

# Potomac State College of West Virginia University Catalog

Fall 2009 through Spring 2011



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 in Applied Science (A.A.S.) career and technical programs as well as Certificate 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.) 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.

Potomac State College does not discriminate on the grounds of age, sex, disability, race, religion, veteran status, political affiliation, or sexual orientation in the administration of any of its educational programs, activities, or with respect to admission and employment. Inquiries may be directed to the Director of Affirmative Action of West Virginia University 304-293-5496.

In accordance with the Americans with Disabilities Act, Potomac State College programs and courses will be accessible to persons 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 Disability Services at 304-788-6936 or 304-293-6700, TDD 304-293-7740, [access2@mail.wvu.edu](mailto:access2@mail.wvu.edu).

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# College Philosophy

We believe our most important concern is the total development of the individual student. Therefore, we commit to providing a comprehensive environment that invigorates the total individual: intellectually, creatively, culturally, physically, and socially. Potomac State College encourages students to:

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

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

## College Mission

Potomac State College, a division of West Virginia University, provides a high quality, comprehensive education for our students in a friendly, culturally diverse environment conducive to learning.

Potomac State College of West Virginia University:

- participates in the achievement of the University's mission;
- has specific responsibility through its mission to serve the region and State of West Virginia;
- provides certificate, associate and selected baccalaureate degree programs;
- offers transfers, technical, advanced degree, and life-long learning opportunities;
- enriches the cultural and intellectual environment of the area.

## Social Justice

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

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

# Disability Services

The Office of Disability Services, located in Room G5A at the Mary F. Shipper Library, is part of West Virginia University's Office for Social Justice as a confidential resource, information, referral, and counseling service for students with both obvious and less visible impairments. Disability Services is committed to helping all students achieve their academic potential, regardless of physical, learning, psychological, psychiatric, or other documented disabilities. Other individuals with temporary disabilities may utilize these services as well.

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

- In-class accommodations
- Physical classroom accommodations
- Classroom relocation
- Other instructional accommodations as needed
- Materials in accessible formats
- Use of RFB&D and Kurzweil software available in the Mary F. Shipper Library
- Sign language interpreters and/or auxiliary aids
- Suggestions for class scheduling
- Informing faculty of a student's needs
- Priority registration, as requested by the student
- Verifying documentation for housing accommodations
- Referrals to Academic Success Center, Trio, Division of Rehabilitation Services, sources of cognitive testing, Readings for the Blind and Dyslexia (RFB&D), etc.

# West Virginia Higher Education Governance

Joe Manchin III  
*Governor*

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

Brian Noland  
*Chancellor*

## West Virginia Higher Education Policy Commission

David K. Hendrickson, *Chair*, Charleston  
Bruce Berry, *Vice Chair*, Morgantown  
Kathy G. Eddy, *Secretary*, Parkersburg  
Bob Brown, Charleston  
John Estep, Richwood  
Kay Huffman Goodwin, Charleston  
Cindy Largent-Hill, Berkeley Springs  
John Leon, Fairmont  
Steven L. Paine, Charleston  
David R. Tyson, Huntington

## West Virginia University Board of Governors

Carolyn D. Long, *Chair*, Sutton  
Andrew A. Payne, III, *Vice Chair*, Charleston  
John T. Mattern, *Secretary*, Fairmont  
Ellen S. Cappellanti, Charleston  
Nigel N. Clark, Morgantown  
Thomas S. Clark, Bruceton Mills  
James W. Dailey, II, Martinsburg  
Stephen P. Goodwin, Morgantown  
Robert K. Griffith, Morgantown  
Raymond J. Lane, Menlo Park, California  
Diane Lewis, Morgantown  
Jo Y. Morrow, Morgantown  
Oliver Luck, Houston, Texas  
William O. Nutting, Wheeling  
Edward L. Robinson, Charleston  
Charles M. Vest, Washington, D.C.  
Jason M. Zuccari, Morgantown

*Corrected as of August 5, 2009*

# Relationship to WVU

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

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

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

- STAR, WVU's online customer service system. Using BANNER software, STAR enables students to register for classes, check their grades, and learn their financial aid status, pay bills and more – all with the click of a mouse.
- Mountaineer Information Express, or MIX, the University's Web site for faculty and students.
- Students can log on to MIX to check their e-mail, register for classes or browse the Internet.
- Catamount Card, student identification card. At Potomac State, students will be able to use this card to pay for meals, laundry services, and snacks.
- Bachelor of Applied Science degrees in Business Management and Criminal Justice on the Keyser campus.
- WVU's College of Business and Economics offers the Executive MBA program on the Potomac State College campus.
- The Regents Bachelor of Arts degree is an innovative baccalaureate degree program offered through West Virginia University's Eberly College of Arts and Sciences on the Potomac State College campus.
- An enhanced WVU scholarship program allows new freshmen who enroll at Potomac State College and eventually transfer to WVU to be eligible for WVU scholarships they would have received had they initially enrolled in Morgantown.

# Degrees & Certificate Programs

## Associate Degrees

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

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

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

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

## Certificate Programs

These majors are occupational in nature and heavily skills-oriented. They are not primarily for transfer, but in certain cases can be transferred to some colleges. Certificate majors require one year of coursework.

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

This baccalaureate completion degree allows students holding an Associate of Applied Science (A.A.S.) degree to earn a bachelors degree upon completion of a prescribed curriculum of 61 to 62 credits. Emphases are offered in Business Management and Criminal Justice.

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

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

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# Academic Calendars

## Fall Semester 2009

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Student Services Day, Church-McKee Arts Center, 8:30 a.m. – 3:30 p.m. ....	Friday, August 21
Student Services Day, Church-McKee Arts Center, 12 – 4 p.m. ....	Saturday, August 22
Student Services Day, Church-McKee Arts Center, 12 – 4 p.m. ....	Sunday, August 23
First Day of Classes, Faculty advisers will maintain extended advising hours in their offices, 8 a.m. to 4:30 p.m., Enrollment Services open at 75 Arnold Street, 8 a.m. to 5 p.m., Late payment fee in effect. ....	Monday, August 24
Last day to register, add new courses, make schedule changes, change pass/fail and audit. ....	Friday, August 28
Labor Day Recess (no classes) ....	Monday, September 7
Mid-semester ....	Friday, October 9
Mid-semester grades due into MIX by noon. ....	Thursday, October 15
Last day to withdraw from a class ....	Friday, October 30
Residence halls close at 4 p.m. ....	Friday, November 20
Thanksgiving Recess (no classes) ....	Saturday, November 21 – Sunday, November 29
Residence halls open at 9 a.m. ....	Sunday, November 29
Classes resume. ....	Monday, November 30
Last day to withdraw from College ....	Thursday, December 10
Last day of classes ....	Friday, December 11
Final Examination Week. ....	Monday, December 14 through Friday, December 18
Winter Break Begins ....	Saturday, December 19

## Days of Special Concern

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First Day of Ramadan ....	August 22, 2009
Rosh Hashanah ....	September 19, 2009
Eid-al Fitr (End of Ramadan) ....	September 20, 2009
Yom Kippur ....	September 28, 2009
Birth of Baha'u'llah ....	November 12, 2009
El-al Adha ....	November 27, 2009

## Spring Semester 2010

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Faculty and staff available in their offices to assist students with advising and registration matters ....	Friday, January 8
Student Services Day, Church-McKee Arts Center, 12 – 4 p.m.; Residence halls open ....	Sunday, January 10

First Day of Classes, Faculty advisers will maintain extended advising hours in their offices, 8 a.m. to 4:30 p.m., Enrollment Services open at 75 Arnold Street, 8 a.m. to 5 p.m., Late payment fee in effect	Monday, January 11
Last day to register, add new courses, make schedule changes, change pass/fail and audit	Friday, January 15
Martin Luther King, Jr., Birthday Recess (no classes)	Monday, January 18
Mid-semester	Friday, February 26
Mid-semester grades due into MIX by noon	Thursday, March 4
Last day to withdraw from a class	Friday, March 19
Residence halls close at 4 p.m.	Friday, March 26
Spring break (no classes)	Saturday, March 27– Sunday, April 4
Friday before Easter (recess)	Friday, April 2
Residence halls open at 9 a.m.	Sunday, April 4
Pre-registration for Fall 2010 begins*	Tuesday, April 6
Last day to apply for graduation for Spring 2010 (Apply at Academic Affairs Office)	Wednesday, April 7
Last day to withdraw from College	Thursday, April 29
Last day of classes	Friday, April 30
Final Examination Week	Monday, May 3 through Friday, May 7
Grades for all graduates due into MIX by noon	Friday, May 7
Commencement Ceremony	Saturday, May 8
Remainder of grades due into MIX by noon	Monday, May 10

*\*Pre-registration for the Fall 2010 semester will begin on Tuesday, April 6, and continue through the first week of classes of the Fall 2010 semester.*

## Days of Special Concern

Chinese New Year	Sunday, February 14
Naw-Ruz	Sunday, March 21
Passover	Tuesday, March 30
Feast of Rivdan	Wednesday, April 21

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

**Student Accounts/Cashier's Office closes at 3:30 p.m.**

**Students are responsible for retaining their copies of forms filed in all transactions with the College.**

**Students should notify Enrollment Services when their home mailing addresses change.**

***(Please refer to the Web site at [www.potomacstatecollege.edu](http://www.potomacstatecollege.edu) for Summer 2010, Fall 2010 and Spring 2011 Academic Calendars.)***

# Campus Correspondence

**College General Mailing Address :** . . . . . Potomac State College of WVU  
101 Fort Avenue  
Keyser, WV 26726

**When Mailing to Students on Campus :** . . . . . Potomac State College of WVU  
105 Fort Avenue  
Keyser, WV 26726

**Academic Affairs** . . . . . Phone: 304-788-6861      Fax: 304-788-6847  
DLWilson@mail.wvu.edu

**Academic Success Center** . . . . . Phone: 304-788-7282      Fax: 304-788-6847  
MBAIvarro@mail.wvu.edu

**Alumni & Development** . . . . . Phone: 304-788-6870      Fax: 304-788-6824  
LMNichols@mail.wvu.edu

**Athletics Department** . . . . . Phone: 304-788-6879      Fax: 304-788-6871  
pscsports@mail.wvu.edu

**Student Accounts/Cashier's Office** . . . . . Phone: 304-788-6833      Fax: 304-788-6941  
(Bill Payment)      PSC-OSA@mail.wvu.edu

**Bookstore** . . . . . Phone: 304-788-6908      Fax: 304-788-7249  
MPMurphy@mail.wvu.edu  
www.wvupotomac.bncollege.com

**Catamount Children's Center** . . . . . 1 Grand Central Park, Suite 2180  
Keyser, WV 26726  
Phone: 304-788-1880      Fax: 304-788-6633  
GMRaschella@mail.wvu.edu

**Dining Services** . . . . . University Place  
Phone: 304-788-6917      Fax: 304-788-6849  
CLCombs@mail.wvu.edu

**Disability Services** . . . . . Phone: 304-788-6936      Phone: 304-293-6700  
TDD: 304-293-7740      Fax: 304-293-3861  
access2@mail.wvu.edu

**Enrollment Services** . . . . . 75 Arnold Street  
(Admissions, Records, Financial Aid,      Keyser, WV 26726  
Transcripts, Grade Reports, Veterans      800-262-7332 or 304-788-6820  
Assistance, Work Study, Scholarships)      go2psc@mail.wvu.edu

**Service/Information Office** . . . . . Phone : 304-788-6890      Fax : 304-788- 6941  
CSWertman@mail.wvu.edu

**Health Services Center** . . . . . Phone: 304-788-6913      Fax: 304-788-6945  
CMSoutherly@mail.wvu.edu

<b>Housing Coordinator</b> . . . . .	Phone: 304-788-7407 PSCHousing@mail.wvu.edu	Fax: 304-788-7057
<b>Mary F. Shipper Library/Media Center</b> . . . . .	103 Fort Avenue Keyser, WV 26726 Phone: 304-788-6901 JLGardner@mail.wvu.edu	Fax: 304-788-6946
<b>Marketing/Communications</b> . . . . .	Phone: 304-788-6872 Phone: 304-788-6811 RMTreize@mail.wvu.edu	Fax: 304-788-6824
<b>Provost's Office</b> . . . . .	Phone: 304-788-6812 KGPeer@mail.wvu.edu	Fax: 304-788-6940
<b>Psychological Counseling Services</b> . . . . .	Phone: 304-788-6976 SEKephart@mail.wvu.edu	Fax: 304-788-6945
<b>Residential Education</b> . . . . .	Phone: 304-788-7425 PSCHousing@mail.wvu.edu	Fax: 304-788-7057
<b>Student Activities</b> . . . . .	Phone: 304-788-6837 Jeremy.Kaler@mail.wvu.edu	Fax: 304-788-7057
<b>Student Affairs</b> . . . . .	Phone: 304-788-6842 PSCStudentAffairs@mail.wvu.edu	Fax: 304-788-6943
<b>Student Judicial Services</b> . . . . .	Phone: 304-788-7248 MMMcdonald@mail.wvu.edu	Fax: 304-788-7250
<b>Student Support Services</b> . . . . . (TRIO, a federally funded program)	Phone: 304-788-6856 Fax: 304-788-6848 TRNichols@mail.wvu.edu	Phone: 304-788-6855 Fax: 304-788-7168
<b>Upward Bound</b> . . . . .	Phone: 304-788-6928 Phone: 304-788-6963 DeAnn.Greenawalt@mail.wvu.edu	Phone: 304-788-6937 Fax: 304-788-6848
<b>University Police</b> . . . . .	Phone: 304-788-6931 FMDowney@mail.wvu.edu	Fax: 304-788-6955

# Enrollment Services

## Qualifications

Potomac State College of West Virginia University is an open admissions institution. The principal qualifications for admission are graduation from an accredited high school or high school equivalent diploma through the General Education Development (GED) tests. Applicants are required 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, disability, veteran status, or national origin.

## When to Apply

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

## How to Obtain an Application for Admission

Applications are available through the Office of Enrollment Services:

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

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

## Change of Address

The address that students submit on their application for admission to Potomac State College of WVU is the permanent address that the College uses to mail grades and other 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.

## 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.
- Provide proof of immunizations.

### 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. Request that the high school you last attended send a copy of your transcript to Potomac State, listing the coursework you completed. If you would have graduated less than five years before your admission request, you must present ACT or SAT scores with your application. If it is more than five years since your class graduated from high school or you earned your GED diploma, and you have not attended another college, we may waive some of the admission requirements.

### Transfer Students

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

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

Other students may be accepted for transfer depending on review of the Enrollment Service and Campus Advancement Council. Credits and grades for college-level courses completed at any institution in the West Virginia state system of higher education may be transferable toward an associate's degree. For institutions outside the West Virginia system and West Virginia private colleges and universities, only credits, not grades, are transferable for college-level courses passed with a grade of D or higher. 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 required 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 [www.potomacstatecollege.edu/current-student/](http://www.potomacstatecollege.edu/current-student/)



### **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. An application for admission must also be submitted.

### **International Students**

Potomac State College is authorized under federal law to enroll non-immigrant foreign nationals as 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.
- Submit a financial statement reflecting the ability of the student to cover tuition, fees, room, board, books and supplies for one year at the College. In all cases, original or certified copies of financial/ sponsorship documents must be submitted before the I-20 can be issued.
- 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.

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

#### ***English Language Proficiency***

All applicants whose first language is not English must provide proof of English language proficiency. Potomac State College uses the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) as the measure of English language proficiency. A score of 79 on the Internet-based TOEFL, 213 on the computer-based TOEFL, 550 on the paper-based TOEFL, or 6.5 on the

IELTS is the minimum required. Applicants should make arrangements to take the TOEFL well in advance of the desired date of enrollment at Potomac State. Information about registration for the TOEFL can be obtained by writing to: TOEFL/TSE Services, PO Box 6151, Princeton, NJ 08541-6151, or by contacting the local office of the United States Information Service (USIS). Information about registration for IELTS can be obtained by accessing the IELTS Web site at [www.ielts.org](http://www.ielts.org).

Applicants who have received a high school diploma or a bachelor's degree in the United States need not submit TOEFL results.

### ***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.

## **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:

- Have completed the junior year of high school and obtain permission from the high school counselor or principal.
- 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.
- 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 Dean of Curriculum and Instruction, 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:

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

### **Academically Suspended Students**

See Academic Suspension Regulations in the Academic Affairs section

### **Academic Forgiveness Policy**

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

- Admission to Potomac State College under the Academic Forgiveness Policy is conditional upon first meeting the above out-of-residence period. In addition, a recommendation that the student be admitted under the Academic Forgiveness Policy must be granted by the Dean of Curriculum and Instruction.
- Upon admission to Potomac State College under the Academic Forgiveness Policy, credit hours (only) will be utilized for those courses completed by the student during any prior enrollment period in which a grade of D or higher had been earned.
- 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.
- The student must meet and complete all course work required to meet Potomac State College's requirements for graduation, but under no circumstances after the student has been admitted under the Academic Forgiveness Policy shall the student complete fewer than 32 credit hours prior to earning his or her degree.
- A student admitted to Potomac State College under the Academic Forgiveness Policy will follow all regulations regarding probation, suspension and expulsion.

### **Immunization – Measles/Rubella**

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 [www.potomacstatecollege.edu/admissions/](http://www.potomacstatecollege.edu/admissions/).

### **ACT / SAT Tests**

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

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.

The ACT / SAT may be waived for students who graduated from high school more than five years prior to the beginning of their college program at Potomac State College or some other institution.

## Placement Guidelines

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

### Mathematics

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

- A score of 19 on the mathematics section of the American College Testing Program's (ACT) Assessment Test.
- A score of 460 on the quantitative portion of the College Board's Scholastic Assessment (SAT-1).
- 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).
- 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).
- A scaled score of 85 on the arithmetic test and 84 on the elementary algebra test of the College Board's ACCUPLACER Testing System.

### English

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

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

### Reading

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

- Students scoring 17 on the reading section of the American College Testing Program's (ACT) Assessment Test.
- A score of 420 or above on the verbal section of the College Board's Scholastic Assessment (SAT-1).
- A scaled score of 36 on the reading skills test of the American College Testing Program's Assessment of Skills for Successful Entry and Transfer (ASSET).
- A 30 percentile above on the Nelson-Denny Reading Test.

- A scaled score of 75 on the reading test of the American College Testing Program's Computerized Adaptive Placement Assessment and Support System (COMPASS).
- A scaled score of 79 on the Reading Comprehension test of the College Board's ACCUPLACER Testing System.

### **Foreign Language**

Students who have studied French or 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. 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.

To be considered for college-level credit for active military service, submit a copy of your DD214 or a SMART or AARTS transcript to the Office of Enrollment Services.

### **Residency Policy**

**Section 1** of this policy bulletin contains general information regarding its scope and dates of adoption.

#### **Section 2. Classification for Admission and Fee Purposes**

- 2.1** Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition, and fee purposes by the institutional officer designated by the president. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition, and fee purposes is upon the student.
- 2.2** If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term theretofore attended.
- 2.3** The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

#### **Section 3. Residence Determined by Domicile**

- 3.1** Domicile within the state means adoption of the state as the fixed permanent home and involves personal presence within the state with no intent on the part of the applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to

attain domicile in this state for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least twelve months of continued presence within the state prior to the date of registration, provided that such twelve months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia.

- 3.2 Establishment of West Virginia domicile with less than twelve months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.
- 3.3 Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or the parents' health insurance policy if the parents reside out-of-state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.

#### **Section 4. Dependency Status**

- 4.1 A dependent student is one who is listed as a dependent on the federal or state income tax return of his or her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he or she lives or to whom he or she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.
- 4.2 A non-resident student who becomes independent while a student at an institution of higher education in West Virginia does not, by reason of such independence alone, attain domicile in this state for admission or fee payment purposes.

#### **Section 5. Change of Residence**

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

#### **Section 6. Military**

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

## **Section 7. Aliens**

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

## **Section 8. Former Domicile**

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

## **Section 9. Residency Decisions/Appeals**

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

Once this application and supporting documents are received, a decision is made by the designated institutional official. If the student meets the requirements as outlined by the Board of Trustees Policy Bulletin #34, the student is granted residency for the upcoming semester. If the student does not meet the necessary requirements, the student is denied in-state residency. If denied, the student has the option of appealing the decision to the Potomac State College Enrollment Services and Campus Advancement Council. The student contesting a residency decision shall be given the opportunity to appear before the institutional committee on residency appeals.

If the committee overturns the initial denial, the student becomes a resident for the semester in question. Should the committee uphold the original denial, the student has the option of appealing to the Campus Provost. The Campus Provost, again, may either uphold the original denial or overturn the decision of the committee.

Residency appeals shall end at the institutional level.

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

The Family Educational Rights and Privacy Act of 1974 is a federal law which states: (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

WVU accords all the rights under the law to students who are declared independent. No one outside WVU shall have access to nor will WVU disclose any information from students' educational records, without the written consent of students except to personnel within WVU and the West Virginia Higher Education Policy Commission; to persons or organizations providing students' financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with judicial order; to organizations conducting

studies for, or on behalf of, education agencies or institutions for the purpose of developing, validating, or administering predictive testing student aid programs, and improving instruction; and to persons in an emergency in order to protect the health or safety of students and or other persons; the victim of an alleged perpetrator of a crime of violence or non-forcible sex-offense (final results of the disciplinary proceeding only); the parent of a student under the age of 21, regarding the violation of any federal, state, or local law or institution policy governing the use or possessions of alcohol or controlled substance; or to a student who is the alleged perpetrator of a crime of violence or non-forcible sex-offense. All these exceptions are permitted under the act.

The act also permits the disclosure of information from a student's educational records, without the written consent of students, to parents of a dependent student of such parents, as defined in Section 152 of the Internal Revenue Code of 1954, as amended.

The West Virginia University Policy on the Family Educational Rights and Privacy Act explains in detail the procedures to be used for compliance with the provisions of the act. Copies of the policy can be found in the offices of all deans and directors. The policy also is printed in the Student Handbook and can be found at [www.ferpa.wvu.edu](http://www.ferpa.wvu.edu).

The offices of the deans and directors can inform students as to the locations of all records maintained on students by West Virginia University.

### **Official Transcripts**

Each copy of an official transcript costs six 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.

If you owe money or have some other financial obligation to the College, you forfeit your right to claim a transcript of your record or your diploma until these financial obligations have been met.

When you request a transcript, you must furnish your last date of attendance and your student number. Also indicate the full name under which you were enrolled and your date of birth. Requests for transcripts must be made in writing to the Office of Enrollment Services, 75 Arnold Street, Keyser, WV 26726. A request form is also available at [www.potomacstatecollege.edu](http://www.potomacstatecollege.edu). Telephone requests cannot be accepted due to risk to the security of your records.

### **Withholding Information**

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

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

### **Transfer of Credits**

Credits and grades for college-level courses completed at any institution within the West Virginia state system of higher education may be transferable towards an associate degree or certificate. For institutions outside the West Virginia system, only credits, not grades, are transferable for college-level courses passed with a grade of D or higher. 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.hepc.wvnet.edu/search/index.html> for information on the state policy on general studies credit to all other state institutions of higher education in West Virginia for credit with the grade earned.

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

### **Intrauniversity Transfers**

Students transferring from Potomac State College to WVU-Morgantown or vice versa 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://www.potomacstatecollege.edu/current-student/>. 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 from Individual Classes**

**Deadlines** Until the Friday of the tenth week of class (or Friday of the fourth week in a six-week summer session, or Friday of the second week of a three-week summer session), students may withdraw from individual courses. Deadlines are published in the *Schedule of Courses* each semester. If you follow all established college procedures and withdraw before the published deadline, you will receive a W on your transcript. Grade point averages are not affected in any way by this mark.

**Procedures** Before withdrawing from individual classes, consult your adviser to determine if:

- Your course load would be reduced below the minimal number of hours required to qualify for financial aid, housing, athletic competition, or international full-time student status.
- The courses to be dropped are required to fulfill academic probationary conditions.
- The courses from which you want to withdraw might be corequisite with other courses you are taking, or prerequisite to other courses required for the next term.

### **Withdrawal from All Classes for the Term**

**Deadlines** You may withdraw from the College any time before the last day of a term on which regular classes are scheduled to meet. You will receive grades of W in all your courses for the term. There is a slight possibility that you may receive a grade of WU if a professor petitions the registrar due to some unforgivable situation.

### **Procedures**

Students who decide to leave Potomac State should withdraw from all classes and must do so in accordance with established College policy. Students are responsible for all financial obligations and for following established procedures. This includes the submission of appropriate information and signature of forms in person at the Office of Enrollment Services.

Students who are unable to withdraw in person because of illness, accident, or other valid reasons must send notification of their intention to withdraw along with all appropriate required information to the Office of Enrollment Services. The notice must be verified in writing along with a signature.

With the help of their academic advisers, students are responsible for determining how withdrawal from the College affects their future status with the College, including such aspects as suspension for failure to make progress toward a degree or violation of established academic probation and eligibility for scholarships, fellowships, or financial aid.

## Financial Aid Refund and Repayment Policy

Federal regulations require that West Virginia University recalculate eligibility for financial assistance for students who completely withdraw, drop out, or are dismissed before completing the enrollment period. Students who receive all unsatisfactory grades (defined as at least one F and no passing grades) at the end of the grading period will be considered as unofficially withdrawn at the semester mid-point unless documentation is available that demonstrates continued class participation. Application of this policy may result in the necessity for a student to return financial aid funds to various Title IV federal aid programs including Federal Pell Grant, Federal SEOG, Federal Perkins Loan, and William D. Ford Federal Direct Student and PLUS loans.

A student earns Title IV federal aid based upon the length of time the student remains enrolled during the enrollment period. Students who withdraw on or before completing 60% of the semester may be required to return a portion of federal financial assistance. The determination of 60% of the term is computed by dividing the total number of calendar days in the term into the number of calendar days completed as of the date of student withdrawal. Scheduled breaks of five consecutive days or more are excluded. The percentage of Title IV assistance which the student has earned is equal to this percentage of the term completed. If the withdrawal occurs after 60% of the term is completed, the percentage earned is considered to be 100%.

If more Title IV aid was disbursed than was earned by the student, WVU is required to return the lesser of (1) the unearned aid percentage applied to institutional charges or (2) the unearned aid percentage applied to the total Title IV aid received. The student must return unearned aid for which s/he is responsible after subtracting the amount the school will return. Funds are returned in the following priority:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal Perkins Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal ACG (Academic Competitiveness Grant)
- Federal SMART Grant
- Federal SEOG
- Other Title IV assistance
- Other federal, state, private, or institutional aid
- The student

If less Title IV aid was disbursed than was earned by the student, the student is entitled to a post-withdrawal disbursement within 30 days of withdrawal.

The return of financial aid may result in unpaid charges to West Virginia University for tuition/fees and room/board. West Virginia University will bill the student for any balance due. Students who owe a repayment to any federal financial aid program are no longer eligible for financial aid at any post-secondary institution. Eligibility may be regained after repayment is satisfied.

## West Virginia University Financial Aid Office

### Standards of Satisfactory Academic Progress for Financial Aid

To receive funds administered by the Financial Aid Office at West Virginia University, students must be making measurable academic progress toward completion of an eligible degree or certificate program. Federal regulations require evaluation of both quantitative and qualitative academic progress. The following policy will be used to evaluate student progress at the conclusion of each spring semester.

The academic year at West Virginia University consists of fall/spring/summer enrollment periods. The measurement of academic progress is made annually at the conclusion of the spring semester. In cases where the student is determined to be ineligible for aid, s/he may attend summer school sessions immediately following the determination of financial aid suspension and receive financial aid. The determined status is effective with the following fall semester.

Students enrolling at West Virginia University for the first time (including transfers) will be considered initially to be meeting academic progress. The measurement of academic progress will be made at the conclusion of the spring semester and will include any transfer credit that the academic record contains.

The following guidelines are used to determine satisfactory academic progress:

- A. Required Cumulative Grade Point Average
  - 1-28 attempted credit hours . . . . . 1.6
  - 29-58 attempted credit hours. . . . . 1.9
  - 59 or more attempted credit hours . . . . . 2.0
  - All graduate attempted credit hours . . . . . 2.25
- B. Successful completion of at least 70% of all attempted credit hours (this calculation will be rounded to the closest whole number). Courses with grades of "W", "I", or "F", all accepted transfer hours, and courses taken under the "D/F" repeat rule are included in attempted credit hours but are not included in completed credit hours.
- C. Completion of stated degree objective within 150% of the number of hours required for the degree. For a baccalaureate program of 128 hours, students must complete within 192 attempted credit hours. Undergraduates enrolled in a five-year degree program have an additional 32 attempted credit hours to complete the program.

Students pursuing a second undergraduate bachelor's degree will have an extension of 60 attempted credit hours to complete their work. For an associate program of 64 credit hours, students must complete within 96 attempted credit hours. Students pursuing a second associate's degree will have an extension of 21 attempted credit hours to complete their work. For a certificate program of 32 credit hours, students must complete within 48 attempted credit hours. Graduate students in a master's degree program have a maximum of 54 attempted credit hours to obtain the degree objective. Graduate students pursuing a second master's degree have a maximum of 54 attempted credit hours to obtain the second degree objective. Doctoral students have a maximum of 108 attempted credit hours (including master's degree work).

Financial eligibility is limited at each level to no more than two associate degrees, two undergraduate degrees, two master's degrees, and one doctorate. Students who wish to pursue additional degrees beyond these limits may do so but without federal financial assistance.

## **Warning and Suspension of Financial Aid**

A student who fails to meet the above standards (excluding item C) will be placed on a “warning” status and will remain academically eligible for financial aid for the next enrollment period. At the conclusion of the “warning” year, the student must meet the standards of progress in order to remain academically eligible for financial aid. In those instances where the student does not, s/he is placed on “financial aid suspension” and loses eligibility with the next enrollment period (excluding the summer immediately following the determination) until such time as the standards are met. Students who exceed the maximum number of credits for their stated degree objective (see item C above) lose eligibility for aid immediately.

## **Appeal Process**

Financial aid recipients/applicants who are not meeting standards of academic progress and who are placed on “financial aid suspension” may appeal to the Financial Aid Appeals Committee. Appeals may be granted due to hardship based on extenuating circumstances such as death of an immediate family member; personal injury or illness of the student or other documented circumstances as explained by the student and approved by the Financial Aid Appeals Committee. Documentation such as death certificate/notice, physician’s statement, academic degree plans, academic transcript or other documents deemed appropriate by the Appeals Committee is required, along with the “Appeal Form” available in the Financial Aid Office or on-line at [www.wvu/finaid](http://www.wvu/finaid). Appeals submitted for fall term must be in by September 15th; appeals submitted for spring term must be in by February 15th.

Applicants who appeal and are denied by the Financial Aid Appeals Committee have the right to further consideration as follows:

- Director of Financial Aid and Scholarships
- Financial Aid Review Committee
- Office of the WVU President

Each level may be used only one time. If an appeal is denied at the President’s Office, the student is not eligible for any further financial aid from WVU until such time that the student becomes compliant with the satisfactory academic progress guidelines.

Students who have lost eligibility and do not enroll at WVU for a period of time are not automatically reinstated to financial aid upon return to the institution. Those students are required to submit an appeal to the appropriate level of review.

# College Costs

## Projected Fees and Expenses for 2009-2010 Academic Year

(These fees are accurate as of June 2009, but are subject to change without notice.)

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### Enrollment Fees Per Semester

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#### Associate Degree and Certificate Program

	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
12 (or more) hours	\$1,443	\$2,537	\$4,373
11 hours	\$1,328	\$2,340	\$4,023
10 hours	\$1,210	\$2,130	\$3,660
9 hours	\$1,089	\$1,917	\$3,294
8 hours	\$968	\$1,704	\$2,928
7 hours	\$847	\$1,491	\$2,562
6 hours	\$726	\$1,278	\$2,196
5 hours	\$605	\$1,065	\$1,830
4 hours	\$484	\$852	\$1,464
3 hours	\$363	\$639	\$1,098
2 hours	\$242	\$426	\$732
1 hour	\$121	\$213	\$366

#### Bachelor of Applied Science Degree Fee Schedule

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

	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
12 (or more) hours	\$1,791	\$2,929	\$4,793
11 hours	\$1,647	\$2,703	\$4,408
10 hours	\$1,500	\$2,460	\$4,010
9 hours	\$1,350	\$2,214	\$3,609
8 hours	\$1,200	\$1,968	\$3,208
7 hours	\$1,050	\$1,722	\$2,807
6 hours	\$900	\$1,476	\$2,406
5 hours	\$750	\$1,230	\$2,005
4 hours	\$600	\$984	\$1,604
3 hours	\$450	\$738	\$1,203
2 hours	\$300	\$492	\$802
1 hour	\$150	\$246	\$401

#### Metro Fee

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

#### Additional Fee Information

If a student is enrolled for classes both on- and off- campus, all fees will be charged according to the regular on-campus fee schedule. Students taking television and newspaper courses will also pay full fees according to the on-campus fee schedule. If a student is enrolled in courses which meet only at off-campus locations, special on-campus enrollment fees will not be charged.

Any course having a laboratory may be subject to a Laboratory Fee. A Laboratory Fee of \$20 to \$60 may be assessed when enrolling in laboratory courses in areas such as agriculture, computer science, physical science, and engineering.

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

**Classes for High School Students**

Courses designated for high school students only, whether offered on campus or at high school locations, will be offered at a special rate of \$65 per credit-hour fee for the 2009-2010 academic year. Students who enroll in these classes must meet the early admissions criteria explained previously in this catalog.

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

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**Eligibility**

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

**No Credit Option**

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

**Credit Option**

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

**Space Availability**

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

**Application Process**

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

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**Explanation as to Use of Enrollment Fees**

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	<u>WV Resident Full-time Rate Per Semester</u>	<u>Nonresident Full-time Rate Per Semester</u>
<b>Tuition:</b> Used for maintenance and operation of the College, personnel, instructional material, improvement of student services, and capital improvement purposes	\$1,140	\$4,070

**Special Fee:**

Includes entertainment, cultural enrichment programs, student government operations, operation of College's Student Health Center, defrayment of expenses with intercollegiate athletic programs, and operation of Student Union	\$233	\$233
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**Technology Fee:**

Restricted to the purchase of hardware and software used to enhance the academic experiences of students	\$40	\$40
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**Library Fee:**

Restricted for the operation of the library	\$30	\$30
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<b>Total Enrollment Per Semester</b>	<b>\$1,443</b>	<b>\$4,373</b>
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<b>Books and Supplies Per Semester</b> (estimated)	<b>\$580</b>	<b>\$580</b>
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**Residence Hall Expenses Per Semester – 2009-2010**

(Same rate for WV Resident, Nonresident, and Metro)

	<u>Occupancy</u>	<u>Full-time Rate Per Semester</u>	
<b>Friend, Memorial, and Reynolds Residence Halls</b>			
Double Room – Fall & Spring Semesters	2 people	\$1,460	
Double Room – Summer Session Daily Rate	2 people	\$14.61	
Private Room	1 person	\$2,095	
Double Room with private bath	2 people	\$2,165	
Triple Room	3 people	\$1,325	
<b>University Place Residence Hall</b>			
Double Suite – Fall & Spring Semesters	4 people	\$1,930	1 bath
Double Room – Fall & Spring Semesters	2 people	\$2,270	1 bath
Private Room with Private Bath	1 person	\$2,645	1 bath
Summer Session Univ Place Double Suite Daily Rate	4 people	\$18.37	1 bath
Summer Session Univ Place Private Double Daily Rate	2 people	\$21.62	1 bath
<b>Resident Hall and Commuter Meal Plans</b>			
Board – 19 Meal Plan with \$50 Bonus Bucks		\$1,648	
Board – 15 Meal Plan with \$50 Bonus Bucks		\$1,539	
Board – 10 Meal Plan with \$50 Bonus Bucks		\$1,388	
<b>Commuter Only Meal Plans</b>			
25 Meals (per semester)		\$205	
50 Meals (per semester)		\$313	
80 Meals (per semester)		\$425	
25 Meals (per semester) with \$100 Bonus Bucks		\$305	
50 Meals (per semester) with \$100 Bonus Bucks		\$413	
80 Meals (per semester) with \$100 Bonus Bucks		\$525	
<b>Summer Only Meal Plans</b>	80 Meals	\$425	
<b>Residence Hall Application*</b>		\$200	

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

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

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**Fall and Spring Semesters – Academic Year 2009-2010**

	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
Enrollment Fees	\$ 2,886	\$ 5,074	\$ 8,746
Books, supplies, etc.	\$ 1,160	\$ 1,160	\$ 1,160
Board and Room	<u>\$ 7,156</u>	<u>\$ 7,156</u>	<u>\$ 7,156</u>
<b>Total Expenses</b>	\$11,202	\$13,390	\$17,062

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

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	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
Enrollment Fees	\$ 3,582	\$ 5,858	\$ 9,586
Books, supplies, etc.	\$ 1,160	\$ 1,160	\$ 1,160
Board and Room	<u>\$ 7,156</u>	<u>\$ 7,156</u>	<u>\$ 7,156</u>
<b>Total Expenses</b>	\$11,898	\$14,174	\$17,902

**Other Fees or Charges that May Be Required:**

Bad Check Fee	\$25
Diploma Replacement Fee	\$20
Graduation Fee/Diploma Fee	\$25
I.D. Card (First One)	\$15
I.D. Card Replacement	\$10
Lab Fees – Applicable to Specific Courses	\$20 to \$60
Electronic Delivery Course Fee	\$40
Late Payment Fee	\$50
Late Registration Fee	\$50
Music Fee: 1 lesson per week (Music Prep)	\$220
Off-Campus Course Resource Fee (1) per credit hour	\$40
Orientation Fee	\$50
Parking Fee (Resident/Commuter)	\$40
Practice Room Rental	\$15
RBA Course Transfer Evaluation	\$10
RBA Degree Evaluation	\$300
Residence Hall Application Fee/Deposit	\$200
Study Abroad Off-Campus Fee (per credit hour)	\$50
Transcript	\$6
Transcript (Priority)	\$10



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**Summer Session – 2010**(Fee Subject to Change Without Notice)

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**Enrollment Fee Per Summer Session – Associate Degree Certificate Program**

<u>Hours Enrolled</u>	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
12 (or more) hours	\$1,210	\$2,304	\$4,140
11 hours	\$1,108	\$2,120	\$3,803
10 hours	\$1,010	\$1,930	\$3,460
9 hours	\$909	\$1,737	\$3,114
8 hours	\$808	\$1,544	\$2,768
7 hours	\$707	\$1,351	\$2,422
6 hours	\$606	\$1,158	\$2,076
5 hours	\$505	\$965	\$1,730
4 hours	\$404	\$772	\$1,384
3 hours	\$303	\$579	\$1,038
2 hours	\$202	\$386	\$692
1 hour	\$101	\$193	\$346

**Summer Session Fees – Associate Degrees and Certificate Programs**

	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
Tuition Fee	\$1,140	\$2,234	\$4,070
Technology Fee	\$40	\$40	\$40
Library Fee	\$30	\$30	\$30

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**Total Fees Per**

<b>Summer Session</b>	\$1,210	\$2,304	\$4,140
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Books/Supplies Per Session (apx.)	\$580	\$580	\$580
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**Enrollment Fee per Summer Session – Bachelor of Applied Science (Third and Fourth Year)**

<u>Hours Enrolled</u>	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
12 (or more) hours	\$1,558	\$2,696	\$4,560
11 hours	\$1,427	\$2,483	\$4,188
10 hours	\$1,300	\$2,260	\$3,810
9 hours	\$1,170	\$2,034	\$3,429
8 hours	\$1,040	\$1,808	\$3,048
7 hours	\$910	\$1,582	\$2,667
6 hours	\$780	\$1,356	\$2,286
5 hours	\$650	\$1,130	\$1,905
4 hours	\$520	\$904	\$1,524
3 hours	\$390	\$678	\$1,143
2 hours	\$260	\$452	\$762
1 hour	\$130	\$226	\$381

**Summer Session Fees – Bachelor of Applied Science (Third and Fourth Year)**

	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
Tuition Fee	\$1,488	\$2,626	\$4,490
Technology Fee	\$40	\$40	\$40
Library Fee	\$30	\$30	\$30
Total Fees Per Summer Session	\$1,558	\$2,696	\$4,560
Books/Supplies Per Session (apx.)	\$580	\$580	\$580

Residence Hall Expenses Per Summer Session

Room - University Place Double Suite . . . . .	\$18.37 per day
Meal Cost (if offered) – 80 meals . . . . .	\$425
Residence Hall Application* . . . . .	\$200

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

Methods of Payment of Fees

All tuition and fees and room and board charges normally must be paid in full before the first day of the term each semester or each summer session. However, payment plans to assist with the payment of tuition and fees are available to all students

60/40

A 60/40 payment plan is available for fall and spring semesters. The first payment of 60% of balances not covered by financial aid is due before the first day of classes, with the remaining balance due by the end of the sixth week of classes.

Monthly Payment Plan

The TuitionPay plan is a monthly payment plan available to help you avoid large lump-sum payments. You can spread your tuition and housing expenses over several months, interest free. For enrollment and more information about this plan, visit [www.tuitionpay.salliemae.com/wvu](http://www.tuitionpay.salliemae.com/wvu).

Credit cards (VISA, MASTERCARD, and DISCOVER) also will be accepted for payment of tuition and fees.

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

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

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

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

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

Refunding of Fees and Deposits

A student who officially withdraws from the University within the refund period is eligible for a refund of tuition and fees.\* Every effort is made to process refunds within 30 days.

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

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

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

**Refund Schedule for Withdrawal from the College**

**Fall/Spring Semesters**

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

The refund schedule for summer sessions is available in the Student Accounts/Cashier’s Office and the Business Office.

**Dropped Courses**

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

- Tuition, special and refundable miscellaneous fees are refundable at 100% during the first week of classes only and nonrefundable thereafter.
- Lab fees are refundable at 100% during the first week of classes only and nonrefundable thereafter.
- Nonrefundable miscellaneous fees include transcript fee, graduation fee (if graduating), and late payment fee.

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

**Financial Aid**

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

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

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

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

# Academic Affairs

## General Information and Regulations

### Advanced Placement Program (AP)

West Virginia University encourages you to work to your full capacity and to earn your degree at your own learning speed. As a high school junior or senior, you can take college-level courses offered at your school in conjunction with the College Entrance Examination Board (CEEB). The Advanced Placement Service administers three-hour examinations to show competency equal to that received by taking the actual college course. The chart below shows the subject areas, the necessary test scores, and the WVU equivalent courses.

Advanced Placement Program			
Examination	Minimum Score	Credit Hours	Course Equivalent
ART HISTORY	3	3	
BIOLOGY	3	8	BIOL 101, 102, 103, 104
BIOLOGY	4	4	BIOL 115
CHEMISTRY	3	8	CHEM 115, 116
COMPUTER SCIENCE			
Computer Science A	3	3	open credit CS
Computer Science AB	3	6	open credit CS
(6 units maximum for both tests)			
ECONOMICS			
Microeconomics	3	3	ECON 201
Macroeconomics	3	3	ECON 202
ENGLISH			
Engl. Lit. and Comp.	3	4	ENGL 131
Engl. Lit. and Comp.	4	6	ENGL 131, 132
Engl. Lang. and Comp.	3	3	ENGL 101
Engl. Comp. and Lit.	4	6	ENGL 101, 102
(9 units max. for both tests)			
FOREIGN LANGUAGE			
French Language	3	6	FRCH 101, 102
Spanish Language	3	6	SPAN 101, 102
GEOGRAPHY			
Human Geography	3	3	
GOVERNMENT & POLITICS			
American	3	3	POLS 102
Comparative	3	3	POLS 101
HISTORY			
American	3	6	HIST 152, 153
European	3	6	HIST 101, 102
World	3	6	
MATHEMATICS			
Calculus AB	3	4	MATH 129
Calculus AB	4	4	MATH 155
Calculus BC	3	4	MATH 155
Calculus BC	4	8	MATH 155, 156
STATISTICS			
Statistics	3	3	STAT 211

**PHYSICS**

Physics B	3	4	PHYS 101
Physics B	4	8	PHYS 101, 102
Physics C Mechanics	3	4	PHYS 111
Physics C Elect./Magnet.	3	4	PHYS 112

**PSYCHOLOGY**

Introductory Psychology.	3	3	PSYC 101
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*Note: Students receiving AP credit for any physics course will have to register for and complete the corresponding physics labs by special arrangement.*

**College Level Examination Program (CLEP)**

If an incoming student has gained a significant level of maturity through life experiences, he or she may receive college credit for these educationally related experiences through the College Level Examination Program (CLEP) of the CEEB. A policy of the WVU Board of Governors allows University credit to be awarded for successful completion of CLEP subject examinations, except English composition and freshman English. Up to 18 credits of general education credit may be earned for successful performance on the CLEP general examinations and applied toward an associate degree. Although this program was designed primarily for adults, exceptionally well-qualified high school seniors may use the CLEP program. The following table indicates the areas in which WVU grants credit based on the minimum score required. It should be noted that no student is eligible for CLEP credits after he or she has enrolled at WVU.

A student with at least one year of active military service may receive college-level credit by submitting a copy of his or her DD214 or a SMART or AARTS transcript.

**College Level Examination Program (CLEP)**

<b>General Examinations</b>	<b>WVU Equivalent</b>	<b>Minimum Score Required</b>
English Composition. (with essay)	ENGL 101 (3 hr.)	59
English Composition (multiple choice)	No credit	--
Humanities	LSP A non-specified credit (6 hr.)	50
Mathematics	LSP C non-specified credit (4 hr.)	50
Natural Science	LSP C non-specified credit (6 hr.)	50
Social Science and History	LSP B non-specified credit (6 hr.)	50
<b>Subject Tests:</b>		
American Literature	ENGL 241 (3 hr.)	59
Analysis & Interpret. of Lit.	ENGL 131 (3 hr.)	59
College Composition	No credit	--
English Literature	ENGL 262 (3 hr.)	60
Freshman English	No credit	--
College French (Levels 1 and 2)	FRCH 101 and 102 (6 hr.)	50
	FRCH 203 and 204 (6 hr.)	59
College Spanish (Levels 1 and 2)	SPAN 101 and 102 (6 hr.)	50
	SPAN 203 and 204 (6 hr.)	63
American Govt.	POLS 102 (3 hr.)	50
American Hist. I	HIST 152 (3 hr.)	49
American Hist. II	HIST 153 (3 hr.)	49
Western Civilization I	HIST 101 (3 hr.)	50
Western Civilization II	HIST 102 (3 hr.)	50
General Psychology	PSYC 101 (3 hr.)	50
Human Growth and Development	CD&FS 110 (3 hr.)	51
Intro. Macroeconomics	ECON 202 (3 hr.)	50

Intro. Microeconomics	ECON 201 (3 hr.)	50
Intro. Sociology	SOCA 101 (3 hr.)	50
College Math	MATH 121 (3 hr.)	50
College Algebra	MATH 126 (3 hr.)	48
Trigonometry	MATH 128 (3 hr.)	54
College Algebra/Trig.	MATH 129 (4 hr.)	50
Calculus with Elementary Functions	MATH 155 (4 hr.)	49
General Biology	BIOL 101 and 102 (6 hr.) –(No credit for labs)	49
General Chemistry	CHEM 115 (4 hr.)	50
Computers and Data Processing	To be determined by the dept.	49
Intro. Accounting	ACCT 201 and 202 (6 hr.)	54

### **Credit by Examination (Institutional)**

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

#### **Policies**

- The student must be enrolled at Potomac State College during the semester that the credit is being sought.
- 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 for Curriculum and Instruction in consultation with the appropriate Division Chair.
- No student may attempt institutional credit by examination more than once for the same course.
- The student must demonstrate a background sufficient to warrant an exam.
- 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**

- 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 for Curriculum and Instruction.
- 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.
- 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.
- A student who believes that a non-passing grade on the exam was due to a capricious, arbitrary, or prejudiced academic evaluation or reflects discrimination based on race, color, creed, sex, or national origin, may appeal the decision. The appeal will follow the same procedure as used for the appeal of a grade.

## Independent Study Classes

Independent study classes may occasionally be contracted between a student and Potomac State College when:

1. The student has achieved good academic standing (GPA of 2.0 or higher),
2. The course requested for independent study is a requirement for graduation under the student's major, and
- 3a. There is no possibility of taking the course by the expected graduation date, or
- b. Unavoidable schedule conflict between required courses that are part of a sequence for which a real hardship would occur for the student to be able to complete his or her program in two years.

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

Students should consult with their advisers. All requests for Independent study classes require the approval of the Dean for Curriculum and Instruction.

## Grading System

A . . . . .	excellent (given only to students of superior ability and attainment)
B . . . . .	good (given only to students who are well above average, but not in the highest group)
C . . . . .	fair (average for undergraduate students)
D . . . . .	poor but passing
F . . . . .	failure
I . . . . .	incomplete
W . . . . .	withdrawal from a course before the date specified in the University calendar
WU . . . . .	withdrawal from the college doing unsatisfactory work
P . . . . .	pass (see Pass/ Fail Grading below)
X . . . . .	auditor, no grade and no credit
CR . . . . .	credit but no grade
S . . . . .	satisfactory
U . . . . .	unsatisfactory (equivalent to F)
INC . . . . .	permanent incomplete
IF . . . . .	incomplete grade not removed by next regular term (computed as an F)
UF . . . . .	unforgivable F (not eligible for D/F repeat policy)
PR . . . . .	re-enroll (student's progress in a foundations course is satisfactory but course competencies have not yet been mastered)

## Pass-Fail Grading

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

Student option: Any full-time student who has completed 15 hours and who has maintained a 2.0 grade-point average may take a maximum of four hours each semester or summer session on a pass/ fail basis. Any course taken on a pass/fail basis must be a free elective. Students are limited to a total of 18 hours of pass/fail credit in the collegiate career. Unless otherwise indicated, courses in the major, courses in other subjects that are required by the major, and courses taken to satisfy college requirements are excluded from pass/fail. For example, courses elected to satisfy the General Education Curriculum (GEC) or foreign language requirements may not be taken for pass/fail grading.

A course on a pass/fail basis is graded as a graded course. The instructor turns in the appropriate letter grade to the Office of Enrollment Services. 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 course or a pass/fail grade.

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

**Grade Point Average**

All academic units of the University require minimum standards of scholastic quality that must be met or exceeded. Grade point average (GPA) is computed on grades earned at Potomac State College of WVU and institutions in the West Virginia system of higher education only. To be eligible to receive a degree, a student must have a GPA of at least 2.0 at the time of graduation. GPA is based on all work for which a student received a letter grade other than W, WU, P, and PR. See D/F repeat policy, below.

**Grade Points**

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

A.....	4
B.....	3
C.....	2
D.....	1
F.....	0
I.....	0
U.....	0

The grade point average is computed on all work for which a student registers, with the following exceptions: Courses with a grade of W, WU, P, PR, S, and X carry no grade value. The grade of Incomplete (I) initially carries no grade value.

The grade of I is given when the instructor of the course believes that the work is unavoidably incomplete or that an additional examination is justified. There must be a written contract between the student and instructor, including a timeline for completion of the work.

To remove the grade of I, a student does not register for the course again; instead, he or she arranges to submit incomplete or supplemental work to the original instructor of the course. When a student receives the grade of I and the incomplete grade is later removed, the grade point average is calculated on the basis of the new grade. If the I grade is not removed within the next semester enrolled, the grade of I is treated as an F (failure).

**GPA Calculations**

Students should know how to calculate their overall and semester grade point averages. The following example shows how to do it. Assume you are registered for 16 hours and receive the following grades in these courses:

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



## Sample Calculation of Grade-Point Average

Course	Credit	Grade	Grade Value	Credit x Grade Value**		Grade Points
English 101	3	B	3	3 x 3	=	9
Geology 101	3	C	2	3 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

- Multiply the credit by the grade value to get the grade points earned for each course.
- Add the total grade points, in this case, 39.
- 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 taken no later than semester or summer term in which the student completes the sixtieth hour (including any class in which a student earns a grade and transfer classes, the student may “D/F repeat” that course. Academic advisors assist students with completing the appropriate form, which should be filed during the semester in which the student is repeating the course. The course can be repeated only at West Virginia University, Potomac State College of WVU, or WVU Institute of Technology. Students have only one opportunity to improve their original grades under the D/F repeat policy. The new grade becomes the grade that counts toward the student’s cumulative GPA and credit hours for graduation, even if the repeated course grade is lower than the original grade in the course. The D/F repeat policy will be enacted anytime an eligible course is repeated.

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

- 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.
- The original grade is not deleted from the student’s permanent record.
- The second grade is entered on the student’s transcript and marked as included (I) in the semester that the student repeated the course.
- Grades of Unforgivable F (UF) are not eligible for D/F repeat. Such a failure is indicated on the student’s permanent record by an UF and is calculated in the GPA.

## Academic Forgiveness Policy

See “Enrollment Services” Section for details.

## Auditing Courses

An auditor may register for courses and must pay full fees but does not receive credit for the course. A student who audits a course must let one semester pass before enrolling in the same course for credit. A student may change his or her status from audit to grade or grade to audit only during the registration period. Attendance requirements for auditors are determined by the instructor of the course.

## Course Overloads

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

## 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 090, 091, 093). Credits for these courses are not counted in the hours required for graduation at Potomac State College and are not intended for transfer. These courses count toward athletic eligibility and financial aid. These courses are designed to give the under-prepared student an opportunity to succeed in college. Based on placement scores, students may be required to enroll in one or more foundations courses. Refer to the "Enrollment Services" portion of this catalog for additional information concerning placement guidelines.

## Grade Reports and Distribution

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

## Classification of Students and Hours Carried

*Freshmen:* Students who have satisfied all requirements for admission. *Sophomores:* Students who have fulfilled all entrance requirements and have full credit for 28 semester hours of college work.

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

## Military Policy

The policy provided below shall apply to all full-time and part-time students, and to all currently employed and future full-time and adjunct faculty members.

**Policy:** Students who are called to military service of the United States may be granted full refund of refundable fees (but no course credit) if the call comes before the end of the first three-fourths of the semester. If the call comes after that, full credit for courses may be granted if the student has passing grades at the time of departure. This policy does not apply to students who withdraw to enlist.

### Procedure:

1. Students who are called to military service and 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. Any exceptions to this rule require agreement between the faculty member, the student, and the Dean for Curriculum and Instruction.
2. Students who leave the College for military service after the 12th week of the semester should work with the designated contact person, the Dean for Curriculum and Instruction, or their academic adviser. The contact person will assist the student in reviewing the student's eligibility for credit for his or her 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:
  - a. If the course is substantially complete and the student has done passing work, the student should receive the grade earned at that time.

- b. 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.
- c. The student may choose to withdraw from the course, and the contact person will work to provide an administrative withdrawal.
- d. The contact person will ensure that the appropriate grades are filed for the student.

## **Commitment to Assessment**

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

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

## **Honors**

### **Honor Society**

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

### **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. An Honors Scholar may transfer into the West Virginia University Honors Program in Morgantown if he or she chooses to change campuses after graduation from Potomac State College.

### **Provost's and Dean's Lists**

Full-time students whose academic accomplishments are of significant quality to merit special recognition are placed on either the **Provost's List** or the **Dean for Curriculum and Instruction's List**. To be placed on the Provost's List, a student must be enrolled for at least 12 semester hours, 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 for Curriculum and Instruction's List, a student must be enrolled for 12 or more semester hours, and must maintain a grade-point average of 3.000 to 3.699 for the semester which he or she is enrolled.

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

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

## **Student Attendance**

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

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

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

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

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

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

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

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

## **Finals**

The last week of each semester of the academic year is designated as finals week. Final examinations for the summer sessions are given on the last day of classes. The Schedule of Courses gives the dates and times for final examination.

If you take a section of a multi-section course, you 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 week of classes preceding finals week. Evening classes have their final exams on the last meeting of the class preceding finals week.

## **Advisory System/Academic Advisers**

The Dean for Curriculum and Instruction 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.

## **Student Success Center**

The student success center is located in Science Hall 116. Professional tutoring and peer tutoring services are available.

## **Rights & Responsibilities**

Each student shall have the right to grades based upon academic performance and requirements. If a student feels the final grade reflects a capricious, arbitrary, or prejudiced academic evaluation, or reflects discrimination based on race, color, creed, sex, national origin, political affiliation, handicap, or age, the student has the right to appeal.

Each student shall have the right to appeal academic penalties.

Each student shall have access to the College catalog in which academic program requirements are described (e.g., required courses, total credit requirements, residence requirements, special program requirements, minimum grade-point average, probation standards, professional standards, etc.).

Each student shall have the right to receive from the instructor written descriptions of content and requirements for any course in which he or she is enrolled (e.g., attendance expectations, laboratory requirements, and special requirements including field trips and costs, grading standards and procedures, professional standards, etc.).

The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out above.

Each student shall have the right to receive written grade reports or other written statements of academic progress at the end of each academic term, including a warning of unsatisfactory academic progress. Students have the right to be notified at midterm of unsatisfactory progress (D or F) in undergraduate courses in which they are enrolled.

## **Probation and Suspension**

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

The Dean for Curriculum and Instruction, faculty advisers, the Office of Student Affairs, the Office of Enrollment Services, and others are available to assist the student with solutions to problems. In the final analysis, however, the student must assume responsibility for any academic deficiencies or irregularities.

Any student whose cumulative grade-point average is 2.0 or higher is in good academic standing in the College. Every degree requires a minimum grade-point average of 2.0 for graduation.

Students are placed on academic probation or academic suspension by the Dean for Curriculum and Instruction and will be formally notified in writing.

## **Academic Probation Regulations**

The list of students on academic probation is compiled by the Dean for Curriculum and Instruction at the end of each regular semester. Probation automatically applies when a student does not have a cumulative grade-point average of at least 2.0 (C average), unless the student is to be suspended.

A student who is placed on academic probation may continue to enroll on a full-time basis.

A student who is not suspended will be removed from academic probation only after the grade-point deficiency has been made up and the overall grade-point average is 2.0 or better.

**Academic Suspension Regulations**

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.

Normally, students will be suspended only at the end of the spring semester. However, the Dean for Curriculum and Instruction may suspend a student at any other time of the year if the student’s cumulative Grade Point Average is below the required minimum.

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 will be suspended for the spring semester.

Suspension is for one semester. If a student has been on suspension for one semester, he or she may apply for full-time readmission.

A suspended student who is re-admitted under the provisions mentioned previously will be placed on academic probation.

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 for Curriculum and Instruction. If the appeal is denied by the Dean for Curriculum and Instruction, the student may appeal to the Provost.

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 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 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.

Readmission of students who have been suspended for a second time will be for one semester and subject to conditions established by the Dean for Curriculum and Instruction.

**Minimum Allowable Grade Point Average**

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

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

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

Students have the right to appeal final course grades which they believe reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, 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. This procedure provides a mechanism whereby a student may appeal a failing grade or a grade low enough to cause the student to be dismissed from some program or to require the repetition of a course. Grade appeals that do not meet this classification are not precluded.

- Step 1. The student shall discuss the complaint with the instructor involved prior to the mid-semester of the succeeding regular semester, whether the student is enrolled or not. If the two parties are unable to resolve the matter satisfactorily, if the instructor is not available, or if the nature of the complaint makes discussion with the instructor inappropriate, the student shall notify the chairperson of the instructor's division (or, if none, the dean). The chairperson or dean shall assume the role of an informal facilitator and assist in their resolution attempts. If the problem is not resolved within five academic days from when the complaint is first lodged, the student may proceed directly to Step 2.
- Step 2. The student must prepare and sign a document that states the facts constituting the basis for the appeal within five academic days from when the original complaint was lodged. Copies of this document shall be given to the instructor and to the instructor's chairperson (or, if none, to the dean). If, within five academic days of receipt of the student's signed document, the chairperson does not resolve the problem to the satisfaction of the student, the student will forward the complaint to the instructor's dean (see Step 3).
- Step 3. Within five academic days of receipt of the complaint, the instructor's dean shall make a determination regarding the grade, making any recommendation for a grade change to the instructor involved. If the instructor involved does not act on the dean's recommendation, or if the student disagrees with the decision of the dean, the dean will refer the case to a representative committee, appointed by the dean, for final resolution. This committee shall consist of three or more faculty members, including at least one person outside the instructor's division.

Upon receiving an appeal, the committee will notify in writing the faculty member involved of the grade challenge, which shall include a statement of the facts and evidence to be presented by the student.

The committee shall provide to the faculty member involved and the student making the appeal written notification of their right to appear at a hearing to be held before the college representative committee, together with the notice of the date, time, and place of the hearing.

The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.

The final decision of this committee shall be forwarded to the instructor and to the dean involved. If the decision requires a change of grade, the instructor shall take action in accordance with the committee's decision.

If the instructor does not act within five academic days, the dean shall make any necessary grade adjustment. In the case of grade appeals, the dean functions as the campus provost's designee; therefore, implementation of this decision shall end the appeal procedure.

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

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

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

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

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

- 1) Notify the student in writing of the charge and the penalty and schedule a conference within five academic days of discovering the infraction.
- 2) Meet with the student to discuss the issue, to review all relevant materials, and to complete the Notification of Academic Misconduct (NAM) form (<http://facultysenate.wvu.edu>) as soon as possible but no longer than five academic days following the discovery of the violation.

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

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

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

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



# Degree Programs

## Baccalaureate Degree Programs

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

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

## Associate Degree Programs

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

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

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

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

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

Some A.A.S. degree courses are offered only at Potomac State College and will not apply to a West Virginia University baccalaureate degree. These courses are identified in the Course Descriptions as 49 NP (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:

- Complete a specified minimum of 60 semester hours of college credit for two-year associate degree programs and 31 semester hours for one-year certificate programs (some majors require more than 60 credit-hours for the associate degree);
- Complete all required courses outlined in the degree program;
- Maintain a minimum cumulative grade-point average of C (2.0) on all work attempted at Potomac State College and other institutions of the West Virginia System of Higher Education;<sup>1</sup>
- Satisfy the General Education Curriculum (GEC) requirements as applicable to specific degrees in the prescribed courses of study;

<sup>1</sup>Credits from institutions outside the West Virginia State system for courses carrying a grade of "D" or higher are transferable and may be appropriate to a Potomac State College degree. These grades, however, are not transferable and are not part of the cumulative grade-point average.

Submit an application for graduation to the Dean for Curriculum and Instruction on or before the announced deadline for submission of graduation applications during the first month of the semester or term in which one expects to graduate;

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

### **University 101**

All students entering WVU as freshmen or as transfer students with fewer than 29 hours must take University 101 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 advisors.

Alternative courses offered at Potomac State College of WVU include AGRL 111, ENGR 199, HONR 199, and FOR 101.

### **Residence Requirements**

If you are a transfer student who has completed all your undergraduate work in another school in the West Virginia system of higher education, then you must complete either your 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. If you are a transfer student whose undergraduate work has been completed outside of the West Virginia system of higher education, then you must complete a total of 45 hours or at least the last 15 hours of work in residence at PSC. You may also be required to earn up to 8 hours in your major field regardless of the number of hours or the nature of the course transferred.

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

### **Second Associate Degree**

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

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

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

Credits and grades for all college-level courses from institutions within the West Virginia state system of higher education may be transferable towards an associate degree or certificate. Transfer credit from regionally accredited institutions outside the West Virginia state system will be accepted only for courses carrying a grade of D or better and when said courses are directly applicable to the student's major. Consult the Dean for Curriculum and Instruction and the Enrollment Services Office.

## General Education Curriculum (GEC)

### The Purpose of General Education

WVU aims to provide students with a foundation of skills and knowledge necessary to reason clearly, communicate effectively, and contribute to society. The General Education Curriculum is designed to ensure that students meet these goals through inquiry-based learning across the disciplines. In conjunction with a major field, and in consultation with their advisers, students will design programs of study that satisfy the GEC's Objectives.

The learning objectives reflect the fact that, in an increasingly interdependent world, it is crucial that students learn to interact constructively with people from different cultures, to understand viewpoints different from their own, and to identify and resolve issues of personal and professional ethics. The GEC strives to help students become thoughtful participants in a democratic society, and to achieve the intellectual integration and awareness they will need to meet changes and challenges in their personal, social, and professional lives.

### Policies governing this curriculum

- Students will take between 41 and 43 credits in this curriculum
- Students may take up to nine credits of designated courses in their majors to satisfy objectives 2-9.
- Students may take only two courses in one discipline (outside the major) to fulfill the GEC objectives.
- Most courses fulfill two GEC objectives. The student will choose which one of those objectives a particular course will fulfill.
- Courses satisfying learning objectives 2-9 may also satisfy a course requirement for the major.

### Courses Fulfilling Objectives

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

#### General Education Curriculum Objectives:

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

#### Requirement

Successful completion of English 101 and 102

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

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

#### Requirements

Successful completion of one course in mathematics or statistics. This course may also satisfy major course requirements. Courses satisfying this requirement appear below in Group A. . . . . 3 credits

Successful completion of two courses in the natural or physical sciences of which one course has a lab requirement. These courses may also satisfy major course requirements. Courses satisfying this requirement appear below in Group B. . . . . 7-8 credits

Successful completion of either one additional course in mathematics or statistics, one course in the natural or physical sciences, or one course in the areas of natural resources and the environment. This course may also satisfy major course requirements. Courses satisfying this requirement may be selected from Groups A, B, or C. . . . . 3 credits

#### Courses Fulfilling This Objective

*Group A:* MATH 121, 124, 126, 128, 150, 155, 156; STAT 111, 211

*Group B:* BIOL 101, 102, 103, 104, 105, 106, 115, 117; CHEM 111, 112, 115, 116; GEOG 106, 107; GEOL 101, 102, 103, 104; PHYS 101, 102, 105, 111, 112

*Group C:* AEM 341; ARE 187; ASTR 106; CS 101; ENVP 155; FOR 140; HN&F 171; MDS 124; PHYS 111; PLSC 206; WMAN 150

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

**Requirement**

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

**Courses Fulfilling This Objective**

ARE 220; ARHS 101, 120, 160; ENGL 225, 261, 262, 263, 272; HIST 101, 102, 106, 108, 152, 153, 179, 180; POLS 101, 102, 210, 220; RELG 102

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

**Requirement**

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

**Courses Fulfilling This Objective**

AEM 341; AGEE 101, 220; ARE 150, 187, 220; ASP 220; BIOL 107; CDFS 110; COMM 100, 102, 104; COUN 230; CS 101; ECON 201, 202; EDUC 200; ENVP 155; FOR 140; GEOG 106, 107, 108, 205, 240; GEOL 101; HIST 108, 209; HN&F 171; MDS 124; MUSC 170; PHIL 100, 170; POLS 101, 102, 210, 220, 260; PSYC 101, 241, 251, 281; RELG 105; SOCA 101, 107, 232, 235; SOWK 105, 147; SEP 271, 272, 373; SPA 270; STAT 111, 211; WMAN 150; WMST 170

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

**Requirement**

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

**Courses Fulfilling This Objective**

ARHS 101, 120, 160; ENGL 131, 132, 154, 225, 232, 233, 235, 241, 242, 261, 262, 263, 272, 285; HUM 101, 102; MUSC 170, 175; THET 102

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

**Requirements**

University 101 or equivalent course. . . . . 1 credit

Successful completion of one additional course addressing at least one of the following: personality, motivation, cognition, behavior, social interaction, critical reasoning, ethical judgment, psychological and physiological growth and development, health, and well-being . . . . . 3 credits

**Courses Fulfilling This Objective**

AGEE 220; ARE 150; CDFS 110; COMM 100, 102, 104; COUN 230; EDUC 200; PHIL 100, 170; PSYC 101, 232, 241, 251, 281; RELG 105; SEP 272; SPA 270

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

**Requirement**

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

**Courses Fulfilling This Objective**

ASP 220; ENGL 154, 241, 242; GEOG 240; HIST 152, 153; MUSC 175; PSYC 232; SOCA 101, 107, 232, 235; SOWK 105, 147; SEP 271, 373; WMST 170

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

**Requirement**

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

**Courses Fulfilling This Objective**

ECON 201, 202; GEOG 102, 108; HIST 101, 102, 209; HUM 101, 102; JRL 101; POLS 103, 260; SOCA 105; SPAN 101, 102, 203, 204

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

**Requirement**

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

**Courses Fulfilling This Objective**

AGEE 101; GEOG 102; HIST 106, 179, 180; JRL 101; POLS 103; RELG 102; SOCA 105; SPAN 101, 102, 203, 204

# Degree Programs

## 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 sector of agriculture business, and a wide range of public employment.

### Requirements for Graduation

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

English 101 and 102	6 credit-hours.
Biology 101, 102, 103, and 104	8 credit-hours.
Math 126	3 credit-hours.
Chemistry 111 and 112	8 credit-hours.
GEC electives	12 credit-hours.
Agriculture/ Forestry/ Horticulture electives	15 credit-hours.
Major requirements are Agriculture 111 and 112, Agricultural and Environmental Education 103, Plant Science 206, Agronomy 202 and 203, Animal and Veterinary Science 251, and agriculture electives	25 credit-hours.

### Recommended Two-Year Sequence

#### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
AGEE 103	Basics of Agricultural Mechanization	2
AGRL 111	Professions in Agriculture	1
BIOL 101	General Biology	3
BIOL 103	General Biology Laboratory	1
MATH 126	College Algebra	3
GEC Elective		3
Total		16

#### Second Semester

		Hrs.
ENGL 102	Composition and Rhetoric	3
AGRL 112	Professions in Agriculture	1
BIOL 102	General Biology	3
BIOL 104	General Biology Laboratory	1
GEC Elective		3
AGRL/ FOR/ HORT	Electives	6
Total		17

## SECOND YEAR

First Semester		Hrs.
CHEM 111	Survey of Chemistry	4
PLSC 206	Principles of Plant Science	4
GEC Elective		3
AGRL/ FOR/ HORT Electives		6
Total		17

Second Semester		Hrs.
CHEM 112	Survey of Chemistry	4
AGRN 202	Principles of Soil Science	3
AGRN 203	Principles of Soil Science Lab	1
A&VS 251	Principles of Animal Science	4
GEC Elective		3
Total		15

**Total Hours: 65**

## Agriculture Degree/A.A. Agronomy Major

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

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

### Requirements for Graduation

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

English 101 and 102	6 credit-hours.
Biology 101 and 103	4 credit-hours.
Chemistry 115 and 116	8 credit-hours.
Physics 101	4 credit-hours.
Math 126, 128 and Stat 211	9 credit-hours.
Speech Pathology and Audiology 270	3 credit-hours.
GEC electives	6 credit-hours.
Major Requirements are Agriculture 111 and 112; Agricultural and Environmental Education 101 and 110; Agronomy 202 and 203; Agricultural and Resource Economics 150; Animal and Veterinary Science 251; and Plant Science 206	
	23 credit-hours.

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## Recommended Two-Year Sequence

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### FIRST YEAR

First Semester		Hrs.
AGRL 111	Professions in Agriculture	1
ENGL 101	Composition and Rhetoric	3
BIOL 101	General Biology	3
BIOL 103	General Biology Laboratory	1
MATH 126	College Algebra	3
AGEE 110	Microcomputer Applications in Agricultural Education	3
Total		14

Second Semester		Hrs.
AGRL 112	Professions in Agriculture	1
ENGL 102	Composition and Rhetoric	3
A&VS 251	Principle of Animal Science	4
MATH 128	Plane Trigonometry	3
AGRN 202	Principles of Soil Science	3
AGRN 203	Principles of Soil Science Lab	1
Total		15

### SECOND YEAR

First Semester		Hrs.
CHEM 115	Fundamentals of Chemistry	4
PHYS 101	Introductory Physics	4
PLSC 206	Principles of Plant Science	4
ARE 150	Introductory Agricultural and Agribusiness Economics	3
GEC Elective	(Recommend AGEE 101)	3
Total		18

Second Semester		Hrs.
CHEM 116	Fundamentals of Chemistry	4
SPA 270	Effective Public Speaking	3
STAT 211	Elementary Statistical Inference	3
GEC Electives		6
Total		16

**Total Hours: 63**

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



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

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

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

**Requirements for Graduation**

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

English 101 and 102	6 credit-hours.
Biology 101 and 103	4 credit-hours.
Chemistry 111 and 12	8 credit-hours.
Math 126	3 credit-hours.
GEC Electives	9 credit-hours.
Major requirements are Agriculture 111 and 112; Agricultural and Environmental Education 110; Agricultural and Resource Economics 150; Horticulture 220, 260 and 262; Plant Science 206; Agronomy 202 and 203; and a 3 credit Agriculture or Horticulture Elective	
	35 credit-hours.

**Recommended Two-Year Sequence**

**FIRST YEAR**

First Semester		Hrs.
AGRL 111	Professions in Agriculture	1
ENGL 101	Composition and Rhetoric	3
BIOL 101	General Biology	3
BIOL 103	General Biology Laboratory	1
MATH 126	College Algebra	3
HORT 260	Trees and Shrubs	3
Total		14

Second Semester		Hrs.
AGRL 112	Professions in Agriculture	1
ENGL 102	Composition and Rhetoric	3
A&VS 251	Principles of Animal Science	4
ARE 204	Agribusiness Management	3
HORT 220	General Horticulture	3
GEC Elective		3
Total		17

## SECOND YEAR

First Semester		Hrs.
CHEM 111	Survey of Chemistry	4
AGEE 110	Microcomputer Applications in Agricultural Education	3
PLSC 206	Principles of Plant Science	4
HORT 262	Herbaceous Plant Materials	3
ARE 150	Introductory Agricultural and Agribusiness Economics	3
Total		17

Second Semester		Hrs.
CHEM 112	Survey of Chemistry	4
AGRN 202	Principles of Soil Science	3
AGRN 203	Principles of Soil Science Lab	1
AG/HORT Elective		3
GEC Electives		6
Total		17

**Total Hours: 65**

## Agriculture Degree/A.A.

### Agricultural and Environmental Education Major

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

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

### Requirements for Graduation

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

English 101 and 102	6 credit-hours.
Biology 101 and 103	4 credit-hours.
Chemistry 111	4 credit-hours.
Math 126 (Students who plan to teach grades 5-12 may substitute Math 121)	3 credit-hours.
Psychology 101 and 241	6 credit-hours.
GEC electives	6 credit-hours.
The major requirements are Agriculture 111 and 112; Agricultural and Environmental Education 101, 103, 110, 203, and 220; Plant Science 206; Agronomy 202 and 203; Animal and Veterinary Science 251; Horticulture 220; and Agricultural and Resource Economics 204	
	34 credit-hours.

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## Recommended Two-Year Sequence

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### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
MATH 126	College Algebra	3
BIOL 101	General Biology	3
BIOL 103	General Biology Laboratory	1
AGEE 101	Global Food and Agricultural Industry	3
AGEE 103	Basics of Agricultural Mechanization	2
AGRL 111	Professions in Agriculture	1
Total		16

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
ARE 204	Agribusiness Management	3
PSYC 101	Introduction to Psychology	3
GEC Elective		3
AGRL 112	Professions in Agriculture	1
HORT 220	General Horticulture	3
Total		16

### SECOND YEAR

First Semester		Hrs.
PLSC 206	Principles of Plant Science	4
CHEM 111	Survey of Chemistry	4
AGEE 110	Microcomputer Applications	3
AGEE 203	Agricultural Mechanics Practica	3
AGEE 220	Group Organization and Leadership	3
Total		17

Second Semester		Hrs.
AGRN 202	Principles of Soil Science	3
AGRN 203	Principles of Soil Science Lab	1
A&VS 251	Principles of Animal Science	4
PSYC 241	Introduction to Human Development	3
GEC Elective		3
Total		14

**Total Hours: 63**

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

This curriculum includes five areas of concentration: general agricultural economics, agribusiness management, farm management, rural development and resource economics. The general agricultural economics area of concentration provides a basic background for a variety of agriculturally-related careers. **Career Opportunities:** Agribusiness and farm management areas provide specialized training for careers in agribusiness, credit, government and farming. Rural development and resource economics areas of concentration provide training for careers in community development, rural planning and management of natural resources. Employment opportunities exist with agribusiness firms, extensions, local, state, and national and international agencies.

**Requirements for Graduation**

In order to earn an Associate of Arts Degree in Agriculture with a major in Agriculture Resource Management, a student must complete a minimum of 64 credit-hours of course work. The following courses are required:

English 101 and 102	6 credit-hours.
Biology 101 and 103	4 credit-hours.
Chemistry 111	4 credit-hours.
Math 126 and Statistics 211	6 credit-hours.
Economics 201 and 202	6 credit-hours.
GEC electives	9 credit-hours.
Major requirements are Agriculture 111 and 112; Plant Science 206; Agricultural and Resource Economics 110, 150 and 204; Agricultural and Environmental Education 101 and 110; Animal and Veterinary Science 251; and Agronomy 202 and 203	29 credit-hours.

**Recommended Two-Year Sequence**

**FIRST YEAR**

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
BIOL 101	General Biology	3
BIOL 103	General Biology Laboratory	1
MATH 126	College Algebra	3
AGEE 101	Global Food and Agricultural Industry	3
AGRL 111	Professions in Agriculture	1
ARE 150	Introductory Agricultural and Agribusiness Economics	3
Total		17

**Second Semester**

		Hrs.
ENGL 102	Composition and Rhetoric	3
AGRL 112	Professions in Agriculture	1
ARE 204	Agribusiness Management	3
GEC Electives		6
ECON 201	Principles of Microeconomics	3
Total		16

## SECOND YEAR

First Semester		Hrs.
PLSC 206	Principles of Plant Science	4
CHEM 111	Survey of Chemistry	4
ARE 110	Agribusiness Accounting	3
AGEE 110	Microcomputer Applications in Agricultural Education	3
ECON 202	Principles of Macroeconomics	3
Total		17

Second Semester		Hrs.
A&VS 251	Principles of Animal Science	4
STAT 211	Elementary Statistical Inference	3
AGRN 202	Principles of Soil Science	3
AGRN 203	Principles of Soil Science Lab	1
GEC Electives		3
Total		14

**Total Hours: 64**

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

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

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

#### **Requirements for Graduation**

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

English 101 and 102 . . . . .	6 credit-hours.
Biology 101, 102, 103, and 104. . . . .	8 credit-hours.
Chemistry 111 and 112 . . . . .	8 credit-hours.
Math 126. . . . .	3 credit-hours.
GEC electives . . . . .	6 credit-hours.
Major requirements are Agriculture 111 and 112; Plant Science 206; Animal and Veterinary Science 150 and 251; Agricultural and Resource Economics 150 and 204; Agricultural and Environmental Education 101 and 110; Agronomy 202 and 203. . . . .	28 credit-hours.

At least 6 credit-hours of Agriculture electives.

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## Recommended Two-Year Sequence

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### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
AGRL 111	Professions in Agriculture	1
BIOL 101	General Biology	3
BIOL 103	General Biology Laboratory	1
MATH 126	College Algebra	3
ARE 150	Introductory Agricultural and Agribusiness Economics	3
A&VS 150	Introduction to Animal Science	2
Total		16

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
AGRL 112	Professions in Agriculture	1
BIOL 102	General Biology	3
BIOL 104	General Biology Laboratory	1
A&VS 251	Principles of Animal Science	4
AGRL Elective		3
Total		15

### SECOND YEAR

First Semester		Hrs.
CHEM 111	Survey of Chemistry	4
PLSC 206	Principles of Plant Science	4
AGEE 101	Global Food and Agricultural Industry	3
AGEE 110	Microcomputer Applications in Agricultural Education	3
GEC Elective		3
Total		17

Second Semester		Hrs.
CHEM 112	Survey of Chemistry	4
AGRN 202	Principles of Soil Science	3
AGRN 203	Principles of Soil Science Lab	1
ARE 204	Agribusiness Management	3
GEC Elective		3
AGRL/HORT Elective		3
Total		17

**Total Hours: 65**

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

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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. The program has been structured to meet WVU transfer requirements, but it can be modified to meet the requirements of other colleges or universities.

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

**Requirements for Graduation**

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

English 101 and 102	6 credit-hours.
Biology 101, 102, 103, and 104 or BIOL 115 and 117	8 credit-hours.
Chemistry 115, 116, 233, 234, 235, and 236	16 credit-hours.
Microbiology	4 credit-hours.
Physics 101 and 102	8 credit-hours.
Math 126 and 128 or Math 155 (4 credits)	6 credit-hours.
GEC electives	6 credit-hours.
The major requirements are Agriculture 111 and 112 and Animal and Veterinary Science 150 and 251 and 3 credits agriculture elective	11 credit-hours.

**Recommended Two-Year Sequence**

**FIRST YEAR**

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
BIOL 101	General Biology	3
BIOL 103	General Biology Laboratory or BIOL 115	1
CHEM 115	Fundamentals of Chemistry	4
AGRL 111	Professions in Agriculture	1
A&VS 150	Introduction to Animal Science	2
MATH 126	College Algebra	3
Total		17

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
BIOL 102	General Biology	3
BIOL 104	General Biology Lab. or BIOL 117	1
CHEM 116	Fundamentals of Chemistry	4
AGRL 112	Professions of Agriculture	1
A&VS 251	Principles of Animal Science	4
Total		16

**SECOND YEAR**

First Semester		Hrs.
PHYS 101	Introductory Physics	4
CHEM 233	Organic Chemistry	3
CHEM 235	Organic Chemistry Lab.	1
MATH 128	Plane Trigonometry or GEC Elective	3
AGRL Elective		3
GEC Elective		3
Total		17

Second Semester		Hrs.
PHYS 102	Introductory Physics	4
CHEM 234	Organic Chemistry	3
CHEM 236	Organic Chemistry Lab.	1
AEM 341	General Microbiology	4
GEC Electives		3
Total		15

**Total Hours: 65**

## **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 two 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.

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

English 101 and Business Technology 107 . . . . . 6 credit-hours.

Biology 101 and 103 or Biology 102 and 104. . . . . 4 credit-hours.

Business Technology 109 or Math 121 . . . . . 3 credit-hours.

Fine Arts Elective. . . . . 3 credit-hours.

Social Science Elective . . . . . 3 credit-hours.

The major requirements are Agriculture 111 and 112; Agricultural and Environmental Education 103, 110 and 203; Agricultural and Resource Economics 110, 150 and 204, Agronomy 202 and 203; Horticulture 220; Animal and Veterinary Science 150 and 251, Plant Science 206; and Agriculture, Forestry and Consumer Sciences 491. An additional 3 credit-hours in agriculture, forestry, or horticulture are required. . . . . 44 credit-hours.

### **Recommended Two-Year Sequence**

#### **FIRST YEAR**

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
AGRL 111	Professions in Agriculture	1
AGEE 103	Basics of Agricultural Mechanization	2
AGEE 110	Microcomputer Applications in Agricultural Education	3
A&VS 150	Introduction to Animal Science	2
ARE 150	Introduction to Agricultural and Agribusiness Economics	3
Total		14



<b>Second Semester</b>		<b>Hrs.</b>
BTEC 107	Business Communications	3
BTEC 109	Business Mathematics	3
AGRL 112	Professions in Agriculture	1
Fine Arts Elective		3
BIOL 101 or 102	General Biology	3
BIOL 103 or 104	General Biology Laboratory	1
HORT 220	General Horticulture	3
<b>Total</b>		<b>17</b>

## **SECOND YEAR**

<b>First Semester</b>		<b>Hrs.</b>
ARE 110	Agribusiness Accounting	3
AGEE 203	Agricultural Mechanics Practica	3
PLSC 206	Principles of Plant Science	4
AGRL/EQST/FOR/HORT Elective		3
Social Science Elective		3
<b>Total</b>		<b>16</b>

<b>Second Semester</b>		<b>Hrs.</b>
A&VS 251	Principles of Animal Science	4
AGRN 202	Principles of Soil Science	3
AGRN 203	Principles of Soil Science Lab	1
ARE 204	Agribusiness Management	3
AFCS 491	Professional Field Experience	5
<b>Total</b>		<b>16</b>

**Total Hours: 63**

## **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 two Potomac State College farms.

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

## Requirements for Graduation

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

Biology 101 and 103 or Biology 102 and 104. . . . .	4 credit-hours.
English 101 and BTEC 107 . . . . .	6 credit-hours.
Chemistry 111 . . . . .	4 credit-hours.
Math 121 or 126 . . . . .	3 credit-hours.
Fine Arts Elective. . . . .	3 credit-hours.
Social Science Elective . . . . .	3 credit-hours.
The major requirements are Agriculture 111 and 112; Agricultural and Environmental Education 110; Agriculture and Resource Economics 110 and 204; Animal and Veterinary Science 251; Plant Science 206; Equine Studies 101, 105, 115, 120, 230, and 240; Agriculture or Equine Studies elective . . .	
	44 credit-hours.

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## Recommended Two-Year Sequence

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### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
AGRL 111	Professions in Agriculture	1
AGEE 110	Microcomputer Applications in Agricultural Education	3
MATH 121	Introductory Concepts of Math	3
EQST 101	Introduction to Equine Science	3
EQST 105	Equine Safety and Behavior	3
EQST 115	Riding Basics	1
Total		17

Second Semester		Hrs.
AGRL 112	Professions in Agriculture	1
BTEC 107	Business Communications	3
BIOL 101	General Biology	3
BIOL 103	General Biology Laboratory	1
ANPR 338	Horse, Livestock, and Poultry Evaluation	3
EQST 120	Introduction to Horsemanship and Training	4
Total		15

### SECOND YEAR

First Semester		Hrs.
ARE 110	Agribusiness Accounting	3
PLSC 206	Principles of Plant Science	4
Social Science Elective		3
EQST 230	Advanced Horsemanship and Training	4
Total		14

Second Semester		Hrs.
ARE 204	Agribusiness Management	3
A&VS 251	Principles of Animal Science	4
EQST 240	Equine Facilities and Stable Management.	4
Fine Arts Elective		3
AGRL/ EQST Elective		3
Total		17

**Total Hours: 63**

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

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

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

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

**Requirements for Graduation**

In order to earn an Associate of Arts Degree in Arts and Sciences with a major in Biology, a student must complete a minimum of 62 hours of course work, of which the following courses are required:

English 101 and 102 .....	6 credit-hours.
Six credit-hours of a Foreign Language at the Intermediate Level for students pursuing a B.A. degree. (Students may need to take the first year of a language [elementary level] to prepare for intermediate level).	
Chemistry 115, 116, 233, 234, 235, and 236 .....	16 credit-hours.
Math 155 and 156 are required for B.A.; Math 155 and Stat 211 are required for B.S. (students may have to take Math 126 and 128 as prerequisites for meeting Math requirements).....	7 credit-hours.
Physics 101 and 102.....	8 credit-hours
Six credit-hours of GEC electives.	
Major requirements are Biology 115, 117, 219, and 221 .....	15 credit-hours.

**Recommended Two-Year Sequence toward a B.S. Degree**

**FIRST YEAR**

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
BIOL 115	Principles of Biology	4
CHEM 115	Fundamentals of Chemistry	4
MATH 155	Calculus 1	4
UNIV 101*	Orientation	(1)
Total		15

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
BIOL 117	Introductory Physiology	4
CHEM 116	Fundamentals of Chemistry	4
STAT 211	Elementary Statistical Inference	3
ORIN 270	Introduction to Health Careers (Optional)	1
Total		14-15

**SECOND YEAR**

First Semester		Hrs.
BIOL 219	The Living Cell	4
CHEM 233	Organic Chemistry	3
CHEM 235	Organic Chemistry Lab	1
PHYS 101	Introductory Physics	4
GEC Elective		3
<b>Total</b>		<b>15</b>

Second Semester		Hrs.
BIOL 221	Ecology and Evolution	3
CHEM 234	Organic Chemistry	3
CHEM 236	Organic Chemistry Lab	1
PHYS 102	Introductory Physics	4
GEC Electives		6
<b>Total</b>		<b>17</b>

**Total Hours: 61***\*Required of first-time, first-semester students; not required for graduation.***Recommended Two-Year Sequence toward a B.A. Degree****FIRST YEAR**

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
BIOL 115	Principles of Biology	4
CHEM 115	Fundamentals of Chemistry	4
MATH 155	Calculus 1	4
UNIV 101*	Orientation	(1)
<b>Total</b>		<b>15</b>

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
BIOL 117	Introductory Physiology	4
CHEM 116	Fundamentals of Chemistry	4
MATH 156	Calculus 2	4
ORIN 270	Introduction to Health Careers (Optional)	1
<b>Total</b>		<b>15-16</b>

**SECOND YEAR**

First Semester		Hrs.
BIOL 219	The Living Cell	4
CHEM 233	Organic Chemistry	3
CHEM 235	Organic Chemistry Lab	1
PHYS 101	Introductory Physics	4
Foreign Language 203** or GEC Elective		3
<b>Total</b>		<b>15</b>

Second Semester		Hrs.
BIOL 221	Ecology and Evolution	3
CHEM 234	Organic Chemistry	3
CHEM 236	Organic Chemistry Lab	1
PHYS 102	Introductory Physics	4
Foreign Language 204** or GEC Elective		3
GEC Elective		3
<b>Total</b>		<b>17</b>

**Total Hours: 62**

*\*Required of first-time, first-semester students; not required for graduation.*

*\*\*Students who present more than two or more units of high school credit in a foreign language may satisfy this requirement by taking courses 203 and 204 in their first year and six hours of GEC elective courses in the second year. Students who do not have adequate high school credit must take four semesters of study in one language.*

## **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, business management, finance, or marketing.

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

### **Requirements for Graduation**

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

English 101, 102 . . . . .	6 credit-hours.
Math 126, Math 150, and Statistics 211 . . . . .	9 credit-hours.
Sociology 101, Psychology 101 . . . . .	6 credit-hours.
Computer Science 101 . . . . .	4 credit-hours.
Natural science with laboratory. . . . .	4 credit-hours.
GEC electives . . . . .	12 credit-hours.

The major requirements are Economics 201 and 202 and Accounting 201 and 202 . . . . . 12 credit-hours.

Nine credit-hours of non-business, non-economics electives must be taken to fulfill the 62 credit-hour minimum for an Associate of Arts Degree.

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

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## Recommended Two-Year Sequence

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### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
ECON 201	Principles of Microeconomics	3
MATH 124	Finite Mathematics	3
SOCA 101	Introduction to Sociology	3
GEC Elective		3
UNIV 101*	Orientation	(1)
Total		15

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
ECON 202	Principles of Macroeconomics	3
MATH 150	Introduction to Calculus	3
CS 101	Introduction to Computer Applications	4
GEC Elective		3
Total		16

### SECOND YEAR

First Semester		Hrs.
ACCT 201	Principles of Accounting	3
PSYC 101	Introduction to Psychology	3
GEC Electives		6
Laboratory Science		4
Total		16

Second Semester		Hrs.
ACCT 202	Principles of Accounting	3
STAT 211	Elementary Statistical Inference	3
GEC Electives		6
Elective (Non-business and non-economics)		3
Total		15

### Total Hours: 62

*\*Required of first-time, first-semester students; not required for graduation.*

To apply for admission to the College of Business and Economics of West Virginia University, students must have completed 58 credit hours, which include the following:

- Six hours of principles of economics (ECON 201 and 202) with a C grade or better.
- Six hours of principles of accounting (ACCT 201 and 202) with a C grade or better.
- Three hours of statistics (ECON 225) with a C grade or better. (STAT 211 will substitute.)
- Three hours of college algebra (MATH 126) with a C grade or better and three hours of calculus (MATH 150) with a passing grade for the Bachelor of Science in business administration, or a grade of C or better for the Bachelor of Science in economics. MATH 155 and MATH 156 can be used to satisfy the mathematics requirements.
- Six hours of composition and rhetoric with a passing grade.
- Four hours of computer science (CS 101).

To apply, students must also have at least a 2.50 GPA.

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

This program is designed for students who wish to receive a Bachelor of Science in Economics. Students who desire to receive a Bachelor of Arts in Economics should complete a modified program to be developed in consultation with the adviser.

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

**Requirements for Graduation**

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

- English 101 and 102 ..... 6 credit-hours.  
Math 126, Math 150, and Statistics 211 ..... 9 credit-hours.  
Computer Science 101 ..... 4 credit-hours.  
Natural science with laboratory ..... 4 credit-hours.  
GEC electives ..... 12 credit-hours.  
Major requirements are Economics 201 and 202 and Accounting 201 and 202 ..... 12 credit-hours.  
Six credit-hours of electives in non-business and non-economics fields must be taken to complete the 62 credit-hour minimum needed to earn an Associate of Arts Degree.  
Due to the globalization of the American economy, it is highly recommended that pre-business and economics students consider taking a minimum of six credit hours in a foreign language.

**Recommended Two-Year Sequence**

**FIRST YEAR**

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
ECON 201	Principles of Microeconomics	3
MATH 126	College Algebra	3
SOCA 101	Introduction to Sociology	3
GEC Elective		3
UNIV 101*	Orientation	(1)
Total		15

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
ECON 202	Principles of Macroeconomics	3
MATH 150	Introduction to Calculus	3
CS 101	Introduction to Computer Applications	4
PSYC 101	Introductions to Psychology	3
Total		6

## SECOND YEAR

First Semester		Hrs.
ACCT 201	Principles of Accounting	3
Laboratory Science		4
GEC Electives		9
Total		16

Second Semester		Hrs.
ACCT 202	Principles of Accounting	3
STAT 211	Elementary Statistical Inference	3
Elective		3
Electives (Non-business and non-economics)		6
Total		15

### Total Hours: 62

*\*Required of first-time, first semester students; not required for graduation.*

On-campus and transfer students seeking admission to the College of Business and Economics of West Virginia University must have completed 58 credit hours, which include the following:

- Six hours of principles of economics (ECON 201 and 202) with a C grade or better.
- Six hours of principles of accounting (ACCT 201 and 202) with a C grade or better.
- Three hours of statistics (ECON 225) with a C grade or better. (STAT 211 will substitute.)
- Three hours of college algebra (MATH 126) with a C grade or better and three hours of calculus (MATH 150) with a passing grade for the Bachelor of Science in business administration, or a grade of C or better for the Bachelor of Science in economics. MATH 155 and MATH 156 can be used to satisfy the mathematics requirements.
- Six hours of composition and rhetoric with a passing grade.
- Four hours of computer science (CS 101).

To apply, students must also have at least a 2.50 GPA.

## 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:** A General Business 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 Technology with a major in General Business, a student needs to complete a minimum of 61 credit-hours of course work. The following courses are required:



English 101 .....	3 credit-hours.
Communications 100 and 104.....	3 credit-hours.
Economics 201 and 202 .....	6 credit-hours.
Mathematics 126 .....	3 credit-hours.
Lab Science.....	4 credit-hours.
Counseling 230 or Psychology 101 .....	3 credit-hours.
The major requirements are Accounting 201, 202; Business Technology 102, 107, 109; Computer Information Systems 100, 113, 114, 116; Office Systems Technology 223; and 9 credit-hours of Major Core Electives .....	
	39 credit-hours.

## Recommended Two-Year Sequence

### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
BTEC 102	Introduction to Business	3
CIS 100	Introduction to Computer Info Systems	3
CIS 113	Microcomputer Applications 1 (Word)	3
MATH 126	College Algebra	3
UNIV 101*	Orientation	(1)
Total		15

Second Semester		Hrs.
CIS 114	Micro Applications 2 (EXCEL)	3
CIS 116	Micro Applications 4 (ACCESS)	3
COMM 100	Principles of Human Communication	1
COMM 104	Human Communications in the Public Communication Context	2
BTEC 109	Business Mathematics	3
COUN 230	Life Choices or	
PSYC 101	Introduction to Psychology	3
Total		15

### SECOND YEAR

First Semester		Hrs.
ACCT 201	Principles of Accounting	3
BTEC 107	Business Communications	3
Lab Science		4
ECON 201	Principles of Microeconomics	3
Major Core Elective		3
Total		16

Second Semester		Hrs.
ACCT 202	Principles of Accounting	3
OSTC 223	Directed Office Experience	3
ECON 202	Principles of Macroeconomics	3
Major Core Electives		6
Total		15

### Total Hours: 61

Major Core Electives: BTEC 256-Managerial Accounting, BTEC 257-Income Tax Accounting, BTEC 260-Computerized Accounting, BTEC 295-Entrepreneurship; CIS 115-Microcomputer Applications 3 (POWERPOINT), CIS 118-Web Page Design, CIS 226-Photoshop Essentials, CIS 234-Computer Graphics-Illustrator; OSTC 222-Office Automation, OSTC 240-Fundamentals of Desktop Publishing.

*\*Required of first-time, first-semester students; not required for graduation.*

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 63 credit-hours of course work of which the following courses are required:

- English 101 and 102 ..... 6 credit-hours.  
Math 155 and 156 ..... 8 credit-hours.  
Six credit-hours of a foreign language at the elementary level.  
GEC electives ..... 12 credit-hours.  
Physics 111 and 112 ..... 8 credit-hours.  
Major requirements are Chemistry 115, 116, 233, 234, 235, and 236. .... 16 credit-hours.  
Chemistry 215 or General Elective. .... 4 or 3 credit-hours.

Recommended Two-Year Sequence

FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
CHEM 115	Fundamentals of Chemistry	4
MATH 155	Calculus 1	4
GEC Elective		3
Elective		3
UNIV 101**	Orientation	(1)
Total		17

Second Semester

		Hrs.
ENGL 102	Composition and Rhetoric	3
CHEM 116	Fundamentals of Chemistry	4
MATH 156	Calculus 2	4
GEC Electives		6
Total		17

## SECOND YEAR

First Semester		Hrs.
Foreign Language 101		3
CHEM 233	Organic Chemistry	3
CHEM 235	Organic Chemistry Lab.	1
GEC Elective or MATH 251		3-4
PHYS 111	General Physics	4
Total		14-15

Second Semester		Hrs.
Foreign Language 102		3
CHEM 234	Organic Chemistry	3
CHEM 236	Organic Chemistry Lab.	1
CHEM 215	Introductory Analytical Chemistry or General Elective	3-4
PHYS 112	General Physics	4
Total		14-15

### Total Hours: 63

*\*Students not qualified to start their first semester with Math 155 will start with Math 126 and 128 and finish with Math 156 in the third semester. Math 251 may be taken optionally in the fourth semester.*

*\*\*Required of first-time, first-semester students; not required for graduation.*

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

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

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

### Requirements for Graduation

In order to earn an Associate of Applied Science Degree in Computer Information Systems, a student needs to complete a minimum of 63 credit-hours. The following courses are required:

English 101 and BTEC 107	6 credit-hours.
Mathematics 126	3 credit-hours.
Psychology 101	3 credit-hours.
GEC Elective	3 credit-hours.
Major Core Electives	21 credit-hours.
Computer Information Systems 106, 107, 109, 114, 116, 118, 225, 232, 250	27 credit-hours.

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## Recommended Two-Year Sequence

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### FIRST YEAR

First Semester		Hrs.
CIS 106	PC Hardware Concepts	3
CIS 109	Networking Essentials	3
PSYC 101	Introduction to Psychology	3
MATH 126	College Algebra	3
ENGL 101	Composition and Rhetoric	3
UNIV 101*	Orientation	(1)
Total		15

Second Semester		Hrs.
CIS 107	Operating Systems	3
CIS 114	Micro Applications 2 (EXCEL)	3
CIS 116	Micro Applications 4 (ACCESS)	3
CIS 225	Internet Essentials	3
CIS 232	Visual Basic Programming I	3
Total		15

### SECOND YEAR

First Semester		Hrs.
CIS 118	Web Page Design	3
BTEC 107	Business Communications	3
GEC Elective		3
Major Core Electives		9
Total		18

Second Semester		Hrs.
CIS 250	Directed Comp Experience	3
Major Core Electives		12
Total		15

### Total Hours: 63

**Major Core Major Electives:** CIS 100-Introduction to Computer Information Systems, CIS 113-Microcomputer Applications 1 (WORD), CIS 115-Microcomputer Applications III (POWERPOINT), CIS 226-Image Management, CIS 228-E-Commerce, CIS 229-Digital Video Essentials, CIS 234-Computer Graphics-Illustrator; ACCT 201-Principles of Accounting, ACCT 202-Principles of Accounting; BTEC 260-Computerized Accounting; OSTC 240-Desktop Publishing.

*\*Required of first-time, first-semester students; not required for graduation.*

## Arts and Sciences Degree/A.A. Computer Science Major

The computer science curriculum prepares students in the transmission of information and provides training about computers and supporting systems and information regarding computer methods.

This program is designed for a student who wants to major in computer science at West Virginia University in either the Eberly College of Arts and Sciences or the College of Engineering and Mineral Resources after attending PSC for one year. The student must transfer after the first year to successfully matriculate into either program. In addition, the student must complete CS 110 and CS 111 in summer school in Morgantown before starting the sophomore year at WVU.

If the student is not capable of entering MATH 155 during the first semester, the student should consider the A.A.S. Computer Information Systems Program. Alternatively, the student could major in General Studies, but should be advised that the required courses must be completed before pursuing a Computer Science degree in Morgantown.

### Recommended One-Year Sequence Eberly College of Arts and Sciences

#### FIRST YEAR

First Semester		Hrs.
CS 101	Introduction to Computer Applications	4
ENGL 101	Composition and Rhetoric	3
MATH 155	Calculus 1	4
GEC Lab Science Elective		4
UNIV 101*	Orientation	(1)
Total		15

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
MATH 156	Calculus 2	4
GEC Electives		9
Total		16

### Recommended One-Year Sequence College of Engineering and Mineral Resources

#### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
CHEM 115	Principles of Chemistry	4
MATH 155	Calculus 1	4
ENGR 101	Engineering Problem Solving 1	2
ENGR 199	Orientation to Engineering	1
GEC Elective		3
Total		17

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
CS 101	Introduction to Computer Applications	4
ENGR 102	Engineering Problem Solving 2	3
MATH 156	Calculus 2	4
GEC Electives		3
Total		17

**Total Hours: 31-34**

*\*Required of first-time, first-semester students; not required for graduation.*

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 with the capability of transferring 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 area 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 63 credit-hours of course work. The following courses are required:

- English 101 and 102 . . . . . 6 credit-hours.
- Either Math 126 or Math 121 (students should consult with the college to which they are transferring to determine which course is preferred) . . . . . 3 credit-hours.
- Either History 101 and 102 or History 152 and 153 and fifteen additional  
GEC elective credit hours . . . . . 21 credit-hours total.
- Psychology 101 and Sociology 101 . . . . . 6 credit-hours total.
- One of the following natural science courses: Biology 101/103 or Chemistry 111  
or Geology 101/102 . . . . . 4 credit-hours.
- Computer Science 101 . . . . . 4 credit-hours.
- One of the following physical education courses: PE 101-Badminton, PE 102-Badminton/Volleyball,  
PE 125-Aerobics, PE 146-Self-Defense, PE 159-Soccer, PE 160-Beginning Tennis, PE 164-Weight  
Training . . . . . 1 credit-hour.
- The major requirements are Criminal Justice 111 or 206; Criminal Justice 101, 212, and 240; and 3 credit-  
hours Criminal Justice electives . . . . . 15 credit-hours.

Recommended Two-Year Sequence

FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
CJ 101	Introduction to Criminal Justice	3
MATH 121	Introductory Concepts of Mathematics or	
MATH 126	College Algebra	3
SOCA 101	Introduction to Sociology	3
GEC Elective		3
UNIV 101*	Orientation	(1)
Total		15

Second Semester

		Hrs.
ENGL 102	Composition and Rhetoric	3
CS 101	Introduction to Computer Applications	4
PSYC 101	Introduction to Psychology	3
GEC Elective		3
CJ 212	Abnormal Behavior and Crisis Intervention	3
Total		16

## SECOND YEAR

First Semester		Hrs.
Natural Science and Lab	(see Graduation Requirements)	4
COMM 100	Principles of Human Communication	1
COMM 104	Human Communication in the Public Communications Context	2
HIST 101	Western Civilization: Antiquity to 1600 or	
HIST 152	Growth of the American Nation	3
GEC Elective		3
CJ 111**	Police Operations or	
CJ 206**	Introduction to Corrections	3
<b>Total</b>		<b>16</b>

Second Semester		Hrs.
HIST 102	Western Civilization: 1600 to the Present or	
HIST 153	Making of Modern America	3
PE Elective		1
GEC Electives		6
CJ Elective		3
CJ 240	Adjudication Process	3
<b>Total</b>		<b>16</b>

**Total Hours: 63**

*\*Required of first-time, first-semester students; not required for graduation.*

*\*\*Depends on whether student is interested in law enforcement or corrections.*

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

The Associate of Applied Science In Criminal Justice Studies Degree provides students both traditional and non-traditional with the opportunity to complete a marketable two-year degree in criminal justice. The program is designed to train men and women in law enforcement, probation and parole, and corrections. This program is also designed for those people currently working in the criminal justice system police officers; corrections officers; juvenile, probation, and parole officers; and plant, public, and private security officers.

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

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

**Requirements for Graduation**

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

English 101 and Business Technology 107 .....	6 credit-hours.
Communications 100 and 104.....	3 credit-hours.
Mathematics 121.....	3 credit-hours.
Psychology 101, Sociology 101, Sociology 233, and Political Science 220 .....	12 credit-hours.
Computer Science 101 .....	4 credit-hours.
One of the following physical education courses: PE 101-Badminton, PE 102-Badminton/Volleyball, PE 125-Aerobics, PE 146-Self-Defense, PE 159-Soccer, PE 160-Beginning Tennis, and PE 164 Weight Training.....	1 credit-hour.
The major requirements are Criminal Justice 101, 111 or 206, 202, 204, 212, 225, 240, and 295 .....	24 credit-hours.
The Criminal Justice electives are CJ 111-Police Operations, 201-Traffic Law Enforcement, 206-Introduction to Corrections, 236-Criminal Investigation, and 255-Analysis of Correctional Operations.	

**Recommended Two-Year Sequence**

**FIRST YEAR**

First Semester			Hrs.
ENGL	101	Composition and Rhetoric	3
PSYC	101	Introduction to Psychology	3
CS	101	Introduction to Computer Applications	4
CJ	101	Introduction to Criminal Justice	3
CJ	111	Police Operations or	
CJ	206	Introduction to Corrections	3
UNIV	101*	Orientation	(1)
Total			16

**Second Semester**

BTEC	107	Business Communications	3
SOCA	101	Introduction to Sociology	3
CJ	202	Principles of Criminal Law	3
CJ	212	Abnormal Behavior and Crisis Intervention	3
CJ Elective			3
PE Requirement			1
Total			16

**SECOND YEAR**

First Semester		Hrs.
POLS 220	State and Local Government	3
SOCA 233	Juvenile Delinquency	3
CJ 240	Adjudication Process	3
CJ 204	Police Defense Tactics	3
CJ Elective		3
Total		15



Second Semester		Hrs.
MATH 121	Introductory Concepts of Mathematics	3
COMM 100	Principles of Human Communication	1
COMM 104	Human Communication in the Public Communications Context	2
CJ 295	Field Practicum	3
CJ 225	Criminal Procedure and Constitutional Law	3
CJ Elective		3
Total		15

**Total Hours: 62**

*\*Required of first-time, first-semester students; not required for graduation.*

## Certificate Criminal Justice Studies

The Certificate Program in Criminal Justice Studies is designed to train men and women in corrections and to provide them with marketable credentials for entry-level positions with corrections agencies.

**Career Opportunities:** Students with this certificate can secure entry-level positions as correctional officers or with municipal, county or state law enforcement.

### Requirements for Graduation

In order to earn a Certificate in Criminal Justice studies, a student needs to complete a minimum of 31 credit-hours of course work of which the following courses are required:

English 101 . . . . . 3 credit-hours.

Psychology 101 and Sociology 233 . . . . . 6 credit-hours.

One of the following physical education courses: PE 101-Badminton, PE 102-Badminton/Volleyball, PE 125-Aerobics, PE 146-Self-Defense, PE 159-Soccer, PE 160-Beginning Tennis, and PE 164 Weight Training . . . . . 1 credit-hour.

The major requirements are Criminal Justice 101, 204, 111 or 206, 212, 295, and six credit-hours of Criminal Justice electives . . . . . 21 credit-hours.

## Recommended One-Year Sequence

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
CJ 101	Introduction to Criminal Justice	3
CJ 206	Introduction to Corrections or	
CJ 111	Police Operations	3
CJ 204	Police Defense Tactics	3
SOCA 233	Juvenile Delinquency	3
UNIV 101*	Orientation	(1)
Total		15

<b>Second Semester</b>		<b>Hrs.</b>
PSYC 101	Introduction to Psychology	3
CJ Electives		6
CJ 212	Abnormal Behavior and Crisis Intervention	3
CJ 295	Field Practicum	3
PE Requirement		1
<b>Total</b>		<b>16</b>

**Total Hours: 31**

*\*Required of all first-time, first semester students; not required for graduation.*

## **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 must 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
- General Biology 101, 102, 103, and 104
- Chemistry 115 and 116
- Chemistry 233, 234, 235, and 236
- Physics 101 and 102

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

### **Dental Hygiene**

Potomac State College does not offer a pre-dental hygiene major at the associate's level; however, the following courses are required for most dental hygiene programs and can be taken at Potomac State College. Students wanting to enter a dental hygiene program should follow the general studies major at Potomac State College and incorporate the following courses: BIOL 101, 102, 103 and 104; CHEM 111 and 112; MATH 126; COMM 100/102 or 104; PSYC 101 and 241; SOCA 101; HN&F 171; ENGL 101 and 102; UNIV 101. It is recommended that students contact the institution to which they plan to transfer to before enrolling in these courses to ensure transferability and program requirements.

## **Education Degree/A.A. Programs for Elementary Education**

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

- Specializations for Grades 5-9
- French
- General Science
- Language arts
- Mathematics
- Social studies
- Spanish
- Specializations for K-12\*
- Special Education, Multi-categorical (BD, LD, MI)
- Specializations for Early Childhood
- Birth through age four. Pre-kindergarten and kindergarten
- \*Change under review.
- Programs for Secondary Education, Grades 5-12 and 9-12

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

- Specializations in Grades 5-12
- English
- French
- General science
- Mathematics
- Social studies
- Spanish
- Specializations in Grades 9-12
- Biology
- Chemistry
- Journalism
- Physics

## Education Degree/A.A.

### Birth through Pre-K Early Childhood Education Major

The Birth through Pre-K Early Childhood Education major focuses on the social, emotional, intellectual, and physical development of children. This program will prepare students to plan programs, perform developmental assessments, and interact with young children in developmentally appropriate settings; plan and implement pre-school programming; and work with infants and toddlers in child care placements.

**Career Opportunities:** Positions may be found in a variety of settings including child care centers, Head Start, nursery schools, hospitals, and human service agencies. Graduates with a bachelor's degree also work with parents in educational settings.

### Recommended Two-Year Sequence

#### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
CDFS 110	Families Across the Life-Span	3
HN&F 171	Introduction to Human Nutrition	3
PSYC 101	Introduction to Psychology	3
CS 101	Introduction to Computer Applications	4
UNIV 101*	Orientation	(1)
Total		16

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
CDFS 112	Introduction to Marriage and the Family	3
MATH 121	Introductory Concepts of Mathematics or	
MATH 126	College Algebra	3
SOCA 101	Introduction to Sociology	3
GEC Elective		3
Total		15

#### SECOND YEAR

First Semester		Hrs.
CDFS 210	Introduction to Parenting	3
PE 139	Kinder Skills-Gym	2
BIOL 101	General Biology	3
BIOL 103	General Biology Laboratory	1
EDUC 100	Education Colloquium	1
CHPR 172	First Aid and Emergency Care	2
GEC Elective		3
Total		15

Second Semester		Hrs.
CDFS 211	Infant Development	4
CDFS 212	Early Childhood Development	3
SOCA 105	Introduction to Anthropology	3
COMM 100	Principles of Human Communication	1
COMM 102	Human Communication in the Interpersonal Context	2
GEC Elective		3
Total		16

**Total Hours: 62**

\*Required of first-time, first-semester students; not required for graduation.

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

In order to earn an Associate of Arts Degree in Education with a major in Elementary Education, a student needs to complete a minimum of 63 credit hours of course work. The following courses are required:

English 101 and 102	.6 credit hours.
Math 126 and 128	.6 credit hours.
Statistics 211	.3 credit hours.
Education 100 and 200	.4 credit hours.
Those students intending to transfer to West Virginia University will select among the following courses to meet the WVU Multi-Subjects K-6 program:	
History 152 and 153 and an English literature elective	9 credit-hours.
Psychology 101 and 241, Geography 102, and Sociology 105	12 credit hours.
Biology 101/103, 102/104, and Geology 101/102	12 credit hours.
Physics 105 and Chemistry 111	.8 credit hours.

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

**Recommended Two-Year Sequence**

**FIRST YEAR**

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
EDUC 100	Education Colloquium	1
MATH 126	College Algebra	3
BIOL 101	General Biology	3
BIOL 103	General Biology Laboratory	1
SOCA 105	Introduction to Anthropology	3
UNIV 101*	Orientation	(1)
Total		14

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
MATH 128	Plane Trigonometry	3
PSYC 101	Introduction to Psychology	3
BIOL 102	General Biology	3
BIOL 104	General Biology Laboratory	1
Elective		3
Total		16

**SECOND YEAR**

First Semester		Hrs.
HIST 152	Growth American Nation	3
English Literature Elective		3
GEOG 102	World Regions	3
GEOL 101	Planet Earth	3
GEOL 102	Planet Earth Laboratory	1
CHEM 111	Survey of Chemistry	4
Total		17

Second Semester		Hrs.
EDUC 200	Professional Inquiry in Education	3
HIST 153	Making Modern America	3
STAT 211	Elementary Statistical Inference	3
PSYC 241	Introduction to Human Development	3
PHYS 105	Conceptual Physics	4
Total		16

**Total Hours: 63**

*\*Required of first-time, first semester students; not required for graduation.*

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

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

English 101 and 102 . . . . .6 credit hours.

Either Math 121 or 126 . . . . .3 credit hours.

Student should consult with adviser on which is needed and/or accepted for specialization at WVU.

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

Natural science with laboratory . . . . . 4 credit-hours.

The major requirements are Education 100 and Education 200. . . . . 4 credit-hours.

## Recommended Two-Year Sequence

### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
EDUC 100	Education Colloquium	1
HIST 101, 102	or other*	3
Laboratory Science*		4
PSYC 101	Introduction to Psychology	3
SPAN 101**	or elective***	3
UNIV 101****	Orientation	(1)
Total		17

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
MATH 121	Introductory Concepts of Mathematics or	
MATH 126	College Algebra*	3
PSYC 241	Introduction to Human Development	3
GEC Electives		3
SPAN 102**	or elective***	3
Total		15

## SECOND YEAR

First Semester			Hrs.
Natural Science with Laboratory*			3-4
HIST 152, 153	or other*		3
SOCA 105	or other*		3
SPAN 203**	or elective***		3
Elective***			3
Total			15

Second Semester			Hrs.
EDUC 200	Professional Inquiry in Education		3
GEC Elective			3
GEOG 102	or other*		3
SPAN 204**	or elective***		3
Elective***			3
Total			15

### Total Hours: 62

*\*Consult academic advisor for specialization specific GEC requirements.*

*\*\*Required for all students transferring to B.A. programs.*

*\*\*\*Consult academic advisor for specialization specific electives.*

*\*\*\*\*Required of first-time, first semester students; not required for graduation.*

## Engineering Degree/A.A. Engineering Major

The Engineering program closely parallels that offered at West Virginia University. Students who wish to transfer to the College of Engineering at WVU or WVU Institute of Technology must meet the following transfer requirements:

### 1. West Virginia Residents: Any student who

- Is a resident of West Virginia,
- Meets the admission standards for WVU\* or WVU Institute of Technology at the time they are admitted by PSC, and
- Maintains a GPA of 2.0 or higher during the equivalent of four terms (64 credit hours) at PSC
- Will be assured admission into a baccalaureate program in engineering at WVU or WVU Institute of Technology, provided the student has satisfactorily completed all prerequisite courses. Qualified students who have completed fewer than 64 hours at PSC will be considered for admission to a baccalaureate engineering program at WVU or WVU Institute of Technology in the same manner as their regular returning students.

### 2. Out-of State Residents: Any student who

- Is not a resident of West Virginia,
- Meets the non-resident admission standards for WVU\* or WVU Institute of Technology at the time they are admitted by PSC, and
- Maintains a GPA of 2.0 or higher during the equivalent of four terms (64 credit hours) at PSC,
- Will be assured admission into a baccalaureate program in engineering at WVU or WVU Institute of Technology, provided the student has satisfactorily completed all prerequisite courses. Qualified students who have completed fewer than 64 credit hours at PSC will be considered for admission to a baccalaureate engineering program at WVU or WVU Institute of Technology on a case-by-case basis.

3. **Any student who does not qualify under 1 or 2 above**, but who nonetheless is admitted to a pre-engineering transfer program at PSC, must realize that there is no assurance that he or she will be admitted to a baccalaureate program in engineering at WVU or WVU Institute of Technology. These students will be admitted to the College of Engineering and to a curriculum if they have completed at least 8 hours of calculus, 8 hours of applicable physics or chemistry, and 4 hours of graphics and computer programming and one semester of freshman composition with an overall 2.5 GPA and a 2.5 GPA in math and science courses. Students who do not meet the minimum transfer requirements, but who demonstrate special aptitude for engineering studies, may request admission to a baccalaureate program in engineering at WVU or WVU Institute of Technology by written petition to the appropriate administrator.

**NOTE:** By **January 15**, PSC will provide WVU and WVU Institute of Technology with information about the students in the pre-engineering program.

**\*WVU's Admission Requirements**

**West Virginia Residents:** To be eligible for admission to the College of Engineering a resident must have either a Standard ACT mathematics score of 24 (SAT 490) or a high school grade-point average of at least 3.0 plus a Standard ACT mathematics score of at least 20 (SAT 450).

**Out-of-State Residents:** To be eligible for admission to the College of Engineering a non-resident must have a standard ACT mathematics score of 24 (SAT 490) or higher. Since there are a limited number of places in the College of Engineering for out-of-state residents, early application is strongly recommended.

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

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

**Requirements for Graduation**

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

English 101 and 102 . . . . .	6 credit-hours.
Mathematics 155, 156, 251, and 261 . . . . .	16 credit-hours.
Chemistry 115 and Physics 111* . . . . .	8 credit-hours.
GEC electives . . . . .	9 credit-hours.
The major requirements are Engineering 101, 102, and 199 and Mechanical and Aerospace Engineering 241, 242, 243, and 320. . . . .	18 credit-hours.

*\*Chemistry 115 requires concurrent enrollment in Math 126; Physics 111 requires concurrent enrollment in Math 155.*



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**Recommended Two-Year Sequence**

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**FIRST YEAR**

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
ENGR 101	Engineering Problem Solving 1	2
ENGR 199	Orientation to Engineering	1
MATH 155	Calculus 1	4
GEC Electives		6
Total		16

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
ENGR 102	Engineering Problem Solving 2	3
MATH 156	Calculus 2	4
CHEM 115	Principles of Chemistry	4
GEC Elective		3
Total		17

**SECOND YEAR**

First Semester		Hrs.
MATH 251	Multivariable Calculus	4
PHYS 111	General Physics I	4
MAE 241	Statics	3
GEC Electives		6
Total		17

Second Semester		Hrs.
MATH 261	Elementary Differential Equations	4
PHYS 112	General Physics II or	
CHEM 116	Fundamentals of Chemistry	4
MAE 242	Dynamics	3
MAE 243	Mechanics of Materials	3
MAE 320	Thermodynamics	3
Total		17

**Total Hours: 67**

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

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

### Requirements for Graduation

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

English 101 and 102	6 credit-hours.
Math 155, 156, 251, and 261	16 credit-hours.
Chemistry 115, Physics 111 and 112*	12 credit-hours.
Economics 201 and 202	6 credit-hours.
GEC electives	6 credit-hours.
The major requirements are Engineering 101, 102, and 199; Mechanical and Aerospace Engineering 241; Electrical Engineering 221, 222, 223, and 224; and Computer Engineering 271	
	20 credit-hours.

*\*\*Chemistry 115 requires concurrent enrollment in Math 126; Physics 111 requires concurrent enrollment in Math 155.*

### Recommended Two-Year Sequence

#### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
ENGR 101	Engineering Problem Solving 1	2
ENGR 199	Orientation to Engineering	1
MATH 155	Calculus 1	4
GEC Elective		3
ECON 201	Principles of Microeconomics	3
<b>Total</b>		<b>16</b>

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
ENGR 102	Engineering Problem Solving 2	3
MATH 156	Calculus 2	4
CHEM 115	Principles of Chemistry	4
ECON 202	Principles of Macroeconomics	3
<b>Total</b>		<b>17</b>

#### SECOND YEAR

First Semester		Hrs.
MATH 251	Multivariable Calculus	4
PHYS 111	General Physics I	4
MAE 241	Statics	3
EE 221	Introduction to Electrical Engineering	3
EE 222	Introduction to Electrical Engineering Lab	1
CPE 271	Introduction to Digital Logic Design	3
<b>Total</b>		<b>18</b>

Second Semester			Hrs.
MATH	261	Elementary Differential Equations	4
PHYS	112	General Physics II	4
EE	223	Electrical Circuits	3
EE	224	Electrical Circuits Laboratory	1
Math/Science Elective (CHEM 116 recommended)			4
GEC Electives			3
<b>Total</b>			<b>19</b>

**Total Hours: 70**

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

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

### Requirements for Graduation

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

English 101 and 102 ..... 6 credit-hours.

Math 155, 156, 251, and 261 ..... 16 credit-hours.

Chemistry 115 and Physics 111 and 112\* ..... 12 credit-hours.

GEC Electives ..... 12 credit-hours.

The major requirements are Engineering 101, 102, and 199; Mechanical and Aerospace Engineering 241, 242, 243, and 320; Electrical Engineering 221 and 222 ..... 22 credit-hours.

*\*Chemistry 115 requires concurrent enrollment in Math 126; Physics 111 requires concurrent enrollment in Math 155.*

## Recommended Two-Year Sequence

### FIRST YEAR

First Semester			Hrs.
ENGL	101	Composition and Rhetoric	3
ENGR	101	Engineering Problem Solving 1	2
ENGR	199	Orientation to Engineering	1
MATH	155	Calculus 1	4
GEC Electives			6
<b>Total</b>			<b>16</b>

### Second Semester

			Hrs.
ENGL	102	Composition and Rhetoric	3
ENGR	102	Engineering Problem Solving 2	3
MATH	156	Calculus 2	4
CHEM	115	Principles of Chemistry	4
GEC Elective			3
<b>Total</b>			<b>17</b>

## SECOND YEAR

First Semester			Hrs.
MATH	251	Multivariable Calculus	4
PHYS	111	General Physics I	4
MAE	241	Statics	3
EE	221	Introduction to Electrical Engineering	3
EE	222	Introduction to Electrical Engineering Lab	1
GEC Elective			3
Total			18

Second Semester			Hrs.
MATH	261	Elementary Differential Equations	4
PHYS	112	General Physics II	4
MAE	242	Dynamics	3
MAE	243	Mechanics of Materials	3
MAE	320	Thermodynamics	3
Total			17

**Total Hours: 68**

## Arts and Sciences Degree/A.A.

### English

**Career Opportunities:** A degree in English offers many opportunities. Four-year graduates continue their education by attending graduate school or use their English degree as a pre-professional degree for medical or law school. Still others become associated with writing in media-related fields, creative writing, or management positions. Business and industry leaders consistently call for applicants with a solid command of written and spoken English. Jobs available to graduates include administrative assistant, customer service representative, editor, management trainee, office manager, and public information specialist.

### Requirements for Graduation

In order to earn an Associate of Arts Degree in English, a student must complete a minimum of 62 credit hours of course work of which the following courses are required:

- English 101 and 102 (6 hours)
- Six credit hours of a Foreign Language at the Intermediate Level (Students may need to take the first year of a language [elementary level] to prepare for intermediate level). (Possible total of 12 credit hours)
- Twenty-one hours of GEC Electives.
- Four hours of natural science with a lab component.
- Three credit hours of mathematics, choosing either Math 121 or Math 126 (students should consult with the college to which they plan to transfer to determine which is preferred).
- Major requirements are English 241 and 242 (American Literature) and 261 and 262 (British Literature) (12 hours).

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**Recommended Two-Year Sequence**

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**FIRST YEAR**

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
Foreign Language 101 or 203*		3
ENGL 241	American Literature or	
ENGL 261	British Literature	3
GEC Elective		3
Natural Science with Laboratory		4
UNIV 101**	Orientation	(1)
<b>Total</b>		<b>16</b>

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
Foreign Language 102 or 204**		3
ENGL 241	American Literature or	
ENGL 261	British Literature	3
GEC Electives		6
<b>Total</b>		<b>15</b>

**SECOND YEAR**

First Semester		Hrs.
Foreign Language 203 (if needed)*		3
ENGL 242	American Literature or	
ENGL 262	British Literature	3
MATH 121	Introductory Concepts of Math or	
MATH 126	College Algebra	3
GEC Electives		6
<b>Total</b>		<b>15</b>

Second Semester		Hrs.
Foreign Language 204 (if needed)*		3
ENGL 242	American Literature or	
ENGL 262	British Literature	3
GEC Electives		6
Elective		4
<b>Total</b>		<b>16</b>

**Total Hours: 62**

*\*Students who present more than two or more units of high school credit in a foreign language may satisfy this requirement by taking courses 203 and 204. Students who do not have adequate high school credit must take four semesters of study in one language.*

*\*\*Required of first-time, first semester students; not required for graduation.*

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 needs to complete a minimum of 61 credit-hours of which the following courses are required:

English 101 and 102	6 credit-hours.
Math 126 and 128	6 credit-hours.
Foreign Language 203 and 204.	6 credit-hours.
(Students may be required to complete Foreign Languages 101 and 102 as prerequisites to 203 and 204.)	
GEC Electives	12 credit-hours.
Major requirements: Geology 101, 102, 103, and 104; Geography and 205; Chemistry 111 and 112, or Chemistry 115 and 116, or Chemistry 111 and Physics 105.	22 credit-hours.
Restricted Electives: Accounting 201 and 202; Biology 101, 102, 103, and 104 or 115 and 117; Computer Science 101; Math 155; Statistics 211; Agronomy 202 and 203	9 credit-hours.

Recommended Two-Year Sequence

FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
GEOL 101	Planet Earth	3
GEOL 102	Planet Earth Lab	1
Math 126	College Algebra	3
Foreign Language 203		3
GEC Elective		3
UNIV 101*	Orientation	(1)
Total		16

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
GEOL 103	Earth through Time	3
GEOL 104	Earth through Time Lab	1
MATH 128	Plane Trigonometry	3
GEC Elective		3
Foreign Language 204		3
Total		16

SECOND YEAR

First Semester		Hrs.
CHEM 111**	Survey of Chemistry	4
PHYS 105**	Physics	4
GEC Elective		3
Restricted Elective		3
Total		14

Second Semester		Hrs.
GEOG 205	Natural Resources	3
GEC Electives		6
Restricted Electives		6
<b>Total</b>		<b>15</b>

**Total Hours: 61**

*\*Required of first-time, first-semester students; not required for graduation.*

*\*\*See options under Major Requirements*

## 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 63 credit hours of course work. The following courses are required:

English 101 and 102	6 credit-hours.
Biology 101 and 103	4 credit-hours.
Math 126 and Statistics 211	6 credit-hours.
CS 101	4 credit-hours.
Communications 100 and 104, Psychology 101, Sociology 101 or Sociology 105, and nine additional credit-hours of GEC electives.	21 credit-hours.
FOR 101 and 203, Careers in Natural Resources Management	2 credit-hours;
FOR 140, West Virginia's Natural Resources and FOR 205, Dendrology.	6 credit-hours;
FMAN 212, Forest Ecology	3 credit-hours;
Plant Science 206, Principles of Plant Science	4 credit-hours;
WMAN 150, Principles of Conservation Ecology	3 credit-hours.

### Recommended Two-Year Sequence

#### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
BIOL 101	General Biology	3
BIOL 103	General Biology Lab	1
MATH 126	College Algebra	3
CS 101	Introduction to Computer Applications	4
FOR 101	Careers in Natural Resources Management	1
<b>Total</b>		<b>15</b>

#### Second Semester

		Hrs.
ENGL 102	Composition and Rhetoric	3
FOR 101	Careers in Natural Resources Management	1
WMAN 150	Principles of Conservation Ecology	3
GEC Electives		9
Elective		3
<b>Total</b>		<b>15</b>

## SECOND YEAR

First Semester		Hrs.
PSYC 101	Introduction to Psychology	3
CHEM 111	Survey of Chemistry	4
FOR 140	West Virginia's Natural Resources	3
FOR 205	Dendrology	3
PLSC 206	Principles of Plant Science	4
Total		17

Second Semester		Hrs.
SOCA 101	Introduction to Sociology or	
SOCA 105	Introduction to Anthropology	3
COMM 100	Principles of Human Communication	1
COMM 104	Human Communication in the Public	
	Communication Context	2
STAT 211	Elementary Statistical Inference	3
GEC Elective		3
FMAN 212	Forest Ecology	3
Total		14

**Total Hours: 63**

## Forestry Degree/A.A. 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 63 credit-hours of course work. The following courses are required:

English 101 and 102	6 credit-hours.
Math 126 and either Math 155 or Math 150 and Statistics 211	9-10 credit-hours.
Chemistry 111 and 112	8 credit-hours.
Biology 101 and 103	4 credit-hours.
CS 101	4 credit-hours.
Economics 201 and 202 and 6 additional credit-hours of GEC electives	12 credit-hours.
The major requirements are Forestry 101, 203, and 205; Forest Management 212 and 222; Plant Science 206, and Agronomy 202 and 203	20 credit-hours.

## Recommended Two-Year Sequence

### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
MATH 126	College Algebra	3
CHEM 111	Survey of Chemistry	4
BIOL 101	General Biology	3
BIOL 103	General Biology Lab	1
FOR 101	Careers in Natural Resources Management	1
GEC Elective		3
Total		18



<b>Second Semester</b>			<b>Hrs.</b>
ENGL 102	Composition and Rhetoric		3
MATH 155	Calculus or		
MATH 150	Introduction to Calculus		4
CHEM 112	Survey of Chemistry		4
CS 101	Introduction to Computer Applications		4
<b>Total</b>			<b>14 or 15</b>

## **SECOND YEAR**

<b>First Semester</b>			<b>Hrs.</b>
FOR 203	Careers in Natural Resources Management		1
FOR 205	Dendrology		3
ECON 201	Principles of Microeconomics		3
STAT 211	Elementary Statistical Inference		3
PLSC 206	Principles of Plant Science		4
GEC Elective			3
<b>Total</b>			<b>17</b>

<b>Second Semester</b>			<b>Hrs.</b>
AGRN 202	Principles of Soil Science		3
AGRN 203	Principles of Soil Science Lab		1
ECON 202	Principles of Macroeconomics		3
FMAN 212	Forest Ecology		3
FMAN 222	Forest Mensuration		4
<b>Total</b>			<b>14</b>

**Total Hours: 63 or 64**

## **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 66 credit-hours of course work. The following courses are required:

English 101 and 102 ..... 6 credit-hours.  
 Math 126 and Statistics 211 ..... 6 credit-hours.  
 Biology 115 and 117 ..... 8 credit-hours.  
 Chemistry 115 and 116 ..... 8 credit-hours.  
 CS 101 ..... 4 credit-hours.  
 Economics 201, Speech Pathology and Audiology 270, and nine additional credit-hours of GEC  
 electives ..... 15 credit-hours.  
 The major requirements are Forestry 101, 203, and 205; Plant Science 206; Agronomy 202 and 203; Forest  
 Management 212; and Wildlife and Fisheries Management 150 ..... 19 credit-hours.  
 Note: Students wishing to enter the science option in the Wildlife and Fisheries program at West Virginia  
 University should complete MATH 150 and BIOL 101-104 for BIOL 115 and 117. Students not entering the  
 science option may substitute CHEM 111-112 for CHEM 115 and 116.

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## Recommended Two-Year Sequence

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### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
BIOL 115	Principles of Biology	4
MATH 126	College Algebra	3
CHEM 115	Fundamentals of Chemistry	4
FOR 101	Careers in Natural Resources Management	1
GEC Elective		3
Total		18

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
BIOL 117	Introductory Physiology	4
SPA 270	Effective Public Speaking	3
CHEM 116	Fundamentals of Chemistry	4
WMAN 150	Principles of Conservation Ecology	3
Total		17

### SECOND YEAR

First Semester		Hrs.
FOR 203	Careers in Natural Resources Management	1
FOR 205	Dendrology	3
ECON 201	Principles of Microeconomics	3
STAT 211	Elementary Statistical Inference	3
PLSC 206	Principles of Plant Science	4
GEC Elective		3
Total		17

Second Semester		Hrs.
AGRN 202	Principles of Soil Science	3
AGRN 203	Principles of Soil Science Lab	1
CS 101	Introduction to Computer Applications	4
FMAN 212	Forest Ecology	3
GEC Elective		3
Total		14

**Total Hours: 66**

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

**Career Opportunities:** Upon completion of the four-year program students will find that employment opportunities are available in procurement, management, production, marketing, research and development with both primary and secondary wood product industries.

### Requirements for Graduation

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

English 101 and 102	6 credit-hours.
Math 126 and Math 150 and Statistics 211	9 credit-hours.
Biology 101 and 103	4 credit-hours.
Chemistry 111 and Physics 101	8 credit-hours.
CS 101	4 credit-hours.
Economics 201 and 202, Speech Pathology and Audiology 270, and 12 additional credit-hours of GEC electives	21 credit-hours.
Accounting 201 and 202	6 credit-hours.
The major requirements are Forest Management 222 and Forestry 101, 203, and 205.	9 credit-hours.

### Recommended Two-Year Sequence

#### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
BIOL 101	General Biology	3
BIOL 103	General Biology Lab	1
FOR 101	Careers in Natural Resources Management	1
MATH 126	College Algebra	3
ECON 201	Principles of Microeconomics	3
GEC Elective		3
Total		17

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
CS 101	Introduction to Computer Applications	4
SPA 270	Effective Public Speaking	3
ECON 202	Principles of Macroeconomics	3
Total		13

#### SECOND YEAR

First Semester		Hrs.
FOR 203	Careers in Natural Resources	1
FOR 205	Dendrology	3
CHEM 111	Survey of Chemistry	4
MATH 150	Introduction to Calculus	3
PHYS 101	Introductory Physics	4
GEC Elective		3
Total		18

Second Semester		Hrs.
STAT 211	Elementary Statistical Inference	3
FMAN 222	Forest Mensuration	4
GEC Electives		6
Total		13

**Total Hours: 61**

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

This major serves a three-fold function: (1) to provide an opportunity to examine the general areas of higher education and assist in choosing a major field of concentration; (2) to serve as a program that, through appropriate elective courses, can be adapted for the specific requirements of any four-year college to which a student transfers; and (3) to provide a career curriculum for a student who does not plan to continue in a four-year program.

Requirements for Graduation

In order to earn an Associate of Arts Degree in General Studies, a student must complete 62 hours of course work, of which the following courses are required:

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

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

NOTE:

Students must work closely with advisers in selecting appropriate elective courses.

Students planning to transfer to another college or university should work closely with their advisers for appropriate elective course selection.

Students must meet GEC distribution requirements.

University 101 (1 credit hour) is required of first-time, first-semester students but is not required for graduation.

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

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

### Requirements for Graduation

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

English 101 and 102	6 credit-hours.
Math 126, 128, 155 and 156 or Statistics 211	13 or 14 credit-hours.
Chemistry 115 and 116	8 credit-hours.
Physics 101 and 102	8 credit-hours.
GEC electives	18 credit-hours.
Major requirements are Geology 101, 102, 103, and 104	8 credit-hours.

### Recommended Two-Year Sequence

#### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
GEOL 101	Planet Earth	3
GEOL 102	Planet Earth Lab	1
MATH 126	College Algebra	3
GEC Electives		6
UNIV 101*	Orientation	(1)
Total		16

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
GEOL 103	Earth through Time	3
GEOL 104	Earth through Time Lab	1
MATH 128	Plane Trigonometry	3
GEC Electives		6
Total		16

#### SECOND YEAR

First Semester		Hrs.
GEC Elective		3
CHEM 115	Fundamentals of Chemistry	4
PHYS 101	Introductory Physics	4
MATH 155	Calculus 1	4
Total		15

Second Semester		Hrs.
GEC Elective		3
CHEM 116	Fundamentals of Chemistry	4
PHYS 102	Introductory Physics	4
MATH 156	Calculus 2 or	
STAT 211	Elementary Statistical Inference	3 or 4
Total		15

**Total Hours: 62**

\*Required of first-time, first-semester students; not required for graduation.

Arts and Sciences Degree/A.A.  
History Major

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

Requirements for Graduation

In order to earn an Associate of Arts Degree in Arts and Sciences with a major in History, a student must complete a minimum of 61 credit-hours of course work of which the following courses are required:

- English 101 and 102 ..... 6 credit-hours.  
Six credit-hours of a Foreign Language at the Intermediate Level (a student may need to take the first year of a language [elementary level] to prepare for intermediate level).  
Three credit-hours of Mathematics 121 or higher.  
GEC Electives ..... 24 credit-hours.  
Natural science with laboratory ..... 4 credit-hours.  
Major requirements are History Electives (101, 102, 106, 152, 153, 179, and 180) ..... 12 credit-hours.

Recommended Two-Year Sequence

FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
Foreign Language 101 or 203*		3
HIST Elective**		3
GEC Electives		6
UNIV 101***	Orientation	(1)
Total		15

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
Foreign Language 102 or 204*		3
HIST Elective**		3
GEC Electives		6
Total		15

SECOND YEAR

First Semester		Hrs.
Elective or Foreign Lang. 203 (if needed)*		3
HIST Elective**		3
Mathematics 121 or 126		3
Laboratory Science		4
GEC Elective		3
Total		16

Second Semester		Hrs.
Elective or Foreign Lang. 204 (if needed)*		3
HIST Elective**		3
GEC Electives		9
Total		15

Total Hours: 61

*\*Students who present more than two or more units of high school credit in a foreign language may satisfy this requirement by taking courses 203 and 204 (see Second Year above) and six hours of electives. Students who do not have adequate high school credit must take four semesters of study in one language.*

*\*\*History electives include 101, 102, 106, 152, 153, 179, and 180.*

*\*\*\*Required of first-time, first-semester students; not required for graduation.*

## **Tourism and Hospitality Degree-A.A.S.**

This program provides students—both traditional and non-traditional—with the opportunity to complete a marketable two-year degree with a major in hospitality. Through required coursework, students will gain an in-depth knowledge of the job opportunities, key concepts, and skills related to hospitality and tourism businesses. Through a required internship, students will gain employment training in a variety of job-related areas relevant to tourism and hospitality.

**Career Opportunities:** Students will be prepared to obtain employment in the hospitality industry. Additionally, if desired, a student may use the knowledge and skills gained in the program to become self-employed in a related field.

### **Requirements for Graduation**

In order to earn an Associate of Applied Science Degree in Tourism and Hospitality, the student needs to meet the core requirements for the program and the course requirements for the major.

### **Tourism/Hospitality Program Core Requirements**

ENGL 101	Composition and Rhetoric	.3 credit hours.
BTEC 107	Business Communications	.3 credit hours.
BTEC 109	Business Mathematics	.3 credit hours.
CS 101	Introduction to Computer Applications	.4 credit hours.
BTEC 101	Introduction to Management or BTEC 103 Personnel Management	.3 credit hours.
CHPR 172	First Aid and Emergency Care	.2 credit hours.
HN&F 171	Introduction to Human Nutrition	.3 credit hours.
<b>Total Core Requirements</b>		<b>.21 credit hours.</b>

## **Recommended Two-Year Sequence**

### **FIRST YEAR**

<b>First Semester</b>			<b>Hrs.</b>
HTOR 120	Certification in Sanitation		2
HTOR 110	Food Production I		6
HTOR 130	Food, Beverage, Inventory, Labor, and Cost Control		3
ENGL 101	Composition and Rhetoric		3
UNIV 101	Orientation		(1)
<b>Total</b>			<b>14</b>

### **Second Semester**

			<b>Hrs.</b>
HTOR 111	Food Production II		6
CS 101	Introduction to Computer Applications		4
BTEC 109	Business Mathematics		3
BTEC 107	Business Communications		3
<b>Total</b>			<b>16</b>

## SECOND YEAR

First Semester		Hrs
HTOR 140	Restaurant Management	6
BTEC 101	Introduction to Management or	
BTEC 103	Personnel Management	3
ACCT 201	Principles of Accounting	3
CHPR 172	First Aid and Emergency Care	2
Total		14

Second Semester		Hrs.
HTOR 141	Kitchen Layout	3
HTOR 150	Fine Dining	3
HTOR 295	Internship	6
BTEC 260	Computerized Accounting	3
HN&F 171	Introduction to Human Nutrition	3
Total		18

**Total Hours: 62**

## Journalism Degree/A.A.

### Journalism Major

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

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

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

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

### Requirements for Graduation

In order to earn an Associate of Arts Degree in Journalism, a student needs to complete a minimum of 62 credit-hours of course work. The following courses are required:

English 101 and 102 . . . . . 6 credit-hours.  
Math 121 or Math 126. . . . . 3 credit-hours.  
Recommended GEC electives . . . . . 27 credit-hours:  
Accounting 201, Economics 201 and 202, History 152 and 153, Philosophy 100, Political Science 102 and 220, Psychology 101, Spanish 101 and 102, Statistics 111, Theatre 102, Women's Studies 170. A literature course is required.  
ULIB 101 . . . . . 1 credit-hour.  
Four credit-hours. a natural science containing a laboratory. A second, same lab science is recommended.  
The major requirements are Journalism 101, 215, 318, and 319. . . . . 12 credit-hours.  
It is recommended that Journalism majors take Journalism 220 as one of the elective courses required to meet the minimum of 62 credit-hours needed for graduation.



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**Recommended Two-Year Sequence**

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**FIRST YEAR**

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
JRL 101	Introduction to Mass Communications	3
Foreign Language or GEC Elective		3
MATH 126	College Algebra or	
MATH 121	Introductory Concepts of Mathematics	3
GEC Elective		3
UNIV 101*	Orientation	(1)
Total		15

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
JRL 215	Media Writing	3
Foreign Language or GEC Elective		3
GEC Elective		3
Electives		3
Total		15

**SECOND YEAR**

First Semester		Hrs.
JRL 318	Reporting for Print Media	3
Laboratory Science		4
GEC Electives		6
GEC Elective in Literature		3
Total		16

Second Semester		Hrs.
JRL 319	Copy Editing and Desktop Production	3
ULIB 101	Introduction to Library Research	1
GEC Electives		6
JRL 220	Introduction to Photography or Elective	3
Elective		3
Total		16

**Total Hours: 62**

*\*Required of first-time, first semester students; not required for graduation.*

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 Juris Doctor degree. Students should consult the Pre-Law advisor regarding an appropriate major, and should select POLS 210, Law and the Legal System, as an elective within their chosen degree and major.

Liberal Arts and Sciences: See GENERAL STUDIES

Arts and Sciences Degree/A.A.  
Mathematics Major

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

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

**Career Opportunities:** Most non-faculty mathematicians work in the government and in service and manufacturing industries. The Department of Defense is the primary federal employer of mathematicians. In the private sector, major employers within services industries include research and testing services, educational services, and computer and data processing services. Some mathematicians also work for banks, insurance companies, and public utilities.

Requirements for Graduation

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

- English 101 and 102 . . . . . 6 credit-hours.  
Six credit-hours of a Foreign Language at the Intermediate Level (a student may need to take the first year of a language [elementary level] to prepare for intermediate level).\*
- GEC electives . . . . . 27 credit-hours.  
A natural science with a laboratory . . . . . 4 credit-hours.  
Major requirements are MATH 155, 156, 251, and 261 . . . . . 16 credit-hours.

Recommended Two-Year Sequence

FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
Foreign Language 101 or 203*		3
MATH 155	Calculus 1**	4
GEC Electives		6
UNIV 101***	Orientation	(1)
Total		16

<b>Second Semester</b>		<b>Hrs.</b>
ENGL 102	Composition and Rhetoric	3
Foreign Language 102 or 204*		3
MATH 156	Calculus 2	4
GEC Electives		6
<b>Total</b>		<b>16</b>

## **SECOND YEAR**

<b>First Semester</b>		<b>Hrs.</b>
Foreign Language 203 or GEC Elective		3
MATH 251	Multivariable Calculus	4
Laboratory Science		4
GEC Elective		3
<b>Total</b>		<b>14</b>

<b>Second Semester</b>		<b>Hrs.</b>
Foreign Language 204 or GEC Elective		3
MATH 261	Differential Equations	4
GEC Electives		9
<b>Total</b>		<b>16</b>

**Total Hours: 62**

*\*Students who present more than two or more units of high school credit in a foreign language may satisfy this requirement by taking courses 203 and 204 (see Second Year above) and six hours of elective credits. Students who do not have adequate high school credit must take four semesters of study in one language.*

*\*\*Some students may need to take prerequisite math courses before taking MATH 155.*

*\*\*\*Required of first-time, first-semester students; not required for graduation.*

## **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**

- 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.

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## Recommended Two-Year Sequence

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### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
CHEM 115	Fundamentals of Chemistry	4
BIOL 101	General Biology	3
BIOL 103	General Biology Laboratory	1
MATH 126	or higher	3
GEC Elective		3
UNIV 101*	Orientation	(1)
Total		17

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
CHEM 116	Fundamentals of Chemistry	4
BIOL 102	General Biology	3
BIOL 104	General Biology Laboratory	1
GEC Elective		3
ORIN 270	Introduction to Health Careers	1
Total		15

### SECOND YEAR

First Semester		Hrs.
CHEM 233	Organic Chemistry**	3
CHEM 235	Organic Chemistry Lab**	1
STAT 211	Elementary Statistical Inference	3
GEC Electives		9
Total		16

Second Semester		Hrs.
CHEM 234	Organic Chemistry**	3
CHEM 236	Organic Chemistry Lab**	1
GEC Electives		9
Total		13

**Total Hours: 61**

*\*Required of first-time, first-semester students; not required for graduation.*

*\*\*Students may consider taking a brief course in organic chemistry off-campus, which covers both aliphatic and aromatic compounds and includes a laboratory. Chemistry 231 offered on the Morgantown campus would satisfy the organic chemistry requirement.*

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

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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 Technology, Pre-Nursing, Pre-Pharmacy, Pre-Occupational Therapy, and Pre-Physical Therapy. Each of these careers has different educational requirements beyond the A.A. level.

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

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

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

**Requirements for Graduation**

In order to earn an Associate of Arts Degree in Arts and Sciences with a Modern Languages Major, a student must complete a minimum of 62 credit-hours of course work. The following courses are required:

- English 101 and 102 ..... 6 credit-hours.
- Math 121 or Math 126 (Students should consult the college to which they are transferring to see which is preferred) ..... 3 credit hours
- Twenty-five credit-hours of GEC electives.
- Four hours of a natural science with a laboratory.
- Six credit-hours in each of two foreign languages at the intermediate level (students may have to take the first year of one language or both languages as prerequisite to taking the intermediate level course work)..... 12 credit-hours.

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## Recommended Two-Year Sequence

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### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
Foreign Language 101 or 203		3
GEC Electives		6
Laboratory Science		4
UNIV 101*	Orientation	(1)
Total		16

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
Foreign Language 102 or 204		3
GEC Electives		10
Total		16

### SECOND YEAR

First Semester		Hrs.
Foreign Language 203 (if needed)		3
Foreign Language 101 or 203		3
Mathematics		3
GEC Electives		6
Total		15

Second Semester		Hrs.
Foreign Language 204 (if needed)		3
Foreign Language 102 or 204		3
GEC Elective		3
Electives		6
Total		15

**Total Hours: 62**

*\*Required of first-time, first-semester students; not required for graduation.*

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

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This cooperative program is designed to fulfill the one year of prescribed undergraduate courses that are required before a student may be admitted to the bachelor of science degree program in the WVU School of Nursing.

Students, whether at West Virginia University or at Potomac State College, are not transferred automatically to the School of Nursing. Students are selectively admitted to the nursing program when all pre-nursing requirements have been satisfactorily completed. Through a cooperative program developed with West Virginia University, students accepted to the WVU School of Nursing should initiate an application with transcripts and other required materials to that school by the deadline date of February 1 of their freshman year.

Note: For students planning to apply to a nursing program or school other than West Virginia University, this pre-nursing program may readily be modified to meet the first year of course requirements of the college, school, or university of choice.

**FIRST YEAR**

<b>First Semester</b>			<b>Hrs.</b>
CHEM 111	Survey of Chemistry		4
ENGL 101	Composition and Rhetoric		3
HN&F 171	Introduction to Human Nutrition		3
MATH 126	College Algebra		3
PSYC 101	Introduction to Psychology		3
UNIV 101*	Orientation		(1)
<b>Total</b>			<b>16</b>

<b>Second Semester</b>			<b>Hrs.</b>
CHEM 112	Survey of Chemistry		4
PSYC 241	Introduction to Human Development		3
BIOL 102	General Biology		3
BIOL 104	General Biology Laboratory		1
NSG 110	Health and Wellness		3
SOCA 101	Introduction to Sociology or		
SOCA 105	Introduction to Anthropology		3
ORIN 270	Introduction to Health Careers		1
<b>Total</b>			<b>18</b>

*\*Required of first-time, first-semester students; not required for graduation.*

Potomac State College students who are accepted into the bachelor of science program at the West Virginia School of Nursing may complete their second year of study at the Potomac State College campus. The third and fourth years of instruction are completed at West Virginia University.

Students must be accepted into the West Virginia University School of Nursing in order to register for second-year nursing courses (NSG 221, 225, 241, 245, and 361).

**SECOND YEAR**

<b>First Semester</b>			<b>Hrs.</b>
NSG 221	Concepts: Nursing 1		3
NSG 225	Nursing Interventions 1		3
BIOL 230	Anatomy and Physiology		4
NSG 361	Health Assessment		3
<b>Total</b>			<b>13</b>

<b>Second Semester</b>			<b>Hrs.</b>
NSG 241	Concepts: Nursing 2		3
NSG 245	Nursing Interventions 2		3
AEM 341	General Microbiology		4
BIOL 231	Anatomy and Physiology		4
ENGL 102	Composition and Rhetoric		3
<b>Total</b>			<b>17</b>

**Total Hours: 64**

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

This curriculum 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 (normally, second semester of sophomore year) is normally required. Strong consideration will be given to residency and a commitment to stay in West Virginia to practice after graduation.

### Recommended Two-Year Sequence

#### FIRST YEAR

First Semester			Hrs.
ENGL 101	Composition and Rhetoric		3
BIOL 101	General Biology		3
BIOL 103	General Biology Laboratory		1
MATH 126	College Algebra		3
PSYC 101	Introduction to Psychology		3
UNIV 101*	Orientation		(1)
Total			13

Second Semester			Hrs.
ENGL 102	Composition and Rhetoric		3
BIOL 102	General Biology		3
BIOL 104	General Biology Laboratory		1
PSYC 241	Introduction to Human Develop.		3
GEC Electives			6
ORIN 270	Introduction to Health Careers (optional)		1
Total			16-17

#### SECOND YEAR

First Semester			Hrs.
COMM 101	Principles of Human Communication		1
COMM 102	Human Communication in Interpersonal Context		2
PHYS 101	Introductory Physics		4
CHEM 115	Fundamentals of Chemistry		4
GEC Elective			3
STAT 211	Elementary Statistical Inference		3
Total			17

Second Semester			Hrs.
PSYC 281	Abnormal Psychology		3
SOCA 101	Introduction to Sociology or		
SOCA 105	Introduction to Anthropology		3
GEC Electives			6
Elective			3
Total			15

**Total Hours: 61**

*\*Required of first-time, first-semester students; not required for graduation*



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

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

### Requirements for Graduation

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

English 101	3 credit-hours.
Accounting 201	3 credit-hours.
Social Science Elective	3 credit-hours.
Computer Information Systems 100, 113, 114, 115, 116	15 credit-hours.
Business Technology 101, 107, and 109	9 credit-hours.
Office Systems Technology 113, 119, 222, 223, 250.	15 credit hours.
Office Major Electives	15 credit-hours.

### Recommended Two-Year Sequence

#### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
OSTC 250	Business Grammar Applications	3
OSTC 113	Basic Formatting	3
CIS 100	Introduction to Computer Info Systems	3
CIS 113	Micro Applications 1 (WORD)	3
UNIV 101*	Orientation	(1)
Total		15

Second Semester		Hrs.
BTEC 107	Business Communications	3
CIS 114	Micro Applications 2 (EXCEL)	3
CIS 116	Micro Applications 4 (ACCESS)	3
Social Science Elective		3
Major Core Elective		3
Total		15

#### SECOND YEAR

First Semester		Hrs.
OSTC 222	Office Automation	3
BTEC 101	Introduction to Management	3
CIS 115	Micro Applications 3 (POWER POINT)	3
ACCT 201	Principles of Accounting	3
Major Core Electives		6
Total		18

<b>Second Semester</b>		<b>Hrs.</b>
BTEC 109	Business Math	3
OSTC 119	Office Training	3
OSTC 223	Directed Office Experience	3
Major Core Electives		6
<b>Total</b>		<b>15</b>

**Total Hours: 63**

**Major Core Electives:** ACCT 202-Principles of Accounting; BTEC 102-Introduction to Business; BTEC 257-Income Tax Accounting; BTEC 260-Computerized Accounting; CIS 118-Web Page Design, CIS 226-Image Management, CIS 229-Digital Video Essentials; CIS 234-Computer Graphics--Illustrator; OSTC 107-Medical Terminology, OSTC 240-Desktop Publishing, OSTC 254-Machine Transcription.

*\*Required of first-time, first-semester students; not required for graduation.*

## **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.

### **Recommended Two-Year Sequence**

#### **FIRST YEAR**

<b>First Semester</b>		<b>Hrs.</b>
ENGL 101	Composition and Rhetoric	3
Mathematics*		3-4
CHEM 115	Fundamentals of Chemistry	4
BIOL 115	Principles of Biology	4
GEC Elective		3
UNIV 101**	Orientation	(1)
<b>Total</b>		<b>17-18</b>

<b>Second Semester</b>		<b>Hrs.</b>
ENGL 102	Composition and Rhetoric	3
STAT 211	Elementary Statistical Inference	3
CHEM 116	Fundamentals of Chemistry	4
BIOL 117	Introductory Physiology	4
ORIN 270	Introduction to Health Careers	1
GEC Elective		3
<b>Total</b>		<b>18</b>

## SECOND YEAR

First Semester			Hrs.
ECON 201	Principles of Microeconomics		3
PHYS 101	Introductory Physics		4
CHEM 233	Organic Chemistry		3
CHEM 235	Organic Chemistry Lab		1
GEC Electives			6
Total			17

Second Semester			Hrs.
PHYS 102	Introductory Physics		4
CHEM 234	Organic Chemistry		3
CHEM 236	Organic Chemistry Lab		1
AEM 341	General Microbiology		4
SPA 270	Effective Public Speaking		3
Total			15

**Total Hours: 68-69**

*\*Mathematics 129 or Mathematics 126 and 128 may be waived on the basis of test scores. Mathematics 155 or 156 or Mathematics 150 and Statistics 211 are required. Schedule adjustments may be necessary; consult with adviser.*

*\*\*Required of first-time, first-semester students; not required for graduation.*

## Education Degree/A.A.

### Physical Education Major — Athletic Training Emphasis (First-Year Only)

**Career Opportunities:** Students completing a four-year degree from an accredited university can find jobs at the high school, college, professional, clinical, and corporate levels.

**Transfer:** Admission to the Athletic Training program at the West Virginia University School of Physical Education is not guaranteed. Students will need to spend four years at the University to complete the program. Students anticipating applying for admission to the Athletic Training program at the University should inform the Certified Athletic Trainer at Potomac State College concerning their plans, and be prepared to repeat ATTR 121 and 122 and participate in the Prospective Athletic Training Student (PATs) Program when they enter the School of Physical Education at the University.

### Recommended One-Year Sequence

First Semester			Hrs.
ENGL 101	Composition and Rhetoric		3
MATH 126	College Algebra		3
HN&F 171	Introduction to Human Nutrition		3
ATTR 121	Sport Injury Control and Management		3
ATTR 122	Sport Injury Control and Management Lab		1
BIOL 101	General Biology		3
BIOL 103	General Biology Lab		1
UNIV 101*	Orientation		(1)
Total			17

<b>Second Semester</b>		<b>Hrs.</b>
PSYC 101	Introduction to Psychology	3
ENGL 102	Composition and Rhetoric	3
BIOL 102	General Biology	3
BIOL 104	General Biology Lab	1
SM 167	Introduction to Sport and Exercise Studies	3
CHPR 172	First Aid and Emergency Care	2
<b>Total</b>		<b>15</b>

**Total Hours: 32**

*\*Required of first-time, first semester students; not required for graduation*

**NOTE:** This program will require 75 additional hours of observation to be completed under the direction of the Certified Athletic Trainer.

## **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 61 credit-hours of course work. The following courses are required:

English 101 and 102 . . . . . 6 credit-hours.  
 Math 126 . . . . . 3 credit-hours.  
 GEC electives . . . . . 9 credit-hours.  
 Psychology 101 and 241 . . . . . 6 credit-hours.  
 Human Nutrition and Foods 171, Biology 101 and 103, and Computer Science 101 . . . . . 11 credit-hours.  
 Either African Studies 220, Women's Studies 170, English 285, or Geography 102 . . . . . 3 credit-hours.  
 The major requirements are Physical Education Teaching 339, 340, 341, 342, 358, 446, and 460; Athletic Training 121 and 122; Athletic Coaching Education 256; Sport Management 167; Sport and Exercise Psychology 272; and Community Health Promotion 172 . . . . . 22 credit-hours.

### **Recommended Two-Year Sequence**

#### **FIRST YEAR**

<b>First Semester</b>		<b>Hrs.</b>
ENGL 101	Composition and Rhetoric	3
PSYC 101	Introduction to Psychology	3
MATH 126	College Algebra	3
HN&F 171	Introduction to Human Nutrition	3
GEC Elective		3
UNIV 101*	Orientation	(1)
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Hrs.</b>
PSYC 241	Introduction to Human Development	3
PET 446	Teaching Badminton	1
PET 460	Teaching Tennis	1
ATTR 121	Sport Injury Control and Management	3
ATTR 122	Sport Injury Control and Management Lab	1
SM 167	Introduction to Sport Studies	3
CHPR 172	First Aid and Emergency Care	2
<b>Total</b>		<b>14</b>

## SECOND YEAR

First Semester			Hrs.
ENGL	102	Composition and Rhetoric	3
ACE	256	Principles and Problems of Coaching	3
PET	342	Teaching Flag Football	1
PET	339	Teaching Volleyball	1
PET	340	Teaching Soccer	1
BIOL	101	General Biology	3
BIOL	103	General Biology Lab	1
GEC Elective			3
Total			16

Second Semester			Hrs.
SEP	272	Psychological Perspectives of Sport	3
CS	101	Introduction to Computer Applications	4
PET	341	Teaching Basketball	1
PET	358	Teaching Softball/Baseball	1
PE	164	Weight Training	1
Foreign/Minority/Gender Requirement**			3
GEC elective			3
Total			16

**Total Hours: 61**

*\*Required of first-time, first-semester students; not required for graduation.*

*\*\*Choose from ASP 220, WMST 170, ENGL 285, or GEOG 102*

## Education Degree/A.A.

### Physical Education Major — Physical Education Teacher Emphasis

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

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

### Requirements for Graduation

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

English 101 and 102	6 credit-hours.
Math 121 or 126 (students should consult with the college to which they are transferring to determine which is preferred)	3 credit-hours.
Psychology 101 and 241	6 credit-hours.
ARHS 101 or Music 170.	3 credit-hours.
Human Nutrition and Foods 171	3 credit-hours.
Natural science with laboratory.	4 credit-hours.
GEC electives	16 credit-hours.
The major requirements are Sport and Exercise Psychology 272, Community Health Promotion 172, and Physical Education Teaching 124, 125, 167, 339, 340, 341, 342, 358, 446, 448, 460	
.....	
19 credit-hours.	

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## Recommended Two-Year Sequence

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### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
PSYC 101	Introduction to Psychology	3
MATH 126	College Algebra or	
MATH 121	Introductory Concepts of Mathematics	3
ARHS 101	Appreciation of Visual Arts or	
MUSC 170	Introduction to Music	3
PET 167	Introduction to Physical Education	2
UNIV 101*	Orientation	(1)
Total		14

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
PSYC 241	Introduction to Human Development	3
PET 446	Teaching Badminton	1
PET 460	Teaching Tennis	1
PET 124	Human Body: Structure/Function	2
PET 125	Principals of Human Movement	2
GEC Elective		3
Total		15

### SECOND YEAR

First Semester		Hrs.
HN&F 171	Human Nutrition	3
PET 342	Teaching Flag Football	1
PET 339	Teaching Volleyball	1
PET 340	Teaching Soccer	1
GEC Electives		6
Laboratory Science		4
Total		16

Second Semester		Hrs.
SEP 272	Psychological Perspectives of Sport	3
CHPR 172	First Aid and Emergency Care	2
PET 341	Teaching Basketball	1
PET 358	Teaching Softball/Baseball	1
PET 344	Teaching Field/Floor Hockey	1
PET 448	Teaching Golf	1
GEC Electives		7
Total		16

**Total Hours: 61**

*\*Required of first-time, first-semester students; not required for graduation.*

## Education Degree/A.A.

### Physical Education Major–Sport Behavior Emphasis

#### Requirements for Graduation

In order to earn an Associate of Arts Degree in Education with a major in Sport Behavior, a student must complete a minimum of 62 credit-hours of course work. The following courses are required:

English 101 and 102 .....	6 credit-hours.
Math 126 .....	3 credit-hours.
GEC electives .....	9 credit-hours.
Psychology 101, 241, and 281; Sociology 101 and 107 .....	15 credit-hours.
Human Nutrition and Foods 171, Biology 101 and 103, and Computer Science 101 .....	11 credit-hours.
Women's Studies 170 .....	3 credit-hours.
The major requirements are Physical Education 164, Athletic Training 121 and 122, Sport Management 167, Sport and Exercise Psychology 272; and Athletic Coaching Education 256 .....	14 credit-hours.

#### Recommended Two-Year Sequence

##### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
PSYC 101	Introduction to Psychology	3
SOCA 101	Introduction to Sociology	3
MATH 126	College Algebra	3
HN&F 171	Introduction to Human Nutrition	3
UNIV 101*	Orientation	(1)
Total		15

Second Semester		Hrs.
SOCA 107	Social Problems	3
ATTR 121	Sport Injury Control and Management	3
ATTR 122	Sport Injury Control and Management Lab	1
SM 167	Introduction to Sport Studies	3
PSYC 241	Introduction to Human Development	3
GEC Elective		3
Total		16

##### SECOND YEAR

First Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
BIOL 101	General Biology	3
BIOL 103	General Biology Lab	1
ACE 256	Principles and Problems in Coaching	3
PSYC 281	Abnormal Psychology	3
GEC Elective		3
Total		16

Second Semester		Hrs.
SEP 272	Psychological Perspectives of Sport	3
CS 101	Introduction to Computer Applications	4
WMST 170	Introduction to Women's Studies	3
PE 164	Weight Training	1
GEC Elective		3
Elective		1
Total		15

Total Hours: 62

*\*Required of first-time, first-semester students; not required for graduation.*

**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 62 credit-hours of course work. The following courses are required:

English 101 and 102	6 credit-hours.
Math 126	3 credit-hours.
Communications 100 and 104, Journalism 101, Economics 201	9 credit-hours.
Biology 101, 103, and Computer Science 101	8 credit-hours.
GEC electives	18 credit-hours.
Accounting 201	3 credit-hours.
Either Women's Studies 170, African Studies 220, English 285, or Geography 102.	3 credit-hours.
The major requirements are Sport Management 167, Sport and Exercise Psychology 272, and Athletic Training 121 and 122.	10 credit-hours.

**Recommended Two-Year Sequence**

**FIRST YEAR**

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
COMM 100	Principles/Human Communication	1
COMM 104	Human Communication in the Public Communication Context	2
MATH 126	College Algebra	3
ECON 201	Principles of Microeconomics	3
GEC Elective		3
UNIV 101*	Orientation	(1)
Total		15

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
ATTR 121	Sport Injury Control and Management	3
ATTR 122	Sport Injury Control and Management Lab	1
SM 167	Introduction to Sport Studies	3
GEC Elective		3
Elective		2
Total		15

**SECOND YEAR**

First Semester		Hrs.
JRL 101	Introduction to Mass Communications	3
ACCT 201	Principles of Accounting	3
BIOL 101	General Biology	3
BIOL 103	General Biology Lab	1
GEC Electives		6
Total		16



<b>Second Semester</b>			<b>Hrs.</b>
SEP 272	Psychological Perspectives of Sport		3
CS 101	Introduction to Computer Applications		4
Foreign/Minority/Gender Requirement**			3
GEC Elective			3
GEC Elective***			3
<b>Total</b>			<b>16</b>

**Total Hours: 62**

*\*Required of first-time, first semester students; not required for graduation.*

*\*\*Choose from WMST 170, ASP 220, ENGL 285, or GEOG 102.*

*\*\*\*Economics 202 recommended.*

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

Beginning Summer 2005, the School of Medicine at West Virginia University has replaced the Masters in Physical Therapy (MPT) with Doctorate in Physical Therapy (DPT). Applicants will be 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 205
- Physiology 441 (BIOL 230 and 231 will replace this course.)
- Medical Terminology

## **Recommended Two-Year Sequence**

### **FIRST YEAR**

<b>First Semester</b>			<b>Hrs.</b>
ENGL 101	Composition and Rhetoric		3
BIOL 101	General Biology		3
BIOL 103	General Biology Laboratory		1
CHEM 115	Fundamentals of Chemistry		4
MATH 126	College Algebra or higher		3
UNIV 101*	Orientation		(1)
<b>Total</b>			<b>14</b>

<b>Second Semester</b>			<b>Hrs.</b>
ENGL 102	Composition and Rhetoric		3
BIOL 102	General Biology		3
BIOL 104	General Biology Laboratory		1
CHEM 116	Fundamentals of Chemistry		4
MATH 128	Plane Trigonometry or higher		3
ORIN 270	Introduction to Health Careers (optional)		1
GEC Elective			3
<b>Total</b>			<b>17</b>

## SECOND YEAR

First Semester		Hrs.
PSYC 101	Introduction to Psychology	3
PHYS 101	Introductory Physics	4
OSTC 107	Medical Terminology	3
STAT 211	Elementary Statistical Inference	3
BIOL 230	Human Anatomy and Physiology 1	4
Total		17

Second Semester		Hrs.
PHYS 102	Introductory Physics	4
PSYC 241	Introduction to Human Development	3
BIOL 231	Human Anatomy and Physiology 2	4
GEC Electives		6
Total		17

**Total Hours: 65-66**

*\*Required of first-time, first-semester students; not required for graduation.*

ATTR 219 or NBAN 205 is required but not available at Potomac State College.

## Arts and Sciences Degree/A.A.

### Physics Major

A bachelor's degree in physics is intended for students seeking professional positions in industry, education, and government. The associate degree program provides the first two years of undergraduate study for students planning to pursue a B.A. or B.S. Degree at West Virginia University or other comparable institutions. If pursuing a Bachelor of Arts degree, six-credit hours of a foreign language at the intermediate level are required. If pursuing a Bachelor of Science degree, a foreign language is not required.

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

### Requirements for Graduation

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

English 101 and 102 . . . . .	6 credit-hours.
Six credit-hours of a Foreign Language at the intermediate level (A student may need to take the first year of a language [elementary level] to prepare for the intermediate level).	
Chemistry 115 and 116 . . . . .	8 credit-hours.
Mathematics 155, 156, 251, and 261 . . . . .	16 credit-hours.
GEC electives . . . . .	15 credit-hours.
The major requirements are Physics 111 and 112 . . . . .	8 credit-hours.

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## Recommended Two-Year Sequence

### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
Foreign Language 101 or 203*		3
MATH 155	Calculus 1	4
CHEM 115	Fundamentals of Chemistry	4
GEC Elective		3
UNIV 101**	Orientation	(1)
Total		17

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
Foreign Language 102 or 204*		3
MATH 156	Calculus 2	4
CHEM 116	Fundamentals of Chemistry	4
GEC Elective		3
Total		17

### SECOND YEAR

First Semester		Hrs.
Foreign Language 203 (if needed)*		3
MATH 251	Multivariable Calculus	4
PHYS 111	General Physics	4
GEC Electives		6
Total		17

Second Semester		Hrs.
Foreign Language 204 (if needed)*		3
MATH 261	Differential Equations	4
PHYS 112	General Physics	4
GEC Elective		3
Total		14

**Total Hours: 65**

*\*Students who present more than two or more units of high school credit in a foreign language may satisfy this requirement by taking courses 203 and 204 (see Second Year above) and six hours of elective credit. Students who do not have adequate high school credit must take four semesters of study in one language.*

*\*\*Required of first-time, first-semester students; not required for graduation.*

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

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

**Career Opportunities:** Career opportunities for a graduate in political science include: city manager, lawyer, diplomat, educator, labor relations specialist, political consultant, public recreation director, public health official, urban planner, journalist, law enforcement officer, and lobbyist.

Requirements for Graduation

In order to earn an Associate of Arts Degree in Arts and Sciences with a major in Political Science, a student must complete a minimum of 61 credit hours of coursework. The following courses are required:

- English 101 and 102 ..... 6 credit hours.  
Six credit hours of a Foreign Language at the intermediate level. (A student may need to take the first year of language [elementary level] to prepare for the intermediate level).  
Mathematics 121 or higher ..... 3 credit-hours.  
GEC Electives .....30 credit hours.  
Natural science with laboratory. .... 4 credit hours.  
The major requirements are Political Science 102 and Economics 201 and 202 ..... 9 credit-hours.

Recommended Two-Year Sequence

FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
Foreign Language 101 or 203*		3
POLS 101	recommended	3
GEC Elective		3
ECON 201	Principles of Microeconomics	3
UNIV 101**	Orientation	(1)
Total		15

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
Foreign Language 102 or 204*		3
POLS 102	Introduction to the American Government	3
ECON 202	Principles of Macroeconomics	3
GEC Elective		3
Total		15

SECOND YEAR

First Semester		Hrs.
Foreign Language 203 (if needed)*		3
MATH 121	or higher	3
Laboratory Science		4
POLS 220	recommended	3
HIST 152	recommended	3
Total		16

<b>Second Semester</b>	<b>Hrs.</b>
Foreign Language 204 (if needed)*	3
GEC Electives	9
Elective	3
<b>Total</b>	<b>15</b>

**Total Hours: 61**

*\*Students who present more than two or more units of high school credit in a foreign language may satisfy this requirement by taking courses 203 and 204 (see Second Year above) and six hours of elective credits. Students who do not have adequate high school credit must take 4 semesters of study in one language.*

*\*\*Required of first-time, first-semester students; not required for graduation.*

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

The psychology curriculum prepares students to transfer as psychology majors to the baccalaureate program at West Virginia University, and can be adapted to the needs of those planning to transfer to other institutions. In addition, courses in psychology are part of the liberal arts education. They convey principles and methods that are necessary for a better understanding of behavior and personality. Courses in psychology are often of interest and value to students in other social and life sciences, such as sociology, social work, political science, education, nursing, or medicine.

**Career Opportunities:** A bachelor's degree in psychology qualifies a person to assist professionals in community mental health centers, vocational rehabilitation offices, and correctional programs; to work as research or administrative assistants; and to take jobs as trainees in government or business. Persons with a master's degree in psychology can administer tests as psychological assistants, and, under supervision, can conduct research, perform psychological evaluations, or counsel clients. Psychologists with a doctoral degree qualify for a wide range of teaching, research, clinical, and counseling positions in universities, elementary and secondary schools, private industry, and government.

**Requirements for Graduation**

In order to earn an Associate of Arts Degree in Psychology, a student must complete a minimum of 62 credit-hours of course work. The following courses are required:

- English 101 and 102 ..... 6 credit-hours.
  - Mathematics 126 and Statistics 211 ..... 6 credit-hours.
  - Foreign Language at the Intermediate level (a student may need to take the first year of a language [elementary level] to prepare for the intermediate level) ..... 6 credit-hours.
  - GEC Electives ..... 18 credit-hours.
  - Natural science with laboratory..... 4 credit-hours.
  - The major requirements are Psychology 101, 201, 202 or 251, and 241 ..... 10 credit-hours.
  - Electives ..... 6 credit-hours.
- It is suggested that psychology majors take PSYC 281, Abnormal Psychology.

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## Recommended Two-Year Sequence

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### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
Foreign Language 101 or 203*		3
PSYC 101	Introduction to Psychology	3
GEC Electives		6
UNIV 101**	Orientation	(1)
Total		15

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
Foreign Language 102 or 204*		3
PSYC 241	Introduction to Human Development	3
GEC Elective		3
MATH 126	College Algebra	3
PSYC 201	Psychology as a Profession	1
Total		16

### SECOND YEAR

First Semester		Hrs.
Foreign Language 203 (if needed)*		3
STAT 211	Elementary Statistical Inference	3
Laboratory Science		4
GEC Electives		6
Total		16

Second Semester		Hrs.
Foreign Language 204 (if needed)*		3
Electives		6
PSYC 202	Research Methods in Psychology or	
PSYC 252	Introduction to Social Psychology	3
Elective	(PSYC 281 suggested)	3
Total		15

### Total Hours: 62

*\*Students who present more than two or more units of high school credit in a foreign language may satisfy this requirement by taking courses 203 and 204 (see Second Year above). Six hours of elective credit may be used to replace 101 and 102. Students who do not have adequate high school credit must take four semesters of study in one language.*

*\*\*Required of first-time, first-semester students; not required for graduation.*

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

The Social Work curriculum prepares students for transfer to the Division of Social Work at West Virginia University and can be adapted to the needs of those planning to transfer to other institutions. The Social Work student at Potomac State College is automatically under the Social Work standards of the West Virginia University Division of Social Work. After two years at Potomac State students can transfer to West Virginia University. The WVU Division of Social Work is accredited by the Council on Social Work Education.

### Requirements for Graduation

In order to earn an Associate of Arts Degree in Arts and Sciences with a major in Pre-Social Work, a student needs to complete a minimum of 61 credit-hours of course work of which the following courses are required:

English 101 and 102 .....	6 credit-hours.
Math 121 .....	3 credit-hours.
English 285 or SOCA 235 or WMST 170, or another minority studies course .....	3 credit-hours.
Psychology 101 and 241 .....	6 credit-hours.
Political Science 101 or 102 or 103 and Political Science 220. ....	6 credit-hours.
Biology 101 and 103 .....	4 credit-hours.
GEC electives .....	12 credit-hours.
Elective (Social Science 200 level recommended). ....	3 credit-hours.
Major requirements are Sociology 101 and 107 and Social Work 147 and 151 (students transferring to WVU need to complete the two social work courses prior to applying for admission into WVU's social work program) .....	12 credit-hours.

### WVU Division of Social Work Admission Requirements

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

### Recommended Two-Year Sequence

#### FIRST YEAR

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
SOCA 101	Introduction to Sociology	3
SOWK 151	Introduction to Social Work	3
GEC Elective		3
SOCA 105	recommended	3
UNIV 101*	Orientation	(1)
Total		15

#### Second Semester

		Hrs.
ENGL 102	Composition and Rhetoric	3
SOWK 147	Human Diversity	3
PSYC 101	Introduction to Psychology	3
MATH 121	Introductory Concepts of Math	3
SOCA 221	recommended	3
Total		15

## SECOND YEAR

First Semester		Hrs.
SOCA 107	Social Problems	3
POLS 101	Introduction to Political Science or	
POLS 102	Introduction to American Government or	
POLS 103	Global Political Issues	3
BIOL 101	General Biology	3
BIOL 103	General Biology Lab	1
GEC Electives		6
Total		16

Second Semester		Hrs.
ENGL 285	Images of Women in Literature or	
SOCA 235	Race Relations	
WMST 170	Introduction to Women's Studies**	3
POLS 220	State and Local Government	3
PSYC 241	Introduction to Human Development	3
GEC Elective		3
Elective	Soc. Sci. 200 level recommended	3
Total		15

**Total Hours: 61**

*\*Required of first-time, first-semester students; not required for graduation.*

*\*\*Or another minority studies course approved by the WVU Department of Social Work.*

## 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 61 credit-hours of course work. The following courses are required:

English 101 and 102	6 credit-hours.
Six credit-hours of a Foreign Language at the Intermediate Level (a student may need to take the first year of a language [elementary level] to prepare for the intermediate level).	
Mathematics 126 and Statistics 211	6 credit-hours.
GEC Electives	18 credit-hours.
Natural science with laboratory.	4 credit-hours.
Electives	6 credit-hours.
The major requirements are Sociology 101, 105, and 107.	9 credit-hours.



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**Recommended Two-Year Sequence**

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**FIRST YEAR**

First Semester		Hrs.
ENGL 101	Composition and Rhetoric	3
Foreign Language 101 or 203*		3
SOCA 101	Introduction to Sociology	3
GEC Electives		6
UNIV 101**	Orientation	(1)
<b>Total</b>		<b>15</b>

Second Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
Foreign Language 102 or 204*		3
MATH 126	College Algebra	3
SOCA 107	Social Problems	3
GEC Elective		3
<b>Total</b>		<b>15</b>

**SECOND YEAR**

First Semester		Hrs.
Foreign Language 203 (if needed)*		3
STAT 211	Elementary Statistical Inference	3
SOCA 105	Introduction to Anthropology	3
Laboratory Science BIOL 101/103 recommended		4
GEC Elective		3
<b>Total</b>		<b>16</b>

Second Semester		Hrs.
Foreign Language 204 (if needed)*		3
GEC Elective		3
SOCA 200 level elective (SOCA 221 or 233 recommended)		3
Elective		3
<b>Total</b>		<b>15</b>

**Total Hours: 61**

*\*Students who present more than two or more units of high school credit in a foreign language may satisfy this requirement by taking courses 203 and 204 (see Second Year above) and six hours of elective credit. Students who do not have adequate high school credit must take four semesters of study in one language.*

*\*\*Required of first-time, first-semester students; not required for graduation.*

## Technical Studies Degree/ A.A.S. Machinist Technology Option

The Machinist Technology Option is available through a partnership with the Robert C. Byrd Institute (RCBI) in Rocket Center, West Virginia. Students complete training in machinist technology through RCBI and complete general education and relevant business and technical courses through Potomac State College.

### Recommended Two-Year Sequence

#### FIRST YEAR

First Semester		Hrs.
MATH 136	Mathematics for Machine Technology 1	3
MT 105	Industrial Safety and Environmental Protection 2	
MT 200	Blueprint Reading	3
MT 205	Measurement in Machining	3
MT 216	Metal Working Theory and Application 1	3
CS 101	Introduction to Computer Applications	4
Total		18

Second Semester		Hrs.
MATH 137	Mathematics for Machine Technology 2	3
COMM 100	Principles of Human Communication	1
COMM 104	Human Communication in the Public Communication Context	2
BTEC 107	Business Communications	3
MT 121	Introduction to Machinery	4
MT 217	Metal Working Theory and Application 2	3
Total		16

#### SECOND YEAR

First Semester		Hrs.
MT 220	Introductory Computer Aided Design	3
MT 224	Technical Specialization 1	3
MT 234	NIMS Credentialing 1	3
MT 218	Metal Working Theory and Application 3	3
BTEC 103	Personnel Management	3
Total		15

Second Semester		Hrs.
Social Science Elective*		3
MT 219	Metal Working Theory and Application 4	3
MT 225	Technical Specialization 2	3
MT 235	NIMS Credentialing 2	3
MT 289	Manufacturing Technology Internship	6
Total		18

\*HIST 153 Making of Modern America, 1865 to the Present;  
POLS 102 Introduction to the American Government;  
POLS 220 State and Local Government;  
PSYC 101 Introduction to Psychology;  
SOCA 101 Introduction to Sociology.

**Total Hours: 67**

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

The Bachelor of Applied Science (B.A.S.) degree provides students who have completed an Associate of Applied Science (A.A.S.) degree program with an opportunity to continue their education to the baccalaureate level, acquiring additional skills and furthering their professional advancement. This state-wide degree program requires 41 credit-hours of upper division course work and 29 credit-hours in the Business Management area of emphasis.

### Requirements for Graduation

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

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

### Recommended Two-Year Sequence

#### FIRST YEAR

First Semester			Hrs.
ENGL 102	Composition and Rhetoric		3
SOCA 101	Introduction to Sociology		3
BUSA 320	Survey of Business Management		3
BUSA 330	Survey of Marketing		3
Upper or Lower Division Elective			3
Total			15

Second Semester			Hrs.
STAT 111	Understanding Statistics		3
BUSA 310	Survey of Business Law		3
BUSA 340	Survey of Finance		3
Fine Arts Requirement			3
Upper or Lower Division Elective			3
Total			15

#### SECOND YEAR

First Semester			Hrs.
BTEC 350	Advanced Computer Applications		4
BTEC 360	Leadership and Human Behavior		3
BTEC 370	Intermediate Accounting		3
Upper Division Electives			6
Total			16

Second Semester			Hrs.
BTEC 380	Business Ethics		3
BTEC 485	Senior Seminar		4
Fine Arts Requirement			3
Upper Division Electives			6
Total			16

**Total Hours: 62**

**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.

**Requirements for Graduation**

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

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

**Recommended Two-Year Sequence**

**FIRST YEAR**

First Semester		Hrs.
ENGL 102	Composition and Rhetoric	3
MATH 126	College Algebra	3
PSYC 251	Introduction to Social Psychology or	
PSYC 281	Abnormal Psychology	3
CJ 301	White-Collar Crime	3
CJ 302	Terrorism	3
Total		15

Second Semester		Hrs.
STAT 111	Understanding Statistics	3
CJ 315	Criminal Evidence	3
CJ 325	The Role of Women in Criminal Justice	3
Upper Division Electives		6
Total		15

**SECOND YEAR**

First Semester		Hrs.
Laboratory Science		4
CJ 316	Community Based Corrections	3
CJ 410	Research Methods in Criminal Justice	3
CJ 415	Forensic Techniques	3
Upper or Lower Division Electives		3
Total		16

Second Semester		Hrs.
Upper Division Electives		6
CJ 455	Ethics and the Criminal Justice System	3
CJ 461	Current Issues in Criminal Justice	3
CJ 485	Senior Seminar	3
Total		15

**Total Hours: 61**

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

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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, TV and satellite courses, Internet-based courses, correspondence courses, credit by exam, and through writing portfolios.

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

### **Requirements for Graduation**

- A. The R.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 40 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 R.B.A. degree has a residency requirement of 24 hours of course work taken at public higher education institutions in West Virginia.
- D. R.B.A. students must complete a minimum of 128 credit-hours to be eligible for graduation.
- E. Students must have a minimum GPA of 2.00 (on a 4-point scale) to be eligible for graduation.

# Course Descriptions

## Abbreviations Used in Course Listings

Hr	credit hours per course
lec	lecture period
rec	recitation period
lab	laboratory period
Conc	concurrent registration required
PR	prerequisite
Coreq	corequisite
consent	consent of instructor required
NP	not a WVU Parallel Course

## 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.

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## COURSE DESCRIPTIONS

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### Accounting (ACCT)

- 201. Principles of Accounting.** 3 Hr. The accounting cycle from the analysis of business transactions through the preparation of financial statements; basic theory and practice with respect to accounting for assets and equities.
- 202. Principles of Accounting.** 3 Hr. PR: ACCT 201. Utilization of accounting information for purposes of managerial control and decision making; cost concepts, profit and financial budgeting, analysis of financial statements.

### African Studies (ASP)

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

### Agricultural and Environmental Education (AGEE)

- 101. Global Food & Agricultural Industry.** 3 Hr. Examination of the history and current developments, structures, functions, and importance of the international food and agricultural industry; issues, concerns and interrelationships and their impacts on American agriculture and society.
- 103. Basics of Agricultural Mechanization.** 2 Hr. Study and application of the foundation area associated with agricultural mechanization.
- 110. Microcomputer Applications in Agricultural Education.** 3 Hr. PR: Consent. Microcomputer applications in the instructional process of agricultural education; use of applications software, agricultural software, and data bases; and methods of integrating microcomputers into secondary school agriculture and extension programs.

- 203. Agricultural Mechanics Practica.** 3 Hr. Theory and practice of construction structures and 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.

### **Agricultural and Resource Economics (ARE)**

- 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.

### **Agriculture (AGRL)**

- 111. Professions in Agriculture.** 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.

### **Agriculture, Forestry, and Consumer Science (AFCS)**

- 490. Teaching Practicum.** 1-3 Hr. PR: Consent. Teaching practice as a tutor or assistant.
- 491. Professional Field Experience.** 1-18 Hr. (May be repeated up to a maximum of 18 hours.) Prearranged experiential learning program to be planned, supervised, and evaluated for credit by relation to plant growth and production, land use and management, soil and water pollution, and environmental protection.

### **Agronomy (AGRN)**

- 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.
- 315. Turfgrass Management.** 3 Hr. PR: AGRN 202 and AGRN 203 and PLSC 206 or Consent. Establishment, maintenance, and adaptation of grasses for lawns, golf courses, parks, athletic and playing fields, and roadsides. Associating differential plant responses with soil, climatic, and biotic factors.

## **Animal Nutrition (ANNU)**

**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.

## **Animal Production (ANPR)**

**308. Animal Production Experience.** (1-4 Hr.) Experience in operating a dairy or livestock farm, including layers or broilers, calving, lambing, or farrowing of hogs. Can be repeated up to a maximum of 4 credits. (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. Advanced selection, evaluation, and grading of domestic livestock, species and animal products. Tours of representative flocks, herds and processing plants will be required. Can be repeated up to a maximum of four credits. (3 hr. lab./ per hr. credit.)

## **Animal and Veterinary Science (A&VS)**

**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.)

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

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

**491. Professional Field Experience.** 1-18 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.

## **Applied and Environmental Microbiology (AEM)**

**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.

## **Art (ART)**

**111. Drawing 1.** 3 Hr. The course emphasizes fundamental principles of drawing with a focus on building basic skills through direct observation, using traditional graphic media and expression.



## **Art History (ARHS)**

- 101. Appreciation of Visual Arts.** 3 Hr. The course encompasses the study of outstanding works of the visual arts from past times to the present: (1) sources of the creative impulse, and (2) relationship of art to the civilization producing it.
- 120. Survey of Art History 1.** 3 Hr. The course examines the history of the visual arts in world cultures from prehistoric periods to the fourteenth century.
- 160. Survey of Art History 2.** 3 Hr. The course examines the history of the visual arts in world cultures from the fourteenth century to the present.

## **Astronomy (ASTR)**

- 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.

## **Athletic Coaching Education (ACE)**

- 100. The Total Athlete.** 3 Hr. In-depth analysis of topics associated with being an athlete, i.e., attitude, academics, media, peer pressure, racism in sports, recruiting, AIDS, rape, stress/time management, suicide, sportsmanship, ethics, drugs (types and testing), agents, coping with adversity, eating disorders, gambling, life after sports, non-revenue sports, pro sports, violence in sports, gender equity, and personal growth.
- 256. Principles and Problems of Coaching.** 3 Hr. Principles and problems of interscholastic athletic coaching.

## **Athletic Training (ATTR)**

- 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. Sport 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.

## **Biology (BIOL)**

- 101. General Biology.** 3 Hr. Coreq. BIOL 103. Introductory course in biology: cellular, organismal, and population genetics, including reproduction, growth and development, and evolution.
- 102. General Biology.** 3 Hr. Coreq. BIOL 104. Introductory biology: energetics and physiology of cells, organisms, and populations, including regulation and control of multicellular organisms.
- 103. General Biology Laboratory.** 1 Hr. Coreq. BIOL 101. Experiments in biology: genetics and evolution; reproduction, growth, and development of cells, organisms, and populations.
- 104. General Biology Laboratory.** 1 Hr. Coreq. BIOL 102. Experiments in biology: materials exchange, action of enzymes, photosynthesis and respiration, and physiology of organisms.
- 107. Biotechnology and Society.** 3 Hr. An overview of the use of biotechnology to solve agricultural, medical, and environmental problems. Bioethical concerns and societal impacts of the use of the technologies will be discussed.

- 109. Human Biology.** 3 Hr. An introductory course for non-science majors studying the structure and function of the human body and its relationship to health, disease, and the environment. Not for allied health majors; does not fulfill WVU requirements. NP.
- 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 Biology 115. The diversity of reproductive, developmental, functional, and integrative mechanisms in plants and animals.
- 219. The Living Cell.** 4 Hr. PR: CHEM 115 or CHEM 117 and BIOL 117. Continuation of Biology 117. Structure, function and diversity of cells with emphasis on gene expression and the cellular phenotype including cell chemistry, energetics, and regulation of cell activities.
- 221. Ecology and Evolution.** 3 Hr. PR: BIOL 219. Continuation of Biology 219. Basic concepts in evolution and ecology, including Darwin's theory of natural selection, modern population genetics, speciation, population growth and regulation, demography, community ecology, ecosystem dynamics, and human ecology.
- 230. Human Anatomy and Physiology I.** 4 Hr. PR: BIOL 102 and BIOL 104 or Consent. The study of human body structure and function. Lecture emphasizes the integumentary, skeletal, muscular, and nervous systems, and special senses. Laboratory includes a complete cat dissection. For nursing students or others by instructor's consent. (3 hr. lec., 3 hr. lab). NP.
- 231. Human Anatomy and Physiology II.** 4 Hr. PR: BIOL 230 or Consent. A continuation of Biology 230. The following systems are thoroughly studied: endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive. Laboratory work involves physiological investigations and dissections. For nursing students or others by instructor's consent. (3 hr. lec., 3 hr. lab). NP.

## **Business Administration (BUSA)**

- 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.

## Business Technology (BTEC)

- 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. NP.
- 102. Introduction to Business.** 3 Hr. Introduces students 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. NP.
- 103. Personnel Management.** 3 Hr. Theory, practice and principles involved in the direction, coordination, and payrolls for personnel. NP.
- 104. Marketing.** 3 Hr. Principles and practice of the activities through which small business establishments direct the flow of goods and services to consumers. NP.
- 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. NP.
- 109. Business Mathematics.** 3 Hr. A study of the fundamental processes of banking procedures, percentage, discount, interest, depreciation, investments, payrolls, and insurance. NP.
- 223. Advertising.** 3 Hr. Overview of advertising and sales promotion, development of sales strategies, promotional planning, media selection, and layout. NP.
- 256. Managerial Accounting.** 3 Hr. PR: ACCT 202. The theory and practice of managerial accounting for small businesses. NP.
- 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. NP.
- 260. Computerized Accounting.** 3 Hr. PR: ACCT 201 or consent. This course covers pc-based accounting systems. NP.
- 340. Human Resource Management.** 3 Hr. A study of the policies, practices, and systems that influence employees' behavior, attitudes, and performance. NP.
- 350. Advanced Computer Applications in Business.** 4 Hr. PR: CIS 114, 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. NP.
- 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. NP.
- 370. Intermediate Accounting.** 3 Hr. PR: ACCT 201, 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. NP.
- 380. Business Ethics.** 3 Hr. A study of the ethical, cultural, and societal issues facing business and managers with regard to a global business environment. NP.
- 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. NP.

## Chemistry (CHEM)

- 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 Chemistry 111. Nuclear chemistry; air and water pollution; useful natural materials; consumer chemistry; introduction to organic and biochemistry. (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 and 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.)

## Child Development and Family Studies (CDFS)

- 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 children.
- 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.

## **Communication Studies (COMM)**

- 100. Principles of Human Communication.** 1 Hr. Introduction to the human communication process with emphasis on the principles, variables, and social contexts of communication.
- 102. Human Communication in the Interpersonal Context.** 2 Hr. Introduction to interpersonal communication with emphasis upon application of one-to-one communication in a variety of social contexts.
- 104. Human Communication in the Public Communication Context.** 2 Hr. Introduction to principles of communication in the one-to-many context.

## **Community Health Promotion (CHPR)**

- 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 less serious nature.

## **Computer Engineering (CPE)**

- 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.)

## **Computer Science (CS)**

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

## **Counseling (COUN)**

- 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.

## **Criminal Justice Studies (CJ)**

- 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. NP.
- 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. NP.
- 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. NP.
- 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. NP.

- 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. NP.
- 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. NP.
- 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. NP.
- 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. NP.
- 230. Probation and 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. NP.
- 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. NP.
- 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. NP.
- 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 progress; custody and discipline as they relate to rehabilitative efforts; community adjustment facilities; problems of probation and parole. NP.
- 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. NP.
- 295. Field Practicum.** 3 Hr. PR: Sophomore status and a GPA of 2.0 or higher. A supervised professional study conducted in a criminal justice field setting. NP.
- 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. NP.
- 302. Terrorism.** 3 Hr. An examination of terrorism both domestic and foreign including its causes and trends. Also examines selected current cases, explanatory theories, methods of prevention or containment, and the effectiveness of law enforcement efforts. NP.
- 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. NP.

- 316. Community Based Corrections.** 3 Hr. PR: CJ 206. Study of probation, parole, diversion programs, and intermediate sanctions including house arrest, community service, restitution, half-way houses, and temporary release. Some focus placed on special-needs offenders. NP.
- 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. NP.
- 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. NP.
- 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 the crime scene to the court room. NP.
- 455. Ethics and the Criminal Justice System.** 3 Hr. PR: CJ 101 and 410. Focus on the ethical issues faced by individuals as citizens and criminal justice professionals. The course will assist students in clarifying their values and in establishing a framework for ethical decision making. Students will examine ethical issues, which relate to a variety of concerns, and a variety of professional ethical codes. NP.
- 461. Current Issues in Criminal Justice.** 3 Hr. PR: CJ 101 and 410. Focus on current issues facing criminal justice including those related to prevention of crime, law enforcement, corrections, institutional reform, and public opinion. Examination of recent research, emerging trends, and policy. NP.
- 485. Senior Seminar.** 3 Hr. PR: Senior standing. Criminal Justice major. A senior capstone course. An examination of controversial criminal justice issues. Course allows students consider the integration of theoretical and methodological issues. Focus will also be given to career or graduate placement. NP.

## **Economics (ECON)**

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

## **Education (EDUC)**

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

## **Educational Psychology (EDP)**

- 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.



## Electrical Engineering (EE)

- 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 in 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.)

## Engineering (ENGR)

- 101. Engineering Problem Solving 1.** 2 Hr. PR: Open to all Freshman Engineering students or consent. Orientation to engineering disciplines, academic success strategies, engineering design process and team projects, use of computers in problem solving, technical report writing, presentational techniques, and internet applications.
- 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.** 1 Hr. Orientation to degree programs and requirements, departmental resources, curriculum options, students' responsibilities, and opportunities. Development of academic success strategies and University experiences to equip students to make life decisions.

## English Language and Literature (ENGL)

- 090. Developmental Writing.** 3 Hr. A course especially designed for students needing to develop basic writing skills. Students who score less than 18 on the ACT English, less than 88 on the ACCUPLACER sentence skills test, or less than 450 on the SAT Verbal may not register for English 101 until they pass English 090. Pass/ Fail grading. Course does not count toward graduation. NP.
- 101. Composition and Rhetoric.** 3 Hr. A course in writing non-fiction prose, principally the expository essay.
- 102. Composition and Rhetoric.** 3 Hr. PR: ENGL 101 or equiv. Writing college-level research papers based on argumentative models. Precision in footnotes, bibliographies, usage, punctuation, and stylistics assumed.
- 111. Introduction to Creative Writing.** 3 Hr. PR: ENGL 101 and ENGL 102 or equivalent. Practice in writing a sequence of structured exercises designed to enhance creative writing skills.
- 131. Poetry and Drama.** 3 Hr. An introduction to the genres.
- 132. Short Story and Novel.** 3 Hr. An introduction to the genres.
- 154. African American Literature.** 3 Hr. A historical introduction and survey from its beginnings to the present.



- 156. Literature of Native America.** 3 Hr. A historical survey of Native American prose, poetry, song, and story from the beginning to the present.
- 225. Western World Literature.** 3 Hr. Selected readings in the canon of Western world literature, both 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.
- 232. Poetry.** 3 Hr. Appreciation and enjoyment of poems through critical and analytical reading. Studies in the various types of poetry, and of the language, imagery, and techniques of poetic expression.
- 235. Novel.** 3 Hr. The novel's structure, history, and contemporary forms.
- 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.
- 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.
- 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 backdrop of social and historical documents to examine the effect of images of women in literature on the self-image of women today.

### **Environmental Protection (ENVP)**

- 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.

### **Equine Production and Management (EQST)**

- 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. NP.
- 105. Equine Safety and Behavior.** 3 Hr. Discusses and demonstrated safety measures required when working with and around horses. Students will learn the importance of understanding equine behavior for safety, management, and training purposes. NP.
- 115. Riding Basics.** 1 Hr. 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. NP.
- 120. Introduction to Horsemanship & Training.** 4 Hr. PR: EQST 105. 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) NP.

- 160. Basic Equine Hoof Care & Management.** 1 Hr. Introduces physiology of the hoof, trimming, shoeing, corrective shoeing and shoes, breed requirements, identifying and treatment of lameness. NP.
- 199. Orientation to Equine Studies.** 1 Hr. Orientation to degree programs and requirements, departmental resources, curriculum options, student responsibilities and employment opportunities in the equine industry. NP.
- 230. Advanced Horsemanship & Training.** 4 Hr. PR: EQST 105 and EQST 120. Improves overall communication between the horse and rider. Students will learn techniques used in training horses to be willing and responsible to the rider's subtle cues (3 hr. lec., 3 hr. lab) NP.
- 240. Equine Facilities & Stable Management.** 4 Hr. Teaches practical skills and considerations that will be needed to own or operate an equine facility, including functional requirements, design and layout, safety and operation of farm equipment, and waste management. (3 hr. lec., 3 hr. lab) NP.

### **Foreign Literature in Translation (FLIT)**

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

### **Forest Management (FMAN)**

- 212. Forest Ecology.** 3 Hr. PR: FOR 205. Forest and environmental factors; site and type characteristics.
- 222. Forest Mensuration.** 4 Hr. PR: MATH 155 and STAT 211. Estimating volume and growth of trees and forest stands with emphasis on the mathematical and statistical techniques involved. Laboratories include practical field experience.
- 311. Silvicultural Systems.** 4 Hr. PR: FOR 205 and FMAN 212 and FMAN 322 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.

### **Forestry (FOR)**

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

### **Geography (GEOG)**

- 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.** 1Hr. 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.

## **Geology (GEOL)**

- 101. Planet Earth.** 3 Hr. Composition and structure of the Earth and the physical processes that change Earth's surface. GEOL 102 not required with GEOL 101. (Accompanied by registration in GEOL 102, class meets requirements for 4 hr. credit in a laboratory science in geology.) Students cannot receive credit for GEOL 101 and GEOL 110 or GEOG 110.
- 102. Planet Earth Laboratory.** 1 Hr. PR or CONC: GEOL 101. Laboratory study of the earth using rocks, minerals and maps. (2 hr. lab.) (Students cannot receive credit for GEOL 102 and GEOL 111 or GEOG 111.)
- 103. Earth Through Time.** 3 Hr. PR: GEOL 101 or GEOL 110 or GEOG 110. Evolution of the Earth and its inhabitants. (Accompanied by registration in GEOL 104, class meets requirements for 4 hr. credit in a laboratory science in geology.)
- 104. Earth Through Time Laboratory.** 1 Hr. PR or CONC: GEOL 103. Laboratory study of sedimentary rocks, fossils and geologic maps and their use in interpreting Earth history. (2 hr. lab.)
- 105. A Study of Dinosaurs.** 3 Hr. A beginning course in the study of dinosaurs. Classification, biology, and behavior will be studied. NP.

## **History (HIST)**

- 101. Western Civilization: Antiquity to 1600.** 3 Hr. (HIST 101 does not have to precede HIST 102.) A survey of the major developments in Western civilization beginning with the ancient Mediterranean world and concluding with Reformation Europe.
- 102. Western Civilization: 1600 to Present.** 3 Hr. (HIST 102 may precede HIST 101.) A survey of major developments in Western civilization from 1600 to the present with attention to Europe's emerging industrial society and changing role in world affairs.
- 152. Growth of the American Nation to 1865.** 3 Hr. (HIST 152 does not have to precede HIST 153.) Examines the basic political, economic, and social forces in formation and development of United States before 1865. Emphasis on national development from independence through the Civil War.
- 153. Making of Modern America: 1865 to the Present.** 3 Hr. (HIST 153 may precede HIST 152.) Continues the examination of basic political, economic, and social forces in the development of the United States since the Civil War.
- 179. World History to 1500.** 3 Hr. Comparative history of Africa, Asia, and Europe from earliest times until 1500. Political, economic, social, and religious developments with emphasis on patterns of authority, the individual, nature, and society.

- 180. World History since 1500.** 3 Hr. Comparative history of Africa, Asia, and Europe 1500 to present. Political, economic, and social developments with emphasis on patterns of authority, the individual, nature, society, and the impact of the West.
- 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.

### **Honors (HONR)**

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

### **Horticulture (HORT)**

- 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.
- 226. Flower Judging.** 1 Hr. One laboratory period per week. Identification and judging of flowers with emphasis on the aesthetic values which underlie desirability in a variety.
- 227. Vegetable Identification and Judging.** 1 Hr. Identification and judging the common vegetables and the test associated with olericulture in West Virginia. Emphasis is placed on the cultural practices associated with top quality vegetables.
- 251. Floral Design.** 3 Hr. Basic course in flower arrangement to cover occasions for the home and retail flower shop.
- 260. Woody Plant Materials.** 3 Hr. PR: BIOL 101 and 103 or equiv. Common ornamental woody plants, their identification, cultural needs, and evaluation of use; some outdoor study and a one-day nursery trip.
- 262. Herbaceous Plant Materials.** 3 Hr. Identification, description, adaptability, and evaluation of selected herbaceous annuals and perennials with emphasis on their use as design elements.

### **Hospitality and Tourism (HTOR)**

- 110. Food Production I.** 6 Hr. Coreq: HTOR 120. Develops basic skills needed in the kitchen. Students learn proper techniques, terminology, and equipment for activities ranging from carving to menu planning. Prepare small quantity menus in a commercial-kitchen setting and review current food quality standards. NP.
- 111. Food Production II.** 6 Hr. PR: HTOR 110. Builds on techniques learning 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. NP.
- 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. NP.
- 130. Food, Beverage, 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. NP.

- 140. Restaurant Management.** 6 Hr. PR: HTOR 110 and 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. NP.
- 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 are analyzed for specific menus. NP.
- 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. NP.
- 160. Topics in International Cuisine.** 1 Hr. Topics explore international cooking and trends in the vast range of foods around the world to bring new ideas and variety in cooking. NP.
- 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. NP.
- 295. Internship.** 6 Hr. PR: Sophomore status. Supervised professional study conducted in a hospitality or tourism field setting. NP.

### **Human Nutrition and Foods (HN&F)**

- 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.

### **Humanities (HUM)**

- 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. Intro 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.

### **Information Technology (CIS)**

- 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 functions, systems development, DOS, Windows and computer operations. NP.
- 106. PC Hardware Concepts.** 3 Hr. This course provides hands-on experience and skill development necessary to install, service, and support microcomputers. This course also covers A+ core competencies. NP.
- 107. Operating Systems Concepts.** 3 Hr. PR: CIS 100. Introduction to the operating system of a modern general purpose digital computer. The student studies the organization of an operating system and its control language. NP.
- 109. Networking Essentials.** 3 Hr. Provides introduction to computer network components, network architecture and data communications fundamentals. Covers essential competencies contained in Network + certification. NP.
- 113. Micro Application 1 (WORD).** 3 Hr. PR: CIS 100. This course provides a survey of computer applications in business with emphasis on word processing. NP.

114. **Micro Application 2 (EXCEL).** 3 Hr. PR: CIS 100. The student continues the study of computer applications acquiring further skills in the use of spreadsheets, such as Excel. NP.
115. **Micro Application 3 (POWER POINT).** 3 Hr. PR: CIS 100. A continuation of computer applications with a concentration on presentation software such as PowerPoint. NP.
116. **Micro Application 4 (ACCESS).** 3 Hr. PR: CIS 100. The student continues the study of microcomputer applications acquiring further skills in the use of database software such as Access. NP.
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. NP.
221. **MS Network Administration I.** 3 Hr. Provides skills necessary to install, configure, customize, network, integrate and troubleshoot Windows Workstation Operation System. NP.
225. **Internet Essentials I.** 3 Hr. PR: CIS 106 and CIS 109. Provides skills necessary to install, configure, customize, and network and integrate Internet technologies. Covers essential competencies contained in the Inet+ certification. NP.
226. **Photoshop Essentials.** 3 Hr. Provides skills necessary to manipulate raster and vector images using image management software such as Photoshop and Illustrator. NP.
228. **E-Commerce.** 3 Hr. PR: CIS 118. Provides an understanding of the fundamentals of e-commerce. This includes designing and developing e-commerce applications. NP.
229. **Digital Video Essentials.** 3 Hr. Provides skills necessary to design, capture, edit, and author DVDs and digital video movies using digital video editing software such as Adobe Premier. NP.
232. **Visual Basic Programming 1.** 3 Hr. Develop intermediate-level skills to design, develop, write, and debug programs using Visual Basic. NP.
233. **Visual Basic Programming 2.** 3 Hr. Develop advanced-level skills to design, develop, write, and debug programs using Visual Basic. NP.
234. **Computer Graphics—Illustrator.** Provides skills necessary to create illustrations and graphics using Adobe Illustrator. Course covers drawing, typography, paths, effects, layer, masks, blends, patterns, and color. NP.
250. **Directed Computer Experience I.** 3 Hr. PR: CIS 100 and CIS 103. Students are placed into practical working situations where they are involved in problem resolution, programming, system design or other areas as deemed appropriate. NP.

## Journalism (JRL)

101. **Introduction to Mass Communications.** 3 Hr. Mass communicator's role in developing political, social, and economic fabrics of a democratic society. Organization and function of newspapers, magazines, broadcast stations, and other principal media, including the role of advertising and public relations.
215. **Media Writing.** 3 Hr. PR: ULIB 101 and ENGL 101 and ENGL 102 and JRL 101 with a grade of C or better, passage of Journalism Qualifying Exam. Introduction to the fundamental writing and fact-gathering skills of journalism and public relations for print and electronic media.
220. **Introduction to Photography.** 3 Hr. Basic techniques of film developing and printing. Students are required to purchase their own film, enlarging paper, and have access to a camera.

- 318. Reporting for Print Media.** 3 Hr. PR: JRL 215. Essentials of developing and covering a news beat. Students generate stories, cultivate sources, and discover their community. News and feature stories include police, budgets, meetings, and speeches.
- 319. Copy Editing and Make-Up.** 3 Hr. PR: JRL 318. Students develop the skills necessary for the modern newspaper copy desk, including copy editing, working with wire service copy, headline writing, page layout and desktop production.

### **Landscape Architecture (LARC)**

- 105. Introduction to Landscape Architecture.** 3 Hr. A general overview of the field of landscape architecture, environmental design and planning.

### **Library Instruction (ULIB)**

- 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.

### **Machinist Technology (MT)**

- 105. Industrial Safety & Environmental Protection.** 2 Hr. The course is designed to develop safe workplace practices to ensure individual protection, the protection of others, and the environment. The application of the requirements and guidelines in accordance with the Occupational Safety and Health Act (OSHA) or Environmental Protection Agency (EPA) will be demonstrated throughout the course. NP.
- 121. Introduction to Machinery.** 4 Hr. This course is a hands-on lab to acquaint the students with the machinery and the industrial environment. This is the application of skills and knowledge of the measurement course and the tools that the machinist will be expected to apply in his/her daily task. NP.
- 136. Mathematics for Machine Technology 1.** 3 Hr. The course covers arithmetic and algebraic concepts such as fractions, decimals, metric system, formulas, ratio and proportion; principles and propositions of geometry pertaining to lines, circles, triangles, and polygons. NP.
- 137. Mathematics for Machine Technology 2.** 3 Hr. Continuation of MT136. NP.
- 200. Blueprint Reading.** 3 Hr. Designed to develop the knowledge, abilities, and skills to use standard and GDT orthographic blueprints as required in a machine shop. NP.
- 205. Measurement in Machining.** 3 Hr. Designed to develop the knowledge, abilities, and skill to use measurement instruments necessary to the machine tool industry. NP.
- 216. Metalworking Theory and Application 1.** 4 Hr. This course is designed to produce an entry-level machinist with skills to be productive. Course includes awareness of safety, concern for fellow workers, and the ability and willingness to work with fellow team members. In addition to classroom time, students spend a minimum of 120 hours in machine technology lab for skill development. NP.
- 217. Metalworking Theory and Application 2.** 4 hr. Continuation of MT 216. NP.
- 218. Metalworking Theory and Application 3.** 4 hr. Continuation of MT 217. NP.
- 219. Metalworking Theory and Application 4.** Continuation of MT 218. NP.
- 220. Introduction to Computer Aided Design.** 4 Hr. Introduction to computer aided drafting. Topics include construction and editing tools; templates and plotting; editing with GRIPS; solid modeling, assembly, and editing; blueprint reading; SI metric system; welding drawing; and geometrics. NP.
- 224. Technical Specialization 1.** 3 Hr. This course is the application of turning, milling, and drilling with emphasis on specific types of machining. NP.



**225. Technical Specialization 2.** 3 Hr. Continuation of MT 224. NP.

**234. NIMS Credentialing 1.** 3 Hr. This course is designed to provide students with the necessary knowledge and skills required to achieve credentialing through the National Institute for Metalworking Skills (NIMS). NP.

**235. NIMS Credentialing 2.** 3 Hr. Continuation of MT 234. NP.

**289. Manufacturing Technology Internship.** 6 Hr. Students receive work assignments in approved business and industry settings as the final phase in developing their skills. NP.

## **Mathematics (MATH)**

**090. Developmental Arithmetic.** 3 Hr. A course designed to strengthen students' skills in arithmetic, for students who score less than an 85 on the ACCUPLACER arithmetic test. Pass/ Fail grading. Course does not count toward graduation. NP.

**091. Elementary Algebra.** 3 Hr. A course for students needing developmental algebra, for students who score 85 or more on the ACCUPLACER arithmetic test and less than 75 on the elementary algebra test. Pass/ Fail grading. Course does not count toward graduation. NP.

**093. Intermediate Algebra.** 3 Hr. A course for students needing developmental algebra, for students who score 85 or more on the ACCUPLACER arithmetic test and 75 or more on the elementary algebra test. Pass/ Fail grading. Course does not count toward graduation. NP.

**121. Introductory Concepts of Mathematics.** 3 hr. PR: MATH 090 or required minimum ACT, ACCUPLACER, or SAT score. (Designed for non-science majors who do not need the techniques of mathematics for other course work in their programs.) Topics in modern mathematics.

**126. College Algebra.** 3 hr. PR: MATH 093 or required minimum ACT, ACCUPLACER, or SAT 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.

**128. Plane Trigonometry.** 3 Hr. PR: MATH 126. Trigonometric functions, identities, vectors, logarithms, complex numbers, and trigonometric equations.

**150. Introduction to Calculus.** 3 Hr. PR: MATH 126. 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.

**153. Calculus 1a with Precalculus.** 4 Hr. PR: required minimum test score. Introduction to limits, continuity, derivatives, and applications of derivative.

**154. Calculus 1b with Precalculus.** 4 Hr. PR : A grade of C or better in MATH 153. Introduction to applications of derivatives, antiderivatives, and definite integrals.

**155. Calculus 1.** 4 Hr. PR: MATH 126 and MATH 128 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 154 or 155. Techniques of integration, applications of the definite integral, polar coordinates, indeterminate forms, infinite series.

**251. Multivariable Calculus.** 4 hr. PR: MATH 156. Introduction to solid analytic geometry, vector algebra, matrix algebra, calculus of several variables.

**261. Elementary Differential Equations.** 4 Hr. PR: MATH 251. Ordinary differential equations, Laplace transforms, partial differential equations, Fourier series, applications.



## Mechanical and Aerospace Engineering (MAE)

- 241. Statics.** 3 Hr. PR: Grade of C or better in PHYS 111. Engineering applications of equilibrium of forces. Vector operations, couple and moment of force, resultants (two and three dimensions), center of gravity and center of 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, 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.)

## Multidisciplinary Studies (MDS)

- 124. The Human Environment.** 3 Hr. An examination of some of the facets of the environmental deterioration and corrective public policies. An interdisciplinary, non-prerequisite course for all students in the University.
- 126. Society and Food.** 3 Hr. Exploration on a global basis of interactions of man and environment as reflected in food production systems. Relation of food supply and use to development or maintenance of social and political institutions.

## Music (MUSC)

- 170. 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.
- 175. Introduction to History of Jazz.** 3 Hr. PR: MUSC 170 or consent. An introduction to jazz, its characteristics, important performers, and their music, including an historical survey with attention to the changing style of the music.

## Nursing (NSG)

- 110. Health and the Caring Professions.** 3 Hr. Health promotion and risk reduction; data collection; cultural diversity; values that contribute to health; interpersonal communication in promoting professional relationships.
- 221. Concepts: Nursing 1.** 3 Hr. PR: NSG 110 and COREQ: NSG 225, Sophomore standing or Consent. Focuses on human responses that promote health throughout the life span; individual health assessment.
- 225. Nursing Interventions 1.** 3 Hr. COREQ: NSG 221; PR: Sophomore standing or Consent. Critical thinking in application of the nursing process in individuals with altered mobility, comfort, or potential infection; health protection, promotion, and maintenance interventions.
- 241. Concepts: Nursing 2.** 3 Hr. PR: NSG 221 and 225. COREQ: 245. Enhances student understanding of human responses to minor deviations in health throughout the life span; professional role in health restoration; family health assessment.

- 245. Nursing Interventions 2.** 3 Hr. PR: NSG 221 and NSG 225. COREQ: NSG 241. Critical thinking in the application of the nursing process to individuals with minor deviations in health protection, health restoration, and health promotion/maintenance.
- 361. Health Assessment.** 3 Hr. PR: NSG 225 or consent. Comprehensive, in-depth assessment of the client's health status, health patterns, physical examination and health history. Interviewing techniques including taped interactions and accurate data for clients across the life span.

### **Office Systems Technology (OSTC)**

- 107. Medical Terminology.** 3 Hr. Introduction to medical terminology as it applies to the various body systems and practical application in medical office procedures. NP.
- 113. Basic Formatting.** 3 Hr. PR: Minimum typing speed: 30 wpm. Designed for students who have had previous training in keyboarding. Emphasis on letter formatting styles, manuscript formatting, tables, envelopes, and business forms. NP.
- 119. Office Training.** 3 Hr. PR: OSTC 113 or Consent. Office Technology majors only. A course combining theory with the actual practice embodied in the courses above. "Hands on" experience is stressed on various machines in the department—dictating and transcribing equipment; facsimile machine; and photocopy machines. Office grooming, office etiquette, different types of office work, and other topics pertinent to an office are studied and discussed. NP.
- 221. Word Processing.** 3 Hr. PR: OSTC 113 or Consent. This course provides study in the theories and practical applications of word processing for employment or home use. NP.
- 222. Office Automation.** 3 Hr. PR: CS 101 or CIS 100 and OSTC 113 or Consent. This course provides an evolutionary perspective on today's changing office. Topics include information flow and management, communications, replication, and records management. NP.
- 223. Directed Office Experience.** 3 Hr. PR: Business Technology or Office Technology students during final semester of study only, or Consent. Students are placed in appropriate work sites in the community and surrounding area to participate in an on-the-job training experience. (A minimum of 56 hours is required.) NP.
- 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. NP.
- 250. Business Grammar Applications.** 3 Hr. Punctuation, spelling, plurals, capitalization, numbers, word usage, proofreading. Proper use of office reference manual. NP.
- 254. Machine Transcription.** 3 Hr. Transcription of specialized documents and records using transcribing equipment/computers; production measurement and content based on majors. NP.

### **Orientation (ORIN)**

- 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.)

## Philosophy (PHIL)

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

## Physical Education (PE)

- 103. Beginning Basketball.** 1 Hr. This course is designed to provide historical background, rules and regulations, and the fundamental skills. These will be accomplished through instruction, drills, games and class team play.
- 122. Billiards.** 1 Hr. Introduction to beginning knowledge and skills in billiards.
- 125. Aerobics.** 1 Hr. Introduction to beginning knowledge and skills in aerobics.
- 145. Karate.** 1 Hr. Introduction to beginning knowledge and skills in karate.
- 153. Yoga for Fitness.** 1 Hr. The course introduces the student to basic yoga techniques that can be practiced as a way of developing a wide variety of sports.
- 157. Slow Pitch Softball.** 1 Hr. Introduction to beginning knowledge and skills in slow pitch softball.
- 158. Indoor Soccer.** 1 Hr. Introduction to beginning knowledge and skills in indoor soccer.
- 164. Weight Training.** 1 Hr. Introduction to beginning knowledge and skills in weight training.
- 165. Conditioning.** 1 Hr. Introduction to beginning knowledge and skills in conditioning.
- 170. Volleyball.** 1 Hr. Introduction to beginning knowledge and skills in volleyball.
- 182. Bowling.** 1 Hr. Introduction to beginning knowledge and skills in bowling.

## Physical Education Teaching (PET)

- 124. Human Body: Structure and Function.** 2 Hr. Overview of the structure and function of the organ systems in the human body. Topics covered include the skeletal, muscular, nervous, digestive, respiratory, and cardiovascular systems.
- 125. Principles of Human Movement.** 2 Hr. PR: PET 124. This course is designed to introduce prospective physical educators to the principles of human movement.
- 167. Introduction to Physical Education.** 3 Hr. Historical and philosophical bases, major issues, and professional practices in physical education teaching.
- 175. Motor Development.** 3 Hr. To examine changes in human movement behavior across the lifespan and he factors that contribute to those changes.
- 206. Behavioral Technology for Physical Education.** 2 Hr. Basic concepts and instructional techniques associated with applying behavior analysis to school-aged children.
- 339. Teaching Volleyball.** 1 Hr. Basic concepts and instructional techniques for teaching volleyball in public schools. (Activity.)

- 340. Teaching Soccer.** 1 Hr. Basic concepts and instructional techniques for teaching soccer in public schools. (Activity.)
- 341. Teaching Basketball.** 1 Hr. Basic concepts and instructional techniques for teaching basketball in public schools. (Activity.)
- 342. Teaching Flag Football.** 1 Hr. Basic concepts and instructional techniques for teaching flag football in public schools. (Activity.)
- 344. Teaching Field/Floor Hockey.** 1 Hr. PR: Admission to the Physical Education Teacher Certification Program. Basic concepts and instructional techniques for teaching field/floor hockey in public schools. (Activity)
- 358. Teaching Softball/Baseball.** 1 Hr. Basic concepts and instructional techniques for teaching softball/baseball in public schools. (Activity.)

### **Physics (PHYS)**

- 101. Introductory Physics.** 4 Hr. PR: MATH 126 and PR or Conc: MATH 128, or MATH 150 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 and MATH 128. The fundamental philosophy and principles of physics are applied to studies of electricity, magnetism, optics, 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.

### **Plant Science (PLSC)**

- 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.

### **Political Science (POLS)**

- 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.
- 260. Introduction to International Relations.** 3 Hr. Theories and concepts in international politics and their application to contemporary world politics.

### **Psychology (PSYC)**

- 101. Introduction to Psychology.** 3 Hr. Survey of general psychology.
- 201. Psychology as a Profession.** 1 Hr. PR: PSYC 101. Orientation to opportunities for experience, employment, and graduate and professional training in psychology.
- 202. Research Methods in Psychology.** 3 Hr. PR: PSYC 101 and STAT 211. Research methods in experimental, developmental, clinical, and community-social psychology in the laboratory and the natural environment.
- 241. Introduction to Human Development.** 3 Hr. PR: PSYC 101. Survey of human psychological development across the life span with emphasis on change in biological, cognitive, and social-emotional processes. Special attention given to theoretical, conceptual, methodological, and practical issues.
- 251. Introduction to Social Psychology.** 3 Hr. PR: PSYC 101. Examination of social interaction and behavior from a psychological perspective. Topics include attraction, social perception and cognition, attitudes and attitude change, social influence and group process, prosocial behavior and aggression, cultural influence, and prejudice.
- 281. Abnormal Psychology.** 3 Hr. PR : PSYC 101. Introduction to major categories of behavior disorders; etiology, prevention, and treatment.

### **Recreation, Parks, and Tourism Resources (RPTR)**

- 142. Introduction to Recreation, Parks, and Tourism.** 2 Hr. Recreation, parks, and tourism philosophy, environments, agency contexts, historical antecedents, service delivery systems, special settings and populations, leadership programs, and professional challenges. Thirty-hour field placement with local recreation, park, or tourism agency.

### **Religious Studies (RELG)**

- 102. Introduction to World Religions.** 3 Hr. This course explores five of the most widely practiced world religions: Judaism, Christianity, Islam, Hinduism, and Buddhism. Students are introduced to the history and basic tenets of each faith.
- 105. Introduction to Issues in Religious Studies.** 3 Hr. Leading issues involved in religious studies: transcendence, the God question, evil, redemption, community, eschatology, symbolism, ethics, examples of the relationship between religion and culture.

### **Social Work (SOWK)**

- 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. Overview of the social welfare field and social work profession. Emphasizes social work values and ethics.

## **Sociology & Anthropology (SOCA)**

- 101. Introduction to Sociology.** 3 Hr. Basic course intended to develop a perspective about the nature of social processes and the structure of society.
- 105. Introduction to Anthropology.** 3 Hr. Essentials of human evolution and prehistory with a concentration on the varieties of languages and cultures found among peoples of the world.
- 107. Social Problems.** 3 Hr. Causes of social disorganization in modern society and social life. Emphasis on research findings derived from studies of contemporary American society.
- 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.
- 233. Juvenile Delinquency.** 3 Hr. Nature, extent, and causal explanation of forms of juvenile delinquency. The nature of juvenile courts, the correctional systems, and prevention programs. Emphasizes current issues.
- 235. Race Relations.** 3 Hr. Causes and consequences of prejudice and discriminatory practices involving minority group members. Emphasis is on blacks, but social and economic conditions of Indians and other racial and religious minorities are also discussed.

## **Spanish (SPAN)**

- 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.

## **Speech Pathology and Audiology (SPA)**

- 270. Effective Public Speaking.** 3 Hr. Designed for improvement of 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 situation.
- 274. Manual Communication.** 3 Hr. Development of skills needed to communicate in sign language. The manual alphabet, basic number concepts, and the basic vocabulary of traditional American signs.
- 276. Intermed Manual Communication.** 3 Hr. PR: SPA 274 or consent. Improve skills needed to communicate in sign language. Includes increasing sign language vocabulary, practicing finger spelling, and communicating with signs.

## **Sport and Exercise Psychology (SEP)**

- 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 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.

## **Sport Management (SM)**

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

## **Statistics (STAT)**

- 111. Understanding Statistics.** 3 Hr. 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. Not open to students who have earned credit for STAT 211 or STAT 215.
- 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.)

## **Theatre (THET)**

- 102. Acting.** 3 hr. (Open to all students.) Basic theories and concepts in stage acting for the beginning student. Emphasis is on the physical, intellectual, emotional, and personality languages of acting.
- 400. Theatre Performance and Rehearsal Laboratory.** 1 hr. PR: Theatre major and Consent. Participation in assigned theatre projects. Appreciation of creativity and performance techniques in theatre. (May be repeated for credit.)

## **University (UNIV)**

- 101. Orientation: First-Year Experience.** 1 Hr. Support the first-year student to make a successful transition from high school to college; develop a better understanding of the learning process including critical thinking; and acquire basic academic and personal "survival skills."

## **Wildlife and Fisheries Management (WMAN)**

- 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.

## **Women's Studies (WMST)**

- 170. Introduction to Women's Studies.** 3 Hr. The major contexts in which woman's identity has been and is being defined and of the relationships between these definitions and the roles and history of women (and men) in society and culture.

# Administration and Faculty Directory

## Administrators

Kerry S. Odell, Ph.D. (Ohio St. U.), Campus Provost; Associate Professor, Agriculture and Environmental Education.  
Douglas R. Wilmes, Ph.D. (U. Penn.), Dean for Curriculum and Instruction.  
William M. Letrent, M.Ed. (Frostburg St. U.), Dean of Student Affairs.  
Harlan N. Shreve, A.A. (Potomac St. C. of WVU), Chief Business Officer.  
Beth E. Little, M.A. (George Washington U.), Director, Enrollment Services.  
René M. Trezise, M.B.A. (Frostburg St. U.), Director, Marketing and Communications.  
Michael A. Simpson, Director, Facilities.  
Sandra D. Smith, M.A. (WVU), Agriculture Coordinator.

## Faculty

### Professors

Jay K. Badenhop, Ph.D. (U. Wisc.). Chemistry.  
Karen L. Campbell, M.A. (WVU). Office Systems Technology.  
Phillip D. Douthitt, M.B.A. (WVU). Business and Computer Science.  
Henry S. Falkowski, Ed.D. (WVU). Chemistry.  
John A. Hawkins, D.M.A. (U. Md.). Music.  
James M. Hoey, M.S. (Frostburg St. U.). Computer Science.  
Fred W. Jacoby, M.A. (U. Md.). Journalism.  
Judy J. Ninestee, M.S. (WVU). Physical Science, Geology, and Geography.  
Mohammad H. Saifi, M.S. (U. of Ark.). Engineering and Computer Science.  
Gary A. Seldomridge, Ph.D. (WVU). Mathematics.  
Mary Kaye Staggers, M.S.N. (Wayne St. U.). Nursing.  
John C. Stone, M.S.M. (Frostburg St. U.). Accounting.  
Gerald R. Wilcox, Ph.D. (WVU). Biology.

### Associate Professors

Deanna B. Armentrout, M.A. (U. of S. Dakota). English.  
Douglas A. Little, M.S. (Eastern Ky. U.), M.Ed. (W. Virginia Wesleyan). Physical Education.  
Mary Ellen Vandenberg, M.S. (Frostburg St. U.). Psychology.

### Assistant Professors

Donna V. C. Ballard, Ph.D. (WVU). Agriculture.  
Brian S. Blackwood, Ph.D. (Ohio U.). Mathematics.  
Andrea J. Bucklew, J.D. (WVU). Criminal Justice.  
Vicki J. Huffman, Ph.D. (Kent St. U.). Biology.  
Richard Hunt, Ph.D. (U. of Nevada, Reno). English.  
Jeffrey W. Jones, M.S. (WVU). Forestry.  
Richard F. Petersen, Ph.D. (North Carolina St. U.). Mathematics.  
Mollie S. Ravenscroft, M.A. (Marshall U.). Sociology.  
Lalitha Subramanian, Ph.D. (U. of Central Florida). Mathematics.



## **Instructors**

Sheryl L. Chisholm, M.S. (Hood C.). Biology.  
Deepak Mehra, Ph.D. (WVU). Engineering.  
Jennifer L. Merrifield, M.F.A. (Virginia Commonwealth U.). English.  
Katherine M. Moore, M.A. (WVU). Foreign Languages.  
Steven A. Oberlechner, M.F.A. (WVU). English.  
Heidi B. Samuels, M.S. (Marshall U.). Criminal Justice.  
Ruth M. Schneider, M.S. (WVU). Education.  
Stephen A. Smoot, M.A. (Marshall U.). History.  
Thomas F. Sydow, M.F.A. (California St. U., Long Beach). English.  
Thomas Vieli, CEC, CCE, AAC. Tourism and Hospitality.  
Joan M. Vogtman, M.S. (U. of Mass., Boston). Physics.  
Shawn A. White, M.S. (WVU). Physical Education.

## **Visiting Instructors**

Robert W. Cheves III, M.S. (WVU). Agriculture.  
A. Jayne Gilbert, E.M.B.A. (WVU). Business.  
Susan T. Haydel, M.A. (Vermont C. of Norwich U.). English.  
Erin E. Litten, M.S. (Duquesne U.). Biology.  
Isaac J. Pressnell, M.F.A. (WVU). English.

## **Faculty Emeriti**

Elizabeth Amanda Atwater Alexander, Public Speaking and Journalism.  
Larry G. Bolyard, Physical Education.  
Hunter J. Conrad, Education.  
Dinah W. Courier, Office Systems Technology.  
Richard A. Davis, Music.  
Ruth Ann Davis, Biology and Chemistry.  
Joseph M. Gratto, President.  
Oscar H. Gustafson, Agriculture.  
Kenneth F. Haines, Foreign Languages and English.  
Irene Brown Hartman, Secretarial and Office Administration.  
Jack M. Hartman, Psychology.  
Nancy M. Hockensmith, Biology.  
Betty J. Howard, Library Science.  
Jasper T. Morris, Physical Sciences.  
Trevor A. Owen, English.  
Paula A. Piehl, Biology.  
Jack L. Reynolds, History.  
Dallas B. Shaffer, Political Science.  
Charles D. Whitehill, Music.

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