scientific, and humanitarian questions

Bachelor of Science in Nursing (BSN)

Degree Offered

- Bachelor of Science in Nursing (BSN)

Nature of the Program

The mission of the WVU School of Nursing is to lead in improving health in West Virginia and the broader society through excellence in student-centered educational programs, research, and scholarship; the compassionate practice of nursing; and service to the public and the profession. This mission is responsive to changing healthcare needs and emerging national and state changes in technology and healthcare delivery and is enhanced by a supportive and open environment. The faculty's educational effort on the WVU Keyser campus is directed at providing a high quality, student-centered program of instruction which prepares superb professional nurses to meet basic healthcare needs. Unique characteristics of the state mandates that the healthcare needs of rural populations and vulnerable groups be a major focus of education, research, and service, including faculty practice.

The BSN curriculum offered on the WVU Keyser (Potomac State) campus follows the same fall progression plan as the WVU Morgantown campus and includes courses in the humanities, social sciences, basic sciences, and nursing science. The clinical component of nursing courses enables students to apply their learning to actual client, family, and community situations that warrant nursing intervention. The curriculum has been carefully designed to equip graduates to begin professional nursing practice with patients of all ages in any healthcare setting where there is a position for the professional nurse at the start of their career. The program also provides an excellent foundation for graduate study in nursing and other fields.

The basic (traditional) baccalaureate (BSN) program is available for high school graduates who aspire to a career in nursing. It can be completed in four years on the WVU Keyser (Potomac State) campus, as well as on the WVU Morgantown and WVU Beckley campuses.

The baccalaureate degree program in nursing/master's degree program in nursing/Doctor of Nursing Practice program at West Virginia University is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

Further information about the School of Nursing BSN program on the WVU Keyser (Potomac State) campus is available on our website <https://academics.potomacstatecollege.edu/majors/four-year-programs/nursing-bsn> (<https://academics.potomacstatecollege.edu/majors/four-year-programs/nursing-bsn/>) or by contacting the WVU School of Nursing: Potomac State Department, J. Edward Kelley Complex, 400 Kelley Drive, Keyser, WV 26726; telephone (304) 788-7176.

Criminal Background Checks and Drug Screening

Students must undergo federal and state criminal background checks and an annual drug screen as requirements for clinical experiences. Felony convictions, some serious misdemeanors, illicit drug use, and/or positive drug screens may result in admission ineligibility or program dismissal.

Transportation, Immunizations, Confidentiality/ HIPAA Training, and BLS Certification

Students are expected to provide their own transportation, approved uniforms, equipment, and instruments for clinical courses. Clinical experiences require travel throughout a multi-county, multi-state area. Proof of a physical exam, tuberculosis testing, specific immunizations, and titers are required for all BSN nursing students. Annual training in confidentiality and the Health Insurance Portability and Accountability Act (HIPAA) are also required. Nursing students are required to maintain current American Heart Association Basic Life Support (BLS) certification.

Community Service

Students are required to complete 100 hours of approved community service as a requirement for graduation.

Laptop Program

WVU Keyser BSN students are required to participate in the campus' nursing laptop program. A laptop specifications sheet is provided to each student upon admission to the nursing program. Each student must bring their laptop to class, lab, and clinical every day.

Tuition and Scholarships

WVU Keyser nursing tuition information can be found at: <https://tuition.wvu.edu/undergraduate/wvu-keyser-campus-online> (<https://tuition.wvu.edu/undergraduate/wvu-keyser-campus-online/>). The School of Nursing offers several scholarships. These scholarships require completion of the Free Application for Federal Student Aid (FAFSA) in order to be considered for financial aid. Most School of Nursing scholarships are available only to students already admitted to the School of Nursing and are awarded each April for the following academic year. However, there are a limited number of scholarships for which students may apply before admission. Further information about scholarships is provided on the WVU Keyser <https://admissions.potomacstatecollege.edu/cost-and-aid/scholarships> (<https://admissions.potomacstatecollege.edu/cost-and-aid/scholarships/>) and School of Nursing <https://nursing.wvu.edu/students/resources/scholarship-opportunities/> websites.

ADMINISTRATION

CHAIR

- April Shapiro - PhD (West Virginia University)

PROGRAM ASSISTANT

- Heather Hays - BA (Hood College)

FACULTY

ASSISTANT PROFESSOR

- April Shapiro - PhD (West Virginia University)

CLINICAL EDUCATION INSTRUCTORS

- Krystal Abucevich-Swick - MSN (West Virginia University)
- Kasey Beckman-Sirk - DNP (Chamberlain College of Nursing)
- Heather Coddington - MSN (Capella University)
- Matthew Hottle - MSN (Walden University)
- Diana Niland - PhD (West Virginia University)

LECTURER

- Mary Beth McCloud - PhD (Medical University of South Carolina)

Admissions

IN THIS SECTION:

- Admission to Basic Program as Pre-BSN, Pre-Nursing, or Other College Major (p. 187)
- Transfer (p. 187)

Admission criteria are subject to change; visit the WVU Keyser BSN website <https://academics.potomacstatecollege.edu/majors/four-year-programs/nursing-bsn> (<https://academics.potomacstatecollege.edu/majors/four-year-programs/nursing-bsn/>) for the most current criteria.

Students who have been dismissed from any nursing program (WVU or otherwise) are ineligible for admission to any of the WVU BSN programs; however, students who have received degrees or additional credentialing post-academic dismissal from a nursing program are eligible for admission to the WVU Morgantown BS/BA to BSN, RN to BSN, or graduate programs, provided they meet all other admission requirements and based on space available.

ADMISSION TO THE BASIC (TRADITIONAL) BSN PROGRAM FROM GENERAL NURSING (PRE-BSN OR PRE-NURSING) OR OTHER COLLEGE MAJOR

Pre-BSN and Pre-Nursing students have the opportunity to apply for admission to the WVU Keyser basic (traditional) BSN program as a sophomore after completion of at least one semester of college coursework. Admission consideration is dependent upon:

- a minimum cumulative GPA of 3.0 on all college work attempted,
- a minimum prerequisite GPA of 3.0,
- completion of required prerequisite courses from an accredited college or university with a grade of C or better, and
- space available in the admission class.

Pre-BSN and Pre-Nursing applicants are admitted to the School of Nursing as sophomores for the Fall semester. A completed application for the BSN program, including transcripts, must be made by March 15 of the year the candidate wishes to be admitted for the Fall semester. Acceptance and placement in the program are dependent upon admission criteria and space available in the program. There are limited spaces available, and the best-qualified applicants are accepted. Applications are available online from the admissions website every year from December 1 through March 15.

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TRANSFER STUDENTS

An applicant with nursing credit from a nationally accredited nursing program in a regionally accredited college or university is eligible for consideration for transfer admission by presenting a record of courses comparable to those required in this curriculum and meeting other School of Nursing admission requirements, including, but not limited to, the following:

- a statement of good standing from the nursing program in which they are currently enrolled
- a minimum cumulative GPA of 3.0 for previous college coursework (Note: WVU Keyser [Potomac State] requirements for students transferring to general nursing [Pre-BSN or Pre-Nursing] are different. Check the Potomac State College catalog for more information)
- a minimum GPA of 3.0 in the previous nursing program
- earned grades of C- or higher in all nursing and prerequisite non-nursing courses with no grade below a C- in any nursing course

Acceptance and placement in the program are dependent on the individual's academic record and the number of spaces available. Applications should be initiated six months prior to the beginning of the semester in which the applicant wishes to begin nursing courses. Transcripts and other required materials must be received no later than three months before the start of entering semester.

Applicants may request review of previously completed nursing courses for transferability. Syllabi of current and completed nursing courses may be sent electronically to nursing@hsc.wvu.edu for review. Only courses that are comparable to required courses in the BSN curriculum will be transferable as determined by program administration. Nursing credits from a program that is not nationally accredited or an institution that is not regionally accredited are not transferable.

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General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3

F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)	9
Total Hours	31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Bachelor of Science in Nursing

Code	Title	Hours
Pre-requisite courses required with a grade of C- or better before enrollment in Sophomore nursing courses.		
BIOL 102 & 102L	General Biology 2 and General Biology 2 Laboratory (GEF 2B)	4
CHEM 111 & 111L	Survey of Chemistry 1 and Survey of Chemistry 1 Laboratory (GEF 8)	4
CHEM 112 & 112L	Survey of Chemistry 2 and Survey of Chemistry 2 Laboratory (GEF 8)	4
ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
BIOL 230	Human Anatomy and Physiology 1	4
NSG 100	Introduction to Nursing	2
PSYC 101	Introduction to Psychology (GEF 4)	3
WVUE 191	First Year Seminar	1
Pre- or Co-requisites with enrollment of Sophomore courses. Must be completed with a C- or better.		
MATH 124	Algebra with Applications (GEF 3)	3
ENGL 102	Composition, Rhetoric, and Research (GEF 1)	3
MICB 200	Medical Microbiology	3
HN&F 171	Introduction to Human Nutrition	3
BIOL 231	Human Anatomy and Physiology 2	4
PSYC 241	Introduction to Human Development	3
STAT 211	Elementary Statistical Inference	3
Nursing courses. Must be completed with a C- or better.		
NSG 211	Health Assessment & Communication	6
NSG 212	Foundations of Nursing Practice	6
NSG 250	Clinical Nursing Pharmacology	3
NSG 310	Maternal Infant Nursing & Women's Health Care	4
NSG 311	Alterations in Adult Health 1	6
NSG 312	Alterations in Adult Health 2	6
NSG 320	Child and Adolescent Health	4
NSG 350	Evidence Based Practice and Research	3
NSG 360	Ethics and Health Policy	3
NSG 411	Nursing in Complex Community Systems	7
NSG 412	Leadership in Complex Systems	7
NSG 450	Alterations in Mental Health	4
NSG 460	Care of the Critically Ill Patient	4
NSG 486	NCLEX Review	1
Select one of the following:		2
NSG 281	Perspectives on Caring	
NSG 400	Spirituality and Health	
NSG 435	Cardiology for Nursing	
NSG 478	The Role of the Nurse in the Patient Experience	
NSG 480	Core Concepts in Gerontological Nursing	
NSG 482	Palliative Care Nursing	
NSG 483	Holistic and Integrative Nursing	
NSG 484	Care of the Diabetic Patient	
NSG 485	Children With Complex Health Needs	

NSG 487

Movies and Mental Health

NSG 488

Generics/Genomics in Health

GEF Requirements 5, 6, and 7**9**

Total Hours

122

Suggested Plan of Study**First Year**

Fall	Hours	Spring	Hours
BIOL 102 & 102L (GEF 2) ⁺		4 BIOL 230 ⁺	4
CHEM 111 & 111L (GEF 8) ⁺		4 CHEM 112 & 112L (GEF 8) ⁺	4
MATH 124 or 126 (GEF 3) ⁺ ⁺		3 ENGL 101 (GEF 1) ⁺ ⁺	3
PSYC 101 (GEF 4) ⁺ ⁺		3 STAT 211 ^{**}	3
WVUE 191 ⁺ ⁺		1 NSG 100 ⁺ ⁺	2
		15	16

Second Year

Fall	Hours	Spring	Hours
BIOL 231		4 ENGL 102 (GEF 1) ^{**}	3
MICB 200		3 HN&F 171 ^{**}	3
PSYC 241 ^{**}		3 NSG 212	6
NSG 211		6 NSG 250	3
		16	15

Third Year

Fall	Hours	Spring	Hours
GEF 7 ^{***}		3 GEF 5 ^{***}	3
NSG 310		4 NSG 312	6
NSG 311		6 NSG 320	4
NSG 350		3 NSG 360	3
		16	16

Fourth Year

Fall	Hours	Spring	Hours
GEF 6 ^{***}		3 NSG 412	7
NSG 411		7 NSG 460	4
NSG 435		2 NSG 486	1
NSG 450		4	
		16	12

Total credit hours: 122

- ⁺
Required with grade of C- or better before enrollment in sophomore nursing courses
- ^{*}
Can be taken fall or spring semester
- ^{**}
Pre- or Co-requisites with sophomore courses. Must be completed with C- or better to progress to junior level
- ^{***}
May be interchanged; required to complete 3 credit hours in F5, 3 credit hours in F6, and 3 credit hours in F7

Degree Designation Learning Outcomes**BACHELOR OF SCIENCE IN NURSING (BSN)**

Upon completion of the BSN program, graduates will:

CRITICAL THINKING: Employ scholarly inquiry, evidence-based reasoning, and creativity in the process of assessment, interpretation, analysis, synthesis, evaluation, and inference as a basis for professional nursing practice.

NURSING INTERVENTIONS: Ensure quality care by applying theory, evidence-based clinical judgment and decision-making, and patient care technology in the delivery of safe and skilled nursing therapeutics with individuals, families, communities, and populations across the health-illness continuum.

PROFESSIONAL ROLE: Demonstrate knowledge, attitudes, professional values, personal qualities, and behaviors consistent with the nursing roles of health care designer and coordinator, organization and system leader, and advocate for consumers and the nursing profession.

CARING: Provide empathetic, culturally sensitive, and compassionate care for individuals, families, communities, and populations that upholds moral, legal, and ethical humanistic principles.

COMMUNICATION: Integrate therapeutic, interpersonal, intraprofessional, interprofessional, and informatics communication processes in professional nursing practice.

Progression Requirements

PRE-BSN/PRE-NURSING PROGRESSION REQUIREMENTS

Students admitted to Pre-BSN or Pre-Nursing complete a common curriculum in the freshman year designed to provide the foundation for success in subsequent nursing courses. Consult the Potomac State College catalog regarding general nursing (Pre-BSN and Pre-Nursing) admission and progression requirements. While students are not required to maintain a GPA of 3.0 to remain in Pre-BSN or Pre-Nursing, any student who does not meet GPA or coursework requirements for the BSN nursing program will not be eligible for admission to the BSN program. Pre-BSN and Pre-Nursing students applying to the BSN program must have completed the freshman-year pre-requisite courses prior to beginning sophomore-level nursing courses, with a grade of C or better, a cumulative prerequisite GPA of 3.0 or higher, and an overall GPA of 3.0 or higher in all college level work.

TRADITIONAL BSN PROGRESSION REQUIREMENTS

The baccalaureate of science in nursing (BSN) degree for the traditional BSN program is conferred upon completion of the required total hours (per the progression plan), all required coursework, and community service and residency requirements. From entry into sophomore nursing courses to program completion, students must fulfill the following academic requirements to maintain good academic standing.

1. GPA
 - a. Students must maintain an overall college GPA of at least 3.0.
 - b. Students who do not maintain an overall GPA of at least 3.0 will be placed on probation for one semester. Students who do not raise their overall GPA to 3.0, after one semester on probation, will be dismissed from the School of Nursing.
2. Required course grades
 - a. All courses used to earn the BSN degree must be completed with a minimum grade of C-.
 - b. Students who earn a grade of D or F in more than one course used to earn the BSN degree will be dismissed from the School of Nursing.
 - c. All courses used to earn the BSN degree in which students earn a grade of D, F, W, or WU must be repeated prior to the student's progression to the next semester in the nursing sequence. Nursing courses must be repeated in the next spring or fall semester that the course is offered. There is an exception to this individual standard regarding nursing electives; students who receive a W in a nursing elective are not required to repeat it.
3. Repeats
 - a. Students who receive a grade of D, F, W, or WU in a course used to earn the BSN degree may repeat the course only once and must earn a minimum grade of C-.
 - b. Students who repeat a course used to earn the BSN degree and earn a grade of D, F, W, or WU will be dismissed from the School of Nursing.
 - c. In the last semester of the program, students are permitted to repeat one nursing course in which a D, F, W, or WU was received even if the student previously repeated another course and would have otherwise been dismissed. Students are not permitted to repeat the same course twice.
4. Readmission: Students who have been dismissed from the BSN program are not eligible for readmission.

Grading Scale

The grading scale for nursing courses using letter/numerical values is: A=93-100, B=85-92, C=77-84, D=70-76, F=69 and below.

Students who have been dismissed from any nursing program (WVU or otherwise) are ineligible for admission to any of the WVU BSN programs; however, students who have received degrees or additional credentialing post-academic dismissal from a nursing program are eligible for admission to the WVU Morgantown BS/BA to BSN, RN to BSN, or graduate programs, provided they meet all other admission requirements and based on space available.

Physics

Degrees Offered

- Associate of Arts
- Associate of Science

Nature of the Program

The associate of arts in physics program provides students with a core foundation in physics, math, and the humanities. The associate of arts degree is intended to transfer into a bachelor of arts degree. An associate in science degree in physics is also available, which is intended to transfer into a bachelor of science program. The bachelor of science degree is for students wanting a career in research and is typically followed by graduate work in physics, materials science, astrophysics, or in other physical sciences. This bachelor of science degree program provides a comprehensive grounding in the fundamentals of physics and is usually accompanied by participation in research programs. The bachelor of arts degree in physics is more flexible in that more free elective choices are available. The increased flexibility helps prepare a student for a career that combines a science background with subsequent professional training, such as secondary education or medical school. Students are encouraged to discuss the differences between the two degrees with their academic advisor.

The courses in physics provide a mix of theoretical concepts and practical examples. Each course within a degree plan builds upon the knowledge base acquired in previous courses and, together, these courses allow a student to acquire the combination of physical insight and mathematical skill needed for success in today's demanding job markets.

The associate degree program provides the first two years of undergraduate study for students planning to pursue a B.A. at West Virginia University or other comparable institutions.

Career Opportunities

Some graduates of the B.S. program accept positions in industry or in a government laboratory immediately, while many continue their education in graduate research programs. Career paths for physicists obtaining a B.A. degree may include secondary education, patent law, forensics, health physics, environmental engineering, journalism, government policy, and business management immediately or following further graduate training.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

PROFESSOR

- Joan Vogtman - M.S. Applied Physics
Year @ PSC (2008)

Physics, A.A.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3

F7 - Global Studies & Diversity	3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)	9
Total Hours	31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Requirements (4, 5, and 6)		9
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 155	Calculus 1 (GEF 3)	4
MATH 156	Calculus 2 (GEF 8)	4
MATH 251	Multivariable Calculus	4
MATH 261	Elementary Differential Equations	4
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 2)	4
CHEM 116 & 116L	Fundamentals of Chemistry 2 and Fundamentals of Chemistry 2 Laboratory (GEF 8)	4
PHYS 111 & 111L	General Physics 1 and General Physics 1 Laboratory (GEF 8)	4
PHYS 112 & 112L	General Physics 2 and General Physics 2 Laboratory	4
WVUE 191	First Year Seminar	1
Foreign Language		12
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101		3 MATH 156 (GEF 8)	4
MATH 155 (GEF 3)		4 CHEM 116 & 116L (GEF 8)	4
CHEM 115 & 115L (GEF 2)		4 PHYS 111 & 111L (GEF 8)	4
Foreign Language 101		3 GEF Elective (GEF 4)	3
WVUE 191		1 Foreign Language 102	
		15	15

Second Year

Fall	Hours	Spring	Hours
ENGL 102 (GEF 1)		3 MATH 261	4
MATH 251		4 GEF Elective (GEF 5)	3
PHYS 112 & 112L		4 GEF Elective (GEF 6)	3
Foreign Language 203		3 Foreign Language 204 Elective	3
		14	16

Total credit hours: 60

Major Learning Outcomes

PHYSICS

Upon successful completion of an A.A. degree, physics majors will be able to:

1. Solve basic conceptual and quantitative problems in theoretical mechanics and electricity and magnetism.
2. Perform accurate measurements of physical systems and communicate the results and implications of those measurements in writing.
3. Use mathematical and chemical concepts to solve physics-related problems.
4. Transfer into a bachelor degree program in physics.

Physics, A.S.

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Requirements (4, 5, 6, and 7)		12
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 155	Calculus 1 (GEF 3)	4
MATH 156	Calculus 2 (GEF 8)	4
MATH 251	Multivariable Calculus	4
MATH 261	Elementary Differential Equations	4
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 2)	4
CHEM 116 & 116L	Fundamentals of Chemistry 2 and Fundamentals of Chemistry 2 Laboratory (GEF 8)	4
PHYS 111 & 111L	General Physics 1 and General Physics 1 Laboratory (GEF 8)	4
PHYS 112 & 112L	General Physics 2 and General Physics 2 Laboratory	4
WVUE 191	First Year Seminar	1

Elective	9
Total Hours	60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
CHEM 115 & 115L (GEF 2)		4 CHEM 116 & 116L (GEF 8)	4
MATH 155 (GEF 3)		4 MATH 156 (GEF 8)	4
ENGL 101		3 PHYS 111 & 111L (GEF 8)	4
GEF Elective (GEF 4)		3 GEF Elective (GEF 5)	3
WVUE 191		1	
		15	15

Second Year

Fall	Hours	Spring	Hours
ENGL 102 (GEF 1)		3 MATH 261	4
MATH 251		4 GEF Elective (GEF 6)	3
PHYS 112 & 112L		4 GEF Elective (GEF 7)	3
Elective		3 Elective	6
		14	16

Total credit hours: 60

Major Learning Outcomes

PHYSICS

Upon successful completion of an A.S. degree, physics majors will be able to:

1. Solve basic conceptual and quantitative problems in theoretical mechanics and electricity and magnetism.
2. Perform accurate measurements of physical systems and communicate the results and implications of those measurements in writing.
3. Use mathematical and chemical concepts to solve physics-related problems.
4. Transfer into a bachelor degree program in physics.

Pre-Biomedical Laboratory Diagnostics, A.S.

Degree Offered

- Associate of Science

Nature of the Program

The associate's program in pre-biomedical laboratory diagnostics fulfills the first two years of undergraduate study required for admittance to the bachelor's program in biomedical laboratory diagnostics offered by the West Virginia University School of Medicine. Courses in the program provide all the general education, biology, chemistry, and math courses required for admission and provide the foundations required for success in the bachelor program. Students accepted into the program complete an additional two years of courses in biomedical laboratory diagnostics and receive a Bachelor's degree. Once admitted into the bachelor program, students can choose to emphasis to become a clinical laboratory scientist or histotechnologist.

Career Opportunities

Clinical laboratory scientists analyze, develop and perform medical laboratory tests and evaluate results on blood and bodily fluids. Histotechnologists are responsible for routine and specialized procedures on tissue and autopsy specimens for diagnosis. Both can find employment in labs in hospitals, doctor's offices or private lab facilities.

In addition, students can apply to medical school, dental school or other graduate programs upon completion of the bachelors program and completion of any additional prerequisite courses required.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

ADVISOR

- Candace Lawrence - M.A. Mathematics
Year @ PSC (2017)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (4, 5, 6, and 7)		12
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 124	Algebra with Applications (or higher - GEF 3)	3
STAT 211	Elementary Statistical Inference	3
BIOL 101 & 101L	General Biology 1 and General Biology 1 Laboratory (GEF 8)	4
BIOL 102 & 102L	General Biology 2 and General Biology 2 Laboratory (GEF 8)	4
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 2)	4
CHEM 116 & 116L	Fundamentals of Chemistry 2 and Fundamentals of Chemistry 2 Laboratory (GEF 8)	4
Select one of the following sequences:		4-8
CHEM 231 & 231L	Organic Chemistry: Brief Course and Organic Chemistry: Brief Course Laboratory	
CHEM 233 & 233L & CHEM 234 & CHEM 234L	Organic Chemistry 1 and Organic Chemistry 1 Laboratory and Organic Chemistry 2 and Organic Chemistry 2 Laboratory	

PSIO 241	Elementary Physiology	4
PALM 200	Medical Terminology	3
WVUE 191	First Year Seminar	1
Electives (hours may vary depending on which Chemistry courses are taken)		4-8
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
MATH 124 (GEF 3)		3 ENGL 101 (GEF 1)	3
BIOL 101 & 101L (GEF 8)		4 BIOL 102 & 102L (GEF 8)	4
CHEM 115 & 115L (GEF 2)		4 CHEM 116 & 116L (GEF 8)	4
GEF 5		3 GEF 4	3
WVUE 191		1 Select one of the following: HLSC 270 Elective	1
		15	15

Second Year

Fall	Hours	Spring	Hours
ENGL 102 (GEF 1)		3 CHEM 234 & 234L	4
CHEM 233 & 233L		4 PSIO 241	4
STAT 211		3 PALM 200	3
GEF 6		3 GEF 7	3
Elective		3	
		16	14

Total credit hours: 60

Major Learning Outcomes

PRE-BIOMEDICAL LABORATORY DIAGNOSTICS

Upon completion of the associates in pre-biomedical laboratory diagnostics program, students will be able to:

1. Describe general biological concepts including cell structure and function, physiology and genetics.
2. Use mathematical concepts to solve problems.
3. Use chemical principles and laboratory techniques to describe and analyze the chemical structure and reactivity of organic molecules.
4. Apply for admission into the biomedical laboratory diagnostics program at WVU School of Medicine or equivalent program.

Pre-Forensic and Investigative Science, A.S.

Degree Offered

- Associate of Science

Nature of the Program

The associate degree program in pre-forensic and investigative science fulfills the first two years of undergraduate study required for admittance into the West Virginia University Eberly College of Arts and Sciences Forensic and Investigative Science program. Once admitted into the bachelor's program on the Morgantown campus, students select an emphasis in one of the following: Forensic Biology, Forensic Chemistry, or Forensic Examiner. Students interested in applying to a forensic science program at another institution should communicate that with their advisor and learn the requirements for that program.

Courses within the associate's program provide a foundation in biology, chemistry, physics, math, and statistics needed to be successful in the Forensic and Investigative Science bachelor program.

Career Opportunities

A bachelor's degree in Forensic Science & Investigation prepares students for opportunities in fields such as Forensic Biology, Forensic Chemistry, or Forensic Examiner. Forensic examiners can be crime scene analysts, latent fingerprint examiners, forensic photographers, evidence technicians, investigators, and law enforcement officers and agents. Working conditions are typically field and/or office-based rather than laboratory-based. Crime scene analysts are often part of major crime scene squads that collect and document evidence, but they rarely participate in the scientific examination of the evidence in the laboratory. Forensic biologists become DNA analysts or enter into graduate work. Forensic DNA work is a laboratory-based profession with employment opportunities in local, state, federal, and private laboratories. Forensic chemists can work in crime labs and/or as an arson analyst and investigators, forensic toxicologists, and trace evidence examiners. Like forensic biologists, forensic chemists may work immediately in a laboratory-based profession with employment opportunities in local, state, federal, and private laboratories or enter into graduate studies. Forensic biologists and chemists typically do not do crime scene work on a routine basis, but may occasionally be called to a scene.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 155	Calculus 1 (GEF 3)	4
MATH 156	Calculus 2 (GEF 8)	4
STAT 215	Introduction to Probability and Statistics	3
WVUE 191	First Year Seminar	1
MDS 270 & 270S	Effective Public Speaking and Effective Public Speaking Studio	3
BIOL 115 & 115L	Principles of Biology and Principles of Biology Laboratory (GEF 8)	4

BIOL 117 & 117L	Introductory Physiology and Introductory Physiology Laboratory	4
BIOL 219 & 219L	The Living Cell and The Living Cell Laboratory	4
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 2)	4
CHEM 116 & 116L	Fundamentals of Chemistry 2 and Fundamentals of Chemistry 2 Laboratory (GEF 8)	4
CHEM 233 & 233L	Organic Chemistry 1 and Organic Chemistry 1 Laboratory	4
CHEM 234 & 234L	Organic Chemistry 2 and Organic Chemistry 2 Laboratory	4
Select one of the following pairs:		4
PHYS 101 & 101L	Introductory Physics 1 and Introductory Physics 1 Laboratory	
PHYS 111 & 111L	General Physics 1 and General Physics 1 Laboratory	
Select one of the following pairs:		4
PHYS 102 & 102L	Introductory Physics 2 and Introductory Physics 2 Laboratory	
PHYS 112 & 112L	General Physics 2 and General Physics 2 Laboratory	
FIS 201	Introduction to Forensic Identification	3
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours	Summer	Hours	
BIOL 115 & 115L (GEF 8)		4 BIOL 117 & 117L		4 STAT 215		3
CHEM 115 & 115L (GEF 2)		4 CHEM 116 & 116L (GEF 8)		4		
MATH 155 (GEF 3)		4 ENGL 101 (GEF 1)		3		
MDS 270 & 270S (GEF 4)		3 MATH 156 (GEF 8)		4		
WVUE 191		1				
		16		15		3

Second Year

Fall	Hours	Spring	Hours	
BIOL 219 & 219L		4 CHEM 234 & 234L		4
CHEM 233 & 233L		4 FIS 201		3
Select one of the following pairs:		4 ENGL 102 (GEF 1)		3
PHYS 101 & 101L		Select one of the following pairs:		4
PHYS 111 & 111L		PHYS 102 & 102L		
		PHYS 112 & 112L		
		12		14

Total credit hours: 60

Major Learning Outcomes

PRE-FORENSIC AND INVESTIGATIVE SCIENCE

Upon completion of the associates in pre-forensic and investigative science program, students will be able to:

1. Apply the scientific method to solving problem by formulating a hypothesis, design effective laboratory experiments, perform laboratory experiments, collect and analyze data statistically and graphically, interpret data, arrive at a conclusion, and report their results utilizing scientific writing.
2. Describe the relationship between the structure and function of cells and investigate cellular properties through various laboratory techniques.
3. Use chemical principles and laboratory techniques to describe and analyze the chemical structure and reactivity of organic molecules.
4. Apply for admission into the forensic and investigative science program on the Morgantown campus or an equivalent program.

Nursing, A.S.

Degree Offered

- Associate of Science

Nature of the Program

The associate of arts in pre-BSN Nursing prepares students to apply specifically to the bachelor of nursing (BSN) program offered by West Virginia University's School of Nursing on the Beckley, Keyser, and Morgantown campuses. The first year of the program provides a foundation in biology, anatomy and physiology, chemistry, math and psychology, and includes all the prerequisite courses required for admission into the BSN program. The second year of the program is completed after admission to that program. Students are selectively admitted to the BSN nursing program when all pre-BSN requirements have been satisfactorily completed. Minimum requirements include a 3.00 cumulative G.P.A. and at least a 3.00 in all prerequisite courses.

Students who are not accepted into the BSN program after the first year and/or those who plan to apply to another nursing program should use the pre-nursing (General Studies) associate of arts major.

Career Opportunities

Registered nurses perform diagnostic tests, observe/record patient behavior, consult with physicians, administer medications and treatment and perform many other duties for hospitals, doctor's offices, nursing homes, schools, and many other agencies. In addition, registered nurses may choose to continue their education and enter graduate programs to become nurse practitioners. While both meet the minimum requirements to sit for the registered nursing certification, a BSN degree provides a more thorough nursing curriculum than an Associate Degree of Nursing (ADN) program, and nurses with a BSN earn more than those with an ADN.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

ADVISORS

- Sheri Chisholm - Ph.D. Institutional Leadership and Biology Education
Year @ PSC (2009)
- Ganesh Ghimire - Ph.D. Organic Chemistry
Year @ PSC (2018)
- Roshan Lamichhane - Ph.D. Curriculum and Instruction; M.S. Chemistry
Year @ PSC (2020)
- Sandra Mitchell - M.A. Mathematics
Year @ PSC (2020)
- Lisa Zyga - M.S. Mathematics
Year @ PSC (2022)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 124	Algebra with Applications (GEF 3)	3
STAT 211	Elementary Statistical Inference	3
PSYC 101	Introduction to Psychology (GEF 4)	3
PSYC 241	Introduction to Human Development	3
BIOL 102 & 102L	General Biology 2 and General Biology 2 Laboratory (GEF 2)	4
MICB 200	Medical Microbiology	3
BIOL 230	Human Anatomy and Physiology 1	4
BIOL 231	Human Anatomy and Physiology 2	4
CHEM 111 & 111L	Survey of Chemistry 1 and Survey of Chemistry 1 Laboratory (GEF 8)	4
CHEM 112 & 112L	Survey of Chemistry 2 and Survey of Chemistry 2 Laboratory (GEF 8)	4
HN&F 171	Introduction to Human Nutrition	3
NSG 100	Introduction to Nursing	2
NSG 211	Health Assessment & Communication (Morgantown)	6
NSG 212	Foundations of Nursing Practice (Morgantown)	6
NSG 250	Clinical Nursing Pharmacology	3
WVUE 191	First Year Seminar	1
Total Hours		62

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 BIOL 230	4
BIOL 102 & 102L (GEF 2)		4 CHEM 112 & 112L (GEF 8)	4
CHEM 111 & 111L (GEF 8)		4 PSYC 101 (GEF 4)	3

MATH 124 (GEF 3)	3	STAT 211	3
WVUE 191	1	NSG 100	2
		15	16
Second Year			
Fall	Hours	Spring	Hours
ENGL 102 (GEF 1)		3 NSG 212	6
BIOL 231		4 NSG 250	3
MICB 200		3 HN&F 171	3
NSG 211		6 PSYC 241	3
		16	15

Total credit hours: 62

Major Learning Outcomes

NURSING

Upon completion of the associates in nursing (pre-BSN) program, students will be able to:

1. Describe general biological concepts, including anatomy, physiology and genetics.
2. Use mathematical concepts to solve problems.
3. Use chemical principles and laboratory techniques to describe chemical structure.
4. Describe fundamental concepts in psychology and sociology.
5. Apply for admission into the West Virginia University's Bachelor of Science in Nursing BSN program.

Pre-Nursing, A.S.

Degree Offered

- Associate of Science

Nature of the Program

The associate of arts in pre-nursing (General Studies) program prepares students to seek admission to an associate or bachelor degree R.N. program.

The degree only provides prerequisite courses for many nursing programs, and does not provide the required training to receive an R.N. license.

Students who need or want to take two years to earn the requirements for the WVU School of Nursing Bachelor of Science Nursing (BSN) Program can use this major to complete those prerequisites and earn an associate's degree.

The pre-nursing program provides a foundation in biology, anatomy and physiology, chemistry, math, psychology and sociology required for admission into, and success in, any nursing program. Students should work with their advisor to determine admission requirements and transfer equivalencies for the courses offered at Potomac State College and the institution they plan to attend.

Career Opportunities

Registered nurses perform diagnostic tests, observe/record patient behavior, consult with physicians, administer medications and treatment, and perform many other duties for hospitals, doctor's offices, nursing homes, schools and many other agencies. In addition, registered nurses may choose to continue their education and enter graduate programs to become nurse practitioners.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

ADVISORS

- Sheri Chisholm - Ph.D. Institutional Leadership and Biology Education
Year @ PSC (2009)
- Ganesh Ghimire - Ph.D. Organic Chemistry
Year @ PSC (2018)
- Roshan Lamichhane - Ph.D. Curriculum and Instruction, M.S. Chemistry
Year @ PSC (2020)

- Sandra Mitchell - M.A. Mathematics
Year @ PSC (2020)
- Lisa Zyga - M.S. Mathematics
Year @ PSC (2022)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (5, 6 and 7)		9
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 124	Algebra with Applications (GEF 3)	3
STAT 211	Elementary Statistical Inference	3
BIOL 102 & 102L	General Biology 2 and General Biology 2 Laboratory (GEF 8)	4
BIOL 230	Human Anatomy and Physiology 1	4
BIOL 231	Human Anatomy and Physiology 2	4
MICB 200	Medical Microbiology	3
CHEM 111 & 111L	Survey of Chemistry 1 and Survey of Chemistry 1 Laboratory	4
CHEM 112 & 112L	Survey of Chemistry 2 and Survey of Chemistry 2 Laboratory	4
HN&F 171	Introduction to Human Nutrition (GEF 8)	3
PSYC 101	Introduction to Psychology (GEF 4)	3
PSYC 241	Introduction to Human Development	3
NSG 100	Introduction to Nursing	2
WVUE 191	First Year Seminar	1
Elective		4
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 CHEM 112 & 112L (GEF 8)	4
CHEM 111 & 111L (GEF 2)		4 BIOL 102 & 102L (GEF 8)	4
HN&F 171 (GEF 8)		3 PSYC 101 (GEF 4)	3
MATH 124 (GEF 3)		3 NSG 100	2
WVUE 191		1 Select one of the following: HLSC 270 (Suggested) Elective	1
		14	14

Second Year

Fall	Hours	Spring	Hours
BIOL 230		4 BIOL 231	4
PSYC 241		3 ENGL 102 (GEF 1)	3
STAT 211		3 GEF 5	3
MICB 200		3 GEF 6	3
GEF 7		3 Elective	3
		16	16

Total credit hours: 60

Major Learning Outcomes

PRE-NURSING

Upon completion of the associates in pre-nursing program, students will be able to:

1. Describe general biological concepts including nutrition, anatomy, physiology and genetics.
2. Use mathematical concepts to solve problems.
3. Use chemical principles and laboratory techniques to describe chemical structure.
4. Describe fundamental concepts in psychology and sociology.
5. Apply for admission into the an associate or bachelor registered nursing program.

Pre-Occupational Therapy, A.S.

Degree Offered

- Associate of Science

Nature of the Program

The associate of science in pre-occupational therapy program satisfies the course requirements for admission to the master's program in occupational therapy offered by the School of Medicine at West Virginia University. Registration in the first two years does not automatically assure the student a place in the junior class. A student will be accepted on a competitive basis and selection will be based on scholastic standing and on those personal characteristics that are desirable in occupational therapists. Applicants must have a minimum GPA of 3.0 cumulatively and in prerequisite coursework.

A minimum of 20 hours of observation with at least two occupational therapists at two different sites is required to apply to the master's program. Two letters of recommendation are also required. Students applying to the master's program may only be enrolled in a maximum of 3 prerequisite courses at the time of application.

The pre-occupational therapy program provides a foundation in biology, math, physics, physiology, psychology and sociology required for admission into and success in the occupational therapy masters program at WVU School of Medicine. Students planning to apply to other occupational therapy programs should determine admission requirements and transfer equivalencies for the courses offered at WVU Potomac State College and the institution they plan to attend. Students planning to apply to the doctorate program in occupational therapy must receive a baccalaureate degree and complete the GRE exam, as well as complete the prerequisite courses required. The pre-occupational therapy degree fulfills all the prerequisites course

requirements for the doctorate program, but does not provide a baccalaureate degree. A bachelor's degree in exercise physiology is preferred for the doctorate program.

Career Opportunities

Occupational therapists advise patient and family about in-home treatment options and exercises, advise on home and workplace environmental alterations, help people to return to work, coach people with learning difficulties or poor social skills in hospitals, patient homes, nursing homes, schools and other health care facilities.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

ADVISOR

- Lisa Zyga - M.S. Mathematics
Year @ PSC (2022)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (5, 6 and 7)		9
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 124	Algebra with Applications (or higher)	3
STAT 211	Elementary Statistical Inference (GEF 3)	3
BIOL 101 & 101L	General Biology 1 and General Biology 1 Laboratory (GEF 2)	4
BIOL 102 & 102L	General Biology 2 and General Biology 2 Laboratory	4
PSIO 241	Elementary Physiology	4
PSYC 101	Introduction to Psychology	3
PSYC 241	Introduction to Human Development (GEF 8)	3

PSYC 281	Introduction to Abnormal Psychology (GEF 8)	3
SOC 101	Introduction to Sociology (GEF 8)	3
or ANTH 105	Introduction to Anthropology	
EXPH 240	Medical Terminology	1
or PALM 200	Medical Terminology	
WVUE 191	First Year Seminar	1
Elective		13
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
BIOL 101 & 101L (GEF 2)		4 ENGL 101 (GEF 1)	3
MATH 124		3 STAT 211	3
PSYC 101		3 BIOL 102 & 102L	4
WVUE 191		1 PSYC 241 (GEF 8)	3
GEF 5		3 SOC 101 or ANTH 105 (GEF 8)	3
		14	16

Second Year

Fall	Hours	Spring	Hours
ENGL 102 (GEF 1)		3 PSIO 241	4
EXPH 240 or PALM 200		1 PSYC 281	3
GEF 6		3 Elective	3
GEF 7		3 Elective	3
Elective		3 Elective	1
Elective		3	
		16	14

Total credit hours: 60

Major Learning Outcomes

PRE-OCCUPATIONAL THERAPY

Upon completion of the associates in pre-occupational program, students will be able to:

1. Describe general biological concepts including cell structure and function, physiology and genetics.
2. Use mathematical concepts to solve problems.
3. Describe fundamental concepts in psychology and sociology.
4. Apply for admission into the occupational program at WVU School of Medicine or equivalent program.

Pre-Pharmacy, A.S.

Degree Offered

- Associate of Science

Nature of the Program

The associate of science in pre-pharmacy program fulfills the course requirements necessary for admittance to the doctorate of pharmacy (PharmD) program at West Virginia University School of Pharmacy. Admission is competitive, and preference is given to qualified West Virginians, although outstanding nonresident applicants are considered. Students planning to apply to a pharmacy program at another institution should determine the admission requirements and transfer equivalencies for the courses offered at WVU Potomac State College and that institution.

Pre-Pharmacy students planning to apply to the WVU School of Pharmacy apply for admission using PharmCAS, and normally apply during their sophomore year. Students should consult the WVU Health Sciences Center website for more information about admission requirements.

The pre-pharmacy program provides the foundation in biology, chemistry, and math required for admission into and success in the Pharm D program.

Career Opportunities

Pharmacists fill prescriptions, instruct patients on safe use of prescriptions, conduct health and wellness screenings, monitor drug interactions, provide immunizations and perform other duties at retail pharmacies, hospital pharmacies and at home health care facilities.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

General Education Foundations

Please use this link to view a list of courses that meet each GEF requirement. (<http://registrar.wvu.edu/gef/>)

NOTE: Some major requirements will fulfill specific GEF requirements. Please see the curriculum requirements listed below for details on which GEFs you will need to select.

Code	Title	Hours
General Education Foundations		
F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Reasoning		3-4
F4 - Society & Connections		3
F5 - Human Inquiry & the Past		3
F6 - The Arts & Creativity		3
F7 - Global Studies & Diversity		3
F8 - Focus (may be satisfied by completion of a minor, double major, or dual degree)		9
Total Hours		31-37

Please note that not all of the GEF courses are offered at all campuses. Students should consult with their advisor or academic department regarding the GEF course offerings available at their campus.

Curriculum Requirements

Code	Title	Hours
GEF Elective Requirements (6 or 7)		6
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
MATH 150	Applied Calculus (or higher - GEF 3)	3
STAT 211	Elementary Statistical Inference	3
BIOL 115 & 115L	Principles of Biology and Principles of Biology Laboratory (GEF 2)	4
BIOL 117 & 117L	Introductory Physiology and Introductory Physiology Laboratory (GEF 8)	4
MICB 200	Medical Microbiology	3
AGBI 410	Introductory Biochemistry	3
CHEM 115 & 115L	Fundamentals of Chemistry 1 and Fundamentals of Chemistry 1 Laboratory (GEF 8)	4
CHEM 116 & 116L	Fundamentals of Chemistry 2 and Fundamentals of Chemistry 2 Laboratory	4
CHEM 233 & 233L	Organic Chemistry 1 and Organic Chemistry 1 Laboratory	4

CHEM 234 & 234L	Organic Chemistry 2 and Organic Chemistry 2 Laboratory	4
COMM 104	Fundamentals of Public Communication (GEF 5)	3
ECON 201	Principles of Microeconomics	3
PSIO 241	Elementary Physiology	4
WVUE 191	First Year Seminar	1
Elective		1
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
ENGL 101 (GEF 1)		3 ENGL 102 (GEF 1)	3
MATH 150 (or higher - GEF 3)		3 STAT 211	3
CHEM 115 & 115L (GEF 8)		4 COMM 104 (GEF 5)	3
BIOL 115 & 115L (GEF 2)		4 BIOL 117 & 117L (GEF 8)	4
WVUE 191		1 CHEM 116 & 116L (GEF 8)	4
		15	17

Second Year

Fall	Hours	Spring	Hours
ECON 201		3 AGBI 410	3
CHEM 233 & 233L		4 CHEM 234 & 234L	4
MICB 200		3 PSIO 241	4
GEF 6 or 7		3 GEF 6 or 7	3
		HLSC 270 (or Elective)	1
		13	15

Total credit hours: 60

Major Learning Outcomes

PRE-PHARMACY

Upon completion of the associates in pre-pharmacy program, students will be able to:

1. Apply the scientific method to solving problem by formulating a hypothesis, design effective laboratory experiments, perform laboratory experiments, collect and analyze data statistically and graphically, interpret data, arrive at a conclusion, and report their results utilizing scientific writing.
2. Describe the relationship between the structure and function of cells and investigate cellular properties through various laboratory techniques.
3. Use chemical principles and laboratory techniques to describe and analyze the chemical structure and reactivity of organic molecules.
4. Use mathematical concepts to solve problems.
5. Apply for admission into the Pharm D program at the WVU School of Pharmacy or equivalent program.

Surgical Technology, A.A.S.

Degree Offered

- Associate of Applied Science

Nature of the Program

An associate in applied science degree in surgical technology prepares students to enter the workforce in a hospital to assist with surgeries. The program will be applying for accreditation by the Commission of Accreditation of Allied Health Education Programs. If accreditation is granted, graduates will be able to set for the Certified Surgical Technologists (CST) exam provided by the National Board of Surgical Technology. While the certification is currently not required by all hospitals, most hospitals prefer hiring certified surgical technologists.

The program provides both theory and application of concepts within surgical technology, such as aseptic technique and surgical procedures. In addition, students learn foundational knowledge regarding anatomy and physiology, microbiology and pharmacology. In addition, students learn skills in a mock operating room on campus and complete clinical experiences in various types of surgeries in local hospitals to gain hands-on experience in the field.

Career Opportunities

The surgical technology degree provides excellent preparation for students planning to gain employment as a surgical technologist. Surgical technologists prepare operating rooms, arrange equipment and assist physicians during surgeries. They help prepare patients for surgery, sterilize equipment, pass instruments to surgeons during surgeries, maintain a sterile environment and restock operating rooms after surgery.

FACULTY

CHAIR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)

ADVISOR

- Erin Cunningham - M.S. Biology
Year @ PSC (2007)
- Farren Smith - M.S. Biology
Year @ PSC (2022)

Admissions

(EFFECTIVE FOR FALL 2024 APPLICANTS)

1. If applicable, an overall GPA of 2.5 or higher for any college credits is required. This GPA is a combination of any transfer credit from outside institutions as well as all courses taken at WVU PSC.
2. An overall composite score of 18 or above on the ACT or an overall composite score of 980 (ERW + M) or above on the SAT is required.
3. In lieu of an ACT or SAT score, ATI TEAS test scores can be used to satisfy the minimum requirements. A minimum of 50% in each category (Math, Science, English & Language Usage and Reading) is required. For testing information, please go to <https://www.atitesting.com/>.

The following are also required before starting clinicals:

1. Vaccination Records (full Covid-19, annual influenza when in season, PPD or IGRA within the last 30 days, current Tdap, MMR titer (or evidence of two immunizations) and Varicella titer (history to include chickenpox or vaccination))
2. Background Check
3. Drug Screen

Curriculum Requirements

Code	Title	Hours
BIOL 102 & 102L	General Biology 2 and General Biology 2 Laboratory (GEF 2)	4
BIOL 230	Human Anatomy and Physiology 1	4
BIOL 231	Human Anatomy and Physiology 2	4
COMM 104	Fundamentals of Public Communication (GEF 5)	3
ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
EXPH 240	Medical Terminology	1
MATH 121	Intro Concepts Of Mathematics	3
PSYC 101	Introduction to Psychology (GEF 4)	3
WVUE 191	First Year Seminar	1
ST 101	Surgical Technology 1	3
ST 150	Surgical Technology Clinical 1	4
ST 120	Surgical Pharmacology	3
ST 102	Surgical Technology 2	4

ST 155	Surgical Technology Clinical 2	4
ST 201	Surgical Technology 3	4
ST 250	Surgical Technology Clinical 3	4
ST 202	Surgical Technology 4	4
ST 255	Surgical Technology Clinical 4	4
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours	Spring	Hours
BIOL 102 & 102L (GEF 2)		4 BIOL 230	4
ST 101		3 ST 120	3
ST 150		4 ST 102	4
MATH 121 (GEF 3)		3 ST 155	4
EXPH 240		1	
WVUE 191		1	
		16	15

Second Year

Fall	Hours	Spring	Hours
BIOL 231		4 COMM 104 (GEF 5)	3
PSYC 101 (GEF 4)		3 ENGL 101 (GEF 1)	3
ST 201		4 ST 202	4
ST 250		4 ST 255	4
		15	14

Total credit hours: 60

Major Learning Outcomes

SURGICAL TECHNOLOGY, A.A.S.

Graduates of the program will be able to:

- Demonstrate the principles of asepsis and sterile technique in the perioperative environment.
- Demonstrate competency with instrumentation, equipment, and supplies utilized in the perioperative environment.
- Apply ethics, professionalism, and good decision-making skills in preparing for and participating in a surgical procedure.
- Utilize written and verbal communication techniques appropriate to the perioperative environment.

Regents Bachelor of Arts, R.B.A.

Degree Offered

- Regents Bachelor of Arts

Nature of the Program

The RBA is an innovative degree program designed to meet the unique needs of the adult student. Specifically, this program provides students with a comprehensive general education based on individualized skills and learning outcomes. Moreover, eligible students may acquire college credits based on their professional experiences in select subject areas and earned certifications. This option may provide a more cost-effective way of completing their education in a timely manner.

MISSION

The mission of the RBA program is to provide adult learners with an opportunity to achieve their academic and career goals through a first time Bachelor's degree. This is accomplished by providing the highest quality education, services, and resources to promote student learning and academic success.

FEES

RBA tuition and fees are set according to Potomac State College of WVU standards.

FOR ADDITIONAL INFORMATION:

Jayne Gilbert, Director of Retention Initiatives, RBA Advisor
112 Administration
WVU - Potomac State College
Keyser, WV 26726
Phone: (304) 788-7115
E-mail: AJGilbert@mail.wvu.edu

ADMINISTRATION

ADVISOR

- A. Jayne Gilbert - MBA (West Virginia University)
Year @ PSC (1987)

Admissions

HOW TO APPLY TO THE RBA PROGRAM

Students apply to Potomac State College through the Enrollment Services Office. Applications can also be submitted online from the potomacstatecollege.edu website.

Once the student's application and transcripts have been received and processed by the Admissions Office. Enrollment Services will then send the student an acceptance letter with their Student ID number (WVU no longer uses Social Security Numbers for identification purposes). The student will also receive a MIX account username that gives access to their academic records, secure email systems, and links to other information available regarding WVU. Any academic information must be submitted through the student's MIX email account. The Help Desk (304-293-4444) can assist any student with accessing their MIX account.

Students should contact the Enrollment Services office regarding deadlines, the application process or obtaining transcripts. Once the student has been admitted, they should contact the RBA office for assistance in registering for classes.

ADMISSION ELIGIBILITY

High School Graduates

In order to be admitted to the RBA degree program, a student must have graduated from high school at least four years prior to application.

GED Students

Students who have passed a high school equivalency examination are eligible for admission four years after their high school class graduated.

Transfer Students

Eligible students may transfer into the RBA program from other regionally accredited institutions or from other majors within WVU.

RBA “F” Forgiveness

The RBA “F” forgiveness policy allows students to remove all failing grades four years prior to entering the RBA program from GPA calculations. This gives eligible students a second chance at completing their RBA degree by helping them meet the minimum GPA requirement. This process is only for first-time admission to the RBA program and is not applied to future semesters or readmission to the program. RBA “F” forgiveness only applies to students who remain in the RBA program.

NOTE: Students with accredited baccalaureate degrees are not eligible for the Regents Bachelor of Arts degree. Students cannot double major with the Regents Bachelor of Arts degree.

COLLEGE EQUIVALENT CREDITS (CEC) AND FEES

Portfolios

College Equivalent Credit can be awarded to students for selected work and life experiences that can be equated to college coursework. Students can petition for credit for specific courses that relate to their work experience through the RBA portfolio option. The portfolio consists of developing:

- A resume that highlights experiences that are relevant to courses being petitioned.
- Narratives connecting work experiences with the learning outcomes of all courses petitioned.
- Relevant supporting documents to help substantiate petition(s).

It is highly recommended students take WVU's portfolio development course EDP 401 (RBA Portfolio Development. 2 Hours. The class is designed to help prepare RBA students who plan to petition for college equivalent credits through the portfolio option, including course selection, verification, and narrative development) or contact the RBA office for instructions. This unique process requires one-on-one in-depth advising and approval to begin developing a portfolio.

Standardized Credits

Certain professional courses and certifications can be awarded college credit through the RBA's Standardized Award process. The RBA program uses several different resources to research credit recommendations for professional courses and certifications. These include the West Virginia state RBA handbook and the American Council on Education (ACE). Courses that do not have a credit recommendation that would make them eligible for Standardized Award may be utilized as supporting documentation in the Portfolio option.

Restrictions

Students must have been admitted to the WVU RBA degree program in order to submit Portfolios or request Standardized Awards. Portfolio credit cannot be used to meet the residency requirement but may be used to meet general education and upper-division requirements. Portfolio credit may not duplicate credit already on the student's transcript, and portfolio credit may not be transferred to other degrees. Courses or certifications issued credit via Standardized Award cannot be used as supporting documentation in the Portfolio option.

Fees

Requesting college equivalent credit (through the portfolio option or standardized awards) requires students to pay a standard CEC submission fee of \$300 and an additional \$10 per credit hour awarded through this process. Fees are billed through West Virginia University's Office of Student Accounts.

Non-Regionally Accredited Credit Hours

The RBA program at WVU allows students to apply credit hours from institutions that are recognized by the United States Department of Education (USDE) but are not regionally accredited. This includes credit hours from institutions that are accredited by national, programmatic, or other accrediting bodies recognized by the USDE. Common examples include Technical and Junior colleges. This policy complies with West Virginia Higher Education Policy Commission Title 133 Series 17.

Credit hours accepted from non-regionally accredited institutions may not be used to meet the residency requirements for the RBA Program. Residency requirements must be completed at institutions within the West Virginia public higher education system.

Credit hours from non-regionally accredited institutions can apply only to the completion of the RBA degree program. In the event a non-regionally accredited institution utilizes clock hours, conversion of these hours will occur in the same manner as credit hour conversions from regionally accredited institutions. Applying non-regionally accredited credit hours may impact financial aid and D/F repeat eligibility for RBA students as these hours are considered earned credit hours and contribute toward the course completion rate and maximum time frame for degree completion.

Degree Requirements

- **General Education:** The Regents Bachelor of Arts (RBA) assists students in developing a set of core competencies as a pillar of this degree. Each competency area requires students to meet specific learning outcomes. Guided by an academic advisor, students take courses in each area that meets the intended learning outcomes. (Minimum of 24 hours)

- Communication Skills (6 hours) Outcome: Courses in this area must provide the student with skills and knowledge to be able to communicate effectively in a variety of formats.
- Humanities (6 hours) Outcome: Courses in this area must demonstrate knowledge in the interdisciplinary study and philosophy of diverse cultures.
- Social Science (6 hours) Outcome: Courses will demonstrate understanding of the development, diversity, and complexity of human behavior and institutions.
- Natural or Physical Science (3 hours) Outcome: Courses in this area must provide an understanding of the physical world through the scientific method (understanding of the basic facts, principles, theories and methods of science)
- Mathematics, Statistics, or Computer Science (3 hours)
- **Upper Division:** Upper-division courses are those offered at the junior and senior levels and are usually numbered as 300- or 400-level courses. Upper-division courses take the place of a major and may be taken in any subject area or a combination of areas as students wish. Areas of Emphasis also allow upper-division course specializations. A maximum 12 teaching practicum hours will be accepted toward graduation. (Minimum of 30 hours)
- **Residency:** Students must complete a residency requirement of 24 hours of coursework taken at one or more institutions within West Virginia's public higher education system. Six of the 24 hours must be taken as upper-division courses at WVU. (This is not the same as in-state and out-of-state residency and does not help a student obtain in-state residency.)
- **Total Hours:** RBA students must complete a minimum of 120 credit hours to be eligible for graduation. In addition to the coursework listed below, students can earn credit through academic portfolios for prior learning and experiences to reach 120 hours.
- **Grade Point Average:** Students must have a minimum GPA of 2.00 (on a 4-point scale) to be eligible for graduation.
- **Pass/Fail Grading:** Pass/fail grading encourages students to take elective courses not related to their degree concentrations. Pass/fail grading also facilitates grading in competency-based courses that may be an integral part of an academic program. Any full-time student who has completed 15 hours or more and who has maintained a 2.0 grade point average may take a maximum of 4 hours each semester or summer term on a pass/fail basis. Any course taken on a pass/fail basis must be a free elective. Students are limited to a total of 18 hours of pass/fail credit in the collegiate career. For additional information on this policy, visit the Pass/Fail Grading section (http://catalog.wvu.edu/undergraduate/enrollmentandregistration/#Pass_Fail) of this catalog.

For a complete list of RBA Frequently Asked Questions, visit the RBA website: RBA Frequently Asked Questions (<https://rba.wvu.edu/degree-info/degree-requirement-faqs/>)

Curriculum Requirements

Code	Title	Hours
Minimum GPA of 2.0 required.		
General Education		
	Communication Skills	6
	Select courses fulfilling GEF 1 or courses fulfilling this outcome and approved by an advisor.	
	Humanities	6
	Select courses fulfilling GEF 6 or 7, or courses fulfilling this outcome and approved by an advisor.	
	Social Science	6
	Select courses fulfilling GEF 4 or 5, or courses fulfilling this outcome and approved by an advisor.	
	Natural Sciences	3
	Select courses fulfilling GEF 2, or courses fulfilling this outcome and approved by an advisor.	
	Mathematics or Computer Applications	3
	Select courses fulfilling GEF 3, or courses fulfilling this outcome and approved by an advisor.	
Upper Division		30
Electives		66
Total Hours		120

Areas of Emphasis

- Business Administration (p. 213)
- Criminal Justice (p. 213)

Business Administration Area of Emphasis

Code	Title	Hours
15 credits of upper-level (300 and 400-level) BUSA and/or BTEC coursework.		15
Total Hours		15

Criminal Justice Area of Emphasis

Code	Title	Hours
15 credits of upper-level (300 and 400-level) CJ courses required.		15
Total Hours		15

Major Learning Outcomes

REGENTS BACHELOR OF ARTS, R.B.A.

The Regents Bachelor of Arts (RBA) assists students in developing a set of core competencies as a pillar of this degree. Each competency area requires students to meet specific learning outcomes. Guided by an academic advisor, students take courses in each area that meets the intended learning outcomes. (Minimum of 24 hours)

- Communication Skills (6 hours) Outcome: Courses in this area must provide the student with skills and knowledge to be able to communicate effectively in a variety of formats.
- Humanities (6 hours) Outcome: Courses in this area must demonstrate knowledge in the interdisciplinary study and philosophy of diverse cultures.
- Social Science (6 hours) Outcome: Courses will demonstrate understanding of the development, diversity, and complexity of human behavior and institutions.
- Natural or Physical Science (3 hours) Outcome: Courses in this area must provide an understanding of the physical world through the scientific method (understanding of the basic facts, principles, theories and methods of science)
- Mathematics, Statistics, or Computer Science (3 hours)

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