

# Catalog

Fall 2013-Spring 2015

**REALIZE**  
*What's Possible*



Potomac  
State College  
West Virginia University®

# Potomac State College of West Virginia University Catalog

Fall 2013 through Spring 2015



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](mailto: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 304-788-6936 or 304-293-6700, [access2@mail.wvu.edu](mailto:access2@mail.wvu.edu).

# Table of Contents

Campus Map . . . . . Inside Front Cover

College Philosophy; Mission; Division of Diversity, Equity and Inclusion; Accessibility Services. . . . . 3

Governance . . . . . 5

Relationship to WVU . . . . . 6

Degrees Programs. . . . . 7

Academic Calendars . . . . . 11

Campus Contacts . . . . . 13

Enrollment Services. . . . . 15

College Costs . . . . . 29

Academic Affairs . . . . . 35

Degree Programs . . . . . (Refer to <http://www.potomacstatecollege.edu/academics/catalog.html>)

Course Descriptions . . . . . (Refer to <http://www.potomacstatecollege.edu/academics/catalog.html>)

Administration & Faculty Directory . . . . . 102

Potomac State College of West Virginia University is an Equal Opportunity/Affirmative Action Institution.

# 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.

## College Mission

As an integrated division of West Virginia University, Potomac State College provides a broad range of high quality associate degree programs as well as baccalaureate degree programs at a reasonable cost with an historic focus on teaching and learning and a commitment to providing access to a better life for all West Virginians.

Potomac State College's Strategic Goals include:

Goal 1: Engage undergraduate students in a challenging academic environment.

Goal 2: Excel in teaching, creative activity and innovation in all learning environments.

Goal 3: Foster diversity and global awareness.

Goal 4: Foster collaborative partnerships to advance the mission of the College.

Goal 5: Enhance the well-being and quality of life for the campus community, people in West Virginia, and the broader service region of the College.

Goal 6: Develop infrastructure to support enrollment growth and to improve retention and graduation rates.

## Division of Diversity, Equity and Inclusion

Potomac State College of West Virginia University is committed to the principle that all people should have access to the benefits of College. This can only be upheld in an atmosphere of mutual respect and trust, where the basic concepts and principles of social justice are honored. Students, faculty, staff, administrators, and stakeholders share in the responsibility and the benefits of an effective commitment to social justice values.

The principle of social justice encompasses the legal and moral obligations to promote opportunity, equality, civility, and respect for all people. The College promotes these principles and fulfills the relevant legal standards related to civil rights and affirmative action.

# Accessibility Services

The Office of Accessibility Services, located in G-5A at the Mary F. Shipper Library, is part of West Virginia University's Division of Diversity, Equity and Inclusion, as a confidential resource for information, disability-related academic accommodations, and related service referrals for students with disabilities. The Office of Accessibility Services is committed to providing reasonable and effective accommodations to all qualified students, with physical, learning, psychological or other documented disabilities. Students with temporary disabilities may also qualify for accommodations.

Qualified students with disabilities may be entitled to receive accommodations, based upon documented significant functional limitations. Accommodations are tailored to the individual rather than the disability, so students with the same disability may vary greatly in the kind of assistance required. A partial list of services and accommodations includes:

- In-class accommodations, such as extra time on tests,
- Materials in accessible formats,
- Physical classroom accommodations,
- Verifying documentation for housing accommodations,
- Sign language interpreters,
- Referrals to the Academic Success Center, Division of Rehabilitation Services, information about potential sources for cognitive testing and other related services, and
- Priority pre-registration.

Contact: Accessibility Services  
304-788-6936 or 304-293-6700  
Fax: 304-293-3861  
access2@mail.wvu.edu

# West Virginia Higher Education Governance

Earl Ray Tomblin  
*Governor*

Kay Huffman Goodwin  
*Cabinet Secretary of Education and the Arts*

## West Virginia Higher Education Policy Commission

Paul L. Hill, *Chancellor*

Bruce L. Berry, *Chair, Morgantown*  
Jenny Allen, *Vice Chair, Shepherdstown*  
Kathy G. Eddy, *Secretary, Parkersburg*  
Bob Brown, *Charleston*  
John Estep, *Richwood*  
Kay Huffman Goodwin, *Charleston*  
David K. Hendrickson, *Charleston*  
John Leon, *Fairmont*  
James B. Phares, *Charleston*  
David R. Tyson, *Huntington*

## West Virginia University Board of Governors

James W. Dailey, II, *Chair, Martinsburg*  
Thomas V. Flaherty, *Vice Chair, Charleston*  
Ellen S. Cappellanti, *Secretary, Charleston*  
David B. Alvarez, *Bridgeport*  
Ryan Campione, *Morgantown*  
Lisa DiBartolomeo, *Morgantown*  
Robert K. Griffith, *Morgantown*  
Raymond J. Lane, *Menlo Park, CA*  
Diane Lewis, *Morgantown*  
Dixie Martinelli, *Morgantown*  
William O. Nutting, *Wheeling*  
Andrew A. Payne, III, *Charleston*  
Edward L. Robinson, *Charleston*  
J. Robert "JR" Rogers, *Hurricane*  
Charles M. Vest, *Washington, D.C.*  
William D. Wilmoth, *Wheeling*

## Administration of West Virginia University

James P. Clements  
*President*

Michele G. Wheatly  
*Provost and Vice President for Academic Affairs*

Christopher C. Colenda  
*Chancellor for Health Sciences*

# Relationship to WVU

Established in 1867, West Virginia University is the state's flagship institution of higher education. It is the state's only research, doctoral degree-granting, land-grant university. WVU provides high quality programs of instruction, offering nearly 200 degree programs at the undergraduate, graduate, doctoral, and professional levels.

WVU is comprised of its main campus, located in Morgantown, the Charleston Division of the WVU Health Sciences Center, the Eastern Division of the WVU Health Sciences Center located in Martinsburg, the Potomac State College of WVU campus located in Keyser, and the WVU Institute of Technology located in Montgomery.

To follow is a sampling of some of the services and benefits Potomac State College students receive as a division of WVU:

- STAR, WVU's online customer service system. Using BANNER software, STAR enables students to register for classes, check their grades, and learn their financial aid status, pay bills and more – all with the click of a mouse.
- Mountaineer Information Express, or MIX, the University's Web site for faculty and students. Students can log onto MIX to check their e-mail, register for classes or browse the Internet.
- Catamount Card, student identification card. At Potomac State, students will be able to use this card to pay for meals, laundry services, and snacks.
- Bachelor of Applied Science degrees in Business Management and Criminal Justice on the Keyser campus.
- The Regents Bachelor of Arts degree is an innovative baccalaureate degree program offered through West Virginia University's Eberly College of Arts and Sciences on the Potomac State College campus.
- An enhanced WVU scholarship program allows new freshmen who enroll at Potomac State College and eventually change to the Morgantown campus to be eligible for WVU scholarships they would have received had they initially enrolled there.
- An integrated scholarship program allows PSC students who are ready to move over to the Morgantown campus to take their scholarship support with them.
- Ability to easily transfer to WVU by completing a change-of-campus request. There's no application fee and PSC students get priority pre-registration.
- Opportunity to participate in study abroad programs.

# Degree Programs

## Associate Degrees

Associate degree majors help students prepare for employment or serve as the basis for additional education. Associate degree majors require a minimum of 60 credits.

### Potomac State College awards two types of associate degrees:

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 **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.

### 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 bachelors degree upon completion of a prescribed curriculum of 61 to 62 credits. Emphases are offered in Business Management and Criminal Justice.

### Regents Bachelor of Arts Degree (R.B.A.)

Potomac State College makes it possible for adults to complete a bachelor's degree through West Virginia University's Regents program. Students design their degree in conjunction with an adviser. Students also receive credit for life/work experience and previous college classes. West Virginia University confers the baccalaureate degree.

**Please refer to the Potomac State College Web site for specific information about each degree and major program as well as course descriptions at: <http://www.potomacstatecollege.edu/academics/catalog.html>**

Majors	Degrees
<b>Agriculture</b>	
General Agriculture	A.A. Agriculture
Agronomy (Environmental Protection Emphasis)	A.A. Agriculture
Horticulture	A.A. Agriculture
Agriculture & Environmental Education	A.A. Agriculture
Resource Management (Environmental & Natural Resources Economics Emphasis)	A.A. Agriculture
Animal Science	A.A. Agriculture
Pre-Veterinary Medicine	A.A. Agriculture
Agriculture Technology	A.A.S. Agricultural Applied Sciences
Equine Production & Management	A.A.S. Agricultural Applied Sciences
<b>Biology</b>	
Biology	A.A. Arts and Sciences
<b>Business and Economics</b>	
Business Administration	A.A. Business and Economics
Economics	A.A. Business and Economics
Business Technology	A.A.S. Business Management Technology



<b>Majors</b>	<b>Degrees</b>
<b>Chemistry</b> Chemistry	A.A. Arts and Sciences
<b>Computer Information Systems</b> Information Technology	A.A.S. Computer Information Systems
<b>Criminal Justice</b> Criminal Justice Studies Criminal Justice Studies	A.A. Criminal Justice Studies A.A.S. Criminal Justice Studies
<b>Dentistry</b> Pre-Dentistry	A.A. Arts and Sciences (in related field)
<b>Education</b> Early Childhood Education Elementary Education Secondary Education	A.A. Education A.A. Education A.A. Education
<b>Engineering</b> Civil Engineering Electrical Engineering Mechanical Engineering	A.A. Engineering A.A. Engineering A.A. Engineering
<b>English</b> English	A.A. Arts and Sciences
<b>Environmental Geoscience</b> Environmental Geoscience	A.A. Arts and Sciences
<b>Forestry</b> Recreation and Parks Management Resource Management Wildlife Resources Wood Industries	A.A. Forestry A.A. Forestry A.A. Forestry A.A. Forestry
<b>General Studies</b> General Studies	A.A. Arts and Sciences
<b>Geology</b> Geology	A.A. Arts and Sciences
<b>History</b> History	A.A. Arts and Sciences
<b>Journalism</b> Journalism	A.A. Journalism
<b>Law</b> Pre-Law	A.A. Arts and Sciences (in related field)

<b>Majors</b>	<b>Degrees</b>
<b>Liberal Arts and Sciences</b> See General Studies	
<b>Mathematics</b> Mathematics	A.A. Arts and Sciences
<b>Medical Laboratory Science</b> Pre-Medical Laboratory Science	A.A. Arts and Sciences
<b>Medicine</b> Pre-Medicine	A.A. Arts and Sciences (in related field)
<b>Modern Languages</b> Modern Languages	A.A. Arts and Sciences
<b>Nursing</b> Pre-Nursing	A.A. Arts and Sciences
<b>Occupational Therapy</b> Pre-Occupational Therapy	A.A. Arts and Sciences
<b>Office Systems Technology</b> Office Systems Technology	A.A.S. Office Systems Technology
<b>Pharmacy</b> Pre-Pharmacy	A.A. Arts and Sciences
<b>Physical Education</b> Physical Education (Athletic Coaching Emphasis )	A.A. Education
Physical Education (Physical Education Teacher Emphasis)	A.A. Education
Physical Education (Sport Management Emphasis)	A.A. Education
<b>Physical Therapy</b> Pre-Physical Therapy	A.A. Arts and Sciences
<b>Physics</b> Physics	A.A. Arts and Sciences
<b>Political Science</b> Political Science	A.A. Arts and Sciences

<b>Majors</b>	<b>Degrees</b>
<b>Psychology</b> Psychology	A.A. Arts and Sciences
<b>Social Work</b> Pre-Social Work	A.A. Arts and Sciences
<b>Sociology</b> Sociology	A.A. Arts and Sciences

### **Baccalaureate Degrees**

---

**Bachelor of Applied Science (B.A.S.)** with Emphasis in Business Management

**Bachelor of Applied Science (B.A.S.)** with Emphasis in Criminal Justice

**Regents Bachelor of Arts (R.B.A.)**

# Academic Calendars

## Fall Semester 2013

---

### Student Services Day,

Church-McKee Arts Center, 8:30 a.m. – 3:30 p.m. . . . . Friday, August 16

Welcome Week/Campus Connections activities begin.

Residence hall check-in for first-year students, 9 a.m. to 4 p.m.

### Student Services Day,

Church-McKee Arts Center, 12 – 4 p.m. . . . . Saturday, August 17

Residence hall check-in for first-year students, 12 to 4 p.m.

### Student Services Day,

Church-McKee Arts Center, 12 – 4 p.m. . . . . Sunday, August 18

Residence hall check-in for new and returning students, 12 to 4 p.m.

First Day of Classes, In-office faculty advising – 8 a.m. to 4:30 p.m. . . . . Monday, August 19

Faculty advisers will maintain extended advising hours in their offices.

Enrollment Services open at 75 Arnold Street, 8 a.m. to 5 p.m.

Late payment fee in effect.

Last day for new students to register. . . . . Wednesday, August 21

Last day to drop/add new courses, make schedule changes,

change pass/fail and audit . . . . . Friday, August 23

Labor Day Recess (no classes) . . . . . Monday, September 2

Mid-semester . . . . . Friday, October 4

Mid-semester grades due into MIX by noon. . . . . Thursday, October 11

Homecoming . . . . . Saturday, October 12

Fall Recess (Residence Halls and Dining Services will remain open.) . . . . . Monday-Tuesday, October 14-15

Last day to withdraw from class. . . . . Friday, October 25

Pre-Registration for Spring 2014 semester begins (see your adviser) . . . . . Tuesday, October 29

\*Pre-Registration will continue through the first week of classes of the Spring 2014 semester

Residence halls close at 4 p.m. . . . . Friday, November 22

Thanksgiving Recess (no classes) . . . . . Saturday, November 23 – Sunday, December 1

Residence halls open at 9 a.m. . . . . Sunday, December 1

Classes resume. . . . . Monday, December 2

Last day to withdraw from College . . . . . Monday, December 9

Last day of classes . . . . . Tuesday, December 10

Final Examination Week. . . . . Thursday, December 12 through Tuesday, December 17

Residence halls close at 4 p.m. (Meal Service ends at 2 p.m.) . . . . . Wednesday, December 18

Grade reports due into MiX by 5 p.m. . . . . Friday, December 20

Winter Recess begins. . . . . Friday, December 20 through Friday, January 3

## Days of Special Concern

---

Rosh Hashanah . . . . . Thursday, September 5, 2013

Yom Kippur . . . . . Saturday, September 14, 2013

Veteran's Day . . . . . Monday, November 11, 2013

Birth of Baha'uliah . . . . . Tuesday, November 12, 2013

Christmas Day . . . . . Wednesday, December 25, 2013

## Spring Semester 2014

---

Faculty and staff available in their offices to assist students

with advising and registration matters. . . . . Tuesday, January 7

Student Services Day, Church-McKee Arts Center, 12 – 4 p.m.;

Residence halls open 9 a.m. . . . . Tuesday, January 7

First Day of Classes, In-office faculty advising - 8 a.m. to 4:30 p.m. . . . . Wednesday, January 8

Faculty advisers will maintain extended advising hours in their offices.

Enrollment Services open at 75 Arnold Street, 8 a.m. to 5 p.m.

Late payment fee in effect.

Last day for new students to register . . . . . Friday, January 10

Last day to drop/add new courses, make schedule changes,

change pass/fail and audit . . . . . Tuesday, January 14

Martin Luther King, Jr., Birthday Recess (no classes). . . . . Monday, January 20

Mid-semester . . . . . Friday, February 28

Mid-semester grades due into MIX by noon . . . . . Friday, March 7

Last day to withdraw from a class . . . . . Friday, March 7

Residence halls close at 4 p.m. . . . . Friday, March 7

Spring break (no classes) . . . . . Saturday, March 8– Sunday, March 16

Residence halls open at 9 a.m. . . . . Sunday, March 16

Last day to apply for graduation for Spring 2014 . . . . . Wednesday, April 2

(Apply at Academic Affairs Office)

Friday before Easter Recess (no classes) . . . . . Friday, April 18

Last day to withdraw from College . . . . . Thursday, April 24

Last day of classes . . . . . Friday, April 25

Final Examination Week . . . . . Monday, April 28 through Friday, May 2

Grades for all graduates due into MIX by noon. . . . . Friday, May 2

Commencement Ceremony . . . . . Saturday, May 3

Remainder of grades due into MIX by noon . . . . . Monday, May 5

***\*Pre-registration for the Fall 2014 semester to be announced.***

## Days of Special Concern

---

Chinese New Year . . . . . Friday, January 31

Naw-Ruz . . . . . Friday, March 21

Passover . . . . . Saturday, April 19

Easter. . . . . Sunday, April 20

Feast of Rivdan . . . . . Monday, April 21

### ***Please Note:***

Cashier's Office closes at 3:30 p.m.

Student Payment Services are available 3:30 – 5 p.m. in the Business Office/Office of Student Accounts.  
Students are responsible for retaining their copies of forms filed in all transactions with the College.

Students should notify Enrollment Services when their home mailing addresses and home  
or cell phone numbers change.

(Please refer to the Web site at [http://www.potomacstatecollege.edu/academics/academic\\_calendar.html](http://www.potomacstatecollege.edu/academics/academic_calendar.html)  
for the most current Academic Calendars.)

# Campus Contacts

<b>College General Mailing Address :</b>	Potomac State College of WVU 101 Fort Avenue Keyser, WV 26726	
<b>When Mailing to Students on Campus :</b>	Potomac State College of WVU 105 Fort Avenue Keyser, WV 26726	
<b>Academic Affairs</b>	Phone: 304-788-6861 DLWilson@mail.wvu.edu	Fax: 304-788-6847
<b>Academic Success Center</b>	Phone: 304-788-7282 MBAvaro@mail.wvu.edu	Fax: 304-788-6847
<b>Accessibility Services</b>	Phone: 304-788-6936 Phone: 304-293-6700 access2@mail.wvu.edu	Fax: 304-293-3861
<b>Alumni &amp; Development</b>	Phone: 304-788-6870 LMNichols@mail.wvu.edu	Fax: 304-788-6824
<b>Athletics Department</b>	Phone: 304-788-6879 pscsports@mail.wvu.edu	Fax: 304-788-6871
<b>Bookstore</b>	Phone: 304-788-6908 MPMurphy@mail.wvu.edu www.wvupotomac.bncollege.com	Fax: 304-788-7249
<b>Business Office and Office of Student Accounts</b>	Phone: 304-788-6827 BACapaldi@mail.wvu.edu	Fax: 304-788-6941
<b>Cashier Services for Office of Student Accounts</b>	Phone: 304-788-6833 PSC-OSA@mail.wvu.edu	Fax: 304-788-6941
<b>Conferencing and Events Office</b>	Phone: 304-788-6831 DMHeavener@mail.wvu.edu	Fax: 304-788-6941
<b>Dining Services</b>	University Place Phone: 304-788-6917 CLCombs@mail.wvu.edu	Fax: 304-788-6849
<b>Division of Diversity, Equity and Inclusion</b>	Phone: 304-788-6959 Phone: 304-293-5600 Mollie.Ravenscroft@mail.wvu.edu	Fax: 304-293-3861
<b>Enrollment Services</b> (Admissions, Records, Financial Aid, Transcripts, Grade Reports, Veterans Assistance, Work Study, Scholarships)	75 Arnold Street Keyser, WV 26726 800-262-7332 or 304-788-6820 go2psc@mail.wvu.edu	

<b>Health Services Center</b> . . . . .	Phone: 304-788-6913 CMSoutherly@mail.wvu.edu	Fax: 304-788-6945
<b>Housing Coordinator</b> . . . . .	Phone: 304-788-7407 PSCHousing@mail.wvu.edu	Fax: 304-788-7057
<b>Mary F. Shipper Library</b> . . . . .	103 Fort Avenue Keyser, WV 26726 Phone: 304-788-6901 JLGardner@mail.wvu.edu	Fax: 304-788-6946
<b>Marketing/Communications</b> . . . . .	Phone: 304-788-6872 Phone: 304-788-6873 RMTrezise@mail.wvu.edu	Fax: 304-788-6824
<b>Provost's Office</b> . . . . .	Phone: 304-788-6812 KGPeer@mail.wvu.edu	Fax: 304-788-6940
<b>Psychological Counseling Services</b> . . . . .	Phone: 304-788-6976 SEKephart@mail.wvu.edu	Fax: 304-788-6945
<b>Residential Education</b> . . . . .	Phone: 304-788-7406 PSCHousing @mail.wvu.edu	Fax: 304-788-7057
<b>Service/Information Office</b> . . . . .	Phone : 304-788-6890 CSWertman@mail.wvu.edu	Fax : 304-788- 6941
<b>Student Activities</b> . . . . .	Phone: 304-788-6837 Jeremy.Kaler@mail.wvu .edu	Fax: 304-788-7057
<b>Student Affairs</b> . . . . .	Phone: 304-788-6842 PSCStudentAffairs@mail.wvu.edu	Fax: 304-788-6943
<b>Student Judicial Services</b> . . . . .	Phone: 304-788-7248 MMMcdonald@mail.wvu.edu	Fax: 304-788-7250
<b>University Police</b> . . . . .	Phone: 304-788-6931 Brian.Kerling@mail.wvu.edu In case of emergency, dial 911	Fax: 304-788-6955

# Enrollment Services

## Qualifications

Potomac State College of West Virginia University is an open admissions institution. The principal 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 September 15. 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 Application for Admission

Applications are available through the Office of Enrollment Services:

Potomac State College of WVU  
Office of Enrollment Services  
75 Arnold Street Keyser, WV 26726  
(800) 262-7332  
(304) 788-6820  
go2psc@mail.wvu.edu

Applications can also be obtained on the web site at [www.potomacstatecollege.edu](http://www.potomacstatecollege.edu). The application is also available at many high schools.

## 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.



## Admission Process

### Freshmen

- Complete an application for admission.
- Submit an official copy of final 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 it is 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.

### Transfer Students

We welcome you as a transfer student if you 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.

Other students may be accepted for transfer depending on review of the Enrollment Service and Campus Advancement Council.

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 an associate's 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.

If you are a student at West Virginia University, you must complete the Change of Campus form to transfer to Potomac State College. The form is available from the Office of Enrollment Services or online at [http://potomacstatecollege.edu/communities/current\\_students/](http://potomacstatecollege.edu/communities/current_students/).

### **Part-Time (Special) Students**

An individual who wishes to take courses but does not plan to be a degree candidate will be classified as a special student. Special 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 special student may apply for admission and submit all of the required documents. The student may apply previous satisfactorily completed course work toward the degree.

### **Transient Students**

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.

### **International Students**

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  
Online: [www.wes.org](http://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 the address above or to: [www.wes.org](http://www.wes.org).

Documents received by Potomac State become the property of the College and cannot be returned to the applicant. It is therefore recommended that students who receive only one original copy of credentials submit certified copies with the application.

### **English Language Proficiency**

All applicants whose first language is not English must provide proof of English language proficiency. Potomac State College 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 79 on the Internet-based TOEFL, 213 on the computer-based TOEFL, 550 on the paper-based TOEFL, or 6.5 on the IELTS is the minimum required. Applicants should make arrangements to take the TOEFL well in advance of the desired date of enrollment at Potomac State. Information about registration for the TOEFL can be obtained by writing to: TOEFL/TSE Services, PO Box 6151, Princeton, NJ 08541-6151, 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 Web site at [www.ielts.org](http://www.ielts.org).

TOEFL results are not required for applicants who have received a high school diploma or a bachelor's degree from schools in the United States.

### **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**

Requirements for immunizations are posted at: <http://potomacstatecollege.edu/admissions/immunization.html>

## **Early Admission**

### **High School 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.

### **High School Juniors**

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

1. Student 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.

## **Re-admission of Students**

### **Former Students in Good Standing**

Students who leave the college for at least one complete semester are required to submit an application for readmission to the Office of Enrollment Services. Decisions on readmission are based on your Potomac State College academic standing along with academic work earned at any other institution attended after leaving Potomac State. 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, provided the other conditions have been met.

### **Academically Suspended Students**

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 five 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 32 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**

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>

### **ACT / SAT Tests**

Potomac State College accepts scores from the American College Testing Program (ACT) test or the Scholastic Aptitude Test (SAT).

The scores are not used for admission but are used for placement into math and English courses.

Each test is administered nationally several times each year. Applications are available through high school guidance counselors or you can contact the Office of Enrollment Services for more information.

### **Placement Guidelines**

The West Virginia Higher Education Policy Commission policy on freshman assessment and placement standards established the following placement standards:

#### **Mathematics**

Students may not enroll at any two-year or four-year institution in West Virginia public colleges and universities in a mathematics course which is designed to be applied toward a baccalaureate degree, an associate of arts (A.A.), an associate of science (A.S.), an associate of applied science (A.A.S.) degree at a four-year college or university or an A.A., A.S., or A.A.S. degree at a community college unless the minimum score prescribed below is earned on one of the following tests:

- A. A score of 19 on the mathematics section of the American College Testing Program's (ACT) Assessment Test.
- B. A score of 460 on the quantitative portion of the College Board's Scholastic Assessment (SAT-1).
- C. A scaled score of 40 on the numerical test and 38 on the elementary algebra test of the American College Testing Program's Assessment of Skills for Successful Entry and Transfer (ASSET).
- D. A scaled score of 59 on the pre-algebra test and a scaled score of 36 on the algebra test of

the American College Testing Program's Computerized Adaptive Placement Assessment and Support System (COMPASS).

- E. A scaled score of 85 on the arithmetic test and 84 on the elementary algebra test of the College Board's ACCUPLACER Testing System.

### **English**

Students may not enroll at any two-year or four-year institution in West Virginia public colleges and universities in an English composition course which is designed to be applied toward a baccalaureate degree, an associate of arts (A.A.), an associate of science (A.S.), an associate of applied science (A.A.S.) degree at a four-year college or university or an A.A., A.S., or A.A.S. degree at a community college unless the minimum score prescribed below is earned on one of the following tests:

- A. A score of 18 on the English section of American College Testing Program's (ACT) Assessment Test.
- B. A score of 450 on the verbal portion of the College Board's Scholastic Assessment (SAT-1).
- C. A scaled score of 38 on the writing skills test of the American College Testing Program's Assessment of Skills for Successful Entry and Transfer (ASSET).
- D. A scaled score of 71 on the English Skills test of the American College Testing Program's Computerized Adaptive Placement Assessment and Support System (COMPASS).
- E. A scaled score of 88 on the Sentence Skills test of the College Board's ACCUPLACER Testing System.
- F. Satisfactory performance on a writing sample administered by each institution.

### **Reading**

Currently Potomac State College of WVU does not offer remedial reading courses; however, the following guidelines will be in effect when remedial reading courses are instituted:

- A. Students scoring 17 on the reading section of the American College Testing Program's (ACT) Assessment Test.
- B. A score of 420 or above on the verbal section of the College Board's Scholastic Assessment (SAT-1).
- C. A scaled score of 36 on the reading skills test of the American College Testing Program's Assessment of Skills for Successful Entry and Transfer (ASSET).
- D. A 30 percentile above on the Nelson-Denny Reading Test.
- E. A scaled score of 75 on the reading test of the American College Testing Program's Computerized Adaptive Placement Assessment and Support System (COMPASS).
- F. A scaled score of 79 on the Reading Comprehensive test of the College Board's ACCUPLACER Testing System.

### **Foreign Language**

Students who have studied Spanish in high school and who wish to continue the study of these languages at WVU must take a placement test before entering the program. Those who complete the course in which they are placed with a B or better will receive back credit for all courses out of which they placed. Fees for this back credit are waived. The placement test can be taken one time only and must be taken before completing any course work in the languages at WVU.

### **Veterans Affairs Office**

The Office of Enrollment Services offers counseling and assistance to veterans who are either enrolled or contemplating college enrollment. Aid to dependents of totally disabled veterans is also available. 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.

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 to the Office of Enrollment Services.

## **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.

## **FERPA – Family Educational Rights and Privacy Act**

### **Notice to Students Regarding FERPA**

Students at West Virginia University and its divisional campuses (“WVU” or “University”) benefit from the Family Educational Rights and Privacy Act of 1974. This Act, with which West Virginia University 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/policy>.

### **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**

The Parent/Guest Portal is now the exclusive method by which a University student may grant a third-party access to his or her records. Now, 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 FERPA updates and more information on Potomac State College's FERPA policy, please visit: <http://ferpa.wvu.edu> or contact Legal Affairs at: 304.293.5841.

For more information on the Parent/Guest Portal, please visit: <http://parent-guest.portal.wvu.edu/>.

### **Official 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, date of last attendance, and WVU ID number.

Requests 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 [www.potomacstatecollege.edu](http://www.potomacstatecollege.edu). Telephone requests cannot be accepted due to risk to the security of your records.

### **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.

### **Transfer of Credits**

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 [https://www.wvhepc.org/academic/10-11\\_Core\\_Coursework\\_Transfer\\_Agreement.pdf](https://www.wvhepc.org/academic/10-11_Core_Coursework_Transfer_Agreement.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.

Students who plan to attend a summer term or other period of enrollment at another institution of higher education, with the expectation of transferring credits to Potomac State College of WVU, should complete a transient student form that may be obtained in the Office of Enrollment Services.

### **Intrauniversity Transfers**

Students transferring from Potomac State College to WVU-Morgantown or WVU Institute of Technology should complete a Change of Campus form that is available in the Potomac State Office of Enrollment Services or the WVU Office of Admissions and Records. The form is also available at [http://potomacstatecollege.edu/communities/current\\_students/](http://potomacstatecollege.edu/communities/current_students/). Students must meet the admissions criteria at the accepting institution. All records made at Potomac State are part of the student's University record.

### **Withdrawals**

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. It is the student's responsibility to see that all forms are properly executed and delivered to the appropriate authorities for recording.

### **Withdrawal/Drop from Individual Classes**

Students may drop individual classes within a term based on established deadlines. These deadlines are posted at [www.potomacstatecollege.edu](http://www.potomacstatecollege.edu) under the Academic Calendar.

Students, with the help of their academic advisors, are responsible for determining:

- If their course load would be reduced 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 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**

### **Deadlines**

Students may withdraw from the College for the term in which they are enrolled at anytime 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**

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.

To withdraw from the term 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/communities/current\\_students/](http://potomacstatecollege.edu/communities/current_students/).

Students who are unable to access the form may mail a request to the 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 60 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 the College prior to 60 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.

## **Financial Aid**

### **Application Process**

To apply for financial aid, first apply for a US Department of Education student PIN and a parent PIN (if you are considered a dependent student for financial aid purposes) at [www.pin.ed.gov](http://www.pin.ed.gov). You will use the PIN to sign your online Free Application for Federal Student Aid (FAFSA), review your processed information, correct FAFSA data, and conduct other important business directly with the US Department of Education. Save the PIN you are issued because you will need it for future transactions.

Complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov) and include WVU's school code – 003827 – and Potomac State's school code – 003829 - on your application. Submit the FAFSA prior to March 1 for full consideration. If you prefer to complete a paper FAFSA, you can request one by calling the Federal Student Aid Information Center at 800-433-3243. The FAFSA is completed annually. You must renew the FAFSA to receive consideration for aid.

### **Aid Offer Notification**

PSC/WVU will receive your information electronically if you included our school code on your FAFSA. After your FAFSA is reviewed for accuracy, an award notification will be sent. You will receive this notification by letter which will direct you to go online to review the aid offer.

### **Satisfactory Academic Progress**

Students who wish to receive funds administered by the Financial Aid Office must make measurable academic progress toward completion of an eligible degree. Regulations require evaluation both quantitative (required gpa) and qualitative (successful completion of a % of all attempted hours) as well as degree

completion within 150% of the number of hours required for the degree (undergraduates only).

Undergraduates must complete at least 67% of all attempted hours with the following GPA:

- 1-28 attempted hours - 1.6 GPA
- 29-58 attempted hours - 1.9 GPA
- 59 or more attempted hours - 2.0 GPA

The complete Satisfactory Academic Progress policy is available online at <http://financialaid.wvu.edu>.

# College Costs

## Projected Fees and Expenses for 2013-2014 Academic Year

(These fees are accurate as of June 2013, but are subject to change without notice.)

A full-time student is one enrolled for a minimum of 12 credit hours. Students enrolled for fewer than 12 hours are classified as part-time students.

### Enrollment Fees Per Semester

---

#### Associate Degree

	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
12 (or more) hours	\$1,668	\$2,796	\$4,644
11 hours	\$1,529	\$2,563	\$4,257
10 hours	\$1,390	\$2,330	\$3,870
9 hours	\$1,251	\$2,097	\$3,483
8 hours	\$1,112	\$1,864	\$3,096
7 hours	\$ 973	\$1,631	\$2,709
6 hours	\$ 834	\$1,398	\$2,322
5 hours	\$ 695	\$1,165	\$1,935
4 hours	\$ 556	\$ 932	\$1,548
3 hours	\$ 417	\$ 699	\$ 1,161
2 hours	\$ 278	\$ 466	\$ 774
1 hour	\$ 139	\$ 233	\$ 387

#### Bachelor of Applied Science Degree

(Fee Schedule applied in third and fourth year of Bachelor Program)

	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
12 (or more) hours	\$2,064	\$3,276	\$5,172
11 hours	\$1,892	\$3,003	\$4,741
10 hours	\$1,720	\$2,730	\$4,310
9 hours	\$1,548	\$2,457	\$3,879
8 hours	\$1,376	\$2,184	\$3,448
7 hours	\$1,204	\$1,911	\$3,017
6 hours	\$1,032	\$1,638	\$2,586
5 hours	\$ 860	\$1,365	\$2,155
4 hours	\$ 688	\$1,092	\$1,724
3 hours	\$ 516	\$ 819	\$1,293
2 hours	\$ 344	\$ 546	\$ 862
1 hour	\$ 172	\$ 273	\$ 431

#### Metro Fee

The Metro Fee is a tuition discount applicable to those students residing in Allegany and Garrett counties in Maryland; Bedford, Fayette, and Somerset counties in Pennsylvania; and Frederick county in Virginia who elect to enroll either as a full-time or part-time student at Potomac State College of WVU. The Metro Fee does not include any discount for Room and Board.

#### Additional Fee Information

Any course having a laboratory may be subject to a Laboratory Fee. A Laboratory Fee of \$20 to \$60 may

be assessed when enrolling in laboratory courses in areas such as agriculture, computer science, physical science, and engineering.

An Electronic Delivery Course Fee of \$40 will be assessed for each course delivered electronically, such as a course delivered on the Web. Some off-campus courses may be subject to a \$51 per credit hour Off-Campus Course Resource Fee.

**Classes for High School Students**

Courses designated for high school students only, whether offered on campus or at high school locations, will be offered at a special rate of \$84 per credit-hour fee for the 2013-2014 academic year. Students who enroll in these classes must meet the early admissions criteria explained previously in this catalog.

---

**Reduced Tuition and Fee Program for West Virginia Residents Who Are At Least 65 Years of Age**

---

**Eligibility**

Participants must be residents of West Virginia who are at least 65 years old. A participant will be subject to the institutional, programmatic, and financial guidelines for enrollees in this program and to the rules, regulations, procedures, and requirements, including course prerequisites of the College.

**No Credit Option**

The total tuition and fees charged for each course under the no credit option, excluding laboratory fees, will be \$50. A grade or credit will not be given.

**Credit Option**

The total tuition and fees charged will be fifty percent of the normal rates charged to state residents by the College.

**Space Availability**

A participant may register for a course under either the credit or no credit option provided that classroom space is available. Participants must verify space availability with the Office of Enrollment Services on the first day of class before they will be registered for the class.

**Application Process**

Participants must complete an application for admission and submit to the Office of Enrollment Services. Participants will not be registered for the course(s) until the first day of class for the term. It is the participant's responsibility to verify their registration with the Office of Enrollment Services.

---

**Residence Hall Expenses Per Semester – 2013-2014**  
(Same rate for WV Resident, Nonresident, and Metro)

---

Davis, Friend, Memorial, and Reynolds Residence Halls		Full-time Rate Per Semester	
Double Room – Fall & Spring Semesters	Occupancy 2 people	\$1,691	
Double Room – Summer Session Daily Rate	2 people	\$14.00	
Private Room	1 person	\$2,247	
Double Room with private bath	2 people	\$2,320	
Triple Room	3 people	\$1,454	
<b>University Place Residence Hall</b>			
Double Suite – Fall & Spring Semesters	4 people	\$2,074	1 bath

Double Room – Fall & Spring Semesters	2 people	\$2,430	1 bath
Private Room with Private Bath	1 person	\$2,822	1 bath
Summer Session Univ Place Double Suite Daily Rate	4 people	\$17.00	1 bath
Summer Session Univ Place Private Double Daily Rate	2 people	\$20.00	1 bath

#### **Catamount Place Residence Hall**

Double Room	\$1,691
Double w/Half Bath	\$1,850
Double Suite (Quads)	\$2,074
Single Room	\$2,247
Single w/Half Bath	\$2,404

#### **Resident Hall and Commuter Meal Plans**

Board – 19 Meal Plan with \$50 Dining Dollars	\$1,855
Board – 15 Meal Plan with \$50 Dining Dollars	\$1,747
Board – 10 Meal Plan with \$50 Dining Dollars	\$1,514

#### **Commuter Only Meal Plans**

25 Meals (per semester)	\$233
50 Meals (per semester)	\$363
80 Meals (per semester)	\$497
25 Meals (per semester) with \$100 Dining Dollars	\$333
50 Meals (per semester) with \$100 Dining Dollars	\$463
80 Meals (per semester) with \$100 Dining Dollars	\$597

#### **Summer Only Meal Plans**

80 Meals	\$497
----------	-------

<b>Residence Hall Application*</b>	\$200
------------------------------------	-------

*\*Credited to student's room account when room assigned.*

---

### **Total Estimated Yearly Expenses for Full-Time Students Enrolled in Associate Degree or Certificate Program**

---

#### **Fall and Spring Semesters – Academic Year 2013-2014**

	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
Enrollment Fees	\$ 3,336	\$ 5,592	\$ 9,288
Books, supplies, etc.	\$ 1,100	\$ 1,100	\$ 1,100
Board and Room	\$ 7,858	\$ 7,858	\$ 7,858
<b>Total Expenses</b>	<b>\$12,294</b>	<b>\$14,550</b>	<b>\$18,246</b>

---

### **Total Estimated Yearly Expenses for Full-Time Students Enrolled in the Bachelor of Applied Science Degree Program (Third and Fourth Year)**

---

	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
Enrollment Fees	\$ 4,128	\$ 6,552	\$10,344
Books, supplies, etc.	\$ 1,100	\$ 1,100	\$ 1,100
Board and Room	\$ 7,858	\$ 7,858	\$ 7,858
<b>Total Expenses</b>	<b>\$13,086</b>	<b>\$15,510</b>	<b>\$19,302</b>



## Other Fees or Charges that May Be Required:

Insufficient Funds Check Fee	\$25
Diploma Replacement Fee	\$35
I.D. Card Replacement	\$20
Lab Fees – Applicable to Specific Courses	\$20 to \$60
Electronic Delivery Course Fee	\$40
Late Payment Fee	\$50
Late Registration Fee	\$50
Off-Campus Course Resource Fee (1) per credit hour	\$51
Community Interest Course Fee	\$75
Orientation Fee	\$50
Parking Fee (Resident/Commuter)	\$40
RBA Course Transfer Evaluation	\$10
RBA Degree Evaluation	\$300
Study Abroad Off-Campus Fee (per credit hour)	\$50
Transcript	\$ 9

---

### Summer Session – 2014

(Fee Subject to Change Without Notice)

---

A full-time student is one enrolled for a minimum of 12 credit hours. Students enrolled for fewer than 12 hours are classified as part-time students.

### Enrollment Fee Per Summer Session – Associate Degree

<u>Hours Enrolled</u>	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
12 (or more) hours	\$1,428	\$2,556	\$4,404
11 hours	\$1,309	\$2,343	\$4,037
10 hours	\$1,190	\$2,130	\$3,670
9 hours	\$1,071	\$1,917	\$3,303
8 hours	\$ 952	\$1,704	\$2,936
7 hours	\$ 833	\$1,491	\$2,569
6 hours	\$ 714	\$1,278	\$2,202
5 hours	\$ 595	\$1,065	\$1,835
4 hours	\$ 476	\$ 852	\$1,468
3 hours	\$ 357	\$ 639	\$1,101
2 hours	\$ 238	\$ 426	\$ 734
1 hour	\$ 119	\$ 213	\$ 367

### Enrollment Fee per Summer Session – Bachelor of Applied Science (Third and Fourth Year)

<u>Hours Enrolled</u>	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
12 (or more) hours	\$1,824	\$3,036	\$4,932
11 hours	\$1,672	\$2,783	\$4,521
10 hours	\$1,520	\$2,530	\$4,110
9 hours	\$1,368	\$ 2,277	\$3,699
8 hours	\$1,216	\$ 2,024	\$3,288
7 hours	\$1,064	\$1,771	\$2,877
6 hours	\$ 912	\$1,518	\$2,466
5 hours	\$ 760	\$1,265	\$2,055

4 hours	\$ 608	\$1,012	\$1,644
3 hours	\$ 456	\$ 759	\$1,233
2 hours	\$ 304	\$ 506	\$ 822
1 hour	\$ 152	\$ 253	\$ 411

### Residence Hall Expenses Per Summer Session

Room - University Place Double Suite .....	\$17 per day
Meal Cost (if offered) – 80 meals .....	\$497
Residence Hall Application* .....	\$200

### Payment of Fees

All tuition and fees and room and board charges must be paid in full or an approved payment plan must be in place before the first day of the term each semester or each summer session. The two payment plans are below.

The **60/40 payment plan** to assist with the payment of tuition and fees for fall and spring semesters is available to all students. The first payment of 60% is due before the first day of the term, with the remaining balance due by the end of the sixth week of classes.

A **monthly payment plan through TuitionPay** is the second payment plan. The TuitionPay plan helps avoid large lump-sum payments by allowing you to spread your WVU tuition and university housing expenses over several months, interest free. TuitionPay is not a loan. It is the payment plan division of SallieMae. To enroll, visit <https://tuitionpay.salliemae.com/wvu>.

Cash, checks, cashier's checks, money orders, credit and debit cards, (VISA, MASTERCARD, and DISCOVER), are accepted for payment of tuition and fees if paying in person. A 2½ percent convenience fee will be charged on all credit and debit card transactions.

VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS, DINERS CLUB, and electronic check can be used if paying online through the student MiX account. A 2½ percent convenience fee will be charged if paying by credit or debit card. A convenience fee will not be charged if paying by electronic check.

*Students auditing courses pay the same charges as students enrolled for credit.*

An insufficient fund check assessment of \$25 will be incurred for each check returned unpaid by the bank upon which it is drawn unless the student can obtain an admission of error from the bank. If the check returned by the bank was in payment of tuition and registration fees, the Business Office will declare the fees unpaid and registration canceled. The return of the check unpaid constitutes late registration, and a late payment fee and/or late registration fee may be levied. In such case, the student may be reinstated upon redemption of the unpaid check, payment of the \$25 insufficient fund check assessment, and payment of the applicable late payment fee and/or late registration fee of \$50.

The College will withhold academic transcripts, diplomas, and official reports about the student's record as long as the student has a financial or any other type of obligation due the College.

Students in debt to the College for a previous semester or term are not permitted to enroll until all obligations have been paid.

### Reduction of Fees

A student who officially withdraws from the University within the first six weeks of the Fall or Spring sixteen week term is eligible for a reduction of tuition and fees.\* If a reduction results in a refund, every effort is made to process the refund within 30 days.

To withdraw from the University officially and receive a reduction, a student must apply at the Enrollment Services Office. Tuition, special fees, and certain miscellaneous fees are reduced based upon the date of withdrawal and student status. Lab fees are reduced during the first week of classes only, based upon student status. Miscellaneous fees that are not reduced include transcript fee, late payment fee, and late registration fee.

Any questions concerning the College's refund policies should be directed to the Business Office Manager.

#### Reduction of Fees Schedule for Withdrawal from the College

##### Fall/Spring Semesters

1st week . . . . .	100%
2nd week . . . . .	90%
3rd and 4th week . . . . .	70%
5th and 6th week . . . . .	50%
Subsequent weeks . . . . .	No reduction of fees

The reduction of fees schedule for summer sessions is available in the Cashier Services Office and the Business Office.

##### Dropped Courses

If a student drops a class or classes and has less than 12 credit hours after the drop, term fees are reduced as follows \*:

- Tuition and some miscellaneous fees are reduced at 100% during the first week of classes only and not reduced thereafter.
- Lab fees are reduced at 100% during the first week of classes only and not reduced thereafter.
- Miscellaneous fees including transcript fee, late payment fee, and late registration fee are not reduced.

*\*Note: If you withdraw or drop below full-time and are receiving federal financial aid, it is possible that you may have to repay all or a portion of the federal funds received. Please check with the Financial Aid Office for more details. Please also refer to the Financial Aid Repayment Policy section of this catalog for additional information.*

##### Financial Aid

Students interested in applying for financial aid need to complete a Free Application for Federal Student Aid (FAFSA). This form is the application for all major federal student aid programs and must be received at the federal processing center by March 1 for applicants to receive maximum consideration.

For the summer session(s), a separate WVU Financial Aid Application is also required. Forms are available in the Office of Enrollment Services.

Students can complete a FAFSA on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Instructions are available in the Office of Enrollment Services.

For those students who filed a FAFSA for the previous year, a renewal application may be used. Students with questions about the renewal FAFSA process should contact the Office of Enrollment Services for a regular FAFSA or file by using the Web address above.

# Academic Affairs

## General Information and Regulations

### Advanced Placement and College Credit

Students wishing to obtain college credit by means of the Advanced Placement program (AP), the College Level Examination Program (CLEP), or the International Baccalaureate Program (IB) should consult the information provided by the Office of Admissions at West Virginia University, available on line at <https://admissions.wvu.edu/admissions/equivalency>.

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 SMART or AARTS transcript.

### Credit by Examination (Institutional)

After admission to Potomac State College, students may elect to take examinations demonstrating competence in specific course work.

#### Policies

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 101-102.

#### 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 a 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.

### 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
- 3a. 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.

### Grading System

- 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
- WU** - withdrawal from the college doing unsatisfactory work
- P** - pass (see Pass/ Fail Grading below)
- X** - auditor, no grade and no credit
- CR** - credit but no grade
- S** - satisfactory
- U** - unsatisfactory (equivalent to F)
- INC** - permanent incomplete
- IF** - incomplete grade not removed by next regular term (computed as an F)
- UF** - unforgivable F (not eligible for D/F repeat policy)
- PR** - re-enroll (student's progress in a foundations course is satisfactory but course competencies have not yet been mastered)

### 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.

**Student option:** Any full-time student who has completed 15 hours and who has maintained a 2.0 grade-point average may take a maximum of four hours each semester or summer session 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. Unless otherwise indicated, 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 Curriculum (GEC) or foreign language requirements may not be taken for pass/fail grading.

The grade of P does not affect the grade point average. However, any F grade affects a student's grade point average whether it is a regular course 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.

**Foundations courses:** Foundations courses are graded as pass/fail, but students may also receive a PR (re-enroll) grade. A grade of P or PR does not affect the grade point average, but a grade of F does.

**Grade Point Average**

All academic units of the University require minimum standards of scholastic quality that must be met or exceeded. To be eligible to receive a 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, below.

**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.....	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 W, WU, P, PR, S, and X carry no grade value. The grade of Incomplete (I) initially carries no grade value.
- The grade of I is given when the instructor of the course believes that the work is unavoidably incomplete or that an additional examination is justified. There must be a written contract between the student and instructor, including a timeline for completion of the work.
- To remove the grade of I, a student does not register for the course again; instead, he or she arranges to submit incomplete or supplemental work to the original instructor of the course. When a student receives the 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 enrolled, the grade of is treated as an F (failure).

**GPA Calculations**

Students should know how to calculate their overall and semester grade point averages. The following example shows how to do it. Assume you are 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

**Sample Calculation of Grade-Point Average**

Course	Credit	Grade	Grade Value	Credit x Grade Value	Grade Points
English 101	3	B	3	3 x 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

1. Multiply the credit by the grade value to get the grade points earned for each course.
2. Add the total grade points, in this case, 39.
3. Divide the total grade points earned by the total credit hours with a grade value. Remember that P grades have no grade value, so in this case, there are 15 credit hours for the GPA calculation: 39 divided by 15 = grade point average of 2.6.

### D/F Repeat Policy

West Virginia University 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 completes the sixtieth hour (including any class in which a student earns a grade and transfer classes), the student may "D/F repeat" that course. Academic advisors assist students with completing the appropriate form, which should be filed during the semester in which the student is repeating the course. The course can be repeated only at West Virginia University, Potomac State College of WVU, or WVU Institute of Technology. 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 anytime 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 you repeated the course.
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.

### Academic Forgiveness Policy

See "Enrollment Services" Section for details.

### Auditing Courses

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 same 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.

### Course Overloads

Students may not enroll for more than 18 credit-hours of course work in any given semester without first receiving permission from the Dean of Academic Affairs.

### Foundations Courses

Students who have inadequate backgrounds in those basic skills needed successfully to pursue college-level work may be required to take foundations courses in English or mathematics (ENGL 090 and MATH 021, 091, or 093). Credits for these courses are not counted in the hours required for graduation at Potomac State College and are not intended for transfer. These courses count toward athletic eligibility and financial aid. These courses are designed to give the under-prepared student an opportunity to succeed in college.

Based on placement scores, students may be required to enroll in one or more foundations courses. Refer to the "Enrollment Services" portion of this catalog for additional information concerning placement guidelines.

## Grade Reports and Distribution

Grade reports are confidential reports from faculty to students indicating the student's academic progress in a given course. Semester and summer term grades are final and are entered on the student's permanent record. Mid-semester grades, given in each semester but not in summer sessions, are not final and are not entered on the student's permanent record.

## Classification of Students and Hours Carried

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 hours, inclusive
Sophomore	29-58 hours, inclusive
Junior	59-88 hours, inclusive
Senior	89 or more semester hours

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.

## Military Leave Policy

### Awarding Course Credit to Students Called to Serve in the Military (Updated July 28, 2010)

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 person, the Dean of Academic Affairs. 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:
  1. 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.**
  2. 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.
  3. If the student chooses to withdraw from the course, the contact person will work with the appropriate University Office to provide an administrative withdrawal.



## **Leave for Military Drill**

Some students at the College choose to serve in the military while pursuing their degrees. West Virginia University is a “Veteran Friendly” institution and recognizes its obligations to our students who serve in the military. Although there is a university expectation that all students will attend all of their classes, the choice to serve in the military where two week training sessions may be mandatory should not negatively impede academic progress. The following section outlines the appropriate steps to follow should you miss class due to call ups for military service training during a semester. A typical call up is 1-2 weeks.

If you are a student with the potential for being called to military training during the course of the semester or academic year, we recommend that you review the syllabi for specific attendance policies for each course prior to the beginning of every semester. In addition, we strongly encourage you to meet with or have substantial email contact with all of your course professors and/or instructors no later than the Monday of the first week of class in order to address the class attendance policy and the impact a short-term military leave will have on your ability to succeed in the class for the semester. Any agreements between you and your professors should be agreed upon by the end of the first week of class.

In the rare case that an unresolved issue arises due to absences from a course because of military obligation, the West Virginia University process for final grade appeal is outlined under the “Final Grade Appeal Procedures” in the West Virginia University Undergraduate Catalog.

In the spirit of WVU, faculty make every effort to allow students who are members of the Armed forces to make up test and assignments that may be missed during the semester if it can be proven that the student was called up for military training; and if missing the coursework will not irreversibly impact the students’ ability to master the subject matter in question within the terms of the semester.

## **Commitment to Assessment**

West Virginia University is committed to academic quality and has developed a plan for a comprehensive assessment of student learning outcomes. The plan enables the University to measure the improvement of the quality of academic programs of instruction.

At Potomac State College, an Assessment Council coordinates college-level assessment programs.

## **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 and fulfill additional requirements are designated as Honors Scholars when graduating with a BAS degree.

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

### **Provost’s and Dean’s Lists**

Full-time students whose academic accomplishments are of significant quality to merit special recognition are placed on either the **Provost’s List** or the **Dean’s List**. To be placed on the Provost’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.

### **Provost's and Dean's Scholars**

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

### **Student Attendance**

**Importance of Class Attendance:** At West Virginia University, class attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize students' grades or even their ability to continue in their courses.

There is a strong correlation between regular class attendance and academic success. Faculty are strongly encouraged to require attendance in all 100-level classes.

**Attendance Policies:** Instructors must set attendance policies that are appropriate for the goals and instructional strategies of their courses. Instructors may include attendance records in determining the final course grade. All attendance policies that affect students' grades must be announced in writing 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. Attendance policies thought to violate the statement on student attendance should first be discussed with the instructor, then with the department chair, and finally the college dean, if necessary.

**Class Absences:** 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, since medical conditions are confidential and frequently not verifiable.

**Make-up Examinations:** Students absent from regularly scheduled examinations because of authorized University activities will have the opportunity to take them at an alternate time. Such make-up examinations should be of comparable difficulty to the original examination.

Students in courses with regularly scheduled evening examinations shall have the opportunity to make up these examinations if they miss them in order to attend a regularly scheduled class that meets at the same time. Such make-up examinations should be of comparable difficulty to the original examination.

Attendance at a regularly scheduled evening examination will not excuse a student from a regularly scheduled class that meets at the same time as the examination.

**Days of Special Concern:** Instructors are urged not to schedule examinations or field trips on "Days of Special Concern" that are identified in the Academic Calendar.

### **Finals**

A final exam schedule will be developed each fall and spring semester 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, student's 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.

## **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 responsible for their own academic well being, including knowing their scholastic standing as it relates to the published regulations and standards of Potomac State College of WVU. Student 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.

## **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.

## **Rights & Responsibilities**

1. Each student shall have the right to grades based upon academic performance and requirements. If a student feels the final grade reflects a capricious, arbitrary, or prejudiced academic evaluation, or reflects discrimination based on race, color, creed, sex, national origin, political affiliation, handicap, veteran status, sexual orientation, or age, the student has the right to appeal.
2. Each student shall have the right to appeal academic penalties.
3. Each student shall have access to the College catalog and Web site in which academic program requirements are described (e.g., required courses, total credit requirements, residence requirements, special program requirements, minimum grade-point average, probation standards, professional standards, etc.).
4. Each student shall have the right to receive from the instructor written descriptions of content and requirements for any course in which he or she is enrolled (e.g., attendance expectations, laboratory requirements, and special requirements including field trips and costs, grading standards and procedures, professional standards, etc.).
5. The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out above.
6. Each student shall receive grade reports of academic progress at midterm and at the end of each academic term.

## **Probation and Suspension**

The college makes every effort to encourage its students to achieve a high standard of academic performance. Because of excessive unexcused absences from class, academic dishonesty, failure to achieve an acceptable Grade Point Average, or other irregularities, students may be subject to **academic probation or academic suspension**.

The Dean of Academic Affairs, faculty advisers, the Office of Student Affairs, the Office of Enrollment Services, and others are available to assist the student with solutions to problems. In the final analysis, however, the student must assume responsibility for any academic deficiencies or irregularities. Any student whose cumulative grade-point average is 2.0 or higher is in good academic standing in the College. Every degree requires a minimum grade-point average of 2.0 for graduation.

Students are placed on academic probation or academic suspension by the Dean of Academic Affairs and will be formally notified in writing.

**Academic Probation Regulations**

- 1. The list of students on academic probation is compiled by the Dean of Academic Affairs at the end of each regular semester. Probation automatically applies when a student does not have a cumulative grade-point average of at least 2.0 (C average), unless the student is to be suspended.
- 2. A student who is placed on academic probation may continue to enroll on a full-time basis.
- 3. A student who is not suspended will be removed from academic probation only after the grade-point deficiency has been made up and the overall grade-point average is 2.0 or better.

**Academic Suspension Regulations**

- 1. The list of students on academic suspension that is compiled annually at the conclusion of the spring semester applies only to those students who have not obtained the required minimum cumulative Grade Point Average.
- 2. Normally, students will be suspended only at the end of the spring semester. However, the Dean of Academic Affairs may suspend a student at any other time of the year if the student's cumulative Grade Point Average is below the required minimum.
- 3. Any student who in the fall semester has attempted ten or more credits and failed to earn a cumulative Grade Point Average of at least 0.50 may be suspended for the spring semester.
- 4. Suspension is for one semester. If a student has been on suspension for one semester, he or she may apply for full-time readmission.
- 5. A suspended student who is re-admitted under the provisions mentioned previously will be placed on academic probation.
- 6. Upon written application, the student who has been on suspension will be re-admitted to the College, with the terms of re-admission noted by the Director of Enrollment Services in accordance with established College policy. A student who is academically suspended may appeal, within 10 calendar days of the date of receiving notification of academic suspension, by writing to the Dean of Academic Affairs. If the appeal is denied by the Dean of Academic Affairs, the student may appeal to the Campus Provost.
- 7. A student who has been suspended for academic deficiencies and who takes courses at other institutions during the period of suspension cannot automatically transfer such credit toward a degree at PSC/WVU upon readmission to the College. Students are not eligible for readmission if they earn less than a 2.0 at other institutions while on suspension from PSC/WVU. After one semester of satisfactory performance (C average or better on a minimum of 12 credit hours earned during a regular semester or during the summer sessions) the appropriate transfer credit will be entered in to the student's record.
- 8. Readmission of students who have been suspended for a second time will be for one semester and subject to conditions established by the Dean of Academic Affairs.

**Minimum Allowable Grade Point Average**

Students failing to obtain the minimum cumulative Grade Point Averages specified in the following table are subject to academic suspension.

Total GPA Hours	Minimum GPA
10-19	0.95
20-24	1.13
25-29	1.33
30-34	1.47
35-39	1.57
40-44	1.64
45-49	1.70
50-54	1.75
55-59	1.79
60-64	1.82
65-69	1.85
70-74	1.87
75-79	1.90
80-84	1.91

### **Final Grade Appeal Procedures (Not Involving Charges of Academic Dishonesty), including Dismissal from an Academic Program**

Students have the right to appeal final course grades which they believe reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, color, creed, sex, national origin, political affiliation, handicap, veteran status, sexual orientation, or age. The grade appealed shall remain in effect until the appeal procedure is completed or the problem resolved. This procedure provides a mechanism whereby a student may appeal a failing grade or a grade low enough to cause the student to be dismissed from some program or to require the repetition of a course. Grade appeals that do not meet this classification are not precluded.

Step 1. The student shall discuss the complaint with the instructor involved prior to the mid-semester of the succeeding regular semester, whether the student is enrolled or not. If the two parties are unable to resolve the matter satisfactorily, if the instructor is not available, or if the nature of the complaint makes discussion with the instructor inappropriate, the student shall notify the chairperson of the instructor's division (or, if none, the academic dean). The chairperson or academic dean shall assume the role of an informal facilitator and assist in resolution attempts. If the problem is not resolved within five academic days from when the complaint is first lodged, the student may proceed directly to Step 2.

Step 2. The student must prepare and sign a document that states the facts constituting the basis for the appeal within five academic days from when the original complaint was lodged. Copies of this document shall be given to the instructor and to the instructor's chairperson (or, if none, to the academic dean). If, within five academic days of receipt of the student's signed document, the chairperson does not resolve the problem to the satisfaction of the student, the student will forward the complaint to the instructor's academic dean (see Step 3).

Step 3. Within five academic days of receipt of the complaint, the academic dean shall make a determination regarding the grade, making any recommendation for a grade change to the instructor involved. If the instructor involved does not act on the academic dean's recommendation, or if the student disagrees with the decision of the academic dean, the academic dean will refer the case to a representative committee, appointed by the academic dean, for final resolution. This committee shall consist of three or more faculty members, including at least one person outside the instructor's division.

1. Upon receiving an appeal, the committee will notify in writing the faculty member involved of the grade challenge, which shall include a statement of the facts and evidence to be presented by the student.
2. The committee shall provide to the faculty member involved and the student making the appeal written notification of their right to appear at a hearing to be held before the college representative committee, together with the notice of the date, time, and place of the hearing.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. The final decision of this committee shall be forwarded to the instructor and to the academic dean. If the decision requires a change of grade, the instructor shall take action in accordance with the committee's decision.
5. If the instructor does not act within five academic days, the academic dean shall make any necessary grade adjustment.
6. In the case of grade appeals, the dean functions as the campus provost's designee; therefore, implementation of this decision shall end the appeal procedure.

### **Appeal Procedures for Cases Involving Academic Dishonesty, i.e., Plagiarism, Cheating, and Academic Fraud, Including the Grade of Unforgivable F (UF)**

Academic dishonesty, a serious offense, is defined in West Virginia University Student Conduct Code (Board of Governors Policy 31), which also describes the appeal procedure. Both students and faculty members are responsible for reporting cases of academic dishonesty. Students who suspect academic dishonesty should notify the examination proctor, instructor of the course, or any other appropriate person.

An Unforgiveable F (UF) is a University sanction levied as a result of a violation of the Student Conduct Code Article III (B) 1. Thus, the appeal process for a UF as well as for other cases involving academic dishonesty is different than a standard grade appeal (see above), which follows academic channels that end with a decision by the dean of the college involved. This sanction can be given only after a student has gone through the University student conduct process.

### **Process to Initiate a Charge of Academic Dishonesty**

To initiate and process a charge of academic dishonesty, including plagiarism, cheating, and academic fraud, and/or to begin the process of issuing an Unforgiveable F, the instructor must do the following:

- 1. Notify the student in writing** of the charge and the penalty and schedule a conference within five academic days of discovering the infraction.
- 2. Meet with the student** to discuss the issue, to review all relevant materials, and to complete the Academic Dishonesty Form as soon as possible but no longer than five academic days following the discovery of the violation.

**If the student accepts responsibility** for both the charge and the sanctions, he or she signs the Academic Dishonesty Form, and the case is closed. Within five academic days of resolution of the case, faculty should make three copies of the Academic Dishonesty Form: one for the student, one for faculty records, and one for the Office of Student Judicial Affairs.

**If the student does not accept responsibility** as charged, he or she may appeal to the chair of the division. If the student and chair reach a resolution, the chair should make three copies of the Academic Dishonesty Form: one for the student, one for departmental records, and one for the Office of Student Judicial Affairs. These copies should be distributed within five academic days of resolution of the case.

**If the student and the chair do not reach a resolution**, the student may appeal to the Student Conduct Board. This appeal must be initiated within five academic days of the student's meeting with the chair.

- 3. If the student appeals to the Student Conduct Board**, a panel of three faculty and two students or any odd number with faculty comprising the majority will be convened, the case will be examined, and a decision will be reached.
- 4. If the student disagrees with the decision of the Student Conduct Board**, he or she may appeal to the campus provost, whose decision is final.

## Degree Programs

### Baccalaureate Degree Programs

The **Bachelor of Applied Science (B.A.S.)** is offered at Potomac State College of WVU. Two emphases are available: Business Management and Criminal Justice. Students must have completed an Associate of Applied Science (A.A.S.) degree in a related subject to be admitted to a B.A.S. program.

The West Virginia University **Regents B.A. (R.B.A.)** is available to qualified students attending Potomac State College of WVU. Adult students wishing to enter the R.B.A. degree program should consult the R.B.A. Coordinator.

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

For students who are out of sequence due to a lighter credit load or delayed due to developmental course requirements, faculty advisers are a vital resource to ensure completion of graduation requirements. This catalog is another resource.

The **Associate of Arts (A.A.)** degree is designed for students who are interested in a career for which a bachelor's and/or master's degree would be an eventual requirement.

Potomac State College Associate of Arts (A.A.) degree programs are specifically designed for transfer to baccalaureate degree programs at West Virginia University but generally involve the undergraduate course work essential to degree programs at other four-year institutions.

The **Associate of Applied Science (A.A.S.)** degree offers students the opportunity to gain the technical and occupational skills needed for employment. Although the A.A.S. is not a transfer degree, some four-year colleges accept a portion of A.A.S. degree credits as part of a bachelor's degree.

Some A.A.S. degree courses are offered only at Potomac State College and will not apply to a West Virginia University baccalaureate degree. These courses are identified in the Course Descriptions as "not a WVU parallel course".

### 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. Some majors require more than 60 credit-hours for the associate degree;
2. Complete all required courses outlined in the degree program;
3. Earn a minimum cumulative grade-point average of C (2.0);
4. Satisfy the General Education Curriculum (GEC) 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 for Curriculum and Instruction.** Students may request waiver of a graduation requirement under provisions of the current catalog and with consent of the Dean for Curriculum and Instruction.

### **WVUe 191**

All students entering 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. This course fulfills one hour toward GEC Objective Six.

In certain majors, alternative courses are acceptable. These will be identified for students by their advisers. Alternative courses offered at Potomac State College of WVU include AGRL 111, ENGR 199, HONR 199, and FOR 101.

### **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.

Students who have completed 31 credits or more at Potomac State College may apply credits subsequently earned at West Virginia University's Morgantown campus toward an Associate Degree at Potomac State College. All General Requirements for Graduation at Potomac State College must be met.

### **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.

### **Transfer of Credit to Potomac State College of WVU**

Credits and grades for all college-level courses from institutions within the West Virginia state system of higher education may be transferable towards an associate 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. See [http://admissions.wvu.edu/admissions/university-requirements/transfer\\_equivalency](http://admissions.wvu.edu/admissions/university-requirements/transfer_equivalency) and or consult the Enrollment Services Office.



## **General Education Curriculum (GEC)**

### **The Purpose of General Education**

#### **THE PURPOSE OF THE GENERAL EDUCATION CURRICULUM**

WVU aims to provide students with a foundation of skills and knowledge necessary to reason clearly, communicate effectively, and contribute substantively to society. The General Education Curriculum (GEC) is designed to ensure that students meet these goals through inquiry-based learning across the disciplines. In conjunction with a major field, and in consultation with their advisors, students will design programs of study that satisfy the GEC Objectives. The learning objectives reflect the fact that, in an increasingly global, interdependent world, it is crucial that students can:

- Demonstrate mastery of skills so that they are able to evaluate contexts, effectively communicate with others, and work effectively as an individual and team member to solve problems in today's society;
- Synthesize what they have learned in order to effectively and efficiently apply their knowledge to new contexts;
- Recognize and respond to the need for participation in one's community through civic engagement;
- Understand and acknowledge cultural differences and learn to interact constructively with people from different cultures;
- Identify and evaluate a range of viewpoints on social and cultural topics, so that they may resolve issues of personal and professional ethics.

The GEC strives to help students to become thoughtful participants in a democratic society, and to achieve the intellectual integration and awareness they will need to meet changes and challenges in their personal, social, and professional lives.

### **Policies Governing this Curriculum**

1. Students will take between 41 and 43 credits in this curriculum.
2. Most courses fulfill two GEC objectives. In consultation with the advisor, students will choose which one of those objectives a particular course will fulfill.
3. GEC objectives must be met by all students following the guidelines on the Office of the University Registrar web site: [http://registrar.wvu.edu/current\\_students/general\\_education\\_curriculum](http://registrar.wvu.edu/current_students/general_education_curriculum). Students may fulfill GEC objectives with any courses that are approved as meeting a GEC objective during the semester in which they take the course (as designated in BANNER), following the guidelines approved by the Faculty Senate.
4. Although programs may recommend particular courses for their majors to meet GEC objectives, they may not specify that only these courses may be used to meet GEC objectives.
5. Students may fulfill up to three of the GEC objectives 2 through 9 (including 2A, 2B lab, 2B other, and 2C) with courses in one subject area (as defined by a common prefix, such as POLS or SOCA) for a total of nine (9) credit hours. Students may fulfill up to two GEC objectives 2 through 9 with courses in each of any other subject areas.

### **Courses Fulfilling Objectives**

The listings below include only courses regularly offered at Potomac State College of WVU.

### **General Education Curriculum Objectives**

GEC 1. Communication: Students are expected to communicate effectively in English. 6 credits  
**Requirement**

- Successful completion of English 101 and 102

**Courses Fulfilling This Objective:** ENGL 101, 102

GEC 2. Basic Mathematical Skills and Scientific Inquiry: Students are expected to use quantitative and scientific knowledge effectively. 13-14 credits

## **Requirements**

- Successful completion of one course in mathematics or statistics. This course may also satisfy major course requirements. Courses satisfying this requirement appear below in Group A. 3 credits
- Successful completion of two courses in the natural or physical sciences of which one course has a lab requirement. These courses may also satisfy major course requirements. Courses satisfying this requirement appear below in Group B. 7-8 credits
- Successful completion of either one additional course in mathematics or statistics, one course in the natural or physical sciences, or one course in the areas of natural resources and the environment. This course may also satisfy major course requirements. Courses satisfying this requirement may be selected from Groups A, B, or C. 3 credits

## **Courses Fulfilling This Objective:**

See [http://registrar.wvu.edu/current\\_students/general\\_education\\_curriculum](http://registrar.wvu.edu/current_students/general_education_curriculum)

GEC 3. The Past and Its Traditions: Students are expected to apply knowledge, methods, and principles of inquiry to understanding the past. 3 credits

### **Requirement**

- Successful completion of one course focused upon the historical, cultural, or intellectual development of society over time or on a particular period critical to that development. The course may also satisfy a major course requirement.

## **Courses Fulfilling This Objective:**

See [http://registrar.wvu.edu/current\\_students/general\\_education\\_curriculum](http://registrar.wvu.edu/current_students/general_education_curriculum)

GEC 4. Issues of Contemporary Society: Students are expected to apply knowledge, methods, and principles of inquiry to contemporary problems, ideas, and/or values. 3-4 credits

### **Requirement**

- Successful completion of one course focused upon methods of critical thought and principles of inquiry concerning contemporary issues, ideas, and/or values as seen from a humanistic or scientific perspective. This course may also satisfy a major course requirement.

## **Courses Fulfilling This Objective:**

See [http://registrar.wvu.edu/current\\_students/general\\_education\\_curriculum](http://registrar.wvu.edu/current_students/general_education_curriculum)

GEC 5. Artistic Expression: Students are expected to apply methods and principles of critical inquiry to the analysis of literary or artistic expression. 3 credits

### **Requirement**

- Successful completion of one course focused upon critical inquiry in art, dance, literature, music, or theatre. This course may also satisfy a major course requirement.

## **Courses Fulfilling This Objective:**

See [http://registrar.wvu.edu/current\\_students/general\\_education\\_curriculum](http://registrar.wvu.edu/current_students/general_education_curriculum)

GEC 6. The Individual in Society: Students are expected to develop an awareness of human experience, including both personal and social dimensions. 4 credits

### **Requirements**

- WVUe 191 or equivalent course. 1 credit
- Successful completion of one additional course addressing at least one of the following: personality, motivation, cognition, behavior, social interaction, critical reasoning, ethical judgment, psychological

and physiological growth and development, health, and well-being. This course may also satisfy a major course requirement. 3 credits

**Courses Fulfilling This Objective:**

See [http://registrar.wvu.edu/current\\_students/general\\_education\\_curriculum](http://registrar.wvu.edu/current_students/general_education_curriculum)

GEC 7. American Culture: Students are expected to develop knowledge critical to understanding of the issues that shape the culture of the United States. 3 credits

**Requirement**

- Successful completion of one course that explores issues that have shaped the development of society in the United States including but not limited to issues pertaining to age, ethnicity, race, region, religion, or social class. This course may also satisfy a major course requirement.

**Courses Fulfilling This Objective:**

See [http://registrar.wvu.edu/current\\_students/general\\_education\\_curriculum](http://registrar.wvu.edu/current_students/general_education_curriculum)

GEC 8. Western Culture: Students are expected to analyze historical, cultural, and/or political issues of a Western nation in an international context. 3 credits

**Requirement**

- Successful completion of one course that explores historical, cultural, and/or political issues pertaining to a western nation in an international context. This course may also satisfy a major course requirement.

**Courses Fulfilling This Objective:**

See [http://registrar.wvu.edu/current\\_students/general\\_education\\_curriculum](http://registrar.wvu.edu/current_students/general_education_curriculum)

GEC 9. Non-western Culture: Students are expected to analyze historical, cultural, and/or political issues of a non-Western area or nation. 3 credits

**Requirement**

- Successful completion of one course that explores historical, cultural, and/or political issues pertaining to a non-western region or nation. This course may also satisfy a major course requirement.

**Courses Fulfilling This Objective:**

See [http://registrar.wvu.edu/current\\_students/general\\_education\\_curriculum](http://registrar.wvu.edu/current_students/general_education_curriculum)

# Degree Programs

## **Agriculture Degree/A.A.**

### **Agricultural and Environmental Education Major**

---

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.

#### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Agriculture with a major in Agricultural and Environmental Education, a student needs to complete a minimum of 63 credit-hours of required and elective course work.

Note: AGRL 111 replaces WVUe 191 as a first-semester requirement.

---

#### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Agriculture Degree/A.A.**

### **Agronomy Major**

---

Students learn the wise use and management of land and soil resources and the application of science to field crop production or turf management. This major is ideal for those students interested in soil and water conservation, soil and water quality, mined land reclamation, farming, and turf grass management, use of soils for construction sites, waste water treatment, and wetland preservation.

**Career Opportunities:** Employment possibilities include soil survey, soil and water conservation, wetland delineation, and environmental management with federal or state governments, private industries, private consulting, farming, soil conservation, agricultural sales, research, and turf grass management.

#### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Agriculture with a major in Agronomy, a student must complete a minimum of 63 credit-hours of required and elective course work.

Note: AGRL 111 replaces WVUe 191 as a first-semester requirement.

Students who wish to receive the A.A. in Agriculture with a major in Agronomy and to continue toward a B.S. in Agroecology may substitute ENVP 155 (Elements of Environmental Protection) for PHYS 101 and HORT 220, General Horticulture, for MATH 128. Students who wish to continue toward a B.S. in Environmental Protection may substitute GEOL 101 and 102, Planet Earth and Planet Earth Laboratory, for PHYS 101.

---

#### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Agriculture Degree/A.A. Animal Science Major**

---

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.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Agriculture with a major in Animal Science, a student must complete a minimum of 65 credit-hours of required and elective course work.

Note: AGRL 111 replaces WVUe 191 as a first-semester requirement.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Agriculture Degree/A.A. General Agriculture Major**

---

Students enrolling in programs leading to a baccalaureate degree in agriculture are offered a variety of careerfields. 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.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Agriculture with a General Agriculture Major, a student must complete a minimum of 65 credit-hours of required and elective course work.

Note: AGRL 111 replaces WVUe 191 as a first-semester requirement.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Agriculture Degree/A.A. Horticulture Major**

---

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.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Agriculture with a major in Horticulture, a student must complete a minimum of 65 credit-hours of required and elective course work.

Note: AGRL 111 replaces WVUe 191 as a first-semester requirement.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Agriculture Degree/A.A. Resource Management Major - (Agribusiness Management and Rural Development)**

---

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.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Agriculture with a major in Agriculture Resource Management, a student must complete a minimum of 65 credit-hours of required and elective course work.

Note: AGRL 111 replaces WVUe 191 as a first-semester requirement.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Agriculture Degree/A.A. Pre-Veterinary Medicine Major**

---

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.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Agriculture with a major in Pre-Veterinary Medicine, a student must complete a minimum of 65 credit-hours of required and elective course work.

Note: AGRL 111 replaces WVUe 191 as a first-semester requirement.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Agriculture Degree/A.A.S. Agriculture Technology Major**

---

This two-year career degree program enables the student to obtain practical knowledge and experience in the biological sciences that include the study of animals, nutrition, plants, trees and soils, agribusiness management and the environmental sciences consisting of economic policy, conservation, and resource management. The curriculum stresses the production and distribution of agricultural products, the environment, and relationships among humans as they live and work in various situations. Students gain much practical experience on the three Potomac State College farms.

**Career Opportunities:** Students selecting this two-year degree program prepare for employment as agricultural producers, agricultural commodities inspectors and graders, animal breeding technicians, agricultural supply store managers or staff, and various state and federal governmental positions.

### **Requirements for Graduation**

In order to earn an Associate of Applied Science Degree in Agricultural Applied Sciences with a major in Agriculture Technology, a student must complete a minimum of 63 credit-hours of required and elective course work.

Note: AGRL 111 replaces WVUe 191 as a first-semester requirement.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Agriculture Degree/A.A.S. Equine Production and Management Major**

---

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.

### **Requirements for Graduation**

In order to earn an Associate of Applied Science Degree in Agricultural Applied Sciences with a major in Equine Production and Management, a student must complete a minimum of 63 credit-hours of required and elective course work.

Note: AGRL 111 replaces WVUe 191 as a first-semester requirement.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Arts and Sciences Degree/A.A. Biology Major – BS and BA**

---

This major prepares students for professional careers in the life sciences by providing the first two years of a Bachelor of Science or Bachelor of Arts degree. It is also recommended for students planning professional study in health-related sciences.

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.

**Career Opportunities:** Currently, biology is the most popular major for students desiring to enter medical school. However, medicine is not the only career path open to students with a biology degree. A degree in biology opens the door to a wide array of career paths. As biotechnology and concern for the environment enter all facets of everyday life, individuals with a background in biology are in demand well beyond the traditional areas of medicine, public health, research, and related fields. Students of biology are now finding opportunities in law, business, the media, and other areas.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Arts and Sciences with a major in Biology, a student must complete a minimum of 62 hours of required and elective course work.

---

### **Recommended Two-Year Sequence toward a B.S. Degree: Advisement Sheet**

---

---

### **Recommended Two-Year Sequence toward a B.A. Degree: Advisement Sheet**

---

## **Business and Economics Degree/A.A. Business Administration Major**

---

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, Management, Management Information Systems, Marketing, or Economics. To be accepted into the college of B & E at WVU, specific course require a “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.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Business and Economics with a major in Business Administration, a student must complete a minimum of 62 credit-hours of required and elective course work.

Due to the globalization of the American economy, it is highly recommended that business and economics students consider taking a minimum of six credit hours in a foreign language.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---



## **Business and Economics Degree/A.A. Economics Major**

---

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 B & E at WVU, specific course require a "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.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Business and Economics with a major in Economics, a student must complete a minimum of 62 credit-hours of required and elective course work.

Due to the globalization of the American economy, it is highly recommended that business and economics students consider taking a minimum of six credit hours in a foreign language.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Business Management Technology Degree/A.A.S.**

---

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

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

**Career Opportunities:** This degree provides useful preparation for many entry-level, business-related occupations including general management in manufacturing production and service industries.

### **Requirements for Graduation**

In order to earn an Associate of Applied Science Degree in Business Management Technology a student must complete a minimum of 61 credit-hours of course work.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Arts and Sciences/A.A. Chemistry Major**

---

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 the use of instrumentation and computers. 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 are admitted to West Virginia University as junior chemistry majors.

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.

**Career Opportunities:** Upon completion of the B.S. in chemistry, a student can secure employment as a chemist in various industries such as chemical, iron and steel, paper or petroleum. Another option is to pursue an advanced degree in chemistry such as a Masters or Doctorate.

The B.A. program allows students to pursue advanced degrees in chemistry or to apply for admission to professional schools such as medicine, pharmacy or dentistry. Admission requirements to these advanced studies can easily be accommodated within the B.A. program.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Arts and Sciences with a major in Chemistry, a student must complete a minimum of 64 credit-hours of required and elective course work.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Computer Information Systems Degree/A.A.S.**

---

This program provides knowledge and skills regarding hardware, software, application of microcomputers and design of information systems using microcomputers.

**Career Opportunities:** Occupational objectives include careers such as information center microcomputer specialist, microcomputer training specialist, and microcomputer sales. Persons in non-computer careers would enhance their performance and careers by the use and knowledge of microcomputers.

### **Requirements for Graduation**

In order to earn an Associate of Applied Science Degree in Computer Information Systems, a student needs to complete a minimum of 60 credit-hours of required and elective course work.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## Computer Science

---

Potomac State College does not offer a computer science major. Students intending to study computer science at West Virginia University in either the Eberly College of Arts and Sciences or the College of Engineering and Mineral Resources can attend Potomac State College for one year as a general studies major. After one year of study, students must transfer to successfully matriculate into either program. In addition, students must complete CS 110 and CS 111 in summer school in Morgantown before starting the sophomore year at WVU.

## Criminal Justice Studies Degree/A.A. Criminal Justice Studies Major

---

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; as corrections officers or counselors; and as probation officers. Entry-level federal law enforcement positions can be secured with completion of a bachelor's degree.

### Requirements for Graduation

In order to earn an Associate of Arts Degree in Criminal Justice Studies, a student must complete a minimum of 60 credit-hours of required and elective course work.

---

### Recommended Two-Year Course Sequence: Advisement Sheet

---

## Criminal Justice Studies Degree/A.A.S.

---

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.

### Requirements for Graduation

In order to earn an Associate of Applied Science Degree in Criminal Justice Studies with an emphasis in Law Enforcement, a student needs to complete a minimum of 62 credit-hours of required and elective course work.

---

### Recommended Two-Year Course Sequence: Advisement Sheet

---

## **Criminology**

---

Students intending to study criminology at West Virginia University should major in Sociology at Potomac State. Sociology advisors will assist students in selecting the appropriate electives to meet the requirements for admission to the Criminology major in Morgantown. The Criminology major in Morgantown is grounded in the discipline of sociology and supports the Forensic Science Initiative at West Virginia University. The focus provides an understanding of society as a normative order with ever-changing definitions of conformity and deviance. Through an examination of the social foundations of law, the operation of the criminal justice system and such urgent problems as juvenile delinquency, corporate crime, hate crime, terrorism, and organized crime, students will develop a new understanding of public order and public privacy.

## **Arts and Sciences Degree/A.A. Pre-Dentistry Major**

---

West Virginia University does not offer a Pre-Dentistry major at the baccalaureate level. Students contemplating application to a School of Dentistry at West Virginia University or elsewhere should first obtain a B.A. or B.S. degree. To be considered at West Virginia University, an applicant must have documentation certifying completion of a minimum of 90 semester credit hours at the time of application. Students are selectively admitted to any dental school and final acceptance is contingent upon satisfactory completion of all requirements imposed by the professional school in question.

Pre-Dentistry students at Potomac State College should major in Biology. Requirements of the A.A. in Biology include the following courses required for admission to the School of Dentistry at West Virginia University:

- English 101 and 102
- BIOL 115 and 117
- Chemistry 115 and 116
- Chemistry 233, 234, 235, and 236
- Physics 101 and 102

The above are firm requirements regardless of undergraduate or graduate preparation. Additional recommended coursework available at Potomac State College:

- Biology 219
- Biology 230 and 231
- Microbiology (AEM341)
- Psychology 101

Beginning with the 2014 entering dental class, a minimum of three semester credit hours in biochemistry and comparative or human anatomy will be required.

A faculty member familiar with the admissions requirements of Schools of Dentistry is assigned to advise Pre-Dentistry students. For further information, students should consult the West Virginia University Health Sciences Center catalog.

## Dental Hygiene

---

Potomac State College does not offer a pre-dental hygiene major at the associate's level; however, the following courses are required for most dental hygiene programs and can be taken at Potomac State College.

Students wanting to enter a dental hygiene program should follow the general studies major at Potomac State College and incorporate the following courses: BIOL 102 and 104; CHEM 111 and 112; MATH 126; COMM 104; PSYC 101 and 241; SOCA 101; HN&F 171; ENGL 101 and 102. It is recommended that students take BIOL 230 and 231 and take GECs 3, 5, 8, or 9. It is recommended that students contact the institution to which they plan to transfer to before enrolling in these courses to ensure transferability and program requirements.

## Education Degree/A.A.

---

### Programs for Elementary Education

All students preparing to teach early and middle childhood must complete requirements for the Multi-Subjects K-6\* Program. They must also select at least one of the following specialization options.

#### Specializations for Grades 5-9

- French
- General Science
- Language arts
- Mathematics
- Social studies
- Spanish
- Specializations for K-12\*
- Special Education, Multi-categorical (BD, LD, MI)
- Specializations for Early Childhood
- Birth through age four. Pre-kindergarten and kindergarten

\*Change under review.

### Programs for Secondary Education, Grades 5-12 and 9-12

Students preparing to teach secondary education may select approved combinations of specializations in the following subjects and grade levels.

#### Specializations in Grades 5-12

- English
- French
- General science
- Mathematics
- Social studies
- Spanish
- Specializations in Grades 9-12
- Biology
- Chemistry
- Journalism
- Physics

**Education Degree/A.A.  
Birth through Pre-K Early Childhood Education Major**

---

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, perform developmental assessments, and interact with young children in developmentally appropriate settings; plan and implement pre-school programming; 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.

**Requirements for Graduation**

In order to earn an Associate of Arts Degree in Education with a major in Birth through Pre-K Early Childhood, a student needs to complete a minimum of 63 credit-hours of required and elective course work.

---

**Recommended Two-Year Course Sequence: Advisement Sheet**

---

**Education Degree/A.A.  
Elementary Education Major**

---

In order to earn an Associate of Arts Degree in Education with a major in Elementary Education, a student needs to complete a minimum of 63 credit hours of required and elective course work.

Those students intending to transfer to West Virginia University will select among the following courses to meet the WVU Multi-Subjects K-6 program:

History 152 and 153 and an English literature elective ..... 9 credit-hours.  
Psychology 101 and 241, Geography 102, and Sociology 105 ..... 12 credit hours.  
Biology 101/103, 102/104, and Geology 101/102 ..... 12 credit hours.  
Physics 105 and Chemistry 111 ..... 8 credit hours.

Additional courses are required in each endorsement. Students needing these courses to complement the 63 credit-hour minimum required to earn an Associate of Arts Degree in Education should consult with their advisers to determine which courses are best suited to their area of emphasis.

---

**Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Education Degree/A.A. Secondary Education Major**

---

In order to earn an Associate of Arts Degree in Education with a major in Secondary Education, a student needs to complete a minimum of 62 credit-hours of required and elective course work.

Either Math 121 or 126 may be required. The student should consult with the adviser to determine which is needed and/or accepted for specialization at WVU.

As regards GEC elective course work, the specific courses a student should take for transfer depend on the area of emphasis he or she is planning on specializing in and on the institution to which he or she plans to transfer. Consultation with an education adviser at PSC and at the transfer institution is highly recommended.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Engineering Degree/A.A. Civil Engineering Major**

---

**Career Opportunities:** Traditional areas of professional specialization for civil engineers include environmental engineering, geotechnical engineering, water resource and hydrotechnical engineering, public works and urban planning, transportation engineering, structural engineering and construction engineering. The list has expanded to encompass analytical and physical modeling, materials science, nondestructive testing, robotics and artificial intelligence, advanced instrumentation, and computer-aided engineering.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Engineering with a major in Civil Engineering, a student must complete a minimum of 67 credit-hours of required and elective course work.

Note: ENGR 199 replaces WVUe 191 as a first-semester requirement.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Engineering Degree/A.A. Electrical Engineering Major**

---

**Career Opportunities:** Electrical and electronics engineers hold 36 percent of the engineering jobs in the U.S., making it the largest branch of engineering. Most jobs are in firms that manufacture computers, communication equipment, electrical and electronic equipment, business machines, professional and scientific equipment, and aircraft and aircraft parts.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Engineering with a major in Electrical Engineering, a student must complete a minimum of 70 credit-hours of required and elective course work.

Note: ENGR 199 replaces WVUe 191 as a first-semester requirement.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Engineering Degree/A.A. Mechanical Engineering Major**

---

**Career Opportunities:** More than three out of five jobs are in manufacturing. Of these, many are in the machinery, transportation equipment, electrical equipment, instruments, and fabricated metal products industries.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Engineering with a major in Mechanical Engineering, a student must complete a minimum of 68 credit-hours of required and elective course work.

Note: ENGR 199 replaces WVUe 191 as a first-semester requirement.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Arts and Sciences Degree/A.A. English**

---

**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. Jobs available to graduates include administrative assistant, customer service representative, editor, management trainee, office manager, and public information specialist.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in English, a student must complete a minimum of 62 credit hours of required and elective course work.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Arts and Sciences Degree/A.A. Environmental Geoscience Major**

---

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.

**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.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Environmental Geoscience, a student must complete a minimum of 64 credit-hours of required and elective course work.

Restricted electives in this program are: Accounting 201 and 202; Biology 101, 102, 103, and 104 or Biology 115 and 116; Computer Science 101; Math 155; Statistics 211; and Agronomy 202 and 203.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---



## **Forestry Degree/A.A. Forest Resources Management Major**

---

**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.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Forestry with a major in Forest Resources Management, a student must complete a minimum of 61 credit-hours of required and elective course work.

Note: FOR 101 replaces WVUe 191 as a first-semester requirement.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Forestry Degree/A.A. Recreation and Parks Management Major**

---

**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.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Forestry with a major in Recreation and Parks Management, a student must complete a minimum of 62 credit hours of required and elective course work.

Note: FOR 101 replaces WVUe 191 as a first-semester requirement.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Forestry Degree/A.A. Wildlife Resources Major**

---

**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.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Forestry with a major in Wildlife Resources, a student must complete a minimum of 65 credit-hours of required and elective course work

Students wishing to enter the science option in the Wildlife and Fisheries program at West Virginia University should complete MATH 150. Students not entering the science option may substitute CHEM 111-112 for CHEM 115 and 116 and BIOL 101-104 for BIOL 115 and 117.

Note: FOR 101 replaces WVUe 191 as a first-semester requirement.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

**Forestry Degree/A.A.  
Wood Industries Major**

**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.

**Requirements for Graduation**

In order to earn an Associate of Arts Degree in Forestry with a major in Wood Industries, a student must complete a minimum of 61 credit-hours of required and elective course work.

Note: FOR 101 replaces WVUe 191 as a first-semester requirement.

**Recommended Two-Year Course Sequence: Advisement Sheet**

**Arts and Sciences Degree/A.A.  
General Studies Major**

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.

**Requirements for Graduation**

In order to earn an Associate of Arts Degree in General Studies, a student must complete 62 hours of general education curriculum and elective course work:

GEC 1: English 101 and 102 . . . . .	6 credit-hours.
GEC 2.A: Mathematics or Statistics* . . . . .	3 credit-hours.
GEC 2.B: Laboratory Science . . . . .	4 credit-hours.
GEC 2.B: Mathematical Skills and Scientific Inquiry . . . . .	3 credit-hours.
GEC 2.C: Mathematical Skills and Scientific Inquiry . . . . .	3-4 credit-hours.
GEC 3: The Past and Its Traditions. . . . .	3 credit-hours.
GEC 4: Contemporary Society . . . . .	3 credit-hours.
GEC 5: Artistic Expression. . . . .	3 credit-hours.
GEC 6: The Individual in Society . . . . .	3 credit-hours.
GEC 6: WVUe 191 or equivalent. . . . .	1 credit-hour.
GEC 7: American Culture . . . . .	3 credit-hours.
GEC 8: Western Culture. . . . .	3 credit-hours.
GEC 9: Non-Western Culture. . . . .	3 credit-hours.
Electives . . . . .	21 credit-hours.
Total Hours . . . . .	62 credit-hours.

\*Any mathematics or statistics course excluding MATH 090, 091, 092, 093 and BTEC 109 (Business Math). MATH 121 or MATH 126 is recommended. Students should check with the institution to which they plan to transfer to determine which math course is preferred.

**NOTE :**

- 1. Students must work closely with advisers in selecting appropriate elective courses.
- 2. Students planning to transfer to another college or university should work closely with their advisers for appropriate elective course selection.
- 3. Students must meet GEC distribution requirements.
- 4. WVUe 191 (1 credit hour) is required of first-time, first-semester students but is not required for graduation.

**Advisement Sheet**

## **Arts and Sciences Degree/A.A. Geology Major**

---

**Career Opportunities:** A major in geology prepares students for professional positions in industry and government services, as well as other career options.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Arts and Sciences with a major in Geology, a student must complete a minimum of 62 credit-hours of required and elective course work.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Arts and Sciences Degree/A.A. History Major**

---

**Career Opportunities:** About 20,000 people are full-time historians in colleges and universities. Historians also work in archives, libraries, museums, historical societies, historic preservation societies, publishing houses, large corporations, and state and local governments. The federal government employs historians in the National Archives, Smithsonian Institution, and the U.S. Departments of Defense, the Interior and State. Other historians work in politics, journalism, business, and nonprofit management.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Arts and Sciences with a major in History, a student must complete a minimum of 61 credit-hours of required and elective course work.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Journalism Degree/A.A. Journalism Major**

---

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 transfers directly to the Perley Isaac Reed School of Journalism at WVU. Students may take the JQE, a WVU journalism admissions test, at Potomac State. Many other university transfer options are also available.

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.

**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.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Journalism, a student needs to complete a minimum of 62 credit-hours of required and elective course work.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Arts and Sciences Degree/A.A. Pre-Law Major**

---

West Virginia University does not offer a Pre-Law major at the baccalaureate level. Students contemplating application to a graduate College of Law offering the J.D. degree at West Virginia University or elsewhere must first obtain a B.A. or B.S. degree. They must further demonstrate a high degree of academic ability, as Colleges of Law have competitive admissions requirements, based on the student's undergraduate record and performance on the Law School Admissions Test (LSAT).

Pre-Law students at Potomac State College are advised by a member of the legal profession, who will assist students in selecting a major that will facilitate their entrance to a College of Law upon completion of the B.A. or B.S. Among the more popular majors for such students are Business, Criminal Justice, English, and Political Science. Much depends on the kind of law the student hopes to practice after earning the Jurist Doctor degree. Students should consult the Pre-Law advisor regarding an appropriate major, and should select POLS 210, Law and the Legal System, as an elective within their chosen degree and major.

---

### **Liberal Arts and Sciences: See GENERAL STUDIES**

---

## **Arts and Sciences Degree/A.A. Mathematics Major**

---

The field of mathematics provides courses for education; computer science and technology; physical, natural, and social sciences; and business and economics.

If a student is pursuing a Bachelor of Arts degree, six credit-hours of a foreign language at the intermediate level are required.

**Career Opportunities:** Most 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.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Arts and Sciences with a major in Mathematics, a student must complete a minimum of 62 credit-hours of required and elective course work.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Arts and Sciences Degree/A.A. Pre-Medical Laboratory Science**

---

This program fulfills the necessary 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.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Arts and Sciences with a major in Pre-Medical Laboratory Science, a student must complete a minimum of 61 credit-hours of required and elective course work. Application for admission into the junior year (first year in the undergraduate Medical Laboratory Science Program of the School of Medicine) should be made before the beginning of the second semester of the sophomore year.

Students, whether at WVU or at Potomac State College, are not transferred automatically from the pre-professional course (first two years) to the professional course (third and fourth years). Students are selectively admitted to the program for their final two years of work. Application forms for admission to the professional course are available after December 1 from the office of the Director of Admissions and Records, Medical Center. These forms should be completed and returned to that office no later than March 1, if the student expects to enter the succeeding first semester classes.

Admission to the third year is on the recommendation of the Admissions Committee to the Dean of the School of Medicine. A personal interview with the Committee is required.

Applicants should have a minimum grade-point average of 2.5 (both cumulatively and in science). Applicants with less than a 2.5 GPA (either cumulative or science) may be admitted on probation. Applicants with less than a 2.0 GPA, either cumulative or in the sciences, will not be admitted.

Students who contemplate graduate study should include course work in a foreign language in their program.

---

---

**Recommended Two-Year Course Sequence: Advisement Sheet**

---

**Arts and Sciences Degree/A.A.****Pre-Medicine Major**

---

West Virginia University does not offer a Pre-Medicine major at the baccalaureate level. Students contemplating application to a School of Medicine at West Virginia University or elsewhere must first obtain a B.A. or B.S. degree.

Students seeking to become a M.D. should major in biology, since the program incorporates course requirements essential for admittance to medical school.

Students are selectively admitted to any medical school and final acceptance is contingent upon satisfactory completion of all requirements imposed by the professional school in question.

A faculty member familiar with the admissions requirements of medical schools is assigned to advise Pre-Medicine students. For further information, students should consult the West Virginia University Health Sciences Center catalog.

Students who are considering further education and a career in medicine or other health sciences fields should review the variety of pre-professional programs available at Potomac State College. These include Pre-Medicine, Pre-Dentistry, Pre-Medical Laboratory Science, Pre-Nursing, Pre-Pharmacy, Pre-Occupational Therapy, and Pre-Physical Therapy. Each of these careers has different educational requirements beyond the A.A. level.

---

**Arts and Sciences Degree/A.A.****Modern Languages Major**

---

**Career Opportunities:** Due to globalization, extensive travel, and international commerce, having a degree in Modern Languages can be advantageous in the job market.

**Requirements for Graduation**

In order to earn an Associate of Arts Degree in Arts and Sciences with a Modern Languages Major, a student must complete a minimum of 61 credit-hours of required and elective course work.

Six credit-hours in each of two foreign languages at the intermediate level are required. Students may have to take the first year of one language or both languages as prerequisite to taking the intermediate level course work.

Students who have successfully completed two years of a foreign language in high school may enroll in the intermediate courses (i.e. courses numbered 203 and 204) in the same language if they expect to continue with that language. They have the option of taking a Placement Test to obtain retroactive credit. Students who have not taken foreign language, or wish to begin work in a language different from that taken in high school, should enroll in the elementary language courses (i.e. courses numbered 101 and 102). Only Spanish is offered at the College, but students may receive credit for high school courses in another language based on placement scores.

---

**Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Arts and Sciences Degree/A.A. Pre-Nursing Major**

---

Potomac State College offers programs of study that prepare the student 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 who plan to enter an Associate Degree R.N. program should complete the following requirements:

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

Students seeking admission to the B.S.N. program at the West Virginia University School of Nursing must apply for admission to that school by February 1 of their freshman year.

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.

By agreement between Potomac State College the WVU School of Nursing, seats have been reserved for a limited number of Potomac State students who meet the minimum requirements for admission to the B.S.N. program as sophomores.

Potomac State College students who are accepted into the B.S.N. program at the West Virginia School of Nursing will complete their second, third, and fourth years of instruction at West Virginia University in Morgantown.

Students seeking admission to the B.S.N program should complete the following course of study in their freshman year:

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Arts and Sciences Degree/A.A. Pre-Occupational Therapy Major**

---

This 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 cumulative 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 under the supervision of a licensed occupational therapist (OTR/L). Two letters of recommendation from occupational therapists who supervised the volunteer/work experience are required. Completion of all prerequisite courses by the end of the semester of application (normally, 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.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

---

## **Office Systems Technology Degree/A.A.S.**

---

**Career Opportunities:** This program prepares the student to become an administrative assistant capable of general office management in a technological environment.

### **Requirements for Graduation**

In order to earn an Associate of Applied Science Degree in Office Systems Technology, a student needs to complete a minimum of 63 credit-hours of required and elective course work.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Arts and Sciences Degree/A.A.**

### **Pre-Pharmacy Major**

---

This program fulfills the course requirements necessary for admittance to the West Virginia University School of Pharmacy, Pharm D program. However, such admissions are competitive and preference is given to qualify West Virginians although outstanding nonresident applicants are considered.

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 as early as possible after January 1 of their sophomore year. Consult the WVU Health Sciences Center Catalog for further information.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Education Degree/A.A.**

### **Physical Education Major — Athletic Coaching Emphasis**

---

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Education with an athletic coaching major, a student must complete a minimum of 60 credit-hours of required and elective course work.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---



## **Education Degree/A.A. Physical Education Major — Physical Education Teacher Emphasis**

---

This major is equivalent to the first two years of the Bachelor of Science degree in physical education and is designed for transfer to a four-year program. To be admitted to the physical education program at West Virginia University, students must obtain a GPA of 2.5 or better and pass the PPST.

**Career Opportunities:** Physical Education is a rewarding field, providing the teacher the opportunity to help Americans stay healthy and physically fit.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Education with a major in Physical Education Teacher Education, a student must complete a minimum of 61 credit-hours of required and elective course work.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Education Degree/A.A. Physical Education Major — Sport Management Emphasis**

---

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Education with a major in Sport Management, a student must complete a minimum of 61 credit-hours of required and elective course work.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Arts and Sciences Degree/A.A. Pre-Physical Therapy Major**

---

In 2005, the School of Medicine at West Virginia University replaced the Masters in Physical Therapy (MPT) with the Doctorate in Physical Therapy (DPT). Applicants are required to have a bachelor's degree before admission into the DPT program.

DPT prerequisite requirements include:

- Biology 101, 102, 103, 104
- Chemistry 115, 116
- Physics 101, 102
- Psychology 101, 241
- Statistics 211
- Anatomy 219 (ATTR 219) (BIOL 230 and 231 will replace this course.)
- Physiology 441 (BIOL 230 and 231 will replace this course.)
- Medical Terminology (strongly encouraged)

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Arts and Sciences with a major in Pre-Physical Therapy, a student must complete a minimum of 66 credit-hours of required and elective course work.

---

---

**Recommended Two-Year Course Sequence: Advisement Sheet**

---

**Arts and Sciences Degree/A.A.****Physics Major**

---

A bachelor's degree in physics is intended for students seeking professional positions in industry, education, and government. 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.

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, a foreign language is not required.

**Career Opportunities:** Career paths for physicists may include secondary education, patent law, forensics, health physics, environmental engineering, journalism, government policy, and business management.

**Requirements for Graduation**

In order to earn an Associate of Arts Degree in Arts and Sciences with a major in Physics, a student must complete a minimum of 65 credit-hours of required and elective course work.

---

**Recommended Two-Year Course Sequence: Advisement Sheet**

---

**Arts and Sciences Degree/A.A.****Political Science Major**

---

This major provides basic courses in the study of the nature and operation of government and politics.

**Career Opportunities:** Career opportunities for a 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.

**Requirements for Graduation**

In order to earn an Associate of Arts Degree in Arts and Sciences with a major in Political Science, a student must complete a minimum of 61 credit hours of required and elective course work.

---

**Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Arts and Sciences Degree/A.A. Psychology Major**

---

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.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Psychology, a student must complete a minimum of 62 credit-hours of required and elective course work.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Arts and Sciences Degree/A.A. Pre-Social Work Major**

---

The 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 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. The WVU Division of Social Work is accredited by the Council on Social Work Education.

### **Requirements for Graduation**

In order to earn an Associate of Arts Degree in Arts and Sciences with a major in Pre-Social Work, a student needs to complete a minimum of 61 credit-hours of elective and required course work.

### **WVU Division of Social Work Admission Requirements**

Fifty-eight (58) hours of course work completed with a grade-point average of 2.5 or better; successful completion of SOWK 147 and 151 with a grade of C or better; completion of a personal statement discussing interest in social work as a major; submission of a reference form from a SOWK 151 instructor; successful completion of the General Education Curriculum (GEC); documented completion of 100 hours of face-to-face human service experience, which was completed since high school.

---

### **Recommended Two-Year Course Sequence: Advisement Sheet**

---

**Arts and Sciences Degree/A.A.  
Sociology Major**

---

**Career Opportunities:** 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.

**Requirements for Graduation**

In order to earn an Associate of Arts Degree in Arts in Sciences with a major in Sociology, a student must complete a minimum of 62 credit-hours of required and elective course work.

**Recommended Two-Year Course Sequence: Advisement Sheet**

---

**Applied Science Degree/ B.A.S.  
Business Management Emphasis**

---

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 state-wide degree program requires 41 credit-hours of upper division course work and 29 credit-hours in the Business Management area of emphasis.

**Articulation Agreements:** graduates of the following degree programs will be admitted to the B.A.S. Business Management degree without loss of credit.

Allegany College of Maryland: A.A.S. in Business Management

Eastern West Virginia Community and Technical College: A.A.S. in Business Management

**Requirements for Graduation**

In order to earn a Bachelor of Applied Science Degree with an emphasis in Business Management, a student must complete a minimum of 62 credit-hours of course work in addition to having completed an A.A.S. degree in Business Management, Business Technology, or Office Technology with a minimum of 62 credit-hours.

AAS Degree hours. . . . .	61
General Education: 46 hours total (31included in AAS, plus 15 additional hours) . . . . .	15
Area of Emphasis: Business Management (all upper division hours). . . . .	29
Electives: 18 hours (at least 12 must be upper division) . . . . .	18
Total Hours Required. . . . .	123

**Recommended Two-Year Course Sequence: Advisement Sheet**

---

**Applied Science Degree/ B.A.S.  
Criminal Justice Emphasis**

---

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 state-wide degree program requires 40 credit-hours of upper division course work and 30 credit-hours in the Criminal Justice area of emphasis.

Articulation Agreements: graduates of the following degree programs will be admitted to the B.A.S. Criminal Justice degree without loss of credit.

Allegany College of Maryland: A.A.S. in Criminal Justice  
Blue Ridge Community and Technical College: A.A.S. in Criminal Justice

**Requirements for Graduation**

In order to earn a Bachelor of Applied Science Degree with an emphasis in Criminal Justice, a student must complete a minimum of 61 credit-hours of course work in addition to having completed an A.A.S. degree with a minimum of 62 credit-hours.

AAS Degree hours . . . . .	62
General Education: 44 hours total (28 included in AAS, plus additional hours) . . . . .	16
Area of Emphasis: Criminal Justice (all upper division hours) . . . . .	30
Electives: 15 hours (at least 10 must be upper division) . . . . .	15
Total Hours Required . . . . .	123

---

**Recommended Two-Year Course Sequence: Advisement Sheet**

---

## **Regents Bachelor of Arts Degree Program**

---

The Regents Bachelor of Arts is an innovative baccalaureate degree program designed for adult students. The basic principle underlying the degree is that credit is awarded for what students know regardless of how that knowledge is obtained. The program differs from other baccalaureate degrees in that Regents' students – In addition to taking traditional college courses – may earn college-equivalent credit for selected work and life experiences that can be equated to college courses. Students write portfolios to obtain such credit. The Regents program assumes that adults have different needs and goals than traditional undergraduates. The program is designed to provide students with a comprehensive general education without the requirement of a major. No specific courses are required for graduation, allowing students to design their own programs of study.

There is considerable flexibility in how, when, and where course requirements are met; students may earn credit through regular courses, online courses, and credit by exam, and through writing portfolios.

The Regents B.A. Program was created by the West Virginia State Board of Regents in 1975. Although that board no longer exists, the degree program continues in the 10 public universities and four-year colleges in the state.

The Regents B.A. Degree Program at West Virginia University is administered by the Eberly College of Arts and Sciences.

### **Requirements for Graduation**

- A. The Regents B.A. degree requires students to take a minimum of 36 hours of general education course work, as follows:
- Six credit-hours demonstrating skill in writing or public speaking.
  - Six credit-hours of humanities in areas such as English literature, foreign languages, history, humanities, philosophy, religious studies, and approved courses in art, music, and theater.
  - Six credit-hours of social science in areas such as anthropology, communication studies, economics, geography, political science, psychology, and sociology.
  - Six credit-hours of natural or physical science.
  - Three credit-hours of approved mathematics, statistics, or computer science.
  - Nine credit-hours of electives from any of the above general education areas.
  - 36 Total General Education Hours
- B. The R.B.A. degree requires students to take a minimum of 39 hours of upper division course work. 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 combinations of areas as students wish.
- C. The Regents B.A. degree has a residency requirement of 24 hours of course work taken at public higher education institutions in West Virginia.
- D. Regents B.A. students must complete a minimum of 120 credit-hours to be eligible for graduation.
- E. Students must have a minimum GPA of 2.00 (on a 4-point scale) to be eligible for graduation.

# Course Descriptions

## Abbreviations Used in Course Listings

Hr . . . . .	credit hours per course
lec . . . . .	lecture period
rec . . . . .	recitation period
lab . . . . .	laboratory period
Conc . . . . .	concurrent registration required
PR . . . . .	prerequisite
Coreq . . . . .	corequisite
Consent . . . . .	consent of instructor required

## Restrictions

Students may be restricted from registering for a course based on placement scores or because they have not completed a required prerequisite. Courses at the 300 and 400 levels are restricted to students who have been admitted to the Bachelor of Applied Science or the Regents B.A. Students who have not earned a cumulative G.P.A. of at least 2.00 or who are concurrently enrolled in a Foundations course are restricted from registering for on-line (WEB) courses.

---

## COURSE DESCRIPTIONS

---

### A&VS: Animal and Veterinary Science

- 150. Introduction to Animal Science.** 2 Hr. Survey of major disciplines in animal and veterinary sciences with emphasis on related terminology; study of the development of breeds of livestock and their identification.
- 251. Principles of Animal Science.** 4 Hr. A comparative study of the production of meat, milk, eggs and wool. Nutrition, physiology genetics, hygiene and physical environment, and economics are discussed as bases for sound managerial decisions. (1 hr. lab.)
- 275. Companion Animal Science.** 3 Hr. Basic physiology, nutrition and genetics; economic and ethical consideration of pet ownership; benefits of companion animals in society; aspects of handling and training, behavior, and common health diseases and parasite problems of pet animals.
- 293. Special Topics.** 1 Hr. PR: Consent. Investigation of topics not covered in regularly scheduled courses.
- 480. Assigned Topics.** 1 Hr. To be eligible to register in A&VS 480, the student (1) must be in good standing, and (2) obtain approval of the instructor supervising the topic and (3) approval from the instructor assigned the course responsibility.
- 491. Professional Field Experience.** 1 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.

### ACCT: Accounting

- 201. Principles of Accounting.** 3 Hr. The concepts, principles, and procedures pertaining to the preparation, analysis, and interpretation of financial statements.
- 202. Principles of Accounting.** 3 Hr. PR: ACCT 201 (with C or better for WVU). Utilization of accounting information for purposes of managerial control and decision making; cost concepts, profit and financial budgeting, analysis of financial statements.

## **ACE: Athletic Coaching Education**

- 100. The Total Athlete.** 3 Hr. In-depth analysis of topics associated with being an athlete, i.e., attitude, academics, media, peer pressure, racism in sports, recruiting, AIDS, rape, stress/time management, suicide, sportsmanship, ethics, drugs (types and testing), agents, coping with adversity, eating disorders, gambling, life after sports, non-revenue sports, pro sports, violence in sports, gender equity, and personal growth.
- 106. Introduction to Physical Education.** 3 Hr. A general overview into the teaching/methodologies, etc. in a physical education/coaching education environment.
- 168. Sport Officiating.** 2 Hr. Study of officiating.
- 256. Principles and Problems of Coaching.** 3 Hr. Designed to teach students the principles and problems of interscholastic athletic coaching.

## **AEM: Applied & Environmental Microbiology**

- 341. General Microbiology.** 4 Hr. PR: CHEM 115. Introductory morphological, cultural, and physiological characteristics of microorganisms; application of microbiology to agriculture, home economics, and health.

## **AFCS: Agriculture, Forestry & Consumer Science**

- 490. Teaching Practicum.** 1 Hr. PR: Consent. Teaching practice as a tutor or assistant.
- 491. Professional Field Experience.** 1 Hr. (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.

## **AGEE: Agriculture & Extension Education**

- 101. Global Food & Agricultural Industry.** 3 Hr. Examination of the history and current developments, structures, functions, and importance of the international food and agricultural industry; issues, concerns and interrelationships and their impacts on American agriculture and society.
- 103. Basics of Agricultural Mechanization.** 2 Hr. Study and application of the foundation area associated with agricultural mechanization.
- 110. Microcomputer Applications in Agricultural Education.** 3 Hr. PR: Consent. Microcomputer applications in the instructional process of agricultural education; use of applications software, agricultural software, and data bases; and methods of integrating microcomputers into secondary school agriculture and extension programs.
- 187. Welding and Heat Treatment.** 1 Hr. Principles and practices of metal arc welding using mild steel. Safety and electrode selection for various metals are covered. Designed for agricultural applied science students.
- 203. Agricultural Mechanics Practical.** 3 Hr. Theory and practice of designing and constructing structures, electrical circuits, masonry, equipment maintenance, and surveying.
- 220. Group Organization and Leadership.** 3 Hr. Study of the impact of leaders and organized groups on societies. Role of groups in conveying cultural norms. Principles and techniques involved in forming and directing organizations in providing effective leadership.

## **AGRL: Agriculture**

- 111. Professions in Agriculture (eq. WVUe 191).** 1 Hr. An overview of subject matter related to agriculture in current society. Emphasis on agricultural organizations, environmental and food issues, careers, and programs within the college.
- 112. Professions in Agriculture.** 1 Hr. Continuation of AGRL 111.
- 290. Teaching Practicum.** 1 Hr. PR: Consent. Teaching practice as a tutor or assistant.



- 291. Professional Field Experience.** 1 Hr. PR: Consent. (May be repeated for a maximum of 18 credit 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.

### **AGRN: Agronomy**

- 202. Principles of Soil Science.** 3 Hr. PR: CHEM 111 or equiv. and PR or Conc: AGRN 203. Introductory course. Soils as a natural resource emphasizing physical, chemical, and biological properties in relation to plant growth and production, land use and management, soil and water pollution, and environmental protection.
- 203. Principles of Soil Science Laboratory.** 1 Hr. PR or Conc: AGRN 202 or Consent.

### **ANNU: Animal Nutrition**

- 260. Animal Nutrition.** 3 Hr. PR: Two courses in chemistry. Digestion and metabolism of food nutrients, nutrient requirements of farm animals, and nutritive values of feeds and rations.

### **ANPR: Animal Production**

- 308. Animal Production Experience.** 1 Hr. (Can be repeated up to a maximum of 4 credits.) Experience in operating a dairy or livestock farm, including layers or broilers, calving, lambing, or farrowing of hogs. (3 hr. lab. per hr. of credit.)
- 338. Horse, Livestock, Poultry Evaluation.** 3 Hr. Appraisal of horses, cattle, sheep, poultry, and swine. Evaluation of scientific techniques used in selecting those species. Tours of representative flocks, herds and stables will be required. (Two 3 hr. labs.)
- 339. Advanced Evaluation of Animal Products.** 1 Hr. PR: FDSC 334 or ANPR 336 or ANPR 338 or Consent. (Can be repeated up to a maximum of 4 credits.) Advanced selection, evaluation and grading of domestic livestock species and animal products. Tours of representative flocks, herds and processing plants will be required. (3 hr. lab per hr. of credit.)

### **ARE: Agriculture & Resource Econ**

- 110. Agribusiness Accounting.** 3 Hr. Introduction to accounting for agricultural, rural, and small business managers. Emphasis on the accounting cycle, analysis, and interpretation of financial statements, income taxes, and managerial accounting. (Students having prior college credit in accounting are not eligible for this course.)
- 150. Introductory Agricultural and Agribusiness Economics.** 3 Hr. Introduction to basic agricultural economics and agribusiness concepts, and the application of these concepts to agricultural and agribusiness issues.
- 204. Agribusiness Management.** 3 Hr. Overview of the agribusiness decision-making process and the functions of agribusiness management; analysis of financial statements and budgeting for evaluating profitability of alternative enterprises and practices.
- 220. Introductory Environmental and Resource Economics.** 3 Hr. Economic analysis of environmental pollution, natural resource conservation and management, outdoor recreation, public land use, wildlife resources, water use, property rights, and benefit-cost issues.

### **ARHS: Art History**

- 101. Landmarks of World Art.** 3 Hr. Introduction to the study of art history from prehistory to the present in which major landmarks of world art and architecture are considered as aesthetic objects, cultural documents and within their socio-historical contexts.
- 120. Survey of Art History 1.** 3 Hr. The course examines the history of the visual arts in world cultures from prehistoric periods to the fourteenth century.

- 160. Survey of Art History 2.** 3 Hr. The course examines the history of the visual arts in world cultures from the fourteenth century to the present.

### **ASP: African/American Studies**

- 220. Introduction to Africana Studies.** 3 Hr. An interdisciplinary introduction to the histories, economics, cultural and artistic heritages, political and social experiences of Africans and African-Americans, focusing on the relationships between the two experiences.

### **ASTR: Astronomy**

- 106. Descriptive Astronomy.** 3 Hr. The celestial sphere, star time, solar time, Kepler's laws, H-R diagram and modern developments. No sophisticated mathematics used; only simple geometrical arguments employed.

### **ATTR: Athletic Training**

- 121. Sport Injury Control and Management.** 3 Hr. Training, conditioning, protection, and other injury prevention measures. First aid, emergency service, and care related to physical education and athletics.
- 122. Sports Injury Control & Management Lab.** 1 Hr. PR: Consent. Basic skills in athletic conditioning, application of taping and bracing, equipment fitting, record keeping, modality set-up, emergency procedures for athletic-related injuries and the proper management of open wounds.

### **BIOL: Biology**

- 101. General Biology.** 3 Hr. Coreq: BIOL 103. Introductory course in biology: cellular, organismal, and population genetics, including reproduction, growth and development, and evolution.
- 102. General Biology.** 3 Hr. Coreq: BIOL 104. Introductory biology: energetics and physiology of cells, organisms, and populations, including regulation and control of multicellular organisms.
- 103. General Biology Laboratory.** 1 Hr. Coreq: BIOL 101. Experiments in biology: genetics and evolution; reproduction, growth, and development of cells, organisms, and populations.
- 104. General Biology Laboratory.** 1 Hr. Coreq: BIOL 102. Experiments in biology: materials exchange, action of enzymes, photosynthesis and respiration, and physiology of organisms.
- 107. Biotechnology and Society.** 3 Hr. An overview of the use of biotechnology to solve agricultural, medical, and environmental problems. Bioethical concerns and societal impacts of the use of the technologies will be discussed.
- 115. Principles of Biology.** 4 Hr. An introductory course presenting basic principles of modern biology. This course represents the first in a four-course, integrated sequence required of biology majors. Topics include ecology and evolution, organismal biology, and cellular/molecular biology.
- 117. Introductory Physiology.** 4 Hr. PR: BIOL 115 or BIOL 101, 102, 103, and 104. Continuation of BIOL 115. The diversity of reproductive, developmental, functional, and integrative mechanisms in plants and animals.
- 219. The Living Cell.** 4 Hr. PR: CHEM 115 or CHEM 117 and BIOL 117. Continuation of BIOL 117. Structure, function and diversity of cells with an emphasis on gene expression and cellular phenotype including cell chemistry, energetics, and regulation of cell activities.
- 221. Ecology and Evolution.** 3 Hr. PR: BIOL 219. Basic concepts in evolution and ecology including Darwin's theory of natural selection, modern population genetics, speciation, population growth and regulation, demography, community ecology, ecosystem dynamics, and human ecology.
- 230. Human Anatomy and Physiology I.** 4 Hr. PR: BIOL 102 and BIOL 104 or Consent. The study of human body structure and function. Lecture emphasizes the integumentary, skeletal, muscular, and nervous systems, and special senses. Laboratory includes a complete cat dissection. (3 hr. lec., 3 hr. lab.) Not a WVU Parallel Course.

- 231. Human Anatomy and Physiology II.** 4 Hr. PR: BIOL 230 or Consent. A continuation of Biology 230. The following systems are thoroughly studied: endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive. Laboratory work involves physiological investigations and dissections. (3 hr. lec., 3 hr. lab.) Not a WVU Parallel Course.

## **BTEC: Business Technology**

- 101. Introduction to Management.** 3 Hr. An introduction to principles and basic considerations of management at all levels, including aspects of management performance in areas of decision-making, planning, organizing, control, and ethics. Not a WVU Parallel Course.
- 102. Introduction to Business.** 3 Hr. An introduction to the internal organization of business by surveying finance, marketing, ethics, law, and information management. Business structures, changes, and trends will be analyzed. Emphasis will also be placed on the effect of global competition and international marketing. Not a WVU Parallel Course.
- 103. Personnel Management.** 3 Hr. Theory, practice and principles involved in the direction, coordination, and payrolls for personnel. Not a WVU Parallel Course.
- 107. Business Communications.** 3 Hr. PR: ENGL 101. A study of the vocabulary and techniques of business writing as applied to various forms of research and reporting. Correct English usage in modern business forms and letters. Not a WVU Parallel Course.
- 109. Business Mathematics.** 3 Hr. A study of the fundamental processes, and of banking procedures, percentage, discount, interest, depreciation, investments, payrolls, and insurance. Not a WVU Parallel Course.
- 218. Medical Billing and Coding.** 3 Hr. PR: OSTC 107. An introduction to medical coding and billing. The course will cover a variety of medical specialties and issues involved with procedural coding. Insurance carriers, billing requirements, and specific forms will be introduced and completed. Not a WVU Parallel Course.
- 256. Managerial Accounting.** 3 Hr. PR: ACCT 202. The theory and practice of managerial accounting for small businesses. Not a WVU Parallel Course.
- 257. Income Tax Accounting.** 3 Hr. PR: ACCT 202 or consent. Preparation of income tax returns: gross income, capital gains, and losses, deductions, tax credits, and other tax regulations mainly pertaining to individuals. Not a WVU Parallel Course.
- 260. Computerized Accounting.** 3 Hr. PR: ACCT 201 or consent. This course covers pc-based accounting systems. Not a WVU Parallel Course.
- 320. Personal Finance.** 3 Hr. Provides the tools and knowledge for personal short- and long-term financial success; includes the topics of financial planning, money management, income and asset protection, investments, and retirement planning. Not a WVU Parallel Course.
- 340. Human Resource Management.** 3 Hr. A study of policies, practices, and systems that influence employees' behavior, attitudes, and performance. Not a WVU Parallel Course.
- 350. Advanced Computer Applications in Business.** 4 Hr. PR: CIS 114 and CIS 116, or consent. A study of advanced information concepts for managing business in a competitive environment. The Internet, spreadsheet, and database applications will be utilized to research, analyze, and make decisions regarding operations. Not a WVU Parallel Course.
- 357. Essentials of Income Taxation.** 3 Hr. PR: ACCT 202 or consent. A study of federal income tax for individuals with a focus on exemptions, credits, deductions, gross income, capital gains and losses. Not a WVU Parallel Course.
- 360. Leadership and Human Behavior.** 3 Hr. A study of leadership in relation to employee motivation, decision-making, and team dynamics. Additional topics include ethics and responsibility, diversity, organizational control, and managing change in the workplace. Not a WVU Parallel Course.
- 370. Intermediate Accounting.** 3 Hr. PR: ACCT 201 and ACT 202. A study of accounting theory including a review of the accounting cycle. Topics include income recognition, asset valuation, liabilities, current tax regulations, corporate ownership equity, and analysis of accounting data. Not a WVU Parallel Course.

- 380. Business Ethics.** 3 Hr. A study of ethical, cultural, and societal issues facing business and managers with regard to a global business environment. Not a WVU Parallel Course.
- 485. Senior Seminar.** 4 Hr. PR: BTEC 350, BTEC 370, senior standing. A capstone course in which the students will integrate the concepts and principles of the B.A.S. management emphasis through the process of case analysis and other methods. Not a WVU Parallel Course.

### **BUSA: Business Administration**

- 310. Survey of Business Law.** 3 Hr. PR: Junior standing. Overview of the business law discipline. Topics include laws and the court system, employment and labor law, business forms and capitalization, business competition law and business ethics.
- 320. Survey of Management.** 3 Hr. PR: Junior standing. Overview of the management discipline as a process involving planning, organizing, controlling and directing. An integrated view of management including organizational behavior is emphasized.
- 330. Survey of Marketing.** 3 Hr. PR: Junior standing. Overview of the marketing discipline. Topics include the management of the product, communication, price, and distribution variables as well as an introduction to buyer behavior and marketing research.
- 340. Survey of Finance.** 3 Hr. PR: Junior standing. Overview of the finance discipline. Topics include financial statement analysis, risk, capital budgeting, investments, and security markets.

### **CDFS: Child Dev / Family Studies**

- 110. Families Across the Life Span.** 3 Hr. Explores the physical, psychological, and cognitive developmental changes of individuals who are functioning in family systems that change across the life-span.
- 112. Introduction to Marriage and Family.** 3 Hr. Explores various dimensions of self-development and personal preference relevant to dating, mate selection, marriage, having children, parenting, divorce, and remarriage.
- 210. Introduction to Parenting.** 3 Hr. Introduction of terminology, descriptions, and explanations of the parental role and parent-child interactions. Emphasis on social and personal definitions of the parental role and on the problems and changes in parent-child relationships.
- 211. Infant Development.** 4 Hr. PR: CDFS 110. Developmental characteristics and environmental effects on the child during the prenatal period and the first two years with implications for guidance and care, includes practical experience working with infants and toddlers.
- 212. Early Childhood Development.** 3 Hr. PR: CDFS 110. Physical, social, emotional, and cognitive development of children from conception to seven years with implications for guidance and care in practical settings.

### **CHEM: Chemistry**

- 111. Survey of Chemistry.** 4 Hr. Designed primarily for students taking only one year of college chemistry. Atomic structure; chemical bonding; acids, bases, and salts; periodicity; properties of gases, liquids, and solids; stoichiometry; oxidation-reduction; nuclear chemistry. (3 hr. lec., 3 hr. lab.) (Students may not receive credit for CHEM 115 or CHEM 117 and for CHEM 111.) (CHEM 111 and CHEM 112 cannot be used as pre-requisite courses for organic chemistry; students anticipating the possibility or likelihood of taking organic chemistry must have credit for CHEM 115 and CHEM 116 or for CHEM 117 and CHEM 118.)
- 112. Survey of Chemistry.** 4 Hr. PR: CHEM 111. Continuation of CHEM 111. Introduction to organic and biochemistry; air and water pollution; useful natural materials; consumer chemistry; . (3 hr. lec., 3 hr. lab.) (Students may not receive credit for CHEM 116 or CHEM 118 and for CHEM 112.) (CHEM 111 and CHEM 112 cannot be used as pre-requisite courses for organic chemistry; students anticipating the possibility or likelihood of taking organic chemistry must have credit for CHEM 115 and CHEM 116 or for CHEM 117 and CHEM 118.)

- 115. Fundamentals of Chemistry.** 4 Hr. Coreq: MATH 126. For students who need more than one year of college chemistry and quantitative relationships on which subsequent chemistry courses are built. (3 hr. lec., 3 hr. lab.) (Students may not receive credit for CHEM 117 and for CHEM 115.)
- 116. Fundamentals of Chemistry.** 4 Hr. PR: CHEM 115. Continuation of CHEM 115. (3 hr. lec., 3 hr. lab.) (Students may not receive credit for CHEM 118 and for CHEM 112 or CHEM 116.)
- 233. Organic Chemistry.** 3 Hr. PR: CHEM 116 or CHEM 118; and PR or Conc: CHEM 235. Basic principles of organic chemistry. Modern structural concepts, the effect of structure on physical and chemical properties, reactions and their mechanisms and application to syntheses.
- 234. Organic Chemistry.** 3 Hr. PR: CHEM 233 and CHEM 235 and PR or CONC: CHEM 236. Continuation of CHEM 233. (3 hr. lec.)
- 235. Organic Chemistry Laboratory.** 1 Hr. PR or Conc: CHEM 233. Fundamental organic reactions and the preparation of organic compounds. (3 hr. lab.)
- 236. Organic Chemistry Laboratory.** 1 Hr. PR: CHEM 233 and CHEM 235 and PR or CONC: CHEM 234. Continuation of CHEM 235. (3 hr. lab.)

### **CHPR: Community Health Promotion**

- 172. First Aid and Emergency Care.** 2 Hr. Emergency aid for the sick and injured. Emergency services aimed at reducing the potential of permanent disability or threats to life, as well as pain, damage, or suffering of a less serious nature.

### **CIS: Computer Information Systems**

- 100. Introduction to Computer Information Systems.** 3 Hr. Introductory survey of the needs for and roles of computer information systems in business organizations. Emphasis is on hardware, software, systems development, and current issues in computer security, privacy, and ethics. Not a WVU Parallel Course.
- 106. PC Hardware Concepts.** 3 Hr. This course provides hands-on experience and skill development necessary to install, service, and support computers. Competencies needed to take the CompTIA A+ certification examinations are also covered. Not a WVU Parallel Course.
- 107. Operating Systems Concepts.** 3 Hr. PR: CIS 100 or CIS 106. Provides Hand-on introduction to the Windows desktop operating system. Course will cover installation, configuration, security, network sharing, and recommended maintenance. Competencies to take Microsoft 70-680 certification Exam are provided. Not a WVU Parallel Course.
- 109. Networking Essentials.** 3 Hr. PR: CIS 100 or CIS 106. Provides hands-on introduction to computer networking components, network architecture and data communication fundamentals. Competencies needed to take the CompTIA Network+ certification examination are also covered. Not a WVU Parallel Course.
- 113. Micro Application I (WORD).** 3 Hr. This course provides a survey of computer applications in business with emphasis on word processing. Not a WVU Parallel Course.
- 114. Micro Application II (EXCEL).** 3 Hr. PR: CIS 100 or CIS 106. The student continues the study of microcomputer applications acquiring further skills in the use of spread sheets, such as Excel. Not a WVU Parallel Course.
- 115. Micro Application III (POWER POINT).** 3 Hr. PR: CIS 100 or CIS 106. The student continues the study of microcomputer applications acquiring further skills in presentation software such as PowerPoint, Not a WVU Parallel Course.
- 116. Micro Application IV (ACCESS).** 3 Hr. PR: CIS 100 or CIS 106. The student continues the study of microcomputer applications acquiring further skills in the use of database software such as Access. Not a WVU Parallel Course.
- 118. Web Page Design.** 3 Hr. Provides hands-on experience and skills development necessary to perform basic and advanced functions in designing and developing web pages and an introduction to a variety of web software tools. Not a WVU Parallel Course.

- 235. Programming Logic.** 3 Hr. This course is a first course in computer programming. The student will learn non-language specific program design, analysis, and structured program flow charting. Not a WVU Parallel Course.
- 236. Introduction to Cyber Security.** 3 Hr. This course gives students an introduction to computer and network security procedures. A hands-on approach is used to cover securing network services, devices, traffic, and responding to network breaches. Not a WVU Parallel Course.
- 237. Linux Operating Systems.** 3 Hr. This course introduces the student to Linux operating system. Topics include installation, configuration, and management of Linux in a network setting. Material covered will allow students to take the CompTIA Linux+ certification exam. Not a WVU Parallel Course.
- 238. Graphic Digital Design.** 3 Hr. This course covers the Adobe Suite applications of Photoshop, Illustrator and In-Design. The student acquires a working knowledge of the applications thorough a project-based approach and creates a portfolio project. Not a WVU Parallel Course.
- 250. Directed Computer Experience.** 3 Hr. PR: CIS 100. Students are placed into practical working situations where they are involved in problem resolution, programming, system design or other areas as deemed appropriate. Not a WVU Parallel Course.

## **CJ: Criminal Justice**

- 101. Introduction to Criminal Justice.** 3 Hr. This course introduces the student to the three principal components of the criminal justice system: law enforcement, judiciary, and corrections. It will examine the history, structure, functions, and issues of each component, and introduce the student to the measurement of crime, criminological theories criminal law, justice perspectives, and the juvenile justice system. Not a WVU Parallel Course.
- 111. Police Operations.** 3 Hr. The student will be introduced to the day-to-day duties of a police officer. Emphasis will be placed on community and human relations, patrol and traffic functions, order maintenance, report writing, investigations, communications, interviewing, search and seizure, and arrest. Police stress and survival skills will also be discussed. Not a WVU Parallel Course.
- 201. Traffic Law Enforcement.** 3 Hr. PR: CJ 101. The role of the police officer in traffic control and enforcement is examined in detail. Among the topics studied will be West Virginia traffic law, accident investigation and reconstruction, traffic education, and the interrelations of local, state, and federal agencies responsible for traffic functions. Not a WVU Parallel Course.
- 202. Principles of Criminal Law.** 3 Hr. Structure, definitions, and interpretations of criminal statutes of particular interest. The scope, purpose, and definition of the criminal law in general, including the study of crimes against the person, property, and other offenses. Not a WVU Parallel Course.
- 204. Police Defense Tactics.** 3 Hr. The student will be exposed to the methods of physical protection, including the techniques of baton use, disarmament, and defense techniques. Not a WVU Parallel Course.
- 206. Introduction to Corrections.** 3 Hr. A survey of the current correctional process in America which includes the origin and legal procedures of the present system and the effects of the system on the individuals as well as on our society. Special emphasis is given to current theories of rehabilitation in the institution and in probation and parole. Emphasis is also given to the administration of the adult and juvenile institutions and the alternatives and future of the present system. Not a WVU Parallel Course.
- 212. Abnormal Behavior & Crisis Intervention.** 3 Hr. PR: CJ 101. A study of the recognition and handling of abnormal persons with emphasis on those mental conditions most encountered by the criminal justice practitioner. Methods of crisis intervention, basic conflict management, and referral and diversion will also be discussed. Not a WVU Parallel Course.
- 225. Criminal Procedure and Constitutional Law.** 3 Hr. PR: CJ 101. Constitutional and procedural issues relating to search and seizure, arrest, confinement; the admissibility and exclusion of evidence; types and degrees of evidence; discussion of court decisions interpreting the guarantees found in the Bill of Rights. Not a WVU Parallel Course.
- 230. Probation & Parole Operations.** 3 Hr. PR: CJ 101. Daily activities in probation and parole. Emphasis on supervision and surveillance techniques, community risk assessment and classification, revocation and pre-sentence report investigations, and effective use of community resources. Not a WVU Parallel Course.



- 236. Criminal Investigation.** 3 Hr. PR: CJ 101. This course will survey the fundamental techniques of criminal investigation. Students will be exposed to the history of criminal investigation and criminalistics, interviewing and interrogation, physical evidence, crime scene procedures, crime analysis, investigation techniques, report writing and case preparation, and courtroom testimony. Not a WVU Parallel Course.
- 240. Adjudication Process.** 3 Hr. PR: CJ 101. Role and structure of prosecution, public defense, and the courts; basic elements of the substantive criminal law; procedural law and its relation to constitutional guarantees. Not a WVU Parallel Course.
- 255. Analysis of Correctional Operations.** 3 Hr. PR: CJ 206. Problems of management of the correctional process; programming, security, information systems, reports, case management, evaluation process; custody and discipline as they relate to rehabilitative efforts; community adjustment facilities; problems of probation and parole. Not a WVU Parallel Course.
- 280. Victimology.** 3 Hr. PR: CJ 101. A focused examination on the victims of crime. Concentration on the psychological and emotional harm experienced by victims and victim services and programs. Analysis of domestic violence, victim compensation, rights, and treatment throughout the criminal justice process. Not a WVU Parallel Course.
- 285. Criminal Justice Tech Writing.** 3 Hr. This course will focus on grammar and writing skills and transition into technical writing. Students will engage in such tasks as drafting resumes, learning APA style, writing criminal justice reports, and engaging in legal research/analysis/writing. Not a WVU Parallel Course.
- 295. Field Practicum.** 3 Hr. PR: Sophomore standing and a GPA of 2.0 or higher. A supervised professional study conducted in a criminal justice field setting. Not a WVU Parallel Course.
- 301. White Collar and Economic Crime.** 3 Hr. PR: CJ 101. Overview of white collar and economic crime in America including an examination of the extent of economic crime, law enforcement effectiveness, theories of causation and methods of prevention. Includes discussion of the effect of the Internet on white collar and economic crime. Not a WVU Parallel Course.
- 302. Terrorism.** 3 Hr. An examination of terrorism both domestic and foreign including its causes and trends. Also examining selected current cases, explanatory theories, methods of prevention or containment, and the effectiveness of law enforcement efforts. Not a WVU Parallel Course.
- 315. Criminal Evidence.** 3 Hr. PR: CJ 225. Study of the rules of evidence and admissibility. Students will develop the ability to apply those rules in the collection and presentation of evidence in a court of law. Forensic requirements, statutory law, and other related issues will be emphasized. Not a WVU Parallel Course.
- 316. Community Based Corrections.** 3 Hr. PR: CJ 206. Study of probation, parole, diversion programs, and intermediate sanctions including house arrest, community service, restitution, halfway houses, and temporary release. Some focus placed on special-needs offenders. Not a WVU Parallel Course.
- 324. Drugs, Crime, and Society.** 3 Hr. PR: CJ 101 and SOCA 101. Examines the effects of drugs on the individual, the criminal justice system, and society. The focus is on investigation, prevention, and intervention techniques. Societal values and theoretical frameworks surrounding drug abuse, laws, and punishments are examined.
- 325. The Role of Women in Criminal Justice.** 3 Hr. Examination of how the roles of women in criminal justice have changed over time. Focus will be placed on women as practitioners, victims, and offenders. Not a WVU Parallel Course.
- 410. Research Methods in Criminal Justice.** 3 Hr. PR: STAT 111 or STAT 211. A general introduction to the process of research emphasizing research design, techniques of data collection including electronic methods, analysis and interpretation of research results as applied to the study of criminal justice. Not a WVU Parallel Course.
- 415. Forensic Techniques.** 3 Hr. PR: CJ 236 and CJ 315. Explores the scientific disciplines utilized to detect trace evidence at a crime scene. Explains and demonstrates the methods used for collection of various kinds of evidence. The student will learn the importance of the Not a WVU Parallel Course.

- 455. Ethics and the Criminal Justice System.** 3 Hr. PR: CJ 101 and CJ 410. Focus on the ethical issues faced by individuals as citizens and criminal justice professionals. The course will assist students in clarifying their values and in establishing a framework for ethical decision making. Students will examine ethical issues, which relate to a variety of concerns, and a variety of professional ethical codes. Not a WVU Parallel Course.
- 461. Current Issues in Criminal Justice.** 3 Hr. PR: CJ 101 and CJ 410. Focus on current issues facing criminal justice including those related to prevention of crime, law enforcement, corrections, institutional reform, and public opinion. Examination of recent research, emerging trends, and policy. Not a WVU Parallel Course.
- 485. Senior Seminar.** 3 Hr. PR: Senior standing and Criminal Justice Major. A senior capstone course. An examination of controversial criminal justice issues. Course allows students to consider the integration of theoretical and methodological issues. Focus will also be given to career or graduate placement. Not a WVU Parallel Course.

## **CLAS: Classics**

- 232. Greek and Roman Myths.** 3 Hr.

## **COMM: Communication Studies**

- 100. Principles of Human Communication.** 1 Hr. Introduction to the human communication process with emphasis on the principles, variables, and social contexts of communication.
- 102. Human Communication in the Interpersonal Context.** 2 Hr. Introduction to interpersonal communication with emphasis upon application of one-to-one communication in a variety of social contexts.
- 104. Human Communication in the Public Communication Context.** 3 Hr. Introduction to principles of communication in the one-to-many context. Emphasis is given to the creation and refutation of arguments.
- 305. Appreciation of the Motion Picture.** 3 Hr. Evaluation of motion picture and television film as forms of mediated communication and as art forms involving communication and aesthetic principles. Emphasis on the feature-length theatrical fiction film.
- 306. Human Communication in Organizations and Institutions.** 3 Hr. Communication processes and problems in business and nonbusiness organizations and institutions with attention to practical application. This course is not open to freshmen.

## **COUN: Counseling**

- 230. Life Choices.** 3 Hr. Students will examine lifestyle choices typically dictated by unconscious customs rather than research. Covers areas of attitude, relationships, physical lifestyle, health and spirituality. The class consists of lectures and required student participation.

## **CPE: Computer Engineering**

- 271. Introduction to Digital Logic Design.** 3 Hr. PR: MATH 156 or Consent. An introduction to the design of digital networks and computers. Topics include number systems, coding, Boolean and switching algebra, logic design, minimization of logic, sequential networks and design of digital sub-systems. (3 hr. lec.)

## **CS: Computer Science**

- 101. Introduction to Computer Applications.** 4 Hr. Introduction to spreadsheets and databases for problem-solving in disciplines such as math, science, engineering, business, social sciences, behavioral sciences, and environment: using computer applications to create technical reports and presentations.



## **ECON: Economics**

- 201. Principles of Microeconomics.** 3 Hr. Introductory microeconomic analysis. Competitive behavior of firms, price determination, efficiency in production and equity in distribution.
- 202. Principles of Macroeconomics.** 3 Hr. Introductory macroeconomic analysis. Aggregate demand and supply, saving, investment, the level of employment and national income determination, monetary and fiscal policy.

## **EDP: Educational Psychology**

- 101. Learning Strategies for Academic Success.** 3 Hr. The purpose of the course is to help students develop active learning strategies that are research-based and appropriate for the college curriculum that will enable them to achieve academic success.

## **EDUC: Education**

- 100. Education Colloquium.** 1 Hr. Components of and requirements for the teacher preparation program, including specializations, professional organizations, requirements for admission to the major, avenues to program completion, and requirements for work with children or youth.
- 200. Professional Inquiry in Education.** 3 Hr. PR: EDUC 100 and ENGL 101 and ENGL 102. An examination of students' preconceptions about education and their socialization process relative to the following; aims and purposes of public education, students as learners, curriculum, instruction.

## **EE: Electrical Engineering**

- 221. Introduction to Electrical Engineering.** 3 Hr. PR: PHYS 111 and MATH 156. Electrical engineering units, circuit elements, circuit laws, measurement principles, mesh and node equations, network theorems, operational amplifier circuits, energy storage elements, sinusoids and phasors, sinusoidal steady state analysis, average and RMS values, complex power. (3 hr. lec.)
- 222. Introduction to Electrical Engineering Laboratory.** 1 Hr. Coreq: EE 221. Design and experimental exercises basic electrical circuits. Use of the digital computer to solve circuit problems. (3 hr. lab.)
- 223. Electrical Circuits.** 3 Hr. PR: EE 221 and EE 222 and PHYS 112 and MATH 156. Continuation of EE 221. Time response of RC and RL circuits, unit step response, second order circuits, poly-phase systems, mutual inductance, complex frequency, network frequency response, two-port networks and transformers. Fourier methods and Laplace Transforms. (3 hr. lec.)
- 224. Electrical Circuits Laboratory.** 1 Hr. Coreq: EE 223. Design and experimental exercises in circuits. Transient circuits, steady state AC circuits, frequency response of networks. Use of digital computer to solve circuit problems. (3 hr. lab.)

## **ENGL: English**

- 90. Developmental Writing.** 3 Hr. (Pass/Fail grading. Course does not count toward graduation.) A course specifically designed for students needing to develop basic writing skills. Students who score less than 18 on the ACT English, less than 450 on the SAT Verbal, or less than 88 on the ACCUPLACER sentence skills test, may not register for English 101 until they pass English 090. Not a WVU Parallel Course.
- 101. Composition and Rhetoric.** 3 Hr. (Entering freshmen who score below 18 on the ACT English or below 450 on the SAT verbal may not register for ENGL 101 until they pass ENGL 090.) A course in writing non-fiction prose, principally the expository essay.
- 102. Composition and Rhetoric.** 3 Hr. PR: ENGL 101 or equivalent. Writing college-level research papers based on argumentative models. Precision in footnotes, bibliographies, usage, punctuation, and stylistics assumed.

111. **Introduction to Creative Writing.** 3 Hr. Instruction in reading and writing fiction, nonfiction and poetry in order to enhance creative writing skills.
131. **Poetry and Drama.** 3 Hr. An introduction to the genres.
132. **Short Story and Novel.** 3 Hr. An introduction to the genres.
154. **African American Literature.** 3 Hr. A historical introduction and survey from its beginnings to the present.
156. **Literature of Native America.** 3 Hr. A historical survey of Native American prose, poetry, song, and story from the beginning to the present.
230. **Film Studies.** 3 Hr. Topics in the study of film, or film and literature, in a historical, theoretical, and/or cultural context.
232. **Poetry.** 3 Hr. Appreciation and enjoyment of poems through critical and analytical reading. Studies in the various types of poetry, and of the language, imagery, and techniques of poetic expression.
233. **The Short Story.** 3 Hr. The short story's structure, history, and contemporary forms.
235. **Novel.** 3 Hr. The novel's structure, history, and contemporary forms.
236. **The Bible as Literature.** 3 Hr. Analysis of the themes, topics and literary genres of the Old and New Testaments. Issues to be discussed include the unity of the text, the status of authorship, translation, and the depiction of God.
241. **American Literature 1.** 3 Hr. A historical introduction and survey from its beginnings to the mid-nineteenth century.
242. **American Literature 2.** 3 Hr. A historical introduction and survey from the mid-nineteenth century to the present.
252. **Appalachian Fiction.** 3 Hr. Reading of short stories, novels, and other narratives by Appalachian authors.
254. **African American Literature.** 3 Hr. Studies in the literature of African American authors, 1845 to the present.
255. **Multiethnic Literature.** 3 Hr. This course examines literature by Americans of diverse ethnicities including, but not limited to, Asian Americans, Latinos, Native Americans, African Americans, and European Americans of various class/religious/regional backgrounds.
257. **Science Fiction and Fantasy.** 3 Hr. A study of the history and nature of science fiction from H. G. Wells to the present, with special attention to features of prose narration.
258. **Popular American Culture.** 3 Hr. A survey of modern popular American culture from 1940 to the present, with special emphasis on popular literature, music, television, movies, radio in its golden age, and comic books.
261. **British Literature 1.** 3 Hr. A historical introduction and survey from the Middle Ages through the eighteenth century.
262. **British Literature 2.** 3 Hr. A historical introduction and survey from the late eighteenth century to the present.
263. **Shakespeare.** 3 Hr. Several of Shakespeare's most important plays.
272. **Modern Literature.** 3 Hr. British and American poetry, drama, and fiction from 1900 to 1960.
285. **Images of Women in Literature.** 3 Hr. Representative literary works studied against a backdrop of social and historical documents to examine the effect of images of women in literature on the self-image of women today.
- 293 A-Z. **Special Topics.** 1 Hr. PR: Consent. Investigation of topics not covered in regularly scheduled courses.
318. **Topics in Creative Writing.** 3 Hr. (May be repeated for a maximum of 9 hours.) Advanced work in creative writing; course content changes with genre: fiction, poetry, non-fiction.
331. **Topics in Genre.** 3 Hr. This variable-topic course will trace formal and thematic conventions in poetry, drama, prose, fiction, and/or nonfiction.
387. **Topics in Women's Literature.** 3 Hr. Syllabus will vary per term. Topics include women writers outside of Great Britain and the United States; comparative women writers; women's writing on a particular theme or topic.
- 493 A-Z. **Special Topics.** 1 Hr. PR: Consent. Investigation of topics not covered in regularly scheduled courses.

## **ENGR: Engineering**

- 101. Engineering Problem Solving 1.** 2 Hr. PR: Open to all Freshman Engineering students or consent. Engineering problem solving methodologies and analysis. Use of computers in problem solving, technical report writing, team based project work and presentations.
- 102. Engineering Problem-Solving 2.** 3 Hr. PR: ENGR 101 and MATH 155 with a C or higher. Continued development of engineering problem-solving, teamwork, and communication skills with emphases on using the computer as a tool and algorithm development with a high-level language such as MATLAB.
- 199. Orientation to Engineering (eq. WVUe 191).** 1 Hr. Orientation to degree programs and requirements, departmental resources, curriculum options, and students' responsibilities and opportunities. Development of academic success strategies and University experiences to equip students to make life decisions.

## **ENVP: Environmental Protection**

- 155. Elements of Environmental Protection.** 3 Hr. An introduction to land and water resources and their management and protection. An evaluation of the relationships between human activities and natural environments and the interaction between natural resource utilization and development.

## **EQST: Equine Studies**

- 101. Introduction to Equine Science.** 3 Hr. Provides a basic understanding of equine science and management. Topics include the history and future of the equine industry, breeds, selection, health and nutrition, along with basic management practices. Not a WVU Parallel Course.
- 105. Equine Safety and Behavior.** 3 Hr. Discusses and demonstrates safety measures required when working with and around horses. Students will learn the importance of understanding equine behavior for safety, management, and training purposes. Not a WVU Parallel Course.
- 115. Riding Basics.** 1 Hr. Coreq: EQST 105. Provides riding instruction aimed at improving the rider's body position, balance, control, seat, strength, confidence and concentration. Riders will learn the skills and techniques needed to handle and control a horse effectively from the saddle. Not a WVU Parallel Course.
- 120. Intro Horsemanship & Training.** 4 Hr. PR: EQST 105 and EQST 115 Focuses on the understanding and application of natural horsemanship and a variety of horsemanship and training techniques, including gaining control and respect, handling, groundwork, and starting colts. (3 hr. lec., 3 hr. lab.) Not a WVU Parallel Course.
- 230. Advanced Horsemanship & Training.** 4 Hr. PR: EQST 120. Improves overall communication between the horse and rider. Students will learn techniques used in training horses to be willing and responsive to the rider's subtle cues. (3 hr. lec., 3 hr. lab.) Not a WVU Parallel Course.
- 240. Equine Facilities & Stable Management.** 4 Hr. Teaches practical skills and considerations that will be needed to own or operate an equine facility, including functional requirements, design and layout, safety and operation of farm equipment, and waste management. (3 hr. lec, 3 hr. lab.) Not a WVU Parallel Course.
- 290. Teaching Practicum.** 103 Hr. PR: Consent. Teaching practice as a tutor or assistant. Not a WVU Parallel Course.
- 291. Professional Field Experience.** 1 Hr. PR: Consent. (May be repeated for a maximum of 18 credit 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. Not a WVU Parallel Course.

## **FLIT: Foreign Lit in Translation**

- 125. Spanish Civilization and Literature.** 3 Hr. This course provides students with an understanding of and appreciation for Spanish literature as it relates to the social, historical and cultural developments within Spain from the sixteenth century to today.

## **FMAN: Forest Management**

- 212. Forest Ecology.** 3 Hr. PR: FOR 205. Forest and environmental factors; site and type characteristics.
- 222. Forest Mensuration.** 4 Hr. PR: MATH 155 and STAT 211. Estimating volume and growth of trees and forest stands with emphasis on the mathematical and statistical techniques involved. Laboratories include practical field experience.

## **FOR: Forestry**

- 101. Careers in Natural Resources Management (eq. WVUe 191).** 1 Hr. (Required only for students who rank as freshmen in the Division of Forestry.) An introduction to professional activities in forest resources management, recreation and parks management, wildlife and fisheries management, and wood science and utilization. Survey of major issues in natural resources management and conservation.
- 140. West Virginia's Natural Resources.** 3 Hr. Survey of policies and practices in development and use of soil, water, forest, wildlife, mineral, and human resources in West Virginia.
- 203. Careers in Natural Resources.** 1 Hr. Planning a career in forestry and natural resources professions. Developing a career strategy, resume building, and conducting a successful job search.
- 205. Dendrology.** 3 Hr. Classification and silvical characteristics of North American forest trees.

## **GEOG: Geography**

- 102. World Regions.** 3 Hr. Comparison and relationships of world regions. Geographical perspectives of contemporary global problems. Developing regions contrasted with modernized regions and the consequences of their interactions.
- 106. Physical Geography Laboratory.** 1 Hr. Coreq: GEOG 107.
- 107. Physical Geography.** 3 Hr. Introduction to global environmental systems operating on the earth's surface, emphasizing weather and climate, soils, natural vegetation, and geomorphology, and examination of human interaction with these natural processes.
- 108. Human Geography.** 3 Hr. Introduction to geographical dimension in human behavior and the human altered landscape including social, demographic, economic, and political attributes of societies.
- 205. Natural Resources.** 3 Hr. Introduces the concept of natural resources and surveys such topics as land, soil, rangeland, forests, water, atmosphere, minerals, and energy. Emphasis is on the United States within the context of the global environment.
- 240. United States and Canada.** 3 Hr. Regional study of the United States and Canada emphasizing such geographic features as climate, natural vegetation, topography, natural resources, population distribution and trends, agriculture, manufacturing, transportation systems, and regional culture.

## **GEOL: Geology**

- 101. Planet Earth.** 3 Hr. Composition and structure of the Earth and the physical processes that change Earth's surface. GEOL 102 not required with GEOL 101. (Accompanied by registration in GEOL 102, class meets requirements for 4 hr. credit in a laboratory science in geology.) (Students cannot receive credit for GEOL 101 and GEOL 110 or GEOG 110.)

- 102. Planet Earth Laboratory.** 1 Hr. PR or Conc: GEOL 101. Laboratory study of the earth using rocks, minerals and maps. (2 hr. lab) (Students cannot receive credit for GEOL 102 and GEOL 111 or GEOG 111.)
- 103. Earth Through Time.** 3 Hr. PR: GEOL 101 or GEOL 110 or GEOG 110. Evolution of the Earth and its inhabitants. (Accompanied by registration in GEOL 104, class meets requirements for 4 hr. credit in a laboratory science in geology.)
- 104. Earth Through Time Laboratory.** 1 Hr. PR or Conc: GEOL 103. Laboratory study of sedimentary rocks, fossils, and geologic maps and their use in interpreting Earth history. (2 hr. lab.)
- 105. A Study of Dinosaurs.** 3 Hr. A beginning course in the study of dinosaurs. Classification, biology, and behavior will be studied. Not a WVU Parallel Course.
- 110. Environmental Geoscience.** 3 Hr. Physical aspects of the earth with emphasis on natural resources, environmental degradation and hazards. (Accompanied by GEOL 111 meets requirements for a 4 hr. credit in laboratory science.) (Students may not receive credit for GEOL 110 and GEOL 101.)
- 111. Environmental Geoscience Laboratory.** 1 Hr. PR or Conc: GEOL 110. (Students may not receive credit for GEOL 102 and GEOL 111.)

## **HIST: History**

- 101. Western Civilization: Antiquity to 1600.** 3 Hr. (HIST 101 does not have to precede HIST 102.) A survey of the major developments in Western civilization beginning with the ancient Mediterranean world and concluding with Reformation Europe.
- 102. Western Civilization: 1600 to Present.** 3 Hr. (HIST 102 may precede HIST 101.) A survey of major developments in Western civilization from 1600 to the present with attention to Europe's emerging industrial society and changing role in world affairs.
- 152. Growth of the American Nation to 1865.** 3 Hr. (HIST 152 does not have to precede HIST 153.) Examines the basic political, economic, and social forces in formation and development of United States before 1865. Emphasis on national development from independence through the Civil War.
- 153. Making of Modern America: 1865 to the Present.** 3 Hr. (HIST 153 may precede HIST 152.) Continues the examination of basic political, economic, and social forces in the development of the United States since the Civil War.
- 179. World History to 1500.** 3 Hr. Comparative history of Africa, Asia, and Europe from earliest times until 1500. Political, economic, social, and religious developments with emphasis on patterns of authority, the individual, nature, and society.
- 180. World History Since 1500.** 3 Hr. Comparative history of Africa, Asia, and Europe 1500 to the present. Political, economic, and social developments with emphasis on patterns of authority, the individual, nature, society, and the impact of the West.
- 209. Twentieth Century Europe.** 3 Hr. Traces the major political, economic, and social developments of Europe from World War I to the present.
- 250. West Virginia.** 3 Hr. Historical foundations and development of West Virginia, with particular emphasis upon the growth of the government, the economy, and the traditions of the state.
- 261. Recent America: U.S. since 1918.** 3 Hr. (Primarily for non-History majors.) The 1920's, the New Deal, World War II, and a survey of developments since World War II.

## **HN&F: Human Nutrition and Foods**

- 171. Introduction to Human Nutrition.** 3 Hr. Nutrient structure, metabolism, integrated function, and their importance to human well-being during all stages of the life cycle. Current concerns and those of special interest to college students in meeting nutrient needs.

## **HONR: Honors**

- 199. Orientation to Honors (eq. WVUe 191).** 1 Hr. Orientation to degree programs and requirements, departmental resources, curriculum options, student responsibilities and opportunities.

## **HORT: Horticulture**

- 220. General Horticulture.** 3 Hr. PR: BIOL 101 and BIOL 103, or consent. Principles underlying present-day horticulture practice with special emphasis on how basic discoveries in plant science have been applied in horticulture.
- 260. Woody Plant Materials.** 3 Hr. Fall of odd numbered years. PR: BIOL 101 and 103 (or equiv.), or equivalent. Common ornamental woody plants, their identification, cultural needs, and evaluation of use; some outdoor study and a one-day nursery trip. (2 - 3 hr. lab.)
- 262. Herbaceous Plant Materials.** 3 Hr. Fall of even numbered years. Identification, description, adaptability, and evaluation of selected herbaceous annuals and perennials with emphasis on their use as design elements.

## **HTOR: Hospitality/Tourism**

- 110. Food Production I.** 6 Hr. Coreq: HTOR 120. Develops basic skills needed in the kitchen. Students learn proper techniques, terminology, and equipment for activities ranging from carving to menu planning. Prepare small quantity menus in a commercial-kitchen setting and review current food quality standards. Not a WVU Parallel Course.
- 111. Food Production II.** 6 Hr. PR: HTOR 110. Builds on techniques learned in HTOR 110, with an emphasis on restaurant and dining room operations. Exercises will include exploration in classic cuisines, dinner promotion methods, personnel training, and budget development. Students will develop the culinary skills needed to prepare professional cafeteria style meals as well as catered events. Not a WVU Parallel Course.
- 120. Sanitation.** 2 Hr. Stresses the principles of safe food preparation and handling. Topics include safe food purchasing; storage and preparation; causes of food borne illness; insect and rodent control; and government rules and regulations pertaining to food service sanitation. Not a WVU Parallel Course.
- 130. Inventory, Labor, and Cost Control.** 3 Hr. Principles of modern food and beverage management as applied to the food service industry. Emphasis on systems of food and labor cost controls, budgets for food service operations, pricing and planning, and menu analysis. Relationships between management and employees and current trends in the food service industry will also be explored. Not a WVU Parallel Course.
- 140. Restaurant Management.** 6 Hr. PR: HTOR 110 and HTOR 111. Provides a realistic understanding of how to operate a restaurant. Experience will be provided in cooking food to order, service, managerial skills, training and supervising employees, purchasing food products, and managerial decision making. Not a WVU Parallel Course.
- 141. Kitchen Layout.** 3 Hr. Basic facts, principles, and learning experiences involved in planning a commercial kitchen. Appropriate kitchen equipment selection and sequence of work and material flowage analyzed for specific menus. Not a WVU Parallel Course.
- 150. Fine Dining.** 3 Hr. PR: HTOR 140. Students learn skills necessary to work in a five-star resort, hotel, or restaurant. Skills include serving foods sent from the kitchen to be prepared tableside, and include carving, flaming, filleting, and mixing of meats, fish and salads. Not a WVU Parallel Course.
- 160. Topics in International Cuisine.** 1 Hr. Topics explore international cooking and trends in the vast range of foods around the world to bring new ideas and variety in cooking. Not a WVU Parallel Course.
- 162. Topics in Fine Dining.** 1 Hr. Practices associated with fine dining are studied. Topics and activities include the preparation and presentation of gourmet foods, table preparation, and serving procedures. Not a WVU Parallel Course.
- 295. Internship.** 6 Hr. PR: Sophomore status. Supervised professional study conducted in a hospitality or tourism field setting. Not a WVU Parallel Course.

## **JRL: Journalism**

- 101. Media and Society.** 3 Hr. Examines the relationship between media, culture and society, with emphasis on the history, structure, and organization of the mass media.

- 215. Media Writing.** 3 Hr. PR: ULIB 101 and ENGL 101 and ENGL 102 and JRL 101 with a grade of C or better and consent. Introduction to the fundamental writing and fact gathering skills of journalism and public relations for print and electronic media.
- 318. Media Reporting.** 3 Hr. PR: JRL 215. Essentials of developing and covering a news beat. Students generate stories, cultivate sources, and discover their community. News and feature stories include police, budgets, meetings, and speeches.
- 319. Media Editing.** 3 Hr. PR: JRL 215. Students develop the skills necessary to edit and design content for online and print media outlets.

### **LARC: Landscape Architecture**

- 212. History of Landscape Architecture.** 3 Hr. A broad survey of the history of the designed human environment with emphasis on the development of landscape architecture.

### **MAE: Mechanical and Aerospace Engr**

- 241. Statics.** 3 Hr. PR: Grade of C or better in MATH 155 and PHYS 111. Engineering applications of force equilibrium. Vector operations, couples and moments, resultants, centers of gravity and pressure, static friction, free-body diagrams, trusses and frames. (3 hr. lec.)
- 242. Dynamics.** 3 Hr. PR: MAE 241 and MATH 156. Newtonian dynamics of particles and rigid bodies. Engineering applications of equations of motion, work and energy, conservative forces, impulse and momentum, impulsive forces, acceleration in several coordinate systems, relative motion, instantaneous centers, and plane motion. (3 hr. lec.)
- 243. Mechanics of Materials.** 3 Hr. PR: MAE 241 and MATH 156. Stress deformation, and failure of solid bodies under the action of forces. Internal force resultants, stress, strain, Mohr's circle, and mechanical properties of materials, generalized Hooke's law. Axial bending and buckling loads, and combinations. (3 hr. lec.)
- 320. Thermodynamics.** 3 Hr. PR: PHYS 111 and MATH 156. Principles of thermodynamics; properties of ideal gases and vapors; first and second laws of thermodynamics; basic gas and vapor cycles; basic refrigeration. (3hr. lec.)

### **MATH: Mathematics**

- 21. Basic Concepts of Math.** 3 Hr. (Pass/Fail grading. Course does not count toward graduation.) A course designed to strengthen the student's basic mathematical skills and understanding. This course is taken by students whose majors do not require MATH 126 that did not meet the placement guidelines. The course will be primarily calculator based to prepare students for mathematical concepts covered in MATH 121. Not a WVU Parallel Course.
- 91. Elementary Algebra.** 3 Hr. (Pass/Fail grading. Course does not count toward graduation.) A course for students needing developmental algebra who do not place into Math 093 using the current placement test. Not a WVU Parallel Course.
- 93. Intermediate Algebra.** 3 Hr. PR: MATH 091 or appropriate placement score. (Pass/Fail grading. Course does not count toward graduation.) A course for students needing developmental algebra who place above Math 091 using the current math placement test. Not a WVU Parallel Course.
- 121. Introductory Concepts of Mathematics.** 3 Hr. PR: MATH 021 or required minimum ACT or equivalent score. (Designed for non-science majors who do not need the techniques of mathematics for other coursework in their programs.) Topics in modern mathematics.
- 126. College Algebra.** 3 Hr. PR: MATH 093 or required minimum ACT or equivalent score. Review of the real number system and algebraic expressions, equations, inequalities, graphing, functions, basic matrix operations and properties, systems of equations, polynomials, counting, and probability. (This course is not open to students who have credit for MATH 129.)
- 128. Plane Trigonometry.** 3 Hr. PR: MATH 093 or required minimum ACT or equivalent score. Trigonometric functions, identities, vectors, logarithms, complex numbers, and trigonometric equations.



- 129. Pre-Calculus.** 4 Hr. PR: MATH 093 or required minimum ACT or equivalent score. A treatment of algebra, analytic geometry, and trigonometry. (Not open to students who have credit for MATH 126 or MATH 128.)
- 150. Applied Calculus.** 3 Hr. PR: MATH 126 or required ACT or equivalent score. For students in other disciplines needing calculus for applications. Limits of sequences and functions, continuity, derivatives, and integrals of polynomials, rational functions, and exponential and logarithmic functions, partial derivatives, maxima and minima.
- 155. Calculus 1.** 4 Hr. PR: MATH 126 and MATH 128, or MATH 129, or required minimum test score. Introduction to limits, continuity, derivatives, antiderivatives, definite integrals, and applications of the derivative.
- 156. Calculus 2.** 4 Hr. PR: MATH 155. Techniques of integration, application of the definite integral, polar coordinates, indeterminate forms, and infinite series.
- 251. Multivariable Calculus.** 4 Hr. PR: MATH 156 (with C or better for Morgantown). Introduction to solid analytic geometry, vector algebra, and calculus of several variables.
- 261. Elementary Differential Equations.** 4 Hr. PR: MATH 251 (with C or better for Morgantown). Ordinary differential equations, Laplace transforms, partial differential equations, Fourier series, applications.

### **MUSC: Music**

- 111. Introduction to Music.** 3 Hr. Introductory course designed to develop an appreciation and understanding of the significance of music as a fine art, and to help the student develop intelligent listening habits.
- 112. Great Composers in Performance.** 3 Hr. A study of significant composers and their music. Lectures and in-class musical presentations will (1) explore relationships of music to the development of society, (2) develop appropriate critical analysis and listening skills.
- 115. Introduction to History of Jazz.** 3 Hr. PR: MUSC 111 or consent. An introduction to jazz, its characteristics, important performers, and their music, including an historical survey with attention to the changing style of the music.

### **NSG: Nursing**

- 100. Introduction to Nursing.** 2 Hr. Introduction to the role of the nurse in modern health care: critical thinking, nursing interventions, professionalism, caring and communication in nursing practice with emphasis on safety, quality, health, culture, ethics, leadership, and health policy.

### **ORIN: Orientation**

- 270. Introduction to Health Careers.** 1 Hr. A study of careers in the health professions. Readings, lectures, and discussions by professionals in many health fields will include the educational requirements for and functions of their respective health professions. (Pass/Fail grading only.)

### **OSTC: Office Systems Technology**

- 107. Medical Terminology.** 3 Hr. Introduction to medical terminology as it applies to the various body systems and practical application in medical office procedures. Not a WVU Parallel Course.
- 113. Basic Formatting.** 3 Hr. PR: Minimum typing speed: 30 wpm. Designed for students who have had previous training in keyboarding. Emphasis on letter formatting styles, manuscript formatting, tables, envelopes, and business forms.
- 115. Formatting and Editing.** 3 Hr. PR: Minimum typing speed 30 wpm. Designed for students who have had previous training in keyboarding. Emphasis on document formatting and editing to include proper use of grammar, punctuation, spelling, capitalization, and number usage. Not a WVU Parallel Course.



- 119. Office Training.** 3 Hr. PR: OSTC 115 or Consent. Open to Office Technology Majors only. A course combining theory with the actual practice embodied in the courses above. Hands on experience is stressed on various machines in the department-- dictating and transcribing equipment; facsimile machine; and photocopy machines. Office grooming, office etiquette, different types of office work, and other topics pertinent to an office are studied and discussed. Not a WVU Parallel Course.
- 222. Office Automation.** 3 Hr. PR: CS 101 or CIS 100 and OSTC 113 or Consent. This course is designed to prepare students for the contemporary business environment in which they are expected to complete a variety of projects using current computer hardware technology and application software. Emphasis is on a mastery of Microsoft Office suite application software for the purpose of adding value to realistic consultative and administrative tasks. Problem-based learning methods will be employed throughout the course. Not a WVU Parallel Course.
- 223. Directed Office Experience.** 3 Hr. PR: Business Technology or Office Systems Technology majors. Course is open to students in the BTEC and OSTC programs during the final semester of study or with instructor consent. Students are placed in appropriate work sites in the community and surrounding area to participate in an on-the-job training experience. (A minimum of 56 hours is required.) Not a WVU Parallel Course.
- 240. Fundamentals of Desktop Publishing.** 3 Hr. Current hardware and software used in desktop publishing (Microsoft Publisher). Students will complete projects developed to train the user in basic hardware and software applications. Not a WVU Parallel Course.
- 254. Machine Transcription.** 3 Hr. Transcription of specialized documents and records using transcribing equipment/computers; production measurement and content based on majors. Not a WVU Parallel Course.

### **PET: Physical Education/Teaching**

- 124. Human Body: Structure and Function.** 2 Hr. Overview of the structure and function of the organ systems in the human body. Topics covered include the skeletal, muscular, nervous, digestive, respiratory, and cardiovascular systems.
- 125. Principles of Human Movement.** 2 Hr. PR: PET 124. This course is designed to introduce prospective physical educators to the principles of human movement.
- 167. Introduction to Physical Education.** 3 Hr. Historical and philosophical bases, major issues, and professional practices in physical education teaching.
- 175. Motor Development.** 3 Hr. To examine changes in human movement behavior across the lifespan, the processes that underline these changes, and the factors that contribute to those changes.
- 244. Motor Learning & Performance.** 2 Hr. Provides the student with theoretical and applied research on learning and performance of fundamental and sport-specific motor skills. Lectures, discussions, and in and out of class laboratory experiences will be used to illuminate the applications of motor learning theory to teaching and coaching.
- 276. Special Physical Education.** 2 Hr. Examines motor developmental characteristics of various handicapped groups and emphasizes the physical education role in remediating possible developmental deficiencies.

### **PE: Physical Education**

- 101. Badminton.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) Introduction to beginning knowledge and skills in badminton.
- 103. Beginning Basketball.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) This course is designed to provide historical background, rules and regulations, and the fundamental skills. These will be accomplished through instruction, drills, games and class team play.
- 121. Zumba.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) Fuses various fast and slow Latin rhythms and movements with resistance training to create dynamic fitness routine, balance, and introduce breathing techniques to increase energy and focus.
- 122. Billiards.** 1 Hr. Introduction to beginning knowledge and skills in billiards.

124. **Fitness Walking.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) Course provides a supervised walking program in a safe, enjoyable environment. Classes meet ACSM guidelines for safe, effective, classes. Includes warm-up, cardiovascular segment, cool-down, and stretch.
125. **Aerobics.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) Introduction to beginning knowledge and skills in aerobics.
130. **Flag Football.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) Introduction to beginning knowledge and skills in flag football
145. **Karate.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) Introduction to beginning knowledge and skills in karate.
146. **Self-Defense.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) Introduction to beginning knowledge and skills in self-defense
149. **Tae Kwon Do.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) Introduction to beginning knowledge and skills in tae down do
152. **Kickboxing.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) An introduction to the popular martial art and competitive sport of kickboxing. Emphasis is given to building flexibility and strength, the foundations of powerful kicking and punching techniques.
153. **Yoga for Fitness.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) Introduction to basic yoga techniques that can be practiced as a way of developing a wide variety of sports.
159. **Soccer.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) Introduction to beginning knowledge and skills in soccer.
164. **Weight Training.** 1 Hr. Introduction to beginning knowledge and skills in weight training. (May be repeated for a maximum of 2 credit hours.)
165. **Conditioning.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) Introduction to beginning knowledge and skills in conditioning.
170. **Volleyball.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) Introduction to beginning knowledge and skills in volleyball.
182. **Bowling.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) Introduction to beginning knowledge and skills in bowling.
187. **Golf.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) Introduction to the rules, skills, and strategies involved in golf.
201. **Pilates.** 1 Hr. (May be repeated for a maximum of 2 credit hours.) Introduces students to basic techniques, postures, and controlled breathing designed to build core strength, improve flexibility, and increase physical fitness in a non-competitive atmosphere.
202. **Intermediate Yoga.** 1 Hr. PR: PE 153 or previous yoga experience. (May be repeated for a maximum of 2 credit hours.) Emphasizes poses which build a combination of strength, flexibility, balance, and introduces breathing techniques to increase energy and focus. Moderately paced for students with previous yoga practice.

## **PHIL: Philosophy**

100. **Problems of Philosophy.** 3 Hr. An elementary examination of such philosophical problems as the mind-body problem, the existence of God, freedom and determinism, and the nature of persons and their knowledge.
170. **Introduction to Critical Reasoning.** 3 Hr. An elementary study of critical thinking and reasoning. For students who want to improve their skills in recognizing fallacious patterns of reasoning, constructing acceptable arguments, and criticizing faulty lines of reasoning.

## **PHYS: Physics**

101. **Introductory Physics.** 4 Hr. PR or Conc: MATH 126 and MATH 128, or MATH 129 or MATH 155. The fundamental philosophy and principles of physics are applied to studies of mechanics, sound, heat, and thermodynamics through demonstrations, problems, and experiments.

- 102. Introductory Physics.** 4 Hr. PR: PHYS 101. The fundamental philosophy and principles of physics are applied to studies of electricity, magnetism, optics, light and atomic and nuclear physics through demonstrations, problems, and experiments.
- 105. Conceptual Physics.** 4 Hr. Basic principles of physics and their relationship to our modern technological society. Major topics include properties of matter, electricity, optics, motion, heat and temperature, and energy. Nonmathematical approach emphasized.
- 111. General Physics.** 4 Hr. PR: A grade of C or better in MATH 155. Survey of classical mechanics, thermodynamics, and waves.
- 112. General Physics.** 4 Hr. PR: PHYS 111. Survey of electricity, magnetism, and optics.

### **PLSC: Plant Science**

- 206. Principles of Plant Science.** 4 Hr. Anatomy, morphology, and physiology of higher plants. Study of growth and development of economically important plants, their culture, and products.

### **POLS: Political Science**

- 101. Introduction to Political Science.** 3 Hr. Introduction to government and politics. Origins, forms, and functions of the state; organization and processes of government; and the behavior of groups and individuals in various political systems.
- 102. Introduction to American Government.** 3 Hr. General survey of American national government and politics.
- 103. Global Political Issues.** 3 Hr. Analysis of issues in post-cold war international politics, ranging from traditional major power diplomacy and intervention to the newer problems of economic interdependence and development, human rights, population pressures on limited resources, and the environment.
- 210. Law and the Legal System.** 3 Hr. Introductory course on the role of law in the political system. Includes a survey of subfields in United States law and an examination of participants, processes, and policy making in the United States legal system.
- 220. State and Local Government.** 3 Hr. The legal basis, structure, politics and operation of state and local governments, in the context of the American federal system.
- 250. Introduction to Comparative Politics.** 3 Hr. An introduction to the political and governmental systems of industrialized and developing countries. Focuses on approaches to comparative political study, political cultures and participation, and government structures, processes, and policy performance.
- 260. Introduction to International Relations.** 3 Hr. Theories and concepts in international politics and their application to contemporary world politics.

### **PSYC: Psychology**

- 101. Introduction to Psychology.** 3 Hr. Survey of general psychology.
- 202. Research Methods in Psychology.** 3 Hr. PR: PSYC 101 and STAT 211. Research methods in experimental, developmental, clinical, and community-social psychology in the laboratory and the natural environment.
- 241. Introduction to Human Development.** 3 Hr. PR: PSYC 101. Survey of human psychological development across the life span with emphasis on change in biological, cognitive, and social emotional processes. Special attention given to theoretical, conceptual, methodological, and practical issues.
- 251. Introduction to Social Psychology.** 3 Hr. PR: PSYC 101. Examination of social interaction and behavior from a psychological perspective. Topics include attraction, social perception and cognition, attitudes and attitude change, social influence and group process, prosocial behavior and aggression, cultural influence, and prejudice.
- 281. Introduction to Abnormal Psychology.** 3 Hr. PR: PSYC 101. Introduction to major categories of behavior disorders; etiology, prevention, and treatment.

## **RELG: Religious Studies**

- 102. Introduction to World Religions.** 3 Hr. This course explores five of the most widely practiced world religions: Judaism, Christianity, Islam, Hinduism, and Buddhism. Students are introduced to the history and basic tenets of each faith.
- 105. Introduction to Issues in Religious Studies.** 3 Hr. Leading issues involved in religious studies: transcendence, the God question, evil, redemption, community, eschatology, symbolism, ethics, examples of the relationship between religion and culture.
- 219. The History of Christianity.** 3 Hr. This course explores the birth and evolution of Christianity from its inception until the modern era. Emphasis will be placed upon the significant people and events that shaped Christianity.

## **SEP: Sport and Exercise Psychology**

- 271. Sport in American Society.** 3 Hr. Sociocultural investigation of sport in American society.
- 272. Psychological Perspectives of Sport.** 3 Hr. An examination of personality and behavioral factors as they affect participation in sport. Topics such as stress and sport, body image, aggression and the sport participant, and the licensure of sport psychologists highlight the course.
- 373. African Americans in Sports.** 3 Hr. Sociocultural and historical overview of the contributions of African-Americans in sport in America.

## **SM: Sport Management**

- 167. Introduction to Sport Studies.** 3 Hr. Examines the historical and philosophical bases, major issues, and professional practices in sport studies.

## **SOCA: Sociology and Anthropology**

- 101. Introduction to Sociology.** 3 Hr. Basic course intended to develop a perspective about the nature of social processes and the structure of society.
- 105. Introduction to Anthropology.** 3 Hr. Essentials of human evolution and prehistory with a concentration on the varieties of languages and cultures found among peoples of the world.
- 107. Social Problems.** 3 Hr. Causes of social disorganization in modern society and social life. Emphasis on research findings derived from studies of contemporary American society.
- 199. Orientation to Soc. & Anthro.** 1 Hr. Orientation to degree programs and requirements, departmental resources, curriculum options, student responsibilities and opportunities.
- 207. Social Problems in Contemporary America.** 3 Hr. Sociological analysis of the causes, effects and approaches to preventing and reducing social problems in American society.
- 221. Families and Society.** 3 Hr. Historical comparative approach to changing structure and functions of the family institution. Effect of economic, demographic, and cultural changes on relationships, gender roles, marriage, childcare; variations by socioeconomic status, race, ethnicity, gender, sexual orientation.
- 222. The Community.** 3 Hr. Social structure of small towns and rural communities. The community power structure and political participation as they relate to community planning.
- 223. Death and Dying.** 3 Hr. Sociological and anthropological perspectives on death and dying. Examines socio psychological and structural factors supporting the beliefs and practices associated with the institution of death, both historically and in contemporary society.
- 232. Criminology.** 3 Hr. Exploration of various theories of criminal behavior; emphasis on a critical study of the criminal justice system and efforts to reform, the penal system.
- 233. Juvenile Delinquency.** 3 Hr. Nature, extent, and causal explanation of forms of juvenile delinquency. The nature of juvenile courts, the correctional systems, and prevention programs. Emphasizes current issues.

- 235. Race Relations.** 3 Hr. Causes and consequences of prejudice and discriminatory practices involving minority group members. Emphasis is on blacks, but social and economic conditions of Indians and other racial and religious minorities are also discussed.

### **SOWK: Social Work**

- 147. Human Diversity.** 3 Hr. (Must be completed before applying to the major.) Covers a range of diverse populations, especially those historically subjected to oppression and social and economic injustice. Addresses the causes and effects of institutionalized forms of oppression.
- 151. Introduction to Social Work.** 3 Hr. PR: Consent. (Must be completed before applying to the major.) Overview of the social welfare field and social work profession. Emphasizes social work values and ethics.

### **SPAN: Spanish**

- 101. Elementary Spanish 1.** 3 Hr. PR: Score of S1 on placement test or no prior study of the language or departmental consent. Introduction to the sound and writing systems of the language with emphasis on listening, speaking, reading, and writing within an authentic cultural context. (Course presumes no prior knowledge of the language.)
- 102. Elementary Spanish 2.** 3 Hr. PR: SPAN 101 or score of S2 on placement exam. Continuation of SPAN 101. Introduction to the sound and writing systems of the language with emphasis on listening, speaking, reading, and writing within an authentic cultural context.
- 203. Intermediate Spanish 1.** 3 Hr. PR: SPAN 102 or score of S3 on placement exam. Continuation of SPAN 102.
- 204. Intermediate Spanish 2.** 3 Hr. PR: SPAN 203 or score of S4 on placement exam. Foundation for advanced study of Spanish. Emphasis on oral and written communication.

### **SPA: Speech Pathology and Audiology**

- 270. Effective Public Speaking.** 3 Hr. Designed for improvement of the student's speech based upon theory and demonstrated performance of voice and diction skills and public-speaking skills for effective communication in a variety of speaking situations.
- 274. Manual Communication.** 3 Hr. Development of skills needed to communicate in sign language. The manual alphabet, basic number concepts, and the basic vocabulary of traditional American signs.
- 276. Intermed Manual Communication.** 3 Hr. PR: SPA 274 or consent. Improve skills needed to communicate in sign language. Includes increasing sign language vocabulary, practicing finger spelling, and communicating with signs.

### **STAT: Statistics**

- 111. Understanding Statistics.** 3 Hr. (Not open to students who have earned credit for STAT 211 or STAT 215.) Introduction to basic concepts and ideas of statistics. Methodologies and case studies to prepare students to understand the use of statistics in the mass media and professional publications in their major field of study.
- 211. Elementary Statistical Inference.** 3 Hr. PR: MATH 126. (Not open to students who have completed STAT 215.) Basic concepts of descriptive and inferential statistics; descriptive measures, random variables, sampling distributions, estimation, tests of hypotheses, chi-square tests, regression, and correlation. (Equivalent to ECON 225.)

### **THET: Theatre**

- 102. Acting.** 3 Hr. (Open to all students.) Basic theories and concepts in stage acting for the beginning student. Emphasis is on the physical, intellectual, emotional, and personality languages of acting.

- 400. Theatre Performance and Rehearsal Laboratory.** 1 Hr. PR: Consent. (May be repeated for maximum 9 credit hrs.) Participation in assigned theatre projects. Appreciation of creativity and performance techniques in theatre.

### **ULIB: Library Instruction**

- 101. Introduction to Library Research.** 1 Hr. Focuses on the concepts and logic of information access including using the libraries' online catalog, various databases and the Internet to find quality information. Incorporates hands-on practice with electronic resources for term paper preparation.

### **VISJ: Visual Journalism**

- 220. Introduction to Photojournalism.** 3 Hr. Basic techniques of journalistic photography, digital imaging, and editing. Students must have access to a film or digital camera.

### **WDSC: Wood Science**

- 100. Forest Resources in US History.** 3 Hr. Examines human use of forest resources in America from pre-Colombian times to present. Exploration of factors that impact the use of wood products.

### **WGST: Women and Gender Studies**

- 170. Introduction to Women's and Gender Studies.** 3 Hr. The major contexts in which gender identities have been and are defined and of the relationships between these definitions and the roles and history of women (and men) in society and culture.

### **WMAN: Wildlife and Fisheries Mgmt**

- 150. Principles of Conservation Ecology.** 3 Hr. Overview of the science of conservation ecology with emphasis on the concepts of biological diversity, extension, habitat loss and fragmentation, establishment of protected areas, endangered species, and establishment and preservation of new populations.

### **WVUe: WV University Experience**

- 191. First-Year Experience.** 1 Hr. Exploration of academic experiences through meaningful contexts. The course will envelope a range of academic components needed to achieve student success and successfully transition to Potomac State College of West Virginia University.

# Administration and Faculty Directory

## Administrators

Leonard A. Colelli, Ph.D. (Ohio St. U.), Campus Provost.  
Harry M. Langley, Ph.D. (Clemson U.), Associate Campus Provost/Dean of Academic Affairs.  
Phillip D. Douthitt, M.B.A. (WVU), Interim Assistant Dean of Curriculum and Instruction.  
William M. Letrent, M.Ed. (Frostburg St. U.), Dean of Student Affairs.  
Harlan N. Shreve, A.A. (Potomac St. C. of WVU), Senior Business Planning Officer.  
Beth E. Little, M.A. (George Washington U.), Director, Enrollment Services.  
René M. Trezise, M.B.A. (Frostburg St. U.), Director, Marketing and Communications.  
Carol L. Combs (Virginia Tech). Director, Dining Services and Residence Life.  
Michael A. Simpson, Director, Facilities.

## Faculty

### Professors

Jay K. Badenhoop, Ph.D. (U. Wisc.). Chemistry.  
Karen L. Campbell, M.A. (WVU). Office Systems Technology.  
Phillip D. Douthitt, M.B.A. (WVU). Business and Computer Science.  
Henry S. Falkowski, Ed.D. (WVU). Chemistry.  
Fred W. Jacoby, M.A. (U. Md.). Journalism.  
Judy J. Ninesteel, M.S. (WVU). Physical Science, Geology, and Geography.  
Mohammad H. Saifi, M.S. (U. of Ark.). Engineering and Computer Science.  
Gary A. Seldomridge, Ph.D. (WVU). Mathematics.  
John C. Stone, M.S.M., C.P.A. (Frostburg St. U.). Accounting.  
Mary Ellen Vandenberg, M.S. (Frostburg St. U.). Psychology.  
Gerald R. Wilcox, Ph.D. (WVU). Biology.

### Associate Professors

Deanna B. Armentrout, M.A. (U. of S. Dakota). English.  
Donna V. C. Ballard, Ph.D. (WVU). Agriculture.  
Douglas A. Little, M.S. (Eastern Ky. U.), M.Ed. (W. Virginia Wesleyan). Physical Education.

### Assistant Professors

Stephanie R. Beck Roth, Ph.D. (WVU). Mathematics.  
Sheryl L. Chisholm, M.S. (Hood C.). Biology.  
Vicki J. Huffman, Ph.D. (Kent St. U.). Biology.  
Richard G. Hunt, Ph.D. (U. of Nevada, Reno). English.  
Jeffrey W. Jones, M.S. (WVU). Forestry.  
Deepak Mehra, Ph.D. (WVU). Engineering.  
Jennifer L. Merrifield, M.F.A. (Virginia Commonwealth U.). English.  
Katherine M. Moore, M.A. (WVU). Foreign Languages.  
Steven A. Oberlechner, M.F.A. (WVU). English.  
Richard F. Petersen, Ph.D. (North Carolina St. U.). Mathematics.  
Mollie S. Ravenscroft, M.A. (Marshall U.). Sociology.  
Heidi B. Samuels, M.S. (Marshall U.). Criminal Justice.  
Ruth M. Schneider, M.S. (WVU). Education.  
Thomas F. Sydow, M.F.A. (California St. U., Long Beach). English.  
Joan M. Vogtman, M.S. (U. of Mass., Boston). Physics.

## **Instructors**

J. Mark Daniels, Ph.D. (U. of Tennessee - Knoxville). Psychology.  
A. Jayne Gilbert, E.M.B.A. (WVU). Business. FEAP.  
Barbara B. Glasbrenner, M.A. (Frostburg St. U.). Mathematics.  
Nicklaus H. Goff, J.D. (WVU). Criminal Justice.  
Anthony L. Lack, Ph.D. (U. of Pittsburgh). Sociology.  
Cassandra M. Pritts, M.A. (Duquesne U.) History.  
Eric J. Slivoskey, M.A. (Ball State U.). Physical Education.

## **Teaching Instructors**

Robert W. Cheves III, M.S. (WVU). Agriculture.  
Erin E. Cunningham, M.S. (Duquesne U.). Biology.  
Jared D. Miller, M.S. (WVU). Agriculture.

## **Visiting Instructors**

Matthew F. Adams, M.F.A. (Bennington C.). English.  
Brian K. Plitnik, D.M.A. (WVU). Music  
Jill R. Schaumloeffel, M.S. (Kaplan U.). Computer Science.

## **Faculty Emeriti**

Elizabeth Amanda Atwater Alexander, Public Speaking and Journalism.  
Larry G. Bolyard, Physical Education.  
Dinah W. Courrier, Office Systems Technology.  
Joseph M. Gratto, President.  
Kenneth F. Haines, Foreign Languages and English.  
Irene Brown Hartman, Secretarial and Office Administration.  
James M. Hoey, Computer Science.  
Betty J. Howard, Library Science.  
Trevor A. Owen, English.  
Paula A. Piehl, Biology.  
Jack L. Reynolds, History.  
Dallas B. Shaffer, Political Science.  
Mary Kay Staggers, Nursing.  
Charles D. Whitehill, Music.

*Potomac State College of West Virginia University is an Equal Opportunity/Affirmative Action Institution.*

*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.*