

**The Advanced Academy of West Virginia
West Liberty University**



Excellence – Leadership – Integrity – Scholarship

Student Handbook

2017-2018

Please Note:

This handbook does not constitute a contract between The Advanced Academy of West Virginia and students or parents/guardians. It is intended as a guidebook for general information. The Advanced Academy is a dynamic program that undergoes changes each year. Thus, needs and expectations can change, requirements can change, and policies and procedures are subject to change. Students and parents/guardians will be notified of any policy changes and are responsible for remaining aware of those changes.

Mission Statement

The mission of the Advanced Academy of West Virginia (also referred to as the AAWV) is to provide an early college immersion program for high-achieving and academically-motivated high school students. The AAWV seeks to allow opportunities for educational advancement for students who show early collegiate promise and abilities. As a full-time, dual-credit program, the AAWV provides the opportunity for accelerated academic pursuit in an environment that supports students' intellectual, social, and emotional development.

Academy Leadership

The Academy is administratively housed within the WLU Honors College, which is under the leadership of the Dean. The Honors College Dean oversees all aspects of the program. The Honors College Dean works closely with the Office of the Registrar, the Office of Admissions, and the designated officials from participating high schools regarding AAWV policies and procedures. Changes to the staff will be communicated to students and parents/guardians.

Academic Policies and Information

ALL AAWV STUDENTS MUST FAMILIARIZE THEMSELVES WITH THE WLU STUDENT HANDBOOK, LOCATED AND UPDATED ONLINE AT: <http://westliberty.edu/residence-life/studenthandbook>

Academic Expectations

The primary motivations for joining the AAWV should be to work at a high academic level as well as accelerated advancement of educational goals. As such, students are expected to maintain a minimum level of academic attainment, measured by grade point average, or GPA. If a student's GPA falls below 3.25, s/he may be limited in future educational and funding opportunities and may be better served by returning to high school. A student whose GPA falls below 3.0 risks their future college admission as well as basic financial resources such as the WV Promise Scholarship. The Dean of the Honors College reserves the right to dismiss any student who does not maintain a GPA or 3.0 and who has not proven to the faculty and staff of West Liberty University that s/he has the motivation, maturity, and ability to excel academically. The adjustment to college presents challenges for many students, thus Academy students are expected to keep Honors College staff informed of any academic difficulties so that appropriate help and guidance may be offered. College courses move at a much faster pace than high school courses, so difficulties need to be anticipated and addressed as early as possible to prevent students

from falling dangerously behind. Advanced Academy students are subject to the rules and regulations set forth in the WLU Student Handbook and the WLU catalog.

Communication

All Academy students are assigned an email account through West Liberty University. This email account should be checked daily. The Academy staff communicates all important academic information through this email.

Academic Integrity

Universities value and emphasize academic integrity. If a student is not completely clear on what constitutes cheating, fabrication, prohibited collaboration, misuse of reference sources or plagiarism, s/he should ask for clarification. Students should become familiar with WLU's Policy on Academic Dishonesty as set forth in the university's catalog.

Advising and Registration

Advisement and registration includes the process of meeting with an advisor to discuss high school graduation requirements, selecting appropriate courses, arranging those courses into a schedule, registering for the classes, and paying associated fees. Students must schedule an advising appointment with the Academy Coordinator prior to the first date of registration as set forth in the WLU Academic Year Calendar. Academy students are eligible for pre-registration regardless of class standing or credit hours completed. It is essential for Academy students to take advantage of early pre-registration to ensure that the classes they need do not fill up before they try to reserve spaces. Student billing accounts, parking tickets, library items and other fees must be in current status in order to be allowed to register for a subsequent term. Any outstanding fee or past due bill will result in a hold on the student's account and an inability to register for an upcoming term. **IT IS ULTIMATELY THE RESPONSIBILITY OF STUDENTS AND THEIR FAMILIES TO MAKE SURE THAT THERE ARE NO HOLDS PLACED ON THEIR ACCOUNTS IN ADVANCE OF COURSE REGISTRATION.**

Drop/Add

If a student wishes to make a change to his/her schedule, s/he must contact the Dean before the end of the drop/add period as determined by the Registrar's office and the Academic Calendar. Academy students must have the Dean's permission to drop/add classes. They may not drop/add online, nor may they proceed with paper drop or add slips and the Registrar office without permission from the Dean. They are encouraged, however,

to consult the WINS class schedule which is linked to the WLU homepage. The current procedure for making a schedule change is to write an email to the Honors College Dean specifying the following information:

- The student's name and student ID number
- The course to be dropped WITH CRN, the four-digit course ID number
- The course to be added WITH CRN, the four-digit course ID number
- A statement indicating that the student has verified both the enrollment limit and the pre-requisites for the course permit proceeding with adding the course.

Course Withdraw

Withdrawing from a university course means dropping the course after the designated drop/add period each semester. Occasionally students choose to withdraw from a class because they are overwhelmed by the difficulty or work load. However, we encourage students to consider a course withdrawal only in dire circumstances such as catastrophic family events or serious, prolonged illness for the student. Academy students are discouraged from withdrawing from a course for the following reasons:

1. A course withdrawal may interfere with graduating from high school on time.
2. In most cases, the withdrawn course still appears on the student's permanent academic transcript with a grade of "W." Such withdrawals on a student's official records reflects poorly on the student's performance, and can seriously undermine a student's future professional and academic endeavors.
3. Depending on the date and the circumstances of the withdrawal, a permanent grade of WF (Withdraw Failing) may be assigned as per WLU academic policy.

If an Academy student believes there is a legitimate reason to withdraw from the course, she must consult with the AAWV Coordinator to discuss and process the withdraw. **NO COURSE CHANGES – ADDS OR WITHDRAWALS – MAY TAKE PLACE WITHOUT WRITTEN PERMISSION FROM THE HONORS COLLEGE DEAN.** Academy student may not withdraw from courses electronically via the WINS system. Likewise, students may not use a paper course withdrawal slip without written permission from the HONORS COLLEGE DEAN. Course withdrawals must follow WLU procedures as set forth in the WLU catalog and the dates of the WLU academic calendar.

Repeating a Course

Academy students should follow the guidelines for repeating a course as set forth in the WLU catalog. In college, a course may be taken "for second grade option" in order to

reflect a higher grade on official transcripts. In such instances, it is noted on the transcript that the course was taken twice, so it is in the interest of the student to avoid this practice. In addition, students must check with their high school guidance counselor about the latest policies regarding second grades in repeated courses. High schools may or may not replace second grades for repeated courses on official high school transcripts.

Class Attendance

Academy students must sign in at the Honors College office on each day that they have WLU classes. Each professor will distribute a class syllabus that will outline his or her expectations for each hour they are in class. Students are responsible for all of the information contained on these syllabi. Academy students are expected to attend ALL classes unless they are physically unable to do so. Class attendance will be monitored daily and reported to Academy students' high schools. It is the student's responsibility to immediately contact professors regarding any absences and missed work, regardless of the circumstances or reasons. All other attendance matters are discussed in the WLU catalog under Class Attendance Policy.

Class Preparation

Students are expected to study (read, review notes, do practice or homework problems) two to three hours for each hour they are in class. If a student is enrolled in 15 semester hours, it is expected that s/he will spend 30-45 hours per week studying outside of class. For this reason, the Honors College Lounge has been designated a quiet area for study time from 8-3:00 each day.

Academic Support

It is not unusual for students to experience difficulty in a university class. In these instances their first resource is the professor. Students are responsible for initiating contact with a professor or other sources of help on campus. These resources include the Honors College, the Learning Center, writing labs, tutors, etc. Students are encouraged to form study groups with other Academy and Honors College students. If a student is struggling, s/he should make an appointment with the Advanced Academy Coordinator as soon as possible.

Academic Probation

A student will be placed on academic probation when either the semester or cumulative GPA falls below a 3.2 or if the Academy Coordinator and Dean of the Honors College

determine that it is in the student's best interest. This may also occur if a student receives a final grade of a D or F in any course. This is not intended as a punishment but as an opportunity for additional support to help the student succeed academically. While on academic probation a student:

- must meet regularly with the Honors College Dean and/or other resource staff as indicated in the notification letter;
- must attend all scheduled classes;
- must work with tutors and academic support staff as arranged by the Academy Coordinator.

A student who does not maintain a GPA of 3.0 or higher can be dismissed at the Honors College Dean's discretion. The struggling student must demonstrate the maturity, responsibility, and motivation required to achieve in an academic setting. Being placed on academic probation is an opportunity for the student to provide evidence that s/he is capable of achieving academically.

CAMPUS LIFE, FACILITIES, AND ACTIVITIES

As college students, Academy students are encouraged to take advantage of various aspects of campus life including special WLU events, invited speakers, intramural sports, and numerous student clubs and activities. While most student organizations are open to Academy students, a few are not. Examples of organizations that are off limits to AAWV students include sororities, fraternities, and NCAA sports teams. Other clubs and organizations may occasionally be off limits for Academy students at the discretion of the Honors College Dean. If there is a question about the feasibility of joining a club, ask the Honors College Dean. Students should feel free to enjoy most campus spaces and extra-curricular activities. PLEASE NOTE AN IMPORTANT EXCEPTION: AT THIS TIME, AAWV STUDENTS ARE NOT PERMITTED TO ENTER THE RESIDENCE HALLS AT ANY TIME. This Campus Housing policy is for the safety and well-being of students. As commuter, non-resident students, Academy students have no need to enter the dormitories/residence halls. Violation of this rule is a serious offense and may incur dismissal from the AAWV.

Honors College

The Advanced Academy of West Virginia is housed within the Honors College at West Liberty University. Academy students, upon acceptance, are recognized as honors students and are encouraged to take honors courses as long as they align and do not interfere with requirements for high school graduation. Students must maintain the Honors College minimum GPA of 3.25 to remain eligible to take honors courses. Honors course advantages include smaller class size, interactions with like-minded students, ease in developing mentorships with professors, and an opportunity for differentiated, in-depth learning. Courses may be converted into honors courses by entering into an Honors

Option agreement with a professor. The form for doing this is on the Honors College web site. Once the Honors Option paperwork has been completed, students are responsible for completing honors work as designated by the professor and as approved by the Dean of the Honors College.

High School Standardized Testing

Most Advanced Academy students are required to take the WESTEST2 tests as required by county and state policy. The Advanced Academy will coordinate test dates and times with the appropriate county. Typically WESTEST dates occur outside of WLU fall and spring semester dates.

An ACT or SAT is required for AAWV admission. However, most Academy students choose to re-take these tests to boost their score and chances for academic scholarships. ACADEMY STUDENTS MUST CONTACT THEIR GUIDANCE COUNSELOR TO ARRANGE TO TAKE THE ACT OR SAT AT THEIR HIGH SCHOOL. IT IS USUALLY NOT POSSIBLE TO TAKE THE ACT OR SAT AT WLU.

Grants & Scholarships

During their time at the AAWV, students are NOT ELIGIBLE for federal and/or state aid, such as the Pell Grant or federally subsidized loans, since they are not holders of a high school diploma. They become eligible once they are holders of a high school diploma, regardless of how much prior college coursework they have completed.

Family and Personal Emergencies

Parents and students should contact the Academy Coordinator or the Dean of the Honors College in the case of a death, major illness in the family, or any other instance during which they need assistance. If needed, the Academy Coordinator will notify faculty members to explain class absences.

