



**UVA WISE**

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Office of the Registrar

**Policy &  
Procedure  
2025**

## Contents

1.	<i>What We Do To Support Our Mission</i> .....	4
2.	<i>Opening the office</i> .....	5
3.	<i>Closing the office</i> .....	5
4.	<i>Office mail</i> .....	5
5.	<i>Answering phones</i> .....	5
6.	<i>Faxes</i> .....	9
7.	<i>University/Registrar Office Definition of Terms</i> .....	9
8.	<i>Certification Letters</i> .....	10
9.	<i>Degree Audits</i> .....	11
10.	<i>Declaration of Major</i> .....	15
11.	<i>Transfer &amp; Credit Evaluation (Domestic &amp; International)</i> .....	16
12.	<i>Biograph/Address Data Changes and Multiple IDs</i> .....	23
13.	<i>Waivers &amp; Substitutions</i> .....	27
14.	<i>Athletic Eligibility (NCAA)</i> .....	30
15.	<i>The Life of the File</i> .....	35
16.	<i>New Files</i> .....	37
17.	<i>Entering transfer work into the computer:</i> .....	38
18.	<i>Microfilm</i> .....	38
19.	<i>Registration</i> .....	38
20.	<i>Overrides/prompts</i> .....	38
21.	<i>Registration add-drop procedures (schedule action forms)</i> .....	39
22.	<i>Drop for Non-Payment</i> .....	40
23.	<i>Classification and AD to RE Transfer</i> .....	44
24.	<i>Graduation procedures</i> .....	51
25.	<i>Graduation Checklist</i> .....	53
26.	<i>Graduation Process</i> .....	53
27.	<i>Withdrawals</i> .....	65
28.	<i>Academic Standing</i> .....	65
29.	<i>Replacement diplomas &amp; awarding degrees</i> .....	66
30.	<i>Non-returning students</i> .....	66
31.	<i>Transcripts, Transcript Notations and Holds</i> .....	67

32.	<i>Credit Hours and Calendar Rules</i> .....	69
33.	<i>International Credit Evaluation</i> .....	75
34.	<i>Grades</i> .....	77
35.	<i>Foreign Language Credit Application</i> .....	77
36.	<i>Grade reports</i> .....	78
37.	<i>Incompletes</i> .....	78
38.	<i>Change of grade</i> .....	79
39.	<i>Course schedules</i> .....	79
40.	<i>National Student Clearinghouse Submissions</i> .....	79
41.	<i>Advanced placement</i> .....	82
42.	<i>College Catalog</i> .....	82
43.	<i>Remote and Flex Time</i> .....	83

# Purpose and Mission

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It is the purpose of the Office of the Registrar to ensure the accuracy, integrity, and security of the academic records of The University of Virginia's College at Wise. We provide academic record services to students, faculty, staff, alumni, and other constituents in support of the purpose and goals of the University. Our goal is to enhance the academic experience and to facilitate the instructional mission of UVA Wise as it relates to the integrity of the faculty's record of student academic performance and the provision of services provided by the Registrar's Office.

## ***1. What We Do To Support Our Mission***

We register students for classes.

We are the data manager for the Transfer Virginia process.

We support all equivalency/credit for prior learning (CPL) evaluation updates by faculty.

We process Schedule Action Forms (form necessary for class/course schedule changes).

We teach/encourage students to use the student information system.

We maintain the course schedule.

We maintain the management of academic classroom space.

We evaluate transfer coursework and maintain that information in the electronic file and collaborate with department chairs, as necessary.

We maintain transcripts for all UVA Wise students – past and present.

We provide transcripts for students.

We maintain the Academic Calendar and Exam Schedule.

We work in concert with the Dean of Faculty to provide course schedule information.

We maintain student graduation clearances and degree audit information.

We maintain all grade reporting.

We maintain all aspect of Advising in the system, including the GPA profiles, Institutional Trees, Degree/AIM Cross Reference, Student AIMS, and the Degree Audit.

We provide training (in-person and virtual) for advisors and students regarding all aspects of the student and faculty portal and related processes.

We process all AD to RE Transfers electronically and maintain that data.

We maintain the graduation list and applications and all record maintenance relating to degree conferral.

We process regular system updates and external reporting to agencies such as SCHEV, National Student Clearinghouse, SEVIS, and others.

We process Early Alerts.

Beginning in the 2019-2020 Academic Year we maintain the UVA Wise Catalog.

We coordinate with Admissions in the recruitment and engagement processes at the beginning of term, including but not limited to credit evaluation, speaking with students and groups, working with the orientation and New Student Advising Corps.

# Policy & Procedural Guidelines

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## ***2. Opening the office***

When the office is opened for the day, a few tasks must be completed. Staff in the office rotate time as needed to ensure that someone is here before 8am and is available until close of business (COB) at 5pm.

1. Open appropriate front windows
2. Check that the office is secure
3. Turn on lights and appropriate copiers/printers
4. Log on to computers

## ***3. Closing the office***

At the end of each day a few tasks must be completed before the office can be closed.

1. All computers must be logged off.
2. All office equipment must be turned off.
3. The front window must be shut and locked.
4. All lights should be turned off and doors locked.

## ***4. Office mail***

Mail is generally directed to the person to whom it is addressed. Outgoing mail is left in the outgoing mailbox. The incoming mailbox for the Office of the Registrar is located in the basement of Crockett Hall. Office staff check the mail (incoming and outgoing) twice a day.

## ***5. Answering phones***

### **Telephone Etiquette**

- Speak clearly. A picture paints a thousand words but the caller on the other end of the phone can only hear you. They cannot see your face or body language. Therefore, taking the time to speak clearly, slowly and in a cheerful, professional voice is very important.
- Use your normal tone of voice when answering a call. If you have a tendency to speak loud or shout, avoid doing so on the telephone.
- Do not eat or drink while you are on telephone duty.
- Do not use slang words or poor language. Respond clearly with "yes" or "no" when speaking.
- Address the caller properly by his or her title. (i.e. Good morning Mr. Brown, Good afternoon Ms. Sanders). Never address an unfamiliar caller by his or her first name.
- **Listen** to the caller and what they have to say. It is always a good habit to repeat the information back to the caller when you are taking a message. Verify that you have heard and transcribed the message accurately.
- Be patient and helpful. If a caller is irate or upset, listen to what they have to say and then refer them to the appropriate resource. Never snap back or act rude to the caller.

- Always ask if you can put the caller on hold. If you are responsible for answering multiple calls at once, always ask the caller politely if you may put them on hold. Remember that the caller could have already waited several minutes before getting connected to you and may not take lightly to being put on hold. Never leave the person on hold for more than a few seconds or they may become upset and hang up.
- Always focus on the call. Try not to get distracted by people around you. If someone tries to interrupt you while you are on a call, politely remind them that you are on a customer call and that you will be with them as soon as you are finished. Note: if you are at the front window and someone is in front of you waiting, attempt to finish the call or call back. Never ignore the person in front of you, acknowledge their presence.
- If the caller uses abusive language or makes you feel threatened or very uncomfortable, politely put them on hold and refer the call to your supervisor or the Registrar.
- Remember that the individuals in the office have private lives and private responsibilities. When someone calls asking for a particular person, be careful about what information you share. For example:
  - Correct: "I'm sorry but she is out of the office this morning, may I take a message?"
  - Incorrect: "She had to go pick up her child at school because she is sick."
  - Correct: "She is in a meeting right now. May I take a message and have her call you back?"
  - Incorrect: "She went over to meet with the Provost. Can I have her call you?"
  - Correct: "I'm sorry, she is unavailable at the moment. I'd be happy to give her a message or ask her to call you back."
  - Incorrect: "She's under deadline right now and is really busy so she can't take any calls right now. Can I take a message?"

## **Making a call**

Always identify yourself properly. When placing a call, or when leaving a message, identify yourself properly by providing your name, company name and contact telephone number. For example: "Good afternoon Mr. Brown, this is Mrs. Porter calling from The University of Virginia's College at Wise, Office of the Registrar. My telephone number is 276-328-0116. Please contact me at your earliest convenience." Always be aware of confidential information when leaving messages. Also, be aware of people around you while you are talking on the phone. **Be discreet** so that no other individuals are able to overhear confidential information.

This website is very helpful in explaining features of the phone and how to accomplish most tasks. Most of the instructions are via video, <https://university.ringcentral.com/>.

# Yealink T46U Quick Guide

## Desk Phone Features





## Feature Description

1. **Line keys**—enables you to select a phone line, view calls on a line, or quickly call a favorite contact.
2. **Soft keys**—enables you to select context-sensitive keys that display along the bottom of the screen.
3. **Navigation keys**—scrolls through information and options displayed on the phone screen.
4. **Cancel key**—cancels action or rejects incoming calls.
5. **Volume keys**—adjusts the volume of the handset, headset, and speaker.
6. **Headset key**—enables you to place and receive calls through a headset.
7. **Mute/Unmute key**—mutes audio during calls and conferences.
8. **Hold key**—holds an active call or resumes a held call.
9. **Voicemail key**—enables you to access voicemail messages.
10. **Transfer key**—transfer an active call to a contact.
11. **Redial key**—enables you to dial the last called number or extension.
12. **Speakerphone key**—enables you to place and receive calls using the speakerphone.

## Placing a call

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### Dial the number and do one of the following:

- Lift the receiver.
  - Press  to use the headset.
  - Press  to use the speakerphone.
- 

## Answering a call

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### Options:

- Lift the receiver.
  - Press  to answer a call via headset.
  - Press  to answer a call via speakerphone.
- 



## Placing a call on hold

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- Press  or   while on an active call.
- 

## Retrieving a held call

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- Press  or  to retrieve a held call.
- 

## Starting a Conference call



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1. While on an active call, press the **Conference** soft key.
  2. Dial the extension of the other party that you would like to add to the call.
  3. Once the other party answers, press the **Conference** soft key to merge the two calls.
- 



## Transferring a call

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### Warm Transfer:

1. While on an active call, press  or the **Transfer** soft key.
2. Dial the number of the other party.
3. When the destination party answers, provide the information, and confirm that they would like to take the call.
4. Press  or the **Transfer** soft key.

### Blind Transfer:

1. While on an active call, press  or the **Transfer** soft key.
2. Press the **Blind** soft key.
3. Dial the extension of the other party.
4. Press  or the **Transfer** soft key.

### Voicemail Transfer:

1. Press  or the **Transfer** soft key.
  2. Press the **Blind** soft key.
  3. Dial   plus the extension number of the voicemail where you want to transfer the call.
- 





## Parking a call

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### Option 1:

1. While on an active call, press the **More** soft key until the **Park** soft key is displayed.
2. Press the **Park** soft key.
3. Listen to the prompt indicating that the call has been parked. The prompt will also announce the extension where the call is parked.
4. Note the park location. Example \*802.

### Option 2:

1. While on an active call, press    .
  2. Listen to the prompt indicating that the call has been parked. The prompt will also announce the extension where the call is parked.
  3. Note the park location. Example \*802.
-



### Retrieving a Parked Call

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- Press , followed by the park location.
- 

### Paging

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- Press   , then follow the prompt.
- 



### Initiating an Intercom call

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- Press   , then follow the prompt.
- 





### Hot Desking

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- Press the **Login** soft key then follow the prompt.
  - Enter your extension number, then press .
  - Enter your voicemail pin, then press .
- 

### Recording a call

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- While on an active call, press   to start the recording.
  - Press   to end the recording.
- 

## 6. Faxes

The Office of the Registrar has a dedicated fax machine. The number is **(276) 376-4598**.

This machine is used primarily for sending/receiving correspondence letters, certification letters, and other office/university correspondence.

## 7. University/Office of the Registrar Definition of Terms or System Codes

### Terms:

**Enrolled Student:** A new or re-admitted student will be considered enrolled if the following conditions are met:

- The student is registered for courses in any term (fall, spring or summer); and
- The student's attendance in at least one class has been verified; or the student has arrived on campus prior to the start of classes to participate in official College functions including, but not limited to, student employment, trainings, athletics, band, and Expedition. (Note Catalog Definition)

**FTF:** an entering freshman, first time full time freshman

**FTT:** an entering transfer student, first time full time transfer. A student entering the institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g. undergraduate, graduate, first professional).

**YiW:** A Year in Wise student has been admitted and is participating in the UVA Deferred program. Students who are waitlisted for UVA may choose the option of coming to UVA Wise for a year to study in residence. They must complete 30 transferrable hours and maintain a cumulative 3.0 GPA with no grades under C-.

**ND (Non-degree):** a student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award.

**DE (joint enrollment/dual enrollment):** a high school student who is also enrolled at UVA Wise.

**ECA (Early College Academy):** Students accepted in the Early College Academy who are local students enrolled in high school who take dual enrollment credit at Wise and are given the Chancellor's Scholarship to do so. **(Program Deactivated)**

**Bridge** UVA Wise has two bridge programs:

- Summer Bridge for provisionally admitted students (freshmen) who must complete developmental English and/or Math successfully in order to be given provisional acceptance in the fall term. **(No longer active.)**
- Upward Bound Summer Bridge for students accepted in the federally funded Upward Bound program which serves regional high school students accepted into the program based on eligibility (first-generation, low income or disability). These student take summer college classes in preparation for college attendance here or elsewhere.

### **System Codes**

**UVA21 (the year changes accordingly):** UVA Deferred Cohort code applies to students who are placed on waitlist at UVA and are given the opportunity to come to UVA Wise for a year and meet certain requirements to be able to transfer back to UVA as second year students.

**UVSTA** For those YiW students who decide to stay at Wise.

## ***8. Certification Letters***

These letters are used to certify the enrollment of a student for insurance agencies, scholarship funds, student loans and other agencies of this type.

### **Enrollment Certification Reports**

Enrollment verification is available via the student portal at [my.uvawise.edu](http://my.uvawise.edu). These letters may be printed off by students and because they are printed from a secure portal are considered verification of the student's current status. The letters indicate the student's schedule as well as most of the pertinent information required by outside agencies.

## **Degree Verification**

The Office of the Registrar at UVA Wise participates in the **National Student Clearinghouse**. Most agencies have access to both loan and degree information through this service and may find it easily by clicking the link on Registrar's website --  
[http://www.studentclearinghouse.org/vs\\_portal.php?show=2](http://www.studentclearinghouse.org/vs_portal.php?show=2)

If we receive a request from a loan agency for certification we send the request to the clearinghouse.

Address: **National Student Clearinghouse**  
**2300 Dulles Station Blvd, Suite 300, Herndon, VA 20171**

## ***9. Degree Audits***

### **Students:**

Login to my.uvawise.edu  
Click the Students tab under the login information.  
Click on "Course Planning" on the left navigation pane.  
Click on "Degree Audit Portlet" on the right hand side of the page.

### **Faculty:**

Login to my.uvawise.edu  
Click the Faculty tab under the login information.  
Click on "My Advisees" on the left navigation pane.  
Under the Advisee Roster enter the Student's ID number and click search  
(see screenshot below and on the following pages for examples)

You are here: Faculty > MY ADVISEES > Advisee Roster

- Faculty
- HOME
- MY COURSES
- MY ADVISEES ▼
- MY REPORTS
- FORMS
- DEPARTMENT CHAIRS
- Administrative Reports
- Athletics
- Abingdon
- Lebanon
- Course Authorization
- Business and Economics
- Communication Studies
- Department of Education
- Language and Literature
- Mathematics and Computer Science
- Natural Sciences
- Social Sciences
- Visual and Performing Arts
- History Department
- Proxy

## MY ADVISEES

### Advisee Roster

Setup

UVA-Wise (formerly CVC) is now licensed for JI Web Academic Advising. Ask your administrator how it will make you more pro

#### Search for Advisee(s)

You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Need Re Additionally, the options where no year and term is available will not display the Registration Clearance column.

**Advisee Status:**    
**ID:**    
**Last name:**    
**Division:**

[Export to Excel](#)

[Email All Advisees](#)

Advisee Roster for: Narda Porter (19 advisees)

FERPA Restrict	Email	Name	Student ID	Needs to Register?	Advisors
<input type="checkbox"/>		[REDACTED]	[REDACTED]		Kern, Joseph J Porter, Narda
<input type="checkbox"/>		[REDACTED]	[REDACTED]	Y	Porter, Narda
<input type="checkbox"/>		[REDACTED]	[REDACTED]	Y	Porter, Narda

You are here: [Faculty](#) > [MY ADVISEES](#) > [Advisee Roster](#)

- Faculty
- HOME
- MY COURSES
- MY ADVISEES** 
- MY REPORTS
- FORMS
- DEPARTMENT CHAIRS
- Administrative Reports
- Athletics
- Abingdon
- Lebanon
- Course Authorization
- Business and Economics
- Communication Studies
- Department of Education
- Language and Literature
- Mathematics and Computer Science
- Natural Sciences
- Social Sciences
- Visual and Performing Arts
- History Department
- Proxy
- TEP Application
- Early Alerts
-  Add a Page
-  Context Manager

## MY ADVISEES

### Advisee Roster - Advisee Details

Setup

**Classification:** Senior - Undergrad  
**Enrolled Date:** 1/7/2009  
**Planned Grad:** 5/9/2025  
**Max Credits:** 18.00  
**Advisor(s):** Dr. Joseph J Kern  
Narda Porter

#### Tools and Information

#### Academic Records

- [Academic History](#)
- [Course History](#)
- [GPA Projection](#)
- [Grade Report](#)
- [Unofficial Transcript](#)

#### Advising

- [Advisee Meetings](#)
- [Course Needs](#)
- [Degree Audit](#)**
- [Major Exploration](#)



## 10. Declaration of Major

To declare a major, students may submit the Declaration of Major Intent form via the student portal (Electronic Forms for Students). Once submitted, this form goes to the Chair of the Department to process and forward to the Office of the Registrar for entry into student database. The Office of the Registrar will then process the department chairs approval and adds the advisor(s), and updates the Degree Audit.

**UVA WISE**

Home Campus Police Course Search Faculty Students Graduation Financial Aid Student Life

You are here: [Students](#) > [Electronic Student Forms](#)

**Students**

- Student Home
- Pay My Bill With Nelnet
- Course Planning
- Reports and Billing
- Electronic Student Forms
- Parking Decal Registration
- TEP Application
- Graduation Application
- SGA Homcoming King & Queen Election

**Quick Links**

- My Pages
- My Courses
- My Groups
- Moodle
- Web Mail
- UVA Wise Housing Portal
- Academic Calendar
- Tutor Connection
- Cloud Based Storage (login required)

### Electronic Student Forms

Application to request admittance into the UVA WISE & Appalachian College of Pharmacy Dual Degree Program  
[Application: UVA WISE & Appalachian College of Pharmacy Dual Degree Program](#)

Application to request admittance into the UVA WISE & Appalachian School of Law Dual Degree Program  
[Application: UVA WISE & Appalachian School of Law 3+3 Degree Program \(Accelerated Study\)](#)

This form is used to change your address or to update a name preference.  
*For legal name changes documentation must be submitted, so please submit the change of name*  
[Change of Address and/or Name Preference Form](#)

This form is for students to contact the appropriate Department Chair of their desired major. Your *RECOMMENDED* when submitting electronic forms)  
**Declaration of Major Request: Student Intent Form**

Students use to request to declare a minor within a dept. *(Please Note: Utilizing Mozilla Firefox IS NOT*  
[Declaration of Minor Request: Student Intent Form](#)

Students complete this form to request an extended absence (4 to 14 days). Proper documentation *RECOMMENDED* when submitting electronic forms)  
[Extended Absence Request \(documentation required\)](#)

This forms allows students to designate individuals that may request information regarding their UVA WISE.  
[FERPA RELEASE \(Family Educational Rights & Privacy Act\)](#)

This form allows for electronic submission for official copies of transcripts for current students. Student  
[Official Transcript Request Form \(Current Student\)](#)

This form is to request a course overload in any term. *(Please Note: Utilizing Mozilla Firefox IS NOT*  
[Request for Course Overload](#)

Complete the form to request to completely withdraw from UVA WISE. *(Please Note: Utilizing Mozilla Firefox IS NOT*  
[Request to Withdraw from UVA WISE](#)

Please use this form to request the use of a room for club/organization meetings, etc. *(Please Note: Utilizing Mozilla Firefox IS NOT*  
[Room Reservation Request \(Student Use\)](#)

A student who is in good standing with the University may request a **one semester** Leave of Absence only be granted for **one full semester** and may not exceed 180 days in any 12-month period. *(Please Note: Utilizing Mozilla Firefox IS NOT*  
[UVA WISE Temporary Leave of Absence Request for Students](#)

## ***11. Transfer & Credit Evaluation (Domestic & International)***

### **EVALUATION OF CREDITS**

1. Initial evaluation of high school credits for those students seeking admission to the college's undergraduate programs. Credit worthiness is evaluated by the Office of Admissions, and as needed, in consultation with the Registrar.
2. Evaluation of any transfer credits from other post-secondary institutions or credits for prior learning (CPLs) such as Advanced Placement (AP), International Baccalaureate (IB), College Level Exam Program (CLEP), or Cambridge International Education (CIE) are conducted by the Office of the Registrar. Credit evaluation equivalencies from all 23 Virginia Community Colleges is available on the website at [www.uvawise.edu/registrar](http://www.uvawise.edu/registrar). Similarly, equivalencies for Kentucky, Richard Bland College, and CPLs are also on the transfer page. Equivalency charts are evaluated every three years and on an as-needed basis when new courses and tests are developed.

Admissions places initial unofficial and official transcripts or official test scores in the secure 'Admissions' digital folder. Office of the Registrar staff then begin the process of evaluating the credits, adding those applicable credits to the student information system (SIS = Jenzabar). Once all credits are evaluated and placed in the system, office personnel will digitally sign the document(s) and students are notified via email that the evaluation has taken place. In that email, students are given links to view the credits accepted and to question that evaluation. The Office of the Registrar, in coordination with Admissions, requires that all final official transcripts be received prior to the beginning of classes in the year the student begins study. If final transcripts are not received, students will have a hold placed on their account (ET) signifying that those documents must be turned in or further registration for classes will be held until such time as those documents are placed in the students' permanent digital record.

The Office of the Registrar abides by the following guidelines:

- The use of professionally accepted resources and reference material available in the field of credential evaluation;
- Periodic review of policy and procedure to ensure accurate, appropriate evaluation that considers the diversity of educational systems;
- Review and assurance of an academic institution's recognition or accreditation status prior to transcript evaluation;
- Review of admission requirements, length of program, program type, structure and intention as well as credential/qualification award requirements, in addition to other criteria as needed.

### **TRANSFER STUDENTS**

1. A transfer student should have a grade point average of at least 2.2. Other applicants with a grade point average of less than 2.2 but at least 2.0 are reviewed by the Admissions Committee. If admitted, these students may be subject to provisional status. Students with less than a 2.0 grade point average normally are not admitted to the college.



2. Transfer students must be in good standing and eligible to return to the college or university last attended at which they were enrolled full time in a degree program.
3. The college or university from which the student is transferring should be fully accredited as an institution of higher learning by a state or regional accrediting organization.
4. Only those courses which are equivalent to UVA Wise courses are eligible for transfer.
5. Transfer credit will be granted only if a passing grade was obtained, or a "CR" was obtained in a course taken with "credit-no credit" grading. Students transferring from the Virginia Community College System or Richard Bland College should see the section below for exceptions.
6. A maximum of 62 semester hours earned in a two-year college may be counted toward graduation at UVA Wise.
7. All transfer students must meet the UVA Wise residence requirements for graduation.

### **ENROLLED STUDENTS (transferring credits)**

Currently enrolled students interested in taking courses elsewhere intending to transfer them back to UVA Wise may do so, but with the understanding that it may not transfer back to UVA Wise, if it isn't on the approved Transfer Equivalency Chart. Students may also request that a course be vetted by the Registrar to make sure it is transferrable. There is no guarantee that a course will be accepted as transfer credit.

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. Students who wish to transfer from another institution should follow the regular admission procedures.

In addition, official transcripts are required of all academic work attempted at other institutions the applicant has previously attended. Transcripts should be sent to the Office of Admissions who will place them into the students digital file and then notifies the Office of the Registrar.

### **TRANSFER AGREEMENTS**

The University of Virginia's College at Wise has several articulation agreements in place with the Virginia Community College System (VCCS), the Kentucky and Community Technical College System (KCTCS), and Richard Bland College.

#### **With the VCCS and Richard Bland College, the following agreements exist:**

- **Guaranteed Admission Agreement** (Virginia Community College System and Richard Bland College) – This agreement is in effect for those students who earn an associate of arts or an associate of science degree in a four-year transfer area. Benefits of this agreement include: completion of all lower level (1000/2000-level) general education requirements, junior status (60-62 hours accepted on transfer), waiver of the application fee, no high school transcripts or SAT/ACT scores are required. Students with a 2.5 or better are eligible for this program.
- **Pre-Teacher Education Admission Agreement** (Virginia Community College System) – This agreement is in effect for those students who are pursuing the Pre-Teacher Education

curriculum at any Virginia community college. Course requirements are detailed as part of the agreement to facilitate ease of transfer and completion.

- **Articulation agreements in Software Engineering** – These specialized agreements are in place with Mountain Empire Community College, Southwest Virginia Community College, and Virginia Highlands Community College. Students enjoy benefits similar to the Guaranteed Admission Agreement. Please see the website: [www.uvawise.edu/admissions](http://www.uvawise.edu/admissions) for additional information.

**With the KCTCS, the following agreements exist:**

- Articulation agreements with Southeast Kentucky Community and Technical College and Big Sandy Community and Technical College – These specialized agreements are in effect for those students who earn an associate of arts and sciences degree in any transfer program. Benefits include: completion of all lower level (1000/2000-level) general education requirements, junior status (60-62 hours accepted on transfer) waiver of the application fee, no high school transcripts or SAT/ACT scores are required.

For specific program requirements and benefits, please visit [www.uvawise.edu/admissions](http://www.uvawise.edu/admissions). Evaluations of transfer credit are prepared under the authority of academic departments, which reserve final decisions relative to the application of transfer credit to degree requirements in the major. Transcript evaluators prepare formal evaluations of transfer credit under the direction of the Registrar of UVA Wise. In the case of disputes between transfer students and academic departments relative to the application of transfer credit to degree requirements, the Registrar is generally able to resolve the problem satisfactorily. In cases where conflicts cannot be resolved at the department level, they are referred to the Academic Provost who has the final authority. The Registrar has been designated Chief Transfer Officer at UVA Wise and is the central source of information about transferring.

**INTERNATIONAL TRANSFER EVALUATION**

Students who have college or other credits on official documents/transcripts originating outside the United States will be evaluated by the college Registrar in coordination with the Office of Admissions. In accordance with professional standards recognized by ACCRAO (American Association of College Registrars and Admissions Officers), UVA Wise uses their international credit evaluation guide and the Electronic Database for Global Education (EDGE). EDGE provides valuable information that supports institutional decision-making in international recruitment, admissions, academic placement and the evaluation of international transfer credit.

The information in EDGE is extensively researched by professional evaluators using primary sources from each country. Grading scale translations and placement recommendations are vetted by the International Education Standards Council (IESC) and represent the consensus expert opinion in the U.S. Students are expected to present translated documents for evaluation. These evaluations can be done via the original credit-granting institution, WES (World Education Services, NACES (National Association of Credit Evaluation Services – members serve as independent credit evaluators), AICE (Associated of International Credentials Evaluators --

members serve as independent credit evaluators), or other acceptable agency. Note that these processes will charge fees. WES, for example, had an average fee of \$154.00 in 2023.

The 2017 "Joint Statement on the Transfer and Award of Credit" provided guidance to colleges and universities concerning transfer and is endorsed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the American Council on Education (ACE), & the Council for Higher Education Accreditation (CHEA). The "Joint Statement," in turn, proceeds from stated assumptions that recognize institutional autonomy; promote "social equity;" recognize the complex reality of when, how, and where students acquire credit; and encourage an expansive view of what can be considered "validated learning" (p. 1). To this end, both sending and receiving institutions work in tandem to, in the first case, make information about coursework available for review via transcripts, course catalog, syllabi, etc. and in the second case, articulate and publish clear policies regarding transfer. Institutions are encouraged to "provide maximum consideration for the individual student who has changed institutions or objectives" (p. 2). Three considerations are specifically outlined in the "Joint Statement"—the quality, comparability, and appropriateness of the learning being evaluated.

UVA Wise enrolled students planning to study abroad must complete a Learning Agreement with the Office of the Registrar in coordination with the Director of Study Abroad and the student's advisor. This agreement must be in place prior to the student leaving for study abroad. It will be housed in the student's file until the final international transcripts are received in the Office of the Registrar, whereupon they will be evaluated with proper faculty consultation and recorded on the student transcript.

UVA Wise Office of the Registrar follows The American Association of College Registrars and Admissions Officials (ACCRAO) Bill of Rights and Responsibilities for International Students and Institutions as well as the Code of Good Practices of the National Association of Credential Evaluation Services (NACES 2010) as endorsed by ACCRAO. Our goal is to have a consistent, clear, flexible policy that recognizes the diversity of educational systems around the globe.

Office of the Registrar abides by the following guidelines:

- The use of professionally accepted resources and reference material available in the field of credential evaluation;
- Periodic review of policy and procedure to ensure accurate, appropriate evaluate that considers the diversity of educational systems;
- Review and assurance of an academic institution's recognition or accreditation status prior to transcript evaluation;
- Review of admission requirements, length of program, program type, structure and intention as well as credential/qualification award requirements, in addition to other criteria as needed.

In the evaluation of any transfer credit, there are four basic kinds of documentation of student work: credit, hours, grade and subject.

- **Credit-Based** – reflects student work in terms of units. Most familiar since it is used in the United States (also Canada, Australia, Europe, Japan and Thailand) ***Equivalent U.S. credits in timeframe ÷ Total foreign credits in timeframe = Conversion factor***
- **Hours-Based** – often used in Asia and Eastern Europe, reflects hours of instruction so you would determine the number of hours needed to complete a program and develop a conversion factor by comparing to number of hours to complete in U.S. ***Maximum foreign hours in study period ÷ Equivalent U.S. hours in study period = Conversion factor***
- **Marks/Grade-Based** – often used in France, India and Pakistan, the grade reflects the relative weight of the subject so you would determine the maximum possible marks per subject per study period and compare with the same length of study period in U.S. ***U.S. credits in study period ÷ Maximum marks in study period = Conversion factor***
- **Subject-Based** – While the least common, these types of credentials are based on the subject alone and without any information on weight, analysts assume an equal weight of one. Found in the United Kingdom, Australia and Italy. ***U.S. credits in the same study period ÷ Total subjects in study period = Number of credits per subject***

The following table (ACCRAO's International Guide, 2010) is a useful basic tool to help determine which methodology best fits the credential type being evaluated.

Bachelor's Degree	120 Semester/180 Quarter (approx.) 4 years
1 Year	30 Semester or 45 quarter hours
1 Semester	15 Weeks
1 Quarter	10 Weeks
15 Lecture or Theory Hours + 30 Student Preparation Hours	1 Semester Hour
45 Lab Hours + 30 Student Preparation Hours	1 Semester Hour

The International Affairs Office of the U.S. Department of Education (2010) provides clear functional definitions of the credit hour, categorized into lecture, laboratory and practice coursework:

- One **lecture** (taught) or seminar (discussion) credit hour represents one hour per week of scheduled class/seminar time and two hours of student preparation time. A typical 3 credit hour course represents at least 45 hours of class time and 90 hours of student preparation.
- One **laboratory** credit hour represents one hour per week of lecture or discussion time plus one to two hours per week of scheduled supervised or independent laboratory work and two hours of student preparation time. A 4 credit hour lab course represents 45

hours of class time, between 45-90 hours of lab time, and 90 hours of student preparation per semester.

- One **practice** credit hour (supervised clinical rounds, visual and performing arts studio, supervised student teaching, field work, etc.) represents three to four hours per week of supervised and/or independent practice – or 45 to 60 hours of work per semester. So a block of 3 practice credit hours would equate to between 135 and 180 total hours of academic work per semester.

### **Standards taken from The AACRAO International Guide (2010)**

*Definition of A Credit Hour Policy Owner: Office of the Registrar*

*Credit Hour Definition for Undergraduate and Graduate Courses*

*Introduction: The Federal Definition of Credit hour (Federal Register (75 FR 66832 p. 66946)*

*One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit or the equivalent amount of work over a different amount of time; or*

*At least an equivalent amount of work for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. The University of Virginia's College at Wise (UVA Wise) Definition of a Credit Hour also expects the minimum of 1500 minutes (2 class hours; 100 minutes/week) of out of class student work in line with SACSCOC and Federal definitions.*

*Thus overall, one credit hour is constituted by a minimum of the equivalent of three class work hours; where a class hour is defined as 50 minutes. However, the ratio of in class/direct instruction time vs out of class student work, will vary depending on the course type. The standard for a one semester credit hour course is one class hour (50 minutes) of direct instruction and a minimum of two class hours (100 minutes) of out of class student work/student academic engagement activities each week during the standard semester (15 weeks).*

*This equates to a total of 750 minutes of direct instruction and 1500 minutes of out of class student work per standard semester (15 weeks). A course offered in fewer than 15 weeks shall contain the same total hours (contact hours, preparation time, content, and requirements) as the same course offered in the standard 15-week semester.*

### **Reasonable Equivalencies for Course Types and Methods of Delivery Semester credit hours are granted for various types of instruction as follows:**

- *Lecture: One credit hour = one class hour (50 minutes) plus minimum of two class hours (100 minutes) of out of class student work/week*
- *Seminar : One credit hour = one class hour (50 minutes) plus minimum of two class hours (100 minutes) of out of class student work/week. In courses and academic activities where*

*direct instruction is not the primary mode of learning, such as laboratory courses, internships, practica, clinical experiences, research, etc., an equivalent amount of work (minimum of three hours per week for a semester) must be completed for a credit hour.*

- *Laboratory : One credit hour = two class (laboratory) hours (100 minutes) plus minimum of one class hour (50 minutes) out of class student work/week.*
- *Internship/Practicum –Ratio of in class/out of class time engagement can be variable by discipline–typically one credit hour = two class (Internship/Practicum )hours (100 minutes) plus minimum of one class hour (50 minutes) out of class student work/week.*
- *Clinical Experiences–variable by program and determined in accordance with recommendations of program’s specific accrediting bodies or state regulation. (Typically one credit hour = two clinical hours (100 minutes) plus minimum of one hour out of class student work/week or one credit hour = three clinical hours (150 minutes)/week or for a 15 week semester, 37.5 hours per credit hour).*
- *Research, Thesis/Dissertation and Independent Study Courses where students are working on independent projects, such as in thesis/dissertation hours and independent studies, will conform to the standard minimum of three hours of student work per credit hour per week throughout the course of the semester or the equivalent amount of work distributed over a different period of time. For a 15 week semester this would be 37.5 hours per credit hour. For courses with non-traditional delivery methods the standard minimum of the equivalent of three class hours per week for a semester must be completed per credit hour as follow:*
  - *Distance Learning/Online Courses –Distance learning/Online courses shall be defined as those courses and programs in which 95% or more of class time is delivered by distance technology. Actual contact time should follow the same guidelines as traditional fact to face courses.*
  - *Online courses should meet an equivalent of the required 750 minutes of instruction per credit hour per 15-week semester and expect the minimum of 1,500 minutes (2 class hours; 100 minutes per week) of out-of-class student work.*
  - *Partially at a Distance –The combination of face-to-face and distance instruction must equal an equivalent of 750 minutes of instruction per credit hour per 15-week semester and expect the minimum of 1,500 minutes (2 class hours; 100 minutes per week) of out-of-class student work.*
  - *Hybrid -A course is considered hybrid (or blended) when it has the following characteristics:*
    - *the course is a carefully designed integration of online and face to face experiences using the best aspects of both environments to meet the learning objectives and*
    - *a significant portion of traditional face to face class time is replaced by on-line components. For example, a course that is taught (50% online, 50% face-to-face) would require 375 minutes of instruction per semester hour must be conducted face-to-face; 375 minutes of instruction per semester hour must be conducted via distance per 15-week semester. In addition, the minimum of 1,500 minutes (2 class hours; 100 minutes per week) of out-of-class student work is expected.*

### **Length of a semester**

- Full term –Standard Semester = 15 weeks of instruction (counting exam weeks). Standard credit/contact hours are calculated for this time frame.
- Full session – 45 days of instruction. Class time must be scheduled to include 750 minutes of instruction and the minimum of 1500 minutes of out of class student work per credit hour.
- Short sessions –range from 5 to 7 ½ weeks. Class time must be scheduled to include 750 minutes of instruction per credit hour and the minimum of 1500 minutes of out of class student work per credit hour.

## ***12. Biograph/Address Data Changes and Multiple IDs***

Initial data regarding student biographical information is recorded in the system via the Admissions Office. This information is based on self-reported information and documents received from the students. Once that student is admitted and transferred electronically to the Office of the Registrar, that information becomes part of the student's educational record. Biograph information includes, but is not limited to, such things as legal name and address, social security number, date of birth, sex at birth, citizenship status, visa type, etc.

Students may make requests for address and/or biograph data changes once they are enrolled as a student at UVA Wise. A student may submit proof of identity (name, former name, date of birth, social security number, etc.) and request to review record and make a change to data. For legal name changes the proof must come from a court or governmental agency. The Student Information System (SIS) has options for students to use preferred names/campus name and these may be changed or updated without additional documentation. It is important to note that if a name is not changed legally, the legal name will still be used for all official documents submitted (such as transcript, tax documents, etc.).

Students or former students requesting a change in biograph data (official name, gender change, citizenship status, birth date, gender, etc.) must submit documentation (marriage certificate, official court document, etc.) to the Office of the Registrar. Upon receipt of documentation, the appropriate designee in the Office of the Registrar will make the correct changes in the system. Once saved, changes are recorded in the student information system. UVA Wise has several systems that manage and contain student's legal and preferred names. The email process is managed by the UVA Wise Helpdesk in coordination with UVA Charlottesville.

Right click, choose Additional Names...to view or update legal name.

Personal Information Last Update: 06/29/2020

SSN: 011-11-1111  This SSN Is Private SSN Verified Date: 00/00/0000

Birth Date: 01/01/1999 Birth City: Birth State: Birth Country:

Sex at Birth: M Male

Gender Identity:

Legal Sex:

Pronouns:

Citizenship Status: Unknown

Citizen of:

Visa Type:

Active for SEVIS Reporting

Family Relationships

Family ID: Not Found!

Spouse: Not Found!

Father: Not Found!

Mother: Not Found!

Guardian: Not Found!

Bill Code: In State

Highest Degree:

Disability Status:

Bar Code ID:

**Additional Names**

ID # 131661 Joe Cool Tester

Please ensure all applicable name fields are filled in, even though only the Last Name is mandatory. Only the entered name fields will show in the product where these names are displayed.

Name Type	First Name	Middle Name	Last Name	Pr
Legal Legal Name	Joe	Cool	Tester	
Legal Legal Name	Joe	Crazyman	Tester	
Legal Legal Name	Joe	Thomas	Tester	
Legal Legal Name	Joe	Cool	Tester	
Legal Legal Name	Joe	Cool	Porter	
Legal Legal Name	Joe	Cool	Tester	
Legal Legal Name	Joe	Cool	Tester	
Legal Legal Name	Joelene	Collette	Tester	
Legal Legal Name	Joelene	Collette	Tester	
Legal Legal Name	Joe	Cool	Tester	

## ADDRESS/PREFERRED NAME CHANGES-

Students can request a change of address/telephone or preferred name via the Student Information Portal by visiting: [my.uvawise.edu](https://my.uvawise.edu) and following the screenshots below. All changes will be processed by the designated person within the Office of the Registrar.

1. Log into their account at [my.uvawise.edu](https://my.uvawise.edu)
2. Click on the **STUDENTS** tab.



Home Course Search Faculty **Students** Financial Aid Graduation Student Life Admissions For

You are here: Home > Home

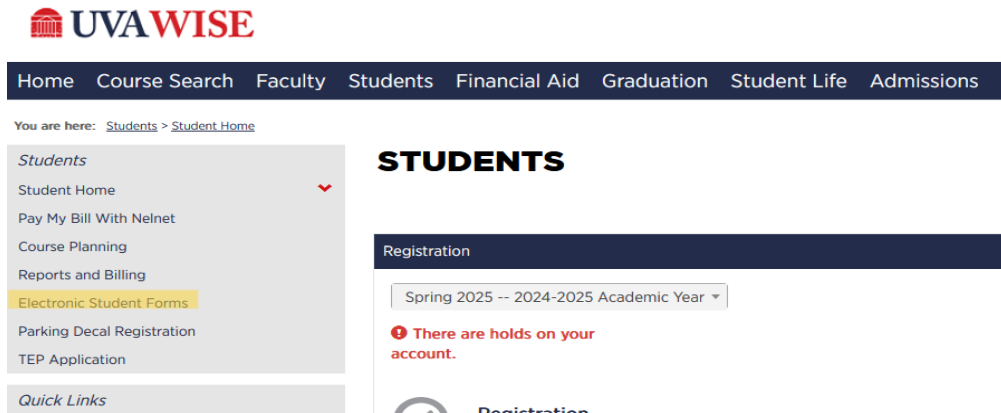
My UVA Wise

Home

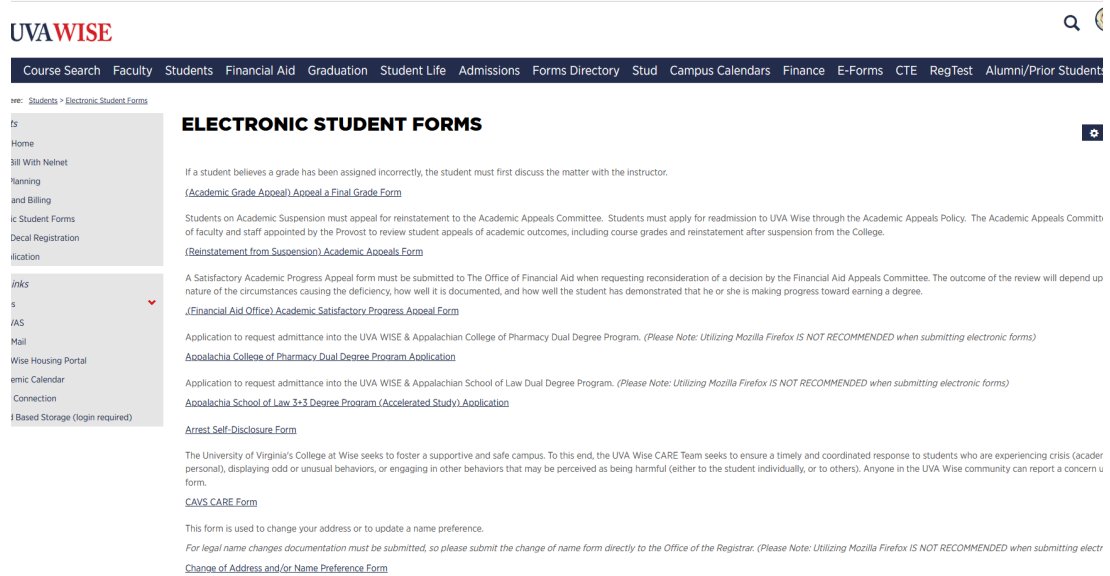
**MY UVA WISE**



3. Select **ELECTRONIC STUDENT FORMS** and once the page populates you will see



4. Once the page populates all forms are listed alphabetically. Select the **Change of Address and/or Name Change** form, complete and submit for processing.

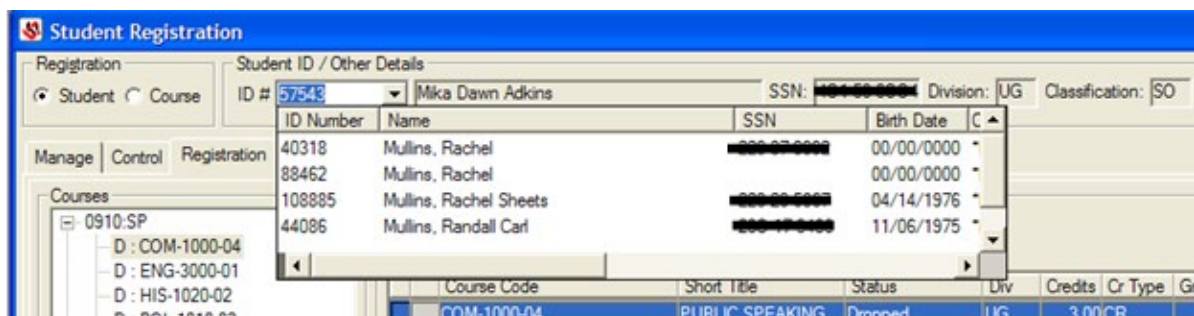


## Multiple IDs

The Jenzabar Conversion process created some conflicts within the system for some name IDs. Name profiles that had missing information or multiple information (i.e. birthdates, social security numbers, etc.) were copied over into our system in an effort to save all information, resulting in multiple IDs in the system. For the most part, this has little impact on historical data. For current data, it is best to correct and verify upon discovery to avoid any miscommunication with name ID and to assure identities are valid and correct. When multiple IDs are encountered, they are sent to the Director for Administrative Systems for validation and correction.

### Procedures

The following screen shot illustrates the problem. The student below is in the system twice with no social security number. It is important to verify the student/person's information based on several data points: social security, address, birth date and other personal information that can be cross-referenced and verified.

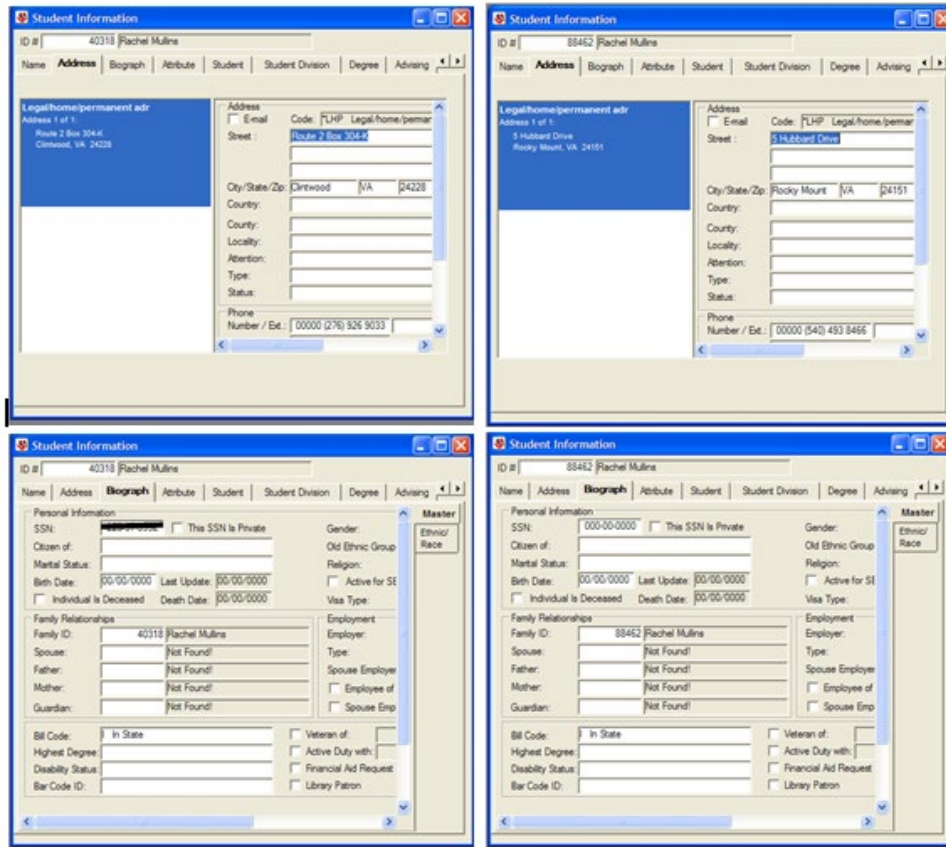


### Discovery

Reports have been generated to attempt to find those individuals with null (empty) values for social security number and birth date. When those IDs are found, they are cross-referenced and corrected. Occasionally, multiple IDs are discovered inadvertently and those are sent for validation and correction as well.

### Validation

The Director for Administrative Systems pulls all information from all multiple IDs including information from the old system (Co-Co). All information on IDs is cross-referenced and the IDs are then corrected if necessary. Note: individuals are not required to give social security numbers.



### Correction

The Director for Administrative Systems then corrects the appropriate information on the multiple IDs by collating the information into one complete ID. Address changes may also be submitted by students via the Student Portal by Clicking on "Personal Info" beside the login name, then by clicking on the Biographical Info tab and finally, by clicking on the pencil icon next to "Name, Address, and Personal Details".

## **13. Waivers & Substitutions**

### **COURSE SUBSTITUTIONS**

A course substitution is a course that can take the place of a required course in a curriculum, and will have similar or complimentary course contact or focus. Course substitution requests may be made by the student or advisor but will require the approval of the Chair of the Department, unless such request has been pre-approved as a typical curriculum substitution. An example of this might be when a student transfers in BIO 1010/1011 and chooses to become an elementary education major. That BIO 1010/1011 will automatically be substituted for SCI 3030

per the department. Similarly, a business major who takes MTH 1180 may use that course as a substitute for ECO 2250 per the college catalog. If a student is denied the approval of a course substitution, he or she may appeal to the Provost in writing within 30 days of the denial.

- Course substitution(s) requests can be made by a student but must be submitted by the Department Chair of a program via the Faculty Portal. If a student is requesting a course substitution, then they will need to meet with their advisor or department chair or send an email to registrar@uvawise.edu detailing their request. If the department chair approves the substitution, then he/she/they will complete the electronic Course Substitution form located on the UVA Wise portal at my.uvawise.edu. This form is located under the FACULTY tab, DEPARTMENT CHAIRS link (see image on the next page).
- Once the department chair approves the substitution and submits the form, the information is sent via Formflow/Workflow to the Office of the Registrar for review and processing.
- After review, the requested substitutions are made to the student's degree audit and/or academic record.
- The student receives electronic notification once the course substitution has been reviewed and processed. The student may contact the Office of the Registrar if they have any additional questions.
- Students can check whether their course substitution or course waiver is granted by viewing their degree audit and manually checking their academic record.

Click on Course Search to view the UVA Wise Summer Schedule.

- Faculty
- HOME** 
- MY COURSES
- MY ADVISEES
- MY REPORTS
- FORMS
- DEPARTMENT CHAIRS**


## FACULTY


### Registration Notes

### BEGINNING OF TERM REMINDERS

1. DROP FOR NONPAYMENT – Second week of classes – you

## DEPARTMENT CHAIRS

[Department Chair WorkFlow Forms](#) 



This form is submitted by department chair(s) allows students to substitute one course for another to fulfill a degree requirement.

Available to: Department Chairs

**Course Substitution**

This form is submitted by the Department Chair on behalf of a student to formally declare their major and assign an advisor within a department.

Available to: Department Chairs

[Declaration of Major](#)

Use to [declare a minor and advisor](#) within a dept. for a student (Submitted by faculty member) (Please Note: Utilizing Mozilla Firefox IS NOT RECOMMENDED when submitting WorkFlow forms)

[Declaration of Minor Form](#)



\* Required

**Course Substitution**

Submitter Id Number:

Jenzabar Student Id Number: \*  ?

Student Name:

Student E-mail:

Major:

Catalog Year: \*  Academic Advisor Name: \*

Course Requirement 1: \*  ? Course Substitution 1: \*

Course Requirement 2:  Course Substitution 2:

Course Requirement 3:  Course Substitution 3:

Reason for the Substitution: \*

## Waivers

UVA Wise does not, as a general rule, allow waivers for course requirements. If all other requirements are met and the Department approves the waiver in consultation with the Registrar, then a waiver may be applied to a student record. Waivers can be applied if a student transfers in sufficient coursework that may meet the requirements implied by a course. SEM 1010 is an example of this. A freshman or transfer student who has enough college credit and experience (one full year) may be waived from taking SEM 1010. Similarly, there may be instances where, with the appropriate documentation from Disability Services and the approval of the Director and the Chair of the Department, a student may have a requirement waived. An example of this might be a physical activity requirement that is not possible for a student with a documented disability.

### **14. Athletic Eligibility (NCAA)**

#### Philosophy:

At UVA Wise, the philosophy is that while it is the primary responsibility of the Athletic Director, Director of Compliance, Faculty Athletics Representative (FAR) and team coaches, knowledge of and adherence to NCAA eligibility rules is the responsibility of everyone on campus.

The Office of the Registrar works closely with the Director of Compliance to ensure that students remain eligible for participation in athletics. The Registrar is also a member of the Compliance Committee and participates in the certification process.

#### Coaches:

The Director of Compliance, FAR and Athletic Director meet with coaches before the beginning of the fall semester. FAR goes over basics of eligibility, emphasizing specific rules regarding recruiting, scrimmages and transfers. FAR also updates coaches on legislative changes enacted at the national meeting.

#### Student-Athletes:

The FAR meets with each team and coach before the season of competition begins to explain basics of eligibility: 12 hr. rule, 24/36 rule, progress toward degree (PTD) rule, and 10-semester rule. All student-athletes are given a quick reference card with the basics (see below). The FAR also mentions NCAA web site and its resources for learning about eligibility requirements.

In addition to explaining the basics, the FAR also talks to student athletes about academic success, including class attendance, and working with their teachers to ensure they position themselves for the best outcomes in their classes. The FAR also familiarizes student-athletes with the NAIA emphasis on "Champions of Character."

#### Compliance Committee:

The College Compliance Committee meets to assess and discuss any NCAA Division II issues relating to students, compliance or rule changes. This committee consists of representatives from the Office of the Registrar, Financial Aid, Enrollment Management, Faculty and Athletics.

#### Eligibility Processing:

Initial forms are collected and filled out by the Athletic Department's compliance officer. Preliminary sheets are then passed to the FAR and the Registrar who check each entry and identify any issues regarding requirements. The compliance officer, FAR and Registrar then meet to prepare final eligibility forms for submission.

Transfer students are interviewed by FAR and compliance officer who then complete the transfer form. All forms are then scanned and forwarded to the conference eligibility chair before the date of the first competition for each team. (Academic Eligibility Source: [www.ncaa.org](http://www.ncaa.org))

If you enroll in a Division II college and want to participate in athletics or receive an athletics scholarship during your first year, you must:

# Division II Academic Standards

Division II schools require you to meet academic standards. To be eligible to practice, compete and receive an athletics scholarship in your first year of full-time enrollment, you must meet the following requirements:

NCAA DIVISION II

MAKE IT YOURS

1. Earn 16 NCAA-approved core-course credits in the following areas:

ENGLISH	MATH (Algebra I or higher)	SCIENCE (including one year of lab, if offered)	EXTRA (English, math or science)	SOCIAL SCIENCE	OTHER <i>Any area listed to the left or courses listed in additional disciplines (world language, comparative religion or philosophy)</i>
3 years	2 years	2 years	3 years	2 years	4 years

2. Earn a minimum 2.2 core-course GPA.

3. Ask your high school counselor to upload your **final official transcript** with proof of graduation to your Eligibility Center account.

## EARLY ACADEMIC QUALIFIER

If you meet specific criteria after six semesters of high school, you may be deemed an early academic qualifier for Division II and may practice, compete and receive an athletics scholarship during your first year of full-time enrollment.

## QUALIFIER

You may practice, compete and receive an athletics scholarship during your first year of full-time enrollment.

## PARTIAL QUALIFIER

You may practice and receive an athletics scholarship but may NOT compete during your first year of full-time enrollment.



g.

## Recruiting Rules:

The NCAA has policies governing the recruitment of college-bound student-athletes. The rules specify when and how coaches can contact you and send you materials and when you can visit campus. The rules differ depending on which sport you play.

The NCAA Eligibility Center administers the National Letter of Intent program. The National Letter of Intent is a contract between a college or university and a prospect that requires the prospect to attend the college or university for one academic year and the college or university to provide athletics financial aid for one academic year. This is a legal document and should be read carefully before signing.



**GRADE 9 REGISTER**

- » If you haven't yet, register for a free Profile Page account at [eligibilitycenter.org](http://eligibilitycenter.org) for information on NCAA initial-eligibility requirements.
- » Use NCAA Research's [Interactive map](#) to help locate NCAA schools you're interested in attending.
- » Find your high school's list of NCAA-approved core courses at [eligibilitycenter.org/courselist](http://eligibilitycenter.org/courselist) to ensure you're taking the right courses, and earn the best grades possible!

**GRADE 10 PLAN**

- » If you're being actively recruited by an NCAA school and have a Profile Page account, transition it to the required [certification account](#).
- » Monitor the [task list](#) in your NCAA Eligibility Center account for next steps.
- » At the end of the school year, ask your high school counselor from each school you attend to upload an official transcript to your Eligibility Center account.
- » If you fall behind academically, ask your high school counselor for help finding [approved courses](#) you can take.

**GRADE 11 STUDY**

- » Ensure your [sports participation](#) information is correct in your Eligibility Center account.
- » Check with your high school counselor to make sure you're on track to complete the required number of NCAA-approved [core courses](#).
- » Share your [NCAA ID](#) with NCAA schools recruiting you so each school can place you on its [Institutional request list](#).
- » At the end of the school year, ask your high school counselor from each school you attend to upload an official transcript to your Eligibility Center account.

**GRADE 12 GRADUATE**

- » Request your [final amateurism certification](#) beginning April 1 (fall enrollees) or Oct. 1 (winter/spring enrollees) in your Eligibility Center account at [eligibilitycenter.org](http://eligibilitycenter.org).
- » Apply and be accepted to the NCAA school you plan to attend.
- » Complete your final NCAA-approved [core courses](#) as you prepare for graduation.
- » After you graduate, ask your high school counselor to upload your [final official transcript](#) with proof of graduation to your Eligibility Center account.

**How to plan your high school courses to meet the 16 core-course requirement:  $4 \times 4 = 16$**

9 <sup>th</sup> GRADE	10 <sup>th</sup> GRADE	11 <sup>th</sup> GRADE	12 <sup>th</sup> GRADE
(1) English	(1) English	(1) English	(1) English
(1) Math	(1) Math	(1) Math	(1) Math
(2) Science	(1) Science	(1) Science	(1) Science
(1) Social Science and/or other	(1) Social Science and/or other	(1) Social Science and/or other	(1) Social Science and/or other
<b>4 CORE COURSES</b>	<b>4 CORE COURSES</b>	<b>4 CORE COURSES</b>	<b>4 CORE COURSES</b>

**CONTACT THE NCAA ELIGIBILITY CENTER**  
 U.S. and Canada (except Quebec):  
 877-262-1492 (toll free), Monday-Friday  
 9 a.m. to 5 p.m. Eastern Time  
 International (including Quebec):  
[on.ncaa.com/IntlContact](http://on.ncaa.com/IntlContact)

@ncaaec  
 @ncaaec  
 @ncaaec  
 @playcollegesports

Source: [http://fs.ncaa.org/Docs/eligibility\\_center/Student\\_Resources/DII\\_ReqsFactSheet.pdf](http://fs.ncaa.org/Docs/eligibility_center/Student_Resources/DII_ReqsFactSheet.pdf)

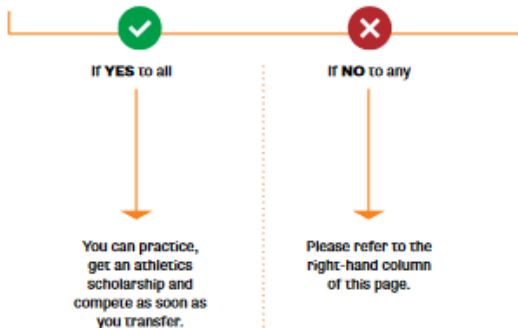
# Planning To Go Division II 2-4 TRANSFER

Additional DII 2-4 transfer information on [page 14](#)

## You have never attended a four-year school full time, are a qualifier and have attended only one semester or quarter at a two-year school full time:

At your two-year school, did you:

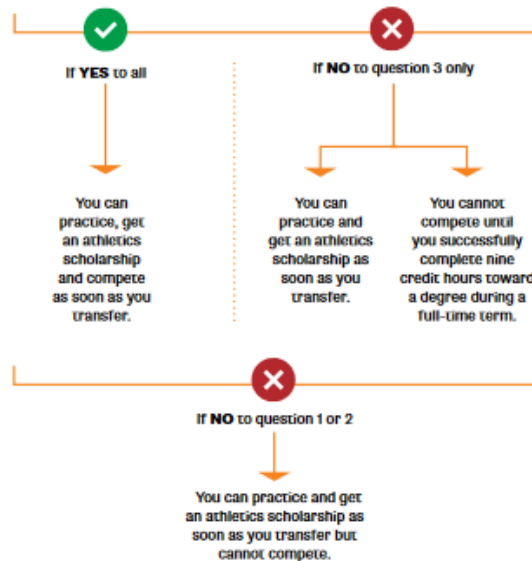
1. Complete only one semester or quarter as a **full-time student**? *Summer school does not count.*
2. Complete at least **12 transferable credit hours** for the semester or quarter you attended full time?\*
3. Earn a **GPA of 2.2** in all transferable credit hours?
4. Earn at least nine-semester or eight quarter hours during your last full-time term.



## You have never attended a four-year school full time, have been enrolled for more than one full-time term in a two-year school but have not graduated and are a qualifier or partial qualifier:

At your two-year school, did you:

1. Complete at least **two semesters** or three quarters as a **full-time student**? *Summer school does not count.*
2. Complete an average of **12 transferable credit hours** for each term you attended full time, earning a **GPA of 2.2** in all transferable credit hours? \*Your transferable credit hours must include all the following subjects:
  - » **English:** Six hours if your school uses semesters or eight hours if your school uses quarters.
  - » **Math:** Three hours if your school uses semesters or four hours if your school uses quarters.
  - » **Science:** Three hours if your school uses semesters or four hours if your school uses quarters.
3. Earn at least nine-semester or eight quarter hours during your last full-time term.



\*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements unless you are enrolling in a degree program requiring physical education activity courses.

Remedial courses may not be used to satisfy these requirements.

# Planning To Go Division II 2-4 TRANSFER

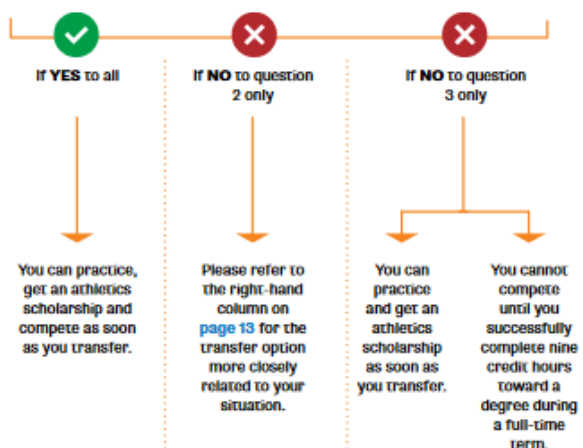
Continued from page 13

**YOU HAVE NEVER ATTENDED A FOUR-YEAR SCHOOL FULL TIME.  
YOU GRADUATED FROM YOUR TWO-YEAR SCHOOL.**

## ***If you are a qualifier or partial qualifier and graduated from your two-year school:***

At your two-year school, did you:

1. Complete at least **two semesters** or three quarters as a **full-time student**? *Summer school does not count.*
2. Earn at least **25%** of the credit hours needed to fulfill the degree requirement at the **two-year school** awarding your degree?
3. Earn at least nine-semester or eight-quarter hours during your last full-time term.



Source: [http://fs.ncaa.org/Docs/eligibility\\_center/Transfer/DII\\_2-4\\_Transfer.pdf](http://fs.ncaa.org/Docs/eligibility_center/Transfer/DII_2-4_Transfer.pdf) (2324)

## ***15. The Life of the File***

### Retention of Old Files

The Office of the Registrar keeps all older academic record cards and micro-film in a locked fireproof room on the ground floor of Crockett Hall. These records will be maintained until such time as all of them can be stored electronically on a remote and secure server. Approximately 85% of the Permanent Record Cards stored in the secure room have been digitized and secured on a secure server.

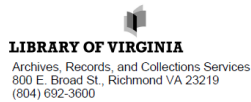
There are two types of files maintained in the Office of the Registrar:

- Active - files of those presently enrolled
- Inactive - files of those enrolled no more than 2 years ago

Once files are secured electronically, they are shredded in the Office of the Registrar.

## Security of files

The College observes its own internal policy for keeping certain records but also observes state and federal mandates regarding file security. The Library of Virginia's Records Retention and Disposition Schedule, General Schedule No. 111 for All State Supported Colleges and Universities (see Appendix) provides the guidelines for how long to keep records and when to destroy records in the interest of individual's privacy.



### RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-111

ALL STATE AGENCIES

College and University

EFFECTIVE SCHEDULE DATE: 2/9/2017

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Registration: Academic Action Notifications</u> This series documents the notification of students about their academic probation, dismissal or other action or status changes. This series may include, but is not limited to: notification correspondence.	101134	10 Years after graduation or withdrawal	Confidential Destruction
<u>Registration: Application for Virginia In-State Tuition</u> This series documents a student's verification of Virginia residency. This series may include, but is not limited to: copies of driver licenses, utilities bills, and tax filings.	101159	3 Years after graduation or withdrawal	Confidential Destruction
<u>Registration: Commencement Records</u> This series documents commencement activities. This series may include, but is not limited to: program and schedule of events.	101070		Permanent, In Agency
<u>Registration: Course Action Records</u> This series documents actions associated with undergraduate and graduate student's enrollment in a course. This series may include, but is not limited to: registration, drop/add requests, permission to audit course to take as pass/fail, course transfers, and grade disputes.	200241	1 Year after end of semester	Confidential Destruction
<u>Registration: Disclosure of Information</u> This series documents receipt for requests for personal information on students, such as those made by the military, federal government, and potential employers. This series may include, but is not limited to: request and response.	101143	3 Years after last action	Confidential Destruction
<u>Registration: Holds or Encumbrances</u> This series documents violations that result in a non-financially related hold being placed on a student's grades, transcripts, or graduation. This series may include, but is not limited to: correspondence and hold information.	101152	0 Years after no longer administratively useful	Confidential Destruction

EFFECTIVE SCHEDULE DATE: 2/9/2017

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Registration: International Students</u> This series documents the completion of proper visa and immigration records for international student attendance. This series may include, but is not limited to: visa applications, permanent residence card, and asylum documentation.	200242	10 Years after graduation or withdrawal	Confidential Destruction
<u>Registration: Program Modification</u> This series documents student requests for changes in programs, major, or degrees sought and actions taken in response. This series may include, but is not limited to: advanced placement records, documentation of transfer credits, request for degree audit, and applications for degrees or graduation.	101157	1 Year after graduation or withdrawal	Confidential Destruction
<u>Registration: Schedule of Classes</u> This series documents the classes offered in each semester. This series may include, but is not limited to: course descriptions and faculty course assignments.	101093		Permanent, In Agency
<u>Registration: Student Record</u> This series documents the history of a student's academic life at the college or university. This series may include, but is not limited to: courses taken, grades, transcripts, and degrees (major and minor) received.	101154		Permanent, In Agency
<u>Registration: Transcript Requests</u> This series documents the receipt of and filling of a transcript request. This series may include, but is not limited to: correspondence.	101163	1 Year after last action	Confidential Destruction
<u>Registration: Withdraw or Leave Authorizations</u> This series documents formal withdrawal or temporary leave by students for reasons such as military orders or medical leaves. This series may include, but is not limited to: documentation, approval of the requests, and reimbursement requests.	101167	10 Years after last action	Confidential Destruction

14 of 17

Students wishing to review their official records should make arrangements to do so at the Office of the Registrar. The College will not release personal identifiable information about a student without the student's permission except to certain school and government officials as provided by law or in the regular use in the academic planning process.

Parents of dependent students may, however, obtain access to the student's record without the student's permission. For purposes of access to records, the College presumes until otherwise notified that students less than 24 years of age are dependent. Students may also fill out a Release of Information form in the Office of the Registrar that will release employees from protected FERPA constraints. This form must be filled out by the student in the office. The student must have appropriate ID. The form also indicates specifically who will have access to the student's information.

## 16. **New Files**

New files for **first time freshman (FTF)** are entered by the Office of Admissions, alphabetically, into the permanent digital files folder on the secure server. The Office of Admissions creates the digital file for each student and places each student's application, high school transcripts, college transcripts and other pertinent information in the digital file. The 1<sup>st</sup> time a file is received for a transfer student, a **transfer evaluation** is made for their prior college work. Students who do not have all of their information submitted to the Admissions Office will receive a stop code (ET or XX) that will not allow them to register for classes until their files are complete. The Office of Admissions sends a daily report of any new transcripts received that need to be evaluated, to the Office of the Registrar.

## **17. Entering transfer work into the computer:**

As official transcripts are received from all previous college-level work, the credit is placed on the student's record. The student will receive notification from the Office of the Registrar explaining the transfer evaluation and students are asked to call/email if they have any questions or see any issues that they would like to discuss or attempt to resolve. The email the student receives has information related to the courses that were accepted for transfer and instructions to the student on how to access that information via the student portal.

## **18. Microfilm**

The Office of the Registrar has moved to a digital filing system and the use of Microfilm has now ceased. As the College moves to a campus-wide digital imaging system, the college has digitally stored all microfilm records.

## **19. Registration**

Registering students for classes through the Jenzabar One system is a privilege afforded to several employees across campus. Access to student records carries with it the weight of responsibility for the security of the information for which the individual has received access. This access may provide the user with personally identifiable information regarding student enrollment, biographic information and academic records. FERPA (The Family Educational Rights and Privacy Act) entitles those with a "legitimate education interest" to have access to certain types of information. It does not entitle all employees to know everything about a student. The registration process is the act of officially enrolling a student in a class or classes. This may be done in several ways: the student may go online to [my.uvawise.edu](http://my.uvawise.edu) and register for classes or they may turn in a schedule action form to the Office of the Registrar and be manually registered. When students register themselves via the web, they are, in essence, digitally signing or agreeing to abide by the registration rules and policies set forth by the college.

Students who are inadvertently or inappropriately signed up for the wrong classes (no prerequisite, class at max capacity, no proper authorization, etc.) will be dropped from the class or classes and notified via student email.

First time freshmen and transfer students will meet with an advisor and be registered during orientation by finalizing their schedules in the student information system. Students may register for classes via the student portal ([my.uvawise.edu](http://my.uvawise.edu)) or by meeting with their advisors and filling out a Schedule Action Form. All students are expected to meet with their assigned advisor and plan a schedule. Students must be cleared for registration by their advisor prior to registering for any courses.

## **20. Overrides/prompts**

Employees who are granted permissions to override and to bypass message prompts in the Registration (RE Module) are expected to abide by both the written and understood policies. When disregarding the proper procedures with respect to overrides, employees risk the loss of

those permissions. Currently, all employees within the Office of the Registrar have full override permissions. Select employees in the Academic Support Center have certain overrides to aid in supporting students as they seek to register for classes.

Examples of override permissions include but are not limited to:

- ✓ Allowing a student to enroll in a course that is full
- ✓ Allowing a student to enroll in a course that is a repeat of a prior course
- ✓ Allowing a student to enroll in a course without the proper prerequisite
- ✓ Allowing a student to enroll in a course without the proper corequisite
- ✓ Allowing a student to enroll in a course without the authorizing signature
- ✓ Allowing a student to enroll in a course who has an official stop code or hold
- ✓ Allowing a student to enroll in a course who has not been properly pulled from admissions
- ✓ Allowing a student to enroll in a course that has a time conflict with another course
- ✓ Allowing a student to enroll in a course with a bill code of X

Policies and procedures exist to maintain order and provide as much fairness as possible to all incoming students. Just as transcript requests are processed in the order they are received, students will be registered the same way.

In the fall and spring, pre-registration begins by allowing students to register for classes in the following order: Student Support Services Participants, Seniors, Juniors, Sophomores, and Freshmen. These designated pre-registration dates are published via the student portal and UVA Wise website.

## ***21. Registration add-drop procedures (schedule action forms)***

All Schedule Action Forms should be processed in the Office of the Registrar except for those schedules for first-time freshman who are undeclared and those incoming transfer students who are undeclared. All other drops/adds or changes must be submitted to the Registrar. These forms must be filled out and signed by the advisor to add or drop a class to an already existing registration.

**\*if** the class is **full**, the professor teaching the class may initial the form to add the student to the class. The class may then be entered into the computer.

**\*if** the class is in the **language/literature department**, the Department Chair or Coordinator of English must also sign the form.

**\*if** the **drop** is going to take the student to **zero (0)** hours, this requires a withdrawal from the school. The student must fill out the Request to Withdraw form on the student portal.

**\*if** the class addition takes the student **above 18 hours**, students must fill out the Overload Request form on the student portal and the appropriate personnel will respond with an approval or denial.

Schedule action forms will be accepted only for a certain period of time once the semester has begun. Course additions are accepted for approximately *1 week after the term has begun*. Course drops are accepted for approximately *1 week after returning from mid-semester break*

## 22. Drop for Non-Payment

### Non-Payment

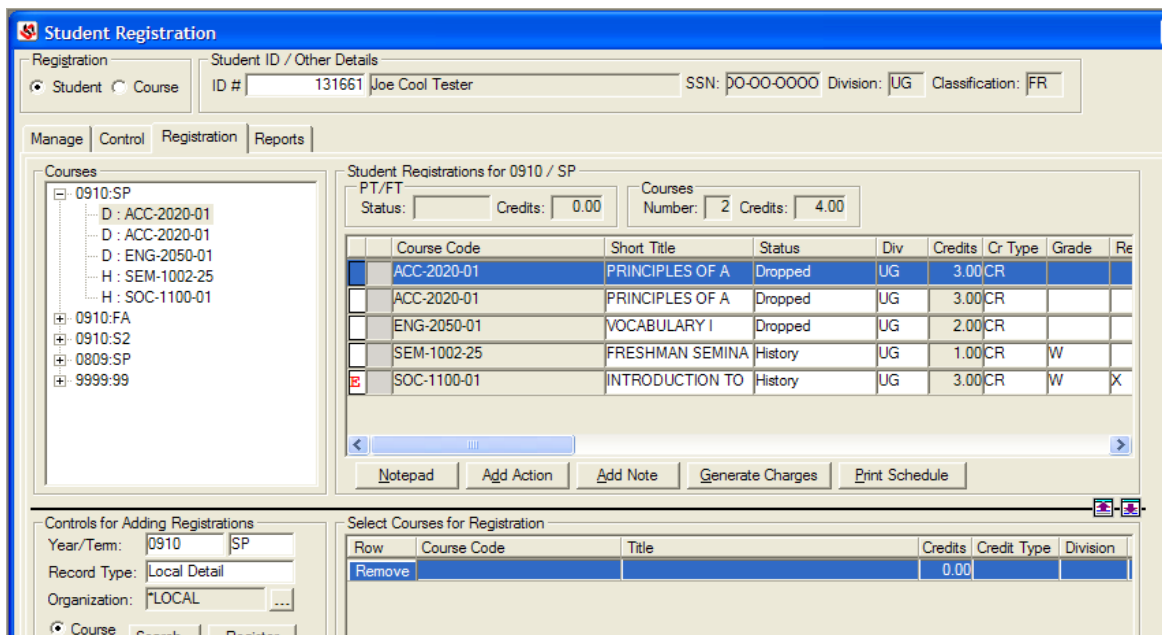
Students who have registered for courses but have not paid must be dropped for non-payment as of the last day to add a course in a given semester. In the past, students who never attended classes and never paid were deleted from their classes.

### Dropping Vs. Deleting

Because these students have statuses that change after charges have been run in Accounts Receivable (AR), courses must be dropped down to 0 hours in Registration (RE) for AR to process charges correctly. In the event that a student's course must be deleted after main charges have been run for the semester, AR must be notified by RE so that charges may be manually adjusted.

### Procedures

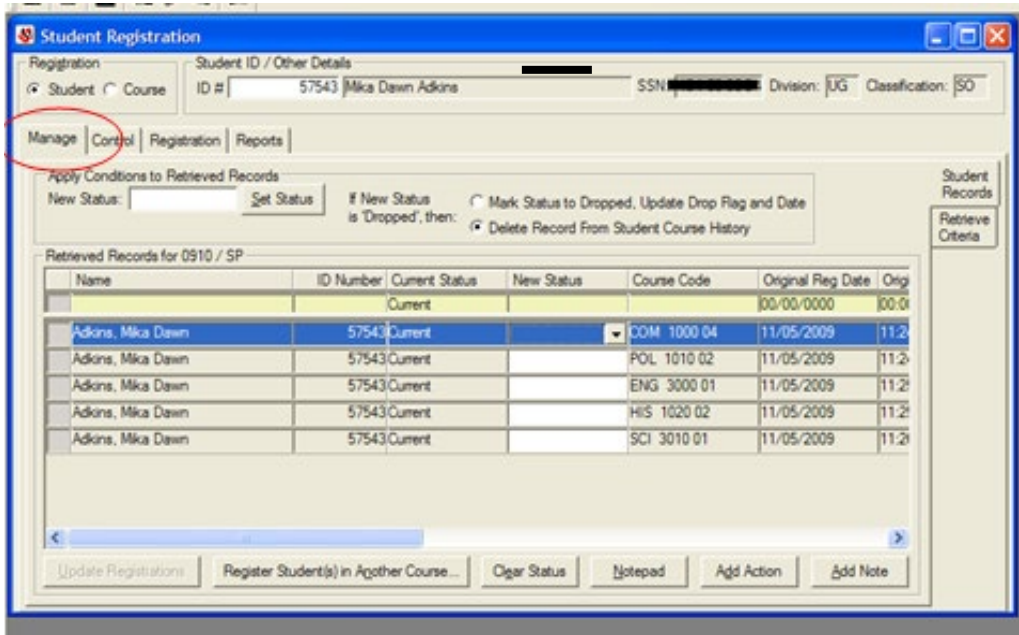
How to Drop a Student from full or part-time to 0 hours. Open Registration Module by right clicking on Student Registration. The Student Registration window appears.



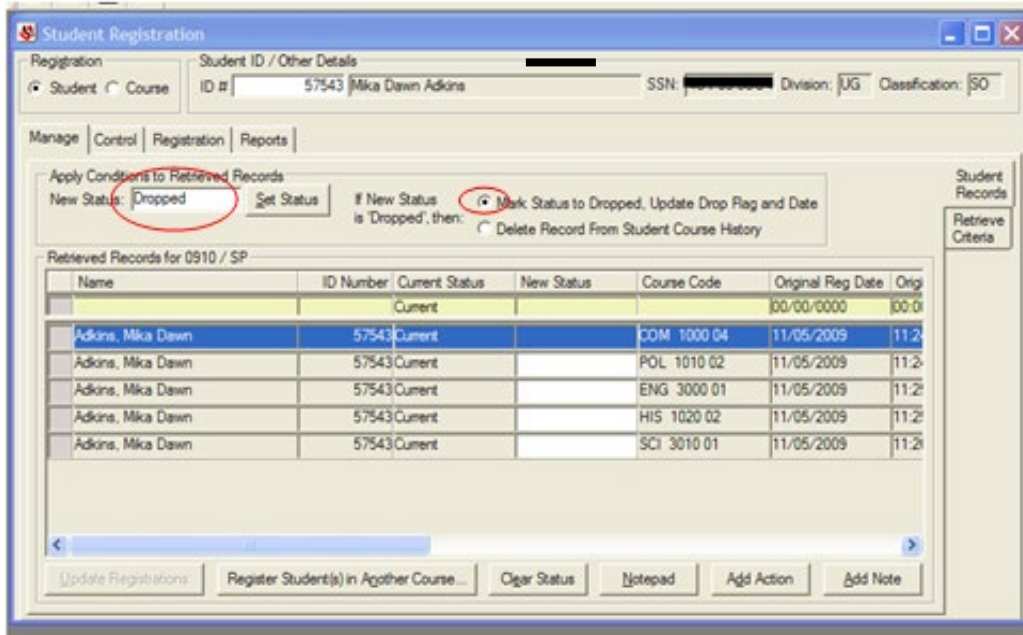
Window should default to Student Registration (rather than Course) and Registration Tab. Choose the correct student in the ID# box.



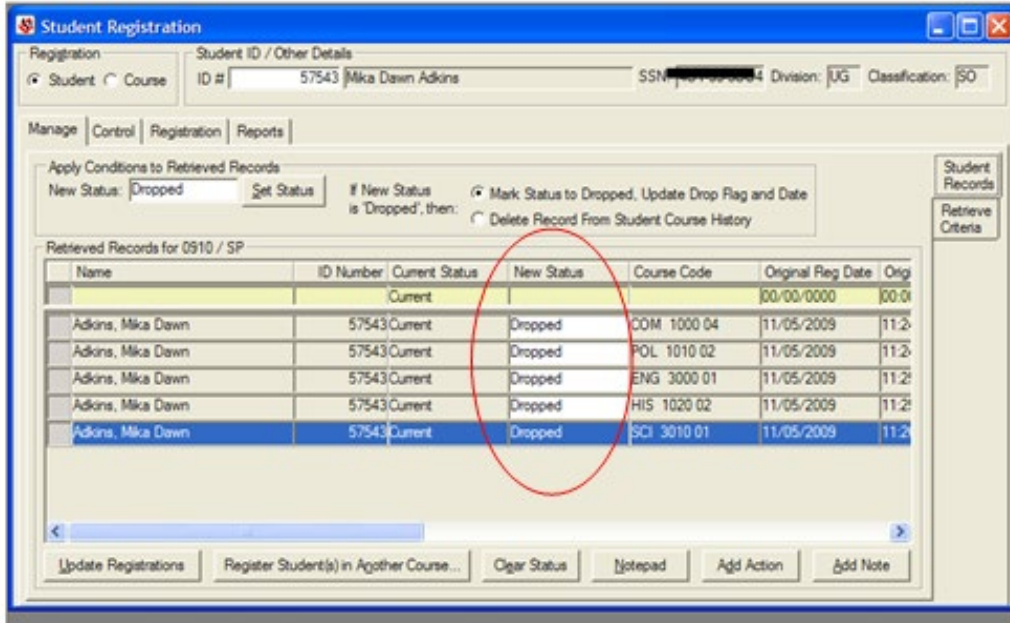
Choose the Manage Tab.



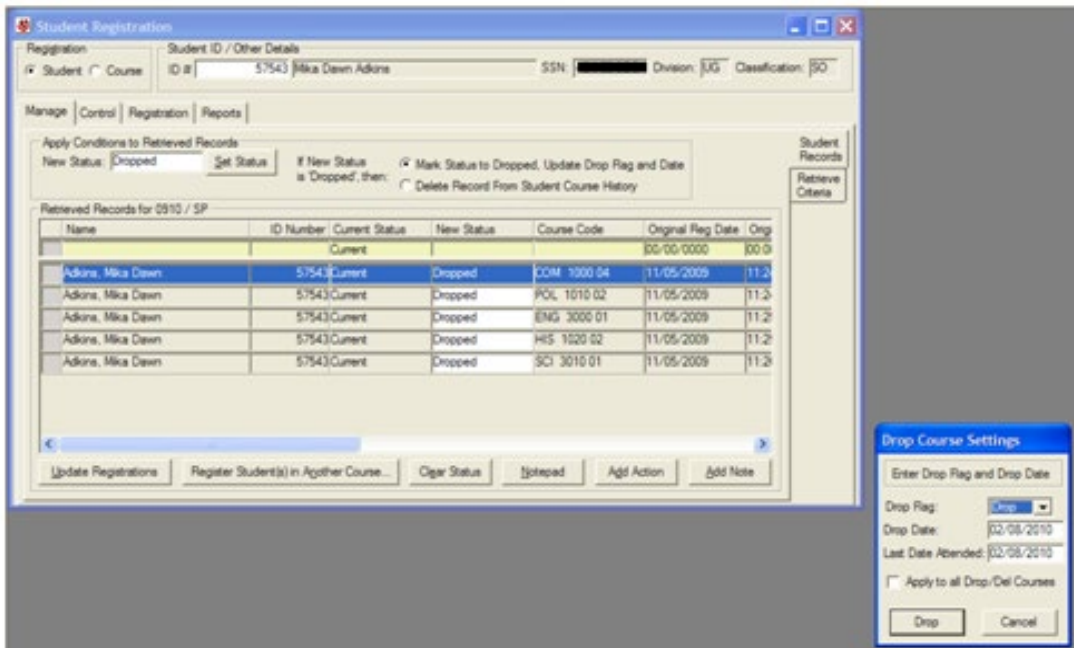
Select "Dropped" in the New Status pull down menu and select the "Mark Status to Dropped..." radio button.



Click the Set Status button and the student's new status will be set to dropped in all courses.



Click "Update Registrations" button in the lower left corner of the dialogue box and another dialogue box will appear – "Drop Course Settings".



Drop Flag: should default to "Drop". Set the Drop dates appropriately and check "Apply to all Drop/Del Courses". (NOTE: if the change is occurring after census and after main charge, the date should be set back prior to census date.)

**Drop Course Settings**

Enter Drop Flag and Drop Date

Drop Flag:

Drop Date:

Last Date Attended:

Apply to all Drop/Del Courses

In Student Registration window, "New Status" should change to blanks and "Current Status" will change to "Dropped". Click the Save button.

**Student Registration**

Registration Student ID / Other Details  
 Student ID # 57543 Mika Dawn Adkins SSN: ██████████4 Division: JG Classification: SO

Management | Control | Registration | Reports

Apply Conditions to Retrieved Records  
 New Status: Dropped  If New Status is Dropped, then:  Mark Status to Dropped, Update Drop Flag and Date  Delete Record From Student Course History

Retrieved Records for 0910 / SP

Name	ID Number	Current Status	New Status	Course Code	Original Reg Date	Orig
Adkins, Mika Dawn	57543	Dropped		COM 1000 04	11/05/2009	11.2
Adkins, Mika Dawn	57543	Dropped		POL 1010 02	11/05/2009	11.2
Adkins, Mika Dawn	57543	Dropped		ENG 3000 01	11/05/2009	11.2
Adkins, Mika Dawn	57543	Dropped		HIS 1020 02	11/05/2009	11.2
Adkins, Mika Dawn	57543	Dropped		SCI 3010 01	11/05/2009	11.2

When the "Registration" tab is chosen, the student credit hours should say "0"

**Student Registration**

Registration Student ID / Other Details  
 Student ID # 57543 Mika Dawn Adkins SSN: ██████████4 Division: JG Classification: SO

Management | Control | Registration | Reports

Courses

- 0910.SP
  - D: COM-1000-04
  - D: ENG-3000-01
  - D: HIS-1020-02
  - D: POL-1010-02
  - D: SCI-3010-01
- 0810.FA
- 0809.SP
- 0809.FA

Student Registrations for 0910 / SP

PT/FT Status:  Credits:  Courses Number:  Credits:

Course Code	Short Title	Status	Div	Credits	Cr Type	Grade	Reg
COM-1000-04	PUBLIC SPEAKING	Dropped	JG	3.00	CR		
ENG-3000-01	INTRODUCTION TO	Dropped	JG	3.00	CR		
HIS-1020-02	HIST WEST CIV	Dropped	JG	3.00	CR		
POL-1010-02	AMER NAT POLITI	Dropped	JG	3.00	CR		
SCI-3010-01	PHYSICAL SCI. P	Dropped	JG	4.00	CR		

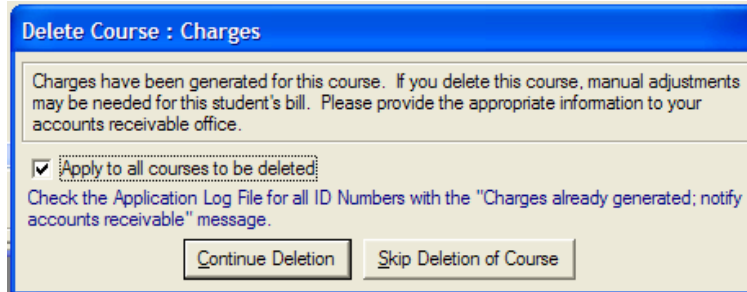
Controls for Adding Registrations  
 Year/Term: 0910 SP  
 Record Type: Local Detail  
 Organization: LOCAL  
 Course  Catalog

Select Courses for Registration

Row	Course Code	Title	Credits	Credit Type	Division
Remove			0.00		

Procedure for Deleting Student Courses

If a student's course history must be deleted, the process is essentially the same except the Delete Flag is chosen rather than the Drop Flag in step IX above. In the event that courses must be deleted (example: student was never really here), the appropriate parties in the AR must be notified. The appropriate person in the Registrar's Office sends an email to the Cashier's Office with a list of student(s) so that charges can be manually adjusted. The following dialogue box appears as a reminder and a log is generated on that student.



### ***23. Classification and AD to RE Transfer***

Classification is a column on the Student Master table, Student Division Master, and Student Term Summary by Division table that indicates a student's class level at UVa-Wise. Student classifications are based on the number of career credit hours the student has earned. The Classification Codes that we use are FR (freshman), SO (sophomore), JR (junior), SR (senior), and ND (non-degree). Accounts Receivable (AR) uses this classification information to charge students and the Registration Module (RE) communicates that information to the tables in AR.

Within the Registration module there are three ways of impacting/updating classification information:

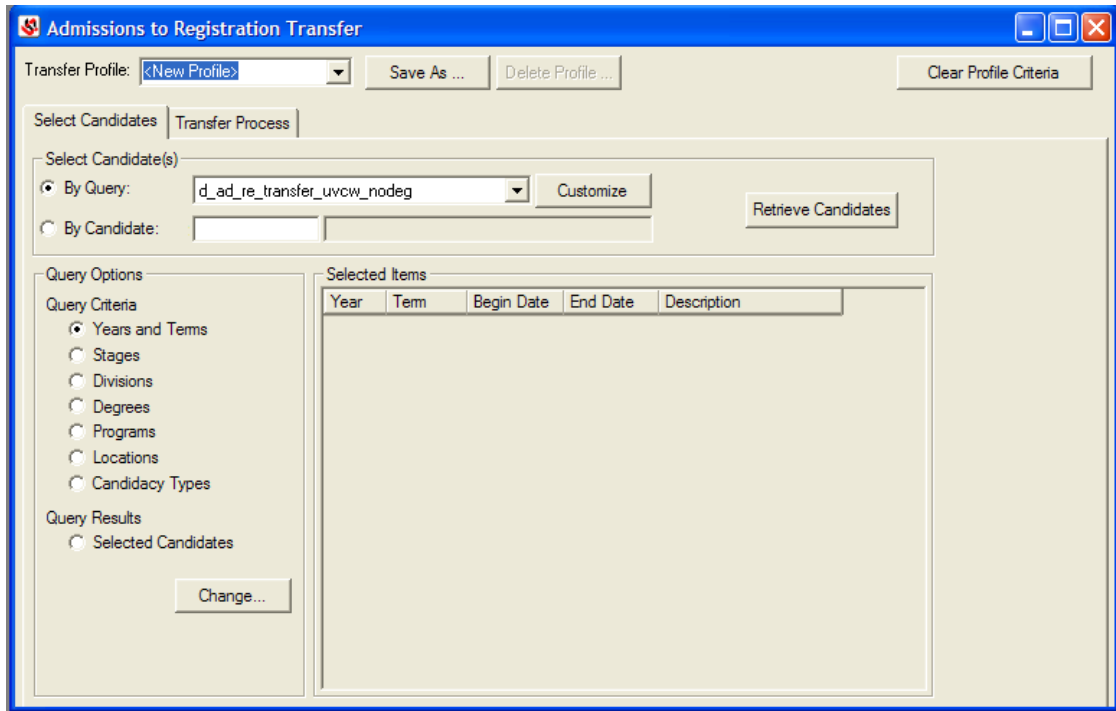
- Admissions to Registration Transfer
- Classification Update/Rules Based Update
- Manual changes

How to Process an AD to RE Transfer:

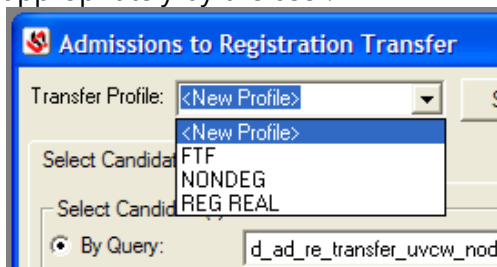
Open RE module

Choose Task> Student> Admissions to Registration Transfer

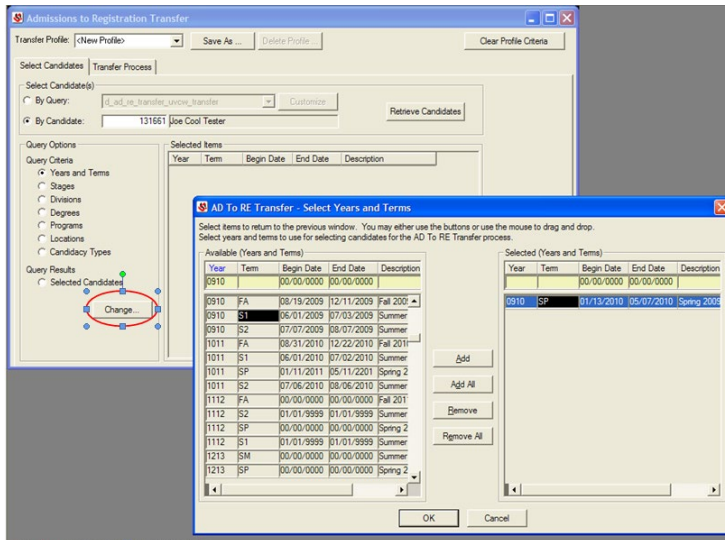
The Admissions to Registration Transfer window appears.



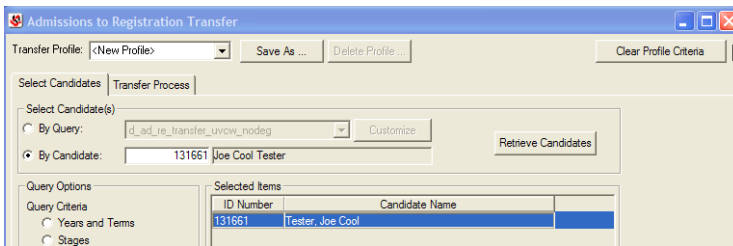
In the Transfer Profile: drop-down menu specify and select the profile that applies. Note: these profiles are saved on individual client machines and must be modified appropriately by the user.



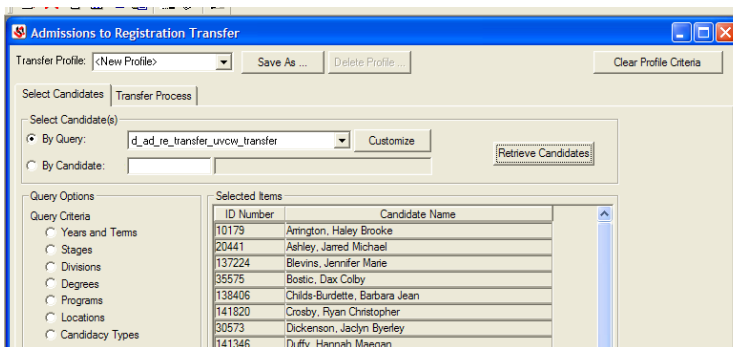
Select Candidates to be transferred to Admissions by using either the query option or the individual candidate option. Choosing **individual** candidates requires choosing year and term as well. Choosing by **query** incorporates year and term and no other selection is needed.



After choosing query or candidate, you must click the "Retrieve Candidates" button or no information will be processed



By Candidate



By Query

Once candidate(s) have been selected, click the "Transfer Process" tab. Depending on the individual or group that is being transferred, the appropriate profile will be reflected above in the drop down menu. (Step IV above). Make sure the transfer profile reflects the correct information. In the screen shot below, information that should be checked each time for accuracy include entry dates, expected grad year/term and rules based update at the bottom of the window (circled in red).

Transfer Profile: FTF

Process Controls

- Insert New Records
- Update Existing Records

Student Master

- Entrance Year and Term
- Location
- Resident Commuter Status
- Deposit Information
- High School Grad Date
- Previous College

Student Division Master

- Entry Date: 00/00/0000
- Expected Grad Year/Term: 1213 FA
- New Row for New Division

Degree History

- Entry Date: 00/00/0000
- Degree
- Major / Certification / Minor
- Expected Grad Year/Term: 1213 FA
- Adv Institutional Req: 1011 2010-2011 Academic

Degree History Insert/Update Options

- Always Add Degree
- Update Existing, Add New Degree
- Ignore Existing, Add New Degree
- Skip If Local Degrees Exist

Web Group Membership

- Student Web Group
- Student Advisee Group

Candidacy

- Set Stop Transfer to Yes

Rules Based Update

Select the RBU Cluster to Run: ATTR Admission to RE F

Transfer Data

First Time Freshman Profile

Transfer Profile: NONDEG

Process Controls

- Insert New Records
- Update Existing Records

Student Master

- Entrance Year and Term
- Location
- Resident Commuter Status
- Deposit Information
- High School Grad Date
- Previous College

Student Division Master

- Entry Date: 02/08/2010
- Expected Grad Year/Term: 1213 FA
- New Row for New Division

Degree History

- Entry Date: 02/08/2010
- Degree
- Major / Certification / Minor
- Expected Grad Year/Term: 1213 FA
- Adv Institutional Req: 0910 2009-2010 Academic

Degree History Insert/Update Options

- Always Add Degree
- Update Existing, Add New Degree
- Ignore Existing, Add New Degree
- Skip If Local Degrees Exist

Web Group Membership

- Student Web Group
- Student Advisee Group

Candidacy

- Set Stop Transfer to Yes

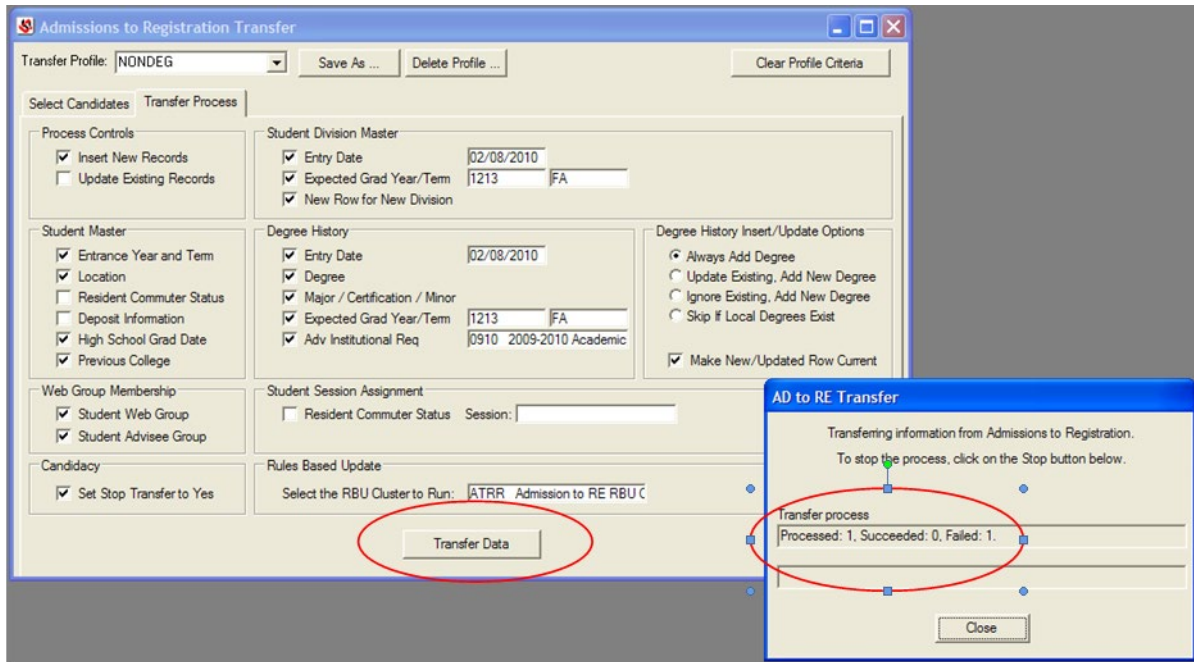
Rules Based Update

Select the RBU Cluster to Run: ATTR Admission to RE RBU C

Transfer Data

Non-Degree Profile

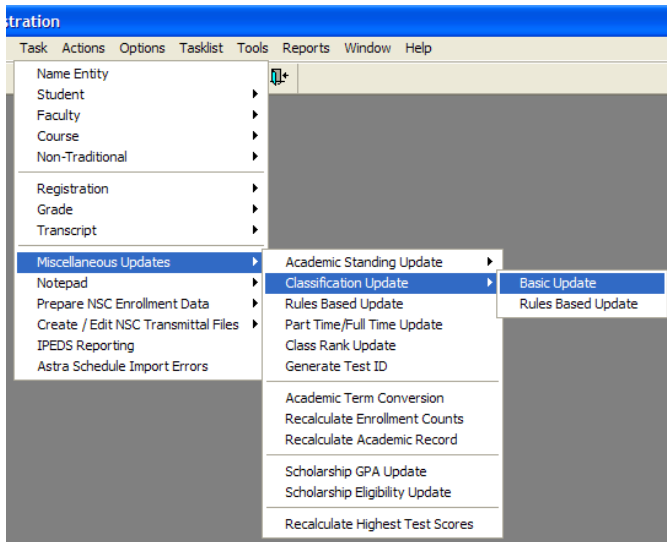
Once all data has been entered and validated, click the "Transfer Data" button and the AD to RE Transfer will begin. Another screen will validate the success or failure of the transfer. Failures occur because students have already been transferred or are in a candidacy stage that does not allow transfer.



How to process a Classification Update

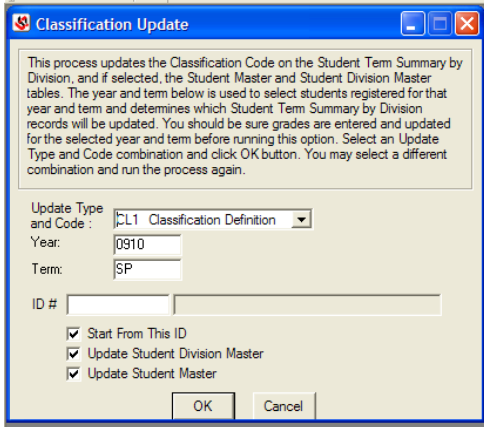
Open Registration Module.

Choose Task>Miscellaneous Updates>Classification Update> Basic Update

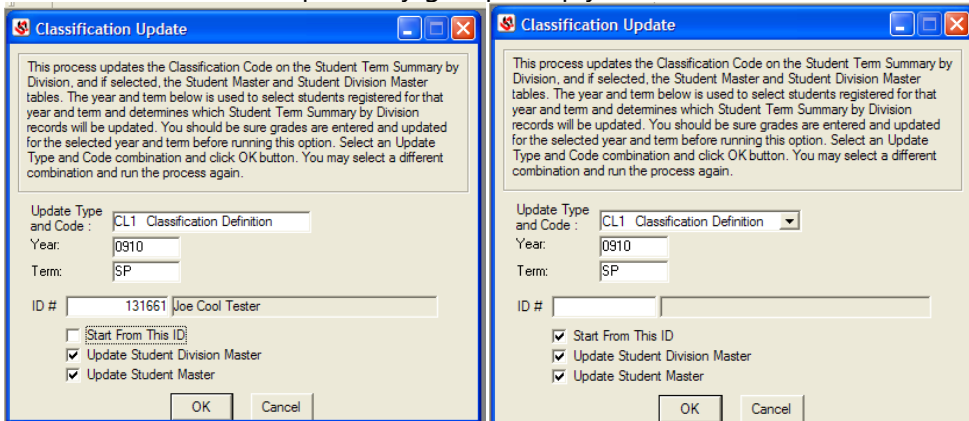


The Classification Update window appears.

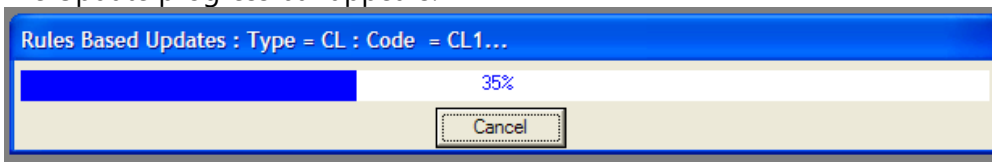




The window will default to CL1 and current year and term. Choose to update by individual or by group. To update by individual, choose an ID and uncheck the "Start From This ID" box. To update by group, simply click the OK button.



The Update progress bar appears.

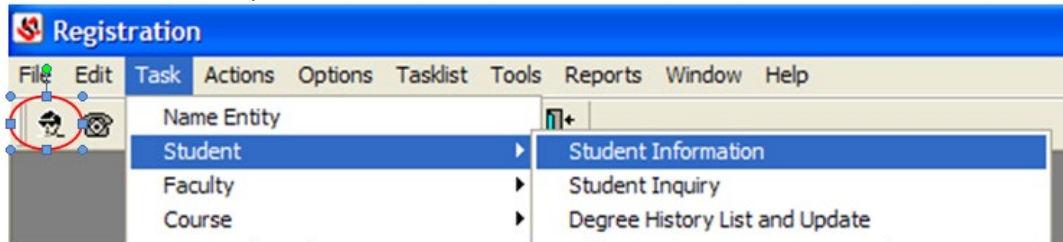


Upon completion, the bar disappears and the update is complete.

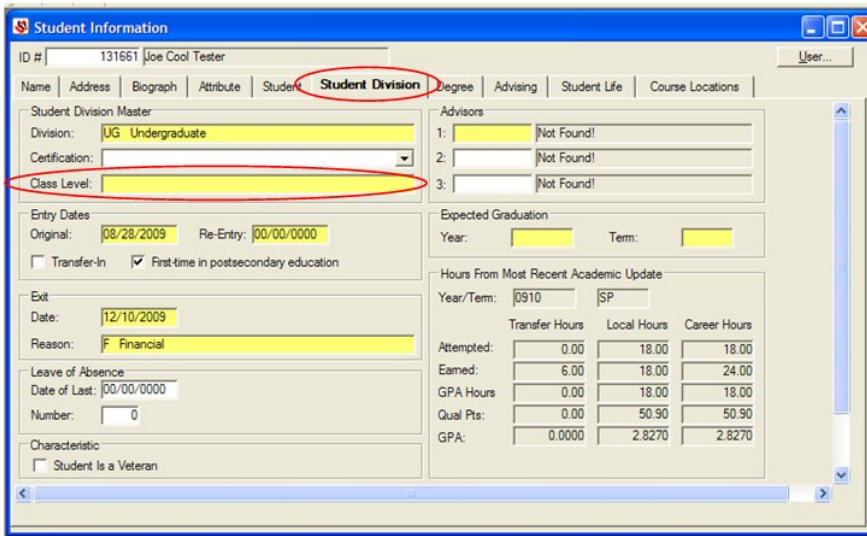
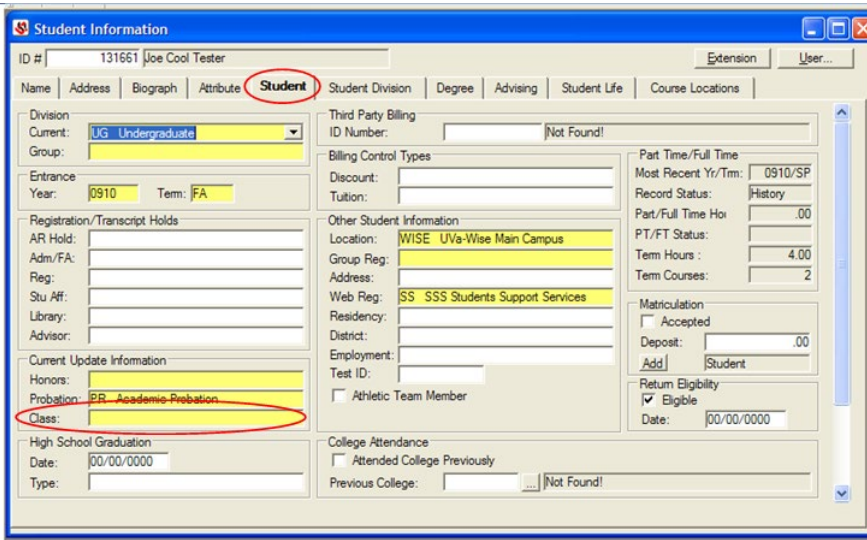
How to process a manual change to Classification Update

Open Registration Module.

Choose Task>Student>Student Information OR choose the Student Information Icon (circled in red below)



Within the Student Information window, two tabs indicate the student classification – Student tab and Student Division tab.



To manually change an individual's Classification Status, simply choose the appropriate status in the drop down menu on both the Student tab and the Student Division tab and save.

The screenshot shows the 'Student Information' window for student ID 131661, Joe Cool Tester. The 'Student' tab is active. A dropdown menu is open over the 'Class' field, showing classification options: DE (Dually enrolled), FR (Freshman), JR (Junior - Undergrad), ND (Non-Degree), SO (Sophomore - Undergrad), and SR (Senior - Undergrad). The current classification is 'PR Academic Probation'. Other fields include 'Division: UG Undergraduate', 'Entrance Year: 0910', 'Term: FA', and 'Location: WISE UVa-Wise Main Campus'.

When the save button is clicked, the field turns blue.

#### Troubleshooting:

If you do not see the expected values, use this checklist to verify your information:

- If you ran the process for multiple years and terms, run it for only one year and term to troubleshoot for that year and term.
- Verify that the selected year and term exist using the Year/Term/Subterm Definition Window (RE, Admin, Common Tables, Year/Term/Subterm Definition)
- Check that the Division matches the Student Master Current Division on the Student Information Window (RE, Main, Student, Student Information). The Classification Update will only update Student Term Summary by Division rows where the division code matches the student's current division.
- Check your Rules Based Update rules on the Update Results and Rules Window for Update Type 'CL' to make sure the student meets the conditions of the expected rule.

## 24. Graduation procedures

### Graduation Application

Student intending to graduate from UVA Wise must submit their Graduation Applications online by completing the graduation application located on the student information portal at [my.uvawise.edu](http://my.uvawise.edu). Graduation applications for the upcoming academic terms are due in February of each year. No graduation applications will be accepted after four weeks prior to Commencement. The chart below illustrates the Graduation Application and SCHEV Reporting Cycles Graduation Application and SCHEV count patterns:

GRADAPP	DUE FEB2020	FOR	DEC2020	MAY2021	S12021	S22021
SCHEV	DUE AUG2020	FOR	S12019	S22019	DEC2019	MAY2020

Students must complete the graduation application online by logging onto the UVA Wise Student Information portal at [my.uvawise.edu](http://my.uvawise.edu). Once logged into the portal, the student will select the 'Students' tab at the top, then click the 'Graduation Application' link located on the left side. After completing and submitting the application, a graduation specialist(s) receives electronic notification that an application has been submitted. After retrieval of the application, the potential graduate is automatically coded as an applicant within Jenzabar, and manual academic record review begins. The student will receive electronic notification when their application is accepted and under review. During the review process, graduation applicants are notified via their UVA Wise e-mail account if there are any issue regarding their application and/or potential problems in meeting degree requirements.

If a student has applied to graduate in a particular year or term and the student has not or is not meeting the requirements to complete the degree, the Office of the Registrar will defer their graduation status until the time when the student is no longer registered as a student. At that point, the student's graduation status will go into a HOLD file that will kept until the student contacts the office.

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 all coursework at other institutions) and 2.00 or higher on all work attempted at UVa-Wise.
3. In the major area, a grade point average of at least 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. 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.
6. Completion of at least 58 semester hours in a regionally accredited four-year college or university.
7. The filing of an application for graduation with the Office of the Registrar by the stated February deadline.
8. Completion of the Cultural Activities Requirement.

## **25. Graduation Checklist**

Congratulations! Consult this list to make sure you're ready to graduate from UVA Wise.

1. Complete the Graduation & Degree Application at My UVA Wise and submit to the Registrar by the deadline. Applications for the upcoming year will be **due in February**. (For example: If you expect to graduate in December 2023, May 2024, or summer 2024, you must apply by February 2023.)
2. Review the graduation requirements in the College Catalog.
3. Obtain approval for each major from the appropriate department chair.
4. Check your online Advising report frequently.
5. Watch your UVA Wise email account for updates and critical announcements about graduation.
6. Check requirements for graduating with honors.
7. Many students require an "exit interview." Check with the Office of Financial Aid to see if this pertains to you.
8. Check for university holds/stop codes. Your diploma cannot be mailed or picked up until all financial obligations to the College have been met.
9. Leave a forwarding address with the UVA Wise Post Office. Complete a change of address form in the Registrar's Office.
10. Register with the Alumni Office.

## **26. Graduation Process**

### **When do students apply to graduate....**

Students submit an on-line graduation application at least 1 yr (2 terms) prior to completion of requirements

Applications due around March 1<sup>st</sup> of each year. Notifications are sent via J1 (Notepad > Communication Management) three times prior to the application deadline

1<sup>st</sup> Notice (e-mail) – Sent first week of February. --- **TIME TO APPLY TO GRADUATE**

## GRADUATE

2<sup>nd</sup> Notice (e-mail) – Sent between week 2-3 of February – **TIME TO APPLY TO**

Before sending the second notice remove the students that applied after the first notification.

3<sup>rd</sup> Notice (text) – Sent the week the apps are due – Subject: **GRADUATION APPS DUE (PUT DATE HERE) BY 5:00PM ! TEXT MESSAGE--Graduation Applications for Dec. 2024, May & Summer 2025 due by 5:00pm today. Apply Online Now!**

Try to keep text messages brief. It only allows a certain # of characters before the message is distorted.

*\*Run a test of the message within the office staff between Verizon and AT&T to view the message before sending it out in mass to the students.\*\**

## What happens when a student submits an application...

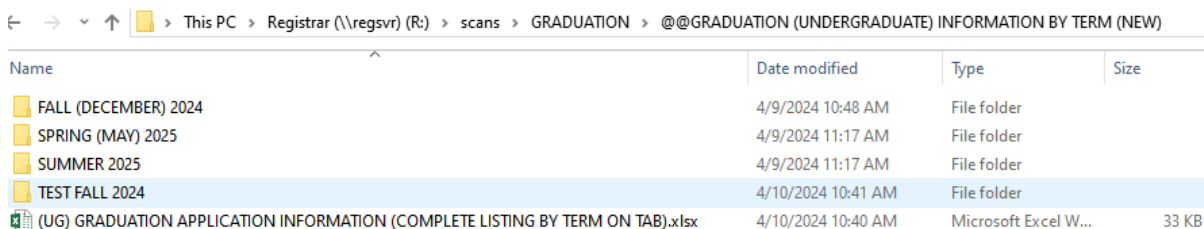
Students apply online via the portal (it is a FormFlow/WorkFlow process)

The form is set to a one-time submission to reduce duplicate applications.

Once a student submits an application they receive automatic e-mail notifications that their application has been submitted. This e-mail includes a copy of their application (for their records)

- R.O. staff receive WorkFlow notification that an application has been submitted and needs review/approval. Save the Grad App e-mail attachment in Undergrad Grad Info folder on server by grad term (FALL 24, SPR 25,..). Save the file as follows.

- **FILE NAME= ALL CAPS > LAST, FIRST ID# (GAP) > TEST, JOE #12345 (GAP)**



The screenshot shows a Windows File Explorer window with the following path: This PC > Registrar (\\regsrvr) (R:) > scans > GRADUATION > @@GRADUATION (UNDERGRADUATE) INFORMATION BY TERM (NEW). The window displays a table of files and folders:

Name	Date modified	Type	Size
FALL (DECEMBER) 2024	4/9/2024 10:48 AM	File folder	
SPRING (MAY) 2025	4/9/2024 11:17 AM	File folder	
SUMMER 2025	4/9/2024 11:17 AM	File folder	
TEST FALL 2024	4/10/2024 10:41 AM	File folder	
(UG) GRADUATION APPLICATION INFORMATION (COMPLETE LISTING BY TERM ON TAB).xlsx	4/10/2024 10:40 AM	Microsoft Excel W...	33 KB

**IF APPROVED** – the student receives an e-mail stating that their application has been received and will be reviewed along with contact information for additional information.

**IF REJECTED** – the student receives a message that there is an issue with the application and to contact the R.O. for information.

Upon WorkFlow approval, information from the application populates several fields on the DEGREE tab in J1 Desktop.

The screenshot displays the J1 Student Information system interface. The 'Degree' tab is selected, showing the following information:

- Student Information:** ID # 131661, Name: Joe Cool Tester.
- Navigation Tabs:** Name, Address, Biograph, Attribute, Student, Student Division, **Degree**, Adv, Student Life, Course Locations.
- Left Panel (Degree 1 of 2):**
  - Current Degree  Active
  - Division: UG Degree: BS
  - Major 1: BUSINESS ADMINISTRATION
  - Major 2:
  - Honors:
  - Application Date: 08/01/2022
  - Date Conferred: 00/00/0000
  - Degree Earned At: \*LOCAL
- Main Content Area:**
  - Degree Summary:**
    - Current Degree  Non-Degree Seeking
    - Active
    - Division: UG Undergraduate
    - Degree: BS Bachelor of Science
    - Place Eamed: \*LOCAL UVA-Wise formerly CVC
    - OPE ID of Place Eamed:
    - Date Conferred: 00/00/0000
    - Passport/UCGS:
    - SCHEV Degree: AAS Association of Arts and
  - Degree Dates:**
    - Entry Date: 10/10/2001
    - Re-entry Date: 00/00/0000
    - Expected Grad Year: 2627
    - Expected Grad Term: SP
    - Withdrawal Date: 00/00/0000
    - Exit Date: 00/00/0000
    - Exit Reason:
    - Print on Transcript
  - Degree Lock:** Warning
  - Commencement:**
    - Graduation Application Date: 08/01/2022
    - Program Area 1:
    - Program Area 2:
    - Latin Honors:
    - MAJ DEPT 1:
    - MAJ DEPT 2:
    - Degree Period:
    - Graduation Year: 2627
    - Graduation Term: SP
    - Response Intent Yr:
    - Response Intent Tm:
    - NSC Degree Period:
  - Diploma:**
    - Diploma Name: test 2
    - Diploma Dates:
      - Order Date: 00/00/0000
      - Picked up cap/gown: 00/00/0000
      - Reordered Diploma: 00/00/0000
    - In Absentia  Diploma Pick Up  Walking: Y  Gown Size 45  T-Shirt Size XL

R.O. staff manually enters the appropriate stage(s) on the Graduation Stage including **Attachment Stages (000)** (this is the stage/area where all graduation-related documentation is saved/updated when necessary) and the **Graduation Application Received (100)**. **\*\*BE SURE TO ENTER THE DATE THAT THE APPLICATION IS RECEIVED UNDER THE 'REVIEW DATE' ON THE GRADUATION STAGE SCREEN.**

Student Information

ID # 131661 Joe Cool Tester

Name Address Biograph Attribute Student Student Division **Degree** Advising Student Life Course Locations

Degree 1 of 2  
 Current Degree  Active  
 Division: UG Degree: BS  
 Major 1: BUSINESS ADMINISTRATION  
 Major 2:  
 Honors:  
 Application Date: 08/01/2022  
 Date Conferred: 00/00/0000  
 Degree Earned At: \*LOCAL

Degree 2 of 2  
 Current Degree  Active  
 Division: GR Degree:  
 Major 1:  
 Major 2:  
 Honors:  
 Application Date: 00/00/0000  
 Date Conferred: 00/00/0000  
 Degree Earned At: \*LOCAL

Degree Summary  
 Current Degree  Non-Degree Seeking  
 Active  
 Division: UG Undergraduate  
 Degree: BS Bachelor of Science  
 Place Earned: \*LOCAL UVA-Wise formerly CVC  
 OPE ID of Place Earned:  
 Date Conferred: 00/00/0000 Transcripts  
 Passport/UCGS:  
 SCHEV Degree: AAS Association of Arts and

Degree Dates  
 Entry Date: 10/10/2001 Degree Lock: Warning  
 Re-entry Date: 00/00/0000  
 Expected Grad Year: 2627  
 Expected Grad Term: SP  
 Withdrawal Date: 00/00/0000  
 Exit Date: 00/00/0000  
 Exit Reason:  
 Print on Transcript

Degree Programs Graduation Graduation Stage

Stage	Review Date	Status
	00/00/0000	
000 Grad Attachments & Info - (App.Wa	00/00/0000	0 Attachments (App. Subs. Waivers
100 Graduation Application Received	00/00/0000	9 Complete
200 Graduation Application in Process	02/22/2024	9 Complete

131661 Joe Cool Tester

ess Biograph Attribute Student Student Division **Degree** Advising Student Life Course Locations

urrent Degree  Active  
 Degree: BS  
 BUSINESS ADMINISTRATION

08/01/2022  
 00/00/0000  
 At: \*LOCAL

urrent Degree  Active  
 Degree:

00/00/0000  
 00/00/0000  
 At: \*LOCAL

Degree Leave of Absence  
 Degree Summary  
 Current Degree  Non-Degree Seeking  
 Active  
 Division: UG Undergraduate  
 Degree: BS Bachelor of Science  
 Place Earned: \*LOCAL UVA-Wise formerly CVC  
 OPE ID of Place Earned:  
 Date Conferred: 00/00/0000 Transcripts  
 Passport/UCGS:  
 SCHEV Degree: AAS Association of Arts and

Degree Dates  
 Entry Date: 10/10/2001  
 Re-entry Date: 00/00/0000  
 Expected Grad Year: 2627  
 Expected Grad Term: SP  
 Withdrawal Date: 00/00/0000  
 Exit Date: 00/00/0000  
 Exit Reason:  
 Print on Transcript

Degree Programs Graduation Graduation Stage

Stage	Review Date	Status
	00/00/0000	
000 Grad Attachments & Info - (App.Wa	00/00/0000	0 Attachments (App. Subs. Waivers 99
100 Graduation Application Received	00/00/0000	9 Complete
200 Graduation Application in Process	02/22/2024	9 Complete

Review/Add Comments and Attachments

Feedback (131661 - Tester, Joe Cool)

000 Grad Attachments & Info - (App.Waiver, Subs, Notes)

Mark all as Read:

Kime R. Beatty-Berry, RE-Graduation Stage  Mark as Read:

[SCHEDULE ACTION FORM Word 3.26.24](#) 03/26/2024 1:43:12 PM

Kime R. Beatty-Berry, RE-Graduation Stage

[Office Closed Sign](#) 03/26/2024 1:42:29 PM

Type your comment here ... Add

Click paper clip to add a file ...

Still Available to Comment: 1000

Close



## What is the application review & graduation list process...

R.O. staff processes and reviews all submitted graduation applications for missing requirements/issues utilizing the student degree audit along with the appropriate college catalog.

Applications go into the review process timeline depending on the anticipated graduation date. Reviews are lengthy and often necessitate manual alterations to the advising worksheet. In addition to basic alterations, there are departmental course waivers/substitutions for student which must be entered after receiving written/electronic approval from various departments/advisors. All of these circumstances, waivers, and substitutions require manual adjustments with J1 after each review. Before reviewing student information, be sure to add a new row to the "Graduation Stage" tab. This stage is **Graduation Application in Processing (200)**. With a **status of (1)-In Processing Under review and the date you began review**.  
*Note: This is a long process and the information will stay under review for several weeks/months.*

- A FormFlow form – 'STUDENT COURSE NEEDS REMINDER FOR GRADUATION REVIEW' is completed for each student's graduation application. Upon completion of this form, a copy of the form along with additional graduation information is sent to the R.O (graduatereg@uvawise.edu), the student, and their faculty advisor for reference.
- Save the Student Course Reminder e-mail attachment in Undergrad Grad Info folder on server by grad term (FALL 24, SPR 25,..). Save the file as follows.
  - **FILE NAME= ALL CAPS > LAST, FIRST ID# (SCR) > TEST, JOE #12345 (SCR)**

A copy of the student course needs reminder should be saved attached in the Graduation Stage tab including the **Attachment Stages (000)** along with the application.

[Registrar](#)



[Manage Forms](#)  
[View Reports](#)

This form is initiated by the Graduation & Degree Services Administrator after receiving the graduation application from a student. It is a reminder indicating potential course(s) needed for degree completion. This information IS NOT official graduation clearance. Academic departments have final graduation approval.

[Student Course Needs Reminder for Graduation Review](#)

**UVA Wise Graduation Application Review**

Review Date: \*

**Student Information:**

Student ID #: (or last,first) \*

Student Name:

Student Email:

Advisor Name:

Advisor E-mail:

Degree Major Type:

Major:

2nd Major (if applicable):

Minor (if applicable):

2nd Minor (if applicable):

Hours Earned (including transfer):

Hours In Progress:

**Course & Requirement Information**

**Cultural Activities Completed:**

- Yes  
 No

If not complete, please enter # of Cultural Activities Needed to fulfill the requirement:

**Liberal Arts Core Coursework:**

Is Liberal Arts Core Coursework Complete: \*

- Yes  
 No

**Major(s) Coursework:**

Is the Major(s) Coursework Complete: \*

- Yes  
 No

Liberal Art Core Courses Needed (Leave blank if courses are completed):

Major(s) Courses Needed (Leave blank if courses are completed):

**Minor Coursework & Additional Comments:**

**\*\*The Student Course Needs Reminder\*\* will pre-populate several of the blank fields as soon as you enter the students Jenzabar ID # and press 'ENTER' \*\*\***

**UVA Wise Graduation Application Review**

Review Date: \*

**Student Information:**

Student ID #: (or last,first) \*

Student Name:

Tester, Joe Cool

Student Email:

n nb3h@uvawise.edu

Advisor Name:

Narda Porter

Advisor E-mail:

n nb3h@uvawise.edu

Degree Major Type:

BS

Major:

BUSBS

2nd Major (if applicable):

Minor (if applicable):

2nd Minor (if applicable):

Hours Earned (including transfer):

0.00

Hours In Progress:

3.00

**The review process is also the stage where the potential Graduation List Begins.**

Start the graduation list for commencement. It is an InfoMaker report that is ran by term, so you must combine the FA, SP, S2 terms for a complete list. This is for the undergraduates. The Graduate (Masters) list is currently a separate list. **IN FEBRUARY, Upload this combined list with designated HONORS in BOX.** This list is uploaded to BOX so that all necessary parties have access to immediate changes. The list is updated throughout the term(s) as students are added (late application) or removed (grad deferrals).

Graduation applications are reviewed a minimum of twice. Once in the fall and once in the spring before the last day to add a class for the term.

### **Reviews:**

#### December Graduates

1<sup>st</sup> Review (Summer – Fall): Prior to last day to add a class for Fall term

2<sup>nd</sup> Review (optional if time allows): After last day to drop a course

3<sup>rd</sup> Review: Prior to sending to department chair for approval (potential graduate list)

#### May Graduates

1<sup>st</sup> Review (Summer, Fall-Spring): Prior to last day to add a course for the Fall term

2<sup>nd</sup> Review (optional if time allows): After last day to drop a course

3<sup>rd</sup> Review: Prior to sending to department chair for approval (potential graduate list)

#### Summer Graduates

1<sup>st</sup> Review (Spring-Summer ): Prior to beginning of Summer I courses

2<sup>nd</sup> Review: End of Summer I

Department chairs are informed of potential summer graduates on the May(Spring) grad list

During the review process – additional batch notifications (via NotePad > Comm Mgt.) may be periodically sent (1-2 times) reminding students that their information is under

review. These notices may also include upcoming dates/events to keep in mind regarding cultural activities, cap/gown pick-up, commencement, diplomas, etc.

Students lacking graduation requirements may also be sent e-mails (in addition to the course reminder) about missing coursework. These e-mail should be send via NotePad >Communication Management for tracking purposes.

Potential graduate lists are sent to department chairs for review and approval approximately 1-3 weeks prior to the last day of class. *(Note: Currently, this list is uploaded to BOX and assigned approval tasks from each chair for their students. Alternative, more efficient options are being researched, so this method is subject to change prior to the start of the Fall 2024 term)*

Department chairs approve each of their graduates or reject with corresponding comments/notes as to why degree cannot be posted.

## **Caps & Gowns, Senior Salute, Commencement**

### **Order Caps & Gowns – October / November**

UVA Wise has branded gowns for undergraduate and graduate (masters) students; therefore, our gowns has a 12-week production lead time. Caps/gowns are ordered between the last week of October /first week of November each year. Check inventory before ordering gowns for overflow. Try to have 3-5 additional of each size and 1-2 of each full figure size.

Also order at least 50-75 extra year tassels. (regular)

Make sure, there are enough GOLD honor graduate tassels for the year.

### **Prepare Caps/Gowns for distribution – February / March**

When the caps/gowns are delivered, they must be sorted, checked and prepared for Senior Salute. Those that applied on time and the gowns were order will have their name pre-labeled on their items upon delivery, so just have to match the list to the delivery. Late applications will not have a specified gown and will need to pull from extra inventory. When pulling from the extra, be sure to include check for an old tassel to remove and add a tassel for the current year.

When sorting the gowns, be sure to remove caps/gowns for students that withdrew or deferred graduation to a later term. (these gowns can be added to the extra inventory).

### **Senior Salute - Early -Mid March**

Various offices gather in Crockett Hall to distribute pertinent graduation and commencement information. Seniors pick-up their cap and gown as well as verify the name they want on their diploma and where they would like their diploma mailed.

### **Commencement Name Cards / Program Review – late April – Early May**

Name cards (index size) are prepared for rehearsal and the commencement ceremony. These cards include the student's name and honors (if applicable). Make two sets of name cards for back-up purposes. These cards are generated from the information on the graduation list.

\*\*The commencement ceremony director has changed, so the R.O. may or may not have to review the commencement program for typos/errors.

### **Commencement Rehearsal / Ceremony**

Distribute Name Cards, assist students in lining up. Distribute honors tassels.

### **When do we post degrees and order diplomas...What happens after the ceremony.....**

Must wait on final grades to be posted which can happen 3-5 days after the ceremony.

Print a paper copy of each student's schedule on the graduation list. This is to review for final grades and degree completion as the grades are posted. Once all the grades are posted review the grades/schedule for each of the graduates.

For those students with incompletes and/or failing grades move to an 'ISSUE" stack. **For these students with issues (incompletes, failing grades, drop courses) – need to be re-coded on the graduation tab. Code these students with 9999 (Graduation Year)**

**99 (Graduation Term) on the bottom graduation tab.** This is done so that their degrees aren't accidentally posted in batch. **DO NOT CHANGE EXPECTED GRAD YEAR / GRAD TERM ON TOP PORTION OF DEGREE TAB.**

The screenshot shows a web-based interface for student information. The main window is titled "Student Information" and displays details for a student named "Joe Cool Tester" with ID # 131661. The "Degree" tab is selected, showing two degree entries. The first degree is a BS in Business Administration, and the second is a GR degree. Below the degree information is a table of graduation stages. The table has columns for "Stage", "Review Date", and "Status". The row for stage "999" is highlighted with a red circle.

Stage	Review Date	Status
000	00/00/0000	0 Attachments (App, Subs, Waivers)
100	00/00/0000	9 Complete
200	02/22/2024	9 Complete
999	00/00/0000	2 Contacted: Info Needed/Missing

The 'READY' stack-- keep to check that the cultural activity requirement has been met. For those missing cultural activities, they need to speak with the Administrative Assistant to the Provost for alternatives/ options to complete the requirement to receive their degree.

Run the final honors list (InfoMaker) report and enter degree honors in the honors field on graduates before posting degree(s).

**Student Information**  
 ID # 131661 Joe Cool Tester

Name Address Biograph Attribute Student Student Division **Degree** Advising Student Life Course Locations

Division: UG Degree: BS  
 Major 1:  
 Major 2:  
 Honors:  
 Application Date: 08/01/2022  
 Date Conferred: 00/00/0000  
 Degree Earned At: \*LOCAL

**Degree Summary**  
 Current Degree  Non-Degree Seeking  
 Active  
 Division: UG Undergraduate  
 Degree: BS Bachelor of Science  
 Place Earned: \*LOCAL UVA-Wise (formerly CVC)  
 OPE ID of Place Earned:  
 Date Conferred: 00/00/0000 **Transcripts**  
 Passport/UCGS:  
 SCHEV Degree: AAS Association of Arts and

**Degree Dates**  
 Entry Date: 10/10/2001 Degree Lock: None  
 Re-entry Date: 00/00/0000  
 Expected Grad Year: 2627  
 Expected Grad Term: SP  
 Withdrawal Date: 00/00/0000  
 Exit Date: 00/00/0000  
 Exit Reason:  
 Print on Transcript

**Degree Programs** Graduation Graduation Stage

**Degree Programs**

Majors: 1. 2. 3. 4.

Certifications: 1. Honors: 2. 3. 4.

Minors: 1. 2. 3. 4.

Concentrations: 1. 2. 3. Pre-Professional Track:

Degree Honors: 1. 2. 3.  
 Other Honors: 1. 2. 3.

Catalog Year: 2024 Academic Plan Start Year/Term:  
 Assign student's plan from the beginning term

Restricted Program Admission:  Reverse Transfer Degree

**Jenzabar One**  
 File Edit Actions Options Tools Go Window Help

**Student Information**  
 ID # 131661 Joe Cool Tester

Name Address Biograph Attribute Student Student Division **Degree** Advising Student Life Course Locations

Division: UG Degree: BS  
 Major 1:  
 Major 2:  
 Honors:  
 Application Date: 08/01/2022  
 Date Conferred: 00/00/0000  
 Degree Earned At: \*LOCAL

**Degree Summary**  
 Current Degree  Non-Degree Seeking  
 Active  
 Division: UG Undergraduate  
 Degree: BS Bachelor of Science  
 Place Earned: \*LOCAL UVA-Wise (formerly CVC)  
 OPE ID of Place Earned:  
 Date Conferred: 00/00/0000 **Transcripts**  
 Passport/UCGS:  
 SCHEV Degree: AAS Association of Arts and

**Degree Dates**  
 Entry Date: 10/10/2001 Degree Lock: None  
 Re-entry Date: 00/00/0000  
 Expected Grad Year: 2627  
 Expected Grad Term: SP  
 Withdrawal Date: 00/00/0000  
 Exit Date: 00/00/0000  
 Exit Reason:  
 Print on Transcript

**Degree Programs** Graduation Graduation Stage

**Degree Programs**

Majors: 1. 2. 3. 4.

Certifications: 1. Honors: 2. 3. 4.

Minors: 1. 2. 3. 4.

Concentrations: 1. 2. 3. Pre-Professional Track:

Degree Honors: 1. 2. 3.  
 Other Honors: 1. CH College Honors Program  
 CU Cum Laude  
 DH Departmental Honors  
 MA Magna Cum Laude  
 N No honors  
 RH Research Honors

Academic Plan Start Year/Term:  
 Assign student's plan from the beginning term

Restricted Program Admission:  Reverse Transfer Degree

Student Life Charges  
 Vehicle Management  
 Work with Candidates

## What if a student didn't complete their graduation requirements.....

### Graduation Issue Spreadsheet

- Begin compiling the information for the graduates with issues spreadsheet. These comments will be entered on the COMBINED COMMENCEMENT GRADUATION LIST on a separate tab – "ISSUES" for each graduate that will not be completing and reason -. Also, **note the issues in J1 desktop under Graduate Stage (411) - Notes, Comments CHECK DEPT CHAIR BOX FOLDER FOR COMMENTS FOR THOSE STUDENTS WITH ISSUES. Update as necessary and remove from issue list as things are resolved.**

**REMEMBER: CHECK DEPT CHAIR BOX FOLDER FOR COMMENTS FOR THOSE STUDENTS WITH ISSUES.**

Students that did not complete their degree requirements are notified thru e-mail via NotePad > Communication Management to contact the Registrar's Office for details about missing degree requirements and/or issues.

### CLEAR GRADUATES & DEGREE POSTING

Review the grads who are clear (Green Check Audits). Print their degree audits for checks. Upload audit to their digital file and checking.

Double check information before degree batch posting.

**\*\*\*\*\*BE SURE NOT TO POST DEGREES FOR 4+1 GRAD STUDENTS \*\*\*\*\***

Prepare degree history list/update screen and info to batch post degrees. Spots check 10-15 names for accuracy before the actual posting.

POST FINAL DEGREE FOR UNDERGRADUATES

**\*\*\*POST DEGREES FOR GRADUATE STUDENTS MANUALLY SINCE IT IS LESS THAN 25 STUDENTS. WILL HAVE TO REDESIGN THIS PROCESS WHEN MORE STUDENTS AND PROGRAMS ARE ON-LINE\*\*\*\***



Start the diploma ordering list spreadsheet with necessary information (for paper diplomas) including diploma mailing address. Maintain and update the list for 1-2 weeks with updates before submitting the order. This allows for students with missing requirements / cultural activities time to submit their information before the order is placed so they don't have to wait until summer diploma orders to receive the paper diploma.

**\*\*Double check YEAR OF THE COMMONWEALTH (YOC) before placing diploma order, especially on replacement diplomas for Alumni \*\***

Note: All paper diplomas are ordered in large batches due to processing costs and shipping. We order diplomas three times a year: End of May, End of August, Mid-January. Alumni hall replacement diplomas are also included with our batch orders.

Review the diploma list and addresses – order paper diplomas between May 25<sup>th</sup> – 30<sup>th</sup>. Order digital diplomas around the same time.

## **27. *Withdrawals***

Students who want to withdraw from all classes need to complete the Withdraw from UVA Wise form located within their student portal at [my.uvawise.edu](http://my.uvawise.edu). Once the student logs in the form is located under the section **Electronic Student Forms**. Once the Withdrawal Form is complete, the Office of the Registrar personnel will conduct an exit interview to assess the reason for the withdrawal and, in the event that it is necessary, will refer the student to the appropriate office to seek help. The Office of the Registrar maintains a log of all student withdrawals completed in each semester.

## **28. *Academic Standing***

A student is said to be in good academic standing (code: GS) if his or her cumulative grade point average is a 2.00 or higher. A student with a grade point average (see Catalog heading Academic Warning, Probation and Suspension) below 2.0 may have a grade point deficit. Academic Standing consists of four categories:

GS	Good Standing
WR	Warning
PR	Probation
SU	Suspension

Academic Standing is calculated at the end of each regular academic term (fall and spring) and the result is placed on the student's record in Student Master and Student Term Summary by Division. Students who are placed on Academic Warning, Probation or Suspension may take courses during the summer terms (I & II) to attempt to remove or improve their Academic Standing. For students who do this, a summer calculation of Academic Standing is processed

individually. Students are notified by letter of their new status. It is also updated in the student information system.

### **29. Replacement diplomas & awarding degrees**

The Office of the Registrar orders official paper diplomas three times a year – after December recognition, after the May ceremony and after Summer II term is complete. Beginning with Spring 2024 graduates, one free digital diploma order is to be given to each graduate. Students may order additional digital diplomas immediately after degree conferral and upon completion of the order, The digital diploma is available to alumni within a 24-hour period. Digital diplomas are available to all alumni for a \$10.00 fee. The digital diploma does not replace the standard paper diploma; however, it does offer the convenience of an accessible electronic copy. The digital diploma makes it easier to share your success with family, friends, and employers. Digital diploma orders can be placed via phone or by mail. After placing your order, please allow 3-5 business days for processing. You will receive an e-mail (to your UVA Wise e-mail address) from Parchment and UVA Wise — simply follow the link to claim your digital diploma. Once you've claimed it, it is yours to keep. You can automatically share it on Facebook or LinkedIn, email it to employers, or download a secure PDF copy.

The ordering of replacement diplomas is handled by the alumni office located in alumni hall. They are available for a fee of \$50.00 each. During peak processing times there may be an additional delay. Checks are made payable to the UVA Wise Alumni Association. Students go to <https://www.uvawise.edu/alumni/replacement-diploma/> and fill out the form for the replacement diploma and remit it to the Office of Alumni Engagement, UVA Wise, One College Avenue, Wise, VA 24293

The College may grant undergraduate degrees posthumously. If the college determines that a deceased student has completed sufficient coursework to earn a degree, the College or chief academic officer (Provost or designee) has the authority to grant the degree posthumously.

In the event a student is found responsible of some behavior through the Campus Judicial Board, Honor Court, or Administrative Settlement or Hearing, possible sanctions can include denying the student further membership in the College community and therefore the student is not entitled to hold or receive a degree from The University of Virginia's College at Wise. In such cases a recommendation is made to revoke degrees awarded to students who have breached the Honor Code or Student Code of Conduct during their tenure as students, following proceedings consistent with due process of law.

### **30. Non-returning students**

A non-returning student is dropped out of all classes when the form is received from the cashier's office.

The form is filed in the student's most recent file.

### **31. *Transcripts, Transcript Notations and Holds***

A transcript may be requested in one of the following ways:

**1. Online:**

Order transcripts online through [Parchment](#). Mail or electronic delivery available for alumni, current students, and former students. This option allows you to "Hold for Grades" or "Hold for Degree".

**2. By Mail:**

Print and mail us the [Transcript Request Form](#) (PDF). Mail the completed form to The University of Virginia's College at Wise, Office of the Registrar, One College Avenue, Wise, VA 24293.

**3. In Person:**

Transcripts can be picked up at the Office of the Registrar. The Transcript Request Form must be completed and signed by the student before a transcript can be released. Expedited processing fee applies to each copy requested.

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#### **Transcript Delivery Options & Fees:**

- In-Office Expedited Processing (pick-up only): \$25.00 per copy (official)
- Online Request & Electronic Delivery: Starting at \$3.85/copy electronic processing fee through Parchment.
- Standard Delivery via USPS: No fee

For a transcript to be released, the physical or digital signature of the person requesting it is required. **No signature, no transcript.** Official transcripts may not be requested via e-mail or by telephone unless the student has a digital signature on file in the Office of the Registrar. Unofficial transcripts can be requested by email by completing a transcript request form and emailing as an attachment to the Registrar's Office. Transcript processing on average will take 2-3 business days. However, during busier times such as: grade posting, registration, exams, and graduation; processing times increase up to 5 days.

#### **Transcript Notations and Student Holds**

Definitions:

Transcript -- an official and legal record of a students' work, showing courses taken, grades achieved and/or any other honor or application holds or transcript notations.

Holds – UVA Wise has a system of codes (paper and electronic) that are used to flag or notify students and others that a problem or achievement exists on the student record. There are three levels holds with various level with in each that can be placed on a student record. See example and screenshot below:

Code/Description/Hold Type/Default Description for Students/Instructions to Resolve/ Show on Web/ Active/ Hold Registration (Hold, Warning, Allow Web Registration)/Hold Transcript

(Hold, Warning, View Unofficial Transcript Online)/Hold Grade Report (Hold, Views Grades Online)

Code	Description	Hold Type	Default Description for Students	Instructions to Resolve Hold	Show On Web	Active	Hold Registration
EX	Expulsion from College	IRE Registration Hold	Student expelled from College and may not return.	Student is expelled from the College and may not return.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold

Transcript Notations: Individual Notations placed on the students permanent official transcripts that with either explain or highlight or add important information to the student record. UVA Wise uses Transcript Notations (an official statement either at the end of the transcript or within the term) to indicate any special information that needs to be shared related to Student Holds, Academic Standing or Status and in accordance with Virginia and Federal statute or Department of Education, Department of Civil Rights or Department of Justice mandates or recommendations. The following holds may be placed on a student record with accompanying transcript notations (where applicable):

- Academic Expulsion
- Academic Suspension
- Academic Probation
- Academic Warning
- Disciplinary Expulsion
- Disciplinary Suspension
- Medical Withdrawal
- Interim Medical Withdrawal

### **Practice relating to Transcript Notations for Holds Relating to Title IX**

At the inception of an administrative investigation involving a student respondent, the Associate Vice Chancellor for Conduct and Compliance (or designee, as used throughout) will provide written notification to the Office of the Registrar to place a hold on the student respondent's account. The hold will remain in place until written notification to remove the hold is provided by the Title IX Coordinator to the Office of the Registrar.

When a student has been suspended, dismissed, or withdraws from the institution while under investigation for an offense involving sexual violence or misconduct, the Associate Vice Chancellor for Conduct and Compliance will notify the Office of the Registrar of any actions that need to be taken on the student academic record. If a comment is to be placed on the student academic record, the Associate Vice Chancellor for Conduct and Compliance will provide the Office of the Registrar the notation to be added. If and when a comment is to be removed from a student academic record, the Associate Vice Chancellor for Conduct and Compliance will notify the Office of Records and Registration to modify the record. All correspondence between the offices will be carried out by formal notice through email or official letter.

Holds will remain in place for suspended students until the period of suspension is successfully completed. The Office of the Registrar or the Office of Institutional Technology will provide a report that lists all current holds in the system.

The Code of Virginia (July 8, 2015) requires the following wording:

"[Suspended, Dismissed, or Withdrew while under investigation] for a violation of [insert name of institution's code, rules, or set of standards]."

In accordance with the Code of Virginia (23-9.2:15), Students will be notified in writing that the statement has been placed on their permanent record no more than 30 days after such notation is applied. In the event that a student is found not responsible or new information demands that the notation be removed, UVA Wise will remove the notation and inform the student in writing no more than 30 days after the notation is removed.

Students who leave UVA Wise with a pending Honor Court charge will have their transcript so noted: "This student has a pending Honor Court violation and is not a student in good standing."

### **Release of Transcripts for students enrolled at The Center for Teaching Excellence (CTE)**

All students enrolled in any course taught by CTE sign an agreement to abide by the policies that govern the operation of the College. It is the policy of the Office of the Registrar that those students may have their transcripts released by following the same policies outlined in Section 29, part 1.

### ***32. Credit Hours and Calendar Rules (note Standard 10.7 SACSCOC in Appendix B & UVA Wise Curriculum Guide Appendix C)***

The Office of the Registrar is responsible for maintaining the integrity of the academic record and assuring that sound practices are employed when determining the amount and level of credit awarded for courses, regardless of mode of delivery. The College adheres to the Carnegie Unit (<http://classifications.carnegiefoundation.org/>) which, strictly speaking, breaks down into the Credit Hour – a time-based reference used by most colleges to refer to a **one-hour (or fifty minute)** session. One unit of credit represents a total of three hours per week on in-class and out-of-class work. In this context, an hour is defined as 50 minutes. The Code of Virginia (8VAC40-31-140) requires that all instructional courses for degree credit require a minimum of 15 contact hours for each semester credit hour. At UVA-Wise, a typical 3-credit hour course is offered over a 15-16 week semester (fall or spring) and a student receives approximately 40-45 hours of instruction. The College catalog notes that "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”. Laboratory-, clinical- or practica-based courses are adjusted accordingly based on discipline and course description. Three hours of laboratory time, for instance, would be considered equivalent to one hour of lecture time. The Office of the Registrar Policy and Procedure Guide outlines the steps and process for determining credit hours for non-traditional courses or courses that might be variable credit. The following credit-based configurations were determined by Dr. George Culbertson and have been in practice since the late 1950s. The Calendar rules were developed by the Provost and approved by the Chancellor and the senior staff in August of 2017.

## **UVA Wise Instructional Credit Hour and Contact Guidelines**

*Course instructional modality may vary but course expectations must always align with the stated learning outcomes for each course. (See 10.7 SACSCOC Accreditation 2026)*

**Federal Definition of a Credit Hour:** UVA Wise follows the federal definition of a credit hour wherein academic effort and work reflects intended learning outcomes and is verified by evidence of student achievement as established by the College. This regulation applies to all academic levels that award academic credit regardless of instructional delivery mode. Academic departments and colleges offering course credit are required to ensure compliance with the federal and state regulations governing credit hours. UVA Wise follows the State Council of Higher Education (SCHEV) definition of a credit hour as “A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in quarter systems. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award”.

For each one (1) credit hour awarded and earned, specific federal regulations expect an approximation of one (1) hour of direct faculty instruction or classroom instruction and a minimum of two (2) hours of out of class student work each week for the length of the academic semester or an least an equivalent of work as described in the contact minutes standard instructional formats as described in the following table.

### **STANDARD INSTRUCTIONAL FORMATS**

A **contact hour** is the measure of scheduled instruction provided to students and is guided by the format of instructional delivery of the course.

<b>Instructional Delivery</b>	<b>Definition</b>	<b>Credit Hours per Contact Hour</b>	<b>Specifics</b>
Design Lab/Studio	A course requiring visually focused work where students have “hands on” experimentation or practice of a subject or discipline	1.5 contact hour = 1 credit hour	Design labs or studio classes present environments for students to engage in creative or artistic activities. May require

<b>Instructional Delivery</b>	<b>Definition</b>	<b>Credit Hours per Contact Hour</b>	<b>Specifics</b>
			more faculty/instructor engagement than a defined lab.
Independent Study (May not be used for internships, practicums, or undergraduate research.)	A course requiring students to experience individualized, independent, directed, or guided studies led by a faculty member or qualified representative.	Variable contact hours and variable credit earned. Student contract for independent study must include contact hours with the faculty member.	Expectation of specific contact hours with the faculty member or qualified representative in addition to the individualized work.
Internship, Field Experience, Practicum, Undergraduate Research	A course requiring students to participate in experiential learning under the supervision of an employee of an external entity, or a university expert (faculty member.)	9 contact hours = 3 credit hours -- 18 contact hours = 6 credit hours -- 27 contact hours = 9 credit hours  Individual departments may require more internship contact hours as determined by the faculty and the Undergraduate Studies Committee (USC)	Internship, Field Experience, Practicum, Undergraduate Research
Lab	A course requiring scientific or research focused "hands on" work	3 contact hours = 1 credit hour	A course where all students apply a scientific or technical premise. May have less expected interaction for the instructor but requires facilitation
Lecture	A course led by an expert or qualified representative in the subject or discipline	1 contact hour = 1 credit hour	
Recitation	A course requiring supplemental or expanded discussion of the content of a specified lecture.	1 contact hour = 1 credit hour	*no more than 50 minutes per week
Seminar	A course structured in support of student conversation, shared	1 contact hour = 1 credit hour	

<b>Instructional Delivery</b>	<b>Definition</b>	<b>Credit Hours per Contact Hour</b>	<b>Specifics</b>
	experiences, shared readings, and led by faculty.		

**Online/Distance Courses:** The Department Chair, in coordination with the Provost, of the course offering subject will be accountable for all qualitative aspects of virtual campus course offerings as well as assuring the standards for awarding credit are consistent for credit that must be met by all students in other instructional delivery formats. As an approved participant in the National Council for State Authorization Reciprocity Agreements (NC-SARA), UVA Wise adheres to the interregional guidelines for the evaluation of all distance education courses and assures the quality, benchmarking, and course expectations of virtual are the same as on-campus courses. All virtual courses and instructors are subject to the college guidelines regarding online learning and are over seen by the UVA Wise Remote Standards Committee. UVA Wise’s Center for Educational Excellence and Innovation offers additional support and resources for faculty participating in online learning.

### **Contact Minutes in a Semester**

The federal requirement for a 3-hour semester course is 37.5 hours. UVA Wise requires a minimum of 40-45 hours on contact time for a 3-hour course. A Monday-Wednesday-Friday class meets for 50 minutes a day (150 minutes a week) and meets for 15 weeks giving a total contact minutes of 2250 for the term. A Tuesday-Thursday class meets for 75 minutes a day (150 minutes a week) and meets for 15 weeks, a total of 2250 minutes for the term. Both have an additional exam week contributing another two hours of contact time.

### **Minutes Per Class Session – Fall and Spring Terms**

<b>Credit Hours</b>	<b>Days Meet Per Week</b>	<b>Contact Hours F2F</b>	<b>Weeks</b>
1 Credit Hour	1 Day	50 Minutes	15 Lecture/1 Exam Week (17 Hours)
2 Credit Hours	1 Day	1 Hour 40 Minutes	15 Lecture/1 Exam Week (17 Hours)
2 Credit Hours	2 Days	50 Minutes	15 Lecture/1 Exam Week (17 Hours)
3 Credit Hours	1 Day	2 Hours 30 Minutes	15 Lecture/1 Exam Week (17 Hours)
3 Credit Hours	2 Days	1 Hour 15 Minutes	15 Lecture/1 Exam Week (17 Hours)am Week
3 Credit Hours	3 Days	50 Minutes	15 Lecture/1 Exam Week (17 Hours)



4 Credit Hours	2 Days	1 Hour 40 Minutes	15 Lecture/1 Exam Week (17 Hours)
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### Minutes Per Class Session – Summer Sessions

Credit Hours	Days Meet Per Week	Contact Hours F2F	Weeks
2 Credit Hour	4 Days	1 Hour 45 Minutes	5 Week Summer Session
2 Credit Hours	5 Day	1 Hour 20 Minutes	5 Week Summer Session
3 Credit Hours	5 Days	1 Hour 50 Minutes	5 Week Summer Session
3 Credit Hours	4 Days	2 Hours 20 Minutes	5 Week Summer Session
3 Credit Hours	3 Days	3 Hours	5 Week Summer Session
3 Credit Hours	2 Days	4 Hours 30 Minutes	5 Week Summer Session
4 Credit Hours	5 Days	2 Hours 30 Minutes	5 Week Summer Session
4 Credit Hours	4 Days	3 Hours 5 Minutes	5 Week Summer Session
4 Credit Hours	3 Days	4 Hours 10 Minutes	5 Week Summer Session
4 Credit Hours	2 Days	6 Hours 15 Minutes	5 Week Summer Session

Assignment of teaching load and academic advising are the responsibility of the department head or chair and may vary from one term to the next depending on the departmental requirements. Although the normal load for those engaged only in teaching is 12 didactic hours, the loads vary widely and are usually adjusted to permit time for other scholarly activities, for outreach which is related to the missions of the university and the faculty member's disciplinary expertise, and for faculty development related to the quality of instruction.

The courses designated as Undergraduate Independent Study and Undergraduate Research are generally unique educational experiences between an instructor and a student. Such studies require prior approval by the instructor's department chair and by the Associate Provost of Curriculum.

### Calendar Planning Rules

1. Summer I **begins the THIRD Monday after Commencement.**
2. Summer II **begins the First Monday after July 4.**
3. Fall **begins the THIRD Wednesday in August.**
4. Spring **begins the FIRST Wednesday after January 11.**
5. Terms must be between 14 and 21 weeks per federal financial aid.
6. Each term must have at least 45 MWF classes (exactly 37.5 for 50 minute calculation, 45 hours for Carnegie unit) and 30 TR classes offered (traditional 3-hours) in a regular term.
7. Summer hours must match regular term hours.
8. First seven week courses end the week before break.
9. Exam and Thanksgiving weeks count as "weeks of instruction"

### Subterms

### **Fall Term**

- Final Advising Day = Monday before Classes Begin
- Fall begins the third Wednesday in August.
- Census Date = 25 days into the term
- Fall Break Days = The last Thursday and Friday in September/No Classes, College Open
- Mid-Semester Grades Due = Friday after Fall Break Days.
- Preregistration for Spring = Third week of October. Thursday/Seniors, Friday/Juniors, Monday/Sophomores, Tuesday/Freshmen, Wednesday/Taking Care of Business Day (TCOB)/No Classes, Friday/Others
- Election Days = Monday/No Classes, Tuesday/College Closed
- Thanksgiving Break = Wednesday, Thursday, and Friday of Thanksgiving Week
- Grades due Monday after Exam Week at Noon.

### **Spring Term**

- Final Advising Day = Tuesday before Classes Begin
- Classes Begin Third Wednesday in August
- Census Date = 25 days into the term
- Spring Break = second week of March
- Mid-Semester Grades Due = Friday before Spring Break
- Preregistration for Spring = Third week of March. Thursday/Seniors, Friday/Juniors, Monday/Sophomores, Tuesday/Freshmen, Wednesday/Taking Care of Business Day (TCOB)/No Classes, Friday/Others
- Research Day = Third Thursday in April/No Classes, Friday/No Classes
- Grades due Monday after Commencement at Noon.
- Commencement = First Saturday after Exam Week ends.

**2024 through 2030**

as of 11/16/2023												
YEAR	SPRING BEGINS	SPRING BREAK	SPRING CENSUS	SPRING EXAMS	S1 BEGINS	S1 ENDS EXAMS	S2 BEGINS	S2 ENDS EXAMS	FALL BEGINS	FALL BREAK	FALL CENSUS	FALL EXAMS
2024	17-Jan	11-Mar	10-Feb	6-May	28-May	28-Jun	8-Jul	9-Aug	21-Aug	Sep 26,27 Oct 23 Nov 4,5 Nov 27-	14-Sep	9-Dec
2025	15-Jan	10-Mar	8-Feb	5-May	27-May	27-Jun	7-Jul	8-Aug	20-Aug	Sep 25,26 Oct 22 Nov 3,4 Nov 26- 28	13-Sep	8-Dec
2026	14-Jan	9-Mar	7-Feb	4-May	26-May	26-Jun	6-Jul	7-Aug	19-Aug	Sep 24,25 Oct 28 Nov 2,3 Nov 25- 26	12-Sep	7-Dec
2027	13-Jan	8-Mar	6-Feb	3-May	24-May	25-Jun	6-Jul	6-Aug	18-Aug	Sep 23,24 Oct 27 Nov 1,2 Nov 24- 26	11-Sep	6-Dec
2028	12-Jan	6-Mar	5-Feb	1-May	22-May	23-Jun	6-Jul	9-Aug	16-Aug	Sep 28,29 Oct 25 Nov 6,7 Nov 22- 24	9-Sep	4-Dec
2029	17-Jan	12-Mar	10-Feb	7-May	29-May	29-Jun	6-Jul	9-Aug	15-Aug	Sep 27,28 Oct 24 Nov 5,6 Nov 21- 23	8-Sep	3-Dec
2030	16-Jan	11-Mar	9-Feb	6-May	28-May	28-Jun	8-Jul	9-Aug	21-Aug	Sep 26,27 Oct 23 Nov 4,5 Nov 27- 29	14-Sep	9-Sep

### 33. International Credit Evaluation

UVA Wise evaluates all international transfer credit based on a range of criteria, including, but not limited to:

- Admission requirements of the transferring institution and comparability
- Length of program, level of program
- Program type, quality, structure and intention
- Credential/qualification credit and/or award requirements.

Additional important considerations relate to average workload (hours/units/subjects) in an academic year/term, the full-time duration of the program of study, hours to complete program, and whether the course related to theory, practice or both. Finally, attention is given as to whether the program of study is credit-based, hours-based, marks-based or subject-based. The Registrar relies on professional standards and the expertise of faculty in specific areas of study. UVA Wise has a diverse and talented faculty and programs with sister institutions in Spain, Austria, Turkey, Mexico and the United Kingdom. In cooperation with our study abroad providers, UVA Wise also gives students opportunities to study in over 400 universities in 65 countries. International transfer credit can range from our own courses provided through our courses abroad in which students earn grades as well as other programs that may be evaluated in advance or after the study had taken place.

The International Affairs Office of the U.S. Department of Education provides clear functional definitions of the credit hour, categorized into lecture, laboratory and practice coursework:

- Lecture (or seminar) – one credit hour represents one hour per week of scheduled class/seminar time and two hours of student preparatory time. Most lecture courses are

awarded three credit hours. Over the course of a semester this represents approximately 45 hours of class time and 90 hours of student preparation.

- Laboratory – one credit hour represents one hour per week of instruction or discussion plus one to two hours per week of scheduled supervised or independent lab work, and two hours of student preparation time. Most lab courses are awarded up to four credit hours. This represents 45 hours of class time, between 45-90 lab hours, and 90 hours of student preparation per semester.
- Practice – (supervised clinical rounds, performing arts, field work, student teaching, etc.) One hour represents three to four hours per week of supervised or independent practice. This in turn represents 45 to 60 hours of work per semester.

Prospective students who wish to submit for consideration college-level academic coursework completed outside of the U.S. should have their transcripts evaluated by one of the following educational credential evaluation services:

**[American Association of Collegiate Registrars and Admissions Officers \(AACRAO\)](#)**

International Education Services, One DuPont Circle, NW, Suite 520, Washington, D.C. 20036-1135 -- (202) 296-3359

**[World Educational Services, Inc. \(WES\)](#)**

P.O. Box 5087, Bowling Green Station, New York, NY 10274-5087 -- (212) 966-6311

**[Educational Credential Evaluators, Inc. \(ECE\)](#)**

P.O. Box 514070, Milwaukee, WI 53203-3470 -- (414) 289-3400

**[Educational Perspectives, nfp. \(EP\)](#)**

P.O. Box 618056, Chicago, IL 60661-8056 -- (312) 421-9300

Other evaluators may be chosen but must be a member of the National Association of Credential Evaluation Services (NACES®) or the Association of International Credentials Evaluators (AICES®) <http://www.naces.org/members.htm>. NACES® is an association of private educational credential evaluation services committed to formulating and maintaining ethical standards in the field of foreign educational evaluation. NACES® was founded in 1987 by credential evaluation services dedicated to promoting excellence and committed to setting the standards for the profession. Evaluation reports prepared by NACES® members are judgments based on appropriate reference material, including current research. NACES® member organizations examine documents for accuracy and authenticity. Reports include information about the credential awarded and the U.S. equivalency. Nursing candidates can also have their evaluation performed by the Credentials Evaluation Service of the Commission on Graduates of Foreign Nursing Schools (CGFNS) <http://www.cgfns.org/sections/programs/ces/#>.

Students must be in good standing at the institution from which they are transferring and may only use one evaluation service and may not send in multiple evaluations for transfer credit without first requesting permission from the Registrar or Academic Dean. Students must have official copies of evaluations sent directly to UVA Wise from the credential evaluation service. The Registrar, in cooperation with the appropriate faculty recommendations, evaluate the

transcript. Once evaluated, the student will receive a letter from the registrar outlining credits accepted and will have an opportunity to discuss these credits if desired.

Students who are currently enrolled at UVA Wise and wish to transfer international credit back to UVA Wise must fill out the Request to Transfer a Course from online at [www.uawise.edu/registrar](http://www.uawise.edu/registrar).

### **34. Grades**

Faculty members enter their grades through the faculty portal. Once all grades are entered for the appropriate term, a global academic update must be run to lock all grades onto student's electronic records. Faculty who do not report grades may receive a NR for each student who does not have a grade entered in the portal.

College and State Policy (Library of Virginia Archival and Records Management Services Division, July 2008) require that grades placed in the system may not be changed after one year. Additionally, all documentation should be destroyed related to grading after the final grade is placed in the system or one year from date of the final grade entry. Changes after one year may only take place with approval from the Academic Dean and Provost of the College and must be based on very extenuating circumstances.

To enter grades: faculty log in to the faculty portal ([my.uvawise.edu](http://my.uvawise.edu)) and do the following:

- Choose the Faculty Tab at the top (default location)
- Click on My Courses
- Click on Grade Entry
- Select the Division and Term and click search
- Select the course (if more than one, do individually) to enter grades
- Enter grades and click submit

To submit a grade change after the portal closes, faculty go to the Faculty Forms link on the left menu and submit a Change of Grade Form.

### **35. Foreign Language Credit Application**

Students entering UVA Wise as first-time freshmen or transfer may acquire credit for foreign language one of four ways:

1. Take one of the foreign language sequence of courses offered (FRE 1010/1020, GER 1010/1020, SPA 1010/1020). Students who take one of the advanced courses (SPA 1030 or FRE 1030) and make a C- grade or higher will receive credit for SPA 1010 or FRE 1010 and their foreign language is complete. Students who take the advanced course and do not receive a grade of C- or better can take the second half of the sequence (1020) to meet their language requirements.

2. Taking a full sequence (first and second half of an introductory/elementary foreign language) at another accredited college and makes a grade of C- or better they can receive LAN 1010 and LAN 1020 as a CR TR GRADE 3 credit hours entry on their transfer entry screen. They will receive a grade and hours earned. This includes if the language is an English course sequence.
3. Taking a placement test, advanced placement test or CLEP test to receive credit. Students who take this test will have credit awarded by the Language and Literature department and will LAN 1010 and LAN 1020 as a CR AC GRADE 3 credit hours entry on their transfer entry screen.
4. Students who meet with the appropriate Foreign Language faculty or department designee and that faculty member communicates with the Registrar (or designee) that the student has sufficient skill and experience to have satisfied the foreign language series requirements, that student will receive LAN 1010 and LAN 1020 as non-credit bearing courses that satisfy the general education requirement. LAN 1010 CR AC CR no credit hours.

### **36. *Grade reports***

Official grade reports are **no longer** mailed to the student (as of fall 2004). Students may view and print their grades through the student portal utilizing their student log-in and password.

### **37. *Incompletes***

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. Incompletes are not considered prejudicial grades. The decision to award an incomplete is made by the instructor. Students may receive this grade when serious illness, death in the immediate family, military service or other hardship during the semester in which they are registered prevents them from completing course requirements. To receive an incomplete, a student should have completed a majority of the course's major requirements. A grade of "I" automatically becomes an "F" after 45 days if the instructor has not submitted a grade change prior to that time or requested an extension. Under extraordinary circumstances, extensions may be permitted at the request of the instructor with the approval of the Academic Dean.

In cases where a student is trespassed or interim suspended, the student may be offered the opportunity to receive incompletes. This decision will be made on a case-by-case basis and appropriate academic and disciplinary personnel will coordinate as necessary.

### **38. *Change of grade***

If a teacher needs to change a grade that was previously turned in, a **change of grade** form must be submitted electronically via the faculty portal. This grade change will go first to the Academic Dean who will then approve and forward to the Office of the Registrar. All Change of Grade Records are destroyed one year from the date of entry per the regulations of the Library of Virginia Retention Schedule.

### **39. *Course schedules***

Faculty receive the course schedule via an Excel spreadsheet. The Chairs make appropriate revisions based on real-time information available in the Faculty Portal and return to the Office of the Registrar and the schedule is then entered into the Student Information System.

### **40. *National Student Clearinghouse Submissions***

#### **Reporting Schedule**

The Office of the Registrar work with the National Student Clearinghouse to develop a reporting schedule for the spring and fall terms (standard) and the summer terms (non-standard), and the degree verify files. Each enrollment certification file is uploaded within 30 days of the previous file and is verified for any errors within 10 days of upload. Degree file are uploaded at the end of May, the end of Summer terms, and the end of December.

The Office of the Registrar keeps Enrollment Audits in each file submission folder for each term.

The Office of the Registrar will keep copies of the Error Reports and will correct and update any records within ten business days of the notification from the National Student Clearinghouse. Similarly, follow-up notifications regarding additional corrections or updates will be responded to within 5 business days. Copies of error reports will be kept on file in the following secure location:

**Registrar (//regsvr) (R:) > Office > NSC INFO SUBMISSIONS > Applicable Folder**

The above location also contains PDF documents relating to the Jenzabar Student Information System processes for Enrollment and Degree Reporting.

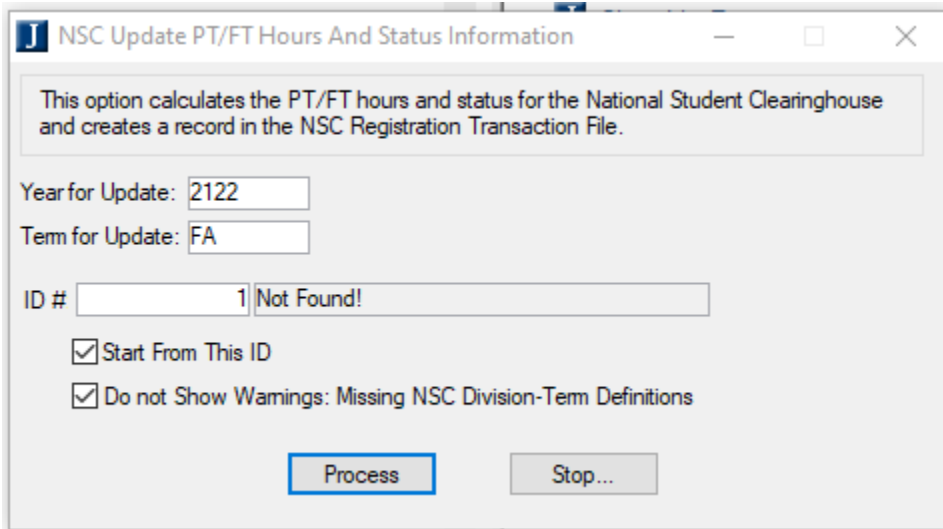
For Degree Verification reporting, the Office of the Registrar will submit degrees recorded three times a year:

1. At the end of Summer II term (generally the first week of August conferral date or after conferrals are in the system)
2. The week before the college closes for Christmas break or the first week back after New Year's (late December or early January) after degrees are conferred
3. The last week of May or the first week of June (after spring degrees are conferred)

Primary responsibility for submitting reports will be the Registrar, secondary responsibility will fall on staff responsible for the Life of File (student files) and Course Schedule. Each of these individuals will be copied on all emails and cross-trained at least one time during the normal school year (Summer 1 to Spring).

### Student Information Process (Jenzabar) for Submitting Data

#### STEP 1: NSC Update PT/FT Hours And Status Information



The screenshot shows a dialog box titled "NSC Update PT/FT Hours And Status Information". It contains the following text and controls:

This option calculates the PT/FT hours and status for the National Student Clearinghouse and creates a record in the NSC Registration Transaction File.

Year for Update:

Term for Update:

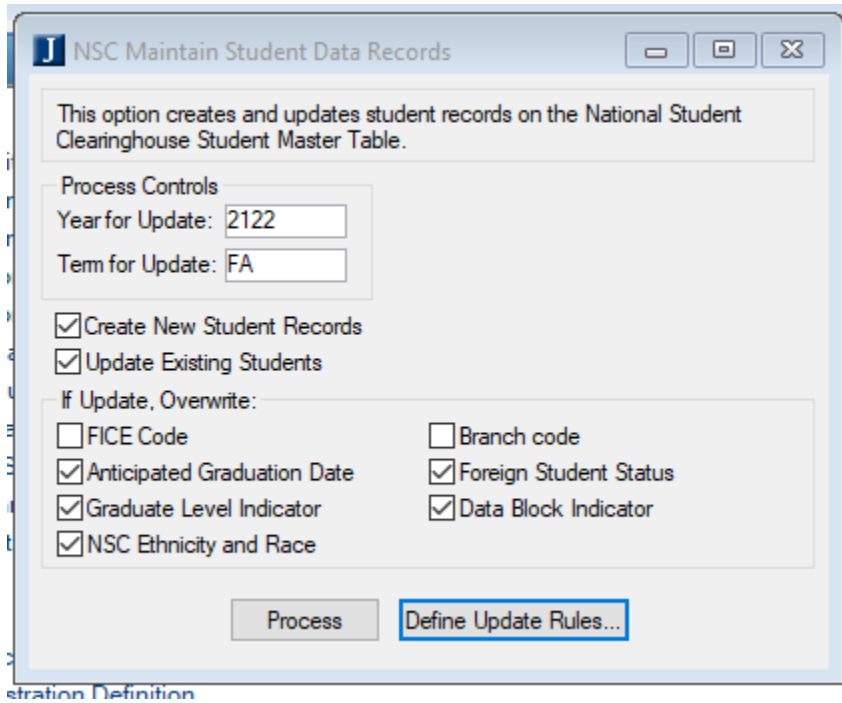
ID #  Not Found!

Start From This ID

Do not Show Warnings: Missing NSC Division-Term Definitions

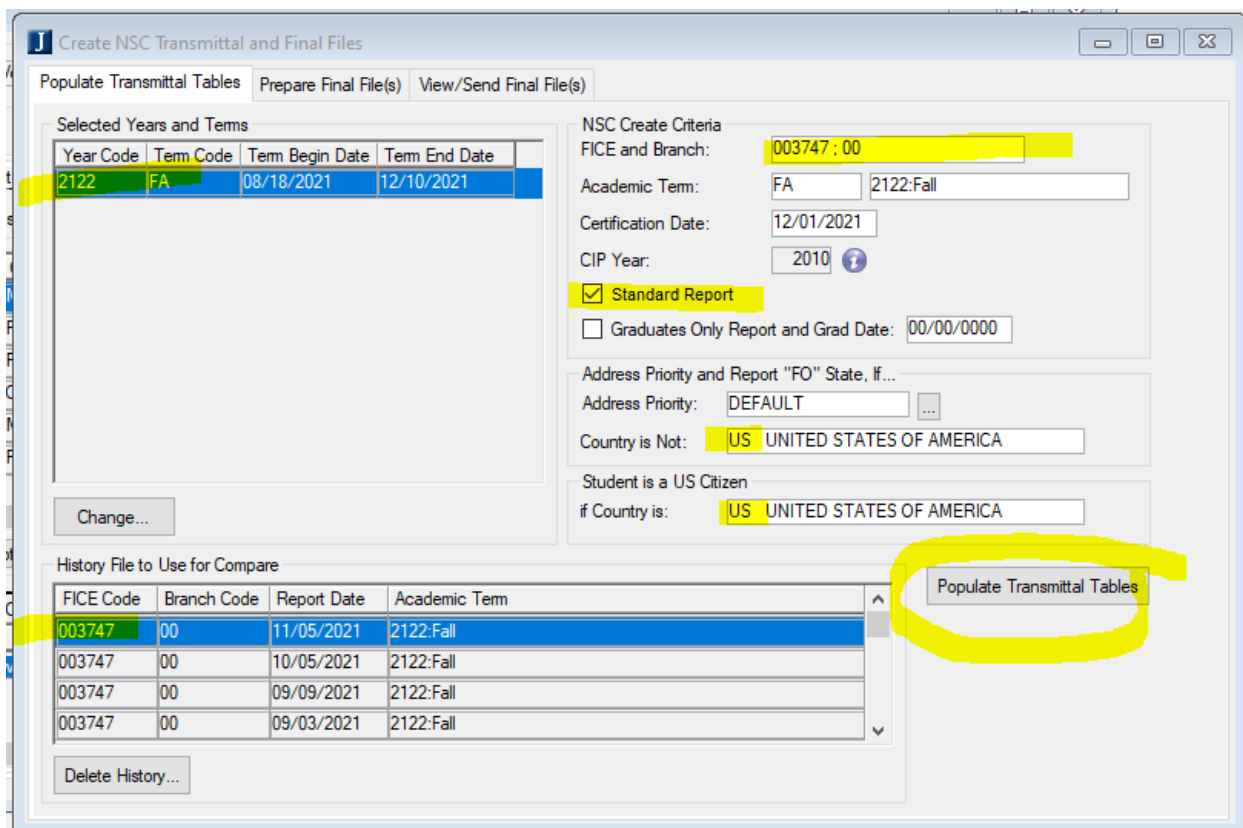
#### STEP 2: NSC Maintain Student Data Records





**STEP 3:** Create NSC Transmittal and Final Files

Once appropriate fields are populated, click on "Populate Transmittal Tables"



## Degree Verification Reporting

Status Start Dates – Dates are all related to the

### **41. Advanced placement**

The University of Virginia's College at Wise recognizes the advanced placement, CLEP, IB and Cambridge and potentially legitimate methods of receiving college credit. The College's policy on accepting these credits can be found in the catalog and a general guideline is also available on the website at [www.uvawise.edu/registrar](http://www.uvawise.edu/registrar).

### **42. College Catalog**

The University of Virginia's College at Wise publishes its undergraduate catalog once a year. Beginning in the 2019-2020 academic year, the Office of the Registrar houses the catalog update process. The Academic Program Committee (APC) has jurisdiction over all academic matters at UVA Wise. This Committee reviews and approves all proposals from academic departments relating to course and curriculum changes. They also review proposals for any special academic procedures related to honors and other aspects of the college as they pertain to the instructional mission.

Each year, the APC process begins in October and runs through January of the new year. All approved proposals are then communicated to the Office of the Registrar via a group BOX folder. The Office of the Registrar makes appropriate changes to the catalog based on these approvals by April 1<sup>st</sup> of each year. These changes are then communicated to the catalog stakeholders around campus for review prior to publishing the college catalog. The academic departments, as well as personnel in Admissions, Financial Aid, Student Affairs, Compliance, Advocacy and Opportunity, the Provost, and others will be given one month (May 1<sup>st</sup>) to review and comment on catalog changes. This gives the Office of the Registrar time to review, update and respond prior to publishing. Ideally, the catalog will be available for publishing by June 1 for undergraduate students. The catalog goes into effect on August 1 of each year.

### **Catalog Timeline**

- APC Process – October to February
- Initial Catalog Updates completed by March 30th
- Updates Communicated to Constituents by April 1
- Comments/Changes Received Back by May 1
- Finalized changes made prior to publishing by June 1

### ***43. Remote and Flex Time***

Remote work is defined as any days where an employee is pre-approved to work from home for a full eight-hour day. Remote work must be pre-approved by the supervisor. The University of Virginia's College at Wise requires a work log narrative for all remote work to be turned in within one week of remote work ending. Employees request to work specific remote days under supervisor approval.

Flex time is defined as when an employee works a 40-hour week in four 10-hour increments rather than five 8-hour increments. Employees requesting Flex time must submit pre-approved Flex days at least four weeks prior to start date. Normally, flex days will not be used during the normal fall and spring terms.

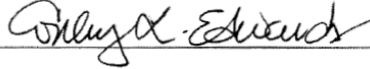
# Appendix A

  
**LIBRARY OF VIRGINIA**  
ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION  
(Form RM-2 July 2008)

## RECORDS RETENTION AND DISPOSITION SCHEDULE GENERAL SCHEDULE NO. 111 ALL STATE SUPPORTED COLLEGES AND UNIVERSITIES COLLEGE AND UNIVERSITY RECORDS

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: \_\_\_\_\_



EFFECTIVE SCHEDULE DATE: 11/11

PAGE 1 OF 22 PAGES

### CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Destruction* (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.

### Offices of Presidents, Vice Presidents, Provosts, Deans, Department Heads, and Boards of Visitors

#### Offices: Accreditation Files - Final Accreditation

This series includes all records, including self study reports, which documents formal accreditation of a college, university, school, or program by a relevant educational accreditation body.

101132 Retain permanently in college or university.

#### Offices: Accreditation Files - Supporting Documentation

This series documents formal accreditation of a college, university, school, or program by a relevant educational accreditation body.

101133 Retain 5 years after accreditation completed then destroy.

**RECORDS RETENTION AND DISPOSITION SCHEDULE  
 GENERAL SCHEDULE NO. 111  
 ALL STATE SUPPORTED COLLEGES AND UNIVERSITIES  
 COLLEGE AND UNIVERSITY RECORDS**

EFFECTIVE SCHEDULE DATE: March 23, 2009 PAGE 12 OF 22 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Offices: Correspondence</u> This series documents the incoming and outgoing correspondence of college or university officials. Includes but is not limited to letters, memoranda, fax transmissions, and related attachments in any physical form including paper or e-mail.		Refer to <i>General Records Retention and Disposition Schedule No. GS-101, Administrative Records</i> for retention guidelines.
<u>Offices: Minutes</u> This series documents the proceedings of boards, councils, commissions, committees, or other bodies.		Refer to <i>General Records Retention and Disposition Schedule No. GS-101, Administrative Records</i> for retention guidelines.
<u>Offices: Routine Administrative Records</u> This series documents the routine administration of any office. Includes, but is not limited to: policy files, reports, subject files, public relations, and FOIA files.		Refer to <i>General Records Retention and Disposition Schedule No. GS-101, Administrative Records</i> for retention guidelines.

**Registration Records**

<u>Registration: Academic Action Notifications</u> This series documents the notification of students about their academic probation, dismissal or other related actions, or status changes.	101134	Retain until next status change or 1 year after last date of attendance, whichever is least, then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Advanced Placement Records</u> This series documents the request for advanced academic placement and approval or denial of placement.	101135	Retain 1 year after graduation, withdrawal, or last attendance then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Applications for Degrees or Graduation</u> This series documents the receipt and approval/disapproval of applications for degrees or graduation.	101136	Retain 1 year after intended award or graduation date then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Audit/No Credit Authorizations</u> This series documents requests to audit classes and approval/disapproval.	101137	Retain 1 year after last action then destroy in compliance with No. 8 on schedule cover page.

**RECORDS RETENTION AND DISPOSITION SCHEDULE  
 GENERAL SCHEDULE NO. 111  
 ALL STATE SUPPORTED COLLEGES AND UNIVERSITIES  
 COLLEGE AND UNIVERSITY RECORDS**

EFFECTIVE SCHEDULE DATE: March 23, 2009 PAGE 13 OF 22 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Registration: Changes of Class/Course Schedules</u> This series documents requests for class and/or course changes after registration and actions taken. Also called adds/drops or class withdrawals.	101138	Retain 1 year after final action then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Change of Status Requests</u> This series documents the receipt of requests for changes to academic status and actions taken in response.	101139	Retain 1 year after final action then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Class Schedules - Student</u> This series documents the final student registration and assignment of classes for the semester.	101140	Retain 1 year after end of semester then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Continuing Education Students</u> This series documents the enrollment of students in special interest programs and courses or professional certification programs.		Refer to series 101154, "Registration: Permanent Student Records" and 101162, "Registration: Temporary Student Records" and other related series.
<u>Registration: Course Enrollment Records</u> This series documents enrollment in specific courses including course descriptions, course ID, faculty assigned, dates/times, and students enrolled.	101141	Retain 1 year after end of course then destroy.
<u>Registration: Degree Audit</u> This series documents the request by students for an audit of their completed minimum degree requirements and statement of remaining requirements to be completed and a copy of the response.	101142	Retain 1 year after graduation or last attendance then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Disciplinary Actions</u> This series documents disciplinary actions taken against students.		Refer to Student Affairs section of this schedule.
<u>Registration: Disclosure of Information - Requests for Information</u> This series documents receipt for requests for personal information on students not requiring student or family approval and actions taken in response.	101143	Retain 3 years after last action; then destroy in compliance with No. 8 on schedule cover page.

**RECORDS RETENTION AND DISPOSITION SCHEDULE  
 GENERAL SCHEDULE NO. 111  
 ALL STATE SUPPORTED COLLEGES AND UNIVERSITIES  
 COLLEGE AND UNIVERSITY RECORDS**

EFFECTIVE SCHEDULE DATE: March 23, 2009

PAGE 14 OF 22 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Registration: Disclosure of Information - Student Directory Exemptions</u> This series documents requests for non-listing in student directories and actions taken.	101144	Retain 3 years after graduation or last attendance then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Disclosure of Information - Written Consents</u> This series documents the receipt of written approvals by student or parent to disclose personal information and actions taken.	101202	Retain 3 years after last action then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Educational Placement Files</u> This series documents the creation of student/alumni placement files. Files may include letters of recommendations, credentials, and other related material.	101145	Retain 5 years after last action then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Enrollment Verifications - External</u> This series documents receipt of requests for verification of enrollment from outside sources and the actions taken in response.	101146	Retain 3 years after last action then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Enrollment Verifications - Internal</u> This series documents the sending of enrollment verifications to students/parents or other college or university offices.	101147	Retain 1 year after verification then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Grade Change Requests/ Reports</u> This series documents the modification of grades previously entered in a student record.	101148	Retain until student record adjusted then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Grade Reports</u> This series documents receipt of course grades from instructors.	101149	Retain until grade transferred to student records then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Graduation Lists</u> This series documents the names, degrees, and awards for graduating students.	101151	Retain permanently in college or university.
<u>Registration: Graduation Requests/Authorizations</u> This series documents that students have met all graduation requirements.	101150	Retain 1 year after graduation then destroy in compliance with No. 8 on schedule cover page.

**RECORDS RETENTION AND DISPOSITION SCHEDULE  
 GENERAL SCHEDULE NO. 111  
 ALL STATE SUPPORTED COLLEGES AND UNIVERSITIES  
 COLLEGE AND UNIVERSITY RECORDS**

EFFECTIVE SCHEDULE DATE: March 23, 2009 PAGE 15 OF 22 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Registration: Holds or Encumbrances</u> This series documents receipt of notice of unpaid accounts or other violations that would require grades, transcripts, graduation, or other services be withheld.	101152	Retain until encumbrance or hold is released then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Pass/Fail Requests</u> This series documents the request for enrollment in a course on a pass/fail basis with no letter or numerical grades given and actions taken in response to the request.	101153	Retain 1 year after the end of semester then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Permanent Student Record</u> This series documents the history of a student's academic life at the college or university. Contents are prescribed by college or university policy and normally include, at a minimum, permanent record card (including admissions data, courses taken, grades, degrees and awards) and other data necessary to prepare transcripts or verify attendance. See records series 101162, "Temporary Student Records" for non-permanent files.	101154	Retain permanently in college or university.
<u>Registration: Personal Data Forms</u> This series documents the creation of quick reference forms on each student. Normally contains personal information, academic status, financial eligibility, and programs selected.	101156	Retain until relevant information is transcribed into student records and also is no longer administratively useful then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Placement Testing</u> This series documents the performance and results of placement tests.	101155	Retain 3 years then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Program Modifications</u> This series documents a student request for changes in programs, major, or degrees sought and actions taken in response.	101157	Retain 1 semester after graduation or last attendance, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Registration/Enrollment Forms</u> This series documents receipt of student registration/enrollment in courses and acceptance or denial of courses.	101158	Retain 1 year after end of semester then destroy in compliance with No. 8 on schedule cover page.

**RECORDS RETENTION AND DISPOSITION SCHEDULE  
 GENERAL SCHEDULE NO. 111  
 ALL STATE SUPPORTED COLLEGES AND UNIVERSITIES  
 COLLEGE AND UNIVERSITY RECORDS**

EFFECTIVE SCHEDULE DATE: March 23, 2009 PAGE 16 OF 22 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Registration: Residency Status Documents</u> This series documents receipt of verification of Virginia residency.	101159	Retain 3 years after graduation or last attendance, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Statistics</u> This series documents the reporting of various registration and enrollment data. May include admissions, registration, grading, degree, and student or alumni statistics.	101160	Retain 5 years or in accordance with college or university policy, whichever is greater, then destroy.
<u>Registration: Temporary Student Records - Matriculated Students</u> This series documents the academic history of a student at college or university. Includes those parts of the student academic record not selected for permanent retention in accordance with college or university policy, refer to series 101154 "Permanent Student Records."	101162	Retain 3 years after graduation, withdrawal, or last attendance then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Temporary Student Records - Non-Credit or Non-Matriculating Students</u> This series documents the history of students admitted but never completing classes or students taking only audit or non-credit classes.	101161	Retain 1 year after last activity then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Transcript Requests - From Students/Parents</u> This series documents the receipt of and filing of a transcript request from students or parents.	101163	Retain 1 year after last action then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Transcript Requests - From Third Parties</u> This series documents the receipt of and response to requests for transcripts from someone other than students, parents, or internal offices.	101164	Retain 1 year after last action or in accordance with college or university policy, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Transfer Credits</u> This series documents the receipt of requests for transfer credit, evaluation of transfers, and the awarding of credits, if any.	101165	Retain 1 year after graduation, withdrawal, or last attendance then destroy in compliance with No. 8 on schedule cover page.

**RECORDS RETENTION AND DISPOSITION SCHEDULE  
GENERAL SCHEDULE NO. 111  
ALL STATE SUPPORTED COLLEGES AND UNIVERSITIES  
COLLEGE AND UNIVERSITY RECORDS**

EFFECTIVE SCHEDULE DATE: March 23, 2009

PAGE 17 OF 22 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Registration: Veterans Administration (VA) Records</u> This series documents the interaction between the college or university and the Veterans Administration in regards to tuition and other VA assistance for students.	101166	Retain 3 years after graduation, withdrawal, or last attendance then destroy in compliance with No. 8 on schedule cover page.
<u>Registration: Withdrawal Authorizations</u> This series documents receipt of requests to withdraw from the college or university and any related reimbursement requests and actions taken in response.	101167	Retain 1 year after last action then destroy in compliance with No. 8 on schedule cover page.



## Appendix B

# SACSCOC Standard 10.7

10.7 The institution publishes and implements policies for determining the amount and level of credit awarded for its courses, regardless of format or mode of delivery. These policies require oversight by persons academically qualified to make the necessary judgments. In educational programs not based on credit hours (e.g., direct assessment programs), the institution has a sound means for determining credit equivalencies.

*(Policies for awarding credit)*

UVA Wise publishes and implements policies for determining the amount and level of credit awarded for its courses, regardless of format or mode of delivery. These policies require oversight by persons academically qualified to make the necessary judgments. UVA Wise procedures conform to commonly accepted practices in higher education as guided by the State Council of Higher Education for Virginia (SCHEV). Virginia codifies these policies for determining the amount and level of credit awarded for courses. Faculty governance via the Undergraduate and Graduate Studies Committees review, manage, and approve curriculum changes, including credits awarded for coursework.

### **Credit Hour Definition**

UVA Wise operates on a semester calendar year with two standard terms (spring and fall) and two non-standard summer sessions. UVA Wise follows the State Council of Higher Education (SCHEV) definition of a credit hour as a "unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in quarter systems. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award." For each one (1) credit hour awarded and earned, specific federal regulations expect an approximation of one (1) hour of direct faculty instruction or classroom instruction and a minimum of two (2) hours of out-of-class student work each week for the length of the academic semester. The College also follows the federal definition of a credit hour wherein academic effort and work reflects intended learning outcomes and is verified by evidence of student achievement. This regulation applies to all academic levels that award academic credit regardless of instructional delivery mode and 1 credit represents, at a minimum, a total of 37.5 hours of student engagement.

For the purposes of applying this definition, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement and follows these expected patterns:

- A 1 credit course equates to at least 17 contact hours (15 hours of classroom instruction plus a 2-hour final exam).
- Whether courses are scheduled to meet one or more times per week, in shortened sessions such as Summer Sessions, or other modalities, such as online or blended courses, it is expected that at least the equivalent of 50 minutes x 15 periods of instruction, exclusive of breaks, plus the final exam is the basis for each credit awarded.
- Common practice expects that students will devote 1 hour in class and 2 to 3 hours outside of class in reading, study, research, preparation of papers, etc. for a total of 3 or more hours per week for each credit in a lecture/discussion course. This practice/ expectation applies to all modalities.
- Laboratory courses, where all requirements are met in the laboratory should meet the approximate of 3 credit hours X 50 minutes X 15 weeks for each credit; those laboratory courses that require substantive work outside the laboratory should meet 2 credit hours x 50 minutes x 15 weeks.
- Combined lecture/laboratory courses should be designed in accordance with the guidelines outlined above, even if there is no discrete break between the lecture and laboratory components of the course. For example, a 3-credit combined course with 2 hours of lecture would meet 4 hours per week if substantive out-of-laboratory work is required and 5 hours per week if the laboratory work is conducted entirely in class.
- UVA Wise courses offered in the online or blended delivery mode that do not meet the traditional contact hour requirements still maintain the same outcomes, outline, and structure as their face-to-face counterparts. Courses converted from a face-to-face course into an alternative delivery mode must meet the standards of the Remote Learning Standards Committee. Prior to implementation, courses that are converted to an online or blended modality are reviewed and approved through that committee. This committee oversees instructional design, quality of instructor, and provides support and resources to faculty (See UVA Wise Instructional Contact Hours and Instructional Contact Minutes).

### **Credit Hours Applied for Transfer and Alternative Learning**

The State Council of Higher Education for Virginia (SCHEV) is the Commonwealth's coordinating body for higher education. SCHEV makes higher education public policy

recommendations to the Governor and General Assembly and facilitates collaboration among Virginia's colleges and universities. UVA Wise publishes a transfer equivalency chart for both Virginia and Kentucky community colleges with details regarding which courses will transfer for credit. The College accepts Credits for Prior Learning (CPLs) as reviewed and approved by faculty. These include Advanced Placement (AP), International Baccalaureate (IB), Cambridge International Education (CIE), College Level Examination Program (CLEP) and other credits as approved by expert faculty and Department Chairs. Faculty review any new courses or tests periodically and as needed and these credit equivalents are published on the Office of the Registrar website.

## **Course Types and Numbering**

In addition to traditional courses, other course types include variable credit courses, special topics courses, independent courses, internships and experiential learning courses, asynchronous distributed learning courses, laboratory courses, and non-standard session courses. The credit hours for these courses are determined by the faculty through the faculty governance process (e.g., review and approval by Undergraduate and Graduate Studies Committee and the Faculty Senate). Asynchronous distributed learning courses must include a syllabus that illustrates how the course incorporates an amount of work equivalent to the face-to-face version of the course and appropriate for the number of credit hours awarded as set forth by the Remote Learning Standards Committee.

Course numbers are designated as follows:

- Lower Division Undergraduate Courses (100-200 level courses): Typically, lower division or introductory courses are taken during the during the freshman and sophomore year.
- Upper Division Undergraduate Courses (300-400 level courses): Typically, upper division undergraduate courses are taken during the junior and senior year.
- Entry Level Graduate Courses (500-600 level courses): These are graduate level courses that may be taken by advanced undergraduates or graduate students unless prohibited by specific campus regulations. Course syllabi must have clearly distinguished requirements for undergraduate credit and graduate credit and graduate students are expected to perform at a higher level with additional graduate level requirements.
- Upper Level Graduate Courses (700 level and above): These are graduate level courses. Undergraduate students may only enroll in these courses through the special permission processes managed by the Graduate School or Academic Department Chair.

Course naming policies are determined at the college level and course titles are approved through the faculty governance process (e.g., approval by the Undergraduate and Graduate Studies Committees and the Faculty Senate).

### **Course Development and Faculty Review**

Course development begins with the academic unit and decisions regarding the number of credit hours and level of the proposed course are made at the departmental level based on the nature of the course and the requirement of the program for which it is designed. Once voted on and cleared by the department, proposed changes are then forwarded to the Undergraduate or Graduate Studies Committees for review and approval. Final approval comes from the Faculty Senate. Faculty have responsibility for the curriculum at UVA Wise and oversight of program content, quality, effectiveness, and the assignment of the amount of credit to be awarded. The Undergraduate and Graduate Studies Committees respectively (USC and GSC) approve curriculum change (new courses, minor course changes, program/major changes) through a proposal and approval process includes rationale for the change.

Academic departments and the faculty curriculum committees, in consultation with the Associate Provost of Curriculum and the Office of the Registrar, collaborate to determine the quantity of credits awarded for courses and programs of study in accordance with commonly accepted discipline specific best practices as indicated in the UVA Wise Instructional Credit Hour Guide. Once a proposal has been routed through the process, it is placed in the college catalog or appropriate public facing document until the next review process.

Within the framework of the committee process, examination of the following are often considered:

- Purpose and goals of a course
- Learning outcomes
- Content and topics
- Assessment
- Class level (undergraduate, upper or lower division, graduate)
- Course type (lecture, lab, clinical, studio, practica, etc.)
- Credits
- Delivery mode
- Supporting resources
- And other factors as appropriate

The Faculty Handbook outlines the Undergraduate and Graduate Studies Committee process as well as the Faculty Departmental Reviews. Courses that have both structured and less structured classroom schedules (research seminars, internships, practica, studio work, clinicals, or any other academic work leading to the award of credit hours) at a minimum, will state clearly learning objectives and outcomes on their syllabi.

Per the course syllabus policy, the syllabus for a course each time it is offered will provide information on the investment of time by the average student necessary to achieve the learning goals of the course. Such information will be tailored to the length of the session and the format of the course (e.g. face-to-face, hybrid, online, independent study, etc.) and will detail all applicable items related to class contact, laboratories, examinations, tutorials and recitations, assignments, and preparation and study.

## Appendix C



Office of the Registrar

## UVA Wise Curriculum Guide for Majors, Minors, Concentrations & Course Types

### Degree

UVA Wise offers three degree types:

- Bachelor of Arts – a degree that focuses on subjects within the liberal arts, humanities, social sciences, languages, culture, and fine arts but may include areas like education and kinesiology
- Bachelor of Science – a degree that focuses on scientific, technical, business, mathematical areas but may include other areas
- Master of Education – a postgraduate academic qualification pursued after a bachelor's degree that allows for advanced study or knowledge of a area of study or professional practice

### Major

A major is a student's principal field of study. Majors are in specific disciplines or are interdisciplinary groupings of courses that are designed to make a coherent whole. The department or program administering the major specifies required and optional courses. Undergraduate students must declare a major no later than the semester in which they are enrolled in their 45th credit. Some majors require course sequences that necessitate earlier selection of the major to earn a baccalaureate degree within four years of full-time study. Therefore, a registration hold will be placed on any undeclared undergraduate student enrolled in their 45th credit. The hold will not be removed until the student meets with an advisor for major selection.

The major becomes official only after the Office of the Registrar has received approval of the change by the appropriate department chair. The student record will then be updated and the degree and major will appear on the student's permanent record and official transcript at the time of graduation.

The following minimum requirements are needed for completion of a major:

- Completion of all necessary courses within the major
- Any special requirements stipulated by the major such as average grade point average

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

- A minimum of 120 semester hours. (At most, three hours earned in physical education activities courses may be counted as part of the 120-hour requirement.) Completion of the Liberal Arts Core general education requirements is considered to be part of the 120 hours.
- An overall grade point average of 2.00 or higher for all college level work (including all coursework at other institutions) and 2.00 or higher on all work attempted at UVA Wise.
- In the major area, a grade point average of at least 2.00 or higher as prescribed by the major.
- Completion of requirements for one of the major program areas and the general education requirements as described in the catalog of record.
- 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.
- Completion of at least 58 semester hours in a regionally accredited four-year college or university.
- The filing of an application for graduation with the Office of the Registrar at least one full semester prior to the anticipated graduation date.

A student will normally meet the graduation requirements outlined in the College catalog of the year in which the student entered the College. A student may elect to satisfy the requirements outlined in a catalog subsequent to those in effect when the student entered. However, a student may not use the requirements outlined in a catalog that is more than eight years old at the time a student graduates. A student may change catalogs by declaring a major with the appropriate Department Chair (see Declaration of Major).

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.

Students interested in pursuing multiple majors or degree paths must follow the policy as it relates to the specific major. Students must earn at least 24 distinct hours if pursuing a second degree path.

### **Course Types and Numbering**

In addition to traditional courses, other course types include variable credit courses, special topics courses, independent courses, internships, service learning, experiential learning courses, asynchronous distributed learning courses, laboratory courses, and non-standard session courses. The credit hours for these courses are determined by the faculty through the faculty governance process (e.g., review and approval by the Undergraduate and Graduate Studies Committee and the Faculty Senate). Asynchronous learning courses must include a syllabus that illustrates how the course incorporates an amount of work equivalent to the face-to-face version of the course and appropriate for the number of credit hours awarded as set forth by the Remote Learning Standards Committee.

While students are not constrained from taking courses with a number distinction outside their classification level, course numbers are designated as follows:

- Lower Division Undergraduate Courses (1000-2000 level courses): Typically, lower division or introductory courses are taken during the during the freshman (1000-level) and sophomore year (2000-level).
- Upper Division Undergraduate Courses (3000-4000 level courses): Typically, upper division undergraduate courses are taken during the junior (3000-level) and senior year (4000-level).
- Entry Level Graduate Courses (5000-6000 level courses): These are graduate level courses that may be taken by advanced undergraduates or graduate students unless prohibited by specific campus regulations. Course syllabi must have clearly distinguished requirements for undergraduate credit and graduate credit and graduate students are expected to perform at a higher level with additional graduate level requirements.
- Upper Level Graduate Courses (7000 level and above): While UVA Wise has these course numbers designated; they are not in current use. These would be graduate level courses. Undergraduate students would only enroll in these courses through the special permission processes managed by the Graduate School or Academic Department Chair.

## Concentration

A concentration is a set of courses that provides structured study in a topic within or in addition to a major. Concentrations require a minimum of nine credits and must be attached to a program of study. The department or program administering the concentration specifies required and optional courses. The concentration may be used to fulfill career needs or to facilitate in-depth investigation in an area of interest to the student. The concentration becomes official only after the Office of the Registrar has received the change of major/concentration approval by the appropriate department chair. A concentration will appear on the student's permanent record and official transcript at the time of graduation.

## Double major



A double major is the concurrent fulfillment of the requirements of two majors. To earn a degree with two majors, the student must complete the courses required in each major, any prerequisite courses required for both majors and the general education requirements of the primary major. Individual degree programs may set limits on the number of credits that can be shared between two majors.

One diploma is awarded displaying the degree path and both majors appear on the student's academic record and final transcript. The double major becomes official only after the Office of the Registrar has received the change of major/concentration approval from the appropriate department chair.

### **Minor**

A minor is a set of courses analogous to and named for an existing major or discipline, or an interdisciplinary grouping of courses not represented by a major. Although a minor is not required for completion of most degree programs, a student may elect an approved minor. Minors require a minimum of 18 credits but may require more credits if approved by the appropriate faculty committee. The department or program administering the minor specifies required and optional courses. The minor may be used to fulfill career needs or to facilitate in-depth investigation in a discipline of secondary interest to the student.

The minor becomes official only after the Office of the Registrar has received approval from the appropriate department chair. A student cannot minor in a discipline identical to the major. A minor will appear on the student's permanent record and official transcript at the time of graduation if the student has completed all requirements for the minor and approval has been granted by the appropriate department.

### **Catalog/Course Schedule Policies**

For a course to appear in the printed catalog or on the class schedule, it must have received approval through the curriculum process. Changes that affect spring advising for fall classes must have received approval from the Undergraduate Studies Committee (USC) or the Graduate Studies Committee (GSC) and Faculty Senate before the Registrar publishes in the catalog (August 1<sup>st</sup> each year) or course schedule. The USC and GSC processes for the next year begin in late Fall (usually October) and are finalized in early Spring (usually February) so that they may be published in the Undergraduate and Graduate Catalogs prior to new student orientations beginning in May.

The Office of the Registrar takes responsibility for verifying the undergraduate catalog and all course schedule information. The College of Graduate and Professional Studies takes responsibility for verifying the graduate catalog.

### **Prefix Policy**

Each disciplinary academic prefix (e.g., MTH, ACC, ENG, etc.) is maintained by the Office of the Registrar and it is the responsibility of a specific department to have prefixes approved through the USC and GSC process. No course may be created or substantially modified without the appropriate approval. If a new prefix is created, the units in charge of similar prefixes or who might be affected by the change must be consulted. Academic departments may consult with the Registrar when planning a new prefix or a change to a course before submitting a change through USC or GSC.

Professional studies courses that are offered by our Center for Teaching Excellence will use the same prefixes as academic departments but will designate a "C" or "L" at the beginning of the course number to indicate if it is a Licensure or Certification course. These are credit-bearing courses taken by students who are not degree-seeking. Control of the course remains with the creating department and all curriculum processes remain in place. The course material should match that of the original, non-professional-studies course.

### **Course Tags**

Courses may have special designations in front of the Course Title depending on the type of course and how it needs to be listed. Some of the special designations are as follows:

ST: Special Topics

SL: Service Learning (ACE Course/Academic Community Engagement)

TAL: Topics in American Literature

TBL: Topics in British Literature

TWL: Topics in World Literature

### **Discontinuance of a Program or Concentration; Storage, Deletion, Retrieval of a Course**

If a program is discontinued, approval of external agencies must occur, including a teach-out plan. If a concentration is discontinued, a teach-out plan may or may not be required. If a department wishes to remove a course from the catalog, it may either be deactivated or deleted using the appropriate procedure for course change. Courses not taught in five consecutive years and not in the generic numbering table below will be automatically deactivated. Once removed permanently, a course or program is considered new and would need to be considered as such for consideration.

### **Final Approval for Curriculum**

After the completed USC and GSC process, the Faculty Senate shall have responsibility to approve matters of curriculum, academic programs and policies. The Registrar then publishes these final outcomes in the College Catalog and the Course Schedule online.

### **Cross-Listed Courses**

A course being taught by one department may be cross-listed by a second department, provided the department offering the course has no objections for a limited time. Permanent cross-listed courses must go through the USC process and be approved prior to being listed in the college catalog.

### Assigning Course Numbers

Course numbers shall be assigned by the academic unit initiating the course after consultation with the Registrar in accord with courses already listed in the catalog.

### Generic Course Numbering

The following numbers are reserved for these purposes:

Course Number	Description
100T, 200T, 300T, 400T	Designated for transfer Credits (Registrar Use Only)
1000-1999	Freshman Level Courses
2000-2999	Sophomore Level Courses
3000-3999	Junior Level Courses
3860-3869	Cooperative Education Courses (1-6 Hours)
4000-4999	Senior Level Courses
4860*4869	Cooperative Education Courses (1-6 Hours)
4970	Independent Studies (section number 15 & 16)
4910, 4911,	Independent Research
4850, 4860, 4940, 4980	Practicums, Internships
4990, 4991, 4992	Senior Seminars, Capstones
5000-5999	Masters Level Year 1
6000-6999	Masters Level Year 2/Doctoral Level Year 1
7000-7999	Doctoral Level Year 2

### CUMULATIVE COURSES

Cumulative courses are courses that may be taken more than one time and still qualify for credit hours earned. These courses may or may not apply to requirements toward completing a major or minor program of study. That is determined by individual departments. Examples of such courses include but are not limited to music courses, basic skills physical education courses (only two hours of PED basic skill credit may be applied toward graduation), special topics courses, internship courses, and independent study and research courses. For more information, please contact the Registrar of the College.

### SPECIAL TOPICS (ST:) COURSES

Special topics courses (designated ST: and generally designated 1950-1959, 2950-2959, 3950-3959 or 4950-4959 numerically) are courses that address current or timely topics that

are in "pilot" phase before being offered on an ongoing basis, or that are known to be a one or two time offering. Special topics courses can vary from term to term. The Faculty Handbook (section 4.8.5.2) notes that these courses may not be offered more than twice for a particular course.

### **SERVICE LEARNING (SL:) COURSES**

Contact: Heather Evans – <https://www.uvawise.edu/academics/uva-wise-connects>

Service learning courses (designated SL:) are courses that incorporate service learning, are approved by the ACE committee, and fit the following criteria:

- One or more course objective(s) will be addressed by students in their ACE (Academic Community Engagement) experience.
- The importance of community engagement is highlighted in the course syllabus.
- The course contains a reflective assignment about the ACE experience that is evaluative and graded as indicated in the course syllabus.
- For each course credit hour, each student will dedicate a minimum of three hours to the ACE experience.

### **COOPERATIVE EDUCATION COURSES**

(See the Department Chair for the Academic Major)

The Cooperative Education Program supplements classroom studies by providing work experience related to a student's academic major. Financial compensation may or may not be received for the work performed. Students must be of junior status and must spend two full semesters at UVA Wise before undertaking cooperative education. This requirement may be waived by the appropriate department chair. After the second semester, students may work part time while continuing attendance at the College or alternate semesters of full-time attendance at the College with semesters of full-time work. The course numbers 3860-3869 and 4860-4869 have been reserved in all academic disciplines for the possible granting of academic credit for cooperative education. A maximum of 12 credit hours may be counted toward a degree. Academic credit may be applied toward an academic major by prior approval of the appropriate department chair. Students considering cooperative education should contact the department chair for specific departmental guidelines. Course descriptions for cooperative education taken as general electives are:

**GNE 3860-3869: Cooperative Education Project I** (1-6 credit hours) Prerequisite: Junior standing and approval of the appropriate Department Chair

Academic credit granted for a special project conducted in connection with a cooperative education work experience under the supervision of a faculty member and approved by the chair of the department of a student's major field. Each department will determine the total number of hours to be counted toward the major. Offered for credit-no credit only.

**GNE 4860-4869: Cooperative Education Project II** (1-6 credit hours) Prerequisite: Senior standing and approval of the appropriate Department Chair.

Academic credit granted for a special project conducted in connection with a cooperative education work experience under the supervision of a faculty member and approved by the chairman of the department of the student's major field. Each department will determine the total number of hours to be counted toward the major. Offered for credit-no credit only.

## Appendix D



Office of the Registrar

## Instructional Credit Hour and Contact Guidelines

*Course instructional modality may vary but course expectations must always align with the stated learning outcomes for each course.*

**Federal Definition of a Credit Hour:** UVA Wise follows the federal definition of a credit hour wherein academic effort and work reflects intended learning outcomes and is verified by evidence of student achievement as established by the College. This regulation applies to all academic levels that award academic credit regardless of instructional delivery mode. Academic departments and colleges offering course credit are required to ensure compliance with the federal and state regulations governing credit hours. UVA Wise follows the State Council of Higher Education (SCHEV) definition of a credit hour as “A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in quarter systems. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award”.

For each one (1) credit hour awarded and earned, specific federal regulations expect an approximation of one (1) hour of direct faculty instruction or classroom instruction and a minimum of two (2) hours of out of class student work each week for the length of the academic semester or an least an equivalent of work as described in the contact minutes standard instructional formats as described in the following table.

### STANDARD INSTRUCTIONAL FORMATS

A **contact hour** is the measure of scheduled instruction provided to students and is guided by the format of instructional delivery of the course.

Course Design	Definition	Contact Hour	Specifics
Design Lab/Studio	A course requiring visually focused work where students have “hands on” experimentation or practice of a subject or discipline	1.5 contact hour = 1 credit hour	Design labs or studio classes present environments for students to engage in creative or artistic activities. May require more faculty/instructor engagement than a defined lab.
Independent Study (May not be used for	A course requiring students to experience individualized, independent, directed, or	Variable contact hours and variable credit earned. Student contract	Expectation of specific contact hours with the faculty member or qualified representative in

Course Design	Definition	Contact Hour	Specifics
internships, practicums, or undergraduate research.)	guided studies led by a faculty member or qualified representative.	for independent study must include contact hours with the faculty member.	addition to the individualized work.
Internship, Field Experience, Practicum, Undergraduate Research	A course requiring students to participate in experiential learning under the supervision of an employee of an external entity, or a university expert (faculty member.)	9 contact hours = 3 credit hours -- 18 contact hours = 6 credit hours -- 27 contact hours = 9 credit hours  Individual departments may require more internship contact hours as determined by the faculty and the Undergraduate Studies Committee (USC)	Internship, Field Experience, Practicum, Undergraduate Research
Lab	A course requiring scientific or research focused "hands on" work	3 contact hours = 1 credit hour	A course where all students apply a scientific or technical premise. May have less expected interaction for the instructor but requires facilitation
Lecture	A course led by an expert or qualified representative in the subject or discipline	1 contact hour = 1 credit hour	
Recitation	A course requiring supplemental or expanded discussion of the content of a specified lecture.	1 contact hour = 1 credit hour	*no more than 50 minutes per week
Seminar	A course structured in support of student conversation, shared experiences, shared readings, and led by faculty.	1 contact hour = 1 credit hour	

**Online/Distance Courses:** The Department Chair, in coordination with the Provost, of the course offering subject will be accountable for all qualitative aspects of virtual campus course offerings as well as assuring the standards for awarding credit are consistent for credit that must be met by all

students in other instructional delivery formats. As an approved participant in the National Council for State Authorization Reciprocity Agreements (NC-SARA), UVA Wise adheres to the interregional guidelines for the evaluation of all distance education courses and assures the quality, benchmarking, and course expectations of virtual are the same as on-campus courses. All virtual courses and instructors are subject to the college guidelines regarding online learning and are overseen by the UVA Wise Remote Standards Committee. UVA Wise's Center for Educational Excellence and Innovation offers additional support and resources for faculty participating in online learning.

### Contact Minutes in a Semester

The federal requirement for a 3-hour semester course is 37.5 hours. UVA Wise requires a minimum of 40-45 hours on contact time for a 3-hour course. A Monday-Wednesday-Friday class meets for 50 minutes a day (150 minutes a week) and meets for 15 weeks giving a total contact minutes of 2250 for the term. A Tuesday-Thursday class meets for 75 minutes a day (150 minutes a week) and meets for 15 weeks, a total of 2250 minutes for the term. Both have an additional exam week contributing another two hours of contact time.

### Minutes Per Class Session – Fall and Spring Terms

Credit Hours	Days Meet Per Week	Contact Hours F2F	Weeks
1 Credit Hour	1 Day	50 Minutes	15 Lecture/1 Exam Week
2 Credit Hours	1 Day	1 Hour 40 Minutes	15 Lecture/1 Exam Week
2 Credit Hours	2 Days	50 Minutes	15 Lecture/1 Exam Week
3 Credit Hours	1 Day	2 Hours 30 Minutes	15 Lecture/1 Exam Week
3 Credit Hours	2 Days	1 Hour 15 Minutes	15 Lecture/1 Exam Week
3 Credit Hours	3 Days	50 Minutes	15 Lecture/1 Exam Week
4 Credit Hours	2 Days	1 Hour 40 Minutes	15 Lecture/1 Exam Week

### Minutes Per Class Session – Summer Sessions

Credit Hours	Days Meet Per Week	Contact Hours F2F	Weeks
2 Credit Hour	4 Days	1 Hour 45 Minutes	5 Week Summer Session
2 Credit Hours	5 Day	1 Hour 20 Minutes	5 Week Summer Session
3 Credit Hours	5 Days	1 Hour 50 Minutes	5 Week Summer Session
3 Credit Hours	4 Days	2 Hours 20 Minutes	5 Week Summer Session
3 Credit Hours	3 Days	3 Hours	5 Week Summer Session
3 Credit Hours	2 Days	4 Hours 30 Minutes	5 Week Summer Session
4 Credit Hours	5 Days	2 Hours 30 Minutes	5 Week Summer Session
4 Credit Hours	4 Days	3 Hours 5 Minutes	5 Week Summer Session
4 Credit Hours	3 Days	4 Hours 10 Minutes	5 Week Summer Session
4 Credit Hours	2 Days	6 Hours 15 Minutes	5 Week Summer Session

Assignment of teaching load and academic advising are the responsibility of the department head or chair and may vary from one term to the next depending on the departmental



requirements. Although the normal load for those engaged only in teaching is 12 didactic hours, the loads vary widely and are usually adjusted to permit time for other scholarly activities, for outreach which is related to the missions of the university and the faculty member's disciplinary expertise, and for faculty development related to the quality of instruction.

The courses designated as Undergraduate Independent Study and Undergraduate Research are generally unique educational experiences between an instructor and a student. Such studies require prior approval by the instructor's department chair and by the Associate Provost of Curriculum.

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## Appendix E

Major Program of Study 34 Total (not counting Forensic Criminology)	Hours	Degree and Department
Accounting 520301	60	Bachelor of Science Degree in Business Administration & Management, Department of Business and Economics
Accounting 520301	60	Bachelor of Arts Degree in Business Administration & Management, Department of Business and Economics
Art 500101	50	Bachelor of Arts Degree in Liberal Arts and Sciences, Department of Visual and Performing Arts
Biochemistry 260202	80-81	Bachelor of Science Degree in Natural Sciences, Department of Natural Sciences
Biology 260101	63-65	Bachelor of Arts Degree in Natural Sciences, Department of Natural Sciences
Biology 260101	73-81	Bachelor of Science Degree in Natural Sciences, Department of Natural Sciences al Sciences
Business Administration 520201	60	Bachelor of Arts Degree in Business Administration & Management, Department of Business and Economics
Business Administration 520201	60	Bachelor of Science Degree in Business Administration & Management, Department of Business and Economics
Chemistry 400501	58-59	Bachelor of Arts Degree in Natural Sciences, Department of Natural Sciences al Sciences
Chemistry 400501	73-75	Bachelor of Science Degree in Natural Sciences, Department of Natural Sciences al Sciences
Communication Studies 090101	48	Bachelor of Arts in English, Department of Communication Studies
Computer Science 110701	77-80	Bachelor of Science Degree in Computer Science, Department of Mathematics and Computer Science
Criminal Justice 430104	42	Bachelor of Science Degree in Social Science, Department of Social Sciences
Earth Sciences 300101	58-60	Bachelor of Arts Degree in Natural Sciences, Department of Natural Sciences al Sciences
Economics 450699	60	Bachelor of Arts Degree in Business Administration & Management, Department of Business and Economics
Economics 450699	60	Bachelor of Science Degree in Business Administration & Management, Department of Business and Economics
English 230101	36	Bachelor of Arts Degree in English, Department of Language and Literature
Environmental Science 300101	71-75	Bachelor of Arts Degree in Natural Sciences, Department of Natural Sciences al Sciences
Environmental Science 300101	79-84	Bachelor of Science Degree in Natural Sciences, Department of Natural Sciences
Exercise Science 310501	68	Bachelor of Arts Degree in Liberal Arts & Science, Department of Education
Foreign Studies 169999	48	Bachelor of Arts in Liberal Arts and Sciences, Department of Language and Literature
French 050124	51	Bachelor of Arts in Liberal Arts & Science, Department of Language and Literature
Government 451001	36-42	Bachelor of Arts Degree in Social Science, Department of Social Sciences

Health & Physical Education, Teacher Licensure 310501	71	Bachelor of Arts Degree in Liberal Arts & Science, Department of Education
Health and Wellness 310501	68	Bachelor of Arts Degree in Liberal Arts & Science, Department of Education
History 540101	42	Bachelor of Arts Degree in History, Department of History and Philosophy
Hospitality Tourism & Management 520901	60	Bachelor of Science Degree in Business Administration & Management, Department of Business and Economics
Interdisciplinary Studies 300000	48	Bachelor of Arts Degree in Liberal Arts and Sciences, Review Committee Appointed by Provost and Dean
Liberal Arts and Sciences 130101	125*	Bachelor of Arts Degree in Liberal Arts & Science, Department of Education
Management Info Systems 521201	73	Bachelor of Science Degree in Management Information Systems, Department of Mathematics and Computer Science
Mathematics 270101	48-49	Bachelor of Science Degree in Mathematics, Department of Mathematics and Computer Science
Medical Technology/Clinical Laboratory 511005	92	Bachelor of Science Degree in Natural Sciences, Department of Natural Sciences
Music 500901	50	Bachelor of Arts Degree in Liberal Arts & Science, Department of Visual and Performing Arts
Nursing 513801	66	Bachelor of Science in Nursing Degree, Department of Nursing
Psychology 420101	51	Bachelor of Science Degree in Social Science, Department of Social Sciences
Sociology 451101	42	Bachelor of Science Degree in Social Science, Department of Social Sciences
Software Engineering 140903	80-85	Bachelor of Science Degree in Software Engineering, Department of Mathematics and Computer Science
Spanish 050130		Bachelor of Arts in Liberal Arts & Science, Department of English and Literature
Sport Management 310501	68	Bachelor of Arts Degree in Liberal Arts & Science, Department of Education
Theater 500501Ed	51	Bachelor of Arts Degree in Liberal Arts & Science, Department of Visual and Performing Arts

\* The Liberal Arts and Science Elementary Education includes all general education requirements.

MINORS (41 TOTAL)	HOURS	DEPARTMENT
Accounting	18	Business and Economics
Appalachian Studies	18	Interdisciplinary
Art	18	Visual and Performing Arts
Biology	21-22	Natural Sciences
Business	18	Business and Economics
Business Analytics	18	Business and Economics
Chemistry	22	Natural Sciences
Communication Studies	18	Communications
Computer Science	24	Mathematics and Computer Science
Criminal Justice	18	Social Sciences
Data Science	19	Mathematics and Computer Science
Earth Science	19	Natural Sciences
Economics	18	Business and Economics
English	18	Language and Literature
Entrepreneurship	18	Business and Economics
Exercise Science	18	Education
Finance	18	Business and Economics
French	18	Language and Literature
German	18	Language and Literature
Government	21	Social Sciences
Graphic Design	21	Visual & Performing Arts
Hispanic & Hispanic-American Studies	18	Language and Literature
History	18	History and Philosophy
International Business	18	Business and Economics
International Studies	18	Interdisciplinary
Leadership	18	Interdisciplinary
Library Media	18	Education
Marketing	18	Business and Economics
Mathematics	20	Mathematics and Computer Science
Medieval-Renaissance Studies	18	Language and Literature/Interdisciplinary
Military Science	18	Business and Economics

Music	21	Visual and Performing Arts
Philosophy, Policy, and Law (PPL)	18	History and Philosophy
Physics	18	Natural Sciences
Psychology	18	Social Sciences
Public Health	18	Natural Sciences
Secondary Education	31	Education
Sociology	18	Social Sciences
Spanish	18	Language and Literature
Software Engineering	24	Mathematics and Computer Science
Sport Management	18	Education
Theater	24	Visual and Performing Arts
Women's Studies	18	Interdisciplinary

CONCENTRATIONS/TRACKS/ENDORSEMENTS	TYPE	HOURS	DEPARTMENT
Data Science (CSC, MTH, MIS, SWE, BIOC, BIO, CHM ENVR Majors)	Concentration	17-20	Math & Computer Science
Cybersecurity (CSC, MIS, or SWE Majors)	Concentration	9	Math & Computer Science
Language and Literature Concentration (LASC PK-6 Majors)	Concentration	24	Education
Mathematics Concentration (LASC PK-6 Majors)	Concentration	24-28	Education
General Science Concentration (LASC PK-6 Majors)	Concentration	21	Education
History/Social Science Concentration (LASC PK-6 Majors)	Concentration	21	Education
Public History Concentration (History Majors)	Concentration	6 additional hours in the History Major	History and Philosophy
Intellectual History Concentration (History Majors)	Concentration	6 additional hours in the History Major	History and Philosophy
Management Concentration (MIS Majors)	Concentration	6 hours/must major in Management Information Systems	Math & Computer Science
Systems Concentration (MIS Majors)	Concentration	6 hours/must major in Management Information Systems	Math & Computer Science
Cybersecurity Concentration (within MIS Major)	Concentration	6 hours/must major in Management Information Systems	Math & Computer Science
Biology Concentration Track (within Environmental Science major)	Track	30-32	Natural Sciences
Chemistry Concentration Track (within Environmental Science major)	Track	26-28	Natural Sciences

Earth Sciences Track (within the Environmental Science major)	Track	26-27	Natural Sciences
Foreign Affairs Concentration (within the Government major)	Concentration	33	Social Sciences
Political Science Concentration (within the Government major)	Concentration	27	Social Sciences
Cell & Molecular (BS Biology Majors)	Track	77-78	Natural Sciences
Ecology, Evolution, & Organismal (BS Biology Majors)	Track	79-81	Natural Sciences
General Biology (BS Biology Majors)	Track	77-73	Natural Sciences

GRADUATE, DUAL PROGRAMS, CERTIFICATES	TYPE	HOURS	DEPARTMENT
3 + 3 Government Dual Degree UVA Wise/Appalachia School of Law (History Majors)	Dual Degree	Complete 90 hours at UVA Wise and apply for program	History and Philosophy
3 + 3 Government Dual Degree UVA Wise/Appalachia School of Law (Government Majors)	Dual Degree	Complete 90 hours at UVA Wise and apply for program	Social Sciences
3 + 3 Biochemistry Dual Degree UVA Wise/Appalachia College of Pharmacy	Dual Degree	Complete 67 hours of prescribed biochemistry curriculum and general education	Natural Sciences
2 + 2 Business Administration Online program for transfer students with completed Associate of Arts or Associate of Science degree	Transfer Online Degree	60 hours or less	Business and Economics
Master in Education with Concentration in Curriculum & Instruction (includes 4 + 1 Qualifying students seeking the Master's degree in Education)	Graduate	Completed or anticipated completion of Bachelor's Degree	Education
Master in Education with Concentration in Library Media (includes 4 + 1 Qualifying students seeking the Master's degree in Education)	Graduate	Completed or anticipated completion of Bachelor's Degree	Education
Master in Education with Concentration in Special Education (includes 4 + 1 Qualifying students seeking the Master's degree in Education)	Graduate	Completed or anticipated completion of Bachelor's Degree	Education
Music Teach	Endorsement	96 Hours	VPAR
Hospitality and Tourism Management	Certificate	18 Hours	Business and Economics

TEACHING ENDORSEMENTS	AREA	DEPARTMENT
Career and Technical Education -- Business and Information Technology	6-12	BUS & ECO
Driver Education (add-on endorsement)	6-12	EDUC

Elementary Education	Pre-K-6	EDUC
Engineering	6-12	EDUC
English	6-12	LANG & LIT
Foreign Language (French, Spanish)	Pre-K-12	LANG & LIT
Health and Physical Education	Pre-K-12	EDUC
History and Social Science	6-12	HIST & PHIL
Library Media	Pre-K-12	EDUC
Mathematics – Mathematics Algebra I (add-on endorsement)	6-12	MTH & CSC
Music Education – Instrumental/Music Education – Vocal/Choral	Pre-K-12	VPAR
Science – Biology or Chemistry or Earth Science (add on)	6-12	NAT SCIE
Special Education-General Curriculum	K-12	EDUC

Colleges for Comparison

COLLEGES	VCU	LONGWOOD	VT	RADFORD	ETSU	ODU
ACCOUNTING BS	74	N/A	64	N/A	N/A	42
ACCOUNTING BA	N/A	N/A	N/A	72	69	42
ART	90	72	21	55	37	42
BIOCHEMISTRY	N/A	N/A	53	N/A	69-74	44-50
BIOLOGY BA	N/A	N/A	N/A	N/A	N/A	42
BIOLOGY BS	70	66	61	69	70-73	42
BUSINESS ADMINISTRATION BA	N/A	70	N/A	N/A	N/A	42
BUSINESS ADMINISTRATION BS	74	70	N/A	N/A	N/A	42
CHEMISTRY BA	N/A	N/A	N/A	N/A	N/A	71
CHEMISTRY BS	62	53	57	64	33-35	71
COMMUNICATION STUDIES	N/A	90	N/A	53	36	15

COMPUTER SCIENCE	66	44	47	79	76	76
CRIMINAL JUSTICE	42	41	N/A	56	42	51
EARTH SCIENCE	N/A	N/A	N/A	N/A	N/A	56
ECONOMICS BA	N/A	N/A	37	N/A	27	42
ECONOMICS BS	74	82	N/A	57	N/A	42
ENGLISH	35	39	36	50	36	62
ENVIROMENTAL SCIENCE BA	N/A	N/A		N/A	N/A	69
ENVIROMENTAL SCIENCE BS	59	43	44	57	N/A	69
EXERCISE SCIENCE	66	53	63	74	N/A	79
FOREIGN STUDIES	N/A	N/A	54	N/A	33	N/A
FRENCH	41	N/A	36	N/A	N/A	42
GOVERNMENT	N/A	50	N/A	N/A	N/A	N/A
HEALTH & PE TEACHER LIC	90	N/A	N/A	74	79*	N/A
HEALTH AND WELLNESS	N/A	42	N/A	N/A	N/A	N/A
HISTORY	22	56	45	48	39	39
HOSPITALITY TOURISM & MAN	N/A	N/A	46	N/A	N/A	N/A
INTERDISCIPLINARY STUDIES	N/A	N/A	33	54	43	N/A
LIBERAL ARTS AND SCIENCE	N/A	70	N/A	N/A	N/A	N/A
MANAGEMENT INFO SYSTEMS	80	N/A	37	N/A	N/A	N/A
MATHEMATICS	51	31	47	66	54-56	34
MEDICAL TECH/ CLINIC LAB	90	N/A	N/A	82	N/A	31/63
MUSIC	N/A	40	62	57	66	59
NURSING	77	77	N/A	98	75	69
PSYCHOLOGY	58	45	45	46	38	44
SOCIOLOGY	38	36	43	44	40-43	45
SOFTWARE ENGINEERING	80	N/A	53	N/A	N/A	N/A



SPANISH	41	N/A	45	N/A	33	42
SPORT MANAGEMENT	N/A	68	N/A	66	76	63
THEATER	N/A	N/A	45	N/A	42	58
<b>VCU</b>						
Degree requirements for Foreign Language, Bachelor of Arts (B.A.) with a concentration in French- I used this for French						
Degree requirements for Information Systems, Bachelor of Science (B.S.)- I used this for Management Info Systems						
Degree requirements for Mathematical Sciences, Bachelor of Science (B.S.) with a concentration in applied mathematics- I used this for Mathematics						
Degree requirements for Medical Laboratory Sciences, Bachelor of Science (B.S.)- I used this for Medical tech/Clinical lab						
Degree requirements for Computer Science, Bachelor of Science (B.S.) with a concentration in software engineering- I used this for Software Engineering						
Degree requirements for Foreign Language, Bachelor of Arts (B.A.) with a concentration in Spanish- I used this for Spanish						
<b>LONGWOOD</b>						
Visual and Performing Arts, BA; Art Concentration- I used this one for Art						
History, BA; Public History Concentration- I used for History						
Visual and Performing Arts, BM; Education Concentration- I used this for Music						
Kinesiology, BS- I used this for Sport Management						
<b>Radford</b>						
Exercise, Sport and Health Education- I used this for Exercise Science						
Medical Laboratory Science, B.S.- I used this for Medical Tech/ Clinic Lab						