



POTOMAC STATE COLLEGE

2017-2018 ACADEMIC CATALOG

The West Virginia University Catalog is a general source of information about course offerings, academic programs and requirements, expenses, rules, and policies. In order to reach the goals and fulfill the mission of the University, the courses, requirements, and regulations contained herein are subject to continuing review and change by the West Virginia Higher Education Policy Commission, the WVU Board of Governors, University administrators, and the faculties of the schools and colleges. The University, therefore, reserves the right to change, delete, supplement, or otherwise amend the information, course offerings, requirements, rules, and policies contained herein without prior notice.

Table of Contents

Potomac State College of WVU	3
Academic Standards	5
Admissions	11
Advising, Enrollment & Grades	17
Degree Programs	24
Degree Regulations	25
FERPA	26
Financial Aid	27
Programs, Courses & Credits	28
Tuition, Fees & Residency	32
Applied Sciences	35
Agriculture and Environmental Education	35
Agriculture Technology	37
Animal Science	39
Business Administration, A.A.	41
Business Technology, A.A.S.	43
Business Management, B.A.S.	44
Computer Information Systems, B.A.S.	46
Criminal Justice Studies, A.A.	48
Criminal Justice Studies, A.A.S.	50
Criminal Justice, B.A.S.	52
Economics	54
Equine Production and Management	56
Forest Resource Management	58
General Agriculture	60
General Technical Studies	62
Horticulture	64
Information Technology	66
Pre-Veterinary Medicine	68
Recreation and Parks Management	70
Agriculture Resource Management	73
Sustainable Agriculture Entrepreneurship, A.A.S.	75
Sustainable Agriculture Entrepreneurship, B.A.S.	77
Wildlife Resources	78
Wood Industries	81
Liberal Arts	84
Communication Studies	85
Criminology	87
Early Childhood Education	89

Elementary Education	91
English	94
General Studies	96
History	98
Journalism	100
Physical Education-Athletic Coaching Emphasis	103
Physical Education-Physical Education Teacher Emphasis	105
Physical Education-Sport Management Emphasis	107
Political Science	110
Psychology	112
Secondary Education	114
Sociology	117
Strategic Communications	119
Pre-Social Work	121
Regents Bachelor of Arts, R.B.A.	124
STEM	127
Aerospace Engineering	127
Biology	129
Biometric Systems	131
Chemistry	133
Civil Engineering	136
Computer Engineering	138
Electrical Engineering	140
Environmental Geoscience	142
Geology	144
Industrial Engineering	146
Mathematics	148
Mechanical Engineering	150
Nursing	152
Physics	154
Pre-Forensic and Investigative Science	156
Pre-Medical Lab Science	158
Pre-Nursing	159
Pre-Occupational Therapy	161
Pre-Pharmacy	163
Pre-Physical Therapy	165
Index	168

Potomac State College of WVU

General Information - WVU Potomac State College

Potomac State College is a division of West Virginia University serving both the residential and commuter student. The College's curriculum includes 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 and Criminal Justice. The College also offers West Virginia University's Regents Bachelor of Arts (R.B.A.) baccalaureate degree.

West Virginia University is a member of the Higher Learning Commission of the North Central Association of Colleges and Schools. The University's educational programs are accredited by the Higher Learning Commission.

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

The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion. Inquiries may be directed to the Chief Diversity Officer of West Virginia University at 304-293-5600 or diversity@mail.wvu.edu.

In accordance with the Americans with Disabilities Act, Potomac State College programs and courses will be accessible to individuals with disabilities. If you are a student with a disability and may require accommodations for a course or your academic program, please contact the Office of Accessibility Services at 304-788-7405 or 304-293-6700, access2@mail.wvu.edu

History of WVU Potomac State College

Potomac State College was created in 1901 as "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.

College Mission

To provide access to a better life through a quality educational experience at an affordable cost.

College Philosophy

We believe our most important concern is the total development of the individual student. Therefore, we commit to providing a comprehensive environment that invigorates the total individual: intellectually, creatively, culturally, physically, and socially. Potomac State College 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;
- experience leadership;
- nurture social responsibility and receptive attitudes compatible with citizenship within a global society.

We support our faculty and staff in providing programs of study and instructional delivery that balance individual learning styles; didactic, cooperative and experiential learning environments; and outcome-based standards for academic excellence.

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, conducted at the course, program, and institutional levels, and grounded in the work of the Undergraduate Council, the Graduate Council, and the University Assessment Council (UAC). UAC members from the WVU Morgantown Campus, the West Virginia University Institute of Technology, and Potomac State College of WVU align assessment with the WVU mission and strategic plan and collaborate with the Faculty Senate General Education Foundations (GEF) committee to conduct assessment of the GEF program. The Council works to strengthen the effectiveness of assessment across all programs by:

- 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.
- Serving as an institutional-level clearinghouse 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.

In this section:

- Governor of West Virginia (p. 4)
- West Virginia Higher Education Policy Commission (p. 4)
- West Virginia University Board of Governors (p. 4)
- West Virginia University Administration (p. 5)
- Potomac State College of WVU Administration (p. 5)

Governor of West Virginia

- Jim Justice, *Governor*

West Virginia Higher Education Policy Commission

- Paul L. Hill, *Chancellor, Charleston*
- Bruce Berry, *Chair, Morgantown*
- Jenny Allen, *Vice Chair, Shepherdstown*
- Kathy G. Eddy, *Secretary, Parkersburg*
- Michael J. Farrell, *Huntington*
- Kay H. Goodwin, *Ex-Officio, Cabinet Secretary, Department of Education and the Arts, Charleston*
- John Leon, *Fairmont*
- Michael J. Martirano, *Ex-Officio, State Superintendent of Schools*
- Andrew A. "Drew" Payne III, *Charleston*
- Clarence Pennington, *Ex-Officio, Chair, WV Council for Community and Technical College Education, Martinsburg*

West Virginia University Board of Governors

- Thomas V. Flaherty, *Chair, Charleston*
- William D. Wilmoth, *Vice Chair, Wheeling*
- Diane Lewis, *Secretary, Morgantown*
- David B. Alvarez, *Bridgeport*
- Gregory Babe, *Pittsburgh, PA*
- Ellen S. Cappellanti, *Charleston*
- James W. Dailey II, *Martinsburg*
- Robert K. Griffith, *Faculty Representative, Morgantown*
- J. Thomas Jones, *Morgantown*
- Raymond J. Lane, *Menlo Park, CA*
- Dixie Martinelli, *Classified Staff Representative, Morgantown*
- Julie Merow, *Student Representative, Morgantown*
- William O. Nutting, *Wheeling*
- Edward L. Robinson, *Charleston*

- J. Robert "JR" Rogers, *Hurricane*
- Richard Turton, *Faculty Representative, Morgantown*
- Kimberly Weaver, *Baltimore, MD*

The WVU Board of Governors is the governing body of WVU. The Higher Education Policy Commission in West Virginia is responsible for developing, establishing, and overseeing the implementation of a public policy agenda for the state's four-year colleges and universities.

West Virginia University is an Equal Opportunity/Affirmative Action Institution. The University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin 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 Office of Diversity, Equity, and Inclusion.

West Virginia University Administration

- E. Gordon Gee, *President*
- Joyce McConnell, *Provost and Vice President for Academic Affairs*

Potomac State College of WVU Administration

- Jennifer Orlikoff, *Campus President*
- Gregory Ochoa, *Dean of Academic Affairs*
- Phillip Douthitt, *Associate Dean of Academic Affairs*
- William Letrent, *Dean of Students*
- Harlan Shreve, *Executive Director of Campus Operations*
- Beth Little, *Director of Enrollment Services*
- Rene Trezise, *Director of University Relations*
- Carol Combs, *Auxiliary Services Director*
- Michael Simpson, *Facilities Director*

Academic Standards

Academic Rights, Penalties, and Appeals

The policies described in this section are based on the West Virginia University (WVU) Board of Governors Policy 15, Student Academic Rights. This section expands the general policy to include procedures for undergraduate, graduate, and professional students at WVU (including the Potomac State and WVU Tech campuses).

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 academic penalties. Students who fail to meet academic requirements or standards, or who engage in academic dishonesty, may be subject to one or more of the academic penalties described in the Academic Penalties section.

Any question of interpretation regarding student rights and responsibilities, academic penalties, or appeal processes for final grades, charges of academic dishonesty, or 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 (see here (<https://studentconduct.wvu.edu>)) as stipulated in Board of Governors Policy 31 (<http://bog.wvu.edu/files/d/4c27ce4e-93b5-451b-a557-c9d8ab25a773/policy-31-dec-18-2015-amendment.pdf>). Although academic penalties are imposed on students who engage in academic dishonesty according to procedures described below, findings of academic dishonesty may also be taken into consideration with respect to disciplinary penalties and procedures described in the Campus Student Code.

Academic Rights

Each student at West Virginia University has the following academic rights (as well as others; see BOG Policy 15 (<http://bog.wvu.edu/policies>)):

1. Right to have his/her 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 his/her performance be evaluated, on the basis of his or her 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 Policy 44 (<http://bog.wvu.edu/files/d/0d9c7853-4569-4895-b2bc-6bd7f00a3eaf/policy-44-december-18-2015-amendment.pdf>)), or other protected status.
2. Right to appeal any final grade, charge of academic dishonesty, or 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.

Definitions and Types of Academic Penalties

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/#probationsuspension>) 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 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 Policy 15 (<http://bog.wvu.edu/files/d/e7102743-6a83-4822-b4a3-a050e5e0711f/policy15-amended-student-academic-rights-amended-april-12-2013.pdf>)). 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 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

The term "academic dishonesty" means plagiarism; cheating and dishonest practices in connection with examinations, papers, and/or projects; and forgery, misrepresentation, or fraud as it relates to academic or educational matters. In addition to the definitions and examples provided below, supplementary information about types and examples of academic dishonesty is available (<http://provost.wvu.edu/governance/academic-standards-resources>).

1. **"Plagiarism"** means the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment, including, but not limited to, the unacknowledged use of materials prepared by another individual.

2. **“Cheating and dishonest practices in connection with examinations, papers, and/or projects”** include, but are not limited to, (i) giving or receiving of any unauthorized assistance in taking quizzes, tests, examinations, or any other assignment for a grade; (ii) depending upon the aid of sources beyond those authorized by the instructor or supervisor in quizzes, tests, examinations, writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) the acquisition or use, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
3. **“Forgery, misrepresentation, or fraud as it relates to academic or educational matters”** includes, but is not limited to, (i) wrongfully altering, or causing to be altered, any records; (ii) use of University documents or instruments of identification with the intent to defraud; (iii) presenting false data or information or intentionally misrepresenting records; (iv) furnishing the results of research projects or experiments for the inclusion in another’s work without proper citation; or (v) furnishing false statements in any University academic proceeding; and (vi) providing false or misleading information to gain an academic advantage.

A student at West Virginia University who engages in academic dishonesty will be subject to one or more of the following academic penalties (see the previous section (http://catalog.wvu.edu/undergraduate/coursecredittermsclassification/#Penalties_for_failure) for full descriptions of those penalties that can also be imposed for failure to meet academic requirements or standards):

1. Course-level academic penalties. When academic dishonesty occurs within the context of a course (including individually supervised courses), the course instructor/coordinator has the option of imposing the following academic penalties, including but not limited to:
 - a. Change in assignment or test grade.
 - b. A lower final grade (http://catalog.wvu.edu/undergraduate/coursecredittermsclassification/#Lower_final_grade), including failure of a course.
 - c. A final grade of unforgivable failure (UF). The UF penalty can be recommended by the course instructor/coordinator but must be reported to the appropriate office by the dean of the college or school offering the course after the time limit for a student appeal has expired or the appeal process has been completed, upholding the UF penalty. The student may repeat the course, but the undergraduate D/F repeat process will not be applied to the UF.
 - d. Required repetition or revision of the assignment or test.
 - e. Exclusion from further participation in class (http://catalog.wvu.edu/undergraduate/coursecredittermsclassification/#Exclusion_from_class), including laboratories or clinical experiences.
 - f. Other course resolutions within the discretion of the course instructor/coordinator.
2. Other academic penalties. If academic dishonesty occurs either in a course or within the context of program requirements, the academic penalties below may be imposed.
 - a. Required repetition or revision of a program requirement, or termination of the student’s participation in specific program-related activities. When academic dishonesty occurs within the context of program requirements and expectations not associated with a specific course (including, but not limited to, completing qualifying exams, conducting research, performing duties associated with a graduate assistantship, performing required service or professional activities, etc.), the student’s program director, supervisor, or chair of an appropriate committee may impose these or similar academic penalties.
 - b. Failure of a program requirement or failure to meet academic standards. (http://catalog.wvu.edu/undergraduate/coursecredittermsclassification/#Failure_of_requirement)
 - c. Academic probation or suspension at the program, college, or school level (http://catalog.wvu.edu/undergraduate/coursecredittermsclassification/#Probation_or_suspension) for failure to meet program requirements and academic standards.
 - d. Dismissal from a program, college, school, or the university. (<http://catalog.wvu.edu/undergraduate/coursecredittermsclassification/#Dismissal>)

Appeals

In this section:

- General Information about Appeals (p. 7)
- The Appeal Process (p. 8)

GENERAL INFORMATION ABOUT APPEALS

Students may appeal any final grade, charge of academic dishonesty, or 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/#probationsuspensiontext>).
- Disciplinary penalties imposed by the Office of Student Conduct, including but not limited to probation, suspension, or expulsion from the university, may not be appealed through this process. Refer to the Campus Student Code for procedures to appeal disciplinary penalties, including those for academic dishonesty

The primary purpose of the appeal procedure is to allow review of a final grade, charge of academic dishonesty, or 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 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 Policy 44 (<http://bog.wvu.edu/files/d/0d9c7853-4569-4895-b2bc-6bd7f00a3eaf/policy-44-december-18-2015-amendment.pdf>). 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 (<http://provost.wvu.edu/governance/academic-standards-resources>) is available

If a student does not appeal a final grade, charge of academic dishonesty, or 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 academic penalty will be upheld, regardless of whether or not the student is still enrolled in the course or program

THE APPEAL PROCESS

Steps in the Appeal Process:

The following is a summary of the steps in the appeal process. In addition, a detailed list of the steps involved in each type of appeal (<https://provost.wvu.edu/governance/academic-standards-resources/detailed-appeal-procedures>) is available to assist students, instructors, and administrators in managing the appeal process.

- Students are notified of final grades, charges of academic dishonesty, and other academic penalties.
 - Students are informed of final grades for courses at the end of each academic term through the WVU Portal (<https://portal.wvu.edu>).
 - The person making a charge of academic dishonesty must notify the student in writing via WVU e-mail of the charge and penalty within 10 class days* of discovering the infraction. This person must complete the Academic Dishonesty Form (<http://provost.wvu.edu/governance/academic-standards-resources>) when an academic penalty for academic dishonesty is imposed, regardless of whether or not the student plans to appeal the charge or penalty.
 - 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, made a charge of academic dishonesty, 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 (p. 10) to provide information and evidence forming the basis for the grade, charge, or penalty.
- Level 1 appeal (for final grades, charges of academic dishonesty, and academic penalties):
 - The student may begin an appeal by submitting a written appeal via WVU e-mail to the Level 1 appeal reviewer named here (<https://provost.wvu.edu/governance/academic-standards-resources>) within the time limit provided here (p. 9). The student's appeal must include the documentation and evidence forming the basis of their appeal. In the case of a charge and/or penalty for academic dishonesty, the student may appeal the charge, the penalty, or both.
 - The individual or committee that gave the grade, made the charge, 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 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, charge, penalty, or appeal to that point. If the appeal involves academic dishonesty, the reviewer completes the Academic Dishonesty Form (<http://provost.wvu.edu/governance/academic-standards-resources>). 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, charges of academic dishonesty, and 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 here (<https://provost.wvu.edu/governance/academic-standards-resources>) within the time limit provided here (p. 9).
 - The Level 1 appeal reviewer forwards all materials included in the appeal to 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 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, charge, penalty, or appeal to that point, including the Level 1 appeal reviewer. If the appeal involves academic dishonesty, the reviewer completes the Academic Dishonesty Form (<http://provost.wvu.edu/governance/academic-standards-resources>). 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, a charge of academic dishonesty without a penalty of program suspension or dismissal, or an academic penalty other than program dismissal, the appeal is concluded.
- Level 3 appeal (for suspension from a program for academic dishonesty or dismissal from a program):
 - If the penalty is suspension from a program for academic dishonesty or 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 here (<https://provost.wvu.edu/governance/academic-standards-resources>) within the time limit provided here (p. 9).
 - The Level 3 appeal reviewer may appoint and convene a Student Academic Hearing Committee (SAHC) to hear the case and review the appeal. In the case of an academic penalty of program suspension or dismissal based on academic dishonesty, a hearing is required. 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 academic suspension (for academic dishonesty) or 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.
 - In addition, for cases involving program suspension or dismissal based on academic dishonesty, the student may be accompanied to the hearing or meetings by an attorney, who may question witnesses and make arguments on behalf of the student.
 - 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 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 charge, penalty, or appeal to that point, including the Levels 1 and 2 appeal reviewers. If the appeal involves academic dishonesty, the reviewer completes the Academic Dishonesty Form (<http://provost.wvu.edu/governance/academic-standards-resources>). The reviewer retains all documentation related to the appeal for 5 years.
 - The appeal is concluded.
- Disciplinary penalties for academic dishonesty: The individual or committee that charged the student with academic dishonesty, or the Level 1, 2, or 3 appeal reviewers may determine, in their judgment, that in addition to the academic penalty already assigned, the academic dishonesty rises to a level of significance warranting a potential disciplinary penalty of University probation, suspension, or expulsion. Examples of such cases and guidance in making this decision is available (<http://provost.wvu.edu/governance/academic-standards-resources>). In this case, they may refer the matter to the Office of Student Conduct. The Office of Student Conduct may also choose to pursue disciplinary penalties based on evidence of repeated instances of academic dishonesty by a student submitted via Academic Dishonesty Forms (<http://provost.wvu.edu/governance/academic-standards-resources>). The Office of Student Conduct shall then undertake student disciplinary proceedings consistent with WVU BOG Policy 31 (<http://bog.wvu.edu/files/d/4c27ce4e-93b5-451b-a557-c9d8ab25a773/policy-31-dec-18-2015-amendment.pdf>) and the Campus Student Code (<https://studentconduct.wvu.edu>). These proceedings do not affect the academic penalty. If the disciplinary proceedings under the Campus Student Code result in a finding that the academic offense does not warrant additional disciplinary penalty, the case is closed and only any academic penalty imposed and upheld through the academic appeal process will apply.

Time Limits for Steps in the Appeal Process:

- Level 1:
 - Final Grade Appeal
 - Student files initial or continuation of appeal 10 class days after grade is posted
 - Decision about appeal communicated to student 10 class days after student submits appeal
 - Academic Dishonesty Charge
 - Student files initial or continuation of appeal 10 class days after charge is sent to student
 - Decision about appeal communicated to student 10 class days after student submits appeal
 - Academic Penalty

- Student files initial or continuation of appeal 10 class days after penalty is sent to student
- Decision about appeal communicated to student 10 class days after student submits appeal
- Level 2 (all types of appeals)
 - Student files initial or continuation of appeal 10 class days after decision at Level 1 is sent
 - Decision about appeal communicated to student 10 class days after student submits Level 2 appeal
- Level 3 (appeals of suspension/dismissal only)
 - Student files initial or continuation of appeal 10 class days after decision at Level 2 is sent
 - Decision about appeal communicated to student at discretion of the Provost's office

*Class days are defined as days during which the University is open and classes are officially in session. If classes are canceled for the University as a whole for part or most of a day, the day will not be deemed a class day.

Communication about Appeals:

All communication with a student concerning an appeal must come directly from, or be directed to, the student. 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. In addition, all penalties for academic dishonesty and the outcomes of all appeals involving academic dishonesty must be reported via the Academic Dishonesty Form (<http://provost.wvu.edu/governance/academic-standards-resources>).

Responsibility for Appeal Decisions:

Detailed information about which individuals or committees are responsible for handling different types and levels of appeals (<https://provost.wvu.edu/governance/academic-standards-resources>) is available. These individuals may refer 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. Any disagreements about who is responsible for appeal decisions will be resolved by the Associate Vice President for Academic Affairs in Health Sciences, the Associate Provost for Undergraduate or Graduate Academic Affairs, or the divisional campus President.

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. Note that some Level 3 Student Academic Hearing Committee meetings may allow the presence and participation of an attorney.

In this section:

- Undergraduate Academic Probation and Suspension Policy (p. 10)
- Probation Procedures (p. 11)
- Suspension Procedures (p. 11)
- Duration of Suspension (p. 11)
- Appeal of Suspension (p. 11)
- Summer Enrollment for Students Suspended for Fall (p. 11)
- Immediate Reinstatement after Suspension (p. 11)
- Readmission after Serving Suspension (p. 11)

Undergraduate Academic Probation and Suspension Policy

This policy concerns academic probation and suspension (referred to below as probation and suspension) from the University. Individual schools, colleges, and programs may place students on probation or dismiss them from their programs as well, using criteria that are the same as or different from those below. Students who are dismissed from a program may transfer to another program if they meet the program's admission requirements or they may be advised in the Center for Learning, Advising, and Student Success until they are able to be accepted to a program.

Any student with an overall grade point average (GPA) below 2.0 will be on probation for summer and fall. Should a student's overall grade point average (GPA) fall below 2.0 immediately following the spring term, the student will be placed on suspension regardless of previous academic standing(s).

Probation Procedures

At the conclusion of summer and/or fall, students on probation (i.e., with an overall GPA below 2.0) are sent a probation letter (via email to their MIX account from the Office of the University Registrar (OUR)). This letter informs students about their academic status, explains what is meant by probation, provides information on resources available to help them improve their academic performance, and describes the consequences of continued poor performance, including the standards and procedures concerning suspension.

Suspension Procedures

At the conclusion of each spring term only, students placed on suspension are sent a suspension letter rather than a probation letter from the OUR (via e-mail to their MIX account and by post to their permanent address) and are suspended from the University effective at the end of the summer term. This letter informs students that they have been suspended from the University, explains what that means, and provides information about appealing the suspension. The letter also describes procedures for reinstatement to the University after their suspension period and the impact of taking classes at other institutions during the suspension period.

Students may also be suspended at the end of fall or summer term, as recommended to the OUR by the designated academic officer in each school or college, based on a failure to meet the provisions of a prior contract put in place for a reinstated student.

Duration of Suspension

Students who are suspended for the first time may not enroll in classes at WVU (including sections offered through Extended Learning) for the following major term (fall semester). Students suspended for a second time will not be allowed to enroll in classes at WVU (including sections offered through Extended Learning) for one calendar year. Students suspended for a third and final time will not be allowed to return to WVU for a minimum of five years.

Appeal

Suspended students have until early June (exact date specified in written notice of suspension) to appeal the suspension by sending a request to their school or college by e-mail or post. A designated academic officer in each school or college will then have until July 1 to review the requests and to reinstate students whose appeals are approved. Students who appeal and are denied or who do not appeal their suspension will be removed from their fall classes.

Summer Enrollment

Students who are suspended for fall may enroll in summer courses at WVU (main campus, Extended Learning, Potomac State College of WVU and WVU Institute of Technology). 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 who rehabilitate their overall GPA above 2.0 will be automatically reinstated from suspension. Colleges and schools may elect to defer a reinstatement decision as well until summer grades are available. Each college or school will communicate to the OUR the final decision on reinstatement immediately after summer grades are released. Only summer courses taken at WVU's main campus, Extended Learning, Potomac State College of WVU and WVU institute of Technology will be considered in determining eligibility for reinstatement for the fall following suspension.

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.

Readmission after Serving Suspension

Suspended students who wish to be readmitted into the University after their required suspension period must contact Undergraduate Admission. Students, at the discretion of their College/School, may remain in their major at the time they leave WVU or change majors upon return. All reinstated students whose GPAs are below the suspension cutoff are given a contract that describes the conditions that must be met to avoid suspension in future terms.

Admissions

In this section:

- Qualifications (p. 12)
- When to Apply (p. 12)
- How to Obtain an Enrollment Application (p. 12)
- Veterans (p. 12)
- Visiting Students Coming to WVU Potomac State College (p. 12)
- Readmission (p. 12)
- Academic Forgiveness Policy (p. 12)

- Immunization Requirements (p. 13)
- Change of Address (p. 13)
- Non-Degree (p. 13)
- PSC Transient Student (p. 12)

Qualifications

Potomac State College of West Virginia University is an open admissions institution for West Virginia residents. The principle qualifications for admission are graduation from an accredited high school or high school equivalent diploma through the General Education Development (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.

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 College 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.

When to Apply

Students are admitted on a rolling basis beginning August 1. First-time college applicants may apply any time after the beginning of their senior year of high school or after the applicant has successfully completed an equivalent diploma through the General Education Development (GED) tests. All credentials in support of an application should be submitted to the Office of Enrollment Services at least 15 days prior to the beginning date of the semester for which the applicant is applying.

How to Obtain an Enrollment Application

Applications can be found online at: http://www.potomacstatecollege.edu/admissions/Apply_to_potomac_state_College.html.

Applications are also available through the Office of Enrollment Services:

Potomac State College of WVU
Office of Enrollment Services
75 Arnold Street
Keyser, WVU 26726
(800) 262-7332 (304) 788-6820
Go2PSC@mail.wvu.edu

Veterans

The Office of Enrollment Services offers counseling and assistance to veterans who are either enrolled or contemplating college enrollment. Information about the various forms of aid for veterans may be obtained from the Office of Enrollment Services, 75 Arnold Street, Keyser, WV 26726; phone (304) 788- 6820; e- mail: PSC@FinAid@mail.wvu.edu.

Visiting Students Coming to WVU Potomac State College

Individuals who desire to enroll as transient students 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. An application for admission must also be submitted.

Readmission

If a student leaves the College for at least one complete 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 another institution(s) was attended, 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, 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.

See Academic Suspension Regulations in the Academic Affairs section.

Academic Forgiveness Policy

A student who has not attended any academic institution of higher learning in at least four calendar years may be eligible for admission to Potomac State College of West Virginia University under the Academic Forgiveness Policy. Requests for Academic Forgiveness must be made to the Academic Dean. The conditions and rules of this policy are as follows:

1. Admission to Potomac State College under the Academic Forgiveness Policy is contingent upon satisfying the above stated non-enrollment period. In addition a recommendation that the student be admitted under the Academic Forgiveness Policy must be granted by the Academic Dean.

2. Upon admission to Potomac State College under the Academic Forgiveness Policy, the student will be credited with the hours earned for courses completed with a grade of D or higher.
3. Grades earned during any prior enrollment period will not be counted for purposes of calculating the student's grade -point average but grades earned will remain on the student's permanent record.
4. The student must meet and complete all course work required to meet Potomac State College's requirements for graduation, but under no circumstances after the student has been admitted under the Academic Forgiveness Policy shall the student complete fewer than 30 credit hours prior to earning a degree.
5. A student admitted to Potomac State College under the Academic Forgiveness Policy will follow all regulations regarding probation, suspension and expulsion.

Immunization Requirements

To ensure the health and safety of our campus, immunization against communicable diseases is extremely important. Documentation of immunizations must be submitted to the Office of Enrollment Services prior to enrollment. Requirements for immunizations are posted on the College web site at: <http://potomacstatecollege.edu/admissions/immunization.html>.

Change of Address

The address that students submit on their application for admission to Potomac State College of WVU is the permanent address that the College uses to mail important documents and information to the respective students.

Students are responsible for notifying the College of any change in their permanent addresses. In order to change an address, students must obtain an Address Update Form from the Office of Enrollment Services and submit the completed form to the same office. Students may also update their address online via MiX/STAR. Click on the Personal Information link.

Non-Degree

An individual who wishes to take courses but does not plan to be a degree candidate will be classified as a non-degree student. Non-degree students are limited to part -time enrollment and may not register for more than 11- credit hours in any semester or five -credit hours in any summer term. If at a later date, the student intends to work towards a degree, the student may apply for admission and submit all of the required documents. The student may apply previous satisfactorily completed course work toward the degree.

PSC Transient Students

In order to take a course or courses at another college or university, a student must complete a Transient Credit Form, which can be found at: http://potomacstatecollege.edu/admissions/TRANSIENT_STUDENT_APP.pdf. To receive such approval, a student must have an overall 2.0 grade-point average. All approved college-level work is accepted for transfer from accredited institutions, provided the above requirements have been met. To view a list of schools and courses already reviewed, visit <http://admissions.wvu.edu>. In addition, an official transcript must be received by the Office of Enrollment Services before any coursework can be counted toward degree requirements. Students cannot choose to transfer courses based on the grades earned. All courses from the institution(s) will be transferred.

International students going to their home country for transient study must complete the same Transient Credit Form. Credit only (not grades) will be transferred to WVU from an international institution.

In this section:

- Freshman (p. 13)
- GED Graduates (p. 14)
- Advanced Placement Program (AP) (p. 14)
- College Level Examination Program (CLEP) (p. 14)
- Active Military Service Credit (p. 14)
- International Baccalaureate (IB) (p. 14)
- Access/Early Start Program (p. 14)

Freshman

- Complete an application for admission (http://potomacstatecollege.edu/admissions/Apply_to_potomac_state_College.html).
- 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.
- Provide proof of immunizations. Immunization requirements are listed at <http://potomacstatecollege.edu/admissions/immunization.html>.

GED Graduates

If you have completed a General Equivalency Degree (GED) with an average standard score of 2250 (450) or above, you should request that the State Department of Education mail copies of your scores to the Office of Enrollment Services. Also request that the high school you last attended send a copy of your transcript to Potomac State, listing the coursework you completed.

Beginning January, 2014 the West Virginia Department of Education began to use the Test Assessing Secondary Completion (TASC) exam in place of the GED. The GED will continue to be accepted for students who took the GED prior to January, 2014 or from a state that does not administer the TASC exam. Those students passing the TASC will need to submit their "State of West Virginia High School Equivalency Diploma." A high school transcript must also be mailed to the WVU Office of Admissions. More information about the TASC exam can be found at <http://www.tasctest.com>.

Beginning January, 2016, the West Virginia Higher Education Policy Commission also approved the use of High School Equivalency Test (HiSET). More information about the HiSET exam can be found at http://hiset.ets.org/states_educators/.

Advanced Placement Program (AP)

WVU Potomac State College encourages students to work to their full capacity and to earn their degree at their own learning speed. As a high school junior or senior, students can take college -level courses at their school through Advanced Placement courses. Administered by the College Board, Advanced Placement examinations verify if a student has earned competency equal to that of a college course. The WVU Office of Admissions' Advanced Placement chart available at <http://admissions.wvu.edu/admissions/equivalency> shows the subject areas and necessary test scores needed to earn PSC/WVU equivalent courses. In order to receive Advanced Placement credit, official scores must be sent to the PSC Office of Enrollment Services.

College Level Examination Program (CLEP)

If a student has gained a significant level of maturity through life experiences, he or she may receive college credit for those educationally -related experiences through the College Level Examination Program (CLEP) of the College Board. With the exception of English composition, up to thirty- five hours of general education or elective credit may be earned for successful performance on the CLEP general examinations. Although this program was designed primarily for adults, exceptionally well - qualified high school seniors may use the CLEP program. The College Level Examination Program (CLEP) Chart available at <http://admissions.wvu.edu/admissions/equivalency> indicates the areas in which PSC/WVU grants credit based on the minimum score required.

Students must be enrolled at PSC in order to receive credit from the institution. Students who have taken CLEP examinations prior to enrollment must submit an official CLEP transcript. Veterans may receive advanced placement for specific military experience and should contact the Office of Admissions for specific information.

Active Military Service Credit

A student with at least one year of active military service may receive college-level credit by submitting a copy of his or her DD214 or a Sailor/Marine/ ACE Registry Transcript (SMART) or Army/ACE Registry Transcript System (AARTS) transcript.

International Baccalaureate

WVU Potomac State College welcomes applications from students who have attended high schools that offer the international baccalaureate program. Credit given varies with level (standard or higher) and with score. The chart can be found at: <http://admissions.wvu.edu/admissions/equivalency>.

ACCESS/Early Start Program

Academically talented high school students who have completed their junior year with a 3.0 GPA may be admitted to take college courses before high school graduation. Students seeking admission into Potomac State's High School Early Start Program must meet the following criteria:

1. Have completed the junior year of high school and obtain permission from the high school counselor or principal.
2. Have an overall grade-point average of B (3.00) or better for all high school work, unless supporting data; recommendations and conferences indicate that a student's potential for success warrants reconsideration.
3. Submit a completed application for admission and an official high school transcript. Extenuating circumstances may exist wherein the principal and/or student may ask for reconsideration. In such cases, the decision to admit will be made by the Academic Dean and the Director of Enrollment Services.

ACCESS/HIGH SCHOOL JUNIORS

High School Juniors may be admitted to selected college courses offered at high school locations provided the following criteria be met:

1. Students must have a 3.5 GPA for all high school work completed at time admission into college courses is sought.
2. Student must have a written recommendation from his or her principal or guidance counselor.
3. Student must have written permission from his or her parent(s) or legal guardian(s) to take college courses.

4. Submit a completed application for admission and an official high school transcript.

In this section:

- Change of Campus Students from Other WVU Campuses (p. 15)
- Transfer Students (p. 15)
- Evaluation of Transfer Credit (p. 15)
- Transfer Credit Appellate Process (p. 15)

Change of Campus 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 at: <http://admissions.wvu.edu/forms-and-procedures/change-of-campus>. PSC admission requirements must be met.

Transfer Students

We welcome transfer students who have completed post-secondary studies at a regionally accredited college or institution. Admissibility of students who wish to transfer from another college or university to Potomac State College of West Virginia University will be determined upon receipt of the documents listed below:

- Completed application for admission.
- Official transcripts from all previously attended colleges and universities. (Transcripts issued to the student or a facsimile "fax" transcript are not considered official.)
- Provided that the student meets the academic eligibility requirements as a returning student at the previous institution.

Credits and grades for college-level courses completed at any institution in the West Virginia state system of higher education may be transferable toward an associate's degree. For institutions outside the West Virginia system and West Virginia private colleges and universities, beginning spring 2012, grades and credits are transferable for college-level courses. In all cases, the application of transfer credit toward completion of degree is determined by the College upon enrollment.

If the applicant has fewer than 12 transferable hours of college credit then the applicant must meet the freshman admission requirements. All credentials in support of an application should be submitted to the Office of Enrollment Services at least 15 days prior to the beginning of the semester for which the applicant is applying.

ACT or SAT scores may be used for placement purposes in math and English.

Evaluation of Transfer Credit

Credits and grades for college-level courses completed at any institution of higher education may be transferable towards an associate degree or certificate. All colleges must be accredited by the Higher Learning Commission for the North Central Association of Colleges and Schools or by other regional accrediting associations accepted by Potomac State College. Please consult the West Virginia Core Coursework Transfer Agreement at <http://www.wvhepc.edu/wp-content/uploads/2015/06/CCTAGuide2015-16.pdf> for information on the state policy on general studies credit to all other state institutions of higher education in West Virginia for credit with the grade earned.

Transfer Credit Appellate Process

Students who transfer credits to 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.

Students who wish to appeal the decision of the faculty panel may contact the West Virginia Higher Education Policy Commission. The Commission will review the request and make a recommendation to the President of the College.

In this section:

- International Student Admission (p. 16)
- Required Academic Credentials (p. 16)
- English Language Proficiency (p. 16)

- Financial Documents and Student Visa (p. 17)
- Immunization Requirements (p. 17)

International Student Admission

Potomac State College is authorized under Federal law to enroll non-immigrant alien students. International students wishing to enroll at Potomac State College must comply with the stated academic requirements for admission and with certain additional academic and non-academic requirements.

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 Potomac State 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 copy of all certificates or diplomas in original language of issue.
- Official English translations of academic record and certificates/diplomas.
- For visa documents: certification of financial support and a copy of current passport or visa
- Provide proof of immunization

Required Academic Credentials

Applicants must submit academic records from all secondary and post-secondary institutions attended regardless of whether grades were issued or credit was received. Potomac State requires that original or certified copies of the original academic documents from non-United States 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, not an interpretation of the grades. Applicants who have studied in the United States are required to have the institution(s) in the U.S. send the official transcript directly to Potomac State.

To expedite the application process, it is strongly recommended that all undergraduate students (both freshmen and transfer) who have attended high school, post-secondary educational institutions, colleges or universities, outside the United States, use World Education Service (WES) to complete the required professional credential evaluation of all academic work completed. A "detailed" or "course-by-course" evaluation, including a calculated grade point average (GPA), and WES certified copies of official documents are required for all work completed in a country other than the United States.

Transcripts, mark sheets, grade report examination results and degree certificates from all previously attended institutions should be sent to:

World Education Services (WES) Bowling Green Station
PO Box 5087
New York, NY 10274-5087
www.wes.org (<http://catalog.wvu.edu/potomacstatecollegeofwvu/enrollmentservices/www.wes.org>)

Sending credentials to WES will result in a faster evaluation; however, there is a fee associated with the evaluation. Credentials submitted directly to Potomac State College will take longer to evaluate, and there is no guarantee as to the length of time it may require.

Once credentials have been submitted to WES for evaluation, any inquiries regarding the evaluation can be sent to: www.wes.org (<http://catalog.wvu.edu/potomacstatecollegeofwvu/enrollmentservices/www.wes.org>).

English Language Proficiency

All applicants whose native language is not English must provide proof of English language proficiency. WVU uses the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) as the measure of English language proficiency. A score of 500 on the paper-based TOEFL, or 61 on the internet-based TOEFL, or 6.0 on the IELTS is the minimum required of all such undergraduate applicants. Applicants must make arrangements to take the TOEFL/IELTS well in advance of the desired date of enrollment at WVU. Information about registration for the TOEFL can be obtained by writing to: Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, USA, or by contacting the local office of the United States Information Service (USIS). Information about registration for IELTS can be obtained by accessing the IELTS website at <http://www.ielts.org>.

TOEFL 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 schools 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.

Applicants who have completed English composition courses which are equivalent to WVU's ENGL 101 and ENGL 102 with a "B" average at a United States institution are not required to submit TOEFL/IELTS 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

International students requiring a form I-20 for student visa must provide certification of adequate financial resources. Generally, the student is required to provide an official bank statement showing the availability of the appropriate funds. If a private sponsor will be the student's source of support, the sponsor must submit a letter showing intent to sponsor and an official bank statement showing the availability of the appropriate funds. Other forms of support could include sponsorship certification from the student's government or sponsoring agency. In all cases, original or certified copies of financial/sponsorship documents must be submitted before the I-20 can be issued.

Immunization Requirements

To ensure the health and safety of our campus, immunization against communicable diseases is extremely important. Documentation of immunizations must be submitted to the Office of Enrollment Services prior to enrollment. Requirements for immunizations are posted on the College web site at: <http://potomacstatecollege.edu/admissions/immunization.html>.

Advising, Enrollment & Grades

In this section:

- Advisory System/Academic Advisers (p. 17)
- Academic Success Center (p. 17)
- Degree Works (p. 17)

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 their published regulations and standards of Potomac State College of WVU. 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.

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 undergraduate students should have a completed audit for graduation. Some graduate programs also have an audit available in Degree Works. Please refer to this system regularly. Students can access Degree Works through the WVU Portal (<https://portal.wvu.edu>). More information is available at <http://registrar.wvu.edu/dw>.

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

In this section:

- Attendance Policy (p. 17)
- Auditors (p. 18)
- Military Leave (p. 18)
- Preferred Name Policy (p. 18)
- Withdrawal Policy (p. 19)

Attendance Policies

Instructors may set attendance policies that are appropriate for the goals and instructional strategies of their courses and instructors may include attendance records in determining the final course grade. All attendance policies that affect students' grades must be announced in writing (typically

within the course syllabus) within the first week of class. Moreover, instructors are responsible for keeping accurate enrollment records, and for keeping accurate attendance records when attendance is used in grading.

Students who are absent from class for any reason are responsible for all missed work and for contacting their instructors promptly, unless the instructors' policies require otherwise. However, instructors cannot require documentation of student illness from any medical provider as part of an attendance policy, as medical conditions are confidential and frequently not verifiable.

Auditors

An auditor may register for courses and must pay full fees but does not receive credit for the course. A student who audits a course must let one semester pass before enrolling in the course for credit. A student may change his or her status from audit to grade or grade to audit only during the registration period. Attendance requirements for auditors are determined by the instructor of the course. The instructor may direct the Office of the University Registrar to remove an auditor from a class list or grade report if attendance requirements are not met.

Military Leave

STUDENTS CALLED TO SERVE IN THE MILITARY

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

LEAVE FOR MILITARY DRILL

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

Preferred Name Policy

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

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

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

Morgantown Campus

Office of the University Registrar
Evansdale Crossing

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

LGBTQ+ Center
Hodges Hall G-06
127 Hough Street

Beckley Campus

Trio and Diversity Programs
136 Benedum Center

Keyser Campus

Office of Enrollment Services
75 Arnold Street

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

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

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

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

Withdrawal Policy

There are two types of withdrawals: withdrawal from individual courses for which a student has registered and a complete withdrawal from the College. Deadlines for withdrawals for each semester are available at: <http://potomacstatecollege.edu/cal/>. If students follow all established College procedures and withdraw before the published deadline, they will receive a W on their transcript. The grade point average is not affected in any way by this mark. If formal withdrawal procedures are not executed by the student, a failing grade/s will be recorded.

WITHDRAWAL/DROP FROM INDIVIDUAL CLASSES

Students may drop individual classes within a term based on established deadlines. These deadlines are posted at http://potomacstatecollege.edu/academics/academic_calendar.html.

- Students should confirm that this action will not put them below the minimum hours required to qualify for athletic eligibility, financial aid, or international full-time student status
- If the course to be dropped is a co-requisite for another course the student is taking or a prerequisite for a course is required the following semester, the student may be required to drop the co-requisite course or asked to take a substitute course the following semester.

WITHDRAWAL FROM ALL CLASSES FOR THE TERM

Students may withdraw from the College for the term in which they are enrolled at any time before the last day of classes of the term on which regular classes are scheduled to meet. Students will receive grades of W in all classes for that term.

PROCEDURES

1. To withdraw from all classes through the last day to drop a class with a W, a student would log on to their MIX account and drop their classes through STAR.
2. To withdraw from all classes after the last day to drop a class with a W, a student must complete a Withdrawal from College form which is available in the Office of Enrollment Services or online at <http://potomacstatecollege.edu/admissions/Potomac%20State%20College%20Student%20Withdrawal%20Form.pdf>.

Students who are unable to access the form may mail a request to:

Office of Enrollment Services
Potomac State College of WVU
75 Arnold Street
Keyser, WV 26726

Include: full name, WVU ID number, reason for withdrawal, address, telephone number and signature. The request may also be faxed to (304) 788-6939.

Important Notice: Financial aid recipients who withdraw from all classes before sixty percent of the term is completed may be required to return a portion of any financial aid that was received for the term. Students who do not receive at least one passing grade for classes in a term must provide documentation which verifies continued participation in educational activities. If documentation cannot be provided, those students are considered to have informally withdrawn from WVU prior to sixty percent of the term and may be required to return a portion of any financial aid which was received. This review and return of financial aid is done in accordance with federal regulations.

In this section:

- Grading System (p. 20)
- Pass / Fail Grading (p. 20)
- Incomplete Grades (p. 21)
- Grade Point Average (p. 21)
- Repeat Policy (p. 22)
- D/F Repeat Rule for Developmental English and Math (p. 22)
- Grade Reports (p. 22)
- Honors (p. 23)
- Transcripts (p. 23)

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
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	re-enroll (student's progress in a foundations course is satisfactory but course competencies have yet been mastered.)
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.)

Pass/Fail Grading

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

Any full-time student who has completed fifteen hours or more and who has maintained a 2.0 grade point average may take a maximum of four hours each semester or summer term on a pass/fail basis. Any course taken on a pass/fail basis must be a free elective. Students are limited to a total of eighteen hours of pass/fail credit in the collegiate career. Courses in the major, courses in other subjects that are required by the major, and courses taken to satisfy College requirements are excluded from pass/fail. For example, courses elected to satisfy the General Education Foundations (GEF) or foreign language requirements may not be taken for pass/fail grading.

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

A student chooses the option of pass/fail grading for a course during the registration period. Once the registration period has ended, he or she may not change the grade status in the course.

The college may designate any performance- or competency-based course as exclusively pass/fail. Courses offered only as pass/fail are not included in the maximum of eighteen hours that may be freely elected as pass/fail under the student option.

Incomplete Grades

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. Students who are failing a course (exclusive of the incomplete work) may not request an Incomplete.

Students who want to be considered for an Incomplete must apply to their instructor prior to the end of the term. If the instructor agrees, the instructor and the student must negotiate the conditions under which the grade of I will be changed to a letter grade and sign a contract. The date to submit the incomplete work should not be set beyond the last day of class of the following semester. If the student does not complete the terms of contract then the instructor should submit a grade of F. All incomplete contracts must be filed with the Office of Enrollment Services with copies to the student and the Office of Academic Affairs.

To remove the grade of I, a student does not register for the course again.

If the Incomplete grade is not changed by the end of the next major term (excluding summer), the I grade will be replaced with an IF.

Grade Point Average

All academic units of the University require minimum standards of scholastic quality that must be met or exceeded. Beginning in January 2012, grades earned in Baccalaureate-level college work attempted at other accredited US institutions are included in the calculation of the overall GPA. All credits and grades accepted as transfer credit from all accredited US institutions will be used in the calculation of the grade point average and total attempted and earned credits. Study Abroad credit is treated as non-US and is awarded as credit only, regardless of whether it is taken through a US institution. Only courses with a grade of "D" or higher will be transferred to WVU as earned Study Abroad credit. To be eligible to receive a baccalaureate degree, a student must have a GPA of at least 2.0 at the time of graduation. GPA is based on all work for which a student received a letter grade other than W, WU, P, and PR. See D/F repeat policy.

Students are responsible for knowing their grade point standing and can obtain the necessary information from their adviser or the dean of their college or school. GPA is determined according to the method described in the section on GPA calculations.

GRADE POINTS

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

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

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

- Courses with a grade of CR, P, PR, S, W, WU and X carry no grade value. The grade of Incomplete (I) initially carries no grade value.
- When a student receives a grade of I and the incomplete grade is later removed, the grade point average is calculated on the basis of the new grade. If the I grade is not removed within the next semester, the grade is treated as an F (failure).
- If a student is working toward teacher certification, he or she is responsible for every registration in a course in which the grade of A, B, C, D, F, P, X or I is received.

GPA CALCULATIONS

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

Assume a student registered for 16 hours and receive the following grades in these courses:

- English 101 – B
- Mathematics 126 - A
- Geology 101 - C
- Political Science 101 - B
- Spanish 101 - D

- Psychology 201 - P

1. Multiply the credit by the grade value to get the grade points earned for each course using values for letter grades as described in the Grade Points section.
 - English 101, 3, B, 3, $3 \times 3 = 9$
 - Geology 101, 3, C, 2, $3 \times 2 = 6$
 - Spanish 101, 3, D, 1, $3 \times 1 = 3$
 - Mathematics 126, 3, A, 4, $3 \times 4 = 12$
 - Political Science 101, 3, B, 3, $3 \times 3 = 9$
 - Psychology 201, 1, P, 0, $1 \times 0 = 0$
2. Add the total grade points earned and divide by the total credit hours *with a grade value*. Remember that P grades have no grade value, so in this case, the grade points earned total 39 ($9+6+3+12+9$) and there are 15 credit hours ($3+3+3+3+3$) for the GPA calculation. The GPA calculation for this student would be: $39/15=2.6$.

Repeat Policy

D/F REPEAT

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

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

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

OTHER REPEATED COURSES

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

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

Grade Reports

During the seventh week of classes in the fall and spring semesters, instructors submit a grade for all students. These grades are used for counseling, are not recorded on the student's official transcript, and disappear from the computer system after the semester is completed. These grades are available to the student via the WVU Portal (<https://sso.wvu.edu/cas/login?service=https%3A%2F%2Ffidp.wvu.edu%2Ffidp%2FAuthn%2FExtCas%3Fconversation%3De1s1&entityId=http%3A%2F%2Fsts.wvu.edu%2Fadfs%2Fservices%2Ftrust>).

Final grades are due within 48 hours after the end of the Colleges final examination and are viewable to students within one week of submission. The final grades of all seniors provisionally approved for graduation at the close of the spring semester are reported to the Office of Enrollment Services using special forms provided for that purpose.

At the end of each semester, grades are available through the WVU Portal (<https://sso.wvu.edu/cas/login?service=https%3A%2F%2Ffidp.wvu.edu%2Ffidp%2FAuthn%2FExtCas%3Fconversation%3De1s1&entityId=http%3A%2F%2Fsts.wvu.edu%2Fadfs%2Fservices%2Ftrust>).

D/F Repeat Rule for Developmental English and Math

The course ENGL 90 was last offered at Potomac State in the Spring 2017 semester, and will not be offered in the future, thus, a conventional D/F repeat of those courses is not possible in the current catalog year. Students who have earned an F in ENGL 90 may have their ENGL 90 and grades

excluded from GPA calculations, and designated with an E on the transcript, by completing the co-requisite course ENGL 101/100 at Potomac State. The D/F repeat procedure applies to this grade exclusion.

In a similar fashion, courses MATH 21 and MATH 91 were last offered at Potomac State in the Spring 2017 semester and MATH 93 was last offered in the Summer 2017 semester. These courses will not be offered in the future, thus, a conventional D/F repeat of those courses is not possible in the current catalog year. Students who have earned an F in MATH 21 may have this grade excluded from GPA calculations, and designated with an E on the transcript, by passing a section of MATH 121 that is linked to a co-requisite section at Potomac State. Students who have earned an F in either MATH 91 or MATH 93 may have this grade excluded from GPA calculations, and designated with an E on the transcript, by passing a section of MATH 122/MATH 293B at Potomac State.

Honors

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.

POTOMAC STATE COLLEGE HONORS PROGRAM

The Potomac State College Honors Program provides a program of honors courses that will apply toward general education and/or core requirements. Enrollment in the Honors Program is by invitation only.

Students who complete at least nine hours of honors credits are designated as Honors Scholars when graduating with an AA or AAS degree. Students who complete at least 18 hours of honors credits are fulfill additional requirements are designated as Honors Scholars when graduating with a BAS degree.

Students in the Honors program may transfer into West Virginia University Honors Program in Morgantown if they meet the requirements and choose to change campuses from Potomac State College.

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 the 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 he or she is enrolled. A student is not eligible for either list if the grade recorded for any 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.

PRESIDENT'S AND DEAN'S SCHOLARS

Upon graduation, any student whose cumulative grade-point average is 3.700 or higher will be designated as a President's Scholar. Any student who earns a cumulative grade-point average of 3.000 to 3.699 will be named Dean's scholar.

Transcripts

Each copy of an official transcript costs nine dollars, payable by check, money order, or credit card. Because of demand, it may take two or three weeks to process an application for a regular transcript at the close of a semester or summer session. At other times, it is the policy of Potomac State College to process all regular transcript requests within 48 hours of receipt of the request.

All financial obligations to Potomac State College must be cleared before transcripts can be released. Transcripts may not be picked up by another party unless the student has given written authorization with the request. The designated person will be expected to show a picture I.D. before obtaining the transcript.

A student must furnish the following when requesting a transcript: full name under which enrolled, date of birth, last date of attendance, and WVU ID number.

Request for transcripts must be made in writing to:

The Office of Enrollment Services
75 Arnold Street
Keyser, WV 26726

A request form is also available at:

http://www.potomacstatecollege.edu/communities/current_students/transcript.html.

Telephone requests cannot be accepted due to risk to the security of your records.

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 61 to 62 credits. Emphases are currently offered in Business Management, Computer Information Systems, and Criminal Justice. 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).

Regents Bachelor of Arts Degree (RBA)

Potomac State College makes it possible for adults to complete a bachelor's degree through the Regent's Bachelor of Arts (RBA) program in the College of Education and Human Services of West Virginia University. Students design their degree in conjunction with an adviser at Potomac State. West Virginia University confers the baccalaureate degree.

The College of Education and Human Services instills high expectations for personal academic achievement in students, along with the skills, experience and confidence to succeed. Through nontraditional degree programs, students gain empowerment to set and accomplish personal academic success goals. 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.

Degree Regulations

In this section:

- General Requirements for Graduation (p. 25)
- WVUe 101 (p. 25)
- Residence Requirements (p. 25)
- West Virginia Reverse Transfer Program (p. 25)
- Second Associate Degree (p. 25)
- Withholding Information (p. 25)

General Requirements for Graduation

All students must meet the following general requirements to graduate from 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 a cumulative grade-point average of C (2.0);
4. Satisfy the General Education Foundations (GEF) requirements as applicable to specific degrees in the prescribed courses 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.

WVUe 191

All students entering Potomac State College of WVU as freshmen or as transfer students with fewer than 29 hours must take WVUe 191, First -Year Seminar, in their first semester. Those who do not pass the course must re-enroll for the subsequent semester until they earn a passing grade. In certain majors, alternative courses are acceptable. These will be identified for students by their advisers.

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 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.

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.

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 Potomac State College of WVU and elsewhere, is at least 15 unduplicated 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 Potomac State College of WVU residence requirement.

A student who wishes to receive simultaneously two associate degrees must satisfactorily complete a minimum of 15 credits beyond requirements of the initial associate degree and meet all requirements of both degree programs.

Withholding Information

No degree is conferred upon any candidate and no transcripts are issued to any student before payment is made of all tuition, fees, and other indebtedness to any unit of the college.

It is the policy of Potomac State to place on restriction 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.

FERPA

In this section:

- Notice to Students Regarding FERPA (p. 26)
- Designation of Directory Information (p. 26)
- Designation of Limited Use Directory Information (p. 26)
- Withholding Directory Information (p. 26)
- Parent/Guest Access to Online Student Records (p. 27)

Notice to Students Regarding FERPA

Students at West Virginia University (WVU) benefit from the Family Educational Rights and Privacy Act of 1974. This Act, with which WVU intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. A more detailed explanation of rights afforded to students by FERPA can be found at: <http://ferpa.wvu.edu/home>.

Designation of Directory Information

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

- 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 (i.e., freshman)
- Enrollment Status (i.e., 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")

Accordingly, this information will not be provided to external parties not contractually affiliated with the University. Use and disclosure of this information shall be limited to (1) 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>; (2) those officials within the University who have access, consistent with the Family Educational Rights and Privacy Act, to such information and only in conjunction with an official institutional purpose.

Withholding Directory Information

Currently enrolled students, using the official West Virginia University Confidentiality form, may withhold disclosure of Directory Information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, completed forms must be received in the Mountaineer Hub or mailed

to the Office of the University Registrar at West Virginia University, PO Box 6878, Morgantown, WV 26506. Official forms are available at <http://registrar.wvu.edu/forms>. Requests will be processed as soon as is practicable upon receipt.

The failure on the part of any student to specifically request, on the official form, the withholding of Directory Information indicates individual approval for disclosure. Additionally, a request to withhold Directory Information shall have no effect on previous disclosures, if any, made by WVU before the receipt of a request to withhold Directory Information; nor will a student's request to withhold Directory Information revoke an otherwise valid written FERPA release already on file with the University.

Parent/Guest Access to Online Student Records

The Parent/Guest Portal is the exclusive method by which a University student may grant a third-party access to his or her records. Information that is protected from disclosure pursuant to the Family Educational Rights and Privacy Act (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. Due to the protection of students' rights under FERPA, a student may restrict the information that a parent or guest is able to access and revoke access at any time. For more information on the Parent/Guest Portal, please visit: <http://parent-guest.portal.wvu.edu/>.

For FERPA updates and more information on West Virginia University's FERPA policy, please visit: <http://ferpa.wvu.edu> or contact the Office of the University Registrar.

Financial Aid

In this section:

- Application Process (p. 27)
- Aid Offer Notification (p. 27)
- Employment Opportunities (p. 27)

To receive an offer of aid, you must be admitted to WVU Potomac State College as a degree seeking student. If you feel you need financial assistance, apply early.

Application Process

To apply for financial aid, a student must first apply for a US Department of Education Federal Student Aid ID and a parent Federal Student Aid ID (if the student is considered a dependent student for financial aid purposes) at <https://fsaid.ed.gov>. The FSA ID is used to sign the online Free Application for Federal Student Aid (FAFSA), review processed information, correct FAFSA data, and conduct other important business directly with the US Department of Education. Students are advised to save their FSAID because they will need it for future transactions.

Students can complete the FAFSA at www.fafsa.gov (<http://www.fafsa.gov>) and include WVU's school code – 003827 – on their application. The FAFSA should be submitted prior to March 1 for full consideration. If preferred, a paper form can be requested from the FAFSA Information Center at 800-433-3243. The FAFSA is completed annually. Students must renew the FAFSA to receive consideration for aid.

Aid Offer Notification

WVU will receive students' FAFSA information electronically if the WVU school code was included on the FAFSA. After a FAFSA is reviewed for accuracy, a paper award notification will be sent to the student.

Employment Opportunities

Student employment opportunities are available on-and-off campus. For assistance go to http://potomacstatecollege.edu/admissions/financing_your_education/employment_program.html or call Enrollment Services at 304-788-6820.

In this section:

- Satisfactory Academic Progress (p. 27)
- Consequences of Withdrawal (p. 28)

Satisfactory Academic Progress

Students who wish to receive funds administered by Student Financial Support and Services (<http://financialaid.wvu.edu>) must make measurable academic progress toward completion of an eligible degree. Regulations require students meet minimum standards for grade point average and successfully complete a minimum percentage of attempted credit hours. The complete Satisfactory Academic Progress Policy (<http://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 a portion of their financial aid. Refer to the Financial Aid Repayment Policy (<http://financialaid.wvu.edu/home/maintain/withdrawing>) or the terms and conditions accompanying other financial awards from WVU. 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 and maintaining financial aid eligibility while enrolled at WVU, visit financialaid.wvu.edu.

Residency Classification

Residency policy (<http://admissions.wvu.edu/forms-and-procedures/residency-reclassification>) is established by the WV Higher Education Policy Commission Series 25. The Office of Enrollment Services assigns students a residency classification for admission, tuition, and fee purposes. Students who are legal 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.

Programs, Courses & Credits

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.

The **Bachelor of Applied Science (B.A.S.)** 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 61 to 62 credits. Emphases are currently offered in Business Management, Computer Information Systems, and Criminal Justice. 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).

Regents Bachelor of Arts (RBA)

Potomac State College makes it possible for adults to complete a bachelor's degree through the Regent's Bachelor of Arts (RBA) program in the University College of West Virginia University. Students design their degree in conjunction with an adviser at Potomac State. West Virginia University confers the baccalaureate degree.

The College of Education and Human Services instills high expectations for personal academic achievement in students, along with the skills, experience and confidence to succeed. Through nontraditional degree programs, students gain empowerment to set and accomplish personal academic success goals. 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 of an undergraduate degree;
- serve as a foundation to graduate education.

In this section:

- Abbreviations Used in Course Listings (p. 29)
- Plan for Numbering Courses (p. 29)
- Common Course Numbers and Descriptions (p. 29)
- Independent Study Classes (p. 30)
- Final Exams (p. 30)
- Last week of Classes (p. 30)

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

Plan for Numbering Courses

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/Lower Division: Intended primarily for freshmen, although upper-division students may take them if needed to complete degree requirements.

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

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

Courses 400 Seniors/Upper Division: 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 may occasionally be contracted between a student and Potomac State College when:

1. The student has achieved good academic standing (GPA of 2.0 or higher),
2. The course requested for independent study is a requirement for graduation under the student's major, and
 - a. There is no possibility of taking the course by the expected graduation date, or
 - b. 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 his or her program in two years.

Independent study courses may also be contracted between a student and Potomac State College to provide enhanced educational opportunities for students enrolled in the Potomac State College Honors Program or to provide enhanced educational opportunities not regularly available to Potomac State College students.

Students should consult with their advisers. All requests for independent study classes require the approval of the Dean of Academic Affairs.

Final Exams

A final exam schedule will be developed each fall and spring by the Office of Academic Affairs. Final examinations for the summer sessions are given on the last day of classes.

If enrolled in a section of a multi-section course, students may be required to take the departmental final examination given during the regular final examination period.

Last Week of Classes

Practical laboratory tests, make-up examinations, and regularly scheduled short quizzes are the only tests permitted for day classes during the five days of classes preceding the beginning of final exams. Evening classes have their final exams on the last meeting of the class preceding the final exam schedule for day classes.

In this section:

- Classification of Students (p. 31)
- Course Overload (p. 31)
- Credit Hour Definition (p. 31)
- Credit by Examination (p. 31)

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	1-28 Earned Credit Hours, Inclusive
Sophomore	29-58 Earned Credit Hours, Inclusive
Junior	59-88 Earned Credit Hours, Inclusive
Senior	89 or More Earned Hours

Note: Classification of students will be updated starting Summer 2018.

The normal semester load for a full-time college student varies from 12 to 18 hours according to the curriculum selected. A college credit or semester hour represents the amount of work done in one recitation hour per week for the duration of a semester. As a rule, two to three hours of laboratory work are equivalent to one hour of recitation.

Course Overload

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

Credit Hour Definition

Potomac state college course 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 with the classroom. An hour of preparation, or related activity outside of the classroom, is equivalent to sixty minutes.

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 home work. 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.

EXPERIENTIAL LEARNING

In experiential learning, including opportunities representing laboratory/lecture courses, professional development internships, and service learning, a total of three hours of classroom and preparation time per week over a period of fifteen weeks for one credit hour or the equivalent amount of work over a shorter period of time is required. Courses must incorporate adequate opportunities to document student progress and student completion of the stated learning objectives for each experience.

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 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 foundations courses and 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. 32)
- Tuition and Fees (p. 32)
- Identification Card (p. 32)

Cost of an Academic Year's Work

The Potomac State College Admissions Office (<http://potomacstatecollege.edu/admissions>) provides an estimate of the total cost of attendance (http://potomacstatecollege.edu/admissions/costs_tuition_and_fees) for an academic year. This estimate includes University tuition and fees and estimated campus room and board, but does not include book and supplies, transportation, and personal expenses.

Tuition and Fees

Tuition and fees structures vary by residency classification and academic program at Potomac State College. Students are charged for University tuition, and University fees. In some cases, students are charged an additional fee for online courses or programs. Senior citizens of West Virginia (age 65 and older) may take courses at WVU for reduced tuition and fees (<https://admissions.wvu.edu/how-to-apply/senior-citizen-students>).

Identification Card

Registered students are eligible for an identification card (called the Catamount Card or Mountaineer Card (<https://it.wvu.edu/services/mountaineer-card-services>)). The Mountaineer Card gives access to certain activities and privileges on campus. On the Keyser campus students have free access to the Student Union and athletic events by using their ID card. On-and-off campus students have access to the WVU Libraries. 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 Classification

RESIDENCY POLICY

Residency policy is established by the WV Higher Education Policy Commission Series 25.

Section 1 of this policy bulletin contains general information regarding its scope and dates of adoption. Remaining sections are excerpted below.

Section 2. Classification for Admission and Fee Purposes

2.1 Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition, and fee purposes by the institutional officer designated by the president. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home and place of habitation. The decision shall be based upon information

furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition, and fee purposes is upon the student.

2.2 If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term theretofore attended.

2.3 The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

Section 3. Residence Determined by Domicile

3.1 Domicile within the state means adoption of the state as the fixed permanent home and involves personal presence within the state with no intent on the part of the applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this state for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least twelve months of continued presence within the state prior to the date of registration, provided that such twelve months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia.

3.2 Establishment of West Virginia domicile with less than twelve months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

3.3 Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or the parents' health insurance policy if the parents reside out-of-state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.

Section 4. Dependency Status

4.1 A dependent student is one who is listed as a dependent on the federal or state income tax return of his or her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he or she lives or to whom he or she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

4.2 A non-resident student who becomes independent while a student at an institution of higher education in West Virginia does not, by reason of such independence alone, attain domicile in this state for admission or fee payment purposes.

Section 5. Change of Residence

5.1 A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he or she has established domicile in West Virginia with the intention of making the permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions. In making a determination regarding a request for change in residency status, the designated institutional officer shall consider those actions referenced in Section 2 above. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification.

Section 6. Military

6.1 An individual who is on full-time active military service in another state or foreign country or is an employee of the federal government shall be classified as an in-state student for the purpose of payment of tuition and fees, provided that the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

6.2 Persons assigned to full-time active military service in West Virginia and residing in the state shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

Section 7. Aliens

7.1 An alien who is in the United States on a resident visa or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia as defined in Section 3, may be eligible for in-state residency classification, provided that person is in the state for purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time and without restriction on the maintenance of a foreign domicile may be eligible for an in-state classification as defined in Section 3. Any person holding a student or other temporary visa cannot be classified as an in-state student.

Section 8. Former Domicile

8.1 A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of his or her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one-year period of time and satisfies the conditions of Section 3 regarding proof of domicile and intent to remain permanently in West Virginia.

Section 9. Residency Decisions/Appeals

Following is the process for initially determining residency for tuition purposes and how students appeal if they disagree with those decisions. Initial residency decisions are made at the admission level. Any questionable decisions are referred to the designated institutional official who determines whether the student meets the residency requirements or additional information is needed to make the decision. If additional information is needed, the student is requested to submit further documentation. If a student feels he or she has been improperly classified as a non-resident for tuition purposes, he or she should request an application for classification as a resident student at Potomac State College of WVU. To request this application write: Office of Enrollment Services, 75 Arnold Street, Keyser, WV 26726, or call 304- 788-6820.

Once this application and supporting documents are received, a decision is made by the designated institutional official. If the student meets the requirements as outlined by the Board of Trustees Policy Bulletin #34, the student is granted residency for the upcoming semester. If the student does not meet the necessary requirements, the student is denied in-state residency. If denied, the student has the option of appealing the decision to the Potomac State College Enrollment Services and Campus Advancement Council. The student contesting a residency decision shall be given the opportunity to appear before the institutional committee on residency appeals. If the committee overturns the initial denial, the student becomes a resident for the semester in question. Should the committee uphold the original denial, the student has the option of appealing to the Campus Provost. The Campus Provost, again, may either uphold the original denial or overturn the decision of the committee. Residency appeals shall end at the institutional level.

Tuition and Fee Regulations

All tuition and fees are payable to the Office of Student Accounts prior to the first day of each term. Policies are in place concerning late fees, financial holds, and collections (<https://studentaccounts.wvu.edu/policies>). Students can review their charges, waivers, scholarships, and payments online through the STAR Information System, which can be accessed through the WVU Portal. Payments can also be made from the same website. Payments of tuition, fees, and other charges by check, draft, or money order are subject to WVU's Non-Sufficient Funds Check Policy (<https://financialservices.wvu.edu/policies/nsf-non-sufficient-fund-check-policy>). A processing fee is added to credit card payments.

Arrangements can be made with the Office of Student Accounts for payment from officially accepted scholarships, loan funds, grants, or contracts.

WVU places restrictions on students who have outstanding debts to the University. The restriction may include, but is not limited to, the withholding of student's registration, diploma, or transcript. No degree is conferred and no transcripts are issued to any student before payment is made of all tuition, fees, and other indebtedness to any unit of the University. The Office of Student Accounts provides information concerning refunds (<https://studentaccounts.wvu.edu/refunds>).

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. See the Registrar's Office for withdrawal information.

Applied Sciences

General Information

The Division of Applied Sciences is one of three academic divisions at Potomac State College of WVU. It includes 24 majors in Agriculture and Forestry, Equine, Criminal Justice, Business, Computer Information Systems, and Technical Studies. This Division houses the only four-year degrees offered at Potomac State College, but we also offer the Associate of Arts, and the Associate of Applied Science degrees. The Associate of Arts degrees are designed to transfer to other institutions including the Morgantown campus of West Virginia University. The Associate of Applied Science degrees are degrees in and of themselves, and serve as the the first two-years of the baccalaureate degrees.

ADMINISTRATION

DIVISION CHAIR

- Dr. Heidi Samuels - Ed.D. (West Virginia University)

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 of associate degrees. The curriculum sequence is designed to permit the completion of course prerequisites and to ensure access to courses not available every semester.

Agriculture and Environmental Education

Degree Offered

- Associate of Arts

Nature of Program

The agricultural and environmental 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.
West Virginia University

TEACHING INSTRUCTOR

- Robert Cheves - MS Agriculture Education
West Virginia University

Admissions Requirements

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.

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 Skills	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

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 & BIOL 103	General Biology and General Biology Laboratory (GEF 2)	4
CHEM 111	Survey of Chemistry (GEF 8)	4
MATH 121	Intro Concepts Of Mathematics (GEF 3)	3
PSYC 101	Introduction to Psychology (GEF 8)	3
PSYC 241	Introduction to Human Development	3
A&VS 251	Principles of Animal Science	4
AGEE 101	Global Food and Agricultural Industry (GEF 7)	3
AGEE 103	Basics of Agricultural Mechanization	2
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 111	Professions in Agriculture (eq. WVUE 191)	1
AGRL 112	Professions in Agriculture	1
AGRN 202 & AGRN 203	Principles of Soil Science and Principles of Soil Science Laboratory	4
ARE 204	Agribusiness Management	3
HORT 220	General Horticulture	3
PLSC 206	Principles of Plant Science (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 121 (GEF 3)	3 ARE 204	3
BIOL 101 & BIOL 103 (GEF 2)	4 PSYC 101 (GEF 8)	3
AGEE 101 (GEF 7)	3 AGRL 112	1

AGEE 103	2 HORT 220	3
AGRL 111 (eq. WVUE 191)	1	
	16	13
Second Year		
Fall	Hours Spring	Hours
PLSC 206 (GEF 8)	4 AGRN 202 & AGRN 203	4
CHEM 111 (GEF 8)	4 A&VS 251	4
AGEE 110 or CS 101	3 PSYC 241	3
AGEE 203	3 AGE 220 (GEF 4)	3
GEF 5 or 6	3	
	17	14

Total credit hours: 60

Major Learning Goals

AGRICULTURE AND ENVIRONMENTAL 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.

Agriculture Technology

Degree Offered

The Agriculture Technology program is not accepting new students and any interested student should major in the Associates in Applied Sciences degree in the Sustainable Agriculture Entrepreneurship

Admissions Requirements

The Agriculture Technology program is not accepting new students and any interested student should major in the Associates in Applied Sciences degree in the Sustainable Agriculture Entrepreneurship

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.

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 Skills		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

GEF Elective Requirements (3, 5, 6, or 7)		3
ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
BTEC 109	Business Mathematics	3
or MATH 121	Intro Concepts Of Mathematics	
BIOL 101	General Biology	3
or BIOL 102	General Biology	
BIOL 103	General Biology Laboratory	1
or BIOL 104	General Biology Laboratory	
COMM 104	Public Communication (GEF 4 or GEF 5)	3
or CSAD 270	Effective Public Speaking	
A&VS 150	Introduction to Animal Science	2
A&VS 251	Principles of Animal Science	4
AFCS 491	Professional Field Experience	3
AGEE 103	Basics of Agricultural Mechanization	2
AGEE 110	Microcomputer Applications in Agricultural Education	3
AGEE 203	Agriculture Mechanics Practica	3
AGRL 111	Professions in Agriculture (eq. WVUe 191)	1
AGRL 112	Professions in Agriculture	1
ARE 110	Agribusiness Accounting	3
ARE 150	Introductory Agricultural and Agribusiness Economics (GEF 4)	3
ARE 204	Agribusiness Management	3
BTEC 107	Business Communications	3
HORT 220	General Horticulture	3
PLSC 206	Principles of Plant Science (GEF 8)	4
Elective		6
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 BTEC 107	3
AGEE 103	2 BTEC 109 or MATH 121	3
AGEE 110	3 AGRL 112	1
A&VS 150	2 BIOL 101 or 102 (GEF 2)	3
ARE 150 (GEF 4)	3 BIOL 103 or 104 (GEF 2)	1
AGRL 111 (eq. WVUe 191)	1 HORT 220	3
	14	14

Second Year

Fall	Hours Spring	Hours
ARE 110	3 A&VS 251	4
AGEE 203	3 ARE 204	3
PLSC 206 (GEF 8)	4 AFCS 491	3
GEF 3, 5, 6, or 7	3 COMM 104 or CSAD 270 (GEF 4 or 5)	3
Elective	3 Elective	3
	16	16

Total credit hours: 60

Animal Science

Degree Offered

- Associate of Arts

Nature of 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.

Admissions Requirements

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.

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 Skills	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

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 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
BIOL 101 & BIOL 103	General Biology and General Biology Laboratory (GEF 2)	4
BIOL 102 & BIOL 104	General Biology and General Biology Laboratory	4
CHEM 111	Survey of Chemistry	4
CHEM 112	Survey of Chemistry	4
A&VS 150	Introduction to Animal Science	2
A&VS 251	Principles of Animal Science	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
AGEE 220	Group Organization and Leadership (GEF 6)	3
ARE 150	Introductory Agricultural and Agribusiness Economics (GEF 4)	3
AGRL 111	Professions in Agriculture (eq. WVUE 191)	1
AGRL 112	Professions in Agriculture	1
AGRN 202 & AGRN 203	Principles of Soil Science and Principles of Soil Science Laboratory	4
PLSC 206	Principles of Plant Science	4
WMAN 150	Principles of Conservation Ecology (GEF 5)	3
Elective (AGEE, AGRL, AGRN, ARE, CDFS, ENVP, EQST, FMAN, FOR, HN&F, HORT, LARC, PLSC, SAGE, WDSC, and WMAN)		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 & BIOL 103 (GEF 2)	4 AGRL 112	1
Select one of the following (GEF 3):	3 BIOL 102 & BIOL 104	4
MATH 126A	WMAN 150 (GEF 5)	3
MATH 126B	ARGL Elective	3
MATH 126C		
ARE 150 (GEF 4)	3	
A&VS 150	2	
AGRL 111 (eq. WVUE 191)	1	
	16	14

Second Year

Fall	Hours Spring	Hours
CHEM 111	4 CHEM 112	4
PLSC 206	4 AGRN 202 & AGRN 203	4
AGEE 101 (GEF 7)	3 A&VS 251	4
AGEE 110 or CS 101	3 AGE 220 (GEF 6)	3
Elective	1	
	15	15

Total credit hours: 60

Major Learning Goals

ANIMAL SCIENCE

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.
4. Graduates will attain depth of knowledge relative to the scope of subfield of the animal and nutritional sciences related to animal production, management and marketing

Business Administration, A.A.

Degree Offered

- Associate of Arts

Nature of Program

This program is for students who expect to complete a degree in the College of Business and Economics of West Virginia University in one of the following fields: Accounting, Finance, General Business, Hospitality and Tourism Management, Management, Management Information Systems, and Marketing. To be accepted into the 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

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.
West Virginia University

PROFESSOR

- John Stone, CPA - MS, Management
Frostburg State University

Admissions Requirements

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.

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 Skills	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

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)
Select one of the following (GEF 3):	3

MATH 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
Select one of the following (GEF 8):		3
MATH 150	Applied Calculus	
MATH 155	Calculus 1	
STAT 211	Elementary Statistical Inference (GEF 8)	3
CS 101	Intro to Computer Applications (GEF 2)	4
PSYC 101	Introduction to Psychology (GEF 8)	3
SOCA 101	Introduction to Sociology (GEF 8)	3
ACCT 201	Principles of Accounting	3
ACCT 202	Principles of Accounting	3
ECON 201	Principles of Microeconomics (GEF 4)	3
ECON 202	Principles of Macroeconomics (GEF 8)	3
BCOR 199	Introduction to Business	3
Unrestricted Elective		8
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
Select one of the following (GEF 3):	3 MATH 150 or 155	3
MATH 126A	CS 101 (GEF 2)	4
MATH 126B	GEF Elective	3
MATH 126C		
SOCA 101 (GEF 8)	3	
BCOR 199	3	
	15	16

Second Year

Fall	Hours Spring	Hours
ACCT 201	3 ACCT 202	3
PSYC 101 (GEF 8)	3 STAT 211 (GEF 8)	3
GEF Elective (GEF 2)	3 GEF Elective (GEF 7)	3
GEF Elective (GEF 6)	3 Unrestricted Elective	3
Unrestricted Elective	3 Unrestricted Elective	2
	15	14

Total credit hours: 60

Major Learning Goals

BUSINESS ADMINISTRATION

- 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.

Business Technology, A.A.S.

Degree Awarded

- Associate of Applied Science

Nature of Program

The program will prepare students for positions at low and middle management levels of business, industry, and government.

Graduate 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 many entry-level, business-related occupations including general management in manufacturing production and service industries.

Admissions Requirements

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.

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 Skills	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

GEF Requirement (GEF 2B)		4
ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
Select one of the following (GEF 3):		3
MATH 123	Finite Mathematics 1	
or MATH 125	Applied College Mathematics	
or MATH 126A	College Algebra 5-Day	
or MATH 126B	College Algebra 4-Day	
or MATH 126C	College Algebra 3-Day	
CSAD 270	Effective Public Speaking (GEF 4)	3
ACCT 201	Principles of Accounting	3
ACCT 202	Principles of Accounting	3
ECON 201	Principles of Microeconomics (GEF 8)	3
or ECON 202	Principles of Macroeconomics	
BCOR 199	Introduction to Business	3

BTEC 103	Personnel Management	3
BTEC 107	Business Communications	3
BTEC 109	Business Mathematics	3
BTEC 113	Spreadsheet Applications	3
BTEC 120	Database Applications	3
BTEC 225	Directed Experience	3
Lower Level Major Electives		12
BTEC 106	Document Solutions	
BTEC 200	Customer Service Relations	
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	
CIS 152	Principles of Management Information Systems	
OSTC 107	Medical Terminology 1	
SAGE 280	Principles of Ag Entrepreneurship	
Electives		5
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 CSAD 270 (GEF 4)	3
BTEC 109	3 MATH 123 (or higher - GEF 3)	3
BCOR 199	3 BTEC 113	3
Lower Level Major Elective	3 BTEC 103	3
Elective	3 Lower Level Major Elective	3
	15	15

Second Year

Fall	Hours Spring	Hours
ACCT 201	3 ACCT 202	3
BTEC 107	3 ECON 201 or 202 (GEF 8)	3
BTEC 120	3 BTEC 225	3
Lab Science (GEF 2B)	4 Lower Level Major Elective	3
Elective	2 Lower Level Major Elective	3
	15	15

Total credit hours: 60

Major Learning Goals

BUSINESS TECHNOLOGY

1. Students will demonstrate a basic understanding of common business topics and apply this knowledge to a business organization.
2. Students will demonstrate the ability to identify and utilize the required skills, knowledge, tools and technical information necessary to effectively function in an administrative position.
3. Students will demonstrate effective reading, writing, speaking, listening, and nonverbal communication skills in a business environment.

Business Management, B.A.S.

Degree Awarded

- Bachelor of Applied Science

Nature of 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 and furthering their professional advancement. This statewide degree program requires 40 credit hours of upper division course work and 29 credit hours in the Business Management area of emphasis.

Admissions Requirements

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.

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 Skills	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

Applicable AAS Degree Hours		60
GEF Elective Requirements (5, 6, and 7)		9
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		4
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
Elective	3 BTEC 370	3
GEF 5	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 Goals

BUSINESS MANAGEMENT

Business Knowledge and Skills: Students will demonstrate a basic understanding of common business practices

Communication Skills: Students will demonstrate effective reading, writing, speaking, listening, and nonverbal communication skills

Computer Information Systems, B.A.S.

Degree Awarded

- Bachelor of Applied Science

Nature of 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 and 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.

Admissions Requirements

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.

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 Skills		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

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 3)	3
SOCA 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 442	Data Mining and Business Intelligence	
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 SOCA 101 (GEF 8)	3
STAT 111 (GEF 3)	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 Goals

COMPUTER INFORMATION SYSTEMS, B.A.S.

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

1. Apply programming, database, operating systems and business application skills to solve problems associated with existing programs or systems
2. Analyze security vulnerabilities and plan and implement security measures within the context of medium sized business.

3. Create a complete programmatic solution for a business need using Institute of Electrical and Electronics Engineers (IEEE) accepted standards and practices
4. Present a design, proposed software (system) development life cycle (SDLC) and final report addressing specified requirements for an e-commerce company or enterprise.

Criminal Justice Studies, A.A.

Degree Awarded

- Associate of Arts

Nature of 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.
West Virginia University

ASSOCIATE PROFESSOR

- Dr. Heidi B. Samuels - Ed.D.
West Virginia University

ASSISTANT PROFESSOR

- Nicklaus H. Goff - Doctor of Jurisprudence
West Virginia University

Admissions Requirements

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.

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 Skills	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

GEF Elective 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 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
COMM 104	Public Communication (GEF 5)	3
CS 101	Intro to Computer Applications (GEF 2)	4
HIST 101 or HIST 152	Western Civilization: Antiquity to 1600 (GEF 8) Growth of the American Nation to 1865	3
HIST 102 or HIST 153	Western Civilization: 1600 to Present (GEF 8) Making of Modern America: 1865 to the Present	3
PSYC 101	Introduction to Psychology (GEF 8)	3
SOCA 101	Introduction to Sociology (GEF 4)	3
WVUE 191	First Year Seminar	1
CJ 101	Introduction to Criminal Justice	3
CJ 212	Abnormal Behavior & Crisis Intervention	3
CJ 240	Correctional Counseling	3
Select one of the following:		3
CJ 111	Police Operations	
CJ 206	Introduction to Corrections	
Elective		10
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 CJ 212	3
Select one of the following (GEF 3):	3 CS 101 (GEF 2)	4
MATH 121	PSYC 101 (GEF 8)	3
MATH 126A	Elective	3
MATH 126B		
MATH 126C		
SOCA 101 (GEF 4)	3	
GEF Elective (GEF 7)	3	
WVUE 191	1	
	16	16

Second Year

Fall	Hours Spring	Hours
CJ 111 or 206	3 HIST 102 or 153	3
COMM 104 (GEF 5)	3 GEF Elective (GEF 6)	3
HIST 101 or 152 (GEF 8)	3 Elective	3
CJ 240	3 Elective	3

GEF Elective - Natural Science (GEF 2)	3 Elective	1
	15	13

Total credit hours: 60

Major Learning Goals

CRIMINAL JUSTICE STUDIES, 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 Awarded

- Associate of Applied Science

Nature of 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 train men and women in law enforcement, probation and parole, and corrections. This program is also designed for those people currently working in the criminal justice system—police officers; corrections officers; juvenile, probation, and parole officers; and plant, public, and private security officers.

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; and private security.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D.
West Virginia University

ASSOCIATE PROFESSOR

- Dr. Heidi B. Samuels - Ed.D.
West Virginia University

ASSISTANT PROFESSOR

- Nicklaus H. Goff - Doctor of Jurisprudence
West Virginia University

Admissions Requirements

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.

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 Skills	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

ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
MATH 121	Intro Concepts Of Mathematics (GEF 3)	3
COMM 104	Public Communication (GEF 5)	3
CS 101	Intro to Computer Applications (GEF 2)	4
PSYC 101	Introduction to Psychology (GEF 4)	3
WVUE 191	First Year Seminar	1
CJ 101	Introduction to Criminal Justice	3
CJ 202	Principles of Criminal Law	3
CJ 212	Abnormal Behavior & Crisis Intervention	3
CJ 225	Criminal Procedure and Constitutional Law	3
CJ 230	Probation and Parole Operations	3
CJ 245	Adjudication Process	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 four of the following):		12
CJ 111	Police Operations	
CJ 204	Police Defense Tactics	
CJ 206	Introduction to Corrections	
CJ 233	Juvenile Justice	
CJ 236	Criminal Investigation	
CJ 255	Analysis of Correctional Operations	
CJ 295	Field Practicum	
Elective		7
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 CJ 202	3
CJ 101	3 CJ 212	3

CJ 111 or 206	3 CS 101 (GEF 2)	4
WVUE 191	1 COMM 104 (GEF 5)	3
Elective	3 MATH 121 (or higher: GEF 3)	3
Elective	1	
		<hr/>
		14 16

Second Year

Fall	Hours Spring	Hours
CJ 230	3 CJ 225	3
CJ 245	3 CJ 285	3
PSYC 101 (GEF 4)	3 Lower Level Major Elective	3
Lower Level Major Elective	3 Lower Level Major Elective	3
Lower Level Major Elective	3 Elective	3
		<hr/>
		15 15

Total credit hours: 60

Major Learning Goals

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 Awarded

- Bachelor of Applied Science

Nature of 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 and furthering their professional advancement. This statewide degree program requires 40 credit hours of upper division course work and 30 credit hours in the Criminal Justice area of emphasis.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D.
West Virginia University

ASSOCIATE PROFESSOR

- Dr. Heidi B. Samuels - Ed.D.
West Virginia University

ASSISTANT PROFESSOR

- Nicklaus H. Goff - Doctor of Jurisprudence
West Virginia University

Admissions Requirements

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.

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 Skills	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

Applicable AAS Degree Hours		60
GEF Elective Requirements (2, 7, and 8)		9
ENGL 102	Composition, Rhetoric, and Research	3
STAT 111	Understanding Statistics	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	
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 7	3 GEF 8	3
	15	15

Total credit hours: 60

Major Learning Goals

CRIMINAL JUSTICE, B.A.S.

- Communicate clearly and effectively in both written and verbal formats.
- Preparation for viable employment in the criminal justice field.
- Work well with others and be understanding of personal differences.
- Demonstrate critical and analytical skills.
- Be proficient with the major academic elements of the Criminal Justice field

Economics

Degree Offered

- Associate of Arts

Nature of Program

This program is designed for students who expect to complete a Bachelor of Science in Economics degree in the College of Business and Economics of West Virginia University. To be accepted into the 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.

Admissions Requirements

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.

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 Skills	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.

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)
Select one of the following (GEF 3):	3
MATH 126A	College Algebra 5-Day
MATH 126B	College Algebra 4-Day
MATH 126C	College Algebra 3-Day
MATH 150 or MATH 155	Applied Calculus (GEF 8) Calculus 1
STAT 211	Elementary Statistical Inference (GEF 8)
CS 101	Intro to Computer Applications (GEF 2)
PSYC 101	Introduction to Psychology (GEF 4)
SOCA 101	Introduction to Sociology (GEF 8)
ACCT 201	Principles of Accounting
ACCT 202	Principles of Accounting
ECON 201	Principles of Microeconomics
ECON 202	Principles of Macroeconomics
BCOR 199	Introduction to Business
Elective	8
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
Select one of the following (GEF 3):	3 MATH 150 or 155 (GEF 8)	3
MATH 126A	CS 101 (GEF 2)	4
MATH 126B	GEF Elective (GEF 5)	3
MATH 126C		
SOCA 101 (GEF 8)	3	
BCOR 199	3	
	15	16

Second Year

Fall	Hours Spring	Hours
ACCT 201	3 ACCT 202	3
PSYC 101 (GEF 4)	3 STAT 211 (GEF 8)	3
GEF Elective (GEF 2)	3 GEF Elective (GEF 7)	3
GEF Elective (GEF 6)	3 Elective	3
Elective	3 Elective	2
	15	14

Total credit hours: 60

Major Learning Goals

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.

Equine Production and Management

Degree Offered

- Associate of Applied Science

Nature of Program

This two-year career degree program enables the student to obtain practical knowledge and experience in the equine industry, including the study of business, equine care, and associated services. The curriculum concentrates on equine health, management, nutrition, reproduction, selection and training. Students gain much practical and hands on experience working with the college's American Quarter Horse herd on the Potomac State College farms.

Career Opportunities

Students selecting this two-year degree program prepare for employment as farm or stable manager, breed associate representative, feed salesman, breeding manager, horse trainer, racing official, riding instructor, horse show management, nutrition technician and various other positions available in the equine industry.

FACULTY

CHAIR

- Dr. Heidi B. Samuels - Ed.D.

West Virginia University

EQUINE PROGRAM COORDINATOR & TEACHING INSTRUCTOR

- Jared Miller - M.S.
Agriculture, Forestry, and Nutritional Sciences

Admissions Requirements

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.

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 Skills	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

GEF Elective Requirements (4)		3
ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
MATH 121	Intro Concepts Of Mathematics (GEF 3)	3
Select one of the following (GEF 2):		4
BIOL 101 & BIOL 103	General Biology and General Biology Laboratory (GEF 2)	
BIOL 102 & BIOL 104	General Biology and General Biology Laboratory	
AGRL 111	Professions in Agriculture (eq. WVUe 191)	1
AGRL 112	Professions in Agriculture	1
AGEE 110	Microcomputer Applications in Agricultural Education	3
ANPR 338	Horse/Livestock/Poultry Evaluation	3
ARE 110	Agribusiness Accounting	3
ARE 204 or SAGE 215 or SAGE 280	Agribusiness Management Agricultural Marketing Principles of Ag Entrepreneurship	3
A&VS 251	Principles of Animal Science	4
BTEC 107	Business Communications	3
EQST 101	Introduction to Equine Science	3
EQST 105	Equine Safety and Behavior	3
EQST 115	Riding Basics	1
EQST 120	Introduction to Horsemanship and Training	4
EQST 230	Advanced Horsemanship and Training	4

EQST 240	Equine Facilities and Stable Management	4
PLSC 206	Principles of Plant Science (GEF 8)	4
Elective		3
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 AGRL 112	1
MATH 121 (GEF 3)	3 BTEC 107	3
EQST 101	3 BIOL 101 or 102 (GEF 2)	3
EQST 105	3 BIOL 103 or 104 (GEF 2)	1
EQST 115	1 ANPR 338	3
AGRL 111 (eq. WVUe 191)	1 EQST 120	4
	14	15

Second Year

Fall	Hours Spring	Hours
AGEE 110	3 ARE 204, SAGE 215, or SAGE 280	3
ARE 110	3 A&VS 251	4
EQST 230	4 EQST 240	4
PLSC 206 (GEF 8)	4 Elective	3
GEF 4 (PSYC 101 Recommended)	3	
	17	14

Total credit hours: 60

Major Learning Goals

EQUINE PRODUCTION AND MANAGEMENT

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.
4. Graduates will attain depth of knowledge relative to the scope of subfield of the animal and nutritional sciences related to animal production, management and marketing

Forest Resource Management

Degree Awarded

- Associate of Arts

Career Opportunities

Upon completion of the four-year program, 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.
West Virginia University

ASSOCIATE PROFESSOR

- Jeff Jones - M.S. Forestry
West Virginia University

Admissions Requirements

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.

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 Skills		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

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
Select one of the following (GEF 3):		3
MATH 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
MATH 150	Applied Calculus (GEF 8)	3
STAT 211	Elementary Statistical Inference (GEF 8)	3
BIOL 101 & BIOL 103	General Biology and General Biology Laboratory (GEF 2)	4
CHEM 111	Survey of Chemistry (GEF 8)	4
COMM 104	Public Communication (GEF 5)	3
ECON 201	Principles of Microeconomics (GEF 4)	3
AGEE 110	Microcomputer Applications in Agricultural Education	3
AGRN 202 & AGRN 203	Principles of Soil Science and Principles of Soil Science Laboratory	4
FMAN 212	Forest Ecology	3
FMAN 222	Forest Mensuration	4
FOR 101	Careers in Natural Resources Management 1 (eq. WVUe 191)	1
FOR 203	Careers in Natural Resources Management 2	1
FOR 205	Dendrology	3
PLSC 206	Principles of Plant Science	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
Select one of the following (GEF 3):	3 MATH 150 (GEF 8)	3
MATH 126A	COMM 104 (GEF 5)	3
MATH 126B	AGEE 110	3
MATH 126C	GEF 6	3
BIOL 101	4	
& BIOL 103 (GEF 2)		
CHEM 111 (GEF 8)	4	
FOR 101 (eq. WVUe 191)	1	
	15	15

Second Year

Fall	Hours Spring	Hours
ECON 201 (GEF 4)	3 AGRN 202 & AGRN 203	4
STAT 211 (GEF 8)	3 FMAN 212	3
FOR 203	1 FMAN 222	4
FOR 205	3 GEF 7	3
PLSC 206	4 Elective	1
Elective	1	
	15	15

Total credit hours: 60

Major Learning Goals

FOREST RESOURCE MANAGEMENT

Knowledge

- Describe, identify, and quantify forest ecosystem resources across different parts of the central Appalachian region and different biomes.

Comprehension

- Describe the assemblages of flora and fauna across the landscape and identify patterns and potential impacts of management and restoration activities as they relate to freshwater ecosystem services (water quality, quantity, habitat), soils, and ecological principles.
- Explain ecological processes, including the effects of human impacts, as they pertain to the sustainable forest management.

Application

- Develop and evaluate forest management alternatives based on knowledge from forest mensuration, silviculture, forest ecology, forest economics, forest hydrology and soils, and forest policy.
- Quantify forest resources and predict future growth using growth and yield models.

Synthesis

- Prepare and present forest management plan recommendations through technical writing and oral presentation.

General Agriculture

Degree Awarded

- Associate of Arts

Nature of Program

Students enrolling in programs leading to a baccalaureate degree in agriculture are offered a variety of career fields. The general agricultural program will provide the foundation courses for the freshman and sophomore years.

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.
West Virginia University

TEACHING INSTRUCTOR

- Robert Cheves - MS in Agriculture Education
West Virginia University

Admissions Requirements

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.

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 Skills	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

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
Select one of the following (GEF 3):		3
MATH 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
BIOL 101 & BIOL 103	General Biology and General Biology Laboratory (GEF 2)	4
BIOL 102 & BIOL 104	General Biology and General Biology Laboratory (GEF 8)	4
CHEM 111	Survey of Chemistry (GEF 8)	4
CHEM 112	Survey of Chemistry	4
AGEE 103	Basics of Agricultural Mechanization	2
AGRN 202 & AGRN 203	Principles of Soil Science and Principles of Soil Science Laboratory	4

AGRL 111	Professions in Agriculture (eq. WVUE 191)	1
AGRL 112	Professions in Agriculture	1
A&VS 251	Principles of Animal Science	4
PLSC 206	Principles of Plant Science (GEF 8)	4
ARGL/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 & BIOL 103 (GEF 2)	4 BIOL 102 & BIOL 104 (GEF 8)	4
Select one of the following (GEF 3):	3 AGRL 112	1
MATH 126A	AGRL/FOR/HORT Elective (ANPR 338 Recommended)	3
MATH 126B	AGRL/FOR/HORT Elective	1
MATH 126C	GEF 5 or 6	3
AGEE 103	2	
AGRL 111 (eq. WVUe 191)	1	
GEF 4 (ARE 150 Recommended)	3	
	16	15

Second Year

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

Total credit hours: 60

Major Learning Goals

GENERAL AGRICULTURE

- 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..

General Technical Studies

Degree Awarded

- Associate of Applied Science

Nature of 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.

Admissions Requirements

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.

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 Skills	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

ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
Select one of the following:		3
BTEC 107	Business Communications	
ENGL 102	Composition, Rhetoric, and Research	
ENGL 185	Technical Writing and Reporting	
Select one of the following (GEF 3):		3
MATH 121	Intro Concepts Of Mathematics	
MATH 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
CS 101	Intro to Computer Applications (GEF 2)	4
WVUE 191	First Year Seminar	1
Area of Concentration		18
Natural Science Elective (GEF 2)		3
Social Science Elective (GEF 4)		3
Elective		22
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 Select one of the following:	3
Select one of the following (GEF 3):	3 BTEC 107	
MATH 121	ENGL 102	
MATH 126A	ENGL 185	
MATH 126B	Area of Concentration	
MATH 126C	Area of Concentration	3
WVUE 191	1 Elective	4
Area of Concentration	3	
Elective	3	
	16	14

Second Year

Fall	Hours Spring	Hours
Natural Science Elective (GEF 2)	3 Area of Concentration	3
Area of Concentration	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 Goals

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

Degree Offered

- Associate of Arts

Nature of 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.
West Virginia University

ASSOCIATE PROFESSOR

- Dr. Donna Ballard - Ph.D.
West Virginia University

Admissions Requirements

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>)

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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 Skills	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

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
Select one of the following (GEF 3):		3
MATH 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
BIOL 101 & BIOL 103	General Biology and General Biology Laboratory (GEF 8)	4
BIOL 102 & BIOL 104	General Biology and General Biology Laboratory (GEF 8)	4
CHEM 111	Survey of Chemistry (GEF 2)	4
CHEM 112	Survey of Chemistry (GEF 8)	4
A&VS 251	Principles of Animal Science	4
AGEE 110 or CS 101	Microcomputer Applications in Agricultural Education Intro to Computer Applications	3
AGRL 111	Professions in Agriculture (eq. WVUE 191)	1
AGRL 112	Professions in Agriculture	1
ARE 150	Introductory Agricultural and Agribusiness Economics (GEF 4)	3
AGRN 202 & AGRN 203	Principles of Soil Science and Principles of Soil Science Laboratory	4
ARE 204	Agribusiness Management	3
HORT 220	General Horticulture	3
PLSC 206	Principles of Plant Science (GEF 8)	4
Tracks (Select one of the following):		6
Agroecology		
ARE 110	Agribusiness Accounting	
STAT 211	Elementary Statistical Inference	
Horticulture		
HORT 260	Woody Plant Materials	

HORT 262	Herbaceous Plant Materials
Environmental Protection	
GEOL 101 & GEOL 102 or GEOL 110 & GEOL 111	Planet Earth and Planet Earth Laboratory Environmental Geoscience and Environmental Geoscience Laboratory
STAT 211	Elementary Statistical Inference
Entrepreneurship	
ARE 110	Agribusiness Accounting
BUSA 201 or BUSA 202	Survey of Economics Survey of Accounting
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 & BIOL 103 (GEF 8)	4 BIOL 102 & BIOL 104 (GEF 8)	4
Select one of the following (GEF 3):	3 AGRL 112	1
MATH 126A	ARE 204	3
MATH 126B	HORT 220	3
MATH 126C	GEF 5, 6, or 7	3
AGRL 111 (eq. WVUe 191)	1	
Track Course	3	
	14	17

Second Year

Fall	Hours Spring	Hours
CHEM 111 (GEF 2)	4 CHEM 112 (GEF 8)	4
PLSC 206 (GEF 8)	4 AGRN 202 & AGRN 203	4
ARE 150 (GEF 4)	3 A&VS 251	4
Track Course	3 AGEE 110 or CS 101	3
	14	15

Total credit hours: 60

Major Learning Goals

HORTICULTURE

- Diagnose and solve horticultural problems through the mastery of basic business concepts, a thorough understanding of genetics, plant physiology, plant pathology, soil science, microbiology, and entomology, and a demonstrated ability to manage and lead interdisciplinary teams
- Develop and implement sustainable and profitable horticultural production plans, systems, and uses to improve productivity and efficiency of horticultural and green industry operations
- Formulate answers to horticultural production, landscaping, and public green space problems in ways that fosters long term productivity, sustainability, and livable spaces

Information Technology

Degree Awarded

- Associate of Applied Science

Nature of Program

This program provides 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 the following industry recognized entry-level

certifications: CompTIA A+, CompTIA Network+, CompTIA Security+, and Cisco CCENT. Certifications may be taken at the PearsonVUE testing center located in the Potomac State College Student Success Center. Discounted testing vouchers are available to Potomac State students who complete the required course(s).

Career Opportunities

Careers in small to medium-sized business 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.

Admissions Requirements

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.

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 Skills	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

ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
Select one of the following (GEF 3):		3
MATH 123 or MATH 125 or MATH 126A or MATH 126B or MATH 126C	Finite Mathematics 1 Applied College Mathematics College Algebra 5-Day College Algebra 4-Day College Algebra 3-Day	
CS 101	Intro to Computer Applications (GEF 2)	4
COMM 104	Public Communication (GEF 5)	3
PSYC 101	Introduction to Psychology (GEF 4)	3
ACCT 201	Principles of Accounting	3
ECON 201 or ECON 202	Principles of Microeconomics (GEF 8) Principles of Macroeconomics	3
CIS 112	Intro to Networking and Security	3
CIS 152	Principles of Management Information Systems	3
CIS 245	Applied Programming	3
CIS 248	System Analysis and Design	3
CIS 250	Directed Computer Experience 1	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 116	Microsoft Application 4:Access	
CIS 118	Web Page Design	
CIS 236	Introduction to Cyber Security	
CIS 241	Networking Fundamentals	
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 152	3 CIS 245	3
PSYC 101 (GEF 4)	3 Select one of the following (GEF 3):	3
WVUE 191	1 MATH 125	
Elective	1 MATH 126A	
	MATH 126B	
	MATH 126C	
	Lower Level Major Elective	3
	15	15

Second Year

Fall	Hours Spring	Hours
ACCT 201	3 ECON 201 or 202 (GEF 8)	3
CIS 248	3 CIS 250	3
CIS 252	3 Lower Level Major Elective	3
Lower Level Major Elective	3 Elective	3
Lower Level Major Elective	3 Elective	3
	15	15

Total credit hours: 60

Major Learning Goals

INFORMATION TECHNOLOGY

- Design client and server machines, using a variety of operating systems, to exist in a networked environment with the highest possible degree of security.
- Use operating system commands and tools to configure servers using best practices for secure implementation.
- Design, document and implement computer software solutions based on a business need and its requirements.
- Describe and apply best practices in responsible and ethical use of computer systems.
- Communicate in writing and verbally in the subject of computing and business concepts using technical terms in order to secure and maintain employment

Pre-Veterinary Medicine

Degree Awarded

- Associate of Arts

Nature of 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.
West Virginia University

TEACHING ASSISTANT PROFESSOR

- Jared Miller - Master of Science in Agriculture, Forestry, and Consumer Sciences
West Virginia University

Admissions Requirements

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.

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 Skills	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

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
Select one of the following (GEF 3):		3
MATH 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
MATH 129	Pre-Calculus Mathematics	
MATH 128	Plane Trigonometry (if needed, or GEF 8)	3
AEM 341	General Microbiology	4
BIOL 115	Principles of Biology	4
BIOL 117	Introductory Physiology	4
CHEM 115	Fundamentals of Chemistry	4
CHEM 116	Fundamentals of Chemistry	4

CHEM 233 & CHEM 235	Organic Chemistry and Organic Chemistry Laboratory	4
CHEM 234 & CHEM 236	Organic Chemistry and Organic Chemistry Laboratory	4
PHYS 101	Introductory Physics (GEF 2)	4
PHYS 102	Introductory Physics (GEF 8)	4
A&VS 150	Introduction to Animal Science	2
A&VS 251	Principles of Animal Science	4
AGRL 111	Professions in Agriculture (eq. WVUE 191)	1
AGRL 112	Professions in Agriculture	1
Total Hours		68

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 ENGL 102 (GEF 1)	3
BIOL 115	4 BIOL 117	4
CHEM 115	4 CHEM 116	4
A&VS 150	2 MATH 128	3
Select one of the following (or higher, GEF 3):	3 AGRL 112	1
MATH 126A	GEF 4	3
MATH 126B		
MATH 126C		
MATH 129		
AGRL 111 (eq. WVUE 191)	1	
	17	18

Second Year

Fall	Hours Spring	Hours
PHYS 101 (GEF 2)	4 PHYS 102 (GEF 8)	4
CHEM 233 & CHEM 235	4 CHEM 234 & CHEM 236	4
GEF 5	3 AEM 341	4
GEF 6	3 A&VS 251	4
GEF 7	3	
	17	16

Total credit hours: 68

Major Learning Goals

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 and Parks Management

Degree Awarded

- Associate of Arts

Career Opportunities

Upon completion of the four-year program, 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.
West Virginia University

ASSOCIATE PROFESSOR

- Jeff Jones - MS in Forestry
West Virginia University

Admissions Requirements

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.

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 Skills	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

GEF Elective Requirements (6)		3
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 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
STAT 211	Elementary Statistical Inference (GEF 8)	3
BIOL 101 & BIOL 103	General Biology and General Biology Laboratory (GEF 2)	4
CHEM 111 or GEOL 110 & GEOL 111	Survey of Chemistry Environmental Geoscience and Environmental Geoscience Laboratory	4
CSAD 270	Effective Public Speaking (GEF 8)	3

PSYC 101	Introduction to Psychology (GEF 4)	3
SOCA 101	Introduction to Sociology	3
or SOCA 105	Introduction to Anthropology	
AGEE 110	Microcomputer Applications in Agricultural Education	3
FMAN 212	Forest Ecology	3
FOR 101	Careers in Natural Resources Management 1 (eq. WVUe 191)	1
FOR 140	West Virginia's Natural Resources (GEF 8)	3
FOR 203	Careers in Natural Resources Management 2	1
FOR 205	Dendrology	3
PLSC 206	Principles of Plant Science	4
ARE 220	Introductory Environmental and Resource Economics (or any BUSA course)	3
WMAN 150	Principles of Conservation Ecology (GEF 7)	3
WDSC 100	Forest Resources in United States History (GEF 5)	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 & BIOL 103 (GEF 2)	4 WMAN 150 (GEF 7)	3
Select one of the following (GEF 3):	3 CSAD 270 (GEF 8)	3
MATH 126A	AGEE 110	3
MATH 126B	SOCA 101 or 105	3
MATH 126C		
WDSC 100 (GEF 5)	3	
FOR 101 (eq. WVUe 191)	1	
	14	15

Second Year

Fall	Hours Spring	Hours
CHEM 111 or GEOL 110 and GEOL 111	4 ARE 220 (or any BUSA course)	3
FOR 140 (GEF 8)	3 PSYC 101 (GEF 4)	3
FOR 203	1 FMAN 212	3
FOR 205	3 STAT 211	3
PLSC 206	4 GEF 6	3
	Elective	1
	15	16

Total credit hours: 60

Major Learning Goals

RECREATION AND PARKS MANAGEMENT

1. Demonstrate entry-level knowledge about operations and strategic management/planning/policy related to parks, recreation, natural resources and/or related professions.
2. Demonstrate an understanding of the roles, significance, and benefits of leisure and recreation to societies in the past, present, and future.
3. Describe and apply comprehensive natural resource management principles and strategies (from both ecological and social sciences) by analyzing natural resource recreation and tourism management problems and policy.
4. Demonstrate an understanding of how the scientific method can be applied strategically to improve the management and planning of recreation areas and organizations.
5. Demonstrate the use of a wide range of effective communication skills to enhance the management and planning of recreation programs, areas and organizations.

Agriculture Resource Management

Degree Awarded

- Associate of Arts

Nature of 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.
West Virginia University

ASSOCIATE PROFESSOR

- Jeff Jones - MS in Forestry
West Virginia University

Admissions Requirements

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.

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 Skills	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

GEF Elective Requirements (5 and 6)	6
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)
BIOL 101 & BIOL 103	General Biology and General Biology Laboratory (GEF 2)
	4

CHEM 111	Survey of Chemistry (GEF 8)	4
Select one of the following (GEF 3):		3
MATH 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
STAT 211	Elementary Statistical Inference	3
ECON 202	Principles of Macroeconomics (GEF 8)	3
A&VS 251	Principles of Animal Science	4
AGEE 101	Global Food and Agricultural Industry (GEF 7)	3
AGEE 110	Microcomputer Applications in Agricultural Education	3
or CS 101	Intro to Computer Applications	
AGRL 111	Professions in Agriculture (eq. WVUe 191)	1
AGRL 112	Professions in Agriculture	1
AGRN 202	Principles of Soil Science	4
& AGRN 203	and Principles of Soil Science Laboratory	
ARE 110	Agribusiness Accounting	3
or ACCT 201	Principles of Accounting	
ARE 150	Introductory Agricultural and Agribusiness Economics (GEF 4)	3
ARE 204	Agribusiness Management	3
HORT 220	General Horticulture	3
PLSC 206	Principles of Plant Science (GEF 8)	4
Total Hours		61

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 ENGL 102 (GEF 1)	3
BIOL 101	4 ECON 202 (GEF 8)	3
& BIOL 103 (GEF 2)		
Select one of the following (GEF 3):	3 ARE 204	3
MATH 126A	AGRL 112	1
MATH 126B	HORT 220	3
MATH 126C	GEF 5	3
ARE 150 (GEF 4)	3	
AGRL 111 (eq. WVUe 191)	1	
	14	16

Second Year

Fall	Hours Spring	Hours
CHEM 111 (GEF 8)	4 A&VS 251	4
STAT 211	3 AGRN 202	4
	& AGRN 203	
ARE 110 or ACCT 201	3 AGE 110 or CS 101	3
AGEE 101 (GEF 7)	3 GEF 6	3
PLSC 206 (GEF 8)	4	
	17	14

Total credit hours: 61

Major Learning Goals

RESOURCE MANAGEMENT

- Clearly articulate business problems, theories, and arguments related to agriculture or small businesses.
- Demonstrate an understanding of major ideas in marketing, accounting, finance, and management related to agriculture or small businesses.
- Read, analyze, and interpret business statements; utilize computer software in accounting, Excel and similar applications.

- Think carefully, logically, and creatively about problems related to resource management.
- Carefully analyze arguments pertaining to resource management and/or rural economic development.

Sustainable Agriculture Entrepreneurship, A.A.S.

Degree Awarded

- Associate of Applied Science

Nature of Program

Interested in entering the work force dealing with food, agricultural and forestry products? Graduates of the AAS 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 is the only college in West Virginia offering a two year associate of applied science in agriculture production. There are no similar programs within the neighboring states of Maryland, Virginia, and Pennsylvania. The Associate of Applied Science in sustainable agriculture entrepreneurship (SAGE) will provide the basic training workers will need to enter various production related industries such as support personnel to private producers.

Admissions Requirements

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.

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 Skills	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

ENGL 101	Introduction to Composition and Rhetoric (GEF 1)	3
MATH 121	Intro Concepts Of Mathematics (or higher: GEF 3)	3
BTEC 107	Business Communications	3
BTEC 109	Business Mathematics	3
AGRL 111	Professions in Agriculture (eq. WVUe 191)	1
A&VS 251	Principles of Animal Science	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	Principles of Plant Science (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 BTEC 107	3
BTEC 109	3 MATH 121 (or higher: GEF 3)	3
AGEE 101 (GEF 7)	3 A&VS 251	4
ARE 150 (GEF 4)	3 AGE 110	3
AGRL 111 (eq. WVUE 191)	1 SAGE 141	3
	13	16

Second Year

Fall	Hours Spring	Hours
AGEE 203	3 SAGE 215	3
PLSC 206 (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 Goals

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 Awarded

- Bachelor of Applied Science

Nature of 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.
West Virginia University

ASSOCIATE PROFESSORS

- Dr. Donna Ballard - Ph.D.
West Virginia University
- Robert Cheves - MS Agriculture Education
West Virginia University

Admissions Requirements

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.

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 Skills	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

GEF Requirements (5, 6, and 8)		9
ENGL 102	Composition, Rhetoric, and Research (GEF 1)	3
ACCT 201	Principles of Accounting	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		12
Total Hours		60

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 Elective	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 Goals

SUSTAINABLE AGRICULTURE ENTREPRENEURSHIP, B.A.S.

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

- evaluate and select appropriate technical and business information to develop a collaborative management system,
- demonstrate the ability to appraise and adapt appropriate soil, water, and crop management plans that follow sustainable agricultural production practices,
- evaluate and choose marketing strategies and determine appropriate markets for sustainable agricultural commodities,
- formulate specialized business skills for developing a small-scale sustainable agricultural business,
- use technology and software applications ethically and effectively to support a successful agricultural enterprise,
- demonstrate effective communication skills,
- apply the necessary skills for effective and efficient group work which are required in management groups that include: demonstrating personal initiative, assessment, and critiques to improve the work environment.

Wildlife Resources

Degree Offered

- Associate of Arts

Career Opportunities

Upon completion of the four-year program, 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.
West Virginia University

ASSOCIATE PROFESSOR

- Jeff Jones - M.S. Forestry
West Virginia University

Admissions Requirements

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.

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 Skills	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

GEF Elective Requirements (6)		3
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 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
STAT 211	Elementary Statistical Inference	3
BIOL 115	Principles of Biology (GEF 2)	4
or BIOL 101 & BIOL 103	General Biology and General Biology Laboratory	
BIOL 117	Introductory Physiology	4
or BIOL 102 & BIOL 104	General Biology and General Biology Laboratory	

CHEM 115 or CHEM 111	Fundamentals of Chemistry (GEF 8) Survey of Chemistry	4
FOR 101	Careers in Natural Resources Management 1 (eq. WVUe 191)	1
CSAD 270	Effective Public Speaking (GEF 4)	3
AGEE 110	Microcomputer Applications in Agricultural Education	3
AGRN 202 & AGRN 203	Principles of Soil Science and Principles of Soil Science Laboratory	4
FMAN 212	Forest Ecology	3
FOR 140	West Virginia's Natural Resources	3
FOR 203	Careers in Natural Resources Management 2	1
FOR 205	Dendrology	3
WMAN 150	Principles of Conservation Ecology (GEF 7)	3
PLSC 206 or MATH 150	Principles of Plant Science Applied Calculus	4
Physical Science Elective		4
CHEM 112	Survey of Chemistry	
CHEM 116	Fundamentals of Chemistry	
GEOL 101 & GEOL 102	Planet Earth and Planet Earth Laboratory	
GEOL 110 & GEOL 111	Environmental Geoscience and Environmental Geoscience Laboratory	
PHYS 101	Introductory Physics	
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
Select one of the following (GEF 3):	3 BIOL 117 or 102 and 104	4
MATH 126A	CSAD 270 (GEF 4)	3
MATH 126B	WMAN 150 (GEF 7)	3
MATH 126C	Physical Science Elective	4
BIOL 115 or 101 and 103 (GEF 2)	4	
CHEM 115 or 111 (GEF 8)	4	
FOR 101 (eq. WVUe 191)	1	
	15	17

Second Year

Fall	Hours Spring	Hours
FOR 140	3 AGRN 202 & AGRN 203	4
FOR 203	1 AGEE 110	3
FOR 205	3 FMAN 212	3
PLSC 206	4 GEF 6 (LARC 212 Recommended)	3
STAT 211 (GEF 8)	3	
Elective	1	
	15	13

Total credit hours: 60

Major Learning Goals

WILDLIFE RESOURCES

- Comprehend the historical importance of wildlife and fisheries management, and the role contemporary agencies play in wildlife management in the United States.
- Demonstrate expertise on the life-history characteristics of game and non-game wildlife.
- Explain and employ commonly used wildlife management principles, methods, and techniques.
- Demonstrate laboratory, computer and quantitative skills relevant to wildlife science.

Wood Industries

Degree Offered

- Associate of Arts

Career Opportunities

Upon completion of the four-year program 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.
West Virginia University

ASSOCIATE PROFESSOR

- Jeff Jones - M.S. Forestry
West Virginia University

Admissions Requirements

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>)

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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 Skills	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

GEF Elective Requirements (6 and 7)

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 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
MATH 150	Applied Calculus	3
ECON 201	Principles of Microeconomics (GEF 4)	3
STAT 211	Elementary Statistical Inference (GEF 8)	3
BIOL 101 & BIOL 103	General Biology and General Biology Laboratory (GEF 2)	4
CHEM 115 or CHEM 111	Fundamentals of Chemistry (GEF 8) Survey of Chemistry	4
PHYS 101	Introductory Physics (GEF 8)	4
AGEE 110	Microcomputer Applications in Agricultural Education	3
FOR 101	Careers in Natural Resources Management 1 (eq. WVUe 191)	1
FOR 140	West Virginia's Natural Resources	3
FOR 203	Careers in Natural Resources Management 2	1
FOR 205	Dendrology	3
FMAN 212	Forest Ecology	3
FMAN 222	Forest Mensuration	4
WDSC 100	Forest Resources in United States History (GEF 5)	3
Select one of the following:		3
ARE 204	Agribusiness Management	
PLSC 206	Principles of Plant Science	
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 ENGL 102 (GEF 1)	3
Select one of the following:	3 MATH 150 (GEF 3)	3
MATH 126A	AGEE 110	3
MATH 126B	FOR 140	3
MATH 126C	GEF 7	3
BIOL 101 & BIOL 103 (GEF 2)	4	
WDSC 100 (GEF 5)	3	
FOR 101 (eq. WVUe 191)	1	
	14	15

Second Year

Fall	Hours Spring	Hours
CHEM 115	4 STAT 211	3
PHYS 101	4 FMAN 212	3
FOR 203	1 FMAN 222	4
FOR 205	3 ECON 201 or ARE 204 (GEF 4)	3
ECON 201 or PLSC 206 (GEF 4)	3 GEF 6 (LARC 212 Recommended)	3
	15	16

Total credit hours: 60

Major Learning Goals

WOOD INDUSTRIES

- Graduates will demonstrate a firm understanding of basic wood sciences, including anatomy and biology of wood formation; wood identification; physical properties; mechanical properties; chemical characteristics and properties; wood degradation and deterioration; and composite materials.
- Graduates will demonstrate knowledge related to wood processing and manufacturing, including mechanical reduction of the raw material, drying processes, manufacture of solid wood products, manufacture of composite materials, chemical wood processing, and wood protection and enhancement.
- Graduates will be able to compare and contrast a variety of complex contemporary issues of wood use, including demand, use, and impact of use on society and the environment; applications of wood and wood-based materials; choosing and specifying appropriate wood-based products; policy, regulation, environmental and other societal issues; professional ethics; and health, safety, and security issues.

Liberal Arts

General Information

The Division of Liberal Arts is one of three academic divisions at Potomac State College of WVU. 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. 3).

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

DIVISION CO-CHAIR

- Deanna Armentrout - M.A. (University of South Dakota)
English
- Tom Sydow - M.F.A. (California State University - Long Beach)

Communication Studies

Degree Offered

- Associate of Arts

Nature of 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 write for the *Pasquino*, the College newspaper, and 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.

Admission Requirements

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.

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 Skills	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

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 201	Applied Statistical Modeling	
STAT 211	Elementary Statistical Inference	
COMM 104	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 201	
Elective	3 STAT 211	
Elective	1 Foreign Language	3
	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 Goals

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

Degree Offered

- Associate of Arts

Nature of 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

INSTRUCTOR

- Catie Snider - M.A. (University of Montana)
Biological Anthropology

Admission Requirements

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.

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 Skills	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

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	Introduction to Composition and Rhetoric	6
& ENGL 102	and Composition, Rhetoric, and Research (GEF 1)	
Select one of the following courses (GEF 3):		3
MATH 121	Intro Concepts Of Mathematics	
MATH 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
STAT 201	Applied Statistical Modeling	3
or STAT 211	Elementary Statistical Inference	
SOCA 101	Introduction to Sociology (GEF 4)	3
SOCA 105	Introduction to Anthropology (GEF 7)	3
SOCA 199	Orientation to Sociology and Anthropology	1
SOCA 232	Criminology	3
CJ 101	Introduction to Criminal Justice	3
WVUE 191	First Year Seminar	1
SOCA 200-level Elective		3
ECAS Fine Arts Requirement (GEF 6)		3
Foreign Language		12
Elective		1
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
SOCA 101 (GEF 4)	3 ENGL 101 (GEF 1)	3
Select one of the following courses (GEF 3):	3 SOCA 199	1
MATH 121	SOCA 105 (GEF 7)	3
MATH 126A	Foreign Language	3
MATH 126B	GEF 2	3
MATH 126C	GEF 5	3
WVUE 191	1	
ECAS Fine Arts Requirement (GEF 6)	3	
Foreign Language	3	
Elective	1	
	14	16

Second Year

Fall	Hours Spring	Hours
SOCA 232	3 ENGL 102 (GEF 1)	3
STAT 201 or 211	3 CJ 101	3
Foreign Language	3 SOCA 200-level Elective	3
GEF 2	3 Foreign Language	3
GEF 8	3 GEF 8	3
	15	15

Total credit hours: 60

Major Learning Goals

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.

Early Childhood Education

Degree Offered

- Associate of Arts

Nature of Program

The Birth through Pre-K Early Childhood Education major 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 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

ASSOCIATE PROFESSOR

- Ruth Upton - M.A. (West Virginia University)
Special Education

INSTRUCTOR

- Andrea Schafer - M.A. (West Virginia University)
Elementary Education

Admission Requirements

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.

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 Skills	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

A minimum grade of C- is required for all CDFS courses.

GEF Requirements (2, 5, 6, 7 and 8)	22
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
BUSA 320	Survey of Management 3
BUSA 330	Survey of Marketing 3
CDFS 110	Families Across the Life Span (GEF 4) 3
CDFS 112	Introduction to Marriage and Family 3
CDFS 210	Introduction to Parenting 3
CDFS 211	Infant Development 4
CDFS 212	Early Childhood Development 3
CHPR 172	First Aid and Emergency Care 2
Elective	4
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 GEF 5	3
WVUE 191	1 GEF 6	3
GEF 7	3 GEF 8	3
GEF 8	3	
	16	15

Second Year

Fall	Hours Spring	Hours
CDFS 211	4 CDFS 210	3
CHPR 172	2 CDFS 212	3
BUSA 320	3 GEF 8	3
BUSA 330	3 Elective	3
GEF 2	4 Elective	1
	16	13

Total credit hours: 60

Major Learning Goals

EARLY CHILDHOOD EDUCATION (BIRTH THROUGH PRE-K)

Upon successful completion of the A.A. degree, students in the **Birth through Pre-kindergarten Early Childhood Education 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. 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. 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.

Elementary Education

Degree Offered

- Associate of Arts

Nature of 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.

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

ASSOCIATE PROFESSOR

- Ruth Upton - M.A. (West Virginia University)
Special Education

INSTRUCTOR

- Andrea Schafer - M.A. (West Virginia University)
Elementary Education

Admission Requirements

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/collegeofhumanresourcesandeducation/teacherpreparation/4-year20elementary20education/#admissiontext>) 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/about/core/>.

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.

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 Skills	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

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 & BIOL 103	General Biology and General Biology Laboratory (GEF 2)	4
Select one of the following (GEF 3):		3
MATH 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
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
SOCA 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	Mathematics for Elementary Teachers 1	3
or C&I 231	Mathematics for Elementary Teachers 2	
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 <http://cils.wvu.edu/elementary-ed>

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 Select one of the following (GEF 3):	3
& BIOL 103 (GEF 2)		
	MATH 126A	
	MATH 126B	
	MATH 126C	
	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	
SOCA 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 Goals

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

Degree Offered

- Associate of Arts

Nature of 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

PROFESSOR

- Deanna Armentrout - M.A. (University of South Dakota)
English

ASSOCIATE PROFESSORS

- Richard Hunt - Ph.D. (University of Nevada-Reno)
English
- Jennifer Merrifield - M.F.A. (Virginia Commonwealth University)
Creative Writing: Poetry
- Steve Oberlechner - M.F.A. (West Virginia University)
Creative Writing
- Tom Sydow - M.F.A. (California State University - Long Beach)
Creative Writing

INSTRUCTOR

- Martha Johnson-Olin - Ph.D. (University of Rochester)

Admission Requirements

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.

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 Skills	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

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)
WVUE 191	First Year Seminar
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 1
ENGL 262	British Literature 2
ECAS International Requirement (GEF 7)	3
Foreign Language	12
Elective	8
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 GEF 5	3
GEF 4	3	
		<hr/>
		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
Elective	3 Foreign Language	3
GEF 3	3 Elective	3
GEF 8	3 GEF 8	3
		<hr/>
		15 15

Total credit hours: 60

Major Learning Goals

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

Degree Awarded

- Associate of Arts

Nature of 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.

Admission Requirements

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.

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 Skills	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.

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 Goals**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

Degree Offered

- Associate of Arts

Nature of 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

ASSISTANT PROFESSOR

- Cassandra Pritts - M.A. (Duquesne University)

Admission Requirements

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.

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 Skills	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

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 200	Practicing History	3
Select three of the following HIST Introductory courses:		9
HIST 101	Western Civilization: Antiquity to 1600	
HIST 102	Western Civilization: 1600 to Present	
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 200	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 Goals

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.

Journalism

Degree Offered

- Associate of Arts

Nature of Program

The journalism program at Potomac State College is a hands-on learning experience in writing, communications, graphic design, and teamwork. Prior journalism experience is not required. Freshmen journalism students volunteer on the student newspaper: writing news and editorials; designing and selling advertising; taking pictures. Sophomore journalism majors run the student paper as news editors, sports editors, photo editors, and more.

The journalism curriculum transfer directly to the Reed College of Media at West Virginia University.

Potomac State's newsroom combines a comfortable classroom seminar environment with a modern desktop publishing system. Academic advising, tutoring, computer lab time, individual attention and small class size characterize the journalism program.

Elizabeth A. Atwater Journalism Scholarship

Journalism majors interested in serving as editor of the *Pasquino* during their sophomore year may apply to receive the Elizabeth A. Atwater Journalism Scholarship.

The scholarship is awarded for one semester at a time and announced at the beginning of the semester. The recipient must be enrolled in JRL 318 or JRL 426 and have demonstrated excellence as a writer, strong leader, and reliable student.

Career Opportunities

The journalism major prepares graduates for advanced studies in reporting, broadcasting, advertising, public relations, editing, photography, strategic marketing, and related careers. Journalism majors have the unique opportunity to display examples of their published work for university admissions boards and prospective employers. Some graduates choose a career in journalism after two years of study.

FACULTY

VISITING INSTRUCTOR

- Amber Butcher - M.A. (West Virginia University)
Public Administration

Admission Requirements

Entering freshmen are admitted directly into the major.

Benchmark Requirements

To be eligible for graduation, students must earn a minimum 2.0 cumulative grade point average. Students also must earn a grade of C or better in all major pre-requisite courses to advance. Students who do not earn a C or better will not be allowed to remain enrolled in the course. Students must earn a grade of C or better in all major courses that are counted toward their graduation requirements.

To help ensure timely progression toward the degree, if a student earns D/F/W grades for two consecutive semesters in at least one major or major pre-requisite course, even if the student's overall GPA is 2.0 or greater, they must meet with their academic advisor to assess progress toward graduation and the likelihood of success within the major. If, after consultation with the student, it is deemed that the major is not the right academic program, the student will be referred to the Coordinator of Academic Services to explore other possible majors.

All students must see their respective advisors each semester to schedule classes and ensure they are progressing appropriately.

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.

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 Skills	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

A minimum grade of C- is required in all JRL courses.

GEF Elective Requirements (2, 3, 5 and 6)		13
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
Select one of the following:		3
PSYC 101	Introduction to Psychology	
SOCA 101	Introduction to Sociology	
SOCA 105	Introduction to Anthropology	
BUSA 201	Survey of Economics	3
ENGL 214	Creative Writing: Non-Fiction	3
HIST 153	Making of Modern America: 1865 to the Present	3
POLS 102	Introduction to American Government	3
JRL 101	Media and Society (GEF 4)	3
JRL 215	Media Writing	3
JRL 225	Media Tools & Applications	3
JRL 318	Beat Reporting	3
JRL 426	Investigative Reporting	3
ULIB 101	Introduction to Library Research	1
WVUE 191 or JRL 191	First Year Seminar College of Media Orientation	1
Foreign Language		6
Elective		3
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 JRL 215	3
JRL 101 (GEF 4)	3 ENGL 214 (GEF 6)	3
GEF 5	3 Select one of the following:	3
ULIB 101	1 PSYC 101	
WVUE 191	1 SOCA 101	
Foreign Language	3 SOCA 105	
	GEF Elective (GEF 3)	3
	Foreign Language	3
	14	15

Second Year

Fall	Hours Spring	Hours
ENGL 102 (GEF 1)	3 HIST 153	3
POLS 102	3 BUSA 201	3
GEF Elective (GEF 2)	4 JRL 426	3
JRL 225	3 GEF Elective (GEF 6)	3
JRL 318	3 Elective	3
	16	15

Total credit hours: 60

Major Learning Goals

JOURNALISM

Upon completion of the A.A. in Journalism, students will be able to:

1. Think critically, creatively, and independently.
2. Demonstrate proficiency in critical thinking skills, writing and reporting, and an understanding of basic production skills, allowing them to produce news stories and multimedia projects.
3. Demonstrate proficiency in written and spoken communications, an understanding of the technologies of print and digital media, and knowledge and applications of these skills in their chosen careers.
4. Demonstrate an understanding of how to serve diverse publics in their reporting and producing.
5. Demonstrate knowledge of the ethical and legal issues that may arise in journalism.
6. Work as collaborative teams to solve problems, create strategies and produce content across media platforms.
7. Demonstrate the ability to engage an audience using social media networking.
8. Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve.

Physical Education-Athletic Coaching Emphasis

Degree Awarded

- Associate of Arts

Nature of 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 Athletic Coaching Education 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 ACE program helps prepare students for coaching certifications. ACE 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

ASSOCIATE PROFESSOR

- Doug Little - M.S. (Eastern Kentucky University)
Physical Education

Admission Requirements

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 ACE admission requirements and deadlines (<http://catalog.wvu.edu/undergraduate/collegeofphysicalactivityandsportsciences/ace/#admissionstext>).

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.

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 Skills	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

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
CHPR 172	First Aid and Emergency Care	2
HN&F 171	Introduction to Human Nutrition (GEF 8)	3
ACE 106	Athletic Coaching Education	3
ACE 168	Sport Officiating	2
ACE 256	Principles and Problems of Coaching	3
ACE 265	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
PE 223	Net and Wall Games	1
Electives		4
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ACE 106	3 ACE 168	2
PET 124	2 PET 125	2
PET 175	2 SEP 272 (GEF 4)	3
PE 223	1 GEF 2	4
ENGL 101 (GEF 1)	3 HN&F 171	3
WVUE 191	1 Elective	1
Elective	3	
	15	15

Second Year

Fall	Hours Spring	Hours
ACE 256	3 ACE 265	3
PET 244	2 ENGL 102 (GEF 1)	3
PET 276	2 CDFS 110 (GEF 8)	3
SEP 271 (GEF 8)	3 GEF 5	3
CHPR 172	2 GEF 6	3
GEF 3	3	
	15	15

Total credit hours: 60

Major Learning Goals

PE - ATHLETIC COACHING 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

Degree Awarded

- Associate of Arts

Nature of 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

ASSOCIATE PROFESSOR

- Doug Little - M.S. (Eastern Kentucky University)
Physical Education

Admission Requirements

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/collegeofphysicalactivityandsportsciences/pete/#admissiontext>). 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.

General Education Foundations

F1 - Composition & Rhetoric

ENGL 101 & ENGL 102 or ENGL 103	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research Accelerated Academic Writing
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F2A/F2B - Science & Technology	4-6
F3 - Math & Quantitative Skills	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

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
HN&F 171	Introduction to Human Nutrition (GEF 8)	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 Marriage and Family	
CDFS 210	Introduction to Parenting	
CDFS 212	Early Childhood Development	
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	Early Childhood Development	
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 HN&F 171 (GEF 8)	3
ENGL 101 (GEF 1)	3 GEF 3	3

WVUE 191	1 GEF 5	3
GEF 6	3 Track Elective	3
		<hr/>
		14 17
Second Year		
Fall	Hours Spring	Hours
PET 244	2 GEF 8	3
PET 276	2 GEF 8	3
GEF 2	4 Track Elective	3
Track Elective	3 Elective	3
Elective	3 Elective	3
		<hr/>
		14 15

Total credit hours: 60

Major Learning Goals

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

Degree Awarded

- Associate of Arts

Nature of 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

ASSOCIATE PROFESSOR

- Doug Little - M.S.
Eastern Kentucky University

Admission Requirements

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.

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 Skills	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

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 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
ACCT 201	Principles of Accounting	3
BUSA 320	Survey of Management	3
COMM 104	Public Communication (GEF 5)	3
COMM 306	Organizational Communication	3
CS 101	Intro to Computer Applications (GEF 2)	4
ECON 201 or BUSA 201	Principles of Microeconomics (GEF 4) Survey of Economics	3
JRL 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	
JRL 225	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
JRL 101 (GEF 8)	3 MATH 121	
COMM 104 (GEF 5)	3 MATH 126A	
WVUE 191	1 MATH 126B	
Elective	2 MATH 126C	
	CS 101 (GEF 2)	4
	GEF 7	3
	Elective	2
	15	15

Second Year

Fall	Hours Spring	Hours
SEP 272 (GEF 8)	3 ECON 201 or BUSA 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	
	JRL 225	
	SOWK 147	
	Elective	3
	15	15

Total credit hours: 60

Major Learning Goals

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

Degree Offered

- Associate of Arts

Nature of 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.

Frasure-Singleton Internship Program

Sophomores can apply to the Frasure-Singleton Internship Program with the West Virginia Legislature. Participants are assigned to a legislator who assists in explaining the legislative process. They attend committee meetings and public hearings where legislation and issues are extensively discussed. They sit on the floor during daily sessions surrounded by legislators determining the fate of legislation. They aid legislators with research, constituent requests, and other legislative tasks.

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.

Admission Requirements

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.

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 Skills	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

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 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
MATH 155	Calculus 1	
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 126A	
	MATH 126B	
	MATH 126C	
	MATH 155	
	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 Goals

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

Degree Offered

- Associate of Arts

Nature of 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.

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

PROFESSOR

- Mimi Vandenberg - M.S. (Frostburg State University)
Counseling Psychology

Admission Requirements

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.

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.

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 Skills	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

Students must maintain a minimum 2.0 GPA in all PSYC courses.

GEF Elective Requirements (2 and 5)		7
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 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
STAT 201 or STAT 211	Applied Statistical Modeling (GEF 8) Elementary Statistical Inference	3
PSYC 101	Introduction to Psychology (GEF 4 - minimum grade of C-)	3
PSYC 202	Research Methods in Psychology	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
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
ENGL 101 (GEF 1)	3 ENGL 102 (GEF 1)	3
PSYC 101 (GEF 4)	3 Select one of the following (GEF 3):	3
WVUE 191	1 MATH 126A	
Foreign Language	3 MATH 126B	
Elective	1 MATH 126C	
GEF 5	3 PSYC 241	3
	Foreign Language	3
	Elective	3
	14	15

Second Year

Fall	Hours Spring	Hours
STAT 201 or 211 (GEF 8)	3 PSYC 202	3
PSYC 232 or 251	3 PSYC 281	3
Foreign Language	3 ECAS Fine Arts Requirement (GEF 6)	3
Elective	3 ECAS International Requirement (GEF 7)	3

GEF 2	4 Foreign Language	3
	16	15

Total credit hours: 60

Major Learning Goals

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.

Secondary Education

Degree Offered

- Associate of Arts

Nature of 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.

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

ASSOCIATE PROFESSOR

- Ruth Upton - M.A. (West Virginia University)
Special Education

INSTRUCTOR

- Andrea Schafer - M.A. (West Virginia University)
Elementary Education

Admission Requirements

Entering freshmen are admitted directly into the major.

Benchmark Expectations

Secondary Education majors must earn a C- or better in EDUC 100 and EDUC 200 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.

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/about/core/>.

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.

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 Skills	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

GEF Requirements 6-9

Credits may vary depending on overlap.

English Track: 9 hrs (GEF 3, 5, 7); Social Studies Track: 6 hrs (GEF 3, 6)

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
PSYC 101	Introduction to Psychology (GEF 4)	3
Foreign Language		12

Select one of the following tracks: 24-27

English Track (24 credit hours)

GEF 2A	
PSYC 241	Introduction to Human Development
Select five from the following Content Area Coursework:	
ENGL 241	American Literature 1
ENGL 242	American Literature 2
ENGL 255	Multiethnic Literature
ENGL 261	British Literature 1
ENGL 262	British Literature 2
ENGL 263	Shakespeare 1
ENGL 343	American Poetry

ENGL 383	Introduction to Cultural Studies
Social Studies Track (27 credit hours)	
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
SOCA 105	Introduction to Anthropology
Select four from the following Content Area Coursework:	
ECON 201	Principles of Microeconomics
ECON 202	Principles of Macroeconomics
GEOG 102	World Regions
PSYC 241	Introduction to Human Development
POLS 102	Introduction to American Government
POLS 210	Law and the Legal System
POLS 220	State and Local Government
POLS 260	Introduction to International Relations
SOCA 101	Introduction to Sociology
HIST 250	West Virginia
Elective	1
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 Certification Requirement	3
PSYC 101 (GEF 4)	3 MATH 121 (or higher - GEF 3)	3
Foreign Language	3 Foreign Language	3
GEF 2A	3 GEF 5	3
WVUE 191	1	
Elective	1	
	15	15

Second Year

Fall	Hours Spring	Hours
Certification Requirement	3 EDUC 200	3
Certification Requirement	3 Certification Requirement	3
PSYC 241	3 Certification Requirement	3
Foreign Language	3 Foreign Language	3
GEF 7	3 GEF 2A	3
	15	15

Total credit hours: 60

Suggested Plan of Study for Social Studies Track

First Year

Fall	Hours Spring	Hours
EDUC 100	1 HIST 152 (GEF 5)	3
MATH 121 (or higher - GEF 3)	3 HIST 179 (GEF 8)	3
PSYC 101 (GEF 4)	3 ENGL 102 (GEF 1)	3
ENGL 101 (GEF 1)	3 Certification Requirement	3
Foreign Language	3 Foreign Language	3
WVUE 191	1	

Elective	1	
	15	15
Second Year		
Fall	Hours Spring	Hours
SOCA 105 (GEF 7)	3 EDUC 200	3
Certification Requirement	3 HIST 153 (GEF 8)	3
Certification Requirement	3 HIST 180 (GEF 8)	3
Foreign Language	3 Foreign Language	3
GEF 6	3 Certification Requirement	3
	15	15

Total credit hours: 60

Major Learning Goals

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

Degree Offered

- Associate of Arts

Nature of 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

INSTRUCTOR

- Catie Snider - M.A. (University of Montana)
Biological Anthropology

Admission Requirements

Entering freshmen are admitted directly into the major.

Benchmark Expectations

Students who start as freshmen are expected to complete SOCA 101 and SOCA 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 SOCA 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.

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 Skills	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

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
Select one of the following (GEF 3):		3
MATH 121	Intro Concepts Of Mathematics	
MATH 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
SOCA 101	Introduction to Sociology (GEF 4)	3
SOCA 105	Introduction to Anthropology (GEF 7)	3
SOCA 199	Orientation to Sociology and Anthropology	1
STAT 201 or STAT 211	Applied Statistical Modeling Elementary Statistical Inference	3
WVUE 191	First Year Seminar	1
SOCA 200-level Elective		6
ECAS Fine Arts Requirement (GEF 6)		3
Foreign Language		12

Elective	4
Total Hours	60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
SOCA 101 (GEF 4)	3 ENGL 101 (GEF 1)	3
SOCA 199	1 SOCA 105 (GEF 7)	3
Select one of the following (GEF 3):	3 ECAS Fine Arts Requirement (GEF 6)	3
MATH 121	Foreign Language	3
MATH 126A	Elective	1
MATH 126B	GEF 2	3
MATH 126C		
WVUE 191	1	
Foreign Language	3	
GEF 5	3	
	14	16

Second Year

Fall	Hours Spring	Hours
ENGL 102	3 SOCA 200-level Elective	3
STAT 201 or 211	3 Foreign Language	3
SOCA 200-level Elective	3 Elective	3
Foreign Language	3 GEF 2	3
GEF 8	3 GEF 8	3
	15	15

Total credit hours: 60

Major Learning Goals

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.

Strategic Communications

Degree Offered

- Associate of Arts

Nature of Program

The strategic communications major teaches students how to develop and produce persuasive and educational messages and integrated communications campaigns that employ both public relations and advertising tactics.

Students gain real-world experience in writing, research, and graphic design through coursework that allows them to plan and produce promotional and educational campaigns and materials for actual clients including *The Pasquino*, WKYW-LP Mountain Streams Radio (<http://www.potomacstatecollege.edu/news/2016/april/radio-station.html>), nonprofits, small communities and College projects. Summer internships are also available.

Career Opportunities

Four-year graduates are prepared to pursue careers in advertising and marketing agencies, public relations agencies, corporations, nonprofits, government, education, entertainment, sports, healthcare, and other public-sector fields, or as consultants or business owners.

Some pursue graduate degrees in law or other specialized graduate programs. Those students who wish to go on to graduate school have a solid grounding in writing, research, analysis, and communications.

FACULTY

VISITING INSTRUCTOR

- Amber Butcher - M.A. (West Virginia University)
Public Administration

Admission Requirements

Entering freshmen are admitted directly into the major.

Benchmark Expectations

Students must maintain a GPA of 2.0 overall and a C- or higher in all required JRL and STCM courses 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.

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 Skills		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

GEF Requirements (2, 3, 5 and 6)		13
JRL 191	College of Media Orientation	3
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
BUSA 201	Survey of Economics	3
BUSA 330	Survey of Marketing	3
HIST 153	Making of Modern America: 1865 to the Present	3
ULIB 101	Introduction to Library Research	1
English literature or Creative Writing course		3
Two semesters of foreign language		6
Select one of the following:		3

PSYC 101	Introduction to Psychology	
SOCA 101	Introduction to Sociology	
SOCA 105	Introduction to Anthropology	
A grade of C- or higher must be earned in the following courses:		
JRL 101	Media and Society (GEF 4)	3
JRL 215	Media Writing	3
JRL 225	Media Tools & Applications	3
STCM 215	Introduction to Strategic Communications	3
STCM 315	Strategic Advertising and Public Relations Writing	3
Elective		2
Total Hours		61

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
STCM 215	3 JRL 215	3
JRL 101 (GEF 4)	3 English literature or Creative Writing course	3
ENGL 101 (GEF 1)	3 GEF 3	3
ULIB 101	1 Select one of the following:	3
JRL 191	3 PSYC 101	
Foreign Language	3 SOCA 101	
	SOCA 105	
	Foreign Language	3
	16	15

Second Year

Fall	Hours Spring	Hours
JRL 225	3 STCM 315	3
ENGL 102 (GEF 1)	3 BUSA 330	3
BUSA 201	3 HIST 153	3
GEF 2	4 GEF 6	3
GEF 5	3 Elective	2
	16	14

Total credit hours: 61

Major Learning Goals

STRATEGIC COMMUNICATIONS

Upon successful completion of the AA in Journalism, **Strategic Communications** majors will be able to:

1. Demonstrate professional communications knowledge, skills and judgment.
2. Demonstrate an understanding of the history and role of professionals and institutions in shaping communications.
3. Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society.
4. Understand concepts and apply theories in the use and presentation of images and information.
5. Think critically, creatively and independently.
6. Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve.
7. Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness.
8. Apply tools and technologies appropriate for the communications professions in which they work.

Pre-Social Work

Degree Awarded

- Associate of Arts

Nature of 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 Potomac State College is automatically under the Social Work standards of the West Virginia University Division of Social Work. After two years at 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 fund raising.

Admission Requirements

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.

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 Skills	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

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
SOCA 101	Introduction to Sociology	3
SOCA 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

SOCA 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	
SOCA 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 SOCA 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 SOCA 221 (GEF 8)	3
PSYC 101	3 PSYC 200-level Elective	3
SOCA 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 Goals

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.

Regents Bachelor of Arts, R.B.A.

Degree Awarded

- Regents Bachelor of Arts

Regents Bachelor of Arts (RBA) Degree

West Virginia University, through the College of Education and Human Services (CEHS), offers the Regents Bachelor of Arts (RBA) Program. Since its creation by the West Virginia State Board of Regents in 1975, WVU has granted over 4000 Regents Bachelor of Arts Degrees. Students at WVU's regional campus at Potomac State College earn their Regents BA degree through coordination with the Morgantown campus.

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 in 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. Courses taken from other WVU campuses will be charged at their rate.

ADDITIONAL INFORMATION IS AVAILABLE FROM:

Jayne Gilbert, RBA Advisor
 Shipper Library G5-E
 Potomac State College of West Virginia University
 Keyser, WV 26726
 Phone: (304) 788-7115
 E-mail: AJGilbert@mail.wvu.edu
 Web: rba.wvu.edu

How to Apply to the RBA Program

Students apply to Potomac State College through the Enrollment Services Office.

Once the student's application and transcripts have been received and processed by the Admissions Office, this information will be copied and sent to the RBA office for approval. Upon approval, Enrollment Services will 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 RBA 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. Transfer credits from two-year colleges outside the West Virginia Regional Campus System are limited to 72 hours course credit hours.

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 course work. 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.

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 27 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 (6 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 39 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 (<http://rba.wvu.edu/faqs>)

Curriculum Requirements

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 4 or 6, or courses fulfilling this outcome and approved by an advisor.	
Social Science	6
Select courses fulfilling GEF 5 or 7, or courses fulfilling this outcome and approved by an advisor.	
Natural Sciences	6
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	39
Additional Hours: Area of Emphasis and/or Electives (to reach 120 minimum hours)	54
Total Hours	120

Major Learning Goals

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)

STEM

General Information

The STEM Division at Potomac State College offers a variety of majors in the areas of science, engineering and mathematics with our associate of arts program. These majors are designed to transfer into bachelor degree programs on the Morgantown campus of West Virginia University, but many of our courses are also transferable to other institutions. Furthermore, some of our majors, like pre-nursing and pre-pharmacy, provide all the prerequisite courses needed to directly apply to their associated programs. In addition to offering various majors, the STEM Division provides many support courses for other majors and many general education courses.

Aerospace Engineering

Degree Offered

- Associate of Arts

Nature of 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 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

- Vicki Huffman - Ph.D. Biomedical Science

ASSOCIATE PROFESSOR

- Deepak Mehra - Ph.D. Civil Engineering

PROFESSOR

- Mohammad Saifi - M.S. Electrical Engineering
M.S. Industrial Engineering

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.

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 Skills	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

ENGR 199	Orientation to Engineering	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	General Physics (GEF 8 - Minimum grade of C-)	4
PHYS 112	General Physics (GEF 8)	4
CHEM 115	Fundamentals of Chemistry (GEF 2)	4
ECON 201	Principles of Microeconomics	3
EE 221 & EE 222	Introduction to Electrical Engineering and Introduction to Electrical Engineering Laboratory	4
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
MAE 320	Thermodynamics	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 (GEF 2)	4 PHYS 111 (GEF 8)	4
ENGR 199	1 Elective	1
	14	15

Second Year

Fall	Hours Spring	Hours
MATH 251	4 MATH 261	4
PHYS 112 (GEF 8)	4 MAE 242	3
MAE 241	3 MAE 243	3
EE 221 & EE 222	4 MAE 320	3
	ECON 201 (GEF 4)	3
	15	16

Total credit hours: 60

Major Learning Goals

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

Degree Offered

- Associate of Arts

Nature of Program

The associates program in biology is intended to provide students with a core foundation in biology, chemistry and math so they can be successful in a bachelor degree program. While there is only one associate degree program in biology, students planning to enter a bachelor degree program may choose to receive either a bachelor of science or a bachelor of arts in biology. The bachelor programs vary predominately in their foreign language and math requirements. If pursuing a bachelor of arts degree, six credit-hours of a foreign language at the intermediate level are required. If pursuing a bachelor 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 Potomac State College of WVU 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

- Vicki Huffman - Ph.D. Biomedical Science

ASSISTANT PROFESSORS

- Erin Cunningham - M.S. Biology
- Sheri Chisholm - Ph.D. Institutional Leadership and Biology Education

PROFESSOR

- Gerald Wilcox - Ph.D. Biology

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.

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 Skills	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.

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	Principles of Biology (GEF 2 - Minimum grade of C-)	4
BIOL 117	Introductory Physiology (GEF 8 - Minimum grade of C-)	4
BIOL 219	The Living Cell	4
BIOL 221	Ecology and Evolution	3
CHEM 115	Fundamentals of Chemistry (GEF 8)	4
CHEM 116	Fundamentals of Chemistry (GEF 8)	4
CHEM 233 & CHEM 235	Organic Chemistry and Organic Chemistry Laboratory	4
CHEM 234 & CHEM 236	Organic Chemistry and Organic Chemistry Laboratory	4
WVUE 191	First Year Seminar	1
Tracks (Select one of the following):		15
BA Track		
MATH 150	Applied Calculus (GEF 3)	
Foreign Language (12 credit hours required)		
BS Track		
MATH 155	Calculus 1 (GEF 3)	
STAT 211	Elementary Statistical Inference	
PHYS 101	Introductory Physics	
PHYS 102	Introductory Physics	
Elective		1
Total Hours		60

Suggested Plan of Study (BA Track)

First Year

Fall	Hours Spring	Hours
BIOL 115 (GEF 2)	4 ENGL 101 (GEF 1)	3
CHEM 115 (GEF 8)	4 BIOL 117 (GEF 8)	4
MATH 150 (GEF 3)	3 CHEM 116 (GEF 8)	4
WVUE 191	1 Foreign Language	3
Foreign Language	3 Elective	1
	15	15

Second Year

Fall	Hours Spring	Hours
ENGL 102 (GEF 1)	3 BIOL 221	3
BIOL 219	4 CHEM 234 & CHEM 236	4
CHEM 233 & CHEM 235	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

Suggested Plan of Study (BS Track)

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 ENGL 102 (GEF 1)	3
BIOL 115 (GEF 2)	4 BIOL 117 (GEF 8)	4
CHEM 115 (GEF 8)	4 CHEM 116 (GEF 8)	4
MATH 155 (GEF 3)	4 STAT 211	3
WVUE 191	1 WVUE 293 (Exploring Health Careers or General Elective)	1
	16	15

Second Year

Fall	Hours Spring	Hours
BIOL 219	4 BIOL 221	3
CHEM 233 & CHEM 235	4 CHEM 234 & CHEM 236	4
PHYS 101	4 PHYS 102	4
GEF Elective (4, 5, 6)	3 GEF Elective (4, 5, 6)	3
	15	14

Total credit hours: 60

Major Learning Goals

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

Degree Offered

- Associate of Arts

Nature of 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

- Vicki Huffman - Ph.D. Biomedical Science

ASSOCIATE PROFESSOR

- Deepak Mehra - Ph.D. Civil Engineering

PROFESSOR

- Mohammad Saifi - M.S. Electrical Engineering
M.S. Industrial Engineering

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.

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 Skills	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

GEF Requirements (5)		3
ENGR 199	Orientation to Engineering	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	Principles of Biology (GEF 8)	4
PHYS 111	General Physics (GEF 8)	4
PHYS 112	General Physics	4
CHEM 115	Fundamentals of Chemistry (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 & EE 222	Introduction to Electrical Engineering and Introduction to Electrical Engineering Laboratory	4
EE 223 & EE 224	Electrical Circuits and Electrical Circuits Laboratory	4
Elective		2
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ENGR 101	2 ENGR 102	3
BIOL 115 (GEF 8)	4 MATH 156 (GEF 8)	4
MATH 155 (GEF 3)	4 PHYS 111 (GEF 8)	4
CHEM 115 (GEF 2)	4 ENGL 101 (GEF 1)	3
ENGR 199	1 Elective	2
	15	16

Second Year

Fall	Hours Spring	Hours
MATH 251	4 MATH 261	4
PHYS 112	4 EE 223 & EE 224	4
CPE 271	3 ENGL 102 (GEF 1)	3
EE 221 & EE 222	4 GEF Elective (GEF 5)	3
	15	14

Total credit hours: 60

Major Learning Goals

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

Degree Offered

- Associate of Arts

Nature of Program

The chemistry program at Potomac State College includes the first two years of work toward a B.S. or B.A. 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 a four-year institution and complete their bachelor's degree. Students successfully completing the course work at Potomac State College are admitted to West Virginia University as junior chemistry majors.

If the student is pursuing a Bachelor of Arts degree, six credit-hours of a foreign language at the intermediate level are required. If pursuing a Bachelor of Science degree, a foreign language is not required.

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 Masters or Doctorate.

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

- Vicki Huffman - Ph.D. Biomedical Science

PROFESSORS

- Jay Badenhop - Ph.D. Chemistry
- Henry Falkowski - Ed.D. Chemistry

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.

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 Skills	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

ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
CHEM 115	Fundamentals of Chemistry (GEF 2 - minimum grade of C-)	4
CHEM 116	Fundamentals of Chemistry (GEF 8 - minimum grade of C-)	4
CHEM 233 & CHEM 235	Organic Chemistry and Organic Chemistry Laboratory (minimum grade of C-)	4
CHEM 234 & CHEM 236	Organic Chemistry and Organic Chemistry Laboratory (minimum grade of C-)	4
MATH 155	Calculus 1 (GEF 3)	4
MATH 156	Calculus 2 (GEF 8)	4
WVUE 191	First Year Seminar	1

Tracks (Select one of the following):

25

BA Track

GEF Elective Requirements - 4, 5, or 6 (3 credit hours required)

Foreign Language (12 credit hours required)

Elective

Select one of the following:

PHYS 101 & PHYS 102	Introductory Physics and Introductory Physics (GEF 8)
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PHYS 111 & PHYS 112	General Physics and General Physics	
BS Track		
GEF Elective Requirements - 4, 5, 6, and 7 (12 credit hours required)		
Elective		
MATH 251	Multivariable Calculus	
PHYS 111	General Physics (GEF 8)	
PHYS 112	General Physics	
Elective		4
Total Hours		60

Suggested Plan of Study (BA Track)

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 ENGL 102 (GEF 1)	3
CHEM 115 (GEF 2)	4 CHEM 116 (GEF 8)	4
MATH 155 (GEF 3)	4 MATH 156 (GEF 8)	4
WVUE 191	1 Foreign Language	3
Foreign Language	3 Elective	2
	15	16

Second Year

Fall	Hours Spring	Hours
CHEM 233 & CHEM 235	4 CHEM 234 & CHEM 236	4
PHYS 101 or 111 (GEF 8)	4 PHYS 102 or 112	4
GEF Elective (4, 5, or 6)	3 Foreign Language	3
Foreign Language	3 Elective	4
	14	15

Total credit hours: 60

Suggested Plan of Study (BS Track)

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 ENGL 102 (GEF 1)	3
CHEM 115 (GEF 2)	4 CHEM 116 (GEF 8)	4
MATH 155 (GEF 3)	4 MATH 156 (GEF 8)	4
WVUE 191	1 PHYS 111 (GEF 8)	4
GEF Elective (GEF 4)	3 Elective	1
	15	16

Second Year

Fall	Hours Spring	Hours
CHEM 233 & CHEM 235	4 CHEM 234 & CHEM 236	4
MATH 251	4 GEF Elective (GEF 6)	3
PHYS 112	4 GEF Elective (GEF 7)	3
GEF Elective (GEF 5)	3 Elective	4
	15	14

Total credit hours: 60

Major Learning Goals

CHEMISTRY

1. The student will have knowledge of fundamental chemical principles and an understanding of the methods of chemistry at the two year college level.
2. The student will acquire sufficient training to 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. The student will understand how to retrieve information from the chemical literature and be able to organize and communicate chemical information effectively in written reports and laboratory note books.
4. The student will possess the basic laboratory skills and chemical knowledge to qualify for transfer to a four year institution for completion of their B.S. or B. A. degree.

Civil Engineering

Degree Offered

- Associate of Arts

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 Potomac State College of WVU 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

- Vicki Huffman - Ph.D. Biomedical Science

ASSOCIATE PROFESSOR

- Deepak Mehra - Ph.D. Civil Engineering

PROFESSOR

- Mohammad Saifi - M.S. Electrical Engineering
M.S. Industrial Engineering

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.

General Education Foundations

F1 - Composition & Rhetoric

ENGL 101
& ENGL 102

Introduction to Composition and Rhetoric
and Composition, Rhetoric, and Research

or ENGL 103	Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Skills		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

A minimum GPA of 2.0 is required in all MAE courses.

GEF Requirements (5, 6, or 7)		3
ENGR 199	Orientation to Engineering	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	Fundamentals of Chemistry (GEF 2)	4
PHYS 111	General Physics (GEF 8)	4
Select one of the following (GEF 8):		4
BIOL 115	Principles of Biology	
CHEM 116	Fundamentals of Chemistry	
PHYS 112	General Physics	
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
MAE 320	Thermodynamics	3
Elective		2
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ENGR 101	2 MATH 156 (GEF 8)	4
ENGL 101 (GEF 1)	3 ENGR 102	3
MATH 155 (GEF 3)	4 PHYS 111 (GEF 8)	4
CHEM 115 (GEF 2)	4 ECON 201 (GEF 4)	3
ENGR 199	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 MAE 320	3
PHYS 112	GEF Elective (5, 6, or 7)	3
BIOL 115		
CHEM 116		
Elective	2	
	16	16

Total credit hours: 60

Major Learning Goals

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

Degree Offered

- Associate of Arts

Nature of 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 Potomac State College of WVU 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

- Vicki Huffman - Ph.D. Biomedical Science

ASSOCIATE PROFESSOR

- Deepak Mehra - Ph.D. Civil Engineering

PROFESSOR

- Mohammad Saifi - M.S. Electrical Engineering
M.S. Industrial Engineering

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.

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 Skills	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

GEF Elective Requirements (5, 6, 7)		6
ENGR 199	Orientation to Engineering	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	General Physics (GEF 8)	4
PHYS 112	General Physics (GEF 8)	4
CHEM 115	Fundamentals of Chemistry (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 & EE 222	Introduction to Electrical Engineering and Introduction to Electrical Engineering Laboratory	4
EE 223 & EE 224	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 (GEF 2)	4 PHYS 111 (GEF 8)	4
ENGR 101	2 ENGR 102	3
ENGR 199	1 GEF Elective (GEF 5, 6, 7)	3
	14	17

Second Year

Fall	Hours Spring	Hours
MATH 251	4 MATH 261	4
PHYS 112 (GEF 8)	4 ECON 201 (GEF 4)	3

CPE 271	3 EE 223 & EE 224	4
EE 221 & EE 222	4 GEF Elective (GEF 5, 6, 7)	3
15		14

Total credit hours: 60

Major Learning Goals

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

Degree Offered

- Associate of Arts

Nature of 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 Potomac State College of WVU 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

- Vicki Huffman - Ph.D. Biomedical Science

ASSOCIATE PROFESSOR

- Deepak Mehra - Ph.D. Civil Engineering

PROFESSOR

- Mohammad Saifi - M.S. Electrical Engineering
M.S. Industrial Engineering

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.

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 Skills	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

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	Fundamentals of Chemistry (GEF 2)	4
PHYS 111	General Physics (GEF 8)	4
PHYS 112	General Physics (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 199	Orientation to Engineering	1
A minimum GPA of 2.0 is required in the following courses:		
CPE 271	Introduction to Digital Logic Design	3
EE 221 & EE 222	Introduction to Electrical Engineering and Introduction to Electrical Engineering Laboratory	4
EE 223 & EE 224	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 ENGR 102	3
ENGR 101	2 MATH 156 (GEF 8)	4
MATH 155 (GEF 3)	4 PHYS 111 (GEF 8)	4
CHEM 115 (GEF 2)	4 ECON 201 (GEF 4)	3
ENGR 199	1	
	14	14

Second Year

Fall	Hours Spring	Hours
MATH 251	4 ENGL 102 (GEF 1)	3
PHYS 112 (GEF 8)	4 MATH 261	4

CPE 271	3 EE 223 & EE 224	4
EE 221 & EE 222	4 GEF Elective (GEF 5, 6, or 7)	3
MAE 241	3	
	18	14

Total credit hours: 60

Major Learning Goals

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.

Environmental Geoscience

Degree Offered

- Associate of Arts

Nature of Program

The Associate of Arts Degree in Environmental Geoscience allows students to develop a basic understanding of the physical make-up of the environment, explore the various types of natural resources, examine how humans have impacted the environment, and survey environmental problems and issues. The program allows the option of including courses in biology, soil science, and/or forest management.

Environmental geoscientists help solve problems with air pollution, water pollution, ground pollution that affect our quality of life. In addition, they investigate the sources and impacts of various pollutants within the environment, gather and analyze environmental data, incorporate the regulatory aspects of environmental protection, and communicate issues of importance to the general public.

The associate degree program provides the foundation to complete a bachelor program in environmental geoscience 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

Career options for individuals with a B.A. in Environmental Geoscience include environmental planner, environmental compliance specialist, water resource planner/specialist, environmental sampling technician, natural resource planner, environmental scientist, environmental protection specialist, environmental educator, remote sensing scientist, and geographic information specialist. Positions are available in both industry and government agencies.

FACULTY

CHAIR

- Vicki Huffman - Ph.D. Biomedical Science

PROFESSOR

- Judy Ninesteel - M.S. Geology

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.

General Education Foundations

F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research	

or ENGL 103	Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Skills		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

A minimum GPA of 2.0 is required in all GEOL/GEOG courses.

GEF Elective Requirements (4 and 5)		6
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
Math Requirement (GEF 3):		3
MATH 128	Plane Trigonometry	
MATH 129	Pre-Calculus Mathematics	
MATH 150	Applied Calculus	
MATH 155	Calculus 1	
CHEM 111	Survey of Chemistry (GEF 8)	4
PHYS 101 or PHYS 105	Introductory Physics Conceptual Physics	4
GEOL 101 & GEOL 102	Planet Earth and Planet Earth Laboratory (GEF 2)	4
GEOL 103 & GEOL 104	Earth Through Time and Earth Through Time Laboratory (GEF 8)	4
GEOG 107 & GEOG 106	Physical Geography and Physical Geography Laboratory	4
GEOG 205	Natural Resources	3
WVUE 191	First Year Seminar	1
ECAS Fine Arts Requirement (GEF 6)		3
ECAS International Requirement (GEF 7)		3
Foreign Language		12
Restricted Elective (Select one of the following):		3
AGRN 202 & AGRN 203	Principles of Soil Science and Principles of Soil Science Laboratory	
BIOL 101 & BIOL 103	General Biology and General Biology Laboratory	
BIOL 102 & BIOL 104	General Biology and General Biology Laboratory	
CS 101	Intro to Computer Applications	
BIOL 115	Principles of Biology	
FMAN 212	Forest Ecology	
FMAN 222	Forest Mensuration	
STAT 211	Elementary Statistical Inference	
WDSC 100	Forest Resources in United States History	
WMAN 150	Principles of Conservation Ecology	
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 ENGL 102 (GEF 1)	3
GEOL 101 & GEOL 102 (GEF 2)	4 GEOL 103 & GEOL 104 (GEF 8)	4
WVUE 191	1 MATH 128 (GEF 3)	3
GEF Elective (GEF 4)	3 GEF Elective (GEF 5)	3
Foreign Language	3 Foreign Language	3
	14	16

Second Year

Fall	Hours Spring	Hours
CHEM 111 (GEF 8)	4 GEOG 205	3
PHYS 101	4 GEF Elective - ECAS Fine Arts Requirement (GEF 6)	3
GEOG 107 & GEOG 106	4 GEF Elective - International Requirement (GEF 7)	3
Foreign Language	3 Foreign Language	3
	Restricted Elective	3
	15	15

Total credit hours: 60

Major Learning Goals

ENVIRONMENTAL GEOSCIENCE

Upon successful completion of the A.A. degree, Environmental Geoscience majors will be able to:

1. Identify the presence of conditions that create natural environmental problems/hazards.
2. Identify the activities of humans that create environmental problems/hazards.
3. Use content terminology required to communicate information regarding natural and manmade environmental problems/hazards.
4. Transfer into a bachelor degree program in environmental geoscience.

Geology

Degree Offered

- Associate of Arts

Nature of Program

The associates degree program is designed for a student planning to pursue graduate study in geology or work as a professional geologist. Courses explore earth materials, processes that alter the Earth, and the history of life on Earth. Courses in chemistry, physics, and math develop the necessary knowledge and skills base for higher level geology courses and areas of specialization. The most common types of geology specializations within advanced geology degrees are economic geology, mining geology, engineering geology, and petroleum geology.

The associate degree program provides the foundation to complete a bachelor program in geology 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

Qualified students are encouraged to seek a graduate degree; however B.S. geologists who have developed solid technical and communication skills have excellent employment prospects in the energy industry and environmental and geotechnical firms. A major in geology prepares students for professional positions in industry and government services, as well as other career options.

FACULTY

CHAIR

- Vicki Huffman - Ph.D. Biomedical Science

PROFESSOR

- Judy Ninesteel - M.S. Geology

GENERAL EDUCATION FOUNDATIONS

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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.

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 Skills	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

Minimum GPA of 2.0 is required in all GEOL courses.

GEF Elective Requirements (4, 5, and 6)		9
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)	6
Select one of the following:		3
MATH 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
MATH 128	Plane Trigonometry	3
MATH 155	Calculus 1 (GEF 3)	4
MATH 156	Calculus 2	4
STAT 211	Elementary Statistical Inference	3
CHEM 115	Fundamentals of Chemistry (GEF 8)	4
CHEM 116	Fundamentals of Chemistry (GEF 8)	4
GEOL 101 & GEOL 102	Planet Earth and Planet Earth Laboratory (GEF 2)	4
GEOL 103 & GEOL 104	Earth Through Time and Earth Through Time Laboratory (GEF 8)	4
PHYS 101 or PHYS 111	Introductory Physics General Physics	4
PHYS 102 or PHYS 112	Introductory Physics General Physics	4
WVUE 191	First Year Seminar	1
ECAS International Requirement (GEF 7)		3
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 ENGL 102 (GEF 1)	3
GEOL 101 & GEOL 102 (GEF 2)	4 GEOL 103 & GEOL 104 (GEF 8)	4
Select one of the following:	3 MATH 128	3
MATH 126A	GEF Elective (GEF 5)	3
MATH 126B	GEF Elective (GEF 6)	3
MATH 126C		
WVUE 191	1	
GEF Elective (GEF 4)	3	
	14	16

Second Year

Fall	Hours Spring	Hours
CHEM 115 (GEF 8)	4 CHEM 116 (GEF 8)	4
PHYS 101 or 111	4 PHYS 102 or 112	4
MATH 155 (GEF 3)	4 MATH 156	4
GEF Elective - ECAS International Requirement (GEF 7)	3 STAT 211	3
	15	15

Total credit hours: 60

Major Learning Goals

GEOLOGY

Upon successful completion of the A.A. degree, Geology majors will be able to:

1. Show competence in the identification of minerals, rocks, and fossils using various field and lab techniques.
2. Describe the connections among energy, mineral, and hydrological resource exploitation and their impacts on Earth environments.
3. Describe an exposure of rocks in the field including rock type, sedimentary structures, and fossils.
4. Describe the basic geological history of Earth.
5. Transfer into a bachelor degree program in geology.

Industrial Engineering

Degree Offered

- Associate of Arts

Nature of 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 pictures 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 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

- Vicki Huffman - Ph.D. Biomedical Science

ASSOCIATE PROFESSOR

- Deepak Mehra - Ph.D. Civil Engineering

PROFESSOR

- Mohammad Saifi - M.S. Electrical Engineering
M.S. Industrial Engineering

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.

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 Skills	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

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	Fundamentals of Chemistry (GEF 2)	4
PHYS 111	General Physics (GEF 8)	4
PHYS 112	General Physics (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 199	Orientation to Engineering	1
Elective		1
A minimum GPA of 2.0 is required in the following courses:		
EE 221 & EE 222	Introduction to Electrical Engineering and Introduction to Electrical Engineering Laboratory	4
MAE 241	Statics	3
MAE 242	Dynamics	3
MAE 243	Mechanics of Materials	3

MAE 320	Thermodynamics	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 (GEF 2)	4 PHYS 111 (GEF 8)	4
ENGR 199	1 Elective	1
	14	15

Second Year

Fall	Hours Spring	Hours
MATH 251	4 MATH 261	4
PHYS 112 (GEF 8)	4 ECON 201 (GEF 4)	3
EE 221 & EE 222	4 MAE 242	3
MAE 241	3 MAE 243	3
	MAE 320	3
	15	16

Total credit hours: 60

Major Learning Goals

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

Degree Awarded

- Associate of Arts

Nature of Program

The associates degree 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.

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

- Vicki Huffman - Ph.D Biomedical Science

ASSOCIATE PROFESSOR

- Richard Peterson - Ph.D Mathematics

ASSISTANT PROFESSORS

- Stephanie Beck-Roth - Ph.D Mathematics
- Yelena Meadows - Ph.D. Mathematics

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.

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 Skills	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

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
ENGL 101 (GEF 1)	3 ENGL 102 (GEF 1)	3
MATH 155 (GEF 3)	4 MATH 156 (GEF 8)	4
WVUE 191	1 GEF Elective (GEF 5)	3
GEF Elective (GEF 4)	3 GEF Elective (GEF 6)	3
Elective	3 Elective	3
	14	16

Second Year

Fall	Hours Spring	Hours
MATH 251	4 MATH 261	4

GEF Elective (GEF 2)	4 GEF Elective (GEF 8)	3
GEF Elective (GEF 7)	3 GEF Elective (GEF 8)	3
Elective	3 Elective	3
	Elective	3
<hr/>		
	14	16

Total credit hours: 60

Major Learning Goals

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.

Mechanical Engineering

Degree Awarded

- Associate of Arts

Nature of 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 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 Potomac State College of WVU 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

- Vicki Huffman - Ph.D. Biomedical Science

ASSOCIATE PROFESSOR

- Deepak Mehra - Ph.D Civil Engineering

PROFESSOR

- Mohammad Saidi - M.S. Electrical Engineering
M.S. Industrial Engineering

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.

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 Skills	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

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	General Physics (GEF 8 - minimum grade of C-)	4
PHYS 112	General Physics (GEF 8)	4
CHEM 115	Fundamentals of Chemistry (GEF 2)	4
ECON 201	Principles of Microeconomics (GEF 4)	3
EE 221 & EE 222	Introduction to Electrical Engineering and Introduction to Electrical Engineering Laboratory	4
ENGR 101	Engineering Problem Solving 1	2
ENGR 102	Engineering Problem-Solving 2	3
ENGR 199	Orientation to Engineering	1
Elective		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
MAE 320	Thermodynamics	3
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 (GEF 2)	4 PHYS 111 (GEF 8)	4
ENGR 101	2 ENGR 102	3
ENGR 199	1	

Elective	1	
	15	14
Second Year		
Fall	Hours Spring	Hours
MATH 251	4 ECON 201 (GEF 4)	3
PHYS 112 (GEF 8)	4 MATH 261	4
EE 221 & EE 222	4 MAE 242	3
MAE 241	3 MAE 243	3
	MAE 320	3
	15	16

Total credit hours: 60

Major Learning Goals

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.

Nursing

Degree Awarded

- Associate of Arts

Nature of Program

The associate of arts in nursing (pre-BSN) prepares students to apply specifically to the bachelor of nursing (BSN) program offered by West Virginia University's School of Nursing. The first year of the program provides all the prerequisite courses required for admission into the BSN program. The second year will be completed only upon admission into the BSN program. 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 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. According to the Nurse Journal, nurses who obtain a BSN make \$8,337 more annually than nurses who obtain an ADN. In addition, according to the American Association of Colleges of Nursing, the Institute of Medicine (IOM) released a report recommending that the number of nurses with a BSN increase from 50% to 80% by 2020.

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.

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 Skills		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

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 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
STAT 211	Elementary Statistical Inference	3
PSYC 101	Introduction to Psychology (GEF 4)	3
PSYC 241	Introduction to Human Development	3
AEM 341	General Microbiology	4
BIOL 102 & BIOL 104	General Biology and General Biology Laboratory (GEF 2)	4
BIOL 230	Human Anatomy and Physiology 1	4
BIOL 231	Human Anatomy and Physiology 2	4
CHEM 111	Survey of Chemistry (GEF 8)	4
CHEM 112	Survey of Chemistry (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 276	Evidence Based Practice and Research (Morgantown)	3
WVUE 191	First Year Seminar	1
Total Hours		63

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 BIOL 230	4
BIOL 102 & BIOL 104 (GEF 2)	4 CHEM 112 (GEF 8)	4
CHEM 111 (GEF 8)	4 PSYC 101 (GEF 4)	3
Select one of the following (GEF 3):	3 STAT 211	3
MATH 126A	NSG 100	2
MATH 126B		
MATH 126C		
WVUE 191	1	
	15	16

Second Year

Fall	Hours Spring	Hours
ENGL 102 (GEF 1)	3 AEM 341	4
PSYC 241	3 HN&F 171	3
BIOL 231	4 NSG 212 (Morgantown)	6

NSG 211 (Morgantown)	6 NSG 276 (Morgantown)	3
	16	16

Total credit hours: 63

Major Learning Goals

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.

Physics

Degree Awarded

- Associate of Arts

Nature of Program

Following completion of an associate degree, there are two bachelor degree options for students in physics. 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.

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. or B. S. Degree 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

- Vicki Huffman - Ph.D. Biomedical Science

ASSISTANT PROFESSOR

- Joan Vogtman - M.S. Applied Physics

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.

General Education Foundations

F1 - Composition & Rhetoric		3-6
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research	

or ENGL 103	Accelerated Academic Writing	
F2A/F2B - Science & Technology		4-6
F3 - Math & Quantitative Skills		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

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	Fundamentals of Chemistry (GEF 2)	4
CHEM 116	Fundamentals of Chemistry (GEF 8)	4
PHYS 111	General Physics (GEF 8)	4
PHYS 112	General Physics	4
WVUE 191	First Year Seminar	1
Electives		9
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 MATH 156 (GEF 8)	4
MATH 155 (GEF 3)	4 CHEM 116 (GEF 8)	4
CHEM 115 (GEF 2)	4 PHYS 111 (GEF 8)	4
WVUE 191	1 GEF Elective (GEF 5)	3
GEF Elective (GEF 4)	3	
	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	4 GEF Elective (GEF 7)	3
Elective	3 Elective	3
	Elective	3
	14	16

Total credit hours: 60

Major Learning Goals

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.

Pre-Forensic and Investigative Science

Degree Awarded

- Associate of Arts

Nature of Program

The associate degree program in pre-forensic and investigative science fulfills the first two years of undergraduate study required for admittance into the Eberly College of Arts and Sciences Forensic and Investigative Science program. Once admitted to the Forensic and Investigative Science program at WVU, students select an emphasis in one of the following: Forensic Biology, Forensic Chemistry, or Forensic Examiner.

Courses within the associates 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.

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.

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 Skills	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

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
CSAD 270	Effective Public Speaking (GEF 4)	3
WVUE 191	First Year Seminar	1
BIOL 115	Principles of Biology (GEF 8)	4
BIOL 117	Introductory Physiology	4
BIOL 219	The Living Cell	4
CHEM 115	Fundamentals of Chemistry (GEF 2)	4
CHEM 116	Fundamentals of Chemistry (GEF 8)	4
CHEM 233 & CHEM 235	Organic Chemistry and Organic Chemistry Laboratory	4
CHEM 234 & CHEM 236	Organic Chemistry and Organic Chemistry Laboratory	4
PHYS 101 or PHYS 111	Introductory Physics General Physics	4
PHYS 102 or PHYS 112	Introductory Physics General Physics	4
FIS 201	Introduction to Forensic Identification	3
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours Summer	Hours
BIOL 115 (GEF 8)	4 BIOL 117	4 STAT 215	3
CHEM 115 (GEF 2)	4 CHEM 116 (GEF 8)	4	
CSAD 270 (GEF 4)	3 ENGL 101 (GEF 1)	3	
MATH 155 (GEF 3)	4 MATH 156 (GEF 8)	4	
WVUE 191	1		
	16	15	3

Second Year

Fall	Hours Spring	Hours
BIOL 219	4 CHEM 234 & CHEM 236	4
CHEM 233 & CHEM 235	4 FIS 201	3
PHYS 101 or 111	4 ENGL 102 (GEF 1) PHYS 102 or 112	3 4
	12	14

Total credit hours: 60

Major Learning Goals

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.

Pre-Medical Lab Science

Degree Awarded

- Associate of Arts

Nature of Program

The associates program in pre-medical lab science fulfills the first two years of undergraduate study required for admittance to the Bachelor of Science degree program in medical laboratory science 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 medical lab science and receive a Bachelor's degree. Once admitted into the bachelor program, students can chose 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.

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.

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 Skills		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

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
Select one of the following (GEF 3):		3
MATH 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
STAT 211	Elementary Statistical Inference	3
BIOL 101 & BIOL 103	General Biology and General Biology Laboratory (GEF 8)	4
BIOL 102 & BIOL 104	General Biology and General Biology Laboratory (GEF 8)	4
CHEM 115	Fundamentals of Chemistry (GEF 2)	4
CHEM 116	Fundamentals of Chemistry (GEF 8)	4

CHEM 233 & CHEM 235	Organic Chemistry and Organic Chemistry Laboratory	4
CHEM 234 & CHEM 236	Organic Chemistry and Organic Chemistry Laboratory	4
WVUE 191	First Year Seminar	1
Elective		11
Total Hours		60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 ENGL 102 (GEF 1)	3
Select one of the following (GEF 3):	3 BIOL 102 & BIOL 104 (GEF 8)	4
MATH 126A	CHEM 116 (GEF 8)	4
MATH 126B	GEF 4	3
MATH 126C	Elective	1
BIOL 101 & BIOL 103 (GEF 8)	4	
CHEM 115 (GEF 2)	4	
WVUE 191	1	
	15	15

Second Year

Fall	Hours Spring	Hours
CHEM 233 & CHEM 235	4 CHEM 234 & CHEM 236	4
STAT 211	3 GEF 7	3
GEF 5	3 Elective	3
GEF 6	3 Elective	3
Elective	3 Elective	1
	16	14

Total credit hours: 60

Major Learning Goals

PRE-MEDICAL LAB SCIENCE

Upon completion of the associates in pre-medical lab science 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 medical lab science program at WVU School of Medicine or equivalent program.

Pre-Nursing

Degree Awarded

- Associate of Arts

Nature of Program

The associate of arts in pre-nursing program prepares students to seek admission to an Associate Degree R.N. program or to apply for admission to West Virginia University's Bachelor of Science in Nursing (B.S.N) degree program. Students, whether at West Virginia University or at Potomac State College, are selectively admitted to the nursing program when all pre-nursing requirements have been satisfactorily completed. Minimum requirements include a 3.00 cumulative G.P.A. and at least a 3.00 in all science courses. Students interested in applying to an associate degree R.N. program at

another institution should determine the admission requirements and transfer equivalencies for the courses offered at Potomac State College and the institution they plan to attend following completion of the pre-nursing program.

The pre-nursing program provides a foundation in biology, anatomy and physiology, chemistry, math, psychology and sociology required for admission into and success in a nursing program.

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.

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.

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 Skills	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

GEF Elective Requirements (5 and 6)		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 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
STAT 211	Elementary Statistical Inference	3
AEM 341	General Microbiology	4
BIOL 102 & BIOL 104	General Biology and General Biology Laboratory (GEF 8)	4
BIOL 230	Human Anatomy and Physiology 1	4
BIOL 231	Human Anatomy and Physiology 2	4
CHEM 111	Survey of Chemistry	4
CHEM 112	Survey of Chemistry	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
SOCA 105	Introduction to Anthropology (GEF 7)	3
NSG 100	Introduction to Nursing	2
WVUE 191	First Year Seminar	1

Elective	3
Total Hours	60

Suggested Plan of Study

First Year

Fall	Hours Spring	Hours
ENGL 101 (GEF 1)	3 CHEM 112 (GEF 8)	4
CHEM 111 (GEF 2)	4 BIOL 102 & BIOL 104 (GEF 8)	4
HN&F 171 (GEF 8)	3 PSYC 101 (GEF 4)	3
Select one of the following (GEF 3):	3 NSG 100	2
MATH 126A	Elective	1
MATH 126B		
MATH 126C		
WVUE 191	1	
Elective	1	
	15	14

Second Year

Fall	Hours Spring	Hours
BIOL 230	4 AEM 341	4
PSYC 241	3 BIOL 231	4
SOCA 105 (GEF 7)	3 ENGL 102 (GEF 1)	3
STAT 211	3 GEF 6	3
GEF 5	3 Elective	1
	16	15

Total credit hours: 60

Major Learning Goals

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

Degree Awarded

- Associate of Arts

Nature of Program

The associate of arts in pre-occupational therapy program satisfies the course requirements for admission to the professional portion of the curriculum 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 of 63 to 65 hours of college credit with a GPA of 3.0 cumulatively and in prerequisite coursework.

A minimum of 60 hours of volunteer or work experience with people with disabilities is required. A minimum of 45 of those hours must be with licensed occupational therapist (OTR/L) and/or a certified occupational therapy assistant (COTA). Two letters of recommendation are also required, one from an occupational therapist or COTA who supervised the volunteer/work experiences and the other from a professor who has recently taught the applicant. Completion of all prerequisite courses by the end of the semester of application (usually, second semester of sophomore year) is normally required. Strong consideration will be given to residency and a commitment to stay in West Virginia to practice after graduation.

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 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 Potomac State College and the institution they plan to attend.

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.

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.

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 Skills	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

GEF Elective Requirements (6 and 7)	6
ENGL 101 & ENGL 102	Introduction to Composition and Rhetoric and Composition, Rhetoric, and Research (GEF 1)
Select one of the following (GEF 3):	3
MATH 126A	College Algebra 5-Day
MATH 126B	College Algebra 4-Day
MATH 126C	College Algebra 3-Day
MATH 128 or MATH 129 or MATH 150 or MATH 155	Plane Trigonometry Pre-Calculus Mathematics Applied Calculus Calculus 1
STAT 211	Elementary Statistical Inference
BIOL 101 & BIOL 103	General Biology and General Biology Laboratory (GEF 2)
BIOL 102 & BIOL 104	General Biology and General Biology Laboratory
PHYS 101	Introductory Physics
PSIO 241	Elementary Physiology
COMM 104	Public Communication (GEF 5)
PSYC 101	Introduction to Psychology
PSYC 241	Introduction to Human Development (GEF 8)
PSYC 281	Introduction to Abnormal Psychology (GEF 8)

SOCA 101	Introduction to Sociology (GEF 8)	3
or SOCA 105	Introduction to Anthropology	
OSTC 107	Medical Terminology 1	3
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 ENGL 102 (GEF 1)	3
Select one of the following (GEF 3):	3 BIOL 102 & BIOL 104	4
MATH 126A	PSYC 241 (GEF 8)	3
MATH 126B	SOCA 101 or 105 (GEF 8)	3
MATH 126C	MATH 128	3
BIOL 101	4	
& BIOL 103 (GEF 2)		
PSYC 101	3	
COMM 104 (GEF 5)	3	
WVUE 191	1	
	17	16

Second Year

Fall	Hours Spring	Hours
PHYS 101	4 PSYC 281	3
STAT 211	3 GEF 6	3
PSIO 241	4 GEF 7	3
OSTC 107	3 Elective	4
	14	13

Total credit hours: 60

Major Learning Goals

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

Degree Awarded

- Associate of Arts

Nature of Program

The associate of arts in pre-pharmacy program fulfills the course requirements necessary for admittance to the Pharm D 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 Potomac State College of WVU and that institution.

Pre-Pharmacy students should (1) complete the Pharmacy College Admissions Test (PCAT) in the fall of their sophomore year, and (2) apply for admission to the WVU School of Pharmacy via PharmCAS as early as possible after January 1 of their sophomore year. Consult the WVU Health Sciences Center Catalog for further information.

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.

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.

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 Skills		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

GEF Elective Requirements (5, 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
AEM 341	General Microbiology	4
BIOL 115	Principles of Biology (GEF 2)	4
BIOL 117	Introductory Physiology (GEF 8)	4
BIOL 216	Biochemistry for Pre-Pharmacy	3
CHEM 115	Fundamentals of Chemistry (GEF 8)	4
CHEM 116	Fundamentals of Chemistry	4
CHEM 233 & CHEM 235	Organic Chemistry and Organic Chemistry Laboratory	4
CHEM 234 & CHEM 236	Organic Chemistry and Organic Chemistry Laboratory	4
CSAD 270	Effective Public Speaking (GEF 4)	3
ECON 201	Principles of Microeconomics	3
PSIO 241	Elementary Physiology	4
WVUE 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
MATH 150 (or higher - GEF 3)	3 STAT 211	3
CHEM 115 (GEF 8)	4 CHEM 116 (GEF 8)	4
BIOL 115 (GEF 2)	4 BIOL 117 (GEF 8)	4
WVUE 191	1 CSAD 270 (GEF 4)	3
	15	17

Second Year

Fall	Hours Spring	Hours
ECON 201	3 BIOL 216	3
CHEM 233 & CHEM 235	4 CHEM 234 & CHEM 236	4
PSIO 241	4 AEM 341	4
GEF 5, 6, or 7	3 GEF 5, 6, or 7	3
	14	14

Total credit hours: 60

Major Learning Goals

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.

Pre-Physical Therapy

Degree Awarded

- Associate of Arts

Nature of Program

The associate of arts degree in pre-physical therapy program provides the majority of prerequisite courses required for admission into the Doctorate in Physical Therapy (DPT) program in the School of Medicine at West Virginia University. Applicants are required to have a bachelor's degree before admission into the DPT program. The pre-physical therapy program also offers the majority of courses for the first two years of the bachelor degree in exercise physiology, which is the most common degree for applicants applying to the DPT program.

The pre-physical therapy program provides a foundation in biology, math, physics, physiology, and psychology required for admission into and success in the exercise physiology program and then the DPT program at WVU School of Medicine. Students planning to apply to other physical therapy programs should determine admission requirements and transfer equivalencies for the courses offered at Potomac State College and the institution they plan to attend.

Career Opportunities

Physical therapist determine patients' physical condition and symptoms, develop treatment plans, teach proper exercise techniques (for clinic and home), use equipment and devices to assist patients and perform other duties in private practice, rehabilitation centers, sports facilities and other health care agencies.

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.

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 Skills	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

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
Select one of the following (GEF 3):		3
MATH 126A	College Algebra 5-Day	
MATH 126B	College Algebra 4-Day	
MATH 126C	College Algebra 3-Day	
MATH 128 or MATH 129 or MATH 150 or MATH 155	Plane Trigonometry Pre-Calculus Mathematics Applied Calculus Calculus 1	3
STAT 211	Elementary Statistical Inference	3
ATTR 121	Sport Injury Control and Management	3
BIOL 101 & BIOL 103	General Biology and General Biology Laboratory (GEF 2)	4
BIOL 102 & BIOL 104	General Biology and General Biology Laboratory	4
CHEM 115	Fundamentals of Chemistry (GEF 8)	4
CHEM 116	Fundamentals of Chemistry (GEF 8)	4
HN&F 171	Introduction to Human Nutrition	3
PHYS 101	Introductory Physics	4
PHYS 102	Introductory Physics	4
PSYC 101	Introduction to Psychology (GEF 4)	3
PSIO 241	Elementary Physiology	4
PSYC 241	Introduction to Human Development	3
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

BIOL 101 & BIOL 103 (GEF 2)	4 BIOL 102 & BIOL 104	4
PSYC 101	3 MATH 128, 129, 150, or 155	3
Select one of the following (GEF 3):	3 PSYC 241	3
MATH 126A	ATTR 121	3
MATH 126B		
MATH 126C		
WVUE 191	1	
	14	16

Second Year

Fall	Hours Spring	Hours
PHYS 101 (GEF 8)	4 PHYS 102	4
PSIO 241	4 CHEM 116	4
CHEM 115	4 HN&F 171	3
STAT 211	3 GEF (5, 6, or 7)	3
	Elective	1
	15	15

Total credit hours: 60

Major Learning Goals**PRE-PHYSICAL THERAPY**

Upon completion of the associates in pre-physical therapy program, students will be able to:

1. Describe general biological concepts including cell structure and function, physiology and genetics.
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.

Index

A

Academic Standards	5
Admissions	11
Advising, Enrollment & Grades	17
Aerospace Engineering	127
Agriculture and Environmental Education	35
Agriculture Resource Management	73
Agriculture Technology	37
Animal Science	39
Applied Sciences	35

B

Biology	129
Biometric Systems	131
Business Administration, A.A.	41
Business Management, B.A.S.	44
Business Technology, A.A.S.	43

C

Chemistry	133
Civil Engineering	136
Communication Studies	85
Computer Engineering	138
Computer Information Systems, B.A.S.	46
Criminal Justice Studies, A.A.	48
Criminal Justice Studies, A.A.S.	50
Criminal Justice, B.A.S.	52
Criminology	87

D

Degree Programs	24
Degree Regulations	25

E

Early Childhood Education	89
Economics	54
Electrical Engineering	140
Elementary Education	91
English	94
Environmental Geoscience	142
Equine Production and Management	56

F

FERPA	26
Financial Aid	27

Forest Resource Management	58
G	
General Agriculture	60
General Studies	96
General Technical Studies	62
Geology	144
H	
History	98
Horticulture	64
I	
Industrial Engineering	146
Information Technology	66
J	
Journalism	100
L	
Liberal Arts	84
M	
Mathematics	148
Mechanical Engineering	150
N	
Nursing	152
P	
Physical Education-Athletic Coaching Emphasis	103
Physical Education-Physical Education Teacher Emphasis	105
Physical Education-Sport Management Emphasis	107
Physics	154
Political Science	110
Potomac State College of WVU	3
Pre-Forensic and Investigative Science	156
Pre-Medical Lab Science	158
Pre-Nursing	159
Pre-Occupational Therapy	161
Pre-Pharmacy	163
Pre-Physical Therapy	165
Pre-Social Work	121
Pre-Veterinary Medicine	68
Programs, Courses & Credits	28
Psychology	112
R	
Recreation and Parks Management	70
Regents Bachelor of Arts, R.B.A.	124

S

Secondary Education	114
Sociology	117
STEM	127
Strategic Communications	119
Sustainable Agriculture Entrepreneurship, A.A.S.	75
Sustainable Agriculture Entrepreneurship, B.A.S.	77

T

Tuition, Fees & Residency	32
---------------------------------	----

W

Wildlife Resources	78
Wood Industries	81