



# Academic Information

## ACADEMIC ADVISING SYSTEM

Students are assigned academic advisors when they first enroll at Fairmont State University. Those students who are not ready to select a major upon entrance will be assigned to the Office of Exploratory Advising. Students wanting to change their major fields of study must contact the Registrar's Office; students will then be referred to their major departments to have a new advisor assigned. Students should discuss problems relating to degree requirements, registration, and withdrawals from class or college with their advisors. (See below)

## OFFICE OF EXPLORATORY ADVISING

(304) 367-4709  
advise@fairmontstate.edu

The purpose of the Office of Exploratory Advising is to provide undeclared students with comprehensive advising as well as interpersonal professional support. A concerted effort is made to address any academic concerns that may impede the student's successful completion of degree requirements and to assist the student in the selection of an academic program.

The Office is located in 225 Turley Student Services Center.

### Services:

- Formalized advisor-advisee conferences scheduled by appointment throughout the semester for undeclared students.
- Academic assistance and guidance on a drop-in basis for students with general advising concerns or questions.

- Academic advising for all new, transfer, and readmitted undeclared students at Orientation.
- Freshman Seminar class offered each semester to assist first-year students in developing the skills and habits necessary to succeed in college and in life after college.
- Workshops sponsored by the Office relevant to maximizing academic success and to improving advising processes.
- Referral assistance to campus and community services.

## ASSESSMENT OF STUDENT ACADEMIC ACHIEVEMENT

Fairmont State University employs a variety of assessment processes to inform students of progress in courses and clinical experience and toward degrees, to analyze programs in order to make appropriate curricular changes, and to determine institutional effectiveness. The university follows policies of the Higher Learning Commission of the North Central Association of Colleges and Schools, the WV Higher Education Policy Commission, policies of specific academic and professional accrediting bodies, and its own governing board.

In addition to regular course examinations and presentations, assessments used include field tests of proficiency in the major; electronic portfolios; capstone projects; internships; clinical practice reviews; and juried performances. Some programs, such as nursing and teacher education, also require nationally normed entrance and exit examinations.

All degree programs analyze and review their effectiveness every five years, reporting this information to the WVHEPC and the FSU Board of Governors. Programs also engage in an annual review process to assess the effectiveness of academic programs and learning

experiences. The institution reports its overall progress to the HLC every ten years.

### College Level Examination Program (CLEP)

Students who wish to obtain credit by examination should check with the Center for Workforce Education for test availability by calling (304) 367-4920 or (304) 367-7254.

### Placement Testing

In order for you and your advisors to create a schedule that best meets your academic abilities and prepares you for the academic requirements of your program, you may be required to take certain assessments in math and/or English. Your test results may require that you enroll in one or more co-requisite courses. Completing these required courses in your first semester(s) will help to ensure your greatest chance of success in college. All assessments are free of charge.

For information regarding placement testing, please contact the Office of Exploratory Advising at (304) 367-4709.

### Core Academic Skills for Educators Test (CORE)

Students must earn passing scores on all three sections (reading, mathematics, and writing) in order to be admitted to Teacher Education. Other requirements exist for admission to Teacher Education. Applicants must register for a test administration date online at: [www.ets.org/praxis](http://www.ets.org/praxis). Information is available in 345 Education Building.

### PRAXIS II Specialty Area Exams and Principles Of Learning And Teaching (PLT) Tests

Students graduating with a Bachelor of Arts Degree in Education are required to take these tests and to achieve the minimum acceptable score for each teaching specialization and developmental level in order to be recommended for licensure. Students normally should take the Specialty Area Exams during the semester prior to their student teaching semester. The PLT exam should be taken during the final semester of their senior year. Applicants must register for a test administration date online at: [www.ets.org/praxis](http://www.ets.org/praxis). Information is available in 340 Education Building.

## GRADING SYSTEM

The following system of grading is used at FSU:

- A - Superior. Given only to students for exceptional performance
- B - Good. Given for performance distinctly above average in quality
- C - Average. Given for performance of average quality
- D - Lowest passing grade, for performance of poor quality
- F - Failure. Course must be repeated if credit is to be received
- I - Incomplete, a temporary grade given only when students have completed more than 70% of the course, but are unable to conclude it because of unavoidable circumstance. Beginning with

courses taken during the first semester, 1975-76, the letter grade "I" will be omitted from the calculation of the grade point average for a period of one year following the issuance of the "I." At the end of the one-year period, the instructor must submit a final grade. If no change is made by the instructor, the grade "I" will be changed to "F." Students must never register for a course in which they have an incomplete grade.

- I - Incomplete, a temporary grade given only when students have completed more than 70% of the course, but are unable to conclude it because of unavoidable circumstance. Used only for classes graded with CR/NC.
- W - Withdrew
- CR - Credit/grade of "C" or higher. Does not affect quality points (see below)
- NC - No Credit. Does not affect quality points
- NCX - No Credit, indicating a significant lack of effort. Does not affect quality points.
- NR - Not Reported. Given when instructor has not submitted grade
- S - Satisfactory. Given for Continuing Education courses only
- U - Unsatisfactory. Given for Continuing Education courses only

## QUALITY POINTS

The value of a student's work is indicated by quality points. Candidates for graduation must have at least twice as many quality points as GPA hours; that is, a point-average of 2.0 on all college work. Quality points for grades A, B, C, D, are computed as follows:

- A - Four (4) quality points for each semester hour of credit
- B - Three (3) quality points for each semester hour of credit
- C - Two (2) quality points for each semester hour of credit
- D - One (1) quality point for each semester hour of credit

Students' grade averages are determined by dividing the number of quality points by the number of GPA hours. No quality points are attached to grades of F, but the GPA hours for the courses in which these grades are received will be used in computing grade averages.

In order to graduate, candidates for degrees must maintain a grade point average of 2.0 or better in all college courses and in all credit earned at FSU. An average of 2.0 must also be maintained in the major and minor fields of study. Students in the teacher education program must attain a grade point average of 2.75 overall, in each teaching field and in professional education.

It is the student's responsibility to remain informed of quality point standing. This information can be obtained at any time from the Registrar.

## EXAMPLE FOR COMPUTING GRADE-POINT AVERAGE

Courses	Final	Quality	Sem	Quality
Taken	Grade	Points	X Hours	= Points (Total)
ENGL 1101	A	4	3	12
BIOL 1101	D	1	4	4
HIST 2211	B	3	3	9
SOCY 1110	C	2	3	6
POLI 1103	B	3	3	9
MATH 1510	W	-	-	-
		13	16	40

40 Quality Points

16 Semester Hours = 2.5 Grade-Point Average

## CREDIT/NO CREDIT OPTION

Any student who has completed 58 or more semester hours of credit may select one course per semester on a credit/no credit basis; such courses are to be considered part of the regularly scheduled load. A maximum of 18 semester hours may be completed with this option.

Students may not choose this option for the following courses:

- Major and minor
- Education certification program

Courses taken under this option will be recorded but will not be reflected in the quality point index. Credit courses will count toward graduation.

Selection of a course for credit/no credit must be made at registration with the approval of the student's academic advisor, and may not be changed after the end of the add-drop period.

The grade of CR means C or better.

## PRESIDENT'S LIST

Students who register and receive letter grades for 12 or more hours taken at FSU (excluding credit or audit marks), in any given term, and attain a grade point average of 4.0 join a select group of individuals and are named to the President's List.

## DEAN'S LIST

Students who register and receive letter grades for 12 or more hours taken at FSU (excluding credit or audit marks), in any given term, and receive a grade point average of 3.4 or better are considered honor students and are named to the Dean's List.

## GRADE REPORTS

Students can access mid-term and final grades by logging on to [my.fairmontstate.edu](http://my.fairmontstate.edu) and entering Felix and then selecting student, and then student records.

## ACADEMIC PROCEDURES

### Auditing Courses:

Students may be permitted to attend classes as auditors if they obtain written permission from their advisor and instructors in the classes they want to audit. A student who enrolls in any class as an auditor may not, in the same semester, be considered as enrolled in the class for the purpose of obtaining credit.

Auditors are required to complete the regular registration process and pay regular fees. The decision to audit a course must be made during the add-drop period.

### Classification of Students:

Students are classified according to the number of credit hours earned as follows:

- Freshman 0-29
- Sophomore 30-59
- Junior 60-89
- Senior 90+

### Declaring a Major:

All undeclared FSU students must select a major field of study by the end of their sophomore year (60 hours).

### Dropping a Class(es):

Students may drop a course(s) with a "W" being recorded up to the Friday during the:

- 10th Week of a Full Semester
- 5th Week of the 1st 8 Week Session
- 5th Week of the 2nd 8 Week Session
- 5th Week of the Weekend College
- 3rd Week of the 1st 5 Week Summer Session
- 3rd Week of the 2nd 5 Week Summer Session
- 8th Week of the 10 Week Summer Session

Students may drop a course by logging on to [my.fairmontstate.edu](http://my.fairmontstate.edu) and then Felix.

### Excessive Course Withdrawal Fee:

(Effective August, 2006) Students who drop individual classes will be charged a \$50.00 fee for each course from which they withdraw or for each course they drop after the allowable maximum. Students may withdraw from a total of eight courses before the fee is charged.

### Late Registration:

Late registration fees are assessed in accordance with the fee schedule cited under "Expenses and Financial Aid." Late registrants often fail to obtain satisfactory schedules; the policy of the institution is to give priority to students who register on time.

### Numbering of Courses:

Courses for freshmen (1100 series) and sophomores (2200 series) constitute the lower level of curriculum. Courses numbered (3300-4499) are primarily for juniors and seniors. Courses numbered 5000 and above are graduate courses. All General Studies requirements consist

of lower-level course options which should be completed by the end of the sophomore year.

Students are strongly advised to take at least eight hours of General Studies courses each semester until the requirements have been met.

### Repeating a Course (Effective: August 2007)

Fairmont State University enforce Series 22 of the West Virginia Higher Education Policy Commission as follows:

*If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record. Courses passed with a grade of "C" or better may not be legally repeated.*

Grades for courses repeated more than once or repeats of courses attempted in semesters following the one in which the sixtieth hour was attempted will be used in determining grade point average.

Courses completed at FSU with a grade of "D" or "F" may be repeated at any West Virginia public institution, provided the course at the other institution is deemed an equivalent course by FSU and the above stipulations are met. Regularly enrolled students who complete work at another accredited institution must secure written permission from the registrar before attempting such coursework. The transfer grade policy will apply to these grades.

Courses transferred from other accredited institutions that are legally repeated at FSU will be a part of the repeat process, provided the course at the other institution is deemed an equivalent course by FSU and the above stipulations are met.

### Schedule Changes:

From the time of initial registration and until the end of the add/drop period, as defined by part of term rules, students can drop and/or add classes. Individual classes that are dropped during this period do not appear on students' transcripts.

### Semester Load:

In order to be considered for permission to carry more than 18 hours in a given regular fall or spring semester, a student must have an overall GPA of 3.0. In addition, the student must have a 3.0 GPA from the previous term OR be enrolled in the last semester prior to graduation. Student Credit Load Exception forms must be signed by the Dean of the College and Provost if the student is taking over 21 hours.

During the summer sessions, the maximum semester load is 12 hours. In order to be considered for permission to carry more than 12 hours in the summer sessions, a student must have an overall GPA of 3.0. In addition, the student must have a 3.0 GPA from the previous term OR be enrolled in the last semester prior to graduation. Student Credit Load Exception forms must be signed by the Dean of the College and Provost if the student is taking over 15 hours.

### Summer School:

FSU offers a 10-week summer session each year. Courses are offered at a wide variety of times and locations to accommodate both traditional and nontraditional schedules including both day and evening offerings at the Main Campus, the Caperton Center and other off-campus locations. Class terms include two 5-week sessions, a 10-week session, and an 8-week Weekend College session. Virtual courses and intensive courses are also available.

The requirements for admission and the character of the work required are the same for the summer session as the regular academic year. All campus activities and facilities are available to students during the summer session.

### Withdrawal from FSU:

Students can withdraw from the institution and all classes prior to the last week of classes. Students who fail to follow this procedure will receive grades of "F." To drop all classes in a semester, follow these links after logging into FELiX: Student and Financial Aid > Class Scheduling > Withdraw from Institution. Students are urged to print a copy of the transaction for their records.

## ACADEMIC REGULATIONS

The Student Handbook contains information concerning student rights and responsibilities, attendance, absences, and matters of academic dishonesty. Students are responsible for familiarizing themselves with these policies.

## ACADEMIC DISHONESTY

All students and faculty members are urged to share in the responsibility for removing every situation which might permit or encourage academic dishonesty. Cheating in any form, including plagiarism, must be considered a matter of the gravest concern. Cheating is defined here as the obtaining of information during an examination; the unauthorized use of books, notes, or other sources of information prior to or during an examination; the removal of faculty examination materials; the alteration of documents or records; or actions identifiable as occurring with the intent to defraud or use under false pretense.

Plagiarism is defined here as the submission of the ideas, words (written or oral), or artistic productions of another, falsely represented as one's original effort or without giving due credit.

For the application of the Academic Dishonesty Policy go to <http://www.fairmontstate.edu/publications/CampusHandbooks/studenthandbook/default.asp>

## ACADEMIC FORGIVENESS POLICY

Academic forgiveness is intended for the student who is returning to college with a grade point deficit and who has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the four consecutive academic years immediately preceding the readmission semester. Academic Forgiveness only

applies to courses taken at FSU. A student who does not normally qualify for readmission because of a low GPA may be admitted and placed on academic probation, unless the student has been placed on academic suspension. When forgiveness is granted, grades of D, F and FIW earned prior to the aforementioned four-year period are excluded from the computation of the grade point average. However, no failing grade will be removed from the permanent record. The academic forgiveness policy may be applied after a student has earned 12 credit hours that apply toward graduation, with a minimum GPA of 2.0.

Academic forgiveness will be granted only once for any student. The Registrar will give consideration to a request for forgiveness when s/he receives a signed, written request from the student which certifies that the student has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the four consecutive academic years immediately preceding the readmission semester. Should the student have attended any institution of higher education on a part-time basis during the specified four-year period, s/he must have earned at least a 2.0 GPA in all course work attempted. The student's request for forgiveness must be submitted during the readmission semester, and it must identify the non-enrollment period. If all prerequisite conditions have been met, academic forgiveness will be granted at the time the current GPA is calculated officially by the Registrar upon completion of the readmission semester.

The academic forgiveness policy does not alter, change, or amend any other existing policies at FSU and is formulated to be consistent with Series 20 of the West Virginia Higher Education Policy Commission. This policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPA calculated for special academic recognition (such as graduating with honors) or to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education. The Regents Bachelor of Arts Degree Program is governed by a different forgiveness policy.

FSU is not bound by the decision of any other institution to disregard grades earned in college courses. Similarly, students should be aware that academic forgiveness extended by Fairmont State University may not be recognized by other institutions to which they may transfer.

## PROBATION/SUSPENSION POLICY

(Revised February 23, 2016)

### Satisfactory Academic Standing

A student is deemed to be in Satisfactory Academic Standing when his/her cumulative grade point average, based upon coursework taken at FSU, is 2.0 or higher.

### Unsatisfactory Academic Standing

A student is deemed to be in Unsatisfactory Academic Standing when his/her cumulative grade point average, based upon coursework taken at FSU, is below 2.0.

### Academic Warning

At the end of each term, an active student whose term GPA falls below a 2.0 will be placed on Academic Warning and a notation of Academic Warning will be placed on the

academic transcript. Academic Warning is not punitive and does not alter or affect a student's current or subsequent term registration. Instead, the student will be referred to various and appropriate academic offices for guidance, tutoring or other services as required. A student on Academic Warning is required to meet with his/her assigned academic advisor. This policy does not supersede the Academic Suspension policy.

### Academic Probation

- 1) The status of Academic Probation is automatically applied to a student when the cumulative grade point average, based upon coursework taken at FSU, falls below 2.0.
- 2) The status of Academic Probation will be removed only after the cumulative grade point average, based upon coursework taken at FSU, is 2.0 or higher.
- 3) A student who is placed on Academic Probation may continue to enroll on a full-time basis, but will be limited to 15 semester hours.

### Academic Suspension

The academic record of each student on probation will be reviewed at the end of each regular (fall and spring) semester with regard to Academic Suspension. The following guidelines will be used in the review:

- 1) Academic Suspension occurs when a student's cumulative grade point average, based upon coursework taken at FSU, falls below the minimum required GPA, determined as follows in relation to overall institutional and transfer hours attempted:

#### Credit Hours\* ..GPA

16-29..... 1.45

30-59..... 1.75

60+ ..... 2.00

\*Attempted hours at FSU plus transfer credits.

- 2) The suspension list will be compiled at the end of the fall and spring semesters.
- 3) A student will be placed on probation for one (1) semester before he/she is subject to Academic Suspension (see Academic Probation above).
- 4) A student can be placed on suspension if he/she has been on probation in any previous semester.
- 5) No student with a current semester GPA of 2.0 or higher will be subject to Academic Suspension.
- 6) A student who is academically suspended will not be permitted to enroll in coursework at FSU for the period of suspension as defined below:

For a first suspension, a student will not be permitted to enroll in coursework at FSU for one (1) full semester plus the summer terms. This means that a student suspended at the end of the fall semester cannot enroll again until the next fall semester. A student suspended at the end of the spring semester cannot enroll again until the next spring semester.

For a second suspension, a student will not be permitted to enroll in coursework at FSU for one (1) full year. A full fall and full spring semester plus the summer terms constitute the required suspension

period.

For a third and any subsequent suspension, a student will not be permitted to enroll in coursework at FSU for four (4) full years. Upon readmission, after the full four (4) year suspension, the student may be eligible for academic forgiveness. Whether academic forgiveness will apply will be determined by the Academic Forgiveness Policy in effect at the time of readmission.

- 7) A student who has been academically suspended for the first or second time is automatically eligible for readmission after the period of suspension is over, but must reapply through the Office of Admissions to have his/her Academic Suspension hold removed.
- 8) A student who has been academically suspended for the third time may apply for readmission after the period of suspension is over, but readmission is not automatic. The student's record will be reviewed to determine if it is academically possible for the student to attain Satisfactory Academic Standing and complete his/her degree program within a reasonable amount of time. A determination of eligibility for academic forgiveness will also be made before readmission is granted. If a student is determined to be eligible for academic forgiveness, the student must apply for academic forgiveness at the appropriate time (Please see "Academic Forgiveness Policy", page 43).
- 9) FSU will not accept credit for courses taken at any institution while a student is suspended.
- 10) FSU reserves the right to deny admission if a student has been academically suspended from any institution(s) three (3) or more times.

### Appeals, Academic Suspension

A student who is suspended may appeal the suspension decision to the Admissions and Credits Committee of Fairmont State University. A written appeal must be forwarded to the Chairperson of the Admissions and Credits Committee. Notices of the appeal deadline will be provided in the student's suspension letter. Late appeals will not be accepted.

The decision of the Admissions and Credits Committee may be appealed to the President of Fairmont State University or his/her designee. For additional information concerning this procedure, contact the Associate Provost or the Chairperson of the Admissions and Credits Committee.

## GRADUATION INFORMATION

### Graduation GPA requirements:

In order to graduate, candidates for degrees must maintain a grade point average of 2.0 or better in all college courses and in all credit earned at FSU. An average of 2.0 must also be maintained in the major and minor fields of study. Students in the teacher education program must attain a grade point average of 2.75 overall, in each teaching field and in professional education.

### Application for Graduation:

Candidates for graduation must officially apply for a degree in the Student Services Center. Applications are

due one academic year in advance. Specific due dates can be found on the Registrar's Calendar by going to <http://www.fairmontstate.edu/student-services/registrar/graduation-information> (located under "Departments" tab). A graduation fee of \$50.00 for undergraduate students and \$70.00 for graduate students is assessed at the time the graduation application is submitted. After the posted deadline for applications, a late fee of \$50.00 will also be assessed.

### English Performance:

All students who are candidates for degrees must attain a grade of "C" or above in English 1101, 1102, and/or 1103 in order to prove their competence in the use of the English language. This is a requirement for graduation.

### Graduation with Honors:

Candidates for graduation with an associate's degree who maintain a grade point average 3.4 or better will receive the designation of "With Honors" on their diplomas and "Honors" on the Commencement program.

Candidates for bachelor's degrees who have achieved special distinction in academic work will graduate with honors. Honors are determined by the cumulative quality point average of a student's work at graduation. Three grades of honors are recognized: cum laude for a point average of 3.4-3.69; magna cum laude for a point average of 3.70-3.84; and summa cum laude for a point average of 3.85 or better. Honor designations on diplomas are based upon the entire academic record. Honor designations on the Commencement program are based upon the academic record at the conclusion of the semester prior to Commencement.

### Military Service Credit:

Students who have completed basic training in military service may be granted a maximum of four semester hours of credit, which may be used to satisfy General Studies physical education and/or elective requirements. It is the student's responsibility to request this credit and to verify this military experience to the Registrar. Students with military service are encouraged to contact the Office of Veteran Services, 311 Turley Center, to receive assistance regarding the Joint Services Transcript (JST) and VA Certification.

### Minimum Residence Requirements:

For an associate degree at least one semester's work (at least 16 credit hours) and at least 8 of the last 16 hours in residence are required.

For a BA/BS degree, at least one year's work in residence is required, and one semester of it must be in the senior year. A "year of residence" must represent not less than 30 hours credit, and a semester is defined as a minimum of 15 hours credit. Exception is made in the case of students who have completed three years of required work at Fairmont State University and who decide to complete the senior year by substituting approved credit earned subsequently in a college of medicine or dentistry.

### Transient Credit:

Regularly enrolled students who complete work at another accredited institution on a transient basis must secure written permission of the Registrar before

attempting such course work. Transient credit completed without permission will not be accepted.

**Transcripts:**

Students at FSU are entitled to official transcripts of their record. Students who fail to meet their financial obligations to the institutions or to any of their departments will not be provided official transcripts until the financial obligation is met.

A request for a transcript of credit should be made in writing and should include name, both maiden and married, the date of last attendance at Fairmont State University, and student identification number. All requests for transcripts should be sent directly to Enrollment Services. Students may access the transcript request form online at [www.fairmontstate.edu](http://www.fairmontstate.edu). It may take 3-5 days to process requests and while there is no charge for transcripts, rush service is available (limit 3 per day) at a charge of \$9.00 per transcript and transcripts are mailed or available for pick up either the same day or next business day.