

University of Charleston
2020-2021 Academic Catalog Addendum
January 2021

<http://www.ucwv.edu>

The Mission of the University of Charleston is to educate each student for a life of productive work, enlightened living, and community involvement.

Accredited by the Higher Learning Commission

<https://www.hlcommission.org/>

1-800-621-7440

General Education Requirements for Bachelor's Degree Programs (Charleston-based)

Addition: Add italicized text

General Education Requirements for Bachelor's Degree Programs (Charleston-based):

Components	Requirements
Core Component	UNIV 104 and 105, SPCH 103, and COMM 101 and 102 (Transfer students substitute UNIV 204 for UNIV 104 and 105) <i>Students must earn a minimum grade of "C" in all core components to satisfy these graduation requirements.</i>
Flex Component	6-8 credits in each of the following areas: Humanities, Social Sciences and STEM (STEM includes science, math, statistics, computer science and data analytics)
Elective Component	6-8 credits additional from any combination of Flex courses (e.g. 2 STEM; 1 Humanities and 1 Social Science course)

Adult Learner Fast Track Admissions

Correction: The following policy is no longer available as an admissions option.

~~ADULT LEARNER FAST TRACK ADMISSIONS~~

The University of Charleston offers Fast Track Admissions (FTA) for potential students who do not intend to use federal or state financial aid (Pell Grant, student loans, WV Higher Education Grant, etc.) and who meet the below criteria:

~~Over 25 years of age~~

~~OR~~

- ~~• Military service member • Military good standing~~
- ~~• Eligible for tuition assistance/third party tuition payment~~

~~OR~~

- ~~• Civilian • Three continuous years of work experience (verified by letter of recommendation from employer to confirm length of employment)~~
- ~~• Eligible for third party reimbursement~~

~~OR~~

- ~~• Displaced Worker • Three years of work experience—documentation on a resume~~
- ~~• Displaced Worker Verification Worksheet completed~~

~~FTA applicants need to submit the admissions application, a signed FTA form, and transcripts from only the institutions from which they wish to receive transfer credit. If a student is admitted through FTA and later decides to file a FAFSA for federal/state aid, he/she will lose FTA status and will be required to submit all transcripts from all previously attended institutions.~~

~~Students interested in applying through the FTA should contact an admissions representative to determine eligibility.~~

~~**Fast Track Admissions process Step One:** Meet **ONE** of the following conditions~~

- ~~a. 25 years of age—date of birth as evidence (military members exempt from age requirement, other exceptions made by admissions as appropriate) OR~~
- ~~b. Military Personnel *i.* Must have JST, CCAF, GAE or Combo JST transcript~~
 - ~~*ii.* Must be in good standing with the military and have the ability to be approved for Tuition Assistance~~

~~Rationale: The military requires all servicemembers to be in good standing to be eligible for TA. This includes completion of Basic and Advanced Individual Training as indicated on the military transcript, and at least one year of service without any disciplinary actions. OR~~

- ~~c. Currently employed *i.* Three years of work experience (self-reported)~~
 - ~~*ii.* Verification of current employment (ID, pay stub, etc.)~~

- ~~d. Displaced Worker *i.* Three years of work experience—documentation on a resume~~
 - ~~*ii.* Displaced Worker Verification Worksheet completed~~

~~**Step Two:** Agreement to fast track admissions conditions~~

- ~~1. Student signs form that verifies that they are not using any federal or state financial aid *a.* Form verifying non use of FAFSA related Financial Aid (FA)~~

- ~~b. Student verifies that they are going to use only third party payer funds or private pay to pay for university bills.~~
- ~~c. The form will be filed within the Financial Aid file for that student.~~

Step Three: Conditional Acceptance

If the student meets the above conditions, they are considered "conditionally accepted" and can proceed with registration for the next term/semester start.

~~a. The student needs to know that original transcripts will be required for any course that is being accepted for any credits towards degree. Advisors will assist the student in acquiring the necessary transcripts, although it is the student's ultimate responsibility.~~

~~b. An admissions "hold" will be placed on the student's account and will be removed only by admissions after official transcripts are obtained from schools where college transfer credit is being received by UC.~~

Special Admission Requirements

Correction: Add italicized text.

Special Admission Requirements

Some programs within Health Sciences have special and separate programmatic admission requirements. Applicants should consult program descriptions in this Catalog for a complete description of any special or additional requirements specific to the program or programs for which they wish to be admitted.

Applicants applying for General Admission to the University seeking programmatic acceptance into Associate's Degree-granting Health Science programs, who do not meet the separate, programmatic GPA requirement upon applying, may still be considered for General Admission. However, applicants who need greater than 12 credit hours to improve their GPA to the program's minimum guidelines will be denied General Admission to the University unless they select a major without a separate minimum GPA requirement.

Policy on Grade Appeal

Correction: See italicized text

POLICY ON GRADE APPEAL

The assignment of grades for academic work is an important matter that falls within the professional responsibility of each individual faculty member. Grades are determined in such a way as to reflect as accurately as possible student performance according to criteria available to the student and so as to protect the academic freedom of the faculty member and the student. It is recognized that there is an inherently subjective element to grading, but it does not follow from this that grading is done in an arbitrary fashion. Grades are determined by faculty based on their academic judgment and a disagreement or dissatisfaction with the evaluation of the work is not a basis for a grade appeal. Work turned in after specific deadlines published in the course syllabus or end of the official class term cannot be considered in the grade appeal process. Note: Technical issues beyond a student's control should be reported immediately to faculty member and the Help Desk (help@ucwv.edu).

It is possible that a student may dispute a final grade given for a course. When this occurs, the student should follow the procedure outlined below. However, it should be recognized that the faculty member issuing the grade generally has final authority and responsibility for determining that grade. If the student feels that they have grounds for an appeal the responsibility for resolving the dispute is with the instructor of record, the student, the department chair and the dean of the school under which the course falls.

Grounds for a grade appeal of final course grade are:

1. Error in Calculation or Recording of a Grade:

Your grade was erroneously entered in the gradebook or your final grade was calculated in a method inconsistent with the course syllabus.

2. Arbitrary Evaluation:

A significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily during the first week of the course) and included in the syllabus.

Grade appeals are based on problems of process and not on differences in judgment or opinion concerning academic performance. Unless it can be clearly shown by the student that the faculty member has assigned a grade in an arbitrary manner, then the faculty member's grade assigned to the student shall stand. The work in question shall not be regraded or assessed by a different instructor, department chair or dean.

At each level of the process the appeal is limited to the evaluation of whether the grade was determined by the criteria spelled out in the course syllabus.

Step 1 – Appeal to the Instructor of Record: Within five business days of when final grades are posted, the student should provide a grade appeal in writing to the faculty member who assigned the grade and attempt to resolve the issue with the instructor. A form letter (*“Grade Appeal Policy Letter to Faculty”*) found on MyUC should be used for this process. The Faculty member should file the “Faculty Member Resolution Form” with the department chair and dean within 1 week of the meeting with the student. Note: If the faculty member does not respond to the appeal within five business days, the student should contact the department chair.

Step 2 – Appeal to the Department Chair: If no resolution of the grade dispute is achieved after Step 1; within five business days of the decision by the instructor of record, the student should provide a grade appeal in writing to the department chairperson of the faculty member. The department chair will examine the information provided by the faculty member and the student to grant or deny the appeal; the department chair also may contact additional

witnesses if this is deemed important. Following this process, the department chair will provide a letter of decision to the faculty member, student, and dean. Note: If the department chair does not respond to the appeal within five business days, the student should contact the dean.

Step 3 – Appeal to the Dean: If no resolution is achieved at Step 2; within five business days of the decision by the department chairperson, the student should provide a grade appeal in writing to the dean of the faculty member. The dean will examine the information provided by the faculty member, the student, and the department chair to grant or deny the appeal; the dean also may contact additional witnesses if this is deemed important. Following this process, the dean will provide a letter of decision to the faculty member, department chair, and student. This step is the final step in the appeal process.

The decision of the Dean is final and not subject to additional appeal by either student or instructor. **The appeals process ends at this step.**

It is expected that a final decision will generally be made within the first six weeks of the following semester. The instructor and the student should resolve grading conflicts regarding individual assignments during a semester.

Associate of Science in Cyber Security major

Correction/Addition: Add new program in School of Business and Leadership

ASSOCIATE OF SCIENCE IN CYBER SECURITY MAJOR

Dr. Matthew D. Gonzalez, Program Director

Mission

The mission of the (ASCS) Associates of Science in Cyber Security provides the problem solving technical competencies and security practitioner skills to defend the security domain as competent members in the field of cyber security.

Program Description

The Associates of Science in Cyber Security is a 2-year, online degree program that can be taken full time or part time and is designed for entry level students and working adults. Graduates will be prepared to contribute to and lead others in the quickly evolving dimensions of Information Technology (IT) related to cyber security. The Program provides opportunities for students to acquire the knowledge, skills, and experience necessary for demonstration of competency in the field of cyber security at the associate level.

Unique Strengths of the Program

- Graduates will be prepared to contribute to the evolving dimensions of Information Technology (IT) related to cyber security.
- Lab and hands on activities with the use of industry related certification material is utilized throughout the curriculum.
- Graduates will be prepared to conduct the seven main categories of cyber operations as defined by the National Cyber security Workforce framework. They will be able to: (1) securely provision, (2) operate and maintain, (3) protect and defend, (4) investigate, (5) collect and operate, (6) analyze, and (7) provide oversight and development. Simplified, graduates will be prepared for a variety of careers in the rapidly growing industry of cyber security.
- The [National Cyber security Workforce Framework](#) and [U.S. Department of Labor](#) have identified potential job opportunities for graduates of cyber security programs that include, but are not limited to:
 - Information Security Analyst
 - Information Systems Security Engineer
 - Intrusion Detection System (IDS) administrator, engineer, or technician
 - Network Administrator
 - Computer Crime Investigator
 - Cyber Trainer

Program Outcomes

The graduate will:

- 1) Identify security vulnerabilities, protection methods, and tools to help mitigate security risks.
- 2) Provide input for cyber security operational plans for individuals, corporations, governmental services and/or the national community.
- 3) Utilize tools to help detect security risks, threats and vulnerabilities.
- 4) Collaborate with teams to communicate cyber threats and technical remediation strategies in both verbal and written formats.
- 5) Integrate technical skills with operational plans to inform organizational security awareness activities, based on proven industry practices, for people, processes, and systems

Admission Requirements

Freshman admission requirements are a minimum 2.5 academic grade point average (on a 4-point scale), or GED or

TASC score of 450. Applicants accepted by the University of Charleston must submit proof of high school graduation or GED/TASC to the University's Office of Admissions prior to registering for a second semester via a final official transcript. Student transfers must include at least 12 hours of transfer credit.

Degree Requirements

Minimum requirements include:

- Decisions on the acceptance of transfer equivalencies within the major are made by the program faculty;
- 60 earned academic credits;
- Fulfillment of all general education requirements;
- 15 resident credits;
- Fulfillment of all requirements and outcomes of the academic program;
- Cumulative University of Charleston grade point average of 2.0; and
- Demonstration of achievement of exit-level standard on discipline and program outcomes.

Curriculum

- 27 Hours (+/-) Foundation Courses
- 33 Hours Cyber Major Courses

Program Cyber Security Courses (33 credits)*	
Course	Credits
ORGL 150: Intro to Professional Development	3
CYBR 100: Intro to Computers (or A+ Certification)	3
CYBR 110: Intro to Networking (or Net + Certification)	3
CYBR 120: Intro to Security (or Security + Certification)	3
CYBR 130: Introduction to Programming	3
CYBR 200: Introduction to Databases	3
CYBR 210: Network Security Architecture	3
CYBR 220: Security Vulnerability Analysis	3
CYBR 230: Offensive Security Exploitation	3
CYBR 240: Security and Data Privacy	3
CYBR 250: Cloud Computing	3
Total	33
Foundational Courses (15 credits)*	
Course	Credits
COMM 101: Freshman Writing I	3
COMM 102: Freshman Writing II	3
SPCH 103: Oral Communication Fundamentals	3
ENGL224: American Literature Survey	3
HIST211/212: World Cultures	3
SSCI 105: Issues in Social Science	3
HUMN 110: Humanities	3
NSCI 117: Science Course	3
MATH 120: Intermediate Algebra	3
Total	27

* Some foundational course requirements may be met with transfer credits; this will vary by student.

Bachelor of Science in Cyber Security

Correction/Addition:

For the ORGL minor listed in CYBER Security,

Replace ORGL 316 Ethics with **ORGL 402 Organizational Behavior**

Minor Electives (18-21 credits)	
Organizational Leadership Minor	
BUSI 151 Introduction to Business	3
ORGL 309: Collaborative Leadership	3
ORGL 316: Ethics ORGL 402 Organizational Behavior	3
ORGL 430: Leading Teams: Practicum	3
ORGL 401: The Learning Organization	3
ORGL 406: Organizational Development & Change	3
Total	18

Frontline Leadership (FLDR)

Correction

Leadership Courses	Credits	Foundation Courses LLOs-	Credits
FLDR 150: Leadership Journeys	3	SSCI 105 Issues in Social Science	3
FLDR 220: Growing Leaders	3	SSCI 105 HIST 212 Worlds Cultures II	3
FLDR 240: Performance Improvement Initiatives	3	COMM 101 Freshman Writing I	3
FLDR 260: Leading Project Teams	3	COMM 102 Freshmen Writing II	3
ORGL 150: Introduction to Professional Development	3	MATH 116 Survey of Math. or 120 College	3
ORGL 301: The Adult Learner	3	HUMN 101 Introduction to the Humanities HUMN 110 Unheard Voices	3
ORGL 302: Principles & Issues of Management	3	SPCH 103 Oral Communication Fundamentals	3
ORGL 316: Ethics	3	NSCI 117 Why Science Matters	3
		Electives	12
Total FLDR Credits	24	Total LLO & Foundation and Elective Credits	36

Master of Business Administration

Correction:

Remove X from MBA-677, 678, and 712

Addition:

Academic Probation and Academic Dismissal Policy

Level I Probation – Students who obtain a term GPA less than 3.0 must meet with the program director to discuss plans for better performance. If appointments are not made or kept, the student may not be permitted to register for subsequent semesters. Students who obtain a term GPA less than 3.0 will be limited to a maximum of 6 credits in the following semester.

Level II Probation– Students who obtain a term GPA less than 3.0 a second time are placed on Level II probation. Students on Level II Probation may be required to repeat a course(s) and complete remedial work under the supervision of faculty members. Students may only be on Level II Probation for one semester over their time at the University. Students will meet with program director to discuss plans for better performance. If appointments are not made or kept, the student may not be permitted to register for subsequent semesters.

Failure to obtain a cumulative GPA of 3.0 or higher while on Level II Probation may result in dismissal from the program. The final decision on dismissal will be made by the Program Director and Associate Dean considering the following factors: significant improvement of the term GPA and an improvement in the cumulative GPA. Students must have a minimum cumulative GPA of 3.0 to graduate from the Master of Science in Cyber Security program from the University of Charleston.

Should the student wish to appeal his/her dismissal, he/she must do so within fourteen calendar days from the date of receipt of the dismissal letter, unless the Program Director grants a delay due to extenuating circumstances.

If a student wishes to be re-admitted after dismissal, he/she can submit a written request to the Program Director after one year from the date of dismissal but not beforehand. Requests for readmission are not guaranteed to be granted.

Addition:

Academic Probation and Academic Dismissal Policy

Level I Probation – Students who obtain a term GPA less than 3.0 must meet with the program director to discuss plans for better performance. If appointments are not made or kept, the student may not be permitted to register for subsequent semesters. Students who obtain a term GPA less than 3.0 will be limited to a maximum of 6 credits in the following semester.

Level II Probation– Students who obtain a term GPA less than 3.0 a second time are placed on Level II probation. Students on Level II Probation may be required to repeat a course(s) and complete remedial work under the supervision of faculty members. Students may only be on Level II Probation for one semester over their time at the University. Students will meet with program director to discuss plans for better performance. If appointments are not made or kept, the student may not be permitted to register for subsequent semesters.

Failure to obtain a cumulative GPA of 3.0 or higher while on Level II Probation may result in dismissal from the program. The final decision on dismissal will be made by the Program Director and Associate Dean considering the following factors: significant improvement of the term GPA and an improvement in the cumulative GPA. Students must have a minimum cumulative GPA of 3.0 to graduate from the Master of Science in Cyber Security program from the University of Charleston.

Should the student wish to appeal his/her dismissal, he/she must do so within fourteen calendar days from the date of receipt of the dismissal letter, unless the Program Director grants a delay due to extenuating circumstances.

If a student wishes to be re-admitted after dismissal, he/she can submit a written request to the Program Director after one year from the date of dismissal but not beforehand. Requests for readmission are not guaranteed to be granted.

A.S. Radiologic Technology

Addition:

Admission to the program is selective. Acceptance to University of Charleston and meeting program admission requirements do not guarantee admission to the program. The program accepts one class a year for spring semester entry.

~~It is strongly recommended that applications be received no later than August 15. Qualifying applicants who apply before that date may be given preference over other applicants, at the discretion of the University. Those who apply after that date will be considered until the class is filled.~~

Applications received by August 15 will receive full consideration. Applications received after that date will be reviewed on a first-come, first-served basis if and until the spring cohort is full.

A.S. Radiologic Technology

Correction:

Freshman Summer II		
Course Number	Course Title	Credits
RADT 128	Radiologic Clinical III	1
RADT 206	Quality Assurance	1
	Total	2
	Summer Total	6
Sophomore Fall Semester		
RADT 201 / 201L	Image Procedures III and Lab	4
RADT 203	Image Acquisition	3
RADT 204	Radiobiology / Radiation Protection	2
RADT 208	Radiologic Clinical IV	3
RADT 210	Radiologic Pharmacology and Drug Administration	2
	Total	14
Sophomore Spring Semester		
RADT 211	Imaging Procedures IV	3
RADT 217	Radiographic Pathology	2
RADT 218	Radiologic Clinical V	3
RADT 229	Advanced Imaging	1
RADT 230	Capstone Seminar	3
	Total	12

COMMUNICATION (COMM)

Addition: Add italicized text

COMM 102. Freshman Writing II

3 credits

Continuation of COMM 101, culminating in a research paper. *Pre-requisite: COMM 101*

Exercise Science

Addition:

EXER 499X. Independent Study in Exercise Science 1-3 credits

Students will be individually supervised in a research or field experience. Prerequisite: Junior or Senior academically standing in the Exercise Science Program or Strength & Conditioning minor.

Correction:

UNIV 106X Success in College Reading

1 credit

This course is designed to prepare students for college-level reading. Topics include improving vocabulary, increasing comprehension, critical reading, active reading, and study reading.