



Academic Catalog

Fall 2016-Spring 2017

REALIZE WHAT'S POSSIBLE.

Potomac State College of West Virginia University Catalog

Fall 2016 through Spring 2017



Potomac State College is a division of West Virginia University serving both the residential and commuter student. The College's curriculum includes Associate of Arts (A.A.) transfer programs and Associate of Applied Science (A.A.S.) career and technical programs. The College also offers a Bachelor of Applied Science (B.A.S.) degree with emphases in Business Management and Criminal Justice. The College also offers West Virginia University's Regents Bachelor of Arts (R.B.A.) baccalaureate degree.

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

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

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

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

In accordance with the Americans with Disabilities Act, Potomac State College programs and courses will be accessible to individuals with disabilities. If you are a student with a disability and may require accommodations for a course or your academic program, please contact the Office of Accessibility Services at 304-788-6936 or 304-293-6700, access2@mail.wvu.edu.

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

Campus Map

Click to page http://www.potomacstatecollege.edu/about/campus_virtual_tour/

College Mission and Philosophy

Click to page http://www.potomacstatecollege.edu/about/mission_and_philosophy.html

Diversity, Equity and Inclusion

Click to page http://www.potomacstatecollege.edu/about/social_justice.html

Accessibility Services

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Relationship to WVU

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Tuition and Fees

Click to page http://www.potomacstatecollege.edu/admissions/costs_tuition_and_fees/

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

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West Virginia Higher Education Governance

Earl Ray Tomblin, *Governor*

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

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Michael J. Farrell, *ViceChair, Huntington*

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John Leon, *Fairmont*

Michael J. Martirano, *Charleston*

Andrew A. "Drew" Payne III, *Charleston*

Clarence Pennington, *Martinsburg*

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Julie Merow, *Student Rep. Morgantown*

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Joyce McConnell, *Provost and Vice President for Academic Affairs*

Clay B. Marsh, *Vice President and Executive Dean for Health Sciences*

Degree Programs

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

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

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

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

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

This baccalaureate completion degree allows students holding an Associate of Applied Science (A.A.S.) degree to earn a bachelor's degree upon completion of a prescribed curriculum of 61 to 62 credits. Emphases are currently offered in Business Management, Computer Information Systems, and Criminal Justice. The degree encourages students to:

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

Management) or in discipline-related research (Criminal Justice).

Regents Bachelor of Arts Degree (RBA)

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

The University College instills high expectations for personal academic achievement in students, along with the skills, experience and confidence to succeed. Through nontraditional degree programs, students gain empowerment to set and accomplish personal academic success goals. The Regents Bachelor of Arts (RBA) degree is an innovative baccalaureate designed to be a foundational bachelor's degree for adult students. It makes use of flexible methods of degree completion including the use of prior learning as credit. The RBA is designed to provide a broad set of core competencies that support general education while allowing students to develop skills and knowledge for the next step in their career, education, or life. Through the guidance of their academic advisor, RBA students design a curriculum that meets their current and future academic and life needs.

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

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

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/majors/>

Majors

Degrees

Agriculture

Agriculture & Environmental Education

A.A. Agriculture

Agronomy (Environmental Protection Emphasis)

A.A. Agriculture

Animal Science

A.A. Agriculture

General Agriculture

A.A. Agriculture

Horticulture

A.A. Agriculture

Pre-Veterinary Medicine

A.A. Agriculture

Resource Management (Agribusiness

Management & Rural Development)

A.A. Agriculture

Agriculture Technology

A.A.S. Agricultural Applied Sciences

Equine Production & Management
Sustainable Agriculture Entrepreneurship (SAGE)

Biology

Biology

Business and Economics

Business Administration

Economics

Hospitality and Tourism

Business Technology

A.A.S. Agricultural Applied Sciences

A.A.S. Agricultural Applied Sciences

A.A. Arts and Sciences

A.A. Business and Economics

A.A. Business and Economics

A.A. Business and Economics

(in related field, Business Administration)

A.A.S. Business Management Technology

Chemistry

Chemistry

A.A. Arts and Sciences

Communication Studies

Communication Studies

A.A. Arts and Sciences

Computer Information Systems

Information Technology

A.A.S. Computer Information Systems

Criminal Justice

Criminal Justice Studies

A.A. Criminal Justice Studies

Criminal Justice Studies

A.A.S. Criminal Justice Studies

Criminology

Criminology

A.A. Arts and Sciences

Dentistry

Pre-Dentistry

A.A. Arts and Sciences

(in related field, Biology recommended)

Education

Early Childhood Education

A.A. Education

Elementary Education

A.A. Education

Secondary Education

A.A. Education

Engineering

Aerospace Engineering

A.A. Engineering

Biometric Systems Engineering

A.A. Engineering

Civil Engineering

A.A. Engineering

Computer Engineering

A.A. Engineering

Electrical Engineering

A.A. Engineering

Industrial Engineering

A.A. Engineering

Mechanical Engineering

A.A. Engineering

English

English

A.A. Arts and Sciences

Environmental Geoscience

Environmental Geoscience

A.A. Arts and Sciences

Forensic and Investigative Science

Pre-Forensic and Investigative Science

A.A. Arts and Sciences

Forestry

Recreation and Parks Management

A.A. Forestry

Resource Management

A.A. Forestry

Wildlife Resources

A.A. Forestry

Wood Industries

A.A. Forestry

General Studies

General Studies

A.A. Arts and Sciences

Geology

Geology

A.A. Arts and Sciences

History

History

A.A. Arts and Sciences

Journalism

Journalism

A.A. Journalism

Law

Pre-Law

A.A. Arts and Sciences (in related field)

Liberal Arts and Sciences

See General Studies

Mathematics

Mathematics

A.A. Arts and Sciences

Medical Laboratory Science

Pre-Medical Laboratory Science

A.A. Arts and Sciences

Medicine

Pre-Medicine

A.A. Arts and Sciences (in related field)

Modern Languages

Modern Languages A.A. Arts and Sciences

Nursing

Pre-Nursing

A.A. Arts and Sciences

Occupational Therapy

Pre-Occupational Therapy

A.A. Arts and Sciences

Pharmacy

Pre-Pharmacy A.A. Arts and Sciences

Physical Education

Physical Education (Athletic Coaching Emphasis) A.A. Education

Physical Education (Teacher Emphasis) A.A. Education

Physical Education (Sport Management Emphasis) A.A. Education

Physical Therapy

Pre-Physical Therapy A.A. Arts and Sciences

Physics

Physics A.A. Arts and Sciences

Political Science

Political Science A.A. Arts and Sciences

Psychology

Psychology A.A. Arts and Sciences

Social Work

Pre-Social Work A.A. Arts and Sciences

Sociology

Sociology A.A. Arts and Sciences

Technical Studies

Technical Studies: General (Flex) A.A.S. Technical Studies

Baccalaureate Degrees

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

Bachelor of Applied Science (B.A.S.) Computer Information Systems Emphasis

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

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

A.A. Associate of Arts

B.A.S. Bachelor of Applied Science

A.A.S. Associate of Applied Science

R.B.A. Regents Bachelor of Arts

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

How to Obtain an 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

http://www.potomacstatecollege.edu/admissions/Apply_to_potomac_state_College.html

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.

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

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

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.

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/change_of_campus_form_2010-2011.pdf

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

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.

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

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

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

Applicants who have completed English composition courses which are equivalent to WVU's ENGL 101 and ENGL 102 with a "B" average at a United States institution are not required to submit TOEFL/IELTS scores. Many online English composition courses are not considered equivalent and will require review and approval from the English department.

Financial Documents and Student Visa

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

Immunization Requirements

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 four calendar years may be eligible for admission to Potomac State College of West Virginia University under the Academic Forgiveness Policy. Requests for Academic Forgiveness must be made to the Academic Dean. The conditions and rules of this policy are as follows:

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

Immunization

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 without required academic support which is designed to be applied toward a baccalaureate degree, an associate of arts (A.A.) degree, 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 or a certificate program at a community college unless the minimum score prescribed below is earned on one of the following assessments:

- 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-I).
- C. An achievement level score of Level 3 on the mathematics portion of the statewide eleventh grade student assessment, the West Virginia General Summative Assessment.
- D. 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).
- E. 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).
- F. A scaled score of 85 on the arithmetic test for majors requiring quantitative reasoning courses or a scaled score of 76 on the elementary algebra test for majors requiring college algebra or a scaled score of 40 on the college-level math test of the College Board 's ACCUPLACER Testing System.

English Composition

Students may not enroll at any two-year or four-year institution in West Virginia public colleges and universities in an English composition course without required academic support which is designed to be applied toward a baccalaureate degree, an A.A. degree, an A.S. degree, or an A.A.S. degree at a four-year college or university or an A.A., A.S., or A .A.S. degree or certificate program at a community college unless the minimum score prescribed below is earned on one of the following assessments:

- A. A score of 18 on the English section of ACT.
- B. A score of 450 on the verbal portion of the SAT-I.
- C. An achievement level score of Level 3 on the English/language arts portion of the statewide eleventh grade student assessment, the West Virginia General Summative Assessment.
- D. A scaled score of 38 on the writing skills test of the ASSET.
- E. A scaled score of 71 on the English Skills test of the American College Testing Programs Computerized Adaptive Placement Assessment and Support System (COMPASS).
- F. A scaled score of 88 on the Sentence Skills test of the College Board 's ACCUPLACER Testing System.

Reading

Students scoring 17 on the reading section of the ACT, 420 or above on the verbal section of the SAT- I , 36 on the reading skills test of the ASSET, 30 percentile above on the Nelson-Denny Reading Test, 75 on the reading test of the American College Testing Programs Computerized Adaptive Placement Assessment and Support System (COMPASS), or 79 on the Reading Comprehensive test of the College Board's ACCUPLACER Testing System will be considered to have met minimal reading skill requirements at those institutions which have developmental programs in reading.

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 Classification

Residency policy is established by the WV Higher Education Policy Commission Series 25, which is posted at http://www.wvhepc.edu/wp-content/uploads/2015/05/HEPC-Series-25-SOS-Final-File-2015-04-21.pdf?utm_source=admissions-website&utm_medium=web&utm_content=/forms-and-procedures/residency-reclassification&utm_campaign=Admissions%20Website%20Site%20Links.

The Office of Enrollment Services assigns students a residency classification for admission, tuition, and fee purposes. Students who are legal residents of West Virginia pay “resident” tuition and fees at Potomac State; students who are residents of other states and nations pay “non-resident” tuition and fees. Student who are residents of identified metro counties pay “metro” tuition and fees. The metro counties are Allegany County, MD; Garrett County, MD; Bedford County, PA; Fayette County, PA; Somerset County, PA; Frederick County, VA.

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>.

[WVU FERPA](#)

Designation of Directory Information

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

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

Designation of Limited Use Directory Information

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

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

Accordingly, this information will not be provided to external parties not contractually affiliated with the University. Use and disclosure of this information shall be limited to (1) publication on websites hosted by, on behalf of, or for the benefit of the University, including the online directory available at:

<http://directory.wvu.edu>; (2) those officials within the University who have access, consistent with the Family Educational Rights and Privacy Act, to such information and only in conjunction with an official institutional purpose.

Withholding Directory Information

Currently enrolled students, using the official West Virginia University Confidentiality form, may withhold disclosure of Directory Information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of the University Registrar at West Virginia University, PO Box 6878, Morgantown, WV 26506. Official forms requesting the withholding of Directory Information are available in the Office of the Registrar. Such requests will be processed as soon as is practicable upon receipt.

The failure on the part of any student to specifically request, on the official form, the withholding of Directory Information indicates individual approval for disclosure. Additionally, a request to withhold

Directory Information shall have no effect on previous disclosures, if any, made by WVU before the receipt of a request to withhold Directory Information; nor will a student's request to withhold Directory Information revoke an otherwise valid written FERPA release already on file with the University.

Parent/Guest Access to Online Student Records

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

For FERPA updates and more information on West Virginia University's FERPA policy, please visit: <http://ferpa.wvu.edu> or contact Legal Affairs at: 304.293.5841.

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

Evaluation of Transfer Credit

Credits and grades for college-level courses completed at any institution of higher education may be transferable towards an associate degree or certificate. All colleges must be accredited by the Higher Learning Commission for the North Central Association of Colleges and Schools or by other regional accrediting associations accepted by Potomac State College. Please consult the West Virginia Core Coursework Transfer Agreement at

<http://www.wvhepc.edu/wp-content/uploads/2015/06/CCTAGuide2015-16.pdf>

for information on the state policy on general studies credit to all other state institutions of higher education in West Virginia for credit with the grade earned.

Transfer Credit Appeal Process

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

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

1. 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 or at http://potomacstatecollege.edu/admissions/TRANSIENT_STUDENT_APP.pdf

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/change_of_campus_form_2010-2011.pdf

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 http://potomacstatecollege.edu/academics/academic_calendar.html

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 any time before the last day of classes of the term on which regular classes are scheduled to meet. Students will receive grades of W in all classes for that term.

Procedures

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/admissions/Potomac%20State%20College%20Student%20Withdrawal%20Form.pdf>

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

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

Application Process

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

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

Aid Offer Notification

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

Satisfactory Academic Progress

Students who wish to receive funds administered by the [Office of Financial Aid](#) must make measurable academic progress toward completion of an eligible degree. Regulations require students to meet minimum standards for grade point average and to successfully complete a minimum percentage of attempted credit hours. The complete [Satisfactory Academic Progress Policy](#) is available online.

Consequences of Withdrawal

If a student receives federal, state, or WVU financial aid and withdraws from all classes during the semester, the student may be required to return a portion of their financial aid. Refer to the [Financial Aid Repayment Policy](#) or the terms and conditions accompanying other financial awards from WVU.

Additional Information

For more information on applying and maintaining financial aid eligibility while enrolled at WVU, visit our website at financialaid.wvu.edu.

Academic Affairs

General Information and Regulations

Advanced Placement Program (AP)

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

College Level Examination Program (CLEP)

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

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

Credit by Examination (Institutional)

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

Guidelines

1. The student must be enrolled at Potomac State College during the semester that the credit is being sought.
2. The student must never have been enrolled in the class after the first week of the semester. Under unusual circumstances, this requirement may be waived by the Dean of Academic Affairs in consultation with the appropriate Division Chair.
3. No student may attempt institutional credit by examination more than once for the same course.

4. The student must demonstrate a background sufficient to warrant an exam.
5. The student must attempt institutional credit by examination prior to the last day to withdraw from a class.

Courses Not Eligible for Credit by Examination: Due to their particular purposes and content, some courses may not be eligible for credit by examination at Potomac State College. These include Foundations courses and ENGL 101-102.

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
- 3 a. There is no possibility of taking the course by the expected graduation date
or
b. Unavoidable schedule conflict between required courses that are part of a sequence for which a real hardship would occur for the student to be able to complete his or her program in two years.

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

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

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
- 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)
- 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)

Note: Grades that are not reported by faculty at the end of a term will be designated with an NR on the official transcript. Grades that are not reported will become an F at the conclusion of the next semester if a final grade is not submitted.

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. Courses in the major, courses in other subjects that are required by the major, and courses taken to satisfy college requirements are excluded from pass/fail. For example, courses elected to satisfy the General Education Foundations (GEFC) or foreign language requirements may not be taken for pass/fail grading.

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

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

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

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.

Incomplete Grades

A grade of I (Incomplete) is a temporary grade assignment used when unforeseen, non-academic circumstances arise that prohibit students from completing the last course assignments or examinations at the end of the semester. The grade of Incomplete is typically assigned because of an excused absence from the final examination, or because assignments are unavoidably incomplete, as determined by the instructor. Students who are failing a course (exclusive of the incomplete work) may not request an Incomplete.

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

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

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

Grade Point Average

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

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

Grade Points

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

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

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

- Courses with a grade of CR, P, PR, S, W, WU and X carry no grade value. The grade of Incomplete (I) initially carries no grade value.
- When a student receives 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, the grade is treated as an F (failure).
- If a student is working toward teacher certification, he or she is responsible for every registration in a course in which the grade of A, B, C, D, F, P, X or I is received.

GPA Calculations

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

Sample Calculation of Grade-Point Average

1. Assume you are registered for 16 hours and receive the following grades in these courses:

English 101	B
Geology 101	C
Spanish 101	D
Mathematics 126	A
Political Science 101	B
Psychology 201	P*

2. Multiply the credit by the grade value to get the grade points earned for each course.

Course	Credit	Grade	Grade Value	multiply	Grade Points
English 101	3	B	3	3 x 3	9

3. Add the total grade points. (In this case, 39.)

Course	Credit Hours	Grade	Grade Value			Grade Points
English 101	3	B	3	3 x 3	=	9
Geology 101	3	C	2	3 x 2	=	6
Spanish 101	3	D	1	3 x 1	=	3
Mathematics 126	3	A	4	3 x 4	=	12
Political Science 101	3	B	3	3 x 3	=	9
Psychology 201	1	P*	0	1 x 0	=	0
	15					39

4. 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 WVU Morgantown, Potomac State College of WVU, or WVU Institute of Technology (Montgomery or Beckley). 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.

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

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

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. The instructor may direct the Office of the Enrollment Services to remove an auditor from a class list or grade report if attendance requirements are not met.

Course Overloads

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

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, 092, 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

During the seventh week of classes in the fall and spring semesters, instructors submit a grade for all students. These grades are used for counseling, are not recorded on the student’s official transcript, and disappear from the computer system after the semester is completed. These grades are available to the student via MIX.

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

At the end of each semester, grades are available through MIX.

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.

Credit Hour Definition

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

FACE-TO-FACE CLASSROOM LEARNING

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

ONLINE CLASSROOM LEARNING

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

EXPERIENTIAL LEARNING

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

STUDY ABROAD

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

Military Leave Policy

Students Called to Serve in the Military

1. Students who withdraw from the College for military service up to and including the 12th week of the semester will receive a full refund of their fees and be administratively withdrawn from their classes. No course grades or credit will be awarded.
2. Students who leave the College for military service after the 12th week of the semester should work with the designated contact person, the Associate 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. 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 Office of Enrollment Services to provide an administrative withdrawal.

Leave for Military Drill

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

Commitment to Assessment

West Virginia University conducts comprehensive assessment of student learning across all campus locations and online offerings. Continuous improvement of student learning is faculty-driven, conducted at the course, program, and institutional levels, and grounded in the work of the Undergraduate Council, the Graduate Council, and the University Assessment Council (UAC). UAC members from the WVU Morgantown campus, the West Virginia University Institute of Technology, and Potomac State College align assessment with the WVU mission and strategic plan and oversee assessment of the General Education program. The Council works to strengthen the effectiveness of assessment across all programs by:

- Facilitating faculty professional development in assessment
- Providing peer consultant teams to work with departments to enhance their assessment planning and reporting

- Compiling supporting documentation and evidence of the assessment work at WVU
- Serving as an institutional-level clearinghouse for assessment best practices.

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.

President's and Dean's Lists

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

President's and Dean's Scholars

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

Student Attendance

Importance of Class Attendance: At Potomac State College of WVU, 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 may set attendance policies that are appropriate for the goals and instructional strategies of their courses and instructors may include attendance records in determining the final course grade. All attendance policies that affect students' grades must be announced in writing (typically within the course syllabus) within the first week of class. Moreover, instructors are responsible for keeping accurate enrollment records and for keeping accurate attendance records when attendance is used in grading.

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, as medical conditions are confidential and frequently not verifiable.

Make-up Examinations: Students absent from regularly scheduled examinations because of authorized College 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, students may be required to take the departmental final examination given during the regular final examination period.

Last Week of Classes

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

Advisory System/Academic Advisers

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

Academic Success Center

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

Academic Rights, Penalties, and Appeal Procedures

The policies described in this section are based on the West Virginia University (WVU) Board of Governors Policy 15, Student Academic Rights.

A student, by voluntarily accepting admission to Potomac State College of WVU or enrolling in a class or course of study offered by Potomac State College, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill coursework and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program. Any question of interpretation regarding Student Rights and Responsibilities shall be referred to the Dean of Academic Affairs.

Any behaviors not academic in nature but related to student conduct should be referred to the Campus Student Code as stipulated in Board of Governors Policy 31.

Academic Rights

Each student at Potomac State College of West Virginia University shall have the following academic rights:

1. Right to have his/her performance evaluated solely upon performance in the coursework as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded, nor shall his/her performance be evaluated, on the basis of his/her race, age, disability, veteran status, religion, sexual orientation, color, national origin, or other protected status.
2. Right to appeal any academic penalty or sanction.
3. Right to access a copy of the College catalog or program brochure in which all current program requirements and standards are described (e.g. required courses, total credit requirements, time in residence requirements, special programs requirements, minimum Grade Point Average, probation standards, professional standards, etc.).
4. Right to receive course syllabi with descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).
5. Right to assigned grades issued from the instructor of each course to students enrolled in the course consistent with the academic rights set out in the preceding sections.

Application of policy to students: Students are expected to adhere to academic requirements and standards in all academic settings, classrooms, laboratories, clinics, and at any other activities that are part of academic requirements. Students who fail to meet the academic requirements or standards, including those for academic dishonesty, may be subject to one or more of the penalties described below.

Academic Requirements & Consequences of Failure to Meet Requirements

Normally students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time with reasonable notice provided to students.

A student at PSC of WVU who fails to meet academic requirements or standards, including those for academic honesty, will be subject to one or more of the following academic penalties:

1. A lower final grade, including failure of a course. A lower grade or failure of the course can be imposed by the instructor. The course instructor can recommend the grade of unforgiveable failure (UF); the UF penalty can only be imposed by the Dean of Academic Affairs upon recommendation from the instructor. See also the section on Academic Dishonesty in this section of the catalog concerning the grade of UF.
2. Exclusion from further participation in class (including laboratories or clinical experiences). Exclusion of a student from further participation in class requires that the instructor of the course consult with the Dean of Academic Affairs.
3. Failure of a program requirement or failure to meet academic standards. Program requirements must be described in the catalog or program description. Program requirements may include such items as passing a qualifying exam or meeting professional standards of conduct. Failure of a program requirement must be communicated to the student in writing, typically by their program director or chair of the committee that assesses the program requirement.
4. Academic probation or suspension for failure to meet grade point average standards. Students placed on probation or suspension shall be notified in writing, including the reason for the probation or suspension, the length of the probation or suspension, and the requirements for removing or continuing the probation or suspension. More information concerning probation and suspension of undergraduate students is available in the Academic Standards section of catalog.
5. Dismissal from a program or the college. Dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. “A student may be academically dismissed from any program and remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or program at the institution” (BOG Policy 15, page 3). Dismissal from a program or the college must be communicated to the Dean of Academic Affairs. The Dean of Academic Affairs submits a request to the Office of Enrollment Services to change the student’s status to non-degree. Dismissal from the college (expulsion) requires consultation and approval from the Dean of Academic Affairs and the Campus President.

Appeals

Students may appeal any academic penalty or sanction described above and imposed by an instructor, the institution, or its constituent academic units through the procedures described in this section of the catalog with the following exceptions:

- Probation and suspension imposed by the college upon undergraduate students for failure to maintain minimum university academic requirements (GPA) may not be appealed through the process described in this section of the catalog. College probation based on GPA may not be appealed. College suspension of undergraduate students based on GPA may be appealed as described in the Academic Probation and Suspension Policy section of this catalog.
- Academic penalties imposed as a result of the academic dishonesty procedures described in this catalog in the section entitled “Academic Dishonesty” may not be appealed through this process.
- Probation, suspension, or expulsion from the college imposed by the Office of Student Conduct may not be appealed through this process.

All communication concerning appeals of academic penalties or sanctions must come directly from, or be directed to, the student who has received the penalty or sanction. The primary purpose of the appeal procedure is to allow review of a penalty or sanction in cases where a student believes that due process was not followed or that the penalty or sanction was imposed unfairly or inconsistently with program and university standards and regulations.

Appeals may include but are not limited to:

- Appeals of final grade penalty, including the grade of unforgivable failure (UF) if determined by a violation other than academic dishonesty. Grades for individual course assignments cannot be appealed except in the context of a final grade appeal. 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, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin. The grade appealed shall remain in effect until the appeal procedure is completed or the problem resolved.
- Appeals of exclusion from class.
- Appeals of failure of academic program requirements.
- Appeals of imposition of academic probation.
- Appeals of imposition of academic suspension.
- Appeals of dismissal from degree programs.
- Appeals of dismissal from the institution.

The Dean of Academic Affairs is the final level of appeal for final grade penalties or exclusion from class. The Campus President is the final level of appeal for academic probation or suspension from college and for appeal for dismissal from a program or the college.

College administrators named below may designate an appropriate other administrator (designee) or committee to review and make decisions about appeals.

APPEAL PROCEDURES FOR ACADEMIC PENALTIES EXCLUDING APPEAL OF ACADEMIC

TIME LIMITS:

Students must contact the person who imposed the academic penalty (Level 1) or submit their appeal in writing to the person charged with reviewing their appeal (Levels 2, 3, and 4) within 10 business days of the posting of the final grade or delivery of the written notice of the penalty (Level 1) or delivery of the decision on the appeal at the previous level (Levels 2, 3, and 4). At Level 1, if the person who imposed the academic penalty does not arrange to meet with the student within 10 business days of being contacted by the student, or the nature of the complaint makes the discussion with that individual uncomfortable, the student may proceed to Level 2 within 20 business days of the posting of the final grade or delivery of the written notice of the penalty.

Business days between the last day of final exams in one full term (fall, spring, summer) and the first day of classes in the subsequent full term do not count in this time limit.

The person charged with reviewing an appeal must inform the student of their decision to uphold or overturn the penalty within 20 business days of meeting with the student (Level 1) or receiving the written appeal from the student (Levels 2, 3, and 4). This time limit may be extended at Level 4 at the discretion of the Provost.

INDIVIDUALS RESPONSIBLE FOR REVIEWING APPEALS

The appeal procedures below indicate who is responsible for reviewing appeals at each level. These individuals may defer this responsibility to a designee or to a committee. In some cases, program, college, or school documents may provide additional guidance on who is charged with reviewing specific types of appeals. Any disagreements about who is responsible for appeal decisions will be resolved by the Associate Vice President for Academic Affairs in Health Sciences, or the Associate Provost for Undergraduate or Graduate Academic Affairs.

APPEAL PROCEDURES

LEVEL 1: INFORMAL APPEAL

1. If a student is dissatisfied with a posted grade or written notice of exclusion from class, the student meets informally with the course to determine if the issue can be resolved.
2. The course instructor reviews the evidence provided by the student, makes a decision to uphold or overturn the penalty, and informs the student of the decision.
3. If the student is satisfied with the outcome or penalty, the case is closed.
4. If the student is dissatisfied with the decision or outcome from the meeting with the instructor, the student may proceed to Level 2

LEVEL 2: FIRST FORMAL WRITTEN APPEAL (to the Division Chair)

1. The student formally appeals in writing to the Division Chair. In this appeal, the student must provide all documentation and evidence forming the basis of the appeal. When a student appeals a final grade, the course instructor must provide all criteria for determining grades to the Division Chair.
2. The Division Chair reviews the appeal, makes a decision to uphold or rescind the penalty, and informs the student and instructor or program director/committee chair of the decision within 5

business days of receipt of the written appeal.

3. If the appeal is resolved, the case is closed.
4. If the student is dissatisfied, the student may proceed to Level 3.

LEVEL 3: SECOND FORMAL WRITTEN APPEAL (to the Dean of Academic Affairs)

1. The student formally appeals in writing to the Dean of Academic Affairs. The student must supply all prior documentation and any additional evidence available concerning the case and to clearly state the grounds for the appeal.
2. The dean reviews the appeal, makes a decision to uphold or rescind the penalty, and informs the student, instructor, and Division Chair of the decision.
3. If the appeal concerns a final grade, exclusion from class, failure of a program requirement, or program probation or suspension, **the case is closed**.
4. If the appeal concerns program or college dismissal, the student may proceed to Level 4.

LEVEL 4: FORMAL APPEAL OF DISMISSAL TO THE OFFICE OF THE CAMPUS PRESIDENT

1. The student formally appeals in writing to the Campus President. The student must supply all prior documentation and any additional evidence available concerning the case and to clearly state the grounds for the appeal.
2. The Campus President reviews the appeal, makes decision to uphold or rescind the penalty, and informs the student and individuals or committees involved with the Level 3 appeal of the decision.
3. The case is closed.

Academic Probation and Suspension Policy

This policy concerns academic probation and suspension (referred to below as probation and suspension) from the College. Any student with an overall grade point average (GPA) below 2.0 is considered to be on probation and may be eligible for suspension. The standards that are used to determine a student's eligibility for suspension are based on the Total GPA Hours. Total GPA Hours include all credits included on the student's Potomac State transcript (regardless of where or how completed and including credits with grades of F). Students whose GPAs are below the following requirements are eligible for suspension from the University:

Suspension Guide

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

Probation Procedures

At the conclusion of every term, students on probation (i.e., with a GPA below 2.0) are sent a probation letter from the Office of the Academic Affairs. This letter informs students about their academic status, explains what is meant by probation, provides information on resources available to help them improve their academic performance, and describes the consequences of continued poor performance, including the standards and procedures concerning suspension.

Suspension Procedures

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 President.
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.

Academic Integrity and Dishonesty

Students of Potomac State College of West Virginia University are citizens of a broader academic community. As such, the College expects that every member of its academic community share its historic and traditional commitment to honesty, integrity, and the search for truth. To meet these standards, academic dishonesty will not be tolerated.

Academic Dishonesty Defined

The term "academic dishonesty" means plagiarism; cheating and dishonest practices in connection with examinations, papers, and/or projects; and forgery, misrepresentation, or fraud as it relates to academic or educational matters.

1. The term **"plagiarism"** means the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment, including, but not limited to, the unacknowledged use of materials prepared by another individual engaged in the selling of term papers or other academic materials.
2. The terms **"cheating and dishonest practices in connection with examinations, papers, and/or projects"** means (i) giving or receiving of any unauthorized assistance in taking quizzes, tests, examinations, or any other assignment for a grade; (ii) depending upon the aid of sources beyond those authorized by the instructor in quizzes, tests, examinations, writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) the acquisition or use, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (iv) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
3. The terms **"forgery, misrepresentation, or fraud as it relates to academic or educational matters"** means (i) wrongfully altering, or causing to be altered, the record of any grade or other educational record; (ii) use of College documents or instruments of identification with the intent to defraud; (iii) presenting false data or information or intentionally misrepresenting one's records for admission, registration, or withdrawal from the College or from a College course; (iv) knowingly presenting false data or information or intentionally misrepresenting one's records for personal gain; (v) knowingly furnishing the results of research projects or experiments for the inclusion in another's work without proper citation; or (vi) knowingly furnishing false statements in any College academic proceeding.

Penalties for Academic Dishonesty

Cases of academic dishonesty shall be concurrently subject to academic penalties listed in WVU Board of Governors [Policy 15](#) and the disciplinary penalties in [Policy 31](#).

ACADEMIC PENALTIES FOR A CHARGE OF ACADEMIC DISHONESTY

The instructor may impose the following academic penalties:

- A lower grade or failing project/paper/test grade
- A lower final grade
- Failure of the course

In addition to the above penalties, the instructor may also recommend to the division chair and academic dean penalties the dean may impose.

The academic dean may impose the following academic penalties:

- Exclusion from further participation in class (including laboratories or clinical experiences)
- Grade of unforgivable failure (UF)
- Exclusion from an academic program*
- Academic probation within a program*
- Academic dismissal from a program*

*These sanctions may be enforced if the academic dishonesty occurs in a course in the student's major college.

DISCIPLINARY PENALTIES

Disciplinary penalties may include the following:

- Expulsion: Permanent separation of the student from the College. Permanent notification will appear on the student's transcript.
- Suspension: Separation of the student from the College for a specified period of time. Permanent notification will appear on the student's transcript.
- Probation: A written reprimand for prohibited conduct that specifies a designated probationary period of time and includes the probability of more severe disciplinary sanctions if, he/she/ commits academic dishonesty.

Procedures for Academic Dishonesty - Academic Remedies and Referral to the Office of Student Conduct

Upon identification of an allegation of academic dishonesty, and/or to begin the process of issuing a penalty, the following steps must be followed:

STEP 1: DISCOVERY LEVEL

1. A faculty member or course instructor notifies the student in writing of the academic dishonesty charge and impending sanctions within five (5) business days of discovering the infraction.
2. The student schedules a meeting with the faculty member or course instructor to discuss the academic dishonesty charge and to review all relevant materials.
3. If the faculty member or course instructor determines that the academic dishonesty charge is supported, the faculty member or instructor will complete the Academic Dishonesty Form (ADF) and will advise the student of the academic sanction to be imposed. The academic sanction must be limited to classroom resolutions, including but not limited to change in assignment or test grade, repeating or revising the assignment, make-up testing, change in course grade, up to an F or other classroom resolutions within the discretion of the instructor. If the sanction is an unforgivable failure (UF) or program dismissal, the faculty member or course instructor shall recommend that the academic dean or designee impose the UF or program dismissal. The academic dean or designee shall determine

whether the penalty is commensurate with the charge.

4. If the faculty member or course instructor determines in his or her judgment that the academic dishonesty rises to a level of significance warranting potential suspension or dismissal from the institution (expulsion), the faculty member or course instructor must first consult with the academic dean or dean's designee. The academic dean or designee shall determine if the charge warrants potential suspension or expulsion. If the academic dean agrees with the instructor's determination, the matter shall be referred to the Office of Student Conduct which shall undertake student disciplinary proceedings consistent with WVU BOG Policy 31 and the Campus Student Code. If the matter is referred to the Office of Student Conduct, all proceedings under this Academic Dishonesty Procedure will be stayed until the conclusion of the Student Conduct Proceedings. If the disciplinary proceedings under the Campus Student Code result in a finding that the student is not responsible as charged, the case is closed and no further academic dishonesty proceedings may occur. If, however, the student is found responsible under the Campus Student Code and all appeals under that procedure have been either exhausted or waived, in addition to the disciplinary sanctions imposed under the Campus Student Code, the matter will also be referred back to this academic dishonesty process, which shall recommence at the juncture at which the process was previously discontinued (instructor, chair, dean, or president's level) when referred to the Office of Student Conduct for imposition of academic dishonesty sanctions only, consistent with the finding of responsibility under the Campus Student Code. Once a finding of responsibility has been determined under the Campus Student Code, the jurisdiction of the Academic Dishonesty Procedure shall be limited to imposing academic sanctions alone (under Policy 15), and no further evaluation of responsibility may be undertaken.
5. The faculty member or course instructor completes the Academic Dishonesty Form found on the faculty share drive or in the Office of Academic Affairs. The student must sign and date the Academic Dishonesty Form and indicate whether he/she accepts or rejects responsibility for both the charge and the sanction; or in the case of a matter already adjudicated under the Campus Student Code, the student may reject only the academic sanctions imposed subsequent to the finding of the Student Conduct Board. The faculty member or course instructor sends signed copies to the department chair or designee, college or school dean or designee, and the Office of Student Conduct.
6. If the student accepts both the academic dishonesty charge and the sanction, the case is closed and the academic sanction is imposed.
7. If the student does not accept the academic dishonesty charge and/or sanction, he or she may appeal to the division chair.
8. If the sanction is exclusion from class and the student appeals to the division chair, the student shall be allowed to attend and participate in class until the case is determined.
9. If the sanction is unforgivable failure (UF), and if the student accepts both the academic dishonesty charge and penalty, the instructor shall recommend that the academic dean or designee impose the UF on the student's permanent record. The dean shall determine if the UF is commensurate with the charge. The case is closed.

STEP 2: DIVISION CHAIR LEVEL¹

1. If the student does not accept the faculty member or course instructor's determination of academic dishonesty and/or sanction, the student may appeal the faculty member or course instructor's decision in writing, providing the completed Academic Dishonesty form and supporting documents to the division chair within five (5) business days of the student's receipt of the course instructor's decision as documented on the Academic Dishonesty Form.
2. The division chair meets with the student and the instructor independently. The chair assesses all evidence and makes a final determination, notifies the student within ten (10) business days by email or certified mail, and completes the next section of the Academic Dishonesty Form. If the recommended sanction is an unforgivable failure (UF) or program dismissal, the chair in consultation with the academic dean or designee shall determine whether the penalty is commensurate with the charge. Copies of the signed Academic Dishonesty Form shall be distributed to the student, instructor, the academic dean, and the Office of Student Conduct.
3. If the student accepts both the academic dishonesty charge and the sanction, the case is closed and the academic sanction is imposed.
4. If the division chair determines in his or her judgment that the academic dishonesty rises to a level of significance warranting potential suspension, or expulsion from the University, and the case has not otherwise already been referred to the Office of Student Conduct, the division chair must first consult with the academic dean or dean's designee. The academic dean or designee shall determine if the charge warrants potential suspension or expulsion. If the academic dean agrees with the chair's determination, the matter shall be referred to the Office of Student Conduct which shall undertake student disciplinary proceedings consistent with WVU BOG Policy 31 and the Campus Student Code.
5. If the student does not accept the academic dishonesty charge and/or sanction, he or she may appeal to the academic dean.

STEP 3: THE ACADEMIC DEAN LEVEL

1. If the student does not accept the division chair's determination of academic dishonesty and/or sanction, the student may appeal the chair's decision in writing, providing supporting documents to the academic dean or designee within five (5) business days of the student's receipt of the chair's decision as documented on the Academic Dishonesty Form.
2. Within five (5) business days, the dean convenes/appoints a Student Academic Hearing Committee (SAHC), to be comprised of at least three faculty members determined within the discretion of the dean. One of the members should be from outside the student's program.
3. The SAHC meets with the student and the instructor independently and reviews all evidence. The SAHC makes recommendations to the dean within ten (10) business days.
4. The dean reviews the SAHC's recommendations and may accept the SAHC's

recommendations in whole or in part, or may exercise his or her sole discretion in making a final decision. The dean shall notify the student within ten (10) business days of receipt of the SAHC recommendations by email or certified mail, and complete the next section of the Academic Dishonesty Form. Copies of the Academic Dishonesty Form shall be distributed to the student, instructor, chair, and Office of Student Conduct.

5. If the dean or designee determines in his or her judgment that the academic dishonesty rises to a level of significance warranting potential suspension, program dismissal, or expulsion, and the case has not otherwise already been referred to the Office of Student Conduct, the dean shall refer the matter to the Office of Student Conduct which shall undertake student disciplinary proceedings consistent with WVU BOG Policy 31 and the Campus Student Code.
6. If the student does not accept the academic dishonesty charge and/or sanction, he or she may appeal to the Campus President.

STEP 4: OFFICE OF THE CAMPUS PRESIDENT (COLLEGE LEVEL)

1. If the student does not accept the dean's determination of academic dishonesty and/or sanction, the student may appeal the dean's decision in writing, providing supporting documents and explaining the basis of the appeal to the Office of the Campus President within five (5) business days of the student's receipt of the dean's decision as documented on the Academic Dishonesty Form.
 2. The President or President's designee shall review all evidence and make a final determination on the matter. The President or President's designee shall notify the student within ten (10) business days by email or certified mail of the decision and complete the Academic Dishonesty Form. Copies of the Academic Dishonesty Form shall be distributed to student, instructor, chair, dean, and Office of Student Conduct.
 3. If the President or President's designee determines in his or her judgment that the academic dishonesty rises to a level of significance warranting potential suspension, or expulsion, and the case has not otherwise already been referred to the Office of Student Conduct, the President or President's designee shall refer the matter to the Office of Student Conduct which shall undertake student disciplinary proceedings consistent with WVU BOG Policy 31 and the Campus Student Code.
- ¹ All subsequent levels of this procedure are subject to the provisions regarding reference to the Office of Student Conduct, as described in Step 1, paragraphs 4 and 5.

Degree Programs

Baccalaureate Degree Programs

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

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

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

The University College instills high expectations for personal academic achievement in its students, along with the skills, experience and confidence to succeed. Through nontraditional degree programs, students gain empowerment to set and accomplish personal academic success goals. The RBA degree is an innovative baccalaureate designed to be a foundational bachelor's degree for adult students. It makes use of flexible methods of degree completion including the use of prior learning as credit. The RBA is designed to provide a broad set of core competencies that support general education while allowing students to develop skills and knowledge for the next step in their career, education, or life. Through the guidance of their academic advisor, RBA students design a curriculum that meets their current and future academic and life needs.

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

- Provide ability to communicate effectively in various contexts
- Build on past life experiences for a well-rounded curriculum of knowledge
- Promote development of core competencies
- Demonstrate connections between general education courses and career goals
- Provide a flexible path to an undergraduate degree
- Serve as a foundation to graduation education

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.

Associate of Arts (A.A.) This 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 and is designed to parallel the first two years of a liberal arts education at a four-year college.

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 degree encourages students to:

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

Associate of Applied Science (A.A.S.) This 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 all or part of A.A.S. degree credits as part of a bachelor's degree. The degree encourages students to:

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

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

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

WVUe 191

All students entering Potomac State College of WVU as freshmen or as transfer students with fewer than 29 hours must take WVUe 191, First-Year Seminar, in their first semester. Those who do not pass the course must re-enroll for the subsequent semester until they earn a passing grade.

In certain majors, alternative courses are acceptable. These will be identified for students by their advisers. Alternative courses offered at Potomac State College of WVU include AGRL 111, ENGR 199, HONR 199, FOR 101, and BCOR 199 which is a three-credit hour course.

Residence Requirements

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

West Virginia Reverse Transfer Program

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

Second Associate Degree

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

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

Transfer of Credit to Potomac State College of WVU

Credits and grades for all college-level courses from other accredited institutions of higher education may be transferable towards an associate degree. Students transferring to Potomac State from institution will receive an evaluation of transfer credits upon admission to the College. See <http://admissions.wvu.edu/how-to-apply/transfer-students/transferring-course-credit-to-wvu> and or consult the Enrollment Services Office.

General Education Foundations (GEF)

The Purpose of the General Education Foundations

The General Education Foundations (GEF) provides students with academic and intellectual breadth to appreciate the broad context of their actions, their choices, and their world, beyond their major field(s) of study. WVU aims to help students build the foundational skills and knowledge necessary to reason clearly, communicate effectively, think critically, and contribute to society. The General Education Foundations (GEF) are designed to ensure that students meet these goals through inquiry-based learning across disciplines. In conjunction with a major field, and in consultation with their advisors, students will design programs of study that satisfy the GEF. The GEF works to fulfill the University's goals of (1) creating well-rounded students with a broad base of skills and knowledge, (2) linking together the courses that students take at WVU, and (3) instilling in students a permanent connection to learning and education, giving them the skills to learn what they need outside a formal educational environment. The GEF strives to help students be thoughtful participants in a democratic society, and to achieve the intellectual integration and awareness they will need to adapt to changes and meet challenges in their personal, social, and professional lives.

Policies Governing this Curriculum

1. Students will take between 31 and 37 credits, organized into eight foundation areas (F1 through F8).
2. Courses used to satisfy requirements of the GEF may also simultaneously satisfy major or other requirements for an undergraduate degree at WVU. Colleges and schools may elect to restrict the number of credits that can be shared between the GEF requirements and others required for their program(s). All undergraduate students must at a minimum complete 120 credits (or higher as established by their degree program) to earn a baccalaureate degree at WVU.
3. In addition to fulfilling seven foundation areas (F1 through F7) (22-28 credits), students will choose a minimum of three courses (9 credits) to fulfill foundation area F8, the Focus. Working in consultation with their advisors, students will select these courses from the list of GEF courses, from any combination of disciplines. This Focus foundation area may be considered a flexible or concentrated area, depending on the courses chosen. Students should work with advisors to determine the best mix of appropriate classes for the Focus.

Descriptions of Requirements

F1. COMPOSITION AND RHETORIC (6 CREDITS)

Effective, concise, and clear use of English, in both speech and writing through various media, is essential to success both during the course of study and in a career or future professional life. The English Area ensures that students have understood the fundamentals of communicating in English, and works in tandem with college- or program-based communication requirements.

– Students will demonstrate effective communication in English 101 and 102.

F2A/B. SCIENCE & TECHNOLOGY (4-6 CREDITS)

A fundamental grasp of the nature of science is essential for responsible, sustainable, and intelligent interaction with the world. Each of us must be able to evaluate scientific developments, technological advancements, and our evolving natural world in order to thrive.

– Students will apply systematic methods of analysis to the natural and physical world, understand scientific knowledge as empirical, and refer to data as a basis for conclusions. Students must complete either two lecture courses for a minimum 6 of credits from F2A or one lecture/laboratory combination for a minimum of 4 credits from F2B. Students electing to fulfill the Foundation Area 2 requirement by completing F2B must successfully complete a science lecture course and its corresponding laboratory. Students who complete only the lecture or laboratory component for one science combination and complete only the lecture or laboratory from a different lecture/laboratory combination will not satisfy the Area 2B requirement. However, the lecture/laboratory component for any courses not used to satisfy another GEF requirement can be used to satisfy the Foundation Area 8 (GE Foundation Focus) requirement.

F3. MATHEMATICS & QUANTITATIVE SKILLS (3-4 CREDITS)

Mathematics and quantitative skills are necessary in education, the workplace, and nearly every field of human endeavor. Quantitatively literate citizens must have the capacity to understand numerical aspects of daily life and apply critical reasoning to data.

– Students will demonstrate effective use of quantitative techniques and practical application of numerical, symbolic, or spatial concepts.

F4. SOCIETY & CONNECTIONS (3 CREDITS)

As global citizens, we must understand human behavior in its many forms and expressions, which may include methods of communication, familial and professional relationships, or our place in social, political, and economic systems. Civic knowledge and engagement are critical to individual, societal, and global survival.

– Students will demonstrate understanding and analysis of human behavior, societal and political organization, or communication.

F5. HUMAN INQUIRY & THE PAST (3 CREDITS)

Human development reminds us of the continued importance of understanding events in a larger context of past experience, philosophical inquiry, or spiritual questing. A fundamental knowledge of our forebears, their successes, mistakes, obsessions, and weaknesses allow us to progress. A fundamental grasp of the realm of human thought, reason, ethics, or beliefs enables us understand our world and ourselves.

– Students will interpret historical events or philosophical perspectives to identify patterns, develop analytical reasoning, apply methods of critical inquiry or expand problem-solving skills.

F6. THE ARTS & CREATIVITY (3 CREDITS)

Creativity, as expressed through works of art, is a defining human characteristic. Regardless of the medium, art communicates and connects us to human innovations and achievements of the past, present, and shared future. Artistic expression employs integrative and creative thinking that promotes transformative ideas capable of crossing disciplinary and cultural boundaries.

– Students will apply methods and principles of critical and creative inquiry to the production or analysis of works of art.

F7. GLOBAL STUDIES & DIVERSITY (3 CREDITS)

The world is more than our familiar neighborhoods and people who share our individual beliefs and traditions. We can come to appreciate our global society when we consider other ways of life, experiences, means of expression, histories, and modes of being. As we seek to expand our knowledge beyond the confines of our own experiences, we open up our minds and our worlds. Embracing human diversity enriches our understanding, including the understanding of what we have in common.

– Students will apply methods and principles of critical inquiry to explore global issues and cultural, linguistic, or experiential diversity.

F8. FOCUS (9 CREDITS)

The GEF designates 9 credits (normally 3 three-credit courses) of Focus coursework. Working with their advisors, students will select three additional courses from the list of those approved for the GEF to maximize connections, incorporate additional competencies, and encourage true breadth of study. Such courses may lead to a minor or even a second major, and are intended to help students capitalize on the range and diversity of courses offered at PSC/WVU.

Courses Fulfilling These Objectives:

See <http://catalog.wvu.edu/undergraduate/gef/>

Not all courses on the WVU website are offered at Potomac State College.

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 60 credit-hours of required and elective course work. Note: AGRL 111 replaces WVUe 191 as a first-semester requirement.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/environmental_education.html

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 60 credit-hours of required and elective course work.

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

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/animal_science.html

Agriculture Degree/A.A. General Agriculture Major

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

Career Opportunities: Employment for graduates includes owning a farm business, the private

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 60 credit-hours of required and elective course work.

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

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/agriculture.html>

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 60 credit-hours of required and elective course work.

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

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/horticulture.html>

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 or 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 61 credit-hours of required and elective course work.

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

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/resource_management_ag.html

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 68 credit-hours of required and elective course work.

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

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/pre_vet.html

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 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 60 credit-hours of required and elective course work.

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

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/ag_tech.html

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 60 credit-hours of required and elective course work.

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

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/equine.html>

Agriculture Degree/A.A.S. Sustainable Agriculture Entrepreneurship (SAGE)

Graduates of this two-year career degree program will be educated to own and/or manage a farming enterprise based on sound multi-faceted production systems. The systems the student will study include (but are not limited to) large animal, poultry, agronomic crops, horticultural crops, forest timber and non-timber products. All students will be expected to complete business courses with agriculture and forestry emphasis. This is a technical degree and is unique to Potomac State College.

Career Opportunities: Students selecting this two-year degree program prepare for employment with current and potential regional agriculture, forestry producers looking for a practical application of sustainable food production systems. The students will matriculate as work force ready food production workers or production entrepreneurs. With the ever growing world population and need for quality, safe food supplies the graduates will be on the leading edge of farm to table food production. This program is unique to our region and will provide a currently unavailable skill set and education.

Requirements for Graduation

In order to earn an Associate of Applied Science Degree in Agricultural Applied Sciences with a major in Sustainable Agriculture Entrepreneurship (SAGE), a student must complete a minimum of 60 credit-hours of required and elective course work.

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

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/ag-sage.html>

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 60 hours of required and elective course work.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/biology.html>

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, Hospitality and Tourism Management, Management, Management Information Systems, and Marketing. To be accepted into the college of B & E at WVU, specific courses 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 60 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.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/business_administration.html

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 courses 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 60 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.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/economics.html>

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 60 credit-hours of course work.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/business_technology.html

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 60 credit-hours of required and elective course work.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/chemistry.html>

Arts and Sciences/A.A. Communication Studies Major

The communication studies major will develop critical thinking, reasoning, and decision-making skills with the intent of empowering students to craft and deliver effective messages in their careers and their communities.

The major will prepare students for admission to the B.A. in Communication Studies program offered by the Eberly College of Arts & Sciences in Morgantown where students can choose one of five areas of emphasis: Health Communication, Integrated Communication, Interpersonal Communication, Social Media and Communication Technology, and Strategic and Organizational Communication.

Career Opportunities: A degree in communication studies helps students be successful in many careers: from healthcare to human resources, from sales to social media, from image management to promotions.

Requirements for Graduation

An Arts and Science AA degree in Communication Studies requires 60 credit hours of coursework.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/communications.html>

Computer Information Systems Degree/A.A.S.

This program provides knowledge and skills necessary to manage and support computer hardware, software applications, operating systems, networking, and security of computers. Students will gain the knowledge and skills necessary to earn the following industry recognized entry-level certifications: CompTIA A+, CompTIA Network+, CompTIA Security+, and Cisco CCENT.

Certifications may be taken at the PearsonVUE testing center located in the Potomac State College Student Success Center.

Discounted testing vouchers are available to Potomac State students who complete the required course(s).

Career Opportunities: Careers in small to medium-sized business Information Technology

departments with job titles such as Call Center Technician, Technical Support Specialist, Junior Network Administrator, Junior Manager of Information Systems, Computer Repair Technician, Computer Systems Technician.

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.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/cis.html>

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.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/cj_aa.html

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 60 credit-hours of required and elective course work.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/cj_aas.html

Criminology

The criminology major focuses on the social roots and implications of criminal behavior and the operation of the criminal justice system. Students learn to apply the theoretical and methodological tools of sociology to make sense of crime and social control in modern society, while selecting from a variety of substantive course topics.

Career Opportunities: The holistic societal perspective prepares graduates to pursue a broad range of careers such as policing, security, corrections, law, social services, and business. The major also prepares students for graduate studies in the social sciences in pursuit of academic or applied research careers or for professional training in law, public administration, social work, and related fields.

Requirements for Graduation

An Arts and Science AA degree in Criminology requires 60 credit hours of coursework.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/criminology.html>

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. 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

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.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/pre_dentistry.html

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. 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 60 credit-hours of required and elective course work.

Click here for additional information about major:
http://www.potomacstatecollege.edu/academics/majors/early_childhood_education.html

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 64 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 64 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.

Click here for additional information about major:
http://www.potomacstatecollege.edu/academics/majors/elementary_education.html

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 choose a specialization: English, Social Studies, Math, or Science.

The specific courses you will take depend on the area of emphasis you plan to specialize in and on the institution to which you plan to transfer. Consultation with an education adviser at PSC and at the college where you plan to continue pursuing your bachelor's in education is highly recommended.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/secondary_education.html

Engineering Degree/A.A. Aerospace Engineering Major

Aerospace travel, space exploration and flight of manned or unmanned vehicles continue to gain significance. Aerospace engineering is involved with the science and technology of advanced vehicles, including aircraft, rockets, missiles and spacecraft. Although a specialized branch of engineering, it is also diverse. Aerospace technology has expanded to include design and development of new earthbound vehicles such as ground effect machines, hydrofoil ships and high-speed rail-type systems.

Career Opportunities: The aerospace engineering program at WVU is designed to prepare the student for a career in the aerospace industries and in government research and development centers and laboratories, as well as in military mission-oriented agencies.

Requirements for Graduation

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

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

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/aerospace_engineering.html

Engineering Degree/A.A. Biometric Systems Major

Biometric systems are composed of complex hardware and software designed to measure a signature of the human body, compare the signature to a database, and render a decision for a

given application based on the identification achieved from this matching process. Uses of biometric systems for positive personal identification are experiencing rapid growth in such areas as law enforcement, access control, banking and a wide range of business and administrative systems. In an even broader application context, biometric systems are having a revolutionary impact on health care and the enhancement of the human computer interface including in vivo identification of specific human conditions via implantable devices and the automated administration of life-saving medical therapies. The continued rapid advance of integrated sensor, signal/image processing, computer and mass storage technology promises to extend these applications further into our daily lives with even the most inanimate objects able to identify, interact with and assist their users.

Career Opportunities: Biometric identification is a highly interdisciplinary field mixing traditional engineering with the forensic sciences. As a result, the engineering design and development of biometric systems requires knowledge of the biometric as well as the engineering disciplines. Designers work with the physics of the sensor to obtain measurements of the biometric defined by human physiology. Signal and image processing techniques are applied to the sensor signal to extract features usable for identification. Databases combined with artificial intelligence enable rapid storage, retrieval and pattern matching while decision theory supports the mechanisms whereby systems can provide the needed identification results. Underlying the entire system is a foundation of statistics and mathematics which provides the language for implementing and evaluating biometric technology and systems.

Requirements for Graduation

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

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

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/biometric_engineering.html

Engineering Degree/A.A. Computer Engineering Major

These three key attributes describe the career and professional accomplishments that the computer engineering program prepares graduates to achieve. These attributes also help faculty focus on assessing and evaluating the extent to which the program objective is being met.

Knowledge refers to demonstration of technical competence in comprehensively identifying problems, analyzing and generating solutions, and making decisions related to their professional practice.

Skills pertain to the effective use of computers and modern tools in professional practice and learn to adapt as technology changes.

Attitudes reflect good work ethic, the ability to function well on teams, and the ability to

effectively communicate both orally and in writing.

Career Opportunities: Computer engineers design, develop, test and oversee the manufacture and maintenance of embedded computer hardware and software. As such, the computer engineer is part electrical engineer and part computer scientist.

The objective of the bachelor's degree program in computer engineering at WVU is to produce graduates who have the knowledge, skills, and attitudes that will ensure success in professional positions in business, industry, research, government service, graduate study or professional school.

Requirements for Graduation

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

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

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/computer_engineering.html

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 60 credit-hours of required and elective course work.

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

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/civil_engineering.html

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 60 credit-hours of required and elective course work.

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

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/electrical_engineering.html

Engineering Degree/A.A. Industrial Engineering Major

What sets industrial engineering apart from other engineering disciplines is its broader scope. An industrial engineer deals with people as well as things, relating to the total pictures of productivity and quality improvement. Productivity in its simplest terms means producing the most for the least input at the best quality.

An industrial engineer looks at the "big picture" of what makes society perform best - the right combination of human resources, natural resources, and man-made structures and equipment. Professionals in this field bridge the gap between management and operations, motivating people in addition to determining what equipment, computers, etc., should be used and how they should be used.

Career Opportunities: Our recent graduates have found a broad array of opportunities in the marketplace. Traditionally, most industrial engineers started their careers in manufacturing facilities, but this trend has been changing. Today about half of our graduates are employed in the service sector while the other half begin their careers in manufacturing.

Requirements for Graduation

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

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

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/industrial_engineering.html

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 60 credit-hours of required and elective course work.

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

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/mechanical_engineering.html

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 60 credit hours of required and elective course work.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/english.html>

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 60 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.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/environmental_geoscience.html

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 60 credit-hours of required and elective course work.

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

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/resource_management_forestry.html

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 60 credit hours of required and elective course work.

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

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/parks_and_rec.html

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 60 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.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/wildlife_resources.html

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 60 credit-hours of required and elective course work.

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

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/wood_industries.html

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 60 hours of general education curriculum and elective course work:

F1: Composition and Rhetoric (ENGL 101 & 102)	6 credit-hours.
F2A/B: Science & Technology	4-6 credit-hours.
F3: Mathematics & Quantitative Skills*	3-4 credit-hours.
F4: Society & Connections	3 credit-hours.
F5: Human Inquiry & the Past	3 credit-hours.
F6: The Arts & Creativity	3 credit-hours.
F7: Global Studies & Diversity	3 credit-hours.
F8: Focus	9 credit-hours.
Electives	24-27 credit-hours.
Total Hours	60 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 GEF distribution requirements.
4. WVUe 191 (1 credit hour) is required of first-time, first-semester students but is not required for graduation.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/general_studies.html

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 60 credit-hours of required and elective course work.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/geology.html>

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 60 credit-hours of required and elective course work.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/history.html>

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 Reed College of Media at WVU.

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 60 credit-hours of required and elective course work.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/journalism.html>

Arts and Sciences Degree/A.A. Pre-Forensic and Investigative Science Major

This program fulfills the necessary first two years of undergraduate study required for admittance into the Eberly College of Arts and Sciences' Pre-Forensic and Investigative Science program.

In order to earn an Associates of Arts degree in Pre-Forensic and Investigative Science the student must complete a minimum of 63 credit-hours of required and elective course work. This includes two online classes through West Virginia University Morgantown campus. One online class should be taken during the summer session between the freshman and sophomore semesters.

The application deadlines are February 1st and August 1st for the following fall semester. The student should have a minimum 2.75 GPA and a "C" or better in the pre-requisite courses at the time of application.

Once admitted to the Pre-Forensic and Investigative Science program at WVU, the student will select an emphasis in one of the following: Forensic Biology, Forensic Chemistry, or Forensic Examiner.

Career Opportunities: A bachelor's degree in Forensic Science & Investigation prepares students for opportunities in fields such as Forensic Biology, Forensic Chemistry, or Forensic Examiner.

Requirements for Graduation

An Arts and Science AA degree in pre-forensic & investigative science requires 60 credit hours of coursework.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/forensics.html>

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.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/pre_law.html

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 60 credit-hours of required and elective course work.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/mathematics.html>

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 60 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.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/pre_med_lab_science.html

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.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/pre_med.html

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 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.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/pre_nursing.html

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 with licensed occupational therapist (OTR/L) and/or a

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

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/pre_ot.html

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 qualified 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.

Click here for additional information about major:

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.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/pe_ace.html

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 60 credit-hours of required and elective course work.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/pe_teacher.html

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 60 credit-hours of required and elective course work.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/sport_management.html

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 60 credit-hours of required and elective course work.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/pre_pt.html

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 60 credit-hours of required and elective course work.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/physics.html>

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 60 credit hours of required and elective course work.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/political_science.html

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 60 credit-hours of required and elective course work.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/psychology.html>

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 60 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 Foundations (GEF); documented completion of 100 hours of face-to-face human service experience, which was completed since high school.

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/pre_social_work.html

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 60 credit-hours of required and elective course work.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/sociology.html>

Technical Studies Degree/A.A.S. Technical Studies: General Major (a.k.a. Flex Degree)

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

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

Requirements for Graduation

The A.A.S. degree in Technical Studies: General will consist of three curricular components: general education, area of concentration, and electives for a total of 60 credit hours.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/technical-studies.html>

Bachelor of 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 40 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 60 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 60 credit- hours.

AAS Degree hours	60
General Education: 31 hours total (16 included in AAS, plus 15 additional hours)	15
Area of Emphasis: Business Management (all upper division hours)	29
Electives: 16 hours (at least 12 must be upper division)	16
Total Hours Required.	120

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/business_management_bas.html

Applied Science Degree/ B.A.S. Computer Information Systems 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 39 credit-hours of upper division course work and 30 credit-hours in the Computer Information Systems area of emphasis.

Requirements for Graduation

In order to earn a Bachelor of Applied Science Degree with an emphasis in Computer Information Systems, a student must complete a minimum of 60 credit-hours of course work in addition to having completed an A.A.S. degree with a minimum of 60 credit-hours.

AAS Degree hours	60
General Education: 31 hours total (16 included in AAS, plus additional hours)	15
Area of Emphasis: CIS & BUSA (all upper division hours)	39
Electives: 15 hours (at least 10 must be upper division)	6
Total Hours Required	120

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/CIS_BAS.html

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	60
General Education: 31 hours total (16 included in AAS, plus additional hours)	15
Area of Emphasis: Criminal Justice (all upper division hours)	27
BAS Track Electives: (all upper division hours)	12
Electives: 6 hours	6
Total Hours Required	123

Click here for additional information about major:

http://www.potomacstatecollege.edu/academics/majors/CIS_BAS.html

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 University College in Morgantown.

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.

Click here for additional information about major:

<http://www.potomacstatecollege.edu/academics/majors/rba.html>

Courses

Abbreviations used in course list:

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 LIST and 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. 1-4 Hr. To be eligible to register in A&VS 480, the student must (1) be in good standing, and (2) obtain approval from the instructor supervising the topic, and (3) obtain approval from the instructor assigned the course responsibility.

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

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 grade of 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

106. Athletic Coaching Education. 3 Hr. Overview of athletic coaching profession including career opportunities, critical current issues/trends, professional standards and the professional organizations. (Same course as PET 167)

168. Sport Officiating. 2 Hr. Study of the art, science, industry standards, and best practices of the officiating profession across all levels of sport.

256. Principles and Problems of Coaching. 3 Hr. Designed to teach students the principles and problems of interscholastic athletic coaching.

265. Diversity and Sport. 3 Hr. Covers historical and current topics relevant to diversity in sport as it relates to current sport practices. Practical strategies for facilitating acceptance of diversity within individual/team sports are discussed.

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

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

AGEE: Agriculture & Extension Edu

101. Global Food and 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 is covered. Designed for agricultural applied science students.

203. Agriculture 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. 1-3 Hr. PR: Consent. Teaching practice as a tutor or assistant.

291. Professional Field Experience. 1-18 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. 1-4 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. 1-4 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 Economics

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.

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 and 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, actions 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.

216. Biochemistry for Pre-Pharmacy. 3 Hr. PR: BIOL 115 and BIOL 117 and BIOL 219 and 8 hours of general chemistry and CHEM 233 and CHEM 235 and PR or CON: CHEM 234 and CHEM 236. Introduction to the chemistry of cellular constituents (amino acids, proteins, enzymes, coenzymes, carbohydrates, lipids, nucleotides, and nucleic acids) and their metabolism in humans. Topics also include enzyme kinetics and mechanisms, structure and functions of biomembranes/bio membranes, metabolic pathways, and mechanisms regulating metabolism and gene expression. This course is offered only to Pre-Pharmacy majors.

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 1. 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 2. 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.

BCOR: Business Core

199. Introduction to Business. 3 Hr. This course introduces the student to the major business disciplines, basic business communications, and the University environment. WVUe 191 equivalent.

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.

200. Customer Service Relations. 3 Hr. Students are introduced to customer service relation topics and methods for handling customer service issues in various industries. The elements of a systematic process for building the necessary customer service skills are explored. Not a WVU Parallel Course.

205. Introduction to Online Marketing. 3 Hr. An overview of social media strategies is presented to develop a social media market plan. Effective techniques to identify target markets on the social web and select the appropriate social media platforms to optimize marketing goals are investigated. Not a WVU Parallel Course.

211. Introduction to Event Logistics. 3 Hr. An introduction to the foundations of event planning and the significance it serves to business applications. Aspects of event planning and coordination, including site development, control and troubleshooting strategies, marketing and promotional tactics, and food operations. Students coordinate an event that takes place on campus. 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.

360. Leaders Through History. 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. (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; nuclear 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 hands-on introduction to the Windows desktop operating system. Course will cover installation, configuration, security, network sharing, and recommended maintenance. 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.

112. Intro to Networking and Security. 3 Hr. Introduction to concepts, terms, and basic skills required in the network and security courses offered in the CIS degree. The course emphasizes fundamentals of networking such as trouble shooting and best practices in personal and small business and security implementation. 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 spreadsheets, 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.

152. Principles of Management Information Systems. 3 Hr. This course is a gateway course to the CIS major. It prepares students for further studies in CIS by introducing them to the complexity and breadth of the skills and knowledge required to effectively support stable and secure business environments. Not a WVU Parallel Course.

207. Operating Systems Concepts 2. 3 Hr. PR: CIS 107 Operating system structures, process and thread handling, memory access, and storage structure will be covered, including how files are organized and accessed by an operating system. 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 through a project-based approach and creates a portfolio project. Not a WVU Parallel Course.

245. Applied Programming. 3 Hr. PR: CIS 235. This course will provide students a comprehensive understanding and application of programming methods through practical projects. Not a WVU Parallel Course.

248. Systems Analysis and Design. 3 Hr. Students learn how to translate business requirements into information systems that support a company's short and long-term objectives. CIS students apply analytical and problem-solving skills to business needs and are introduced to traditional structured analysis, object-oriented concepts, and agile methods. 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.

252. Database Design 1. 3 Hr. This course provides instruction beyond a general understanding of database structure and data types for the CIS student. The student will create database objects based on requirements and business rules. It emphasizes the connection of business processes and database for business reporting and analytics. Not a WVU Parallel Course.

318. Project Management. 3 Hr. The course is designed to provide the CIS student with knowledge and skills to manage an Information Technology project. The student will not only use tools for assessing the progress of a project, he or she will apply key elements of project management such as: Gantt charts, rough order of magnitude (ROM), and Program Evaluation and Review Technique (PERT) as well. Not a WVU Parallel Course.

327. Cloud Computing. 3 Hr. PR: CIS 152 or consent. CIS students will analyze software as a service (SaaS), platform as a service (PaaS), and infrastructure as a service (IaaS) within the constructs of cost, security, and business needs. Virtualization, cloud security, and managing cloud services are covered as an integral part of the final determination as to whether the service is a benefit to a business enterprise. Not a WVU Parallel Course.

338. Computer and Network Forensics. 3 Hr. PR: CIS 236 with a minimum grade of C-. The course provides the CIS student with the skills, tools, techniques, and methods to perform computer forensics and investigation. An overview of performing forensics in the Windows, Linux, and Macintosh operating systems is covered. The student will be exposed to emerging technologies and future directions in the field in the creation of legally defensible documentation and chain of custody. Not a WVU Parallel Course.

367. Applied Programming 2. 3 Hr. PR: CIS 245 with a minimum grade of C-. The course applies object oriented design (OOD) to the study of data structures and algorithms such as lists, stacks, queues, trees, recursion and sorting in an object oriented programming language. The CIS student will apply programming logic and advanced object oriented programming techniques to create a programmatic business solution. Not a WVU Parallel Course.

417. Database Design 2. 3 Hr. PR: CIS 252 with a minimum grade of C-. This course provides the CIS students with the skills required to continue study in the CIS major as it applies to data mining and business intelligence and advanced programming. The course identifies and describes the key concepts, tips, techniques, and best practices needed to take full advantage of store procedures using SQL Server's native Transact-SQL and .NET compatible programming languages. Not a WVU Parallel Course.

438. Network Defense. 3 Hr. PR: CIS 236 with a minimum grade of C-. This course provides the CIS student with skills in network defense and penetration testing. The student learns to apply creativity in the interpretation and analysis of results to determine the optimal next steps in defending a network. Not a WVU Parallel Course.

440. Cyber Ethics. 3 Hr. PR: (CIS 236 or BTEC 380) with a minimum grade of C-. The course introduces key ideas in moral theory and professionalism to explore the current topics in computer ethics. CIS students apply critical thinking skills in the convergence of technical solutions with moral and social implications affecting business needs and personal information in communications and social networks. Not a WVU Parallel Course.

442. Data Mining and Business Intelligence. 3 Hr. PR: CIS 252 with a minimum grade of C- and (STAT 111 or STAT 211) with a minimum grade of C-. This course presents methods of data mining and analytics to uncover hidden patterns and correlations. The CIS student will apply these

methods to improve business decision-making. Data mining processes, methods, and techniques; the role and management of data; and integration with Big Data approaches will be covered. Not a WVU Parallel Course.

488. BAS CIS Capstone. 3 Hr. PR: CIS 489 with a minimum grade of C- and nine (9) hours in upper level electives in the CIS major. The BAS CIS student will demonstrate the ability to integrate skills and knowledge acquired in Computer Information System courses. The individual project and its presentation demonstrate critical thinking and reasoning in the computer information system technologies. Not a WVU Parallel Course.

489. Systems Analysis Design 2. 3 Hr. PR: CIS 252 with a minimum grade of C- and CIS 248 with a minimum grade of C-. The CIS student will apply software, system and database knowledge from previous course work to create and update detailed technical documentation required in an information technology project. These may include Concept of Operations, Requirement, Database Design Documentation as well as System or Programming design documentation based on the IEEE standard used in both the private and public sector. 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.

233. Juvenile Justice. 3 Hr. PR: CJ 101. Nature, extent, and causal explanation of forms of juvenile delinquency, status offenses, and abuse and neglect. The nature of juvenile courts, the correctional systems, and prevention programs. 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 “chain of custody” from crime scene to the court room. Not a WVU Parallel Course.

455. Ethics and the Criminal Justice System. 3 Hr. PR: CJ 101 and CJ 410 or consent. Focuses 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 or consent. Focuses 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

104. Public Communication. 3 Hr. Introduction to principles of communication in the one-to-many

context. Emphasis is given to the creation and refutation of arguments.

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.

308. Nonverbal Communication. 3 Hr. An examination of the effects of human nonverbal behavior on human communication. Emphasis on specific nonverbal behaviors including touch, time, environmental contexts, physical appearance cues, and social communication cues. This course is not open to freshmen.

CSAD: Communication Sciences and Disorders

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.

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. Intro 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 microeconomics analysis. Competitive behavior of firms, price determination, efficiency in production and equity in distribution.

202. Principles of Macroeconomics. 3 Hr. Introductory macroeconomics 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, and 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. Introduction to 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.) Studies the logical, rhetorical, and linguistic structures of expository prose; develops strategies for analyzing purposes, audiences, and conventions; emphasizes processes for drafting, revising, and editing. Required of all bachelor's degree candidates unless equivalent transfer credit or portfolio credit applies.

102. Composition, Rhetoric, and Research. 3 Hr. PR: ENGL 101 or equivalent. Builds on the writing abilities earned in English 101 (or the equivalent). Focuses on the research process, argumentation, and critical inquiry; emphasizes structures, language, documentation, and formats appropriate for specific audiences and purposes. Required of all bachelor's degree candidates unless equivalent transfer credit or portfolio credit applies.

111. Introduction to Creative Writing. 3 Hr. Instruction in reading and writing fiction, nonfiction and poetry in order to enhance creative writing skills.

156. Literature of Native America. 3 Hr. A historical survey of Native American prose, poetry, song, and story from the beginning to the present.

185. Technical Writing and Reporting. 3 Hr. This course is designed to develop skill in presenting and reporting scientific and technical information in a simple, clear, and factual manner. Designed for students in career programs. Not a WVU parallel course.

213. Creative Writing: Poetry. 3 Hr. An open enrollment introduction to the writing of poetry; practice in the basics of image, metaphor, line, form, sound and voice.

214. Creative Writing: Non-Fiction. 3 Hr. Introductory course in the writing of non-fiction.

226. Non-Western World Literature. 3 Hr. Selected readings in non-Western world literature, ancient and modern.

230. Film Studies. 3 Hr. Topics in the study of film, or film and literature, in a historical, theoretical and/or cultural context.

233. The Short Story. 3 Hr. The short story'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 I.** 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.** 1-6 Hr. PR: Consent. Investigation of topics not covered in regularly scheduled courses.
- 304. Business and Professional Writing.** 3 Hr. PR: ENGL 101 and ENGL 102. Students will analyze different writing contexts, meet the needs of different audiences, and organize and present material in letters, memos, and reports. Includes some research, Internet components, and a review of style, grammar and usage.
- 318. Topics in Creative Writing.** 3 Hr. PR: (ENGL 212 or ENGL 213 or ENGL 214) with a B-. (May be repeated for a maximum of 9 hours.) Advanced work in creative writing; course content changes with genre: fiction, poetry, non-fiction.
- 343. American Poetry.** 3 Hr. Major American poets of the nineteenth and twentieth centuries.
- 383. Intro to Cultural Studies.** 3 Hr. Students will explore the ways in which we are all simultaneously users of and used by culture, and the ways in which cultural practices influence how we think, feel, and act in everyday life.
- 493 A-Z. Special Topics.** 1-6 Hr. PR: Consent. Investigation of topics not covered in regularly scheduled courses.

ENGR: Engineering

- 101. Engineering Problem-Solving 1.** 2 Hr. PR or concurrent: Math 155. 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 and 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, ground work, and starting colts. (3 hr. lec., 3 hr. lab.) Not a WVU Parallel Course.

230. Advanced Horsemanship and 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 and 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. 1-3 Hr. PR: Consent. Teaching practice as a tutor or assistant. Not a WVU Parallel Course.

291. Professional Field Experience. 1-18 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.

FMAN: Forest Management

212. Forest Ecology. 3 Hr. PR: FOR 205. Forest and environment 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.

311. Silvicultural Systems. 4 Hr. PR: FOR 205 and ((FMAN 212 and FMAN 222)or WMAN 313). The theory and practice of controlling forest stand establishment, composition, structure, and growth. Systems include: reproduction methods, release operations, and intermediate treatments.

FOR: Forestry

101. Careers in Natural Resources Management (eq. WVUe 191). 1 Hr. (Required only for freshmen Forestry students.) 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 Management. 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 Earth and the physical processes that change Earth's surface. GEOL 102 is 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 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 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 Earth with emphasis on natural resources, environmental degradation and hazards. (Accompanied by GEOL 111, class 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 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.

200. Practicing History. 3 Hr. Students will acquire the skills to be an effective historian, including critically reading and analyzing primary and secondary sources, learning the basics of historiography, and creating an independent research topic. Students will write an original research paper and present their findings to the class.

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.

453. Civil War and Reconstruction. 3 Hr. Causes as well as constitutional and diplomatic aspects of the Civil War; the role of American black in slavery, in war, and in freedom; and the economic and political aspects of Congressional Reconstruction.

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 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 1. 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 2. 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 flow 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 variety 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.

HUM: Humanities

101. Introduction to Western Civilization 1. 3 Hr. Presents the high points of Greco-Roman and Medieval European civilizations: their art, architecture, philosophy, religion, literature and music.

102. Introduction to Western Civilization 2. 3 Hr. Presents the art, architecture, philosophy, religion, literature and music of the following periods in Western civilization: the Renaissance, the Age of Classicism and the revolutionary nineteenth and twentieth centuries.

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.

115. College of Media Orientation. 2 Hr. Support first-year students to make successful transition from high school to college, introduce students to careers, majors in journalism, develop a better understanding of

the learning process, and acquire basic academic and personal survival skills.

215. Media Writing. 3 Hr. Introduction to the fundamental reporting and storytelling skills that are the foundation of all media writing: print, radio, television, public relations, advertising and social media.

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.

225. Media Tools & Applications. 3 Hr. Intended for College of Media majors and Interactive Media Design minors, this lecture/lab course covers fundamental principles and practices of multimedia content gathering and editing in preparation for upper-level courses with the College of Media.

318. Beat Reporting. 3 Hr. PR: JRL 215. Essentials of developing and covering a news beat. Students generate stories, cultivate sources, and discover their community.

319. Editing and Curation. 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. (3 hr. lec.)

MATH: Mathematics

021. Basic Concepts of Mathematics. 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 the mathematical concepts covered in MATH 121. Not a WVU Parallel

Course.

091. 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.

092. Transitional Algebra. 3 Hr. (Pass/Fail grading. Course does not count toward graduation.) A course for students needing developmental algebra, whose majors require MATH 126 or higher, who do not place into Math 093 using the current placement test. Not a WVU Parallel Course.

093. 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.

125. Applied College Mathematics. 3 Hr. PR: MATH 091 or satisfy the minimum ACT/SAT or equivalent score. Material covered includes applications involving ratios and proportions, percents, measurement, and geometric relationships to support algebraic modeling of linear, quadratic, exponential and logarithmic functions. Modeling of real world scenarios will be supported through the use of spreadsheets. Not a WVU Parallel course.

126A. College Algebra 5-Day. 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.)

126B. College Algebra 4-Day. 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.)

126C. College Algebra 3-Day. 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, and 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.

113. Twentieth Century American Pop Music. 3 Hr. Introduction of history and development of American popular music.

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 a historical survey with attention to the changing style of the music.

120. History of Musical Theatre. 3 Hr. This course explores American musical theatre, one of this country's primary contributions to world culture, covering its origins, components, and its major creative figures.

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 1. 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.

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 90 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.

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. This course provides an overview of Physical Education teaching professions including career opportunities, critical current issues/trends, professional standards, and the professional organizations. (Same course as ACE 106.)

175. Motor Development. 2 Hr. This course will provide exercise science, athletic training, sport psychology and physical education majors with a knowledge base in the study of changes in motor behavior across the lifespan, the processes that underline these changes, and the factors that affect them.

244. Motor Learning and 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 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.

124. Fitness Walking. 1 Hr. (May be repeated for a maximum of 2 credit hours.) This 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 kwon do

152. Beginning 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. (May be repeated for a maximum of 2 credit hours.) Introduction to beginning knowledge and skills in weight training.

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. (May be repeated for a maximum of 2 credit hours.) PR: PE 153 or previous yoga experience. 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.

140. Historical Introduction to Philosophy. 3 Hr. An introductory survey of the major philosophers and philosophical movements from ancient times to the present..

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.

311. Political Parties & Elections. 3 Hr. Parties and elections in America; emphasis on nomination and general election processes, campaigns, the mass media, campaign finance, voting, the electoral college, and parties in government.

353. Western Democratic Governments. 3 Hr. Cross-national and/or comparative analysis of selected western democracies, such as Canada, Great Britain, France, Italy, and the European Union.

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.

231. Leadership and Human Relations. 3 Hr. PR: PSYC 101. Concentrates on principles of psychology that can be applied to improving relations with others as well as being a more effective leader. Pragmatic orientation includes using the principles to solve problems in relationships, in small organizations, and in large systems.

232. Sex Roles and Behavior. 3 Hr. PR: PSYC 101. Relates sex-typed behavior to physiological, social, and cultural processes. Current social concerns such as rape and abortion legislation, child care, and expanded career options for both sexes are examined from a psychological perspective.

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.

343. Child and Adolescent Development. 3 Hr. PR: PSYC 241 and junior or senior standing. Theory and research on major psychological processes in childhood and adolescence; maturation, personality, socialization, sensory, and cognitive development.

345. Adulthood and Aging. 3 Hr. PR: PSYC 101. This course covers psychological issues in the

study of adulthood, with an emphasis on the characteristics of older adults. Topics include the psychosocial and biological context of aging, cognitive and personality changes from early to late adulthood, psychopathology in later life, dementia, issues in caregiving, and death and dying.

382. Exceptional Children. 3 Hr. PR: PSYC 241 and junior or senior standing. Exceptional mental retardation or advancement; organic disabilities having behavioral consequences, such as cerebral palsy or deafness; and behavior disorders.

RDNG: Reading

403. Literature for Children. 3 Hr. A survey of children's literature, with attention to historical development as well as current trends. Emphasizes selection, critical evaluation, and utilization of literary materials for developmental, recreational, and curriculum needs. Appropriate media included.

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.

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.

303. Studies in Christian Scripture. 3 Hr. This course explores the origin and development of the Christian Bible. The historical, cultural, and religious settings of the texts, as well as their theological intent, will be examined.

SAGE: Sustainable Agriculture Entrepreneurship

141. Introduction to Horticulture and Agronomy. 3 Hr. Hands-on introduction of concepts for crops and soils; evaluation of entrepreneurial benefit for farm income; small farm enterprise; basics of crop needs; and crop scheduling. Not a WVU Parallel course.

215. Agricultural Marketing. 3 Hr. Broad view of marketing; food, timber, product markets and consumption; marketing functions and institutions, practical knowledge and application capabilities for the marketing of agricultural products; exploration of current marketing methods for agricultural products and services development of efficient, effective marketing schemes and exploration of value-added products. Not a WVU Parallel course.

231. Innovation Exploration Seminar. 3 Hr. Exploration of current issues in the production agriculture arena; agricultural innovations, environmental farming considerations, farming techniques and food production issues for producing a preliminary farm enterprise plan and business documents. Not a WVU Parallel course.

240. Applied Horticulture and Agronomy. 3 Hr. PR: SAGE 141. Building on the information learned

in SAGE 141, evaluation of the entrepreneurial benefits to the farmer based on; soil management, the harvesting of crops, post-harvest handling methods, point of sale condition, processing and value added aspects of horticultural and agronomic crops. Not a WVU Parallel course.

260. Applied Animal Husbandry. 3 Hr. PRL AVS 251. A hands-on study of the production of animals and animal products. Development of animal farming best management plans based on nutrition, physiology, genetics, hygiene, physical environment, economics and daily work requirements. Not a WVU Parallel course.

270. Woodlot Management. 3 Hr. An introduction to the concepts of forest management, with a focus on small woodlots; many facets of the management of forest acreage; and lab-based training on basic forestry and forest management related field methods and data analysis. Not a WVU Parallel course.

280. Principles of Ag Entrepreneurship. 3 Hr. Exploration of the creative processes used by entrepreneurs and of the skills needed to successfully operate an entrepreneurial venture in the agricultural and forestry arenas. Not a WVU Parallel course.

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.

385. Social Psychology of Sport. 3 Hr. PR: SEP 271 and SEP 272 or consent. An introduction to the study of how and why performance is affected by interactions with others in sport.

SM: Sport Management

167. Introduction to Sport Management. 3 Hr. Overview of the sport management profession including career opportunities, critical current issues. Trends, professional standards and the professional organizations.

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.

199. Orientation to Sociology & Anthropology. 1 Hr. Orientation to degree programs and requirements, departmental resources, curriculum options, student responsibilities and opportunities.

207. Social Problems in Contemporary Society. 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 sociopsychological 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.

235. Race and Ethnic 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.

254. Cultural Anthropology. 3 Hr. Introduction to the history, methods, and current directions of cultural anthropology. Focus on living cultures across the world, encompassing the whole range of human activities. Consideration of identity, economy, politics, kinship, meaning, language, and inequality.

323. Sociology of Rural Life. 3 Hr. PR: SOCA 101 or consent. Social aspects of rural living. Characteristics of rural population, social structure, and institutional arrangements: family, community, education, religion, recreation, health, welfare, and local government.

SOWK: Social Work

105. Social Welfare Institutions. 3 Hr. Examines the historical development of social welfare in the United States and the values that shape social welfare institutions.

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.

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 on the physical, intellectual, emotional, and personality languages of acting.

200. Production Practicum. 1 Hr. PR: Consent. (May be repeated for a maximum of 4 hours.) Assigned theatre projects as an introduction to the elements of theatrical production.

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.

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

http://www.potomacstatecollege.edu/about/contact_us/faculty_and_staff_directory.html

Faculty Emeriti

Larry G. Bolyard, Physical Education

Willa Louise Cather, English

Dinah W. Courier, 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

Fred W. Jacoby, Journalism

Paula A. Piehl, Biology

Jack L. Reynolds, History

Mary Kaye Staggers, Nursing

Charles D. Whitehill, Music