

## ACADEMICS

# 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

## UVA-WISE

society functions, an awareness of culture, ours and others, and insights into the values on which our civilization is built. They impart to students insights into our interconnectedness with the environment, with society, with the world, and with our past and present. They develop and enhance analytical and communication skills. They seek to instill in students an appreciation for the products of man's creativity, aspirations and ingenuity and to inspire in students the desire to learn and to continue learning long after leaving the College. In all of these endeavors, the purpose of the general education core of courses is to prepare students to participate in society as responsible citizens and effective leaders.

The overarching goals for general education are the following:

1. To promote proficiency in all forms of communication: writing, reading, oral communication, and foreign language;
2. To promote proficiency in quantitative reasoning/mathematics;
3. To instill an appreciation for the arts and their role in society;
4. To develop an understanding of the interrelationships of global culture;
5. To inspire the desire to learn/ to develop intellectual curiosity;
6. To foster and promote the ability to think critically and the willingness to question;
7. To provide students with the foundation they need to become leaders; and
8. To prepare and encourage students to become ethical and responsible participants in society.

## REQUIREMENTS

All students pursuing a baccalaureate degree will complete at least 53 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 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. Freshman Seminar 101-102	2

## ACADEMICS

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	*
<b>TOTAL SEMESTER HOURS</b>		

53

The guidelines for selecting general education courses are:

### **I. English Composition: 6 semester hours.**

Composition classes are essential in order to help students develop the communication skills that are necessary throughout their college career and 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 101). 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 and many other 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 and 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**.

### **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 must be selected from Physical Education Activity Courses (Basic Skills).

### **V. Freshman Seminar (SEMR 101-102): 2 semester hours.**

## UVA-WISE

These courses serve as an introduction to academic life, providing the student with an advisor (the instructor) as well as an opportunity to develop skills that will serve the student academically (reading/writing, directed discussion) in a small group environment. The seminars serve as part of the college's larger emphasis on student engagement, and are a linchpin in the first year experience. SEMR 101-102 is waived for transfer students who enter UVA-Wise with 30 or more semester hours of transfer credit.

### **VI. Foreign Language: 6 semester hours.**

Liberally educated individuals should be able to communicate and share ideas across languages. They also must gain some understanding of another culture originating outside the boundaries of our own. Students must complete a 6-semester-hour introductory sequence in a foreign language. Students may also satisfy this requirement 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 101.)

### **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 Sciences: 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. Learning and understanding laboratory procedures helps to build deductive reasoning skills and provides a sound introduction to the scientific method. 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., **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, philosophy,

## ACADEMICS

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 senior seminar 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 College will continue to provide many cultural events at the 1:00 Convocation hour on Mondays, Wednesdays, and Fridays. These programs will make it simple for commuter students and non-traditional students to attend events without having to return to campus in the evening.

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.

## **GENERAL EDUCATION COMPETENCIES**

## UVA-WISE

The University of Virginia's College at Wise is committed to producing liberally educated graduates who have the knowledge and skills needed to become responsible citizens and effective leaders. With the completion of the general education core and the requirements of the major, students will demonstrate the general education competencies below. These competencies are at the core of the academic program, and together they develop and promote communication, analytical, and critical thinking skills and form the basis of a sound liberal arts education.

### **WRITING COMPETENCY**

The foundation of the general education core is the ability to communicate effectively in writing. General education writing competencies identified for students at UVa-Wise are the following:

- a. Students should organize their writing effectively.
- b. Writing should have a unifying principle or idea.
- c. Paragraphs should be well developed.
- d. Sentences should be complete and grammatical with varied structures.
- e. Word choice should be effective, and diction should be appropriate to the context.
- f. Primary and secondary material should be integrated, and sources appropriately cited.

The rubric developed by faculty to assess writing is focused around these criteria and is used when assessing writing in composition classes, general education literature classes, and, in all disciplines, the capstone classes or upper division writing intensive classes in the majors with no capstone.

### **ORAL COMMUNICATION COMPETENCY**

Every student should attain a basic level of proficiency in oral communication/public speaking skills. Each major should be able to guarantee that every graduating student in that major is minimally competent in public speaking. Students will be assessed in their upper level/capstone work on the basis of the following criteria, which are at the center of the evaluative rubric used by faculty when judging presentations:

- a. Ability to present main thesis in a clear manner;
- b. Ability to present ideas in an organized manner;
- c. Ability to support the thesis;
- d. Use of grammatically appropriate language;
- e. Ability to respond to questions in a clear fashion;

## ACADEMICS

f. Appropriate nonverbal behavior (eye contact, posture, etc.).

Students and faculty should work together to understand what is required of a basic public presentation, and students should expect to draw upon instructional experience, college support facilities, and their faculty advisors as they prepare their oral work. The Oral Communication Laboratory will assist students preparing for oral classroom presentations.

### **QUANTITATIVE REASONING COMPETENCY**

The Department of Mathematics and Computer Science requires that students demonstrate they have acquired the skills to understand and solve problems given in quantitative terms. More specifically, students completing the general education requirement in mathematics should have the skills to:

- a. (Conceptual Understanding) - Identify a problem given in quantitative terms and demonstrate conceptual understanding of the problem;
- b. (Strategy) - Develop and carry out an appropriate strategy to solve the problem; and
- c. (Communication) - Effectively communicate the solution of the problem, including a demonstrated understanding that the solution reached is reasonable.

### **SCIENTIFIC REASONING COMPETENCY**

The Department of Natural Science provides courses that promote the development of scientific literacy skills. Specifically, as a result of their general education science courses, graduates should be able to demonstrate scientific reasoning skills necessary to evaluate data common to mainstream publications. Scientific reasoning is defined as the ability to:

- a. Make statements about the natural world based on objective data and observations;
- b. Reject any statement that is inconsistent with or unsupported by data and observations;
- c. Generalize statements based on data and observations in order to identify trends and relationships in nature;
- d. Seek out confirmation of generalizations with further observations or controlled experiments; and
- e. Use confirmed conclusions to make logical predications that can be tested experimentally, supporting or rejecting original conclusions.

## **FOREIGN LANGUAGE COMPETENCY**

In the global workplace, students need to gain knowledge of another language and understanding of another culture originating outside the borders of their own country. Foreign language classes will assist in creating a bridge between cultures. Foreign language faculty have identified a set of competencies they believe students should achieve in the target language by the end of the two-semester introductory sequence in French, German, or Spanish or the one-semester accelerated course in Spanish or French. These proficiencies are the following:

- a. A rudimentary mastery of tenses;
- b. Familiarity with pronouns and ability to use them correctly in most instances;
- c. A core vocabulary that enables students to communicate on an elementary level, both comprehending and responding
- d. Near standard spelling;
- e. Knowledge of present subjunctive (French and Spanish only; German introduces subjunctive in the third semester);
- f. Understanding of the four cases (German only) ; and
- g. An introduction to another culture and an awakening understanding of the culture of the countries associated with the target language.

## **TECHNOLOGY COMPETENCY**

Because computers are essential to education, society, and the workplace, The University of Virginia's College at Wise requires every student to attain basic 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. Understanding that computers can be useful in performing certain tasks;
- b. Word processing – The ability to create, edit, and save a document;
- c. Spreadsheet – The ability to set up and use a spreadsheet;
- d. Email – The ability to send and receive email;
- e. Internet – The ability to use the Internet, accessing browsers as needed, to find information required for research; and
- f. The ability to evaluate that information found in the Internet.

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

## ACADEMICS

appropriate to that major. Students may acquire these skills through a variety of academic experiences. Student performance in these areas will be evaluated on the basis of a common rubric.

## ACADEMIC ADVISING

Every degree-seeking student is assigned an academic advisor who helps plan the student's academic program. First-year students receive an advisor through Seminar 101/102. Upper-level, readmitted, and transfer students should request an advisor by completing the appropriate sections of the Declaration of Major form and turning this in to the Registrar's office.

### 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 selection of a SEMR 101-102 class during orientation. SEMR 101-102 classes are 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. SEMR 101-102 enrollments are small and students meet with the faculty instructor on a weekly basis. The freshman advisor, then, becomes an important resource person in helping new students make the transition to college.

Successful completion of SEMR 101-102 is part of the general education requirements necessary for graduation.

### ADVISING IN THE MAJOR

Students may declare a major at any time after the freshman year and must do so by the time they have acquired 60 hours (see page 97). 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 less than 30 hours of transferrable college credit are required to enroll in SEMR 101-102. Like other students, transfer students with 60+ hours are required to declare a major; all others will be assigned an advisor in an appropriate area.

## **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. The Tutor Connections also offers an alternative tutoring service.

SMARTHINKING offers web-based tutoring in multiple subjects to students of the College. The service is also free of charge and acts as a supplement to existing academic support services. Tutoring is available in real-time using state-of-the-art chat technology, virtual whiteboards and personalized feedback tools. Students can visit [www.uvawise.edu/tutor](http://www.uvawise.edu/tutor) for additional and log-in information. 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 Office

## ACADEMICS

by calling 276-328-0265 or via email at [nnb3h@uvawise.edu](mailto: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. Students are required to participate in all student outcomes assessment activities as deemed appropriate by UVa-Wise.

### CATALOG OF RECORD

The academic regulations and degree requirements described in the 2008-2009 UVa-Wise Catalog apply to all freshmen who first enroll at the College after January 1, 2008. 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.

### CHECK MAIL AND EMAIL

## UVA-WISE

Official College communications are first sent to institutional mailboxes or email addresses. Students are strongly urged to check their mail or email on a regular basis and to respond promptly to all notices.

All students must obtain, maintain and respond to an official UVA-Wise email account. Contact the HelpDesk Technician in Darden Hall Room B010 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 27 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, except where specifically permitted by the department or discipline.

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
Biochemistry	B.S.	Natural Sciences
Biology	B.A., B.S.	Natural Sciences
Business Administration	B.A., B.S.	Business and Economics
Chemistry	B.A., B.S.	Natural Sciences
Communication	B.A.	Communication Studies
Computer Science	B.S.	Mathematics and Computer Science
Economics	B.A., B.S.	Business and Economics
English Literature	B.A.	Language and Literature
Environmental Science	B.S.	Natural Sciences

## ACADEMICS

<b>Foreign Studies</b> <i>(Concentration in French, German or Spanish)</i>	B.A.	Language and Literature
<b>French</b>	B.A.	Language and Literature
<b>Government</b>	B.A.	Social and Behavioral Sciences
<b>Health &amp; Physical Education</b>	B.A.	Education
<b>History</b>	B.A.	History and Philosophy
<b>Interdisciplinary Studies</b>	B.A.	Interdisciplinary
<b>Liberal Arts and Sciences</b>	B.A.	Education
<b>Management Information Systems</b>	B.S.	Mathematics and Computer Science
<b>Mathematics</b>	B.A., B.S.	Mathematics and Computer Science
<b>Medical Technology/ Clinical Laboratory Science</b>	B.S.	Natural Sciences
<b>Music</b>	B.A.	Visual and Performing Arts
<b>Nursing</b>	B.S.N.	Nursing
<b>Psychology</b>	B.S.	Social and Behavioral Sciences
<b>Sociology</b>	B.S.	Social and Behavioral Sciences
<b>Software Engineering</b>	B.S.	Mathematics and Computer Science
<b>Spanish</b>	B.A.	Language and Literature
<b>Theatre</b>	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

### DEPARTMENT

Business and Economics  
Social and Behavioral Sciences  
Interdisciplinary  
Visual and Performing Arts  
Natural Science  
Business and Economics  
Natural Science  
Communication Studies  
Mathematical Sciences  
Business and Economics

## UVA-WISE

English	Language and Literature
French	Language and Literature
German	Language and Literature
History	History and Philosophy
International Business	Business and Economics
International Studies	Interdisciplinary
Leadership	Interdisciplinary
Library Media	Education
Mathematics	Mathematical Sciences
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 March 1 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 their next semester, but must have declared by March 1 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.** A student may declare a major or intent to major or may change majors by submitting a completed Declaration for to the Registrar's Office. The form is available at [www.uvawise.edu/registrar](http://www.uvawise.edu/registrar). This form should first be turned in to the chair of the appropriate department for signatures and/or approvals. Students may, of course,

## ACADEMICS

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.

### 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 the placement test given during orientation.

Placement in foreign languages is also based on a computerized test given during orientation.

### 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 topics courses.

Courses numbered 195, 196, 295, 296, 395, 396, 495, and 496 are generally reserved 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 or the Academic Dean 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 105.)

*Summer Term* – The cumulative summer course load for both sessions may not exceed 14 credits.

## **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 regular term. The last day to add is published on the web and in all registration materials provided by the Registrar's Office. 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 Action Form from the Registrar's Office or from any faculty secretary, or print the form at [www.uvawise.edu/registrar](http://www.uvawise.edu/registrar).  
Complete the form and get the advisor's signature.
2. Return the form to the Registrar's Office by the published deadline.
3. Once having added or dropped the course, students should then check their current schedules in the student information portal to make certain that the appropriate action took place with regard to their

## ACADEMICS

schedule of courses.

Schedule changes must occur within the stated deadlines. Exceptions must be approved by the Academic Dean and exceptional circumstances must exist to justify such exemption to the stated deadlines.

*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.*

## APPEALS POLICIES AND PROCEDURES

### ACADEMIC APPEALS COMMITTEE

The Academic Appeals Committee will concern itself broadly with appeals of any academic policy and more specifically, it will hear appeals regarding academic probation and suspension of students; hear appeals of suspended students for readmission; hear appeals of grades at the recommendation of the Academic Dean; and hear appeals of drops that do not fall within the required time frame. The Committee will send a recommendation to the Academic Dean for final consideration.

### 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 must first 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.

### 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.

## UVA-WISE

The recommendation of the instructor and/or advisor should accompany the petition. The Registrar's response 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 year 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
<b><u>Department of History &amp; Philosophy</u></b>			
American History	4 or 5	HIST 107, 108	6
European History	4 or 5	HIST 101, 102	6
<b><u>Department of Languages &amp; Literature</u></b>			
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

*# 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.*

## ACADEMICS

### Department of Mathematics and Computer Science

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

### Department of Natural Sciences

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

### Department of Social 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

## UVA-WISE

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. A student may take no more than two independent study courses in one semester.
2. Independent study courses cannot be used to satisfy general education requirements.
3. To be eligible to take an independent study course, a student must have at least a 3.00 grade point average. To be eligible to take two independent study courses, a student must have at least a 3.50 grade point average.
4. A course cannot be taken on an independent study basis in a semester in which it is offered on a regular basis.
5. Part-time faculty do not offer independent study courses.
6. 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.
7. A request from a faculty member to add an independent study course should be accompanied by a course outline and a schedule of activities for the semester.
8. 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.
9. A student taking an independent study course must submit a completed Schedule Action 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 should complete a form that is available in the Office of the Registrar or at [www.uvawise.edu/registrar](http://www.uvawise.edu/registrar). This form requests consideration for credit by examination in a course. The student should submit this form and complete the exam 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, arrangements will be made between the Department Chair and the student at this time. The student

## ACADEMICS

will then register and pay a special fee of \$75 in the Cashier's Office. A copy of 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 will evaluate 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, will be 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.

## 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 (page 88-91).

**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:

## UVA-WISE

<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

## ACADEMICS

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.

6. Students may not register for credit/no credit classes on-line; a schedule action form is required.

**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:** An “NR” indicates a grade was not reported by the instructor. A student should contact the instructor directly to request an explanation or to obtain further information about options available.

### GRADE REPORTS

Official grade reports are made available to the student within two weeks after the close of each semester on the student portal. Web access is available to that portal from [www.uvawise.edu](http://www.uvawise.edu). 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. Mid-term grade reports may be viewed on the student portal.

### 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. Students who have been excused by the Coordinator for Advising and Retention will receive fullest consideration for make-up work. **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

## ACADEMICS

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

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.

Students may complete majors in a Bachelor of Arts, a Bachelor of Science, or a Bachelor of Science in Nursing degree program at UVa-Wise. Students who have earned a degree from UVa-Wise may complete requirements for a second major within a given degree path 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 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 or at [www.uvawise.edu/registrar](http://www.uvawise.edu/registrar). The completed form must be recommended by the student's major department, and approved by the Registrar.

## UVA-WISE

Permission to take course work at other institutions does not release the student from any graduation requirements stated on page 115-116 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 at UVa-Wise 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 ACADEMIC 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

## ACADEMICS

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 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

## UVA-WISE

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

In accordance with federal regulations, transcripts are issued upon receipt of a written request, signed by the student. Transcripts **may not** be requested via email or telephone. You may request a transcript in one of the following ways:

1. **Online**, transcripts may be ordered online at National Student Clearinghouse ([www.studentclearinghouse.org](http://www.studentclearinghouse.org)) using a credit card. The cost is \$5 per copy and an additional \$2.25 Student Clearinghouse fee. A signature release form is required to comply with federal regulations when ordering online.
2. **In person**, at the office of the Registrar. A Transcript Request Form ([www.uvawise.edu/registrar/documents](http://www.uvawise.edu/registrar/documents)) must be completed before the transcript can be released. There is a \$5 fee per copy and can be paid in the form of cash, check, money order, credit or debit card.
3. **By mail**, by printing the Transcript Request Form or by handwritten letter. The letter must include your name, current address, social security number, the recipient's complete address, dates of attendance, other names while attending UVa-Wise, phone number (in case there is a problem) and your signature. Mail transcript request to:

University of Virginia's College at Wise  
Office of the Registrar  
1 College Avenue  
Wise, VA 24293

Transcript processing on average will take 2 to 3 business days. However, during registration, grade positing, exams and graduation weeks, processing time may take up to 10 business days. We apologize for any inconvenience this may cause.

### 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 University of Virginia's College at Wise maintains the confidentiality of education records; neither such records, nor personally identifiable

## UVA-WISE

information contained therein, except for directory information, shall be released without student permission except as authorized by the 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. This written request must include proof of dependency.

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

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**

## ACADEMICS

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.

### 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

## UVA-WISE

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. Proof of enrollment can be requested from the Registrar's website at <http://www.uvawise.edu/registrar/Certification.html>.

## 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 2001. That cohort contained 279 students. One hundred twenty-nine of those graduated within 150 percent of the expected completion time (six years for a four-year degree). 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.) Completion of the general education requirements is considered to be part of the 120 hours.
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 graduation date.
9. Completion of the Cultural Activities Requirement (see page 88 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

## UVA-WISE

than eight years old at the time a student graduates. A student may change catalogs by completing a declaration of major form.

A nonrefundable fee of \$100 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 College 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](mailto:alumni@uvawise.edu).

# **DEPARTMENT OF BUSINESS AND ECONOMICS**

*Chair: David L. Kendall*

**Christopher F. Achua, Teena S. Fast, Francis M. Frey, Betty M.**