



ACADEMICS

GENERAL EDUCATION CORE

The general education core is the foundation of a solid liberal arts curriculum and is as essential to the education of students as is the major. The courses required of students in their first two years at the College serve not only to acquaint them with the many different disciplines, but more significantly to introduce students to the accumulated knowledge of the world in which they live. These courses help provide an understanding of the underpinnings of society, a knowledge of how that society functions, an awareness of culture, ours and others, and insights into the values on which our civilization is built. They develop and enhance analytical and communication skills. They seek to inspire in students the desire to learn and to continue learning long after leaving the College. In all of these endeavors the general education core of courses prepares students to participate in society as responsible citizens and effective leaders.

REQUIREMENTS

All students pursuing a baccalaureate degree will complete at least 52 semester hours of general education, a broad distribution of courses selected according to a College-wide formula, and the cultural activities requirement. Many of the courses which meet the general education requirements are

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prerequisites for advanced study in the various majors. Students should consult the requirements of their prospective majors and select their general education courses accordingly. The general education formula is:

| | <i>semester hours</i> |
|-----------------------------|-----------------------|
| I. English Composition | 6 |
| II. Literature | 3 |
| III. Mathematics | 6 |
| IV. Physical Education | 1 |
| V. LART 195 | 1 |
| VI. Foreign Language | 6 |
| VII. Western Heritage | 6 |
| VIII. Natural Science | 8 |
| IX. Arts | 3 |
| X. Humanities | 3 |
| XI. Social Sciences | 9 |
| XII. Cultural Activities | * |
| TOTAL SEMESTER HOURS | 52 |

The guidelines for selecting general education courses are:

I. English Composition: 6 semester hours.

Composition classes are essential in order for students to learn communication skills that are required throughout life. This requirement is met by **ENGL 101-102**. A student may receive advanced standing credit in English composition by demonstrating sufficient proficiency on an appropriate examination and/or by successful completion of **ENGL 103H** (see page 88). Full-time students who have not completed **ENGL 101-102** or its equivalent must take the appropriate course in that sequence. The successful completion of **ENGL 101-102** is a prerequisite for taking literature courses. All entering students who have not previously satisfied the composition requirement must enroll in those courses during their first year at UVa-Wise.

II. Literature: 3 semester hours.

Courses dealing with literature expose students to the ideas of other cultures, and contribute as well to stronger analytical communication skills. Students may select literature options from English courses numbered **212** through **326**, and literature courses taught by foreign language faculty. Non-literature courses may not be used to satisfy this requirement.

III. Mathematics: 6 semester hours.

Mathematics contributes to the development of formal reasoning skills. Students may select any mathematics course numbered 100 or higher except **MATH 301**, **MATH 302**, **MATH 315**, **MATH 321**, or **MATH 322**.

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IV. Physical Education: 1 semester hour.

A healthy mind resides in a healthy body. Two .5 hour credit courses or one 1-semester-hour credit course, to be selected from Physical Education Activity Courses (Basic Skills).

V. Introduction to the Liberal Arts (LART 195): 1 semester hour.

This course is required of all freshmen, and serves as an introduction to life at UVa's College at Wise. LART 195 is waived for transfer students who enter UVa-Wise with 24 or more semester hours of transfer credit.

VI. Foreign Language: 6 semester hours.

Liberal education should be able to communicate and share ideas across languages. They also need to gain some understanding of another culture. Students must complete a 6-semester-hour introductory sequence in a foreign language. Exemption from this requirement may be made by demonstrating on a placement test a level of proficiency equivalent to one year of college language study and/or by successful completion of 103H (see page 88).

VII. Western Heritage: 6 semester hours.

This requirement explores the culture and tradition of the western world, of which the United States is a part. Six semester hours are to be taken from one of the approved sequences, or a student may take a first half of one sequence and a second half from another sequence. Courses that satisfy this requirement are the following: ENGL 305 and 306, HIST 101 and 102, PHIL 205 and 206, POLS 103 and 104, and VPAR 101 and 102.

VIII. Natural Science: 8 semester hours.

The knowledge gained from the study of a natural science will assist students in understanding a world growing daily more scientifically complex. Understanding laboratory procedures helps to build deductive reasoning skills. Two laboratory science courses must be selected. Selections may be made from two different science areas.

IX. Arts: 3 semester hours.

Understanding culture includes an exploration of the arts. Three semester hours are to be selected from art, dance, music and theatre. Students may select any combination of three hours (i.e., three 1-semester-hour courses, one 3-semester hour course, etc.) to meet this requirement. Courses offered specifically for professional programs (e.g., ART 325 and VPAR 101-102) do not fulfill this requirement.

X. Humanities: 3 semester hours.

Courses in the humanities focus on what makes human beings unique. One course is to be selected from French, German, history, Latin, philosophy, religion, Spanish, visual and performing arts or literature courses described in area II above.

XI. Social Science: 9 semester hours.

The social sciences explore individuality and human behavior. No more than 3 semester hours may be taken in any one field, with courses to be selected from 100- and 200-level courses in economics, political science, psychology, sociology, anthropology or geography (except GEOG 201).

XII. Cultural Activities

Each student must attend four (4) cultural activities in the freshman year (GNED 101) and four (4) cultural activities in the junior year (GNED 301).

Note: One course may not be used to satisfy more than one of the listed area requirements.

CULTURAL ACTIVITIES REQUIREMENT

All students are required to attend four (4) cultural activities during their freshman year and four (4) cultural activities during their junior year. Cultural activities are defined as any Pro Art presentation held on or off campus, concerts, theatre productions, or art exhibits held on campus, and all lecture or panel discussions on campus. Additionally, students may attend the senior seminar presentations of any major outside their own department. These presentations may count for one activity in the freshman year and one activity in the junior year. Transfer students who first attend the College upon completion of their freshman year elsewhere must complete the junior year requirement only. The cultural activities requirement also applies to Abingdon students who will have a wide array of events provided at the Southwest Virginia Higher Education Center.

The Pro Art Association will continue to provide a Convocation Series at the one o'clock convocation period. This series will make it simple for commuter students and non-traditional students to attend events without having to return to campus in the evening. In addition, there are many other events at those time periods.

When students attend any of these events and wish to have them count as a cultural activity, they must sign in and out with a picture ID, and they must answer a set of questions about the event which will either be given to them at the time of the event or which may be found online at the College website.

ORAL COMMUNICATION AND COMPUTER PROFICIENCIES

ORAL COMMUNICATION

Every student should attain a basic level of proficiency in oral communication, either in the form of public speaking skills, small-group speaking skills or interviewing skills. Each academic major will define the type of oral communication most appropriate to that major and specific criteria by which to evaluate student speaking skills. Each major should be able to guarantee that every graduating student in that major is minimally competent in oral communication, by requiring students to attain a specified grade level in an oral communication course, by requiring students to take a course in the major that stresses oral communication skills, or by some other appropriate means. The Oral Communication Laboratory will assist students preparing for oral classroom presentations.

COMPUTER PROFICIENCY

Because computers are essential to education, society, and the workplace, The University of Virginia's College at Wise requires every student to attain competency in the use of computers. Competency in technology will be evaluated annually and reported to the State Council of Higher Education in Virginia. These requirements include:

- a. the ability to create documents appropriate to their purpose, to edit, save, name, revise, and perform various other editorial functions;
- b. the ability to set up and use a spreadsheet to organize information, to enter data, make calculations, and produce a meaningful outcome;
- c. the ability to send and receive email, to compose, save, forward, and reply to messages, configure an account, use basic features, and interpret returned messages;
- d. the ability to use the Internet to find information useful for daily needs, to gather information, to undertake research, to assess the quality of the information and its source, to assess any bias, and to be able to find the information again;
- e. the ability to access and use basic systems, to access software, to choose software, to access and choose various browsers, to recognize and use instructional features; and
- f. to understand the uses of technology, the limits of technology, and that computers are only one part of technology.

For graduation purposes, each academic major should be able to guarantee that every graduating student in that major is computer

literate, based on the definition above, and possesses any other computer skills appropriate to that major. This guarantee can be accomplished by requiring students to attain a specified grade level in a computer literacy course or the laboratory component of a course, by requiring students to pass a computer course taught within the academic major, or by requiring an individual student to demonstrate his/her computer proficiency to a faculty member.

Students need to be aware that computer literacy classes cannot be used to fulfill those competencies reported to the State Council; rather, these competencies will be reported on the basis of demonstrated ability. Students should see the assessment coordinator for further information.

ACADEMIC ADVISING

Every degree-seeking student is assigned an academic advisor who helps plan the student's academic program.

ADVISING FOR FRESHMEN

Entering freshmen are advised by faculty selected and trained to help students make a successful transition from high school to college. Freshmen are matched with an advisor through selecting an LART 195 class during orientation which best fits their interests. LART 195 classes are topical courses designed to introduce students to the academic environment. The faculty member for that course serves as the student's advisor until that student declares a major. LART 195 enrollments are small and students meet with the faculty instructor on a weekly basis. The freshman advisor, then, becomes an important person in helping new students make the important transition to college.

Entering freshmen who are admitted on a provisional basis register for a student success section of LART. This course is designed to enhance opportunities for success in the classroom and concentrates on the development of study skills, time management, and additional support for academic success such as tutoring and study groups. Faculty are specially trained to provide the added support that provisionally admitted students require. They serve as advisors for provisional students until those students declare a major.

Successful completion of LART 195 is part of the general education requirements necessary for graduation.

ADVISING IN THE MAJOR

Students may declare a major at any time after the first semester of the freshman year and must do so by the time they have acquired 60 hours

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(see page 85). Once a major is declared, the advising function shifts to the academic department housing the major program of study. Departmental faculty, specialists in their academic disciplines, work with students at this stage to ensure the selection of courses appropriate to the student's goals and interests as well as the departmental requirements for graduation.

ADVISING FOR TRANSFER STUDENTS

Transfer students with more than 24 hours of transferrable college credit are assigned an advisor in their major. Transfer students who have not yet accrued 60 hours are assigned to a faculty member who works with them until such time as a major must be declared.

CHANGING ADVISORS

Students may change advisors at any time after their first semester of enrollment by completing a Declaration of Major form, available in the Registrar's Office.

ACADEMIC ASSISTANCE

TUTORING

The Tutor Connection serves all students who request tutoring. Peer tutors, working under the supervision of College faculty, are employed to provide tutoring in many subject areas. Hours of operation are 8 a.m. until 5 p.m. weekdays with evening and weekend hours arranged as needed. The office is located on the first floor of Zehmer Hall. Call 328-0177 for additional information.

STUDENT SUPPORT SERVICES

Student Support Services offers tutoring, counseling, advising and other academic support services to students who need assistance and meet eligibility requirements. Student Support Services has a proven record in helping students achieve academic success at the College; any student who is interested is encouraged to apply for services.

The project is funded by the U. S. Department of Education and is staffed by a director, an academic coordinator, a counselor, an academic support technician, and a secretary. The office is located on the first floor of Zehmer Hall. Call 328-0177 for additional information.

ASSISTANCE FOR STUDENTS WITH DISABILITIES

In compliance with Section 504 and ADA legislation, UVa-Wise provides accommodation services for all self-identified students with

disabilities whose documentation meets our policy standards and guidelines. It is our goal to assure access to both facilities and educational programs. Students in need of assistance should contact the ADA Coordinator by calling 276-328-0265 or via email at nnb3h@uvawise.edu.

Students needing accommodations must provide documentation of the disability. Documentation must:

- 1) state the diagnosed disability: verifying the presence of a mental or physical impairment which substantially limits the condition, manner and duration in which the person performs a major life activity or function and describes the degree of impairment or limitation;
- 2) provide enough information about the functional impact of the impairment(s) to support and suggest reasonable accommodations that are appropriate and effective;
- 3) be current (generally speaking, three years is acceptable for most disabilities, five years for learning disabilities); and
- 4) include complete educational and medical history relevant to the disability.

ACADEMIC REGULATIONS

STUDENT RESPONSIBILITY

It is the responsibility of each student to be aware of and to meet the catalog requirements for graduation and to adhere to all rules, regulations and deadlines published in the catalog and in the student handbook.

CATALOG OF RECORD

The academic regulations and degree requirements described in the 2004-2005 UVA-Wise Catalog apply to all freshmen who first enroll at the College after January 1, 2004. A transfer student who first enrolls after this date may elect to use this catalog or the catalog used by most of his/her college graduating class. A student who re-enters the College after an absence of two or more regular semesters may elect to use the current catalog or the catalog used by most of his/her graduating class. A student may not use a catalog that is more than eight years old at the time of graduation.

A request for an exception to this policy must be submitted in writing to the Registrar who may ask the Academic Appeals Committee for a recommendation.

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CHECK MAIL AND EMAIL

With official College communications being sent to institutional mailboxes first, students are strongly urged to check their mail on a regular basis and are expected to respond promptly to all notices.

All students should obtain, maintain and respond to an official UVa-Wise email account. See Computer Services in Smiddy Hall or call 376-4509 for instructions on how to establish such an account.

MAJORS

A major is a group of courses clustered in an area of intellectual inquiry. Students in a major study a particular field of knowledge in depth so that they can read and interpret the literature of that field and perform the work of that field in an effective manner.

UVa-Wise offers baccalaureate degrees in 25 majors, and the College Major for students who wish to pursue interdisciplinary studies.

For the Bachelor of Arts, Bachelor of Science, or Bachelor of Science in Nursing degree, students will earn a minimum of 120 semester hours in courses that include the general education requirements, all requirements of the chosen major, and electives. Electives should be chosen in consultation with the student's academic advisor and may be taken at any time appropriate for the student's program of study. A course applied to the requirements of one major may not be applied to the requirements of a second major.

Information about a specific major may be found in the chapter devoted to the appropriate academic department.

| <u>MAJOR</u> | <u>DEGREE</u> | <u>DEPARTMENT</u> |
|------------------------------|---------------|--------------------------------|
| Accounting | B.A., B.S. | Business and Economics |
| Administration of Justice | B.S. | Social and Behavioral Sciences |
| Art | B.A. | Visual and Performing Arts |
| Biology | B.A., B.S. | Natural Science |
| Business Administration | B.A., B.S. | Business and Economics |
| Chemistry | B.A., B.S. | Natural Science |
| College Major | B.A. | Interdisciplinary |
| Communication | B.A. | Language and Literature |
| Computer Information Systems | B.S. | Mathematical Sciences |
| Economics | B.A., B.S. | Business and Economics |
| English Literature | B.A. | Language and Literature |
| Environmental Science | B.S. | Natural Science |

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|---|------------|--------------------------------|
| Foreign Studies <i>(Concentration in French, German or Spanish)</i> | B.A. | Language and Literature |
| French | B.A. | Language and Literature |
| Government | B.A. | Social and Behavioral Sciences |
| Health & Physical Education | B.A. | Education |
| History | B.A. | History and Philosophy |
| Liberal Arts and Sciences | B.A. | Education |
| Mathematics | B.A., B.S. | Mathematical Sciences |
| Medical Technology/ Clinical Laboratory Science | B.S. | Natural Science |
| Nursing | B.S.N. | Nursing |
| Psychology | B.S. | Social and Behavioral Sciences |
| Sociology | B.S. | Social and Behavioral Sciences |
| Spanish | B.A. | Language and Literature |
| Theatre | B.A. | Visual and Performing Arts |

MINORS

UVa-Wise offers the following academic minors within the departments:

MINOR

Accounting
Administration of Justice
Appalachian Studies
Art
Biology
Business
Chemistry
Communication
Computer Science
Economics
English
French
German
History
International Studies
Library Media
Mathematics

DEPARTMENT

Business and Economics
Social and Behavioral Sciences
Interdisciplinary
Visual and Performing Arts
Natural Science
Business and Economics
Natural Science
Language and Literature
Mathematical Sciences
Business and Economics
Language and Literature
Language and Literature
Language and Literature
History and Philosophy
Interdisciplinary
Education
Mathematical Sciences

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| | |
|---------------------|--------------------------------|
| Music | Visual and Performing Arts |
| Philosophy | History and Philosophy |
| Physics | Natural Science |
| Political Science | Social and Behavioral Sciences |
| Psychology | Social and Behavioral Sciences |
| Secondary Education | Education |
| Sociology | Social and Behavioral Sciences |
| Spanish | Language and Literature |
| Theatre | Visual and Performing Arts |
| Women's Studies | Interdisciplinary |

A minor includes at least 18 semester hours in the chosen discipline, 12 hours of which must be in courses at the 300-level or above.

Requirements for various minors are listed in the chapter devoted to the appropriate academic department. **A course applied to requirements for the major may not be applied to requirements for the minor.**

DECLARATION OF MAJOR

All full-time students must declare their major (or their intent to major in departments which have an approval process for the major) by the first week in April of the semester in which they will reach 60 hours of course credits. If they should accrue 60 hours at the end of the previous fall semester, they may declare their major at any time during the their next semester, but must have declared by the first week in April of the spring semester following. **Students who have not declared their majors by that deadline in the appropriate semester will not be allowed to register for fall courses until after all other students have completed registration for fall courses.** Students may, of course, declare a major at any time prior to accruing 60 hours. At the time students declare their majors, they will be assigned an advisor in their major by the chair of their department. A student may declare a major or intent to major or may change majors by completing the appropriate form in the Registrar's Office. That form should then be turned in to the chair of the appropriate department for signatures and/or approvals.

OTHER COURSES OF STUDY

Appropriate courses of study are available for students planning to enter various professions including forestry, law, medicine, pharmacy, physical therapy, theology and veterinary medicine.

ENTERING PLACEMENT

All first-time freshmen and transfer students who do not have transfer credit for a college-level mathematics course will be placed in the appropriate mathematics course based on their mathematics SAT score.

Placement tests are available in English and foreign languages. See the Department Chair for more information.

COURSE NUMBERING

Courses carrying numbers ranging from 001 through 099 are considered developmental and are not counted as credit toward a degree.

Courses numbered 100 through 199 are primarily for freshmen. Courses numbered 200 through 299 are primarily for sophomores but may be taken by others if prerequisites have been met. Courses numbered 300 through 399 are primarily for juniors and seniors. Courses numbered 400 through 499 are senior courses, seminars and special problems courses.

Courses numbered 195, 196, 295, 296, 395, 396, 495, and 496 are for special topics and may range from one to three semester hours. They may be taken in any discipline with the approval of the appropriate chairman and the Academic Dean.

Complete course descriptions are listed in chapters describing the College's academic departments.

COURSE CREDIT

Credit is accumulated in semester hours and each 15 hours of lecture time is equivalent to one semester hour of credit. This means a three-semester-hour course will normally meet for three hours per week in a 15-week semester. Three hours of laboratory time are considered equivalent to one hour of lecture time.

COURSE LOAD

Regular Academic Term – A student who is taking courses which total at least 12 semester hours credit is considered a full-time student. The normal load for students planning to graduate in four years is 15 semester hours per semester. Students who wish to enroll for more than 18 semester hours must obtain permission from the Registrar, the Academic Dean or the Associate Registrar and normally must have a grade point average of 3.00 or higher. The regular per-hour costs are charged for any hours beyond 18. Courses in which a student is registered as an auditor shall be considered as part of the course load. (For additional information about auditor status, see page 92).

Summer Term – The summer course load for both sessions is to be no more than 14 credits.

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CLASS STANDING

Students progressing toward a degree are classified as freshmen until they have earned 30 semester hours of credit. They are classified as sophomores after successful completion of 30 semester hours, juniors after successful completion of 60 hours and seniors after successful completion of 90 semester hours.

SCHEDULE CHANGES

Students may make changes in class schedules by adding and dropping classes. Classes may be added only within the first week of a new semester. Classes may be dropped any time within the first eight weeks of the semester; the last day to drop classes is published in the Academic Calendar as well as in registration materials provided by the Registrar's Office. The add and drop dates for courses meeting only part of the semester may vary from the timeframes stated above. Students wishing to make a schedule change should take the following steps:

1. Obtain a Schedule Change Form from the Registrar's Office or from any faculty secretary. Complete the form and get the advisor's signature.
2. Return the form to the Registrar's Office by the published deadline.

A note of caution: If by dropping classes, students change from full-time status to part-time status, their financial aid can be affected as well as their eligibility to reside in campus housing or participate in college athletics.

REQUESTS FOR EXCEPTIONS TO THE RULES AND APPEALS

Students who believe there is a valid reason for asking for an exception to any of the academic rules may file a written petition with the Registrar. The recommendation of a course instructor and/or advisor should accompany the petition. An unfavorable response from the Registrar may be appealed to the Academic Dean.

ACCURACY OF STUDENTS' RECORDS

Students are responsible for verifying the accuracy of their academic records by the drop date and each time thereafter that they make a change in their schedule. Changes to a transcript are permitted only during the current and immediately following semester. Errors should be reported to the Registrar's Office within the stated timelines. After one

semester has lapsed, a student's record is considered permanent.

ADVANCED PLACEMENT POLICY

The following table explains advanced placement credit earned through testing by the Education Testing Service:

| EXAMINATION | SCORE | COURSE | SEMESTER HOURS |
|--|--------|-------------------------|----------------|
| <u>Department of History & Philosophy</u> | | | |
| American History | 4 or 5 | HIST 107, 108 | 6 |
| European History | 4 or 5 | HIST 101, 102 | 6 |
| <u>Department of Languages & Literature</u> | | | |
| English | 3 or 4 | Placement in ENGL 103H | * |
| English | 5 | ENGL 101, 102 | 6 |
| <i>*Placement in ENGL 103H allows the student the possibility of gaining six hours of credit upon successful completion (a grade of "C-" or better) of that class; if a student with an AP score of 4 receives a grade of "D" in ENGL 103H, the student receives credit for ENGL 101; a student with an AP score of 3 who receives a grade of "D" in ENGL 103H does not receive credit for ENGL 101.</i> | | | |
| French | 3 or 4 | Placement in FREN 103H | # |
| French | 5 | FREN 101, 102 | 6 |
| German | 5 | GERM 101, 102 | 6 |
| Latin | 5 | LATN 101, 102 | 6 |
| Spanish | 3 or 4 | Placement in SPAN 103H | # |
| Spanish | 5 | SPAN 101, 102 | 6 |
| <i>#Placement in LANG 103H allows the student the possibility of gaining six hours of credit upon successful completion (a grade of "C-" or better) of that class; if a student with an AP score of 4 receives a grade of "D" in LANG 103H the student receives credit for LANG 101; a student with an AP score of 3 who receives a grade of "D" in LANG 103H does not receive credit for LANG 101.</i> | | | |
| <u>Department of Mathematical Sciences</u> | | | |
| Computer Science | 4 or 5 | COSC 110 | 3 |
| Mathematics (AB) | 4 or 5 | MATH 204 | 4 |
| Mathematics (BC) | 3 | MATH 204 | 4 |
| Mathematics (BC) | 4 or 5 | MATH 204, 205 | 8 |
| <u>Department of Natural Science</u> | | | |
| Biology | 3 | BIOL 160, 161 | 4 |
| Biology | 4 or 5 | BIOL 160, 161, 180, 181 | 8 |
| Chemistry | 3 | CHEM 101, 111 | 4 |
| Chemistry | 4 or 5 | CHEM 101, 111,102,112 | 8 |

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| Physics B | 3 | PHYS 101, 211 | 4 |
| Physics B | 4 or 5 | PHYS 101, 211, 102, 212 | 8 |

Department of Social & Behavioral Sciences

| | | | |
|----------------|--------|----------|---|
| American Govt. | 4 or 5 | POLS 101 | 3 |
| Psychology | 4 or 5 | PSYC 110 | 3 |

A department may excuse a student from taking the beginning courses in a required sequence of courses if the department determines the student to be ready for advanced work. The department may consider performance in secondary school, scores on the College Entrance Examination Board achievement or advanced placement tests, or scores on a departmental exam in determining the student's preparedness. Substitution of a higher course will not be required.

Exceptionally able and well prepared students may also be awarded advanced standing credit. These are semester hours which may be counted toward a degree. Advanced standing credit is granted to students entering the College from high school or transferring from another college, with permission of the department concerned and sufficient scores on departmental exams covering the full scope and content of required courses. Consult departmental descriptions for other requirements.

INTERNATIONAL BACCALAUREATE

The test level must be "H" or higher with a grade level of 4 or more to qualify for credit. See the Registrar for additional information.

INDEPENDENT STUDY

The primary purpose of independent study courses is to give better than average students an opportunity to take a course or courses in subject matter appropriate for their academic program that would not otherwise be available at the College.

The following guidelines are used in considering requests for independent study courses:

1. Independent study courses cannot be used to satisfy general education requirements.
2. To be eligible to take an independent study course, a student must have **at least a 3.00 grade point average**.
3. A course cannot be taken on an independent study basis in a semester in which it is offered on a regular basis.
4. Part-time faculty do not offer independent study courses.
5. A full-time faculty member should offer no more than two

independent study courses each semester if he or she is teaching a regular load, and none if he or she has an overload such as an extra class.

6. A request to add an independent study course should be accompanied by a course outline and a schedule of activities for the semester.
7. A request to add an independent study course must be signed by the department chair and the Academic Dean and returned to the Registrar's Office prior to beginning the class.
8. A student taking an independent study course must submit a completed schedule change form to the Registrar's Office to add the class to his or her schedule.

CREDIT BY EXAMINATION

The following procedure is used in the consideration of requests for award of credit by examination:

1. The student completes a form in the Office of the Registrar requesting consideration for credit by examination in a course, and submits it during the first eight weeks of a regular semester. Credit by examination for a course is awarded only during a regular semester.
2. If the request is approved by the chairman of the department in which the course is located, the student registers and pays a special fee of \$75 in the Cashier's Office. The receipt for the credit-by-exam fee should be attached to the request and returned to the Registrar's Office.
3. A full-time faculty member who normally teaches the course evaluates the examination, which must be given, completed and evaluated during the semester in which the request is approved.
4. A record of the evaluation, which will normally include a written examination, is placed in the student's permanent file in the Office of the Registrar or another appropriate place, as designated by the Registrar.
5. The award of credit requires approval of the chairman of the department in which the course is located, and the Registrar.
6. An entry is made on the student's permanent record showing that credit by examination has been given.
7. If any extra expenses are incurred in the evaluation process, the student is responsible for payment of expenses.

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ASSESSMENT REQUIREMENTS

UVa-Wise is required by an act of the General Assembly (1987) and by the State Council of Higher Education in Virginia to provide a comprehensive plan for student outcomes assessment. The purpose of the Assessment Plan is to provide the institution with a process for improving instructional programs and student development programs. The plan includes assessment measures in general education, developmental/remedial courses, major field of study, and competencies mandated by the State Council.

Students are required to participate in all student outcomes assessment activities as deemed appropriate by UVa-Wise. For specific information, students may contact their advisors or the assessment coordinator.

GRADES

The grade of a student in a course is determined by the faculty member teaching that course. In the course syllabus, students are informed of the method used in determining grades. "A", "B", "C", and "D" represent passing grades in order from the highest to the lowest. Passing grades may also be recorded with a plus or minus. "F" represents failure.

The measure of academic success is expressed in a grade point average. The number of grade points earned in a course is determined by multiplying the number of semester hours by the point value of the earned grade as shown in the following table:

| <u>Letter Grade</u> | <u>Grade Points per Semester Hour</u> |
|---------------------|---|
| A+ | 4.0 |
| A Excellent | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B Good | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C Average | 2.0 |
| C- | 1.7 |
| D+ | 1.3 |
| D Poor | 1.0 |
| D- | 0.7 |
| F Failure | 0.0 |

The **grade point average (GPA)** is the number of grade points earned divided by the number of semester hours attempted.

CREDIT-NO CREDIT: Students may elect to take a course on a credit-no credit basis, adhering to the following guidelines:

1. Courses taken under the credit-no credit system may **not** be applied toward general education requirements.
2. Courses needed to fulfill requirements in a student's major field may **not** be taken under the credit-no credit system (except for those courses offered by the department concerned with the approval of the Academic Program Committee and the Academic Dean. Courses so taken are not subject to the limitations of section 3 below.) Courses in a student's major field that are in addition to the minimum requirements may be taken under the credit-no credit system.
3. No student may be permitted to take more than 26 credit-no credit semester hours to meet graduation requirements, nor will any student be permitted to carry more than seven hours under the credit-no credit system during any one semester except by special permission of the Academic Dean.
4. For each course selected and completed with credit-no credit designation, a student will receive a grade of CR (credit) or NC (no credit) determined by the instructor.
5. Semester hours attempted under the credit-no credit option do not count in the computation of grade points. During the regular period for adding courses a student may modify his selection or selections in the same way as dropping or adding a class.

INCOMPLETE: An "I" represents incomplete work in a course and indicates that the grade for the course is being withheld until additional work is performed and approved. A grade of "I" automatically becomes an "F" at the end of the *tenth week* after the next regular semester begins if the instructor has not submitted a grade change prior to that time. Extensions beyond the tenth week require approval of the course instructor and the Academic Dean. In the computation of grade points earned and grade point averages, the grade of "I" is counted as credits attempted but with no grade points earned.

WITHDRAWAL: A "W" indicates the student has dropped the course before the middle of that semester or session.

AUDITOR: The grade notation "AU" will be recorded for those students registered as auditors in a course.

NOT REPORTED: A "NR" indicates a grade was not reported by the instructor. A student should contact the instructor directly to ask questions.

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GRADE APPEAL PROCEDURE

The instructor has full responsibility for the assignment of grades. The instructor must describe his/her grading procedure in the course syllabus and provide explanation at the beginning of the course. If a student believes a grade has been assigned incorrectly, the student should discuss the matter with the instructor. If this does not resolve the issue, the student may appeal to the chair of the academic department in which the course is located. In the event the issue is not resolved at this level, the student may appeal in writing to the Academic Dean who may refer the appeal to the Academic Appeals Committee.

The appeal procedure must be initiated during the initial four weeks of the next regular semester of enrollment after the grade in question has been assigned.

GRADE REPORTS

Official grade reports are mailed to the student approximately two weeks after the close of each semester to the address designated by the student at the time of registration. The last date for accepting changes in that address is two weeks prior to the beginning of the final examination period. In addition, mid-term progress reports for first time freshmen only are made available to academic advisors prior to the last date for dropping a class. Freshmen should meet with their advisors immediately after the mid-term break to discuss these progress reports.

EXCLUSION FROM COURSES

A student who is making no progress in a course may be excluded from the course (with a grade of "W") by the Academic Dean upon recommendation of the instructor. This procedure is not used after the last day for dropping a course.

ATTENDANCE AND ABSENCE

Each student is expected to attend all the classes and laboratories for which he or she is registered. Excessive absences may result in disciplinary action by the Academic Dean. Such absences should be reported by the professor to the Coordinator for Advising and Retention. A student who is absent for any officially authorized reason may be excused for a stated period by the Academic Dean.

It is the students' responsibility to meet with their professors as soon as possible to get their class assignments. Professors have an obligation to allow students to make up work missed because of absences for which they have received notification from the Coordinator for Advising and Retention.

A student who attends fewer than 50 percent of the lectures or laboratories in a course is not eligible for credit for that course.

Individual instructors may establish more stringent attendance policies.

FINAL EXAMINATIONS

Written examinations are held at the end of each semester on the work of that semester. Absence from examinations is not excused except for sickness on the day of the examination attested by a physician's certificate or for other cause approved by the Academic Dean. If such absence is unexcused, the grade on the course is entered as "F." A student whose absence from an examination is excused may take a special examination within a 30-day period on a date arranged between the student and the professor in charge of the examination.

REPEATING A COURSE

A student who receives a grade of "F" in any course taken at UVa-Wise may repeat that course at UVa-Wise and the new grade earned will be posted to the transcript and used in computing the grade-point average. A student may repeat a course twice under this provision, but the third attempt and any subsequent attempts are counted as semester hours attempted in the computation of grade point average.

A student who receives a grade of "D- to C-" in a course may repeat that course once. Courses repeated under this provision must be taken at UVa-Wise. The grade received will be the permanent grade in the course and the previous grade will not be included in the computation of grade point average.

Transfer students who have a grade of "D" or "F" in a course at another college may have the option of repeating the course at UVa-Wise under the repeat policy provisions, provided there is an equivalent course at UVa-Wise. Permission to use this option must be obtained from the Registrar.

A student will normally not be permitted to take a remedial course more than twice and if the student does not complete a remedial course satisfactorily the second time, he or she will not be permitted to enroll in the College again. Under exceptional circumstances, with the approval of the department chairman and the Registrar, a student may be permitted to take a remedial course a third time. *It is the student's responsibility to request a replacement of the grade once a course has been repeated.*

EARNING A SECOND DEGREE

Students may complete majors in a Bachelor of Arts, a Bachelor of

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Science, or a Bachelor of Science in Nursing degree program at UVa-Wise. Students who have earned a degree from UVa-Wise may earn a second major within a given degree path (a second B.A. when the student already has a B.A. or a second B.S. when the student already has a B.S.) by completing the course requirements for the second major. A second diploma will not be awarded for a second major within the same degree path.

A student who has earned a degree from UVa-Wise may earn a second degree at the College by satisfactorily completing at least 45 additional semester hours beyond the first degree. The student shall satisfy the requirements for a major and any departmental requirements in a degree path different from that of the first major. A second diploma may be awarded for a second major within a different degree path.

A student who has earned a bachelor's degree from another accredited college or university may earn a second degree at UVa-Wise by completing at least 45 additional semester hours beyond the first degree and satisfying all College requirements - general education, the major and department core classes.

PERMISSION FOR WORK AT OTHER INSTITUTIONS

After students are regularly enrolled at The University of Virginia's College at Wise, they must have permission of the College before taking courses at other institutions. Requests for permission must be submitted on forms available in the Office of the Registrar, recommended by the student's major department, and approved by the Registrar.

Permission to take course work at other institutions does not release the student from any graduation requirements stated on page 102 nor does it override any limit placed on transfer work. The maximum course work allowed toward graduation from a two-year institution is 62 hours. Fifty-eight hours of the 120 required for graduation must be taken at a regionally accredited, four-year institution with at least 45 hours taken at UVa-Wise.

If a student transfers to the College with more than 62 hours of appropriate course work from a two-year college, the student, in consultation with an advisor and the registrar, may choose which 62 hours to count toward graduation. The student must still meet the 58-hours requirement as well as the 45-hours requirement at UVa-Wise. If a student transfers to the College with more than 58 hours from a four-year college, those hours will be accepted but the student must still meet the 45-hours requirement at UVa-Wise.

HONORS

DEAN'S LIST

Students who have at least 12 semester hours of credit during a given semester with no grades below "C-" and a grade point average of 3.50 or higher are placed on the Dean's List of Distinguished Students for that semester. Students with an "I" grade in any course will not be considered for the Dean's List before the "I" grade has been removed. Hours taken as credit-no credit or audit are not included as a part of the course load for Dean's List consideration.

INTERMEDIATE HONORS

Students who are included on the Dean's List at the end of each of their first four semesters or who have grade point averages of at least 3.50 for all courses taken during the first four semesters (without failure in any course) will be awarded a special honors certificate.

GRADUATION WITH DISTINCTION

Students who achieve academic distinction through sufficiently high grade point averages are recognized at graduation. The averages necessary are:

| | |
|-----------------|-------------|
| cum laude | 3.500-3.699 |
| magna cum laude | 3.700-3.899 |
| summa cum laude | 3.900-4.000 |

For students who transfer to UVA-Wise, the required grade point averages must be maintained on:

1. graded work taken at UVA-Wise considered separately; **and**
2. the combination of all graded work taken at and transferred to UVA-Wise whether or not the transfer work is accepted toward the UVA-Wise degree.

DEPARTMENTAL HONORS

Students who are in the top quarter of their class and make scholarly or creative contributions beyond formal classroom requirements may be considered for departmental honors.

To graduate with departmental honors, a student must complete a project which demonstrates an unusually high level of academic achievement and which wins approval from the Honors Committee.

The types of projects eligible for consideration as honors projects will be defined by the academic departments or disciplines, subject to approval of the Honors Committee.

For an honors project, a student must submit a proposal to the Honors

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Committee with the recommendation of the faculty member who will supervise the project and the appropriate department chairman. The proposal should be submitted by April 15 of the junior year and must be submitted before September 15 of the senior year.

The supervising faculty member and department chairman must recommend the completed project to the Honors Committee for final approval. The Honors Committee has final authority to select those students who will graduate with honors.

Each student will make a public, oral presentation on his or her completed project.

No student need necessarily be awarded honors and normally no more than five percent of a graduating class should qualify for such honors.

MILITARY ACTIVATION POLICY

UVa-Wise students who are in the military, military reserves or the National Guard of the United States and who are called to active duty after the beginning of a semester or summer session have two options available that they may consider with their advisor in determining their enrollment status with the College:

(1) Students may withdraw from all courses in which they are enrolled as of the effective date of the order to report to active duty. If this option is chosen, a full credit of all tuition and fees will be made to the student's account. Students will receive a pro-rated credit of dining service and of housing contract charges. Financial aid awards that were credited to students' accounts will be recovered by the College in the amount of tuition and fees, dining or housing credit.

(2) Students may take a grade of incomplete in all courses if the student receives the official order during the last three weeks of the term. The conditions for completing course work and receiving a regular grade should be agreed to between the students and the appropriate faculty member for each course in which the student is enrolled. Upon separation from active duty, students must complete the course work by the end of the next regular academic term. Students will receive a pro-rated credit of dining service and housing contract charges. Financial aid awards that were credited to students' accounts will be recovered by the amount of any dining or housing credit.

Although this policy pertains primarily to the reserves and National Guard, the same options will be offered to active duty personnel who are transferred unexpectedly out of the Wise area as a result of the President of the United States activating reserve or National Guard units.

To initiate the process of withdrawing from courses or receiving

incompletes in courses, students must provide a copy of their active duty orders to the Advising and Retention Coordinator in Smiddy Hall room 235. The orders will be kept in the student's permanent file in the Registrar's Office along with the withdrawal form or the request for incompletes. A copy of a duly executed power of attorney will be required by the College before processing a withdrawal or an incomplete form for a student, when that process is initiated by any person other than the student. It is recommended that a power of attorney be filed for any activated student to address any unanticipated situation. The student's advisor should be notified of the activation.

Applicants to the College who have accepted an offer of admission but who have not yet registered in a degree program will be permitted to enroll for the next appropriate semester following their discharge from active duty provided the college receives adequate notice of the applicant's intention to re-enroll. It will not be necessary for the applicant to reapply for admission nor to pay an additional application fee. Any prepaid admission deposits, tuition, room or board charges will be refunded.

This policy is applicable to all students registered at the College whether on the main grounds or through the Abingdon location.

For further information, students should call Sheila Combs, College Registrar at (276) 328-0116.

TRANSCRIPTS AND RECORDS

TRANSCRIPTS

Transcripts may be requested, in writing, from the Office of the Registrar. The request should include the social security number, date of last attendance, full names used while enrolled and the student's signature. Faxed requests with a legible signature will be accepted when accompanied by a valid credit card number and expiration date. A \$5 fee will be charged for each copy provided. The fee may be paid by check or charged to MasterCard or VISA. No receipt will be issued.

Any special handling of the request requires an additional fee. Faxing of an unofficial copy to another educational institution or potential employer only (not to an individual) would cost an additional \$5. The official transcript would then be mailed. Any special overnight mail or courier cost would be added to the original \$5 charge.

Requests for transcripts are automatically approved by the Business Office unless the student has a stop code placed on the file. When a stop code prohibits the release of a transcript, the request for transcript is

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forwarded to the Business Office for follow-up contact with the student. When satisfactory arrangements have been reached with the Business Office, the stop code will be removed and the transcript request will be processed. This policy covers the release of transcripts to a potential employer, the military, another academic institution, or directly to the student. It does not prohibit release of unofficial transcripts to the College academic community.

ACCESS TO STUDENT RECORDS

The College observes state and federal freedom of information acts in providing for the privacy of official student records and the rights of students to review these records. Students wishing to review their official records should make arrangements to do so at the Office of the Registrar. The College will not release personal identifiable information about a student without the student's permission except to certain school and government officials as provided by law. Parents of dependent students may, however, obtain access to the student's record, including grade reports, by submitting a written request to the Registrar.

Student directory information will be released unless a student submits a written request to the Registrar's Office asking that the data, such as name, address, telephone number, etc., be withheld. Brochures detailing student access to records are available in the Registrar's Office.

CHANGE OF ADDRESS OR NAME

Each student is responsible for notifying the Office of the Registrar of any change in home address or any legal name change. When a name is changed, the student must provide the Office of the Registrar with a certified copy of applicable documents authorizing such change. Changes are accepted only from the student.

ACADEMIC PROBATION AND SUSPENSION

A student is said to be in good academic standing if his or her cumulative grade point average is 2.00 or higher. A student with a grade point average of less than 2.00 is not in good academic standing and has a grade point deficit. The grade point deficit is equal to two times the number of semester hours attempted minus the number of grade points earned. For example, if a student has attempted 60 semester hours and has earned 105 grade points, he or she would have a grade point deficit of 15 points as shown in the following:

| | |
|------------------------|-----|
| 2 x 60 hours attempted | 120 |
| grade points earned | 105 |
| grade point deficit | 15 |

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A student who is not in good academic standing will receive an academic warning, be placed on probation, or be suspended according to the policies listed below.

ACADEMIC WARNING

When a student's cumulative grade point average falls below 2.00 but is above the level warranting probation or suspension, the student will be issued a letter of academic warning.

ACADEMIC PROBATION

Probation is an official warning to a student of failure to make satisfactory progress toward a degree. A student is placed on probation when he has a grade point deficit of 13 to 24 grade points.

No student on academic probation for a second semester may hold student office, be a member of an athletic team, the staff of a student publication or any other organization which represents the College. The Academic Dean will enforce the restrictions incurred by a student during academic probation.

ACADEMIC SUSPENSION

Suspension is enforced withdrawal from the College, and is imposed after a semester in which a student's grade point deficit is 25 or more grade points. A student who has been suspended may appeal to the Academic Dean to have the suspension lifted and to be readmitted. Normally the appeal is referred to the Academic Appeals Committee. The committee will consider the appeal and recommend to the Academic Dean whether the suspension should be lifted or upheld. If a student is readmitted, he or she is subject to the same restrictions that apply to students on a second semester of probation. A student who is under suspension for the first time may apply for readmission after having been out of school for a semester. However, readmission is not automatic and evidence that a student will be able to perform at a satisfactory level will be necessary. A student who is reinstated after suspension and is subsequently suspended again will not be considered for readmission until at least one calendar year has elapsed since the suspension became effective. The student will be informed in the suspension notice at what date he or she may be considered for readmission.

TRANSFER STUDENTS

If a transfer student is accepted with a grade point average below 2.0, the student will have a grade point deficit and be subject to the same academic warning, suspension or probation as any other student.

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ENROLLMENT

A student will be considered enrolled if the following conditions are met: 1) The student is pre-registered for courses for a particular semester or summer session; and 2) The student's account balance in the Business Office is \$0 or shows a credit; and 3) The student's attendance in at least one class has been verified.

A student who pre-registers for classes and who receives financial aid must notify the Registrar's Office or the Cashier's Office before the last day to withdraw with a full refund if he or she does not intend to enroll for the semester. If a student fails to do so, 1) Financial aid will be awarded upon the attendance of one class resulting in the use of one semester of eligibility; and 2) A grade of "F" will be earned for all courses in which the student was pre-registered.

UNSATISFACTORY CONDUCT

The College reserves the right to suspend, enforce the withdrawal of, or expel a student whose conduct is in its judgment unsatisfactory. Conduct which may result in such action includes habitual delinquency in class, habitual idleness, or any other fault which prevents the student from fulfilling the purposes implied by registration in the College.

VOLUNTARY WITHDRAWAL

An official application to withdraw from UVa-Wise is obtained from the Advising and Retention Coordinator. That application, along with an exit interview with the Coordinator, must be completed in order for the withdrawal to be valid. A student who is under 18 years of age and is a tax dependent of the parents must have parental approval for withdrawal. Withdrawal takes place with the understanding that the student will accept responsibility for any debts owed the College as well as repayment of any monies owed as part of a financial aid package. Withdrawal is dated officially as the time the student procures the form from the Advising and Retention Coordinator, and that date will be the basis of any financial issues relating to the withdrawal.

Failure to withdraw properly will result in the student earning Fs in all the courses for which he/she is enrolled.

A student will be permitted to withdraw from the College without penalty at any time up to and including the last regular class day of the semester. However, if a student withdraws during the last three weeks of classes, the student normally may not be allowed to enroll for the following regular semester. This provision may be appealed to the Academic Appeals Committee. Under extraordinary circumstances the

Academic Dean, with the advice of the Academic Appeals Committee, may grant exceptions to the above rule.

GRADUATION RATES

Graduation rates are computed by tracking information on a cohort group from entry to completion. The cohort reported here is the first time, full-time, degree-seeking students who entered The University of Virginia's College at Wise during the fall of 1997. That cohort contained 306 students. One hundred twenty-nine of those graduated within 150 percent of the expected completion time (six years for a four-year degree). The College's graduation rate was 42.1 percent. Eighty-seven students transferred to another institution, making the transfer-out rate 28 percent. Please see the Registrar's Office for any additional questions about these rates.

GRADUATION REQUIREMENTS

The final responsibility for meeting graduation requirements rests with each individual student. Requirements for graduating with a degree from UVa-Wise include:

1. A minimum of 120 semester hours. (At most, two hours earned in physical education activities courses may be counted as part of the 120 hour requirement.)
2. An overall grade point average of 2.00 or higher for all college level work (including work transferred to UVa-Wise) and 2.00 or higher on all work attempted at UVa-Wise.
3. In the major area, a grade point average of 2.00 or higher as prescribed by the major.
4. Completion of requirements for one of the major program areas and the general education requirements as described in the catalog of record.
5. Enrollment at UVa-Wise for the semester in which degree requirements are completed.
6. Completion of at least 45 semester hours through UVa-Wise, with a minimum of 15 semester hours of upper-level courses completed in the major.
7. Completion of at least 58 semester hours in a regionally accredited four-year college or university.
8. The filing of an application for graduation with the Office of the Registrar at least one full semester prior to the anticipated

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graduation date.

9. Completion of the Cultural Activities Requirement (see page 78 on the General Education Core).

A student will normally meet the graduation requirements outlined in the College catalog of the year in which the student entered the College. A student may elect to satisfy the requirements outlined in a catalog subsequent to those in effect when the student entered. However, a student may not use the requirements outlined in a catalog that is more than eight years old at the time a student graduates.

A nonrefundable fee of \$50 must accompany all degree applications on the due date posted in each semester schedule. The fee covers the cost of the diploma and academic apparel for the graduation ceremony. Degree candidates who fail to complete requirements at the time specified on the application must reapply for graduation and pay the graduation fee again.

Graduating seniors must be in good standing with respect to academics (see above) and the judicial system. Any student who is not in good standing judicially, who has penalties levied but not satisfied as the result of a judicial process, or who has an Honor Court case pending will be allowed to walk during the graduation ceremony, but will not receive a diploma or transcript. The student's diploma and/or transcript will not be forthcoming until all penalties are satisfied and all sanctions are lifted.

DIPLOMA REPLACEMENT

Students may purchase replacement diplomas through UVa-Wise Alumni Association. Call 276-328-0128 or send email to alumni@uvawise.edu.