

## ACADEMIC INFORMATION

### THE CURRICULUM

The College operates on two semesters of 16 weeks, including registration and final examinations. The summer term consists of two 4 week sessions.

### SEMESTER CREDIT HOUR

The unit of credit is the semester credit hour. It represents a minimum of 750 minutes of instruction. Laboratory and activity courses require additional time.

### FULL-TIME COURSE OF STUDY

A typical full-time course of study is 16 semester hours. Students may carry up to 18 semester hours during the fall and spring semesters and 7 semester hours for the summer if they have satisfactory grades and permission of their advisor; however, students on academic probation are not permitted to carry more than 15 hours during the fall and spring semesters and 6 semester hours for the summer. To carry 19 or more hours, the students must have a minimum overall GPA of 3.00, at least a GPA of 3.00 on the previous semester's work, or be completing requirements for graduation that semester, and have permission of the faculty advisor, the appropriate department chair, and the Provost.

### FULL-TIME STATUS

To be considered a full-time student, the student must enroll in at least 12 semester hours during the fall or spring semester. Six hours are considered full-time for the summer session.

### CLASSIFICATION OF STUDENTS

**Senior:** A student who has completed 90 or more hours of college work.

**Junior:** A student who has credit for no fewer than 58 hours nor more than 89 hours of college work.

**Sophomore:** A student whose completed hours fall between 28 and 57 hours of college work, inclusive.

**First-year Student:** A student entitled to college entrance who has completed no more than 27 hours of college work.

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### ACADEMIC APPEALS COMMITTEE

The Academic Appeals Committee consists of the Associate Registrar and six faculty members appointed by the Faculty Senate.

The Academic Appeals Committee is responsible for making recommendations to the Provost and Senior Vice President after hearing appeals from students seeking early readmission, those seeking reinstatement following suspension for academic reasons, for students who are not eligible for admission to GSC, for students not eligible for admission to four year programs at GSC, for students whose academic standing at GSC has affected their admission to another college or university and other matters pertaining to admission to Glenville State College.

### ACADEMIC COMMON MARKET

The Academic Common Market is a tuition-savings program for college students in the 16 Southern Regional Educational Board (SREB) member states who want to pursue degrees that are not offered by their in-state institutions. Students can enroll in out-of-state institutions that offer their degree program, and pay only the in-state tuition rates. Hundreds of undergraduate and graduate programs are available for residents of SREB states. More information can be found at <http://www.sreb.org/programs/acm/acmindex.aspx>.

The Natural Resource Management: Forestry and Land Surveying are available to students in SREB member states if approved by the student's home state.

### ACADEMIC DISHONESTY

Glenville State College requires adherence to the College's standards of academic integrity. While every case of academic dishonesty cannot be listed exhaustively, the following examples represent some basic types of behavior that are unacceptable and also represent those items for which students may be sanctioned.

1. **Cheating:** using unauthorized notes, mechanical or electrical devices (calculators, PDAs, cell phones, etc.), study aids, or information on an examination; making unauthorized changes to graded work and misrepresenting those changes as instructor grading error; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. **Plagiarism:** to plagiarize is, according to *Webster's Third New International Dictionary*, "To commit literary theft." Writers or speakers plagiarize if they use words, ideas, or arguments of another and make it appear that these materials are their own. To avoid the charge of plagiarism when using materials derived from another, the writer should follow accepted conventions of punctuation, indentation, and documentation. A handbook of composition will provide a list of these conventions. Glenville State College defines plagiarism as follows:

- a. Quoting material from a particular source, such as a text, article, or Internet page, or email, without indicating the source and without placing the directly quoted material within quotation marks;
  - b. Taking the ideas or arguments of another person without acknowledging the source of the ideas or arguments;
  - c. Substituting synonyms for an author's words but preserving the sentence structure or mixing the author's words or phrases within the paraphrasing and failing to put the author's words in quotation marks. Citing the source does not excuse you from the charge of plagiarism;
  - d. Using a theme (paper or essay) or portion of a theme written by someone else. For example, plagiarism occurs if an individual takes or purchases an essay from an Internet service or uses someone else's essay from a previous semester or another class. Any assignment that is turned in either for credit or review that has been plagiarized will be subject to sanctions of academic dishonesty.
3. **Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
  4. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work, or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
  5. **Aiding and Abetting Academic Dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.
  6. **Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official College document.

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7. **Unauthorized Access:** use of computerized academic or administrative records or systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

### PROCEDURES FOR HANDLING CASES OF ACADEMIC DISHONESTY

1. Within five instructional days from the time the incident of academic dishonesty was discovered, the instructor shall submit to the Provost and Senior Vice President a written report stating the facts of the case along with any appropriate physical evidence and the recommended penalty. The instructor must also send a copy of the written report and physical evidence to the student and Department Chairperson.
2. The Provost shall immediately notify in writing the student, the instructor, and his/her advisor of the incident and the recommendation from the instructor that a penalty is being imposed and the degree of the sanction.
3. The Provost shall also advise the student of his/her right to appeal the case to the Academic Appeals Committee. Such an appeal must be made in writing and filed with the Office of Academic Affairs within thirty calendar days of the notification.
4. The appeal process shall begin with Level 1 of the Student Academic Appeals Grievance Policy.
5. If the penalty is removal from the course with a grade of "F" or "NC", and the student elects to appeal, the student may remain in the class pending the decision of the Academic Appeals Committee
6. If the penalty is removal from the course with a grade of "F" or "NC" and the student does not contest the grade or if the Academic Appeals Committee has denied the student's appeal, then the student will receive a final grade of "F" or "NC" for the class and will not be permitted to withdraw from the course, regardless of when the offense occurs. The "F" or "NC" will then become part of the student's permanent record.
7. If the student is found guilty of a second case of academic dishonesty, the Provost may suspend him/her from the College in accordance with the academic Probation and Suspension Policy.
8. After the mandatory suspension time has passed, students suspended for academic dishonesty may be considered for reinstatement by petitioning the Provost and Senior Vice President.

## ACADEMIC FORGIVENESS POLICY

Glenville State College will, under the following conditions, extend academic forgiveness to a student who so requests. Under academic forgiveness provisions certain “D,” “F,” and “FIW” or “WF” grades will be disregarded for purposes of the grade-point average required for graduation. Such calculation, however, does not apply to requirements for graduation with honors, nor to requirements for professional certification that may be within the province of licensure boards, external agencies, or the West Virginia Board of Education. A student who has completed an associate or baccalaureate degree is not eligible to receive academic forgiveness. Academic forgiveness will be granted only once for any student.

1. The student must request academic forgiveness, in writing, to the Registrar within the first semester of re-enrollment and must complete within two consecutive semesters at least twelve (12) hours of required courses with no grade lower than “C” in order to qualify for academic forgiveness.
2. The student must not have enrolled as a full-time student in any college or university during the five consecutive academic years immediately preceding the readmission semester.
3. Only “D,” “F,” and “FIW” or “WF” grades for courses taken at least five years prior to the request may be disregarded for grade-point average computation.
4. In cases in which “D,” “F,” and “FIW” or “WF” grades are disregarded for grade-point average computation, these grades shall not be deleted from the student’s permanent record.
5. Once a “D” is disregarded for purposes of grade-point average computation, the credit earned is also disregarded.
6. The Registrar will notify the student of the decision regarding the request for academic forgiveness within four weeks following the end of the semester of request.
7. An action taken by another institution in academic forgiveness for a student who transfers to Glenville State College is not binding. The College maintains the right to accept or not accept such an action. Similarly, another institution may not recognize academic forgiveness that has been extended by Glenville State College.

Students in the Regents Bachelor of Arts Degree Program are covered by a different academic forgiveness policy. However, if otherwise eligible, a student in the Regents Bachelor of Arts Degree Program may elect to receive academic forgiveness under the terms of this policy or to have grades for some courses forgiven under the terms of this policy and forgiven for other courses under the rules of the Regents Bachelor of Arts Degree Program. A student entering the Regents Bachelor of Arts Degree Program should contact the Registrar’s Office or the Regents Bachelor of Arts Degree Program Coordinator for additional information.

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### ACADEMIC GRIEVANCE POLICY

The following procedures shall apply to any student who elects to appeal academic penalties including: final grade, grade penalty, expulsion from class, denial of admission to academic programs or readmission to the College. While actively involved in the appeals process, the student may continue to attend class except in the case of the student teaching internship which is covered by policies under Requirements for Admission to Student Internship in the Glenville State College Catalog.

#### **Level 1:**

Within *seven (7) weekdays\** of the assignment of the academic penalty the student must write a letter of appeal, complete the Academic Appeal Form and discuss the issue with the instructor and the Department Chair. The Academic Appeal Form is available in the Registrar's Office. In the event the instructor is absent from campus, a letter requesting a consultation must be sent within the seven (7) weekday period. If the instructor is no longer in the employ of Glenville State College, the student shall then consult with the Chairperson of the Department in which the course is offered.

#### **Level 2:**

If the grievance is not resolved at Level 1, the student may appeal to the Academic Appeals Committee within *seven (7) weekdays\** of the decision at Level 1. No person shall serve on this Committee who has been previously involved in the appeal. The appeal request must be in writing to the Provost and Senior Vice President.

The Academic Appeals Committee shall hear the grievance. In the hearing the student may present evidence or relevant information and may be accompanied by a College advisor of their choice. The advisor may consult with the student but may not speak or otherwise participate directly in the proceedings unless specifically asked to do so by the Committee. The Academic Appeals Committee shall keep a written summary of the proceedings.

The recommendation of the Academic Appeals Committee shall be communicated in writing to the Provost immediately. As soon as possible, but no longer than seven (7) weekdays\*, the Provost will notify the student of his/her decision.

#### **Level 3:**

A student wishing to appeal the decision of the Provost must do so within *seven (7) weekdays\** of receipt of written notification from the Provost. The appeal must be in writing to the President of the College. The President (or his designee) will send a written decision within *seven (7) weekdays\** of receipt of the appeal. The decision of the President is final.

At any time during the appeal process, the student may withdraw his/her grievance.

\*A weekday is defined as Monday through Friday when classes are in session during the fall, spring or summer semesters.

### **ACADEMIC MISCONDUCT STATEMENT**

Disorderly and/or disruptive behavior in the classroom setting may result in an academic penalty such as final course grade, grade penalty, exclusion from class, etc. when the course instructor has provided written notice to the student. Such notice may be provided via the course syllabus or specific written notification (with copy to advisor). Any member of the campus community may also file an incident report regarding alleged misconduct with Student Affairs for possible sanction in accordance with the Student Conduct Code. Appeals of academic penalty will be referred to the Academic Appeals Committee and will be governed by the Student Academic Grievance Policy. Appeals of sanctions imposed under the Student Conduct Code will be reviewed in accordance with the processes outlined in the Code (see *Student Handbook* for details). Incident reports of alleged student misconduct are permanently maintained in the Office of Student Affairs.

### **ADVANCED PLACEMENT**

High school students who have completed advanced placement examinations of the College Board with a minimum score of 3 will receive credit at Glenville State College. The list of advanced placement exams offered by the College Board may be obtained from the Registrar's Office.

### **ADVANCED STANDING**

Glenville State College has a program of admissions with advanced standing. Recognition is given to advanced scholastic attainment in secondary school by granting the student credit in basic courses and advanced standing in specified subject areas in which outstanding achievement and ability have been demonstrated.

The academic area in which advanced standing may be made and the specific standard is given below:

**English** - The student shall have made no grade in English less than "B" for the four years of secondary school and shall have made a score of 26 or more on the English portion of the ACT or 590 or more on the English portion of the SAT. Any student qualifying on the above standards will be placed in English 102-Critical Reading and Writing II: American Mosaic, and Advanced Standing credit will be given for English 101-Critical Reading and Writing I, credited to the student's records after successful completion of English 102-Critical Reading and Writing II: American Mosaic or twelve (12) hours.

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**Mathematics** - The student shall have made no grade in mathematics less than “B” for the four years of secondary school and shall have made a score of 26 or more on the mathematics portion of the ACT or 600 or more on the mathematics portion of the SAT. Any student qualifying on the above standards will be given Advanced Standing Credit for Mathematics 102-College Algebra credited to the student’s records after successful completion of a higher-level Math or twelve (12) hours.

### ARRANGED COURSE POLICY

1. A course may **not** be arranged for a student in a program, other than teacher education, if the next scheduled offering of that class occurs before the student’s expected date of graduation. A course may **not** be arranged for a student in a teacher education program if the next scheduled offering of that class occurs before the student’s expected student intern semester.
2. A course may **not** be arranged for a student if the student has previously attempted the course and failed or previously enrolled and dropped.
3. A course may **not** be arranged for a student if the course is currently being offered. Arrangements may be made by the student with the instructor of record of that course to enroll in the scheduled course and satisfy the course requirements by alternate means in case of a class schedule conflict.
4. A course may **not** be arranged for a student if the course was offered during the preceding semester without documentation that the student could not enroll in the course because of a class schedule conflict.
5. A course may **not** be arranged for a student by any faculty member who has not previously taught the course at Glenville State College.
6. Exceptions to this policy will be made **only** in cases of significant extenuating circumstances. In such cases, the written approval of the instructor assigned to arrange the course, the Chair of the Department in which the course is housed, and the Provost and Senior Vice President are required. A written statement must be attached delineating the exception(s) being made with detailed justification for each exception.
7. A student’s request to have a course arranged may be denied by the appropriate academic official(s) of Glenville State even if the student’s request is not disqualified by any of the preceding provisions of this policy. In such case, a written statement delineating the reason(s) for the denial must be provided to the student and his academic advisor.

## **ASSESSMENT OF STUDENT LEARNING**

The College requires each academic program to conduct periodic assessments of the learning objectives set for each program. These program reviews include course based assessments and programmatic assessments, which include student performance in the gateway and capstone courses required in each field of study. Additional information on the College's assessment/program review process is available through the Office of Academic Affairs.

## **AUDITING COURSES**

Students may audit courses upon the approval of their faculty advisor and the instructor of the course. Enrollment and payment of fees are required for audited courses. Courses audited are counted as a part of the student's maximum permissible semester course load. Therefore, a student may not audit classes which, if taken for credit, would constitute excess semester hours, unless authorized by the Provost.

Audited courses will not count toward certification for veterans' benefits, athletic eligibility, financial aid eligibility, or certification as a full-time student. At any time prior to the end of the last day for adding classes, students who have pre-registered to audit a course may be removed from the roll of the course on a last enrolled-first removed basis in order to permit the registration of students who want to take the course for credit.

A student may change from "Audit" to "Credit" at any time prior to the end of the last day for adding classes. Once a change to "credit" is made, the student will come under the normal grading system. A student may change from "Credit" to "Audit" until the last day to withdraw with a grade of "W". However, if a student has changed from "Credit" to "Audit," the report of "Audit" for the course will be treated as if it were a "W" for the purposes of determining the student's academic progress for financial aid purposes.

## **CLASS ATTENDANCE POLICY**

The resources of Glenville State College are provided for the intellectual growth and development of the students who attend. A schedule of courses is provided for students and faculty to facilitate an orderly arrangement of the program of instruction. The fact that classes are scheduled is evidence that attendance is important and students should, therefore, maintain regular attendance if they are to attain success in the pursuit of their studies.

At the beginning of each semester, all professors will provide in the course syllabi a clearly written statement to all their classes regarding their policies in handling absences. Students are obligated to adhere to the stated requirements of each course.

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It may be necessary for the student to be absent from scheduled classes or laboratories for personal reasons. On such occasions, all matters related to a student's absences, including the making up of work missed, are to be arranged between the student and the professor. Professors will be flexible enough in their attendance and grading policies to allow students a reasonable number of absences without penalty for extraordinary personal reasons or for officially-sanctioned college activities. The student should also understand that he/she is responsible for the academic consequences of any absences. The standard of practice is allowing one absence per credit hour; however, each professor may choose an alternate attendance policy as long as it is specified in the syllabus and filed in the Office of Academic Affairs.

**All instructors, including those who choose an alternate attendance policy, shall maintain a record of student attendance for all classes.**

If the student has exceeded the number of allowable absences for the specific course, the instructor may elect to suspend the student from the class for lack of attendance.

1. The instructor sends the recommendation for suspension to the Department Secretary.
2. The Department Secretary sends an e-mail notifying the student that he/she needs to withdraw from the course prior to the deadline for withdrawing from a class with a "W" or they will receive an "FIW" for the course.
3. If the student has not withdrawn from the class prior to the deadline for withdrawing from a class, his/her name will be sent to the Registrar's Office. The Registrar's Office will post the final grade of "FIW" and the student will not be permitted to withdraw from the class.

If the student is suspended from the course, he/she may appeal the suspension in accordance with the Glenville State College Academic Grievance Policy. This policy is found in the College Catalog. Until the appeal process is complete, the student may continue to attend the course in question.

### **CLASS CANCELLATION FOR INCLEMENT WEATHER POLICY**

College policy is to maintain normal operations in adverse weather conditions. The College's president or designee can, however, if conditions warrant delay the start of classes, cancel classes for the day, or close the College for the day. The same policy and exceptions apply to an emergency situation.

Members of the campus community are urged to use good judgment in deciding if they can safely travel to and from campus in adverse weather conditions. Faculty are urged to make attendance policy considerations for the difficulties that some commuter students

may encounter due to adverse weather conditions and provide opportunities to make up missed assignments.

Students who select not to report for classes should notify their instructors by email or phone. Faculty members are expected to notify their department chair if they select not to hold class. When possible, instructors should notify their students by email of their decision to cancel specific classes. Members of the College's staff are also expected to notify their supervisor if they select not to report to work or will be reporting late.

Information on class cancellation or college closing will be available as follows.

- The cancellation of classes will be posted on the Glenville State College website at [www.glenville.edu](http://www.glenville.edu). College closing will be posted on the College website as well as the West Virginia Department of Education web site at <http://wvde.state.wv.us>.
- The announcement of the canceling of classes or closing of the College will be broadcast over area television and radio stations. The television stations are: WDTV-5, WBOY-12, WTAP-15, WSAZ-3, WCHS-8, WOWK-13 and WOAY-4. Radio stations include: WBRB (93.1, 101.3 FM), WVRC (104.7 FM), WKKW (97.9 FM), WSSN (102.3 FM), WFBY (106.5 FM), WCIR (103.7 FM), WHAW (980 AM), WVAR (600 AM) and the West Virginia Public Radio network (the closest transponder being 88.9 FM).
- You can call 304-462-7361 and the operator or a recorded message will give you class cancellation or college closing information.

Every reasonable effort will be made by 6:00 a.m. to determine the need to delay the start of classes or to close the College for the day. As needed, notification of the media and campus community will take place immediately thereafter.

A delay in the start of classes will normally be no more than two class periods on Mondays, Wednesdays and Fridays, and one class period on Tuesdays and Thursdays. For example, the first two class sessions on a Monday morning would be cancelled and classes would resume with the third class session (10:00 a.m. classes). On Tuesdays and Thursdays the school day will normally resume with 9:30 a.m. classes. In such cases, morning lab sessions will resume when classes resume (e.g. a TTH lab session starting at 8:00 a.m. will resume at 9:30 a.m.).

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### **CLEP AND DANTES**

Glenville State College accepts CLEP and DANTES scores for college credit. The CLEP General Examinations covers seventeen (17) hours of our General Education requirements and eighty (80) semester hours are available in Subject Examinations. A score of 500 is required on all General Examinations and a score of fifty (50) is required for all subject exams. There are forty-two (42) semester hours available for college credit through DANTES. The score required varies with each test.

Except for students in the Regents Bachelor of Arts Program, students will not be eligible for CLEP credit until they have successfully earned twelve (12) hours of credit from Glenville State College. After a student has completed twenty-eight (28) semester hours of college work, including CLEP and other special credit, they may not receive credit for the General Examinations at Glenville State College.

For additional information contact the Academic Support Center.

### **COURSE CREDIT BY EXAMINATION POLICY**

1. All students who request course credit by examination will be required to pay a \$30.00 per semester hour administrative fee.
2. All course credit examinations must be taken and recorded prior to the final exam period to receive credit for the term in which the course credit exam is taken.
3. A student may not attempt a course exam in which s/he has previously earned a grade of "F", "WF", "FIW", or "D".
4. All credit by examinations must be read by at least three instructors within the department before credit for the course is awarded. The department chair will submit the report of examination to the Registrar's Office.
5. A grade of "CR" (Credit) will be awarded to those who pass a credit by exam.
6. A student may take a credit by examination for a specific course only one time.

## **DEGREE EVALUATION FOR GRADUATION**

For the purpose of assisting the student and faculty advisor in meeting all degree requirements, a degree evaluation is required.

Once a student has earned 80 hours towards a four-year degree or 40 hours towards a two-year degree, the student must request an evaluation of earned hours within the program(s) of study. Students make their request at the Registrar's Office by completing a Request for Evaluation form. The evaluation is conducted by the Certification Analyst and will include the remaining courses/requirements for obtaining the desired degree.

To permit adequate time for processing, degree evaluation requests must be submitted by the mid-semester date that is identified on the official semester class schedule. Such requests submitted by mid-semester will be processed in the chronological order submitted. Every effort will be made to have all such degree evaluation requests completed prior to the next registration date. After an evaluation has been completed, electronic copies will be sent to the student and the student's advisor. The student should keep a copy for future reference in the completion of degree requirements. Upon receipt of the copy of the degree evaluation, the student is responsible to note requirements identified and to make inquiry if there is any doubt of the student being able to meet any of them. The College recommends that the student confer frequently with the faculty advisor in reference to the degree evaluation to assure satisfactory progress toward the completion of the degree and graduation.

## **DECLARATION OF MAJORS**

Students are expected to choose their field or fields of study as early as possible in their college experience. To delay doing this may mean that the student will experience difficulty in completing a program in a timely fashion. Students who do not declare a major upon enrolling will be designated as undeclared. The form for changing/adding majors/minors is available in the Office of the Registrar and online.

## **ELECTRONIC DIGITAL COMMUNICATION DEVICES**

Glenville State College values the time and effort involved in the learning process. Interruptions caused by rings and musical selections from electronic digital communication devices interrupt and disrespect the opportunities for student learning in the classroom environment.

When in the college classroom, all electronic digital communication devices must be turned off and out of sight. Laptop computers may be used only for course-related activities with instructor permission. There may be no conversations via electronic digital communication device, whether audible or text-messaging, while in the Glenville

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State College classroom. In an emergency situation, the instructor may give a student permission to use an electronic digital communication device.

The instructor has the right to ask the student to leave the classroom for the remainder of the class period if the student uses an electronic digital communication device during class. If the student leaves the room to speak on an electronic digital communication device, it is at the instructor's discretion as to whether or not the student may return to the classroom when the conversation is completed.

### **ENROLLMENT IN OTHER INSTITUTIONS**

Any student at Glenville State College who plans to enroll in another college or university for one or more courses and expects to transfer the hours to Glenville State College must first complete a permission to transfer credit form and have it approved in the Registrar's Office. Students are not eligible to receive federal financial aid based on hours taken at another institution, nor do the hours taken count toward full-time student status.

### **EXAMINATIONS AND GRADES**

In semester courses a student will receive a final grade that is based on daily participation grades, a test or tests, and other assignments given during the semester. The method of grading for the course shall be defined in the course syllabus. The instructor may or may not give a special mid-semester examination.

Students must take all regular examinations and complete all assignments. Absence from examinations may cause failure in a course regardless of attendance at class sessions and completion of prescribed work. If, in the opinion of the instructor, the absence was for a sufficient reason, the student may, upon application and approval, take the examination at a later date. No student may take a final examination at any other time than the regular scheduled time without the consent of the Provost and Senior Vice President.

Final grades are based on class standing for the entire semester.

### **FACULTY ADVISORS**

Students will be assigned to faculty advisors when they enter the College. Students should meet with their advisor regularly, but at least once each semester. Faculty advisors help students in matters of study habits, scheduling, advice in the educational program, and career opportunities related to the educational program.

## CHANGE OF ADVISORS

Occasionally, a student may wish to change advisors. The request to change advisors should be made to the advisee's Department Chair. If the Department Chair concurs that a change should be made, a Change of Advisor form should be completed and forwarded to the Registrar where the change will be made in the college data system.

The student, previous advisor, and new advisor will be informed of the change. The previous advisor should send any accumulated documentation to the new advisor for his/her use.

## GRADING SYSTEM

The grading system at Glenville State College is:

A	Superior
B	Good
C	Average
D	Below average
F	Failure
I	Incomplete
CR	Credit
NC	No Credit
S	Satisfactory
U	Unsatisfactory
AU	Audit
W	Withdrew
FIW	Failure due to irregular withdrawal from school or from a single class
NR	No report - The status of "NR" will be assigned at the discretion of the Registrar.
CEC	College Equivalent Credit (applicable toward Regents BA degree only)
CEU	Continuing Education Credit

**Incomplete grades** are given to students who miss course work due to circumstances beyond their control. The student and instructor of record must complete a "Request for Incomplete" form that details the work to be completed and the timelines for completion. To allow adequate time for processing, the form must be submitted before final examinations begin. The request must be approved by the instructor of record, the Chairperson of the Department, and the Provost. The remaining course work must be completed no later than the end of the following semester. An "incomplete" for the fall semester must be completed no later than the end of the spring semester; an "incomplete" for the spring semester must be completed no later than the end of the fall semester; and an "incomplete" for a summer session must be completed no later than the end of the fall semester. If the deficiency represented by "I" is not made up as stipulated by these timelines, the "I" automatically becomes "F" at the end of the allotted makeup period.

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### CREDIT-NO CREDIT GRADES

Certain classes may be offered for which a grade of credit (CR) or a grade of no-credit (NC) is given. In such cases all students enrolled in that class will be given a grade of either “CR” or “NC”. Neither of these grades will be used in the computation of a grade point average. Approval for a class to be offered on a credit-no credit option must be granted by the Academic Affairs Committee.

### GRADING FOR DEVELOPMENTAL COURSES

All developmental courses are graded by a Satisfactory (S)/Unsatisfactory (U) grading mode.

- As S/U graded courses, they are used for billing and in the calculation of total hours for the semester.
- As S/U graded courses, the courses are not calculated in GPA or total earned credit hours; they do not interfere with eligibility for financial aid.
- As S/U graded courses, an “Unsatisfactory” will not be calculated into GPA: consequently it is not punitive. The grade in a developmental course will neither count “for” or “against” a student as they are acclimating to the demands of college.
- When grades for developmental courses are transferred into Glenville State College, they will be recorded as S/U. Any grade earned less than a “C” will be recorded as a “U.”

**Faculty teaching developmental courses will be required to maintain grades of A, B, C, D or F for each student. However, a grade of S/U will be reported at four-weeks, mid-semester and as the final course grade.**

### QUALITY POINTS

The quality-point average is computed on all work for which the student has registered with the following exceptions:

- a. Courses with grades of “W”, “Credit (CR)”, “No Credit (NC)”, “Satisfactory (S)”, “Unsatisfactory (U)”, “No Report (NR)” and “Audit (AU).”
- b. If a student earns a grade of “D” or “F” for any course taken no later than the semester or summer term during which they attempt the sixtieth semester hour, and if they repeat the course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his or her grade point average. The original grade shall not be deleted from the student’s record. Any course in which a student has earned a “C” or better cannot be repeated for credit. If students want to improve their knowledge of a subject in which a “C” or better was earned, they may audit the course.

Grades received carry the equivalent of the following quality points:

A	4	D	1
B	3	F	0
C	2	FIW	0

Quality points may be transferable among the colleges and universities under the jurisdiction of the West Virginia Higher Education Policy Commission.

For graduation and/or certification the applicant shall have at least a quality point ratio of 2.00 (average of “C”) on all work attempted as well as work taken at Glenville State College with the exception of courses with grades of “W”. Some academic programs, however, may require a higher minimum grade point average for successful completion of the program.

### **GRADE CHANGES**

If a student believes that a final course grade has been inaccurately assigned, he/she should contact the course instructor within 7 weekdays of the assignment of the grade. If the assigned grade is to be changed, the course instructor must complete and submit a “Grade Change Request” form to the Registrar’s Office within 7 weekdays of the decision to change the grade. If the student does not agree with the instructor’s decision, he/she will need to request an “Academic Appeal” form from the Registrar’s Office within 7 weekdays of consulting with the course instructor, obtain the necessary signatures and return the form to the Registrar’s Office. Grades will not be changed after this time period has elapsed unless the grade change issue is in the student academic grievance process. See the “Student Academic Grievance Policy” for additional information.

### **PROBATION AND SUSPENSION POLICY**

Glenville State College’s academic probation and suspension policy was created for the purpose of providing support for students who are having academic difficulties. The current academic standing for each student is noted in the student’s academic records accessed through the GSC homepage. Students are encouraged to use the services provided by the College’s Academic Support Center to improve performance.

#### **Academic Probation**

Academic Probation means that a student’s overall cumulative GPA is below the minimum acceptable level as determined by the total number of hours attempted. Academic probation indicates a student’s continued enrollment is in jeopardy.

Minimum cumulative GPA requirements are as follows:

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<u>Hours Attempted</u>	<u>Cumulative GPA</u>
0 - 42 hours	1.50 GPA
43 - 60 hours	1.80 GPA
61 or above hours	2.00 GPA

Failure to meet the minimum cumulative GPA will result in academic probation.

In order to avoid suspension from Glenville State College, the student must earn a 2.00 or higher GPA for each subsequent semester OR earn and maintain at least the minimum GPA for the number of hours attempted (see above). If a student earns a 2.00 or higher GPA for each subsequent semester, he/she will be continued on probation until he/she earns at least the minimum GPA for the number of hours attempted necessary to be removed from academic probation. Students on probation may carry no more than 15 hours per semester.

### Academic Suspension

When a student's attempt to avoid academic suspension is unsuccessful, the student will not be allowed to continue enrollment at Glenville State College for a specified period of time.

1 <sup>st</sup> Academic Suspension	1 semester
2 <sup>nd</sup> Academic Suspension	2 semesters
3 <sup>rd</sup> Academic Suspension	5 years*
4 <sup>th</sup> Academic Suspension	Final dismissal from school

\*A third suspension will be for a period of five years, the length of time required for academic forgiveness eligibility (see Academic Forgiveness Policy in the College Catalog).

After the mandatory suspension time has passed, the student must submit an application to Glenville State College in order to be reinstated. Suspensions will occur at the end of the fall and spring semesters. Only fall and spring semesters constitute semesters for mandatory suspension.

Suspended students are not eligible to return to the College as full-time students the term following their suspension. However, they may enroll for up to six hours during the term of their suspension. Students completing six hours with no grade lower than a "C" may return the next term as full-time students on probation or as regular students depending on their cumulative grade point average. Students continued on suspension or suspended a second time may not enroll on the above part-time basis during their suspension. These students must formally apply for readmission at the end of their suspension. Credit/no-credit courses do not count toward the six hour requirement.

The status of any student transferring from another institution of higher education will be determined in accordance with the above policies. A student suspended from another institution of higher education will not be admitted to Glenville State College until he/she is eligible to return to that institution.

A student has the right to appeal his/her suspension to the Academic Appeals Committee. The petition must be submitted in writing, to the Provost and Senior Vice President, at least thirty days prior to the beginning of the desired semester for reinstatement. A student who has been reinstated will continue to be governed by the probation and suspension policies.

### **REPEATING A COURSE**

Students earning a grade of “D” or “F” (including failures due to irregular (“FIW”) withdrawal) on any course taken no later than the semester during which he/she attempts the sixtieth (60th) semester hour may repeat this course prior to the receipt of an associate or baccalaureate degree. If this is done, the original grade is disregarded and the grade or grades earned when the course is repeated is used in determining the grade point average. The original grade does, however, remain on the student’s transcript. This policy applies to ONLY the first repeat of a course in which the student earned a grade below a “C”. Students may not repeat for credit a course in which they have earned a grade of “C” or better. If students want to improve their knowledge of a subject in which a “C” or better was earned, they may repeat the course for a grade of “Audit.”

After the attempted sixtieth (60th) semester hour, the repeat policy does not apply and all course attempts are utilized in the computation of the grade point average.

### **SCHOLASTIC HONORS**

#### **The President’s Honor List**

A student who makes a perfect grade average of 4.0 quality points on 12 or more hours is placed on the President’s Honor List.

#### **The Provost’s Honor List**

A student who makes a minimum grade average of 3.5 quality points on 12 or more hours is placed on the Provost’s Honor List.

Note: Courses graded as Credit/No Credit or Satisfactory/Unsatisfactory do not count toward selection on the President’s or Provost’s Honor List.

#### **Honors Distinction (awarded at Commencement)**

Students with cumulative averages of 3.85-4.00 on all course work are graduated with highest honors (summa cum laude).

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Students with cumulative averages of 3.7-3.84 on all course work are graduated with high honors (*magna cum laude*).

Students with cumulative averages of 3.5-3.69 on all course work are graduated with honors (*cum laude*).

### **TRANSCRIPTS**

A fee of \$5.00 is charged for each transcript. Credit or debit cards are accepted through the Registrar's Office or Cashier's Office. Ordinarily transcripts are prepared within a week after the request has been received. Full payment must accompany each request. All requests for transcripts should be made directly to the Registrar's Office. Transcripts will be furnished only upon the written request of the student.

Transcripts will not be issued to students who have a hold on their record for such reasons as a financial hold on their records or to students who have not supplied the college with transcripts of all their previous academic work.

A request for a transcript should include name, identification number, permanent address and the dates of attendance at Glenville State College and the address(es) to which the transcript(s) are to be mailed. Any name change(s) should be noted on the application.

### **VETERAN'S STANDARDS OF PROGRESS AND ATTENDANCE POLICY**

Veterans must be in compliance with the above academic standards in order to draw educational benefits. In accordance with Veterans Administration regulations, the enrollment of veterans is regularly checked. If a veteran withdraws from a course, or courses, a 1999-b form is submitted to the Department of Veterans Affairs adjusting the course load, or withdrawing the student entirely, whichever is appropriate.

### **ADMINISTRATIVE WITHDRAWAL (FIW)**

Faculty members may recommend the removal (administrative withdrawal) of a student from class for disruptive behavior, repeated failure to follow instructions, and excessive absences. In such cases, faculty members will forward their written recommendation to the Office of the Registrar. The Registrar will advise the student of the recommendation and then in consultation with the Provost rule on the recommendation.

Faculty members are expected to have advised the student and the College Completion Center of their intent to recommend that the student be withdrawn from class prior to submission of their recommendation. If the recommendation is approved, a grade of FIW will be posted to the student's transcript.

Students may appeal the administrative withdrawal through the Academic Appeals Committee.

### **POLICY AND PROCEDURES WITHDRAWING FROM A CLASS**

Students may withdraw from a course with a grade of “W” for a specified time period after mid-semester grades are reported as published in the academic calendar. Students who want to withdraw from class should meet with their advisor to secure a drop slip. Once the form is completed, it should be taken to the respective department secretary for processing.

After the last date to withdraw with a grade of “W,” students may only withdraw from a class for medical reasons or other circumstances beyond their control as approved by the Provost. A “W” will be utilized for students who withdraw (for extenuating circumstances) from their courses after the published withdraw date. No student may withdraw from a class(es) once final exams have begun.

The last day for withdrawal for summer classes will be published in the academic calendar and in the appropriate schedule of courses.

### **POLICY AND PROCEDURE FOR WITHDRAWING FROM COLLEGE**

It is the responsibility of a student desiring to withdraw from college to appear before the Vice President for Enrollment Management and announce his/her intention to withdraw. At the time of withdraw, the student will sign a withdrawal card stating the date of withdrawal and the reason(s) for leaving College. Students who fail to comply with this regulation within 10 school days after leaving the College will be reported as irregularly withdrawn, and all grades on all subjects carried will be recorded as “FIW”. Refunds are subject to recorded date of withdraw.

### **POLICY AND PROCEDURE FOR WITHDRAWING FROM COLLEGE DUE TO MILITARY DEPLOYMENT**

Any student who has been called to active duty, and is currently enrolled in classes at Glenville State College, must report to the Registrar’s Office as soon as possible and complete all necessary forms for withdrawal. At that time, the student should bring with them any and all deployment papers.

If the student should decide to return to Glenville State College, he/she should fill out an application for readmission and notify the Registrar’s Office of their intent to begin classes. Also, at this time any paperwork required to certify the student for veterans’ benefits will be completed.

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### **WRITING ACROSS THE CURRICULUM**

In order to enhance the writing and thinking skills of its students, Glenville State College has begun to institute a writing-across-the-curriculum program. Select courses have been targeted as “writing-intensive.” Courses identified as “writing-intensive” have the following objectives:

1. To acquaint students with writing-to-learn strategies in order to help them think more effectively in a specific academic area;
2. To improve communications skills through an increased amount of graded and upgraded writing.

## GENERAL REQUIREMENTS FOR DEGREES

1. Baccalaureate degrees require a minimum of 128 semester hours; associate degrees require a minimum of 64. In order to graduate students must earn a minimum 2.00 grade point average overall and on all work taken at this institution. Some academic programs require a higher minimum grade point average for graduation. Baccalaureate students must earn a grade of “C” or better in all majors, minors and areas of specialization. Students enrolled in an associate degree program (other than general studies) must earn a grade of “C” or better in each course within their degree program that is designated as “area of specialization”. An Exit Assessment is required for every student completing a baccalaureate degree program.
2. A major and minor specialization is required for most baccalaureate degrees. In the Bachelor of Arts in Education degree programs the fields selected must conform to licensure requirements as set by the West Virginia Department of Education.
3. Of the 128 hours required for graduation, a minimum of 45 must be earned in courses on the junior and senior level (numbered 300-400).
4. Transfer students must earn a minimum of 32 hours from Glenville State College to graduate with a bachelor’s degree or 16 hours to earn an associate degree. The last six hours prior to graduation must be earned at this institution unless the Provost and Senior Vice President grants permission for those hours to be taken elsewhere.
5. Candidates for all degrees must complete the appropriate general education program of the College. Students who are graduates of an accredited baccalaureate institution are not required to complete any additional general education courses unless the courses are specifically required for the academic program(s) in which they are enrolled. Exception: Graduates of the Regents Bachelor of Arts program may be required to complete additional general education courses.
6. Students in all degree programs must meet the English proficiency requirement of the College.
7. Substitutions for required courses must be initiated by the student’s faculty advisor. The request must be approved by the Department Chair within whose department the required course is offered. The final decision is made by the Provost and Senior Vice President.
8. All fees and financial obligations to the College must be met. All candidates (except the Regents Bachelor of Arts) who complete graduation requirements in May are required to participate in commencement.
9. Students must satisfy all college regulations and requirements for graduation.

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10. Students planning to graduate must apply for graduation by the published deadline. Applications are available on the GSC website or in the Registrar's Office.

### **ENGLISH PROFICIENCY POLICY**

As a graduation requirement all candidates for an associate or baccalaureate degree at Glenville State College must demonstrate proficiency in the English language. A teacher education candidate must fulfill the requirement prior to being admitted to a teacher education program.

Each student is required to achieve grades of "C" or better in both English 101 and 102. If a student makes a "D" or an "F" in English 101 or 102, he or she will be required to repeat such course(s) to achieve the grade of "C" or better. In such a case, only the last grade earned in the repeated course(s) is counted in determining English proficiency.

### **DEGREE PROGRAM AND COURSE PLACEMENT**

#### **Minimum Level ACT, SAT or Accuplacer Test Scores**

Before registering, any student who fails to meet the West Virginia Higher Education Policy Commission's Freshman Assessment and Placement Standards in English and mathematics is tested in basic skills in these areas. Test results, as well as data from ACT scores, analysis of secondary school records are reviewed in order to determine each student's need for basic skills courses.

Students with an ACT verbal score of less than 18 or SAT score of less than 450 will take the ACCUPLACER sentence skills to determine if they need placement in Development English. Students with an ACT mathematics score of less than 19 or SAT scores of less than 460, will take an ACCUPLACER to determine the appropriate level of mathematics for the student. Students with an ACT mathematics score of less than 17 or SAT score of less than 400 will be placed in Developmental Mathematics 003 without testing.

An ACCUPLACER placement test will be administered to any student without ACT, SAT or equivalent scores.

**Students identified as needing developmental courses in English and mathematics are required to successfully complete those courses prior to enrolling in college level courses in the same areas. Students placed in developmental courses in English or mathematics are required to enroll in these courses upon admission and continue in these courses until they have successfully met the exit requirements.** Placement and specific recommendations on developmental courses are available to the advisor during the advising process.

### High School Deficiencies in Mathematics or Science

Students graduating from high school who do not have four units of mathematics (Algebra I and at least two higher) and three units of laboratory science are considered deficient. Students who are deficient do not meet the admissions criteria for a four-year program and must enroll in a two-year program. Once the student has remediated his/her deficiencies, or completed an associate degree, he/she may transfer into a four-year program. Students deficient in mathematics may remediate their deficiency by obtaining a grade of “S” in MTHF 003-Elementary Algebra and/or MTHF 004-College Level Math.- Students deficient in science may remediate their deficiency by obtaining a grade of “C” or better in any General Education science course where all prerequisites are met.

### Developmental Course Requirements

Students who are required to enroll in MTHF 003-Developmental Math-Elementary Algebra must obtain a grade of “S” before enrolling in MTHF 004-Developmental Math-Intermediate Algebra. Students required to enroll in MTHF 004-Developmental Math-Intermediate Algebra must obtain a grade of “S” before enrolling in any college level math course. Students who are required to enroll in the basic skills writing course ENGF 002-Developmental English must obtain a grade of “S” before enrolling in ENGL 101-Critical Reading and Writing I.

Students may enroll in college courses along with developmental courses except for the following provision. **Those students who are required to enroll in developmental courses in either mathematics or English are not eligible to enroll in regular college level mathematics or English courses until he/she has completed the developmental courses.** The combined schedule load of regular and developmental courses must not exceed the normal college load (maximum of 18 hours).

If, after enrolling in English 001, the instructor determines that the student has demonstrated a skill level appropriate for success in English 101, the student may transfer into the English 101 course. The period of transfer into the regular academic course shall extend up to mid-semester. Students who transfer from English 001-Developmental English at the mid-semester will enter English 101-Critical Reading and Writing I with those competencies and skills necessary for working successfully into the regular curriculum at that particular point.

Students having difficulties in a regularly scheduled academic course may drop the course with a grade of “W” and add a developmental course in a corresponding area up until one week after mid-semester.

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### **GSC 100 EXEMPTIONS**

All new students are eligible to enroll in The First-Year Experience Course (GSC 100), however it is required only of students who are under 21 years of age. Transfer students under 21 years of age may apply to be exempted from GSC 100 if they have completed a full-time semester of college work (12 hours or more excluding developmental courses) with no grade lower than a “C”. Students with more than 27 hours of dual credit earned while they were in high school may also request to be exempted from this requirement. Requests for an exemption must be filed with the Office of the Registrar before the beginning of classes for the term of admission.

## **GENERAL EDUCATION OBJECTIVES FOR BACCALAUREATE DEGREES**

In conformity with the stated objectives of Glenville State College, a program of General Education is a part of the requirements for the completion of baccalaureate degrees. The program ensures that every student, regardless of major or career objective, receives a versatile, broad-based education in the liberal arts.

The learning goals of the General Education programs are:

1. the ability to communicate clearly, effectively, and self-confidently in speech and writing.
2. the ability to think critically and analytically and to formulate informed, reasoned opinions on a range of issues.
3. a coherent sense of the cultural and historical backdrop to our contemporary society and its problems.
4. personal cultural enrichment through the appreciation of the artistic endeavor.
5. appreciation for the complexity and variety of our world, particularly for diverse attitudes, values, and beliefs that make up our multicultural society.
6. awareness of how global interconnectedness is shaping the economic, cultural, political, and technological systems of everyday life.
7. awareness and understanding of human interaction with and modification of the physical environment.
8. a commitment to learning as a life-long process.
9. an appreciation for the ways in which individual disciplines interconnect or complement one another.
10. a sense of civic responsibility and a commitment to service.
11. a sense of physical and mental wellness.

## **GENERAL EDUCATION REQUIREMENTS FOR BACCALAUREATE DEGREES**

In conformity with the stated objectives of Glenville State College, a program of General Education is a part of the requirements for the completion of baccalaureate degrees. The mission of the program is to ensure that every student, regardless of major or career objective, receives a versatile, broad-based education in the liberal arts.

The General Education program requirements for baccalaureate degrees are as follows:

**GSC 100** – The First-Year Experience..... **1 hour**

**THE HUMANITIES**.....**16 hours**

ENGL 101 – Critical Reading and Writing I.....3

ENGL 102 – Critical Reading and Writing II: American Mosaic .....3

Any one of the following survey of literature courses.....3

    ENGL 203 – Survey of English Literature I

    ENGL 204 – Survey of English Literature II

    ENGL 205 – Survey of American Literature I

    ENGL 206 – Survey of American Literature II

CART 101 – Introduction to Public Speaking .....3

Any two of the following survey courses .....4

    ART 200 – Survey of Art

    CART 200 – Survey of Theatre

    MUSC 200 – Survey of Music

**THE NATURAL SCIENCES AND MATHEMATICS** .....**11 hours**

MATH 102 – College Algebra (or higher course number).....3

Any two of the following courses.....8

    BIOL 101 – General Biology I

    BIOL 102 – Introduction to Cellular Biology

    CHEM 100 – Introductory Chemistry I

    CHEM 101 – General Chemistry I

    ENVR 101 – Environmental Science

    PHYS 201 – General Physics I

    PHYS 209 – General Geology

    SCNC 101 – Earth Science

**THE SOCIAL SCIENCES.....9 hours**

Six hours from the following .....6

- HIST 201 – History of World Cultures I
- HIST 202 – History of World Cultures II
- HIST 207 – U. S. History to 1877
- HIST 208 – U. S. History Since 1877
- POSC 203 – American National Government

Three hours from the following .....3

- ECON 201 – Principles of Microeconomics
- GEOG 203 – World Regional Geography
- PSYC 201 – General Psychology
- SOCL 205 – Principles of Sociology
- SOCS 225 – Introduction to Global Studies

**HEALTH AND PHYSICAL EDUCATION.....3 hours**

- PED 101 – Personal Health.....1
- PED 201 – First Aid and Safety.....1
- PED 301 – Lifelong Wellness.....1

**BUSINESS .....3 hours**

- CSCI 101 – Contemporary Computer Applications .....3

**TOTAL.....43 hours**

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### GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREES

In conformity with the stated objectives of Glenville State College, a program of General Education is a part of the requirements for the completion of associate degrees. The program ensures that every student, regardless of major or career objective, receives a versatile, broad-based education in the liberal arts.

The General Education program requirements for associate degrees are as follows:

**GSC 100** – The First-Year Experience ..... **1 hour**

**THE HUMANITIES** ..... **6 hours**

ENGL 101 – Critical Reading and Writing I ..... 3

ENGL 102 – Critical Reading and Writing II: American Mosaic ..... 3

**THE NATURAL SCIENCES AND MATHEMATICS** ..... **7 hours**

MATH 102 – College Algebra (or higher course number) ..... 3

Any one of the following courses ..... 4

BIOL 101 – General Biology I

BIOL 102 – Introduction to Cellular Biology

CHEM 100 – Introductory Chemistry I

CHEM 101 – General Chemistry I

ENVR 101 – Environmental Science

PHYS 201 – General Physics I

PHYS 209 – General Geology

SCNC 101 – Earth Science

**THE SOCIAL SCIENCES:** ..... **3 hours**

ECON 201 – Principles of Microeconomics

GEOG 203 – World Regional Geography

HIST 201 – History of World Cultures I

HIST 202 – History of World Cultures II

HIST 207 – U. S. History to 1877

HIST 208 – U. S. History Since 1877

POSC 203 – American National Government

PSYC 201 – General Psychology

SOCL 205 – Principles of Sociology

SOCS 225 – Introduction to Global Studies

**HEALTH AND PHYSICAL EDUCATION** ..... **1 hour**

PED 101 – Personal Health (OR)

PED 201 – First Aid and Safety

**TOTAL** ..... **18 hours**