

West Virginia University

COMMITTEE ON CLASSIFICATION
AND GRADES

RULES AND STANDING ORDERS

1902

RULES AND STANDING ORDERS

ADMISSION.

1. Certificates of entrance credits must be on the blank form prescribed by the Committee, or on a similar form, so that credit values may be readily computed.
2. The Chairman of the Committee, or any member acting in his stead, may list and certify the credits of any applicant for admission to the University when such credits are from an accredited school and in proper form, and are sufficient in number to entitle the applicant to classification as a Freshman or first year classman. Certificates from schools not on the accredited list must be approved by the Committee.
3. Certificates from schools not showing sufficient number of credits to entitle the applicant to admission to the University, will be referred to the Principal of the Preparatory School.

REGISTRATION.

1. The maximum number of courses which any student may carry is four; the minimum, three.
 2. When a student registers for four full courses in any quarter the maximum number of full courses for which he may register the succeeding quarter is three.
 3. No course for which credit has already been given shall be taken as one of the minimum number of courses prescribed, unless by special permission of the Committee.
 4. When a student is carrying the maximum number of full courses allowable under the preceding rules, he may take in addition thereto the fractional courses offered in chapel and military science, provided that no student shall have credit for more than twelve courses in one year of three consecutive quarters, unless he be a cadet, in which case he may receive credit for not more than twelve and one-half courses in one year.
 5. The Committee will consider the question of granting permission to any student to carry more than the prescribed amount of work, only on the presentation of a petition approved and signed by the class officer, and accompanied by a statement of the student's record for the preceding quarter. Such petition must be presented within seven days after the day set in the catalogue for the opening of the quarter.
 6. Fractional courses in any department of the College of Arts and Sciences will not be counted until they amount to a full course.
 7. Students upon registering in the College of Law shall declare their intention (1) to become candidates for the diploma, or (2) to become candidates for the degree of LL. B., or (3) to take a special course in preparation for the examination for admission to the Bar. When students register as special students for the Bar examination they will not be permitted to change to the regular courses except by the unanimous consent of the Law faculty, and with the approval of the Committee.
- Special law students may take the regular course examinations and receive for the courses passed credit for the Bar examinations, but no credit shall be given for such courses toward a diploma or degree.

8. Special students other than law students may be assigned at the discretion of their class officers to classes for which they apply, on their own statement that they are prepared to take the work. It is understood that admission to any class rests entirely with the instructor in charge, and further that admission to any class when so granted does not necessarily imply credit for prerequisites.

ADVANCED STANDING.

All applications for advanced standing in college work must be made to this Committee not later than two weeks after the applicant's registration. When certificates of work done elsewhere are offered, the Committee will consider them, and if they are adjudged sufficient, the credits they call for will be certified to the Registrar by the Chairman of the Committee. If no certificates are offered, or those offered are not considered sufficient for the credits asked, the applicant will be sent by the Committee to the heads of the various departments in which credit is sought, who will report after examination to the Committee, on the form furnished, the numbers, names and values of the courses, if any, for which the applicant is entitled to credit. The applicant shall, at the discretion of the Committee, have the privilege of presenting his certificates to the heads of the departments; who may give them such recognition in connection with the examination as they see proper. When the credit to be given, if any, has been determined, it shall be reported by the head of the department to the Chairman of the Committee, on the form provided, *always under seal*, and in no case must information of such credit be given to the applicant before the report has been sent to the Committee. Before credits in this way are certified to the Registrar, all certificates must be returned to the Chairman of the committee, and by him placed on file.

CLASSIFICATION.

1. No student shall be classified as a Freshman who is conditioned in more than three Preparatory courses.
2. No student shall be classified beyond the Freshman class until all Preparatory conditions are removed.
3. No student shall be classified as a Sophomore until he has received credit for at least seven and a half courses.
4. No student shall be classified as a Junior until he has received credit for at least nineteen courses.
5. No student shall be classified as a Senior until he has received credit for at least thirty courses.
6. Classification of students for publication in the catalogue shall be made on the basis of the work to their credit at the close of the fall quarter each year, except in the case of students entering later in the year.

SCHOLARSHIP.

1. Any student whose average standing for any quarter is less than 60 per cent shall be suspended for the succeeding quarter unless after the student's class officer has reported upon the case he shall be relieved by the Committee from the penalty. If a student so suspended re-enters the University after the term of his suspension expires, and again fails to make an average of 60 per cent he shall be suspended indefinitely.
2. Any cadet who, upon the aggregate of all studies during any quarter shall fail to attain the minimum average grade of 70 per cent, shall forfeit his cadetship, provided, that during the first and second quarters of a cadet's enlistment he shall be exempt from the operation of this rule; but thereafter, if he fails to make an average standing of 70 per cent for any quarter, he shall be dropped from the roll, and can be

restored thereto only by the action of the Committee on Classification and Grades. The application for reinstatement in the cadet corps must be made within five days after the opening of the following term, except in June when such application shall be made immediately.

(The foregoing rule was affirmed by the Board of Regents June 18, 1902.)

3. If the final grade of any student for any course is below 60 it shall be recorded as a "failure" and the student must take the course again if he desires credit for it. If the final grade is 60 or over, but below 70, it shall be recorded as a "condition," and the student shall have the privilege of a second examination, which must be taken at the time designated by the instructor, and applied for not later than three days after the opening of the succeeding quarter. If the final grade after a second examination is again below 70 it will be regarded as a "failure."

4. If a student fails to register promptly at the beginning of any quarter the instructor shall make a deduction from the final grade in every subject of two per cent for each exercise missed for all absences not more than seven in number unless such absences are excused by the Committee. If the absences are more than seven in number full credit for the course will not be given unless such absences are excused by the Committee and the work missed made up to the satisfaction of the instructor.

5. The permission of both class officer and instructor shall in all cases be necessary for the withdrawal of a student from any class, and after six weeks of any quarter have elapsed the permission of the Committee on Classification and Grades must also be obtained.

If a student discontinues a course without permission as above the standing shall be reported to the registrar as zero. If the student attends the course throughout the quarter and is absent from examination without permission the instructor shall count the examination as zero, and report the final grade as one half the recitation grade. If the student is unavoidably absent from examination and has a recitation grade of 85 or over the instructor may report the recitation grade as the final grade in the subject. If the recitation grade is under 85 and the absence from examination is for reasons satisfactory to the instructor the fact will be recorded on the card returned to the class officer, and the student shall have the privilege of taking the examination at a later time.

In every case, except as above, the class card must bear a final grade and the class officer's report to the registrar must show a final grade.

All instructors are expected to report at the end of each term grades in all courses taken with them, and not hold them over to a later term or report them as incomplete.

6. In case of the withdrawal of a student from the University the class officer shall report the fact in writing to the Committee on Classification and Grades, together with a full statement of the reasons for such withdrawal and circumstances attendant thereon. If in the judgment of the Committee the reasons given for withdrawal are insufficient the student will be dealt with as subject to the 60 per cent rule. (See rule 1 above.)